Employee History and Turnover

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

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

Working with employee history and turnover information includes:

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

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

- Review the employee's job progression
- Review salary increases given at the same time a job change was made
- Analyze historical changes to employee information
- Consider an employee for a promotion
- Consider an employee for another position
- Monitor employee movement within your company

What Is Employee Master History?

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

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

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

The history records include the following information:

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

**What Is Employee Multiple-Job History?**

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

**Why Is the Change-Reason Code Important?**

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

When you enter job changes for an employee with multiple jobs, and the change-reason code and effective date are different for each job, the system creates a separate record for each change in the Employee Multiple Job History table.
You define change-reason codes in the user defined code table 07/T. When you define change-reason codes, it is important to note that alphabetic codes have a negative effect on turnover. Conversely, numeric codes have a positive effect on turnover.

**Where Does the System Store History and Turnover Records?**

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

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

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

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

Working with employee history records consists of the following tasks:

- Reviewing employee master history
- Correcting employee master history

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

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

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

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

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

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

See Also

- *Entering Employee Information (P060101)*
- *Understand History and Turnover Tracking (P08042)*
- *Purging History Records (P080860)*

Reviewing Employee History

From Payroll Master (G07), choose Employee Information

From Employee Information (G0711), choose Change Control & Monitoring

From Change Control & Monitoring (G07112), choose Employee History Inquiry

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

- Analyze historical changes to employee information
- Consider an employee’s work record for promotions or raises
- Consider an employee’s work record for another position

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

On Employee History Inquiry

1. Complete the following field:
   - Employee Number

2. Complete any of the following optional fields:
   - As of Date
   - Last Change
   - Data Item

3. Access the detail area.
4. Review the information.

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

**Reviewing history for a specific date**

To review all of the history for an individual employee for one specific date, use Employee History Snapshot. This form shows only the history that is in effect on the date that you specify.

**Field-sensitive history**

On the employee entry form, you can use the Field Sensitive History function to access history for a specific field. You must position the cursor in the field for which you want to review history.

For example, to review an employee’s job history, position the cursor in the Job Type field and choose the Field Sensitive History function.

Processing Options for Employee Master History Inquiry

1. Enter a ’1’ to see inactive employees (Employee Pay Status not numeric) in addition to active employees. Default of Blank will show active employees only (Employee Pay Status numeric).

Data Item Security:

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2. Enter data items not to be displayed for security reasons.

   1. Data Item
   2. Data Item
   3. Data Item
   4. Data Item
   5. Data Item

Select Data:

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3. Enter a ’1’ to display selected data for tracking with values in history. Default of blank will display all selected data items.
Correcting Employee History

From Payroll Master (G07), enter 27

From Payroll Advanced/Technical Operation (G073), choose History & Turnover

From History & Turnover Technical Operations (G0733), choose Employee History

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

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

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

To correct employee history

On Employee History
1. To locate the record, complete either or both of the following fields:
   - Employee
   - Data Item

2. If the entire record is incorrect and you do not want to maintain it in history, choose the Delete option.

3. If you want to maintain the history record, complete the following optional field:
   - Effective On

4. Access the detail area.

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

**See Also**

- *Correcting Turnover Records (P080451)*
Reviewing Employee History Reports

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

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

Reviewing history reports includes:

- Reviewing the Employee History report
- Reviewing the Salary History Analysis report
- Creating the Last History Change workfile
- Reviewing the Last Change in History report

Reviewing the Employee History Report

From Payroll Master (G07), choose Employee Information

From Employee Information (G0711), choose Change Control & Monitoring

From Change Control & Monitoring (G07112), choose Employee History Log

To review history either for a single data item or for all of the data items for which you are tracking history, print the Employee History report. The information that prints on this report is the same information that you can review online using the Employee History Inquiry form.
<table>
<thead>
<tr>
<th>Employee Number</th>
<th>Name</th>
<th>Data Item</th>
<th>Description</th>
<th>History Data</th>
<th>Effectv On</th>
<th>Seq Number</th>
<th>Change Reason</th>
<th>Changed By</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Home Business Unit</td>
<td>419 Administration</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>PHRT Hourly Rate</td>
<td>26.00, 18.00</td>
<td>01/15/98, 01/15/98</td>
<td>DEMO01</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>PSDT Date Pay Starts</td>
<td>08/17/90</td>
<td>01/01/98, 01/01/98</td>
<td>DEMO01</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>SAL Annual Salary</td>
<td>54,080.00, 37,440.00</td>
<td>01/15/98, 01/15/98</td>
<td>DEMO01</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>SALY Pay Class(H/S/P H)</td>
<td>01/01/98, 01/01/98</td>
<td>DEMO01, DEMO01</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>SSN Employee Tax ID</td>
<td>058–43–2559</td>
<td>01/01/98, 01/01/98</td>
<td>DEMO01, DEMO01</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>TARA Tax Area (Work)</td>
<td>06</td>
<td>01/01/98, 01/01/98</td>
<td>DEMO01, DEMO01</td>
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<td></td>
<td></td>
<td>TARB Tax Area (Res.)</td>
<td>06</td>
<td>01/01/98, 01/01/98</td>
<td>DEMO01, DEMO01</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>TRS Change Reason</td>
<td>07, 98, 010</td>
<td>01/01/98, 01/01/98</td>
<td>DEMO01, DEMO01</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>UPMJ Date Updated</td>
<td>10/17/91, 04/04/95</td>
<td>03/01/98, 03/01/98</td>
<td>DEMO01, DEMO01</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>WCMP Workers Comp</td>
<td>8810, Administrative</td>
<td>01/01/98, 01/01/98</td>
<td>DEMO01, DEMO01</td>
<td></td>
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<td></td>
<td></td>
<td>Home Business Unit</td>
<td>451 Accounting Department</td>
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<td></td>
<td></td>
<td>2022 Kellerman, Jame DT</td>
<td>Date Terminated 07/01/98</td>
<td>07/01/98, 01/01/98</td>
<td>DEMO01, DEMO01</td>
<td></td>
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<td></td>
<td>HMCO Home Business U</td>
<td>451 Accounting Depa</td>
<td>06/26/98, 01/01/98</td>
<td>DEMO01, DEMO01</td>
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<td></td>
<td></td>
<td>TRS Change Reason</td>
<td>TE</td>
<td>07/01/98, 01/01/98</td>
<td>DEMO01, DEMO01</td>
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<td></td>
<td>UPMJ Date Updated</td>
<td>03/31/96, 06/26/96</td>
<td>07/01/98, 01/01/98</td>
<td>DEMO01, DEMO01</td>
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<tr>
<td></td>
<td></td>
<td>Home Business Unit</td>
<td>701 Corporate Administration</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td>2006 Walters, Annett ALPR Alpha Name .</td>
<td>Walters, Annette</td>
<td>01/01/98, 01/01/98</td>
<td>DEMO01, DEMO01</td>
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<tr>
<td></td>
<td></td>
<td>DIVC Benefit Group</td>
<td>MGMT</td>
<td>Management Bene 01/01/98</td>
<td>DEMO01, DEMO01</td>
<td></td>
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<td></td>
<td></td>
<td>DSI Date of Origin</td>
<td>06/03/96</td>
<td>01/01/98, 01/01/98</td>
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<td></td>
<td></td>
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<td>06/03/96</td>
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<tr>
<td></td>
<td></td>
<td>ECNT Employee Class</td>
<td>N</td>
<td>01/01/98, 01/01/98</td>
<td>DEMO01, DEMO01</td>
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<td></td>
<td></td>
<td>EEOJ EEO Job Cat .</td>
<td>001</td>
<td>Officials and M 01/01/98</td>
<td>DEMO01, DEMO01</td>
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<td></td>
<td></td>
<td>E001 Eligibility Cod</td>
<td>Y</td>
<td>01/01/98, 01/01/98</td>
<td>DEMO01, DEMO01</td>
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<td></td>
<td></td>
<td>E010 Eligibility Cod</td>
<td>A</td>
<td>01/01/98, 01/01/98</td>
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<td></td>
<td></td>
<td>FLSA FLSA Exempt Y/N V</td>
<td>01/01/98</td>
<td>01/01/98, 01/01/98</td>
<td>DEMO01, DEMO01</td>
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<td></td>
<td></td>
<td>HMCO Home Company .</td>
<td>1</td>
<td>01/01/98, 01/01/98</td>
<td>DEMO01, DEMO01</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td>HMCU Home Business U</td>
<td>701 Corporate Admin</td>
<td>01/01/98, 01/01/98</td>
<td>DEMO01, DEMO01</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td>HM04 Disability .</td>
<td>N</td>
<td>01/01/98, 01/01/98</td>
<td>DEMO01, DEMO01</td>
<td></td>
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<td></td>
<td></td>
<td>IPN First Initial</td>
<td>A</td>
<td>01/01/98, 01/01/98</td>
<td>DEMO01, DEMO01</td>
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<td></td>
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<td></td>
<td></td>
<td>IH Hrs/Yr . . . .</td>
<td>2080.00</td>
<td>01/01/98, 01/01/98</td>
<td>DEMO01, DEMO01</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>JBSCD Job Type .</td>
<td>1M-2</td>
<td>01/01/98, 01/01/98</td>
<td>DEMO01, DEMO01</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Processing Options for Employee History Report

1. Enter a ‘1’ to see inactive employees (Employee Pay Status not numeric) in addition to active employees. Default of blank will show active employees only (Employee Pay Status numeric).

2. Enter the Reporting Period to restrict inclusion of history data by date:
   - From Date
   - Thru Date

3. Enter the data item you wish to see history on (i.e. SAL for Salary). Default of blank will include history on all tracking items.
**Reviewing the Salary History Analysis Report**

From Payroll Master (G07), choose Employee Information

From Employee Information (G0711), choose Change Control & Monitoring

From Change Control & Monitoring (G07112), choose Salary History Analysis

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

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

<table>
<thead>
<tr>
<th>Employee Number</th>
<th>Name</th>
<th>Pay Status</th>
<th>Empl Stats</th>
<th>Job Type</th>
<th>Grad</th>
<th>Step Ratio</th>
<th>C Salary/Hourly Change</th>
<th>Change Reason</th>
<th>Effectv On</th>
</tr>
</thead>
<tbody>
<tr>
<td>7500</td>
<td>McDougle, Cathy</td>
<td>Active</td>
<td>Human Resourc</td>
<td>S4</td>
<td>1.05</td>
<td>S</td>
<td>40,000.00</td>
<td>Promotion</td>
<td>01/01/98</td>
</tr>
<tr>
<td>7504</td>
<td>Meade, Jane</td>
<td>Active</td>
<td>Clerk</td>
<td>S4</td>
<td>0.92</td>
<td>S</td>
<td>35,000.00</td>
<td>Promotion</td>
<td>01/01/98</td>
</tr>
<tr>
<td>7506</td>
<td>Mayeda, Donald</td>
<td>Active</td>
<td>Clerk</td>
<td>S6</td>
<td>0.79</td>
<td>S</td>
<td>44,000.00</td>
<td>Promotion</td>
<td>02/15/98</td>
</tr>
<tr>
<td>7510</td>
<td>Morales, Jesus</td>
<td>Active</td>
<td>Clerk</td>
<td>S6</td>
<td>0.67</td>
<td>H</td>
<td>7,500</td>
<td>Promotion</td>
<td>01/01/98</td>
</tr>
<tr>
<td>6001</td>
<td>Allen, Ray</td>
<td>Active</td>
<td>President</td>
<td>S7</td>
<td>0.97</td>
<td>S</td>
<td>75,000.00</td>
<td>Automated Con</td>
<td>01/01/98</td>
</tr>
<tr>
<td>6000</td>
<td>Easter, Melvyn</td>
<td>Active</td>
<td>Full-time</td>
<td>Secretary</td>
<td>2.57</td>
<td>H</td>
<td>18,000</td>
<td></td>
<td>01/01/98</td>
</tr>
<tr>
<td>2006</td>
<td>Walters, Annette</td>
<td>Active</td>
<td>Full-time</td>
<td>Project Lead</td>
<td>3.71</td>
<td>H</td>
<td>26,000</td>
<td></td>
<td>01/01/98</td>
</tr>
<tr>
<td>2111</td>
<td>Ingraham, Paul</td>
<td>Active</td>
<td>Laborer</td>
<td>H5</td>
<td>0.70</td>
<td>S</td>
<td>40,000.00</td>
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<td>01/01/98</td>
</tr>
<tr>
<td>2129</td>
<td>Jackson, John</td>
<td>Active</td>
<td>Laborer</td>
<td>H5</td>
<td>1.26</td>
<td>S</td>
<td>50,000.00</td>
<td></td>
<td>01/01/98</td>
</tr>
<tr>
<td>6010</td>
<td>Eason, Walter</td>
<td>Active</td>
<td>Laborer</td>
<td>H</td>
<td>1.25</td>
<td>S</td>
<td>18,000</td>
<td></td>
<td>01/01/98</td>
</tr>
<tr>
<td>7701</td>
<td>Anthony Holiday</td>
<td>Active</td>
<td>Fire Fighter</td>
<td>S4</td>
<td>1.34</td>
<td>H</td>
<td>11,250</td>
<td>Automated Con</td>
<td>01/01/98</td>
</tr>
<tr>
<td>7702</td>
<td>Derrick, Leslie</td>
<td>Active</td>
<td>Financial Ana</td>
<td>Financial Ana</td>
<td>2.54</td>
<td>H</td>
<td>37,500</td>
<td>Automated Con</td>
<td>01/01/98</td>
</tr>
<tr>
<td>7703</td>
<td>Bellas, Debbi</td>
<td>Active</td>
<td>Financial Ana</td>
<td>Financial Ana</td>
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<td>7508</td>
<td>Mai, Tien</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>01/01/98</td>
</tr>
</tbody>
</table>
Processing Options for Employee Salary History Analysis Report

1. Enter a ‘1’ to see inactive employees (Employee Pay Status not numeric) in addition to active employees. Default of blank will show active employees only (Employee Pay Status numeric).

2. Enter the Reporting Period to restrict inclusion of history data by date:
   From Date
   Thru Date

3. Enter a ‘1’ to include all employees even if they fall outside the reporting period range of dates.

Creating the Last History Change Workfile

From Payroll Master (G07), choose Employee Information

From Employee Information (G0711), choose Change Control & Monitoring

From Change Control & Monitoring (G07112), choose Last History Change Workfile

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

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

- Verify that the processing options are set to add records to the workfile
- Run the Last History Change program for salary records
- Run the Last History Change program again for job records

You should check your message queue to verify that this program completed successfully.
**Processing Options for Last History Change Workfile**

**REPORT OPTIONS:**

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

1. Enter data item used to create work file.

2. Enter a '1' to clear the work file and then write new records. Enter a '2' to add records to the work file and not clear the file. (Default = '2').

**Reviewing the Last Change in History Report**

From Payroll Master (G07), choose Employee Information

From Employee Information (G0711), choose Change Control & Monitoring

From Change Control & Monitoring (G07112), choose World Writer

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

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

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

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

**Before You Begin**

☐ Create the Last History Change workfile. This workfile compiles the information that prints on the report.
# Reviewing Employee History Reports

Last Change In History:
Using Work File T08042W

<table>
<thead>
<tr>
<th>Address Number</th>
<th>Data</th>
<th>History Item</th>
<th>History Data</th>
<th>Effective On</th>
<th>Updated On</th>
<th>User ID</th>
<th>Program ID</th>
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<td>11/20/95</td>
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<td>P0801</td>
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<td>P0801</td>
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<td>12/21/95</td>
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</tr>
</tbody>
</table>

A8.1 (7/98)
Working with Multiple-Job History

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

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

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

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

To work with multiple-job history, complete the following tasks:

- Review multiple-job history for an employee
- Delete multiple-job history records
Reviewing Multiple-Job History for an Employee

From Payroll Master (G07), choose Employee Information

From Employee Information (G0711), choose Change Control & Monitoring

From Change Control & Monitoring (G07112), choose Employee Multiple Job History

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

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

To review multiple-job history for an employee

On Employee Multiple Job History

1. Complete the following field:
   - Address Number

2. To narrow the search, complete either of the following optional fields:
   - Select From
   - Select Through
3. Access the detail area.

![Employee Multiple Job History](image)

4. Review the information.

### Deleting Multiple-Job History Records

From Payroll Master (G07), choose Employee Information

From Employee Information (G0711), choose Change Control & Monitoring

From Change Control & Monitoring (G07112), choose Employee Multiple Job History

You cannot correct the information in a record in an employee’s multiple-job history. If you incorrectly enter multiple-job information, you must delete the history record unless the correction and the history have the same change reason and effective date. When the correction has the same change reason and effective date as that of a previous record, the system automatically deletes the previous record from the Employee Multiple Job History table.

For example, assume that you need to correct the salary for an employee’s primary job. The salary that you need to correct was entered on 09/01/98 with a change reason of Annual Increase. When you correct the employee’s salary, you enter 09/01/98 for the effective date and Annual Increase as the change reason. The system deletes the history record that contains the incorrect salary information.
When the change reason and effective date for the corrected information are different from those for the incorrect record, you must delete the incorrect record on the Employee Multiple Jobs History form.

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

**Before You Begin**

- Enter the correct information on the Employee Multiple Job Entry form

**To delete multiple-job history**

On Employee Multiple Job History

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

From Payroll Master (G07), enter 27

From Payroll Advanced/Technical Operations (G073), choose History & Turnover

From History & Turnover Technical Operations (G0733), choose Employee Turnover

When employee assignment information changes, such as when an employee changes jobs or moves to a new business unit within your organization, you must update the employee’s record to reflect the change. You can set up your system to create turnover records of the information you that changed when you update employee records. Turnover records also show employee movement that results from new hires and terminations.

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

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

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

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

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

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

- Correcting History Records (P080420)

To correct turnover records

On Employee Turnover

1. To locate the incorrect record, complete the following field:
   - Data Item
2. To narrow your search, complete either of the following optional fields:
   - Turnover Data
   - Change Reason
3. If the record is correct except for the date, correct the information in the following field:
   - Effective Date
4. Locate any incorrect records, and then choose the Delete Record function.
5. Use the Change action.
### Field | Explanation
--- | ---
Data Item | A data item, such as home business unit or home company, for which you are tracking employee turnover. To specify the data items for which you are tracking employee turnover, use user defined code table 08/TF.

J.D. Edwards provides four codes. If necessary, you can change the description of these codes. However, do not change the four-letter code. For example, one of the codes provided is HMCO (Home Company). You can change the Home Company description, but do not change the letters HMCO.

Turnover Data | The data that is specific to the type of turnover being tracked. For home business unit, this field would contain an individual business unit name. For home company, it would contain a company name. For jobs, it would contain a job type (data item JBCD), followed by a job step (data item JBST). For check route codes, the field would simply contain the code.

Form-specific information

This field is optional. You can use it to limit the information that appears on the form. If you do not put a code in this field, all turnover information for the data item appears.
Advanced & Technical
The Family Support Act of 1988 places the responsibility for collecting and distributing child support and other wage attachments on employers. In the Payroll system, you set up wage attachments so that you can deduct court-ordered payments from an employee’s earnings.

Processing wage attachments includes:

- Setting up tables for wage attachments
- Setting up deductions for wage attachments
- Entering employee wage attachments
- Reviewing wage-attachment history

Wage attachments include:

**Garnishments**
Court-ordered payroll deductions imposed for nonpayment of a personal debt or child support. By nature, these debts are already in arrears.

**Tax levies**
Court-ordered payroll deductions imposed for nonpayment of taxes.

**Loans**
Payroll deductions for repayment of a loan that the employer granted to the employee.

**Wage assignments**
Court orders that require the employer to deduct a certain amount from an employee’s wages for an ongoing debt, such as child support or maintenance. Child support deductions have precedence over most other deductions.

If your organization has only a few employees with wage attachments, and those wage attachments use only simple calculations such as a flat dollar amount or an amount equal to a percentage of gross wages, you might not need to use the wage-attachment processing feature. Instead, you can set up and assign the wage-attachment deduction in the same way that you set up and assign any other type of deduction.
The Payroll system contains a comprehensive wage-attachment processing feature that you can use to:

- Track detailed wage-attachment information, such as the wage-attachment case number
- Define specific calculation rules
- Handle multiple wage attachments for an employee
- Track detailed wage-attachment history, including amounts deducted, deduction dates, and payee information

Your organization can charge employees interest on loans and fees for administering most types of wage attachments. In addition to the fees your organization charges, the agency that collects the wage attachment might also charge an administrative fee.

Garnishment tables contain the federal or state wage ranges and calculation methods for garnishments. Levy exemption tables contain the federal and state standard annual exemption amounts used to determine wages exempt from the levy. You can also set up additional amounts of exempt wages when an employee claims a disability. You should set up these tables before you create the deductions for garnishments and levies.

After you set up tables for wage attachments, but before you can enter wage-attachment information for employees, you must set up a deduction for each type of wage attachment. Setting up a deduction for a wage attachment is similar to setting up any other kind of deduction. You then can assign the deduction to an employee using the employee DBA instructions.

The following terms are pertinent to wage attachments:

**Employee**

The debtor or obligor

**Obligee**

The creditor, garnishor, or the person or organization to whom the employee owes money

**Company**

Your company, the employer, and the garnishee

**Payee**

The person or organization that receives the payments and, in turn, pays the obligee

You can review wage-attachment information online for an employee, obligee, or payee. You can also review detailed ledger records associated with wage attachments for a specific employee.
To review wage-attachment history for multiple employees, you can print the Wage Attachment History report.
Setting Up Tables for Wage Attachments

You set up tables for wage attachments to follow government guidelines for calculating deduction amounts for garnishments and levies. Garnishment tables contain the federal or state wage ranges and calculation methods for garnishments. Levy exemption tables contain the federal and state standard annual exemption amounts to determine wages exempt from the levy. You can also set up tables that specify additional amounts of exempt wages for employees who claim disabilities. You should set up these tables before you create the DBAs for garnishments and levies.

Setting up tables for wage attachments includes:

- Setting up garnishment tables
- Setting up exemption tables for tax levies

The method that you use to calculate a garnishment for an employee is determined by the court that imposes the garnishment. To help the courts determine reasonable methods for calculating garnishments, the federal government, as well as some states, issues guidelines for calculating garnishments. You can set up tables that define these guidelines.

For employees who owe levies, government agencies set standard annual exemption amounts. An employee’s exemption amount is the amount of disposable wages that the employee is allowed to keep after the tax levy payment is deducted. Employees are allowed a personal exemption and an exemption based on their marital status. Disabled employees are also allowed an additional exemption amount. You can set up tables that define the government exemption amounts for levies.

What You Should Know About

Tax areas

In the Payroll system, the terms tax area, tax authority, and GeoCode are used interchangeably.
Setting Up Garnishment Tables

From Payroll Master (G07), choose Employee Information

From Employee Information (G0711), choose Wage Attachment Information

From Wage Attachment Information (G07113), choose Calculation Tables

The method that you use to calculate a garnishment for an employee is determined by the court that imposes the garnishment. Garnishments for different employees can use different calculation methods. Typical calculation methods include a flat dollar amount or a percentage of the employee's disposable wages.

Using the government guidelines, you set up calculation tables that specify:

- The range of wage amounts that are subject to garnishments
- The methods that the system uses to calculate the garnishment for each wage range

For federal guidelines, you must set up a garnishment table for each pay frequency that you pay employees. You must also set up garnishment tables for any state taxing authorities that have guidelines that supersede the federal guidelines.

Because the system allows you to associate only one calculation table with a DBA, you must enter the same attachment table number for all garnishment tables. When the system calculates a garnishment for an individual employee, it uses the employee’s pay frequency and tax area to determine the applicable garnishment table.

You cannot use the standard Calculation Tables program (P069021) to set up a garnishment table.
To set up garnishment tables

On Calculation Tables

1. Complete the following fields:
   - Attachment Table
   - Description
   - Tax Authority
   - Pay Frequency
   - Effective-From
   - Effective-Thru

2. To enter wage ranges, complete the following fields:
   - From
   - Thru
   - Amount/Rate
   - Garnishment Calculation Method (Mth)
<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attachment Table</td>
<td>The number you assign to the garnishment calculation table. When you set up the corresponding wage attachment deduction, enter this number in the Table Code field for the deduction. If you need to set up multiple calculation tables for a wage attachment DBA, use the same attachment table number for each of these calculation tables.</td>
</tr>
<tr>
<td>Tax Authority</td>
<td>A code that identifies a geographical location and the tax authorities for the employee’s residence. Authorities include both employee and employer statutory requirements. In Vertex payroll-number tax terminology, this code is synonymous with GeoCode. Refer to Vertex System’s Master GeoCode List for valid codes for your locations.</td>
</tr>
</tbody>
</table>
| From             | Enter the beginning range amount of disposable wage. The system uses this amount, in conjunction with the ending range amount of disposable wage, to determine the method of calculation to use.  
The system uses the check date to determine whether a table is effective. The calculation table is effective only for those garnishments that have check dates that are within the range of the table’s effective from and thru dates. |
| Thru             | Enter the beginning range amount of disposable wage. The system uses this amount, in conjunction with the ending range amount of disposable wage, to determine the method of calculation to use.  
The system uses the check date to determine whether a table is effective. The calculation table is effective only for those garnishments that have check dates that are within the range of the table’s effective from and thru dates. |
| Amt / 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. |
Setting Up Tables for Wage Attachments

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mth</td>
<td>The method used to calculate a garnishment withholding amount for a disposable wage range. Codes are:</td>
</tr>
<tr>
<td></td>
<td>* A Flat dollar amount.</td>
</tr>
<tr>
<td></td>
<td>* A Net calculation method. If the disposable net wage is between the upper and lower range, the amount is the difference between the disposable net wage and the lower amount.</td>
</tr>
<tr>
<td></td>
<td>% Percent.</td>
</tr>
</tbody>
</table>

Setting Up Exemption Tables for Tax Levies

Government agencies set standard annual exemption amounts for employees who owe tax levies. Some states set exemption amounts that supersede the federal amounts. An employee's exemption amount is the amount of disposable wages that the employee is allowed to keep after the tax levy payment is deducted. Employees are allowed a personal exemption and an exemption based on their marital status. Disabled employees are also allowed an additional exemption amount. You can set up tables that define the government exemption amounts for levies.

To simplify setting up levy deductions for employees, you can set up tables that define these exemption amounts. For each employee who owes a levy, the system uses these tables to calculate the amount of disposable wages that is exempt from the tax levy.

Setting up exemption tables for tax levies includes:

- Setting up standard annual exemption amounts
- Setting up additional exemption amounts

**Example: Setting Up Exemption Levies**

The following amounts are derived from the table for a single employee with one personal exemption:

- 2,500.00 single
- 2,300.00 one personal exemption
- 4,800.00 total annual exemption

The total annual exemption is divided by the number of pay periods per year. If the employee is paid semimonthly, 24 pay periods per year, the amount that is exempt from the levy is 200.00 per pay period.
Setting Up Standard Annual Exemption Amounts

From Payroll Master (G07), choose Employee Information
From Employee Information (G0711), choose Wage Attachment Information
From Wage Attachment Information (G07113), choose Standard Annual Exemptions

You set up exemption tables based on the amounts provided by the federal and state governments. Currently, the categories for exemptions are the same as those used for federal income tax exemptions.

To set up standard annual exemption amounts

On Standard Annual Exemption Amounts

Complete the following fields:

- Tax Area
- Date - From Effective
- Date - Thru Effective
- Amount – Personal Exemption
- Amount – Standard Deduction-Single
- Amount – Standard Deduction-Head of Household
- Amount – Standard Deduction-Married-Separate
- Amount – Standard Deduction-Married-Joint
- Amount – Standard Deduction-Surviving Spouse
### Setting Up Additional Exemption Amounts

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Exemption</td>
<td>The Standard Personal Exemption Amount for the calculation of Tax Levy exempt dollars for an individual. Currently this exemption amount is the same as the exemption amount for the calculation of Federal Income Tax.</td>
</tr>
<tr>
<td>- Single</td>
<td>The standard annual wage amount exempt from levies, if the employee's filing status is Single.</td>
</tr>
<tr>
<td>- Head of Household</td>
<td>The standard annual wage amount exempt from levies, if the employee's filing status is Head of Household.</td>
</tr>
<tr>
<td>- Married/Separate</td>
<td>The standard annual wage amount exempt from levies, if the employee's filing status is Married Filing Separately.</td>
</tr>
<tr>
<td>- Married/Joint</td>
<td>The standard annual wage amount exempt from levies, if the employee's filing status is Married Filing Jointly.</td>
</tr>
<tr>
<td>- Surviving Spouse</td>
<td>The standard annual wage amount exempt from levies, if the employee's filing status is Surviving Spouse.</td>
</tr>
</tbody>
</table>

**See Also**

- *IRS Publication 1494* for the current year's Table for Figuring Amounts Exempt from Levy on Wages, Salary and Other Income. This publication is available from the Internal Revenue Service.

---

**Setting Up Additional Exemption Amounts**

From Payroll Master (G07), choose Employee Information

From Employee Information (G0711), choose Wage Attachment Information

From Wage Attachment Information (G07113), choose Additional Exemptions

When an employee or the employee’s spouse meets certain conditions such as age or disability, the employee might have additional exemptions for tax levies. The federal and state governments provide the information you need to complete these tables.
To set up additional exemption amounts

On Additional Exemption Amounts

Complete the following fields:

- Marital Status
- Disability Flag
- Pay Frequency
- Date - From Effective
- Date - Thru Effective
- Amount - Personal Exemption

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
</table>
| Marital Status| The employee's federal marital status from the 668-W form. If you leave this field blank, the system uses Marital Status from the employee master as the default. The system uses this code to compute all tax levy deductions. Form-specific information
On Additional Exemption Amounts, the system does not use the marital status from the employee master as the default. You must enter the marital status if you want the system to use it as an additional exemption amount. |
<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
</table>
| Disability Flag | A code recognized by the federal government that indicates whether an employee has a disability that can change the calculation of a Tax Levy.  
|               | Do not delete or change these codes.                                       |
Setting Up Deductions for Wage Attachments

Before you can enter wage-attachment information for employees, you must set up a deduction for each type of wage attachment. Setting up a deduction for a wage attachment is similar to setting up any other kind of deduction. Therefore, only the unique considerations for each type of wage-attachment deduction are discussed here.

Setting up deductions for wage attachments includes:

- Setting up a garnishment deduction
- Setting up a loan deduction
- Setting up a fee or interest deduction
- Setting up a tax levy deduction
- Setting up a wage-assignment deduction

Wage-attachment payments are deducted from an employee’s disposable wages (disposable earnings). An employee’s disposable wage is the amount that remains after all payments that are required by law have been deducted from the employee’s gross wages.

These required payments include:

- Federal income tax
- Social Security tax
- Medicare tax
- State income tax
- State unemployment insurance
- State disability insurance
- State employee retirement systems
- Local and county taxes
- Any other applicable state requirements
Special considerations for a wage-attachment deduction include the following:

**Effect on disposable wage**
For a wage attachment that is required by law, you should indicate that the attachment is a mandatory deduction when you specify its effect on disposable wage.

**Calculate once per pay period**
Typically, you set up a wage-attachment deduction to calculate only once per pay period. Therefore, if an employee receives a payment (such as a bonus) in addition to a regular payment, the wage-attachment payment is deducted only from the regular payment.

**Accounts payable integration**
If your Payroll system is integrated with the J.D. Edwards Accounts Payable system, you can set up a wage-attachment DBA to generate vouchers.

*See Setting Up Voucher Information for DBAs.*

**Declining balances**
When you set up a wage-attachment deduction, set the Declining Balance field to N (No). The system uses the method of calculation to calculate the declining balance.

**Amount due**
Because wage-attachment balances typically vary by employee, you should not enter an amount due for a wage-attachment DBA. Instead, you enter the amount due when you assign wage attachments to individual employees.

*See Entering General Wage-Attachment Information.*

**Negative pay situations**
You can set up wage-attachment deductions to adjust or be placed in arrears in a negative-pay situation. When an employee does not earn enough in a pay period to pay the deduction, the system can place the deduction in arrears.

*See Setting Up a DBA to Adjust Negative Pay.*

You set up a garnishment deduction to deduct court-ordered payments resulting from nonpayment of personal debts or overdue child support. The debts on which these imposed payments are based are already past due.

You set up a loan deduction to deduct amounts for repayment of a loan granted to an employee by your organization.
In some cases, you might need to associate fees or interest with a wage attachment. For example, your organization might charge interest on a loan to an employee or fees for administering garnishments.

You set up a tax levy deduction to deduct court-ordered payments for back taxes that the employee owes.

You set up a wage-assignment deduction to deduct ongoing debts, including child support and maintenance, from an employee’s earnings.

When you set up a wage-attachment deduction, you must use specific codes for the method of calculation and source of calculation. The following table illustrates the codes required for each type of wage attachment.

<table>
<thead>
<tr>
<th>Type</th>
<th>Source of calculation</th>
<th>Method of calculation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Garnishment</td>
<td>any code 1-7</td>
<td>G</td>
</tr>
<tr>
<td>Loan</td>
<td>R</td>
<td>K</td>
</tr>
<tr>
<td>Fees</td>
<td>0</td>
<td>$</td>
</tr>
<tr>
<td>Interest</td>
<td>R</td>
<td>%</td>
</tr>
<tr>
<td>Tax levy</td>
<td>any code 1-7</td>
<td>L</td>
</tr>
<tr>
<td>Wage assignment</td>
<td>any code 1-7</td>
<td>C</td>
</tr>
</tbody>
</table>

(for child support and maintenance)

See Also

- *Setting Up Simple DBAs (P069117)*
Setting Up a Garnishment Deduction

From Payroll Master (G07), enter 29

From Payroll Setup (G074), choose Pay/Deductions/Benefits

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

You set up a garnishment deduction to deduct court-ordered payments resulting from nonpayment of personal debts or overdue child support. The debts on which these imposed payments are based are already overdue. Because each deduction must match the court orders, you might need to set up separate deductions for different employees.

Before You Begin

☐ Set up the tables that the system uses to calculate garnishments. See Setting Up Garnishment Tables.

To set up a garnishment deduction

On DBA Setup
1. Enter a numeric code from 1 to 7 in the following field:
   - Source of Calculation
2. Enter G in the following field:
   - Method of Calculation
3. Enter the attachment table number for your garnishment tables in the following field:
   - Table Code
4. Complete the steps for setting up a simple deduction.

What You Should Know About

Garnishment tables  Choose the Garnishment Calculation Table function to review the information you entered on your garnishment tables.

See Also

- Setting Up Simple DBAs (P069117)

Setting Up a Loan Deduction

From Payroll Master (G07), enter 29

From Payroll Setup (G074), choose Pay/Deductions/Benefits

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

You set up a loan deduction to deduct amounts for repayment of a loan granted to an employee by your organization. When you assign the loan deduction to an employee, the system calculates the amount of the deduction based on the amount due.

You set up a loan deduction in the same way that you set up any other type of deduction.

What You Should Know About

Codes for loan deductions  When you set up a loan deduction, you must enter R (Remaining Balance) for the source of calculation and K (Employee Loan) for the method of calculation.
Declining balance  When you set up the DBA, you must set the declining balance field on the DBA Additional Information form to N (No). When you use method K, the system automatically controls the declining balance.

Setting Up a Fee or Interest Deduction

From Payroll Master (G07), enter 29

From Payroll Setup (G074), choose Pay/Deductions/Benefits

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

In some cases, you might need to associate fees or interest with a wage attachment. For example, your organization might charge employees:

- Interest on loans
- Administrative fees for maintaining garnishments

You set up deductions for fees and interest and base those deductions on the deductions for which you are collecting the fees or interest. Fees do not apply to tax levies.

A fee or interest deduction must have a higher DBA number than the deduction on which it is based. For example, you can base interest deduction 1122 on loan deduction 1108 and fee deduction 1120 on garnishment deduction 1104. You can base a fee or interest deduction on only one deduction. Therefore, even when you charge the same fee for garnishments as for wage assignments, you must set up two fee deductions. Base one fee deduction on the garnishment deduction, and base the other fee deduction on the wage-assignment deduction. You specify the based-on deduction number in the basis of calculation for the fee or interest deduction.

When you define a wage attachment for an employee, you assign the fee or interest deduction number to the associated wage attachment.

To set up a fee or interest deduction

On DBA Setup

1. Complete the following field.
   - DBA Code
2. Enter 0 (zero) or R in the following field:
   - Source of Calculation
3. Enter $ or % in the following field:
   - Method of Calculation
4. Complete the steps for setting up a simple deduction.
5. On Basis of Calculations, complete the following fields for the wage-attachment deduction for which you are collecting the fee:
   - From Type
   - Thru Type

See Also

- Setting Up Simple DBAs (P069117)

Setting Up a Tax Levy Deduction

From Payroll Master (G07), enter 29
From Payroll Setup (G074), choose Pay/Deductions/Benefits
From Pay/Deductions/Benefits Setup (G0742), choose DBA Setup

You set up a tax levy deduction to deduct court-ordered payments for back taxes that the employee owes. You set up a tax levy deduction in the same way that you set up any other type of deduction.

Before You Begin

☐ Set up exemption tables. See Setting Up Exemption Tables for Tax Levies.

What You Should Know About

Codes for tax levy deductions
When you set up a tax levy deduction, you must enter a code from 1 to 7 for the source of calculation and L (Levies) for the method of calculation.

Declining balance
When you set up the DBA, you must set the declining balance field on the DBA Additional Information form to N (No). The wage attachment program calculates the remaining balance for the tax levy.

See Also

- Setting Up Simple DBAs (P069117)
Setting Up a Wage-Assignment Deduction

From Payroll Master (G07), enter 29

From Payroll Setup (G074), choose Pay/Deductions/Benefits

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

You set up a wage-assignment deduction to deduct ongoing debts, including child support and maintenance, from employees’ earnings.

The courts typically rule that child support has priority over other types of wage attachments. This means that if an employee did not earn enough in a pay period to pay for all deductions, the child support deduction should be the last deduction to be adjusted.

To give the child support deduction first priority, assign it a lower DBA number than the numbers that you enter for other deductions. During payroll-cycle processing, the system adjusts (backs out) deductions in numerical order, beginning with the highest-numbered deduction. For example, deduction 1001 would be adjusted (backed out) before 1000.

You set up a wage-assignment deduction in the same way that you set up any other type of deduction.

What You Should Know About

| Codes for wage-assignment deductions | When you set up a wage-assignment deduction, you must enter a code from 1 to 7 for the source of calculation and C (Child Support) for the method of calculation. |
Entering Employee Wage Attachments

You can enter a wage attachment for an employee to deduct a court-ordered payment from the employee’s earnings. You can also enter a wage attachment for an employee when your organization grants a loan to the employee and charges interest for the loan.

Entering wage attachments includes the following tasks:

- Assigning a DBA for a wage attachment
- Entering a wage attachment for a garnishment
- Entering a wage attachment for a loan
- Assigning fees or interest to a wage attachment
- Entering a wage attachment for a tax levy
- Entering a wage attachment for a wage assignment
- Assigning priorities to wage attachments
- Entering additional information for a wage attachment

When you enter a wage attachment for an employee, you define the specific rules for calculating that employee’s wage attachment. For an employee who has multiple wage attachments of the same type (two garnishments, for example), you can set priorities for those wage attachments. You also can enter additional information for a wage attachment, such as its file number and effective dates.

You can enter a wage attachment for an employee in either of the following ways:

- Enter the deduction for the wage attachment in the employee’s DBA instructions. The system displays the wage attachment entry program, where you can enter the unique information for this employee’s wage attachment. The system prompts you to enter only the information that applies to the type of wage attachment that you are entering.
- Enter the wage-attachment information for an employee directly. The system adds the wage-attachment DBA to the DBA instructions for the employee.
You can choose the way that works best for you. If you have many employees with wage attachments, entering the wage-attachment information directly will probably be the most efficient entry method.

**Before You Begin**

- Set up a deduction for each type of wage attachment. See *Setting Up Deductions for Wage Attachments*.
- Enter obligees and payees into the Address Book system. See *Working with Basic Address Book Information* in the *Address Book Guide*.

**Assigning a DBA for a Wage Attachment**

**From Payroll Master (G07), choose Employee Information**

**From Employee Information (G0711), choose DBA Instructions**

You can assign a DBA to enter a wage attachment for an employee. When you assign a DBA that has been set up for wage-attachment purposes, the system displays the additional forms that you need to enter the wage attachment.

For any type of wage attachment, you can enter certain general information, such as the case number, case date, and payee. If your Payroll system is integrated with the Accounts Payable system and you have activated vouchering for DBAs, you can create an accounts payable voucher for a wage attachment.
Entering Employee Wage Attachments

To enter general wage-attachment information

On DBA Instructions

1. Complete the following fields:
   - Employee Number
   - Code
2. Complete the following optional fields:
   - Start
   - Stop
   - Generate Voucher (GV)
3. Use the Add action.

4. On Wage Attachment Window, complete the following optional field:
   - Specify Case/Loan Number
5. Choose the Continue function.

6. On Employee Wage Attachment Entry, review the information in the following fields:
   - Wage Attachment Number
   - Employee Number
   - Deduction Number
   - Case/Loan Number

7. Complete the following optional fields:
   - Obligee Number
   - Payee Number
   - Case Date
   - A/P Voucher

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wage Attach Control Number</td>
<td>A control number used to group and identify all related elements associated with a Wage Attachment (Garnishment, Levy, Child Support or Loan). This number is assigned by the system and is used to attach a specific deduction to its related Wage Attachment information.</td>
</tr>
<tr>
<td>Case/Loan Number</td>
<td>A number assigned to the Wage Attachment by the issuing agency.</td>
</tr>
</tbody>
</table>
### Field |
**Obligee No**
The address number of the participant as defined in the Participant Master table (F08901).

In Dependent/Beneficiary Assignment, enter the participant number of the dependent/beneficiary who is being assigned to the benefit plan.

In Qualifying Event Entry, enter the participant number of the qualified beneficiary who has lost coverage and is eligible to receive COBRA coverage.

**Payee No**
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.

**Case Date**
The date the agency issued the wage attachment.

**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

**Form-specific information**

To create an A/P voucher for a wage attachment, your Payroll system must be integrated with the Accounts Payable system, and you must set up vouchering for DBAs.

---

### What You Should Know About

**Deleting a wage attachment**
You cannot delete a wage attachment that has history information.

**Entering duplicate case numbers**
When you add wage attachments, the system prevents you from entering duplicate case numbers.
**Entering a Wage Attachment for a Garnishment**

From Payroll Master (G07), choose Employee Information

From Employee Information (G0711), choose Wage Attachment Information

From Wage Attachment Information (G07113), choose Employee Wage Attachment Entry

You must enter a garnishment wage attachment for an employee when a court orders your organization to withhold payments for overdue child support or personal debt from the employee’s wages.

When you enter a garnishment wage attachment, you specify the total amount that the employee owes (the amount due) and the method that the system should use to calculate the payment. The court determines this method. For garnishments, the court often directs you to use guidelines defined by the state or federal government. In this case, you can use the garnishment tables as the method of calculation.

▶ To enter a wage attachment for a garnishment

On Employee Wage Attachment Entry
1. Complete the following fields:
   - Employee Number
   - Deduction Number
   - Amount Due

2. Complete the following optional fields:
   - Case/Loan Number
   - Obligee Number
   - Payee Number
   - Case Date
   - A/P Voucher
   - Number of Periods
   - Minimum Net Pay

3. To calculate the garnishment with a method other than the garnishment calculation tables, complete the following fields:
   - Amount
   - Method

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount Due</td>
<td>The amount due is either:</td>
</tr>
<tr>
<td></td>
<td>- The amount due for a declining balance (Declining Balance field = Y).</td>
</tr>
<tr>
<td></td>
<td>- The amount due for a wage attachment deduction. This amount is required for all wage attachments except a child support deduction.</td>
</tr>
<tr>
<td></td>
<td>The amount due for a declining balance must be specified at one of the following assignment levels:</td>
</tr>
<tr>
<td></td>
<td>- DBA setup</td>
</tr>
<tr>
<td></td>
<td>- Group assignment</td>
</tr>
<tr>
<td></td>
<td>- Employee assignment</td>
</tr>
<tr>
<td></td>
<td>For wage attachment setup, the system stores the amount due in a different table and does not display it in the DBA instructions for employees.</td>
</tr>
<tr>
<td></td>
<td>You cannot specify the amount due during time entry.</td>
</tr>
<tr>
<td></td>
<td>When the amount due equals zero, the DBA becomes inactive.</td>
</tr>
<tr>
<td></td>
<td>.......... Form-specific information ..........</td>
</tr>
<tr>
<td></td>
<td>The total amount that the employee was originally ordered to pay. Each pay period that the wage attachment payment is deducted from the employee’s pay, the system reduces the amount due by the amount of the deduction to reflect the current amount that the employee owes.</td>
</tr>
<tr>
<td>Field</td>
<td>Explanation</td>
</tr>
<tr>
<td>------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>No. of Periods</td>
<td>The number of periods for which a deduction or benefit should be taken. The system automatically decreases this number by one for each period taken.</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>Minimum Net Pay</td>
<td>The system uses this amount in conjunction with the Calculation Method 4 for Child Support and Method 6 and 7 for Garnishments and Tax Levies (UDC 07/GA).</td>
</tr>
<tr>
<td></td>
<td>The minimum net pay is the amount of disposable wage that the employee must have left after the wage attachment payment is deducted. It is not the amount that the employee is allowed to take home. The employee might have other (non-wage attachment) deductions that reduce the minimum net pay amount.</td>
</tr>
<tr>
<td></td>
<td>For further explanation, please see the Method field (WACM) for these calculations.</td>
</tr>
<tr>
<td>Amount/Method</td>
<td>The amount to be withheld from the employee's paycheck for a wage attachment.</td>
</tr>
<tr>
<td></td>
<td>You can enter either a flat dollar or percentage amount based on one of the wage attachment methods. The system can use this amount as a comparison based on the method. The method determines whether the amount or the percent is deducted.</td>
</tr>
</tbody>
</table>
### Field | Explanation
---|---
Amount/Method | The method the system uses to calculate a wage attachment deduction. Valid values are:
  - **blank** For a garnishment, the system uses the Garnishment Calculation Tables to calculate the garnishment. For a levy, the system uses the Standard Annual Exemption Amounts and Additional Exemption Amounts tables to calculate the levy. (Use for garnishment and levy).
  - **1** Lesser of the flat amount or percent of disposable wage. (Use for child support).
  - **2** Greater of the flat amount or percent of disposable wage. (Use for child support).
  - **3** Greater of flat amount or percent. The difference becomes the arrearage deduction, if there is an arrearage amount. (Use for child support).
  - **4** Flat dollar amount. The difference between the new disposable wage and the minimum net pay equals the arrearage amount. (Use for child support).
  - **5** Flat dollar amount, unless the amount is greater than percent of wage, then use the secondary amount. (Use for child support).
  - **6** Flat dollar amount, unless the new disposable wage is less than minimum net pay, then adjust amount until minimum net reached. (Use for garnishment and levy).
  - **7** Percent of disposable wage adjusted to minimum net. (Use for garnishment and levy).
  - **8** Lesser of % of gross or table amount. (Use for garnishment).
  - **A** Flat dollar amount. (Use for garnishment, levy and loans).
  - **%** Percentage of disposable wages (Use for garnishment and levy).

### What You Should Know About

**New disposable wage** The new disposable wage is the employee's disposable wage minus the wage-attachment deduction.

**Revising the original balance** You can use the Unprotect Original Balance function when you need to revise the original balance. When you exit the form, the system automatically protects the Original Balance field.
See Also

- *Setting Up Garnishment Tables (P06931)* for information about setting up calculation tables for government guidelines

Exercises

See the exercises for this chapter.

**Entering a Wage Attachment for a Loan**

From Payroll Master (G07), choose Employee Information

From Employee Information (G0711), choose Wage Attachment Information

From Wage Attachment Information (G07113), choose Employee Wage Attachment Entry

When you enter a loan wage attachment for an employee, the system calculates the amount of the deduction based on the amount due. If the employee does not earn enough in a pay period to pay the wage-attachment deduction, the system does not calculate any fees or interest associated with the deduction.

► **To enter a wage attachment for a loan**

On Employee Wage Attachment Entry

![Image of Employee Wage Attachment Entry interface]
1. Complete the following fields:
   - Wage Attachment Number
   - Employee Number
   - Deduction Number
   - Case/Loan Number
   - Amount Due
   - Amount

2. Enter $ or % in the following field:
   - Method

3. Complete the following optional fields:
   - Obligee Number
   - Payee Number
   - Case Date
   - A/P Voucher
   - Minimum Net Pay
   - Number of Periods

See Also
- Assigning Deductions, Benefits, and Accruals (P060181) for information about entering deductions for individual employees

Assigning Fees or Interest to a Wage Attachment

From Payroll Master (G07), choose Employee Information

From Employee Information (G0711), choose Wage Attachment Information

From Wage Attachment Information (G07113), choose Employee Wage Attachment Entry

Some outside agencies charge interest to employees on loans or fees for administering wage attachments. Your organization might also charge interest on loans to employees or attach fees to any wage attachment. You can assign these interest amounts or fees when you enter the wage attachment. The system updates the employee’s DBA instructions with the fee or interest DBA code.

To assign fees or interest, complete the appropriate task:

- Assign fees or interest from an outside agency
- Assign fees or interest for your company
To assign fees or interest from an outside agency

On Employee Wage Attachment Entry

1. To enter a new wage attachment, complete the following fields:
   - Wage Attachment Number
   - Employee Number
   - Deduction Number
   - Case/Loan Number
2. Complete the following optional fields:
   - Obligee Number
   - Payee Number
   - Case Date
   - A/P Voucher
3. Alternatively, to assign fees or interest to an existing attachment, locate the appropriate wage attachment.
4. Choose the Fees and Interest function.

5. On Wage Attachment Fee and Interest Window, complete the following field:
   - Deduction Number
6. Complete the following optional fields:
   - Agency Fee
   - Period Limit
   - Monthly Limit
   - Quarterly Limit
   - Annual Limit
7. Choose the Update File function.
To assign fees or interest for your company

On Employee Wage Attachment Entry

1. Complete a wage attachment or locate an existing wage attachment.
2. Choose the Fees and Interest function.

3. On WageAttachment Fee and Interest Window, complete the following field:
   - Deduction Number

4. Complete the following optional fields:
   - Company Fee
   - Period Limit
   - Monthly Limit
   - Quarterly Limit
   - Annual Limit

5. Choose the Update File function.

### Field | Explanation
---|---
Deduction – Wage Attach 1 | The deduction number to be used for withholding the Administrative Fee from the employee’s paycheck.
Agency Fee | The agency fee amount to be withheld from the employee’s paycheck. Each wage attachment must have a DBA of its own setup for fees.

Form-specific information

If you leave this field blank, the system uses the amount specified in DBA setup.
<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Fee</td>
<td>The administrative fee amount to be withheld from the employee’s paycheck. Each type of wage attachment must have its own DBA setup for fees.</td>
</tr>
<tr>
<td></td>
<td>Form-specific information. If you leave this field blank, the system uses the amount specified in DBA setup.</td>
</tr>
<tr>
<td>Period Limit</td>
<td>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. For an accrual, this amount is expressed as a limit on hours.</td>
</tr>
<tr>
<td>Monthly Limit</td>
<td>The maximum amount that can be withheld or accrued in a month. For a deduction or a benefit, this amount is expressed in dollars. For an accrual, this amount is expressed as a limit on hours.</td>
</tr>
<tr>
<td>Qtrly Limit</td>
<td>The maximum amount that can be withheld or accrued in a quarter. For a deduction or benefit, this amount is expressed in dollars. For an accrual, this amount is expressed as a limit on hours.</td>
</tr>
<tr>
<td>Annual Limit</td>
<td>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.</td>
</tr>
</tbody>
</table>

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.

**What You Should Know About**

**Company loans without fees or interest**

If your company does not attach fees or interest on a loan to an employee, you can enter the loan as a deduction with a declining balance instead of as a wage attachment. This type of loan deduction does not appear on wage-attachment reports.
Entering Employee Wage Attachments

Entering a Wage Attachment for a Tax Levy

From Payroll Master (G07), choose Employee Information

From Employee Information (G0711), choose Wage Attachment Information

From Wage Attachment Information (G07113), choose Employee Wage Attachment Entry

You enter a tax levy wage attachment when a court orders your organization to deduct repayments for overdue taxes from an employee’s earnings.

When you enter a tax levy wage attachment, you specify the total amount that the employee owes (the amount due) and the method that the system uses to calculate the payments. This method is determined by the court. For tax levy payments, the court typically directs you to use the standard annual exemptions and additional exemptions that the government defines. In this case, you can use exemption tables as the method of calculation. If necessary, you can specify another method for calculating the tax levy payments.

To enter a wage attachment for a tax levy

On Employee Wage Attachment Entry

![Employee Wage Attachment Entry Image]
1. Complete the following fields:
   - Wage Attachment Number
   - Employee Number
   - Deduction Number
   - Case/Loan Number
   - Amount Due

2. Complete the following optional fields:
   - Obligee Number
   - Payee Number
   - Case Date
   - A/P Voucher

3. To use the Standard Annual Exemption Amounts and Additional Exempt Amounts tables to calculate the levy, complete the following fields:
   - Marital Status
   - Disability Flag
   - 668-W Exemptions

4. To use a method other than the Standard Annual Exemption Amounts and the Additional Exempt Amounts tables to calculate the levy, complete the following fields:
   - Amount
   - Method

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disability Flag</td>
<td>A code recognized by the federal government that indicates whether an employee has a disability that can change the calculation of a Tax Levy. Do not delete or change these codes.</td>
</tr>
<tr>
<td>668-W Exemptions</td>
<td>The number of exemptions claimed by the employee. These exemptions are not those defined on the W-4. For tax levies the employee must fill out form 668-W and define their marital status and number of exemptions.</td>
</tr>
</tbody>
</table>

See Also

- Setting Up Exemption Tables for Tax Levies (P06SEA) for information about setting up tables that define government guidelines
Entering a Wage Attachment for a Wage Assignment

You enter a wage assignment when a court orders you to deduct ongoing payments for child support or maintenance from an employee’s earnings.

Entering a wage attachment for a wage assignment includes:

- Entering an ongoing wage assignment
- Entering a wage assignment with a split deduction
- Entering a wage assignment with agency arrearage information

Often, employees have wage attachments to pay their child support or maintenance payments that are late or in arrears. In this case, the court might require that, in addition to the amount that you must deduct for ongoing payments, you must deduct payments for the amount in arrears. In the Payroll system, this amount is called the agency arrearage.

The Payroll system recognizes two types of arrearage amounts:

- **Agency arrearage** An amount past due as stated by the court when it issued the wage assignment.
- **Deduction arrearage** The amount that the Payroll system could not deduct from the employee’s wages because the employee did not earn enough to pay the wage-assignment deduction.

When you enter a wage assignment for an employee, you specify how to calculate the deduction for ongoing payments. If the employee has an agency arrearage amount, you must also specify how to calculate payments for agency arrearage amounts.

To specify how the system processes a deduction arrearage, you enter arrearage rules in the wage-assignment deduction.

Ongoing wage-assignment payments always take precedence over arrearage payments.

**See Also**

- Setting Up a DBA to Adjust Negative Pay (P069117) for information about working with deduction arrearage amounts
Entering an Ongoing Wage Assignment

From Payroll Master (G07), choose Employee Information

From Employee Information (G0711), choose Wage Attachment Information

From Wage Attachment Information (G07113), choose Employee Wage Attachment Entry

You enter a wage assignment when a court orders you to deduct ongoing payments for child support or maintenance from an employee’s earnings. When the employee has no agency arrearage, you enter ongoing wage assignment information only.

To enter an ongoing wage assignment

On Employee Wage Attachment Entry

1. Complete the following fields:
   - Wage Attachment Number
   - Employee Number
   - Deduction Number
   - Case/Loan Number
   - Method
2. Complete the following optional fields:
   - Obligee Number
   - Payee Number
   - Case Date
   - A/P Voucher
3. Complete any of the following fields that apply to the wage-attachment method that you are using:
   - Amount 1
   - Percent 1
   - Amount 2
   - Percent 2
   - Minimum Net Pay

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percent 1</td>
<td>The percent of disposable wage that can used in the calculation of a wage assignment, as specified in the wage attachment setup.</td>
</tr>
</tbody>
</table>
| Amount 2 | The amount to be withheld from the employees paycheck for a wage assignment deduction. In some states the calculation of wage assignment may be two tiered:  
   - For Method 5
     - If Amount 1 is greater than Percent 1 use Amount 2.  
   - For Methods 1, 2, 3, or 4,  
     - If the Secondary Deduction Flag equals 1 and the Number of Periods equals zero (0), use Amount 2 for the calculation.  
     - If the Secondary Deduction Flag equals 2 and the Number of Periods equals zero (0), it uses Percent 2 in connection with Amount 1 for the calculation. |
| Percent 2 | The percent of disposable wage which may be used in the calculation for a wage assignment deduction. In certain states the calculation may be two tiered:  
   - If the Secondary Deduction Flag equals 2 and the Number of Periods equals zero (0), use Percent 2 field in conjunction with Amount 1 for the calculation of the deduction. |
What You Should Know About

**Entering a flat dollar deduction**
To enter an ongoing wage assignment that is a flat dollar amount, enter 2 in the Method field, a dollar amount in the Amount 1 field, and zero (0) in the Percent 1 field.

**Entering a percentage deduction**
To enter an ongoing wage assignment that is a percentage of the employee's disposable wage, enter 2 in the Method field, zero (0) in the Amount 1 field, and a percentage amount in the Percent 1 field.

**Entering minimum net pay**
Enter a minimum net pay amount only if you enter 4 in the Method field. The system calculates the agency arrearage amount, which is the difference between the disposable wage and the minimum net pay amount.

**Entering costs for wage assignments**
To enter costs associated with a wage assignment, choose the Amount Due function to access Wage Attachment Amount Window. When you enter a total deduction amount in this window, the system transfers that amount to the Amount Due field on the Employee Wage Attachment Entry form.

**Entering a Wage Assignment with a Split Deduction**

From Payroll Master (G07), choose Employee Information

From Employee Information (G0711), choose Wage Attachment Information

From Wage Attachment Information (G07113), choose Employee Wage Attachment Entry

Employees who have more than one family might have multiple wage assignments. For employees with multiple wage assignments, you can use the split deduction feature to specify how the system divides the amount among the families if the employee does not earn enough to pay all deductions.

When you use the split deduction feature, you must enter each wage assignment separately using the same deduction number and deduction percentage.

**Example: Splitting a Wage Assignment Deduction between Families**

George supports two families and has two wage assignments. The first wage assignment is $300 per pay period, and the second is $200. However, the maximum percentage of the employee's disposable wages that must go toward all wage assignments is 65 percent. When George does not earn enough to pay
both wage assignments, the amount available must be divided proportionately between the wage assignments.

This pay period, George has disposable wages of $500. The system uses the following calculations to determine George’s wage-assignment deductions for this pay period.

**Amount available**
Disposable wage x percent = amount available for all wage assignments

\[ 500 \times .65 = 325 \]

**First wage assignment %**
First wage assignment / disposable wages = % of disposable wages for first wage assignment

\[ 300 / 500 = .60 \]

**Second wage assignment %**
Second wage assignment / disposable wages = % of disposable wages for second wage assignment

\[ 200 / 500 = .40 \]

**First deduction**
Percent of disposable wages for first wage assignment x amount due for first family = amount deducted for first wage assignment

\[ .60 \times 325 = 195 \]

**Second deduction**
Percent of disposable wages for second wage assignment x amount due for second family = amount deducted for second wage assignment

\[ .40 \times 325 = 130 \]

---

To enter a wage assignment with a split deduction

On Employee Wage Attachment Entry

1. Complete the steps for entering an ongoing wage assignment.
2. Complete the following fields:
   - Split Deduction
   - Secondary Deduction Flag
   - Group Limit Code
   - Family Code
<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Split Deduction</td>
<td>Use this code to specify whether a child support deduction amount is divided equally or apportioned among all the families to whom the employee is</td>
</tr>
<tr>
<td></td>
<td>paying child support. This condition occurs when there are multiple child support deductions for one employee, and the employee did not earn enough</td>
</tr>
<tr>
<td></td>
<td>wages to pay all the support payments. Instead of making a payment to only one family, the system allocates, or divides, the amount equally to each of the</td>
</tr>
<tr>
<td></td>
<td>wage attachment numbers.</td>
</tr>
<tr>
<td></td>
<td>Y Apportion the amount. If one payment was for 100 and another for 200, and the employee had only 150 available for the payments, the first family</td>
</tr>
<tr>
<td></td>
<td>would get 50 and the second family would get 100.</td>
</tr>
<tr>
<td></td>
<td>1 Divide the amount equally among the families. If one payment was for 100 and another for 200, and the employee had only 150 available for the</td>
</tr>
<tr>
<td></td>
<td>payments, each family would get 75.</td>
</tr>
<tr>
<td></td>
<td>N Do not take other child support payments into consideration.</td>
</tr>
<tr>
<td></td>
<td>To use the split deduction feature, you must use a flat dollar amount method.</td>
</tr>
<tr>
<td></td>
<td>When you enter a value in the Split Deduction Flag field, you must enter a value in the Group Limit Code field.</td>
</tr>
<tr>
<td>Sec Ded Flag</td>
<td>A code that specifies whether the secondary amount or percent fields are to be used when the number of periods is zero (0). This field applies when</td>
</tr>
<tr>
<td></td>
<td>the Method is 1, 2, 3, or 4.</td>
</tr>
<tr>
<td></td>
<td>N Do not use the Amount 2 or Percent 2 field in the calculation of the Child Support Deduction.</td>
</tr>
<tr>
<td></td>
<td>1 When Number of Periods is zero (0), use Amount 2 in conjunction with Percent 1.</td>
</tr>
<tr>
<td></td>
<td>2 When Number of Periods is zero (0), use Percent 2 in conjunction with Amount 1.</td>
</tr>
<tr>
<td></td>
<td>If you enter 2 in Secondary Deduction Flag and 1 or 2 in the Method field, the system uses the Percent 2 field and the Amount 1 field to calculate</td>
</tr>
<tr>
<td></td>
<td>the deduction amount after the value in the Number of Periods field equals 0.</td>
</tr>
<tr>
<td>Group Limit Code</td>
<td>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</td>
</tr>
<tr>
<td></td>
<td>of available wages.</td>
</tr>
<tr>
<td>Family Code</td>
<td>A code which specifies whether the employee (Obligor) is single or supports another family. Valid values are:</td>
</tr>
<tr>
<td></td>
<td>S Single, supporting oneself.</td>
</tr>
<tr>
<td></td>
<td>M Married, supporting another family</td>
</tr>
<tr>
<td></td>
<td>H Single, supporting another family.</td>
</tr>
</tbody>
</table>
Entering Employee Wage Attachments

See Also

- *Entering an Ongoing Wage Assignment (P060182)*

**Entering a Wage Assignment with Agency Arrearage Information**

From Payroll Master (G07), choose Employee Information

From Employee Information (G0711), choose Wage Attachment Information

From Wage Attachment Information (G07113), choose Employee Wage Attachment Entry

Often, employees must use wage attachments to pay their child support or maintenance payments because their payments are late or in arrears. In this case, the court might require that, in addition to the amount that you must withhold for current payments, you must deduct payments for the amount in arrears. In the Payroll system, this amount is called the agency arrearage.

When an employee is ordered to pay an arrearage amount but does not have an ongoing wage assignment, you enter a garnishment to deduct the arrearage payments.

When an employee has an ongoing wage assignment as well as an agency arrearage, you can do one of the following:

**Enter two wage attachments** Enter the following wage attachments:
- A wage assignment that calculates and tracks the current wage-assignment payments only
- A garnishment that tracks payments on the arrearage

**Enter one wage attachment** Enter a wage assignment that calculates and tracks both the ongoing payments and the arrearage payments

How you enter arrearage information for an employee depends on your organization’s historical reporting needs and the requirements of the court.

When you enter two wage attachments, the system stores a separate wage-attachment history for each. You can easily review how much the employee paid in arrearage payments and how much he paid in current wage-assignment payments. When you enter a single wage attachment to track both current payments and arrearage payments, the system stores only the combined history for both amounts. When you enter a single wage attachment, you have more flexibility in calculating arrearage payments.
Depending on the court requirements and the employee’s situation, you can set up wage assignments in four ways:

**Combined amounts**  Use this setup when the court specifies a combined amount, which includes the ongoing support payments and the arrearage payments, for a specific number of periods.

The system includes the arrearage payments with the ongoing wage-assignment payments until the arrearage is paid off. The ongoing wage assignment continues after the arrearage is paid off.

**Separate amounts**  Use this setup when the court specifies two amounts, one for the arrearage payment and the other for the ongoing wage assignment, to be deducted for a specific number of pay periods. The ongoing wage assignment continues after the arrearage is paid off.

You enter a separate arrearage amount that is paid off in the number of periods that you specify.

**Variable wages**  Use this setup when an employee's wages vary from one pay period to the next and the arrearage amount varies with the wages.

The system compares a flat dollar amount to a percentage of the employee’s disposable wages. The greater of these amounts is the current payment. The difference between these amounts is the agency arrearage payment.

**Minimum net pay**  Use this setup when the court allows the employee to take home a minimum net pay amount.

You enter a minimum net pay amount for the employee. The difference between this amount and the employee’s disposable wages is the agency arrearage payment.

To enter a wage assignment with arrearage information, complete one of the following tasks:

- Enter arrearage information for combined amounts
- Enter arrearage information for separate amounts
- Enter arrearage information for variable wages
- Enter arrearage information with minimum net pay
What You Should Know About

Sample data  
The sample data shown in the following examples does not exist in the demo data installed with the Payroll system.

See Also

- Entering an Ongoing Wage Assignment (P060182)
- Entering a Wage Attachment for a Garnishment (P06931) for information about entering a garnishment for an arrearage amount

To enter arrearage information for combined amounts

When you enter arrearage information for combined amounts, the system collects the ongoing payment and the agency arrearage (the number in the Amount 1 field or the percentage of disposable wages, depending on the method) for a set number of periods. After that, the system collects just the child support payment (the number in the Amount 2 field or the percentage of disposable wages, depending on the method).

On Employee Wage Attachment Entry
1. Complete the steps for entering an ongoing wage assignment.
2. Enter the number of periods that the arrearage amount must be deducted in the following field:
   - Number of Periods
3. Enter 1 or 2 in the following field:
   - Method
4. Enter the total of the ongoing amount and the arrearage amount in the following field:
   - Amount 1
5. Enter the percentage of the employee's disposable wage that must go toward the total of the ongoing amount and the arrearage amount in the following field:
   - Percent 1
6. Enter the arrearage amount only in the following field:
   - Amount 2
7. Complete the following field:
   - Secondary Deduction Flag

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>No. of Periods</td>
<td>The number of periods for which a deduction or benefit should be taken. The system automatically decreases this number by one for each period taken. 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.</td>
</tr>
</tbody>
</table>

**What You Should Know About**

**Agency arrearages**

On Employee Wage Attachment Entry, the agency arrearage balance is for information only.

To track the agency arrearage separately from the current wage-assignment payments, set up the arrearage as a garnishment deduction.

For an employee supporting multiple families, J.D. Edwards recommends that you set up the agency arrearage as a garnishment deduction. This causes the system to deduct the ongoing wage assignment before the arrearage.
To enter arrearage information for separate amounts

The courts might specify that the employee pay an arrearage amount separate from the ongoing wage assignment. When you enter arrearage information for separate amounts, the system deducts the agency arrearage payment in addition to the ongoing payment you entered in the Amount 1, Percent 1, and Method fields. The system deducts the amount in the Agency Arrearage Amount field for the number of periods specified.

On Employee Wage Attachment Entry

1. Complete the steps for entering an ongoing wage assignment.
2. Enter 1 or 2 in the following field:
   - Method
3. Enter the value used to calculate the ongoing wage-assignment amount in the following field:
   - Amount 1
4. Enter the percentage of the employee’s disposable wage used to calculate the ongoing amount in the following field:
   - Percent 1
5. Complete the following fields:
   - Agency Arrearage Amount
   - Periods in Arrears
<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency Arr. Amt</td>
<td>The amount of a wage attachment arrearage to be withheld from the employee’s paycheck. This amount is determined by the court. The system holds this amount in addition to the regular child support amount. If you enter an amount in this field, you must also enter a value in the Periods in Arrears field (WASA).</td>
</tr>
<tr>
<td>Prds. in Arrears</td>
<td>The number of periods for which the amount entered in the Agency Arrearage Amount field will be withheld from the employee’s pay. You must enter a value in this field if you entered an amount in the Agency Arrearage Amount field (WASA).</td>
</tr>
</tbody>
</table>

**To enter arrearage information for variable wages**

You enter arrearage information for variable wages when an employee’s income might be different from one pay period to another. Typically, these are employees who earn a commission or do not receive an hourly rate for the same number of hours for each pay period.

To calculate the arrearage information, the system deducts whichever is greater:

- The amount you enter in the Amount 1 field
- The percentage of disposable wages that you enter in the Percent 1 field

The difference between these amounts is the agency arrearage deduction.
On Employee Wage Attachment Entry

1. Complete the steps for entering an ongoing wage assignment.
2. Enter 3 in the following field:
   - Method
3. Enter the value used to calculate the ongoing wage-assignment amount in the following field:
   - Amount 1
4. Enter the percentage of the employee’s disposable wage used to calculate the ongoing amount in the following field:
   - Percent 1

To enter arrearage information with minimum net pay

The court might allow the employee to take home a minimum net pay amount. When you enter minimum net pay and arrearage information with the appropriate wage-assignment method, the system deducts the:

- Ongoing payment
- Agency arrearage payment, which is the difference between the new disposable wage and the allowed minimum net pay

When the agency arrearage balance reaches zero, the system deducts only the ongoing payment.
On Employee Wage Attachment Entry

1. Complete the steps for entering an ongoing wage assignment.
2. Enter 4 in the following field:
   - Method
3. Enter the value used to calculate the ongoing wage-assignment amount in the following field:
   - Amount 1
4. Complete the following fields:
   - Minimum Net Pay
   - Agency Arrearage Balance
Assigning Priorities to Wage Attachments

From Payroll Master (G07), choose Employee Information

From Employee Information (G0711), choose Wage Attachment Information

From Wage Attachment Information (G07113), choose Employee Wage Attachment Entry

Alternatively, you can access Employee Wage Attachment Entry from the DBA Instructions form.

For an employee who has multiple wage attachments, you can indicate the priority of these wage attachments to accommodate the requirements of the court.

To assign priorities to wage attachments

On Employee Wage Attachment Entry

1. To locate the wage attachment for which you need to enter a priority, complete the following fields:
   - Wage Attachment Number
   - Employee Number
   - Deduction Number

2. Choose the Additional Information function.

3. On Wage Attachment Additional Information, complete the following field:
   - Priority
### Entering Additional Information for a Wage Attachment

From Payroll Master (G07), choose Employee Information

From Employee Information (G0711), choose Wage Attachment Information

From Wage Attachment Information (G07113), choose Employee Wage Attachment Entry

In some cases, you might need to enter additional information for a wage attachment, such as its file number or effective dates. For example, if an employee has a garnishment that is effective for three months, you might need to enter the date on which the system should start deducting the garnishment payments and the date on which the garnishment deductions should stop.

The system does not prorate wage-attachment payments. Therefore, the beginning effective date (the start date) must coincide with a pay-period start date. The system deducts the wage-attachment payments for each pay period in which the pay period end date is earlier than or the same as the wage-attachment stop date (ending effective date).

#### To enter additional information for a wage attachment

On Employee Wage Attachment Entry

1. To locate the wage attachment, complete the following fields:
   - Wage Attachment Number
   - Employee Number
   - Deduction Number
2. Choose the Additional Information function.
3. On Wage Attachment Additional Information, complete one or more of the following optional fields:

- File Number
- Date Received
- Effect – From
- Effect – Thru
- Tax Area
- Pay Frequency

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>File Number</td>
<td>A number assigned to the Wage Attachment by the issuing agency.</td>
</tr>
<tr>
<td>Tax Area</td>
<td>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.</td>
</tr>
</tbody>
</table>

*Form-specific information*

If you do not enter a tax area, the system uses the federal garnishment tables.

<table>
<thead>
<tr>
<th>Pay Frequency</th>
<th>A user defined code (07/PF) that indicates how often an employee is paid. Codes are:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>B Biweekly</td>
</tr>
<tr>
<td></td>
<td>W Weekly</td>
</tr>
<tr>
<td></td>
<td>S Semimonthly</td>
</tr>
<tr>
<td></td>
<td>M Monthly</td>
</tr>
<tr>
<td></td>
<td>A Annually</td>
</tr>
<tr>
<td></td>
<td>C European Annualized</td>
</tr>
</tbody>
</table>

The system uses the value in the Description-2 field on user defined codes to calculate the amount per pay period for a salaried employee.

*Form-specific information*

If you do not enter a pay frequency, the system uses the pay frequency entered for the employee in the Employee Master table.
Reviewing Wage-Attachment History

You can review wage-attachment history by employee, payee, or obligee. You can also review detail ledger records associated with wage attachments for a specific employee.

To review wage-attachment history for multiple employees, you can print the Wage Attachment History report. Because the government requires that you have wage attachment information available for seven years, you should save historical data for future reference.

If necessary, you can make corrections to the wage-attachment history.

Working with wage-attachment history consists of the following tasks:

- Reviewing wage-attachment history online
- Reviewing the Wage Attachment History report

Reviewing Wage-Attachment History Online

From Payroll Master (G07), choose Employee Information

From Employee Information (G0711), choose Wage Attachment Information

From Wage Attachment Information (G07113), choose Wage Attachment Review

You can review general and historical information for wage attachments by employee, payee, or obligee. You can also review detailed ledger records associated with wage attachments for a specific employee.

You can correct wage-attachment history. However, the system does not provide an audit trail of the corrections and does not update all history tables. Consequently, changes to wage-attachment history might interfere with the validity of the history integrity.
To review wage-attachment history online

On Wage Attachment Review

1. Complete one or more of the following fields:
   - Employee Number
   - Payee Number
   - Obligee Number

2. Chose the Wage Attachment Ledger option to review detail history about a specific wage attachment.
Reviewing Wage-Attachment History

3. On Detail Wage Attachment Ledger, review the information.

4. To review voucher and payee information, choose the Help function on the following field:
   - Voucher Number

   The system displays the Supplier Ledger Inquiry Window.

Reviewing the Wage Attachment History Report

From Payroll Master (G07), choose Employee Information

From Employee Information (G0711), choose Wage Attachment Information

From Wage Attachment Information (G07113), choose Wage Attachment History

You can print the Wage Attachment History report to review wage-attachment history for multiple employees. This report shows all transactions for wage attachments.
Processing Options for Wage Attachment History Report

1. Enter the sequence you wish to print.
   - Employee No. - blank
   - Payee Number - 0
   - Obligee No. - 1

2. Enter the type of Wage Attachments to be printed.
   - All Types - blank
   - Garnishments - G
   - Tax Levies - L
   - Loan Payments - K
   - Child Support - C

3. Select a '1' if you wish to print detail. (Yes = 1) Leave blank for No
4. Enter a '1' if you wish to print 'Ledger' Trans.

Exercises

See the exercises for this chapter.
Rollovers

You use rollover programs to carry forward PDBA balances at the end of the year and 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 a DBA
- Process rollovers

For PDBAs whose ending balances 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 whose balances must first be calculated, you must set up rollover information for the DBA. One example would be when you 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 maintains historical balances for the standard year for all PDBAs in the following tables:

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

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

See Also

- The current payroll year-end processing guide for additional information on the rollovers you run at standard year-end
Entering Rollover Information for a DBA

From Payroll Master (G07), enter 29

From Payroll Setup (G074), choose Pay/Deductions/Benefits

From Pay/Deductions/Benefits (G0742), 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 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 fiscal and anniversary 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 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.

![Calculation Tables]

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.

![Rollover Information for a DBA](image)

**Example: Vacation Rollover for Time Not Immediately Available**

Your vacation policy might state that:

- 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.
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 time that can roll over into the following year.
When you set up accrual 8016, Vacation Available, you would enter the following rollover information:

- Enter V (Vacation Pay) in the Benefit/Accrual Type field.
- Enter the table code of the table that you just created in the Rollover Table field so that the mandated amount rolls over.
- Enter the number of the pay type used for vacation pay in the Related Accrual field.
- 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 time that has been taken.

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

**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 within a calendar or fiscal year.
To administer this vacation policy, you would set up:

- 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 enter the following rollover information:
• 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 time taken from the 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.
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

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table Type</td>
<td>A code that defines the purpose of the table. Valid values are: D (The system uses the table to calculate DBAs) and R (The system uses the table to determine limits for rolling over sick and vacation accruals).</td>
</tr>
<tr>
<td>Table Method</td>
<td>A user defined code (system 00/type UM) that designates any unit of measure appropriate for an employee’s time and pay.</td>
</tr>
<tr>
<td>Table Code</td>
<td>A numeric code that identifies this table in the Table table (F069026).</td>
</tr>
<tr>
<td>Field</td>
<td>Explanation</td>
</tr>
<tr>
<td>---------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| 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/Accr 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. |
| 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 the 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 instance, if you want the rollover year to begin on the employee's date of birth, use code DOB. |
<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>PDBA</td>
<td>The number and description of the PDBA that you want the system to use to calculate the corresponding DBA.</td>
</tr>
<tr>
<td></td>
<td>Form-specific information</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
</tbody>
</table>
| 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.  |
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 wage-attachment DBAs**
You do not need to enter additional rollover information for a wage-attachment DBA. Wage-attachment balances are inception-to-date and do not need to be rolled over.

**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 for office workers that rolls over balances at the end of the standard year
- One 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 different versions of the same programs to process all types of rollovers. The Payroll system provides different versions that you can use to process each type of rollover. The rollover versions correspond to the following tables:

- The Year-End Payroll Month Rollover program version uses the Payroll Month PDBA Summary History table (F06146)
- The Year-End Calendar Month Rollover program version uses the Calendar Month DBA Summary History table (F06145)
- The Fiscal or Anniversary Rollover program version uses the Fiscal/Anniversary Year History table (F06147)

Use the Year-End Calendar Month Rollover and Year-End Payroll Month Rollover versions 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.

Standard-year balances are contained in two tables:

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

Processing rollovers includes:

- Processing fiscal or anniversary rollovers during pre-payroll
- Processing rollovers between payroll cycles
- Reviewing the fiscal or anniversary reports
In some cases, you might want to roll over DBA balances at times other than at the end of the calendar year. For example, you might want to roll over vacation accrual balances on employees’ hire dates. 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.

Fiscal and anniversary balances are contained in only the Fiscal and Anniversary Year History table (F06147).

You can set up your system to roll over fiscal and anniversary history by either pay-period ending date or check 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 check 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 check date.
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 1998 master pay cycles for March include:

<table>
<thead>
<tr>
<th>Payroll Number</th>
<th>Pay-Period Ending Date</th>
<th>Check Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>02/28/98</td>
<td>03/06/98</td>
</tr>
<tr>
<td>6</td>
<td>03/14/98</td>
<td>03/20/98</td>
</tr>
</tbody>
</table>

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, 1998. Therefore, 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, 1998.
- If you request the rollover program from the menu, you should process it after the payroll cycle with the pay-period ending date of March 14, 1998, and before you begin the next payroll cycle.

Example: Timing Fiscal or Anniversary Rollovers by Check 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 check date.
- An employee’s pay starts on March 18, 1996.
- Your 1998 master pay cycles for March include:

<table>
<thead>
<tr>
<th>Payroll Number</th>
<th>Pay-Period Ending Date</th>
<th>Check Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>02/28/98</td>
<td>03/06/98</td>
</tr>
<tr>
<td>6</td>
<td>03/14/98</td>
<td>03/20/98</td>
</tr>
</tbody>
</table>
The check 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 check date of 3/06/98. Therefore, 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, 1998.

- If you request the rollover program from the menu, you should process it after the payroll cycle with the pay-period ending date of February 28, 1998, and before you begin the next payroll cycle.

**Before You Begin**

☐ Set up your DBAs with rollover information. See *Entering Rollover Information for a DBA.*

**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 (P0609):

- Rollover amount for the current year
- Rollover amount for the next year
Processing Fiscal or Anniversary Rollovers during Pre-Payroll

From Payroll Master (G07), choose Pay Cycle Processing

From Pay Cycle Processing (G0713), choose Pre-Payroll Processing

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

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

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 checks only.

► 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

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 or 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 Rollovers between Payroll Cycles

From Payroll Master (G07), choose Pay Cycle Processing

From Pay Cycle Processing (G0713), choose Fiscal or Year-End Rollover

You can run the rollover program between payroll cycles for standard, 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.

See Also

- The current Year-End Processing Guide
Processing Options for Fiscal or 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
   c. Fiscal history
      (Fiscal/Anniv. Begin Dt = FISC)
   d. 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.

THE FOLLOWING PROCESSING OPTIONS APPLY
TO FISCAL/ANNIVERSARY ROLLOVER ONLY:
9. Enter the Pay Cycle code. __________________

10. 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 dollars 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$)

Data Selection for Fiscal or Year-End 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 Fiscal or Anniversary Rollover Reports

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 it 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 check 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.
### Payroll

**Fiscal/Anniversary Rollover**  
(Run during Pre-Payroll)

<table>
<thead>
<tr>
<th>Employee No</th>
<th>Date</th>
<th>PDBA Description</th>
<th>B Begin Balance</th>
<th>YTD</th>
<th>Date</th>
<th>PDBA</th>
<th>Prior Year</th>
<th>Begin Balance</th>
<th>Amt Lost</th>
</tr>
</thead>
<tbody>
<tr>
<td>7500</td>
<td>08/17/97</td>
<td>8012 Vacation</td>
<td>H</td>
<td>20.00</td>
<td>08/17/98</td>
<td>8012</td>
<td></td>
<td>20.00</td>
<td>20.00</td>
</tr>
</tbody>
</table>

### Fiscal/Anniversary Rollover Error Report

<table>
<thead>
<tr>
<th>Employee Number</th>
<th>Name</th>
<th>Code</th>
<th>Description</th>
<th>Date</th>
<th>Co</th>
<th>Error Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>4504</td>
<td>Mitchell, George</td>
<td>8012 FA Vacation</td>
<td>00007</td>
<td>4239 Fiscal/Anniv. date for EE is missing</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**See Also**

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

<table>
<thead>
<tr>
<th>Payroll Number</th>
<th>Pay-Period Ending Date</th>
<th>Check Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>04/11/98</td>
<td>04/17/98</td>
</tr>
<tr>
<td>9</td>
<td>04/25/98</td>
<td>05/01/98</td>
</tr>
</tbody>
</table>

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

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

**Exercises**

See the exercises for this chapter.
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:

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

Accounts payable integration includes:

- 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.

You must process interim checks through a regular payroll cycle to create vouchers for the DBAs and taxes included in the interim checks. The system does not create vouchers for interim checks that you process through the interactive interim check 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:

- 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:

- 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 AAIIs 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 Payroll Master (G07), Enter 29

From Payroll Setup (G074), choose Payroll General Constants

From Payroll General Constants (G0741), 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
### Setting Up Voucher Information for Tax Transactions

You must set up vouchers 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 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.

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
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</thead>
<tbody>
<tr>
<td>A/P Integration</td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>0 Create vouchers for both DBAs and taxes that have been setup with A/P integration</td>
</tr>
<tr>
<td></td>
<td>1 Create vouchers only for DBAs that have been setup with A/P integration</td>
</tr>
<tr>
<td></td>
<td>2 Create vouchers only for taxes that have been setup with A/P integration</td>
</tr>
</tbody>
</table>
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 Payroll Master (G07), Enter 29

From Payroll Setup (G074), choose Taxes and Insurance

From Taxes and Insurance (G0744), 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 with active vouchering. For federal A and all state and local taxes, specify a payee. You must activate vouchering for other types of federal taxes, but you do not need to specify a payee.

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
<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tax Area</td>
<td>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.</td>
</tr>
<tr>
<td>Tax Type</td>
<td>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</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>A/P Voucher (Y/N)</td>
<td>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</td>
</tr>
<tr>
<td></td>
<td>Indicates whether the system creates a voucher for this payroll tax in the Accounts Payable system.</td>
</tr>
</tbody>
</table>
**Entering Tax Payees by Company**

From Payroll Master (G07), Enter 29

From Payroll Setup (G074), choose Taxes and Insurance

From Taxes and Insurance (G0744), choose Tax Area/Payee Cross Reference

After you activate vouchering for tax types, you can enter tax payees at the company level. Entering 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 you enter at the company level override the payee 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
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 with 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, 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 or employee level.

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

Reviewing payment remarks
For a wage attachment, the system stores the wage-attachment case number and employee name in the voucher. This information prints on the voucher payment as a payment remark.

For other types of DBAs, the voucher contains no payment remark.

Reviewing voucher information for wage attachments
You can use the Detail Wage Attachment Ledger form to review the voucher number and voucher date for a wage attachment.

See Reviewing Wage-Attachment History Online.

Setting Up Vouchering for DBAs

From Payroll Master (G07), Enter 29

From Payroll Setup (G074), choose Pay/Deductions/Benefits

From Pay/Deductions/Benefits (G0742), 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 with 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 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 Payroll Master (G07), Enter 29

From Payroll Setup (G074), choose Pay/Deductions/Benefits

From Pay/Deductions/Benefits (G0742), 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 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 you enter for a group plan overrides the payee 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

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
</table>
| 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 Payroll Master (G07), choose Employee Information
From Employee Information (G0711), 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 you enter for an employee overrides the payee 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 Payroll Master (G07), Enter 29

From Payroll Setup (G074), choose Pay/Deduction/Benefits

From Pay/Deduction/Benefits (G0742), 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:

**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.

Use this rule for a payee for a wage attachment that you entered at the employee level.

This rule is particularly useful for wage attachments, because a voucher for a wage attachment includes a payment remark with the case number from the court and the employee’s last name. The Accounts Payable system prints the remark for each voucher, even when multiple vouchers are included in one payment.

**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:

**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 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 rule other than 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 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

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>VRyee Voucher Rule</td>
<td>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.</td>
</tr>
<tr>
<td>Field</td>
<td>Explanation</td>
</tr>
<tr>
<td>--------</td>
<td>-------------</td>
</tr>
</tbody>
</table>
| 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.
Payroll

**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 AAs. 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:

- 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
- Reviewing the Wage Attachment Voucher report
- 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 whom the payees are for those vouchers. It 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 whom the payees are for the vouchers.

The system creates pro forma vouchers for both the DBA and 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 those for tax vouchers.

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 final update, the system creates the actual vouchers for voucher journal entries and stores them in the Accounts Payable Ledger table (F0411). It 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 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 Payroll Master (G07), choose Pay Cycle Processing*

*From Pay Cycle Processing (G0713), 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

1. To limit the vouchers that appear, complete the following optional field and press Enter:
   - Payee Number
2. Choose the Review Voucher option.
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.

5. Review the information in the following fields:
   - Batch Number
   - Voucher Control

6. Choose the Review Employees option.
7. On the Review Voucher Detail by Payee form, choose the Detail function to review additional information.

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

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.
Reviewing Pro Forma Vouchers by Employee

From Payroll Master (G07), choose Pay Cycle Processing

From Pay Cycle Processing (G0713), 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

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.
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 checks. 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 the T7 document type.

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.
### Payroll Journal Proof/Edit for Vouchers

Pay Period: Batch 577073

<table>
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<tr>
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<th>PN</th>
<th>DT</th>
<th>Refn2</th>
<th>Payee Description</th>
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Document/Period Total 967.60

Company Total . . . 967.60

---

### 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.
### Payroll Voucher Journal Summary

**Date:** 7/22/98

**Payroll ID:** 692

**Batch Number:** 6068214

**G/L Date:** 08/14/98

<table>
<thead>
<tr>
<th>Payee</th>
<th>Document</th>
<th>Pay</th>
<th>Pym</th>
<th>Net Due</th>
<th>Work Tax/</th>
<th>Invoice</th>
</tr>
</thead>
<tbody>
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<td></td>
<td>Number</td>
<td>Number</td>
<td>Itm</td>
<td>Co</td>
<td>VR Trm</td>
<td>Date</td>
</tr>
<tr>
<td>----------------------------</td>
<td>----------</td>
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<td>-----</td>
<td>-----</td>
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</tr>
<tr>
<td>5549</td>
<td>12653 001</td>
<td>100 00 D</td>
<td>08/14/98</td>
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### Payroll Voucher Journal Detail

**Date:** 7/22/98

**Payroll ID:** 692

**Batch Number:** 6068214

**G/L Date:** 08/14/98

<table>
<thead>
<tr>
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<th>Document</th>
<th>Pay</th>
<th>Pym</th>
<th>Net Due</th>
<th>Employee</th>
<th>Work Tax/</th>
<th>Invoice</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Number</td>
<td>Number</td>
<td>Itm</td>
<td>Co</td>
<td>VR Trm</td>
<td>Date</td>
<td>Employee Name</td>
</tr>
<tr>
<td>----------------------------</td>
<td>----------</td>
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<td>------</td>
<td>----------------</td>
</tr>
<tr>
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<td>100 00 D</td>
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</tr>
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<tr>
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<td>Internal Revenue Service</td>
<td>159.79</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

---

**See Also**

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

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Page A8.1 (7/98)
Reviewing the Wage Attachment Voucher Report

If you have set up your Payroll system to create vouchers for wage-attachment DBAs, you can review the Wage Attachment Voucher report. This report lists all of the amounts for wage attachments that were calculated in a payroll cycle. Listings with unspecified payees are for loans.

You can print this report during the print payroll-cycle reports step of the payroll cycle. The system does not print the report automatically.

Revising Voucher Information for a Tax Type

From Payroll Master (G07), enter 29

From Payroll Setup (G074), choose Taxes and Insurance

From Taxes and Insurance (G0744), 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 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 (P06395). 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.

See Also

- Setting Up Accounts Payable Integration (P069012)
- Creating the Workfile for Pro Forma Journal Entries (P06220 or P07220)
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. Use the following form 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

Accounts Payable Integration

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Payable</td>
<td>The Yes or No Entry field is a single-character entry field for a yes or no response. The default is No.</td>
</tr>
</tbody>
</table>

**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)
- Resetting the Payroll ID (P06217)
- 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. This report lists pay items that are in error and conditions that require a warning. If no errors occurred, the system prints the message informing you that there are no errors.
The Payroll Voucher Edit report prints two 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.
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 Payroll Master (G07), choose Pay Cycle Processing

From Pay Cycle Processing (G0713), choose 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 (T7 document types) to the general ledger. Although you can set your payroll company constants to automatically post the journal entries for other types of payroll transactions (T1 through T6 document types), 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*.
Create Intercompany Settlements: D

<table>
<thead>
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<th>G/L Date</th>
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<th>Error Messages</th>
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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 8,433.90

***NO ERRORS*** Batch will post.
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<th>Ty</th>
<th>Date</th>
<th>Explanation</th>
<th>Subldgr-Ty/Asset Number</th>
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<th>Credit</th>
<th>LT</th>
<th>Units</th>
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<td>7.4211</td>
<td>1,717.09</td>
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<tr>
<td></td>
<td></td>
<td>Payroll Vouchers</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
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<td>7.4212</td>
<td>1,172.84</td>
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<td></td>
</tr>
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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 off-setting 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 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:

- 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 type T2 (labor distribution) journal entries for the employee are:

<table>
<thead>
<tr>
<th>TY</th>
<th>JT</th>
<th>Account</th>
<th>Description</th>
<th>DR</th>
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<td></td>
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<td></td>
<td>Grand Total.........</td>
<td>1000</td>
<td>1000</td>
</tr>
</tbody>
</table>

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 type T2 (labor distribution) journal entries for the employee are:

<table>
<thead>
<tr>
<th>TY</th>
<th>JT</th>
<th>Account</th>
<th>Description</th>
<th>DR</th>
<th>CR</th>
</tr>
</thead>
<tbody>
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<td>T2</td>
<td>AW</td>
<td>1.4205</td>
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<tr>
<td>T2</td>
<td>LD</td>
<td>501.8115</td>
<td>Labor Expense</td>
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<td>Intercompany</td>
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</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Company 50 Total...</td>
<td>1000</td>
<td>1000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Grand Total.........</td>
<td>2000</td>
<td>2000</td>
</tr>
</tbody>
</table>

**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 AAs 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 (third part of the account number) can represent the company from which or 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:

<table>
<thead>
<tr>
<th>Company 1</th>
<th>Company 7</th>
<th>Company 50</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1291.00007</td>
<td>7.1291.00001</td>
<td>50.1291.00001</td>
</tr>
<tr>
<td>1.1291.00050</td>
<td>7.1291.00050</td>
<td>50.1291.00007</td>
</tr>
</tbody>
</table>

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 AAs for Intercompany Settlements

From Payroll Master (G07), enter 29

From Payroll Setup (G074), choose Auto Accounting Instructions

From Auto Accounting Instructions (G0743), choose Dr/Cr-Accruals/Clearings

You use this AAI table to set up the AAs 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 AAs 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, the IC journal type is the only search criteria.

**Business-unit values**
When you set up AAI 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 Payroll Master (07), choose Pay Cycle Processing

From Pay Cycle Processing (G0713), choose Pre-Payroll Processing

After you set up intercompany settlements in AAI, 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 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

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intercompany Settlements</td>
<td>A code that determines which system generates intercompany settlements. Valid values are:</td>
</tr>
<tr>
<td>1</td>
<td>The Payroll system generates intercompany settlements before posting them to the General Ledger.</td>
</tr>
<tr>
<td>0</td>
<td>The General Accounting system, not the Payroll system, generates intercompany settlements. This is the default.</td>
</tr>
</tbody>
</table>
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 four job steps:

- Apprentice 1
- Apprentice 2
- Journeyman
- Master electrician

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

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

Job-step progression includes:

- 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 four job steps:

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

To simplify the process of tracking job and pay-grade steps for employees, you can set up your Payroll system to automatically move an employee through predefined steps in a job 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 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 and pay information for the employee.

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

Entering job-step progression information includes:

- 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 steps**
For automatic job-step progression, the job types and steps that you enter on the Pay Rate Tables, Progression Table, Employee Entry, and Employee Basic Data forms must be identical.

Setting Up Job-Step Progression in the Payroll Company Constants

From Payroll Master (G07), enter 29

From Payroll Setup (G074), choose Payroll General Constants

From Payroll General Constants (G0741), choose Payroll Company Constants

To simplify the process of tracking job and pay-grade steps to employees, you can set up your Payroll system to automatically move an employee through predefined steps in a job 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
Entering Job-Step Progression Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step Progression Process</td>
<td>A code that specifies whether the system updates Step Progression History</td>
</tr>
<tr>
<td></td>
<td>tables and the level of detail in which the update occurs. Valid values,</td>
</tr>
<tr>
<td></td>
<td>based on the information in the Employee Master table (F060116) are:</td>
</tr>
<tr>
<td></td>
<td>1 Update using Union, Job Type, and Job Step</td>
</tr>
<tr>
<td></td>
<td>2 Update using Home Business Unit, Union, Job Type, and Job Step</td>
</tr>
<tr>
<td></td>
<td>N Do not update the Step Progression History tables</td>
</tr>
</tbody>
</table>

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 Payroll Master (G07), enter 29

From Payroll Setup (G074), choose Group Constants

From Payroll General Constants (G0745), choose Pay Rate Tables

You can associate pay rates with job steps so that employees 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 Payroll Master (G07), enter Employee Information

From Employee Information (G0711), choose Step Progression Information

From Step Progression Information (G07114), choose Progression Table

To use the automatic job-step progression feature, you must complete the progression table to define the number of units (in hours or days) that an employee must work to progress through each job step. The pre-payroll and interim check 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 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 Employee Entry. 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 steps you enter in the progression table must match those 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 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 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 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

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
</table>
| 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. |
<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
</table>
| 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.

<table>
<thead>
<tr>
<th>A M</th>
<th>A code that specifies whether an employee’s move to the next job type or step is done automatically or manually.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Valid values are:</td>
</tr>
<tr>
<td></td>
<td><strong>Y</strong>: The system automatically moves employees to</td>
</tr>
<tr>
<td></td>
<td>the next job type or job step (default)</td>
</tr>
<tr>
<td></td>
<td><strong>N</strong>: You must manually move employees to the next</td>
</tr>
<tr>
<td></td>
<td>job type or job step</td>
</tr>
</tbody>
</table>

**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 Payroll Master (G07), enter Employee Information

From Employee Information (G0711), choose Additional Employee Data and Reports

From Additional Employee Data and Reports (G07114), choose Basic Employee Data

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 and pay information for the employee. This information includes a job type and job step that match one of the job types and job steps you entered when you set up time limits.

To enter job-step progression information for an employee

On Basic Employee Data

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Class</td>
<td>A code that represents the employee’s classification status. Valid values are:</td>
</tr>
<tr>
<td></td>
<td>Y Contract labor (non-employee)</td>
</tr>
<tr>
<td></td>
<td>N Regular employee</td>
</tr>
<tr>
<td></td>
<td>S Employee to be included in step progression process</td>
</tr>
</tbody>
</table>

See Also

- Entering Basic Employee Data (P060111)
Creating a Payroll ID That Uses Job-Step Progression

From Payroll Master (G07), choose Pay Cycle Processing

From Pay Cycle Processing (G0713), 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 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 Additional Parameters function.
3. On Additional Pay Cycle Parameters, complete the following field:
   - Process Step Progression History

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Process Step Prog. History</td>
<td>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)</td>
</tr>
</tbody>
</table>

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 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 it if necessary.

Working with job-step progression history includes:

- 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 the employees in a particular job type, business unit, or union. You can also use the Progression History report to verify job-step progression information.

The system stores two different 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 Payroll Master (G07), enter Employee Information

From Employee Information (G0711), choose Step Progression Information

From Step Progression Information (G07114), choose Job Progression Inquiry

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

To review job-step progression history by job

On Job Progression Inquiry
1. To locate the information 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 (G07), enter Employee Information

From Employee Information (G0711), choose Step Progression Information

From Step Progression Information (G07114), 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 step information is 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

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accumulated Units – Type</td>
<td>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.</td>
</tr>
</tbody>
</table>
Working with Job-Step Progression History

### 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 Payroll Master (G07), enter Employee Information

From Employee Information (G0711), choose Step Progression Information

From Step Progression Information (G07114), choose Progression History Report

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

<table>
<thead>
<tr>
<th>06405</th>
<th>J.D. Edwards &amp; Company</th>
<th>Page - ... 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step Progression History Report - All</td>
<td>Date - ... 7/02/98</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Union Code</th>
<th>7000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit</td>
<td></td>
</tr>
<tr>
<td>Job Type</td>
<td>8M-3</td>
</tr>
<tr>
<td>Job Step</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employee</th>
<th>Donald</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number</td>
<td>7506</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Current</th>
<th>Next</th>
<th>Create</th>
<th>Date</th>
<th>Effect</th>
<th>Unit</th>
<th>Require</th>
<th>Accumulate</th>
<th>Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>8M-3</td>
<td>1</td>
<td>8M-3</td>
<td>2</td>
<td>03/01/95</td>
<td>08/31/98</td>
<td>H Hours</td>
<td>160.00</td>
<td>8.00-</td>
</tr>
<tr>
<td>8M-3</td>
<td>2</td>
<td>03/01/95</td>
<td>08/31/98</td>
<td>H Hours</td>
<td>320.00</td>
<td>312.00</td>
<td>A</td>
<td></td>
</tr>
</tbody>
</table>
After you process a payroll, you should verify the integrity of your payroll history. This history is used for:

- Government reports
- Year-end forms
- Internal reporting purposes

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 during the final update step of each payroll cycle. You should also run them monthly, quarterly, and before you begin year-end processing.

Working with payroll history integrity includes:

- 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 it. Depending on the error, you must either update the appropriate constants tables or make changes to the 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 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 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 these 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.

<table>
<thead>
<tr>
<th>Pay and Taxes by Check (F06166)</th>
<th>Taxation Summary History (F06136)</th>
</tr>
</thead>
<tbody>
<tr>
<td>DBA Detail History (F0619)</td>
<td>Calendar Month DBA Summary History (F06145)</td>
</tr>
<tr>
<td></td>
<td>Payroll Month PDBA Summary History (F06146)</td>
</tr>
<tr>
<td></td>
<td>Tax Area Transaction Summary History (F06148)</td>
</tr>
<tr>
<td></td>
<td>Fiscal/Anniversary Year History (F06147)</td>
</tr>
<tr>
<td>Payroll Transaction History Detail (F0618)</td>
<td>Payroll Month PDBA Summary History (F06146)</td>
</tr>
<tr>
<td></td>
<td>Workers Compensation Summary History (F0627)</td>
</tr>
</tbody>
</table>
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 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:

- Reviewing the Tax 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.

<table>
<thead>
<tr>
<th>Report</th>
<th>Summary History Table</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tax History Integrity</td>
<td>Taxation Summary History (F06136)</td>
</tr>
<tr>
<td>PDBA Integrity report</td>
<td>Payroll Month PDBA Summary History (F06146)</td>
</tr>
<tr>
<td>DBA Integrity report</td>
<td>Calendar Month DBA Summary History (F06145)</td>
</tr>
</tbody>
</table>
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.

You should run payroll history integrity reports during the final update step of each payroll cycle. The versions of these reports that you run during final update should be set up to run in proof mode. You should also run these reports monthly, quarterly, and before you begin year-end processing.

**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.*

**See Also**

- *Reviewing Final Update Reports (P06250)* for information about printing integrity reports during the final update
**Verifying the Integrity of Payroll Summary History**

**Reviewing the Tax History Integrity Report**

From Payroll Master (G07), enter 27

From Payroll Advanced/Technical Operations (G073), choose Data Integrity/Global Update

From Data Integrity & Global Updates (G0731), choose Taxation History

Use the Tax History Integrity report to identify errors in your Taxation Summary History table (F06136). You use the information in this table to produce governmental, year-end forms for employees. When you keep this table free of errors, you simplify the year-end processing tasks.

**Before You Begin**

- Enter the appropriate tax earnings limitations and rates in the processing options. Without these figures, the system cannot identify certain errors.

<table>
<thead>
<tr>
<th>Empl. No</th>
<th>SSN</th>
<th>Employee Name</th>
<th>Tax Area</th>
<th>Tax ID Number</th>
<th>Co</th>
<th>Yr</th>
<th>Variance Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>20006</td>
<td>200-06-2006</td>
<td>West, Victoria C.</td>
<td>11</td>
<td>F</td>
<td>00707</td>
<td>98</td>
<td></td>
</tr>
</tbody>
</table>
The following list briefly explains the error codes (07/IX) that might show on the Tax 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 check from a prior year. If there is an error, you can leave it alone, repost the Tax Ledger table (F06166), or manually adjust the Taxation History table using the Pay & Taxes by Month form on the Integrity, Rollover, & Repost menu (G072471).

**0102 - Sign mismatch on gross/tax**  
A mismatch exists between the taxable wages and tax. Either the taxable is positive and the tax negative, or taxable is negative and the tax 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 (F06166), or manually adjust the Taxation History table using the Pay & Taxes by Month form on the Integrity, Rollover, & Repost menu (G072471).

**0103 - Sign mismatch on earnings**  
A mismatch exists between the various wages fields in the Taxation History table. One or more of the wage fields is positive and the other negative.

Manually determine why there is a sign mismatch between the earnings fields and decide which is correct. For example, you might have manually keyed the wage as a negative number. You can leave the mismatch alone, repost the Tax Ledger table (F06166), or manually adjust the Taxation History table using the Pay & Taxes by Month form on the Integrity, Rollover, & Repost menu (G072471).
0104 - Mismatch on Social Security (OASDI) amount

A difference exists between the Federal/D wage or tax amount and the Federal/E wage or tax amount. The employee portion differs from the employer portion.

Manually determine why there is a mismatch between the Federal/D record and the Federal/E record and decide which is correct. For example, an interim check might have an override of the employee tax, but not the employer tax. Or, a pay type, deduction, or benefit might be set up as exempt from one tax type but not the other. You can leave the mismatch alone, repost the Tax Ledger table (F06166), or manually adjust the Taxation History table using the Pay & Taxes by Month form on the Integrity, Rollover, & Repost menu (G072471).

0105 - Mismatch on Medicare

A difference exists between the Federal/P wage or tax amount and the Federal/Q wage or tax amount. The employee portion differs from the employer portion.

Manually determine why there is a mismatch between the Federal/P record and the Federal/Q record and decide which is correct. For example, an interim check might have an override of the employee tax, but not the employer tax. Or, a pay type, deduction, or benefit might be set up as exempt from one tax type but not the other. You can leave the mismatch alone, repost the Tax Ledger table (F06166), or manually adjust the Taxation History table using the Pay & Taxes by Month form on the Integrity, Rollover, & Repost menu (G072471).

0106 - Mismatch on Tier I

A difference exists between the Federal/R wage or tax amount and the Federal/S wage or tax amount. The employee portion differs from the employer portion.

Manually determine why there is a mismatch between the Federal/R record and the Federal/S record and decide which is correct. For example, an interim check might have an override of the employee tax, but not the employer tax. Or, a pay type, deduction, or benefit might be set up as exempt from one tax type but not the other. You can leave the mismatch alone, repost the Tax Ledger table (F06166), or manually adjust the Taxation History table using the Pay & Taxes by Month form on the Integrity, Rollover, & Repost menu (G072471).

0107 - Tax Area not on Record

There is no tax area on the Taxation History record.

Manually delete this erroneous transaction from the Taxation Summary History table. If this record is included in a W-2 Workfile Build, the program will end abnormally with an array index error.
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0108</td>
<td><strong>State Wages greater than Federal</strong></td>
</tr>
<tr>
<td></td>
<td>The total of the wages for State/C (FUI) records is greater than the Federal/C wages.</td>
</tr>
<tr>
<td></td>
<td>Manually review the transactions and each State/C record, and determine if these totals should balance to the Federal/C 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 &amp; Taxes by Month form on the Integrity, Rollover, &amp; Repost menu (G072471).</td>
</tr>
<tr>
<td>0109</td>
<td><strong>Invalid Tax ID Number</strong></td>
</tr>
<tr>
<td></td>
<td>The corporate tax ID number on the tax areas with tax types of F through N (State or Local) is blank. For these types of taxes, the tax ID must be numeric and from 2 to 9 characters in length.</td>
</tr>
<tr>
<td></td>
<td>Verify that the corporate tax ID is set up on the Corporate Tax IDs form located on the Taxes and Insurance menu (G0744). Then, rerun the Tax History Integrity report in update mode.</td>
</tr>
<tr>
<td>0110</td>
<td><strong>Employee Number is invalid</strong></td>
</tr>
<tr>
<td></td>
<td>The employee number does not exist or has been deleted from the Employee Master table (F060116).</td>
</tr>
<tr>
<td></td>
<td>Manually add the employee back into the master file.</td>
</tr>
<tr>
<td></td>
<td>Then, run the Tax History Integrity report in update mode.</td>
</tr>
<tr>
<td>0111</td>
<td><strong>Tax Area doesn’t exist</strong></td>
</tr>
<tr>
<td></td>
<td>The tax area code on the record does not exist in the Tax Area Constant table (F069016).</td>
</tr>
<tr>
<td></td>
<td>Manually add the tax area to the Tax Area Information form located on the Taxes and Insurance menu (G0744). Then, run the Tax History Integrity report in update mode.</td>
</tr>
<tr>
<td>0112</td>
<td><strong>Tax ID doesn’t exist</strong></td>
</tr>
<tr>
<td></td>
<td>The corporate tax ID on the record does not exist in the Corporate Tax ID table (F069086).</td>
</tr>
<tr>
<td></td>
<td>Manually add the corporate tax ID on the Corporate Tax IDs form located on the Taxes and Insurance menu (G0744). Then, run the Tax History Integrity report in update mode.</td>
</tr>
</tbody>
</table>
0113 - 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 on the Corporate Tax IDs form located on the Taxes and Insurance menu (G0744) is correct. This ID might have changed, but history records exist with the prior number. If the tax ID is incorrect, change it, then run the Tax History Integrity report in update mode.

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

0114 - School District Code Missing

A school district code is not present in the school district taxation history record.

At the current time, checking for this error has been deactivated.

0115 - Uncollected Taxes

There are uncollected payroll taxes for the tax area and type. This condition, which is most common in an environment where employees earn tips, could occur if you have requested the system to arrear taxes and it adjusted the tax to have net pay equal zero.

Determine whether you should be arrearing taxes. If so, this error simply lets you know that uncollected taxes exist and that these amounts will be printed on the W-2 if the tax types are FICA or Medicare (Box 13).

0120 - Social Security over or under withheld

The amount of Social Security was either over- or underwithheld.

To correct the overwithheld or underwithheld tax, enter an interim check for the correction amount. The system changes the tax withheld to match the FICA taxable wage. Alternately, you can report the amount on the employee’s W-2, and the employee will be responsible for recording the overpayment or underpayment on the 1040 tax return.

0121 - Medicare over or under withheld

The amount of Medicare withheld exceeds the annual maximum defined by the IRS.

To correct the overwithheld or underwithheld tax, enter an interim check for the adjustment amount and the system will correct the tax. Alternately, you can report the amount on the employee’s W-2, and the employee will be responsible for recording the overpayment on the 1040 tax return.
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0122</td>
<td><strong>Tier I Overwithheld</strong></td>
</tr>
<tr>
<td></td>
<td>The amount of Tier I withheld exceeds the annual maximum specified by the IRS</td>
</tr>
<tr>
<td></td>
<td>or does not equal taxable wage x rate.</td>
</tr>
<tr>
<td></td>
<td>To correct the overwithheld or underwithheld tax, enter an interim check</td>
</tr>
<tr>
<td></td>
<td>for the adjustment amount. The system will correct the tax.</td>
</tr>
<tr>
<td></td>
<td>Alternately, you can report the amount on the employee’s W-2, and the</td>
</tr>
<tr>
<td></td>
<td>employee will be responsible for recording the overpayment on the 1040 tax</td>
</tr>
<tr>
<td></td>
<td>return.</td>
</tr>
<tr>
<td>0123</td>
<td><strong>Tier II Overwithheld</strong></td>
</tr>
<tr>
<td></td>
<td>The amount of Tier II withheld exceeds the annual maximum specified by the</td>
</tr>
<tr>
<td></td>
<td>IRS or does not equal taxable wage x rate.</td>
</tr>
<tr>
<td></td>
<td>To correct the overwithheld or underwithheld tax, enter an interim check</td>
</tr>
<tr>
<td></td>
<td>for the adjustment amount and the system will correct the tax. Alternately,</td>
</tr>
<tr>
<td></td>
<td>you can report the amount on the employee’s W-2, and the employee will be</td>
</tr>
<tr>
<td></td>
<td>responsible for recording the overpayment on the 1040 tax return.</td>
</tr>
<tr>
<td>0131</td>
<td><strong>Record contains no dollars ($)</strong></td>
</tr>
<tr>
<td></td>
<td>All of the amounts in the Taxation Summary History table are blank (zero</td>
</tr>
<tr>
<td></td>
<td>dollars).</td>
</tr>
<tr>
<td></td>
<td>Manually delete each of these records from the file using the Pay &amp; Taxes</td>
</tr>
<tr>
<td></td>
<td>by Month form on the Integrity, Rollover, &amp; Repost menu (G072471).</td>
</tr>
<tr>
<td>0140</td>
<td><strong>State Taxable Wage, NO TAX</strong></td>
</tr>
<tr>
<td></td>
<td>There are taxable wages for the employee but there was no tax withheld.</td>
</tr>
<tr>
<td></td>
<td>This might have occurred because of reciprocal agreements between states or</td>
</tr>
<tr>
<td></td>
<td>because the employee has claimed enough exemptions to cause no tax to be</td>
</tr>
<tr>
<td></td>
<td>calculated.</td>
</tr>
<tr>
<td></td>
<td>In the current software, the system cannot identify which states should or</td>
</tr>
<tr>
<td></td>
<td>should not have tax amounts. You must determine which records are valid and</td>
</tr>
<tr>
<td></td>
<td>which are not. If you decide that the transactions are invalid, you must</td>
</tr>
<tr>
<td></td>
<td>manually delete the records using the Pay &amp; Taxes by Month form on the</td>
</tr>
<tr>
<td></td>
<td>Integrity, Rollover, &amp; Repost menu (G072471).</td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
</tr>
<tr>
<td>----------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>0141</td>
<td>Tax in non-taxing state</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>0150</td>
<td>Negative Gross Wage Amount</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>0152</td>
<td>Negative Excludable Wage Amount</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>0154</td>
<td>Negative Paid-In-Excess Wage Amount</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>0156</td>
<td>Negative Tax Paid Amount</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Error Code</td>
<td>Issue Description</td>
</tr>
<tr>
<td>------------</td>
<td>------------------</td>
</tr>
<tr>
<td>0199 - HISTORY RECORD DELETED</td>
<td>This error indicates that the program deleted the taxation history record from the file.</td>
</tr>
<tr>
<td>0250 - No Federal Tax taken</td>
<td>There are federal taxable wages for the employee but there was no tax withheld. This might have occurred because the employee has claimed enough exemptions to cause no tax to be calculated. If you determine that the federal transactions are invalid, you must manually change the records using the Pay &amp; Taxes by Month form on the Integrity, Rollover, &amp; Repost menu (G072471).</td>
</tr>
<tr>
<td>0251 - Work State, County, City mismatch tax area</td>
<td>The tax area on the Taxation Summary record does not match the work state, work county, or work city fields on the same record. Manually determine that the tax area in the Taxation Summary History record matches the Tax Area Constant table (F069016). If it is correct, run this report again in update mode to correct the Work State, Work County, and Work City fields.</td>
</tr>
<tr>
<td>0252 - Invalid Statutory Code</td>
<td>The statutory code on the Taxation Summary record does not match the statutory code in the Tax Area Constants table (F069016). Verify that the statutory code on the Tax Area Constants form located on the Taxes and Insurance menu (G0744), is correct. If not, correct it and then run the Tax History Integrity report in update mode.</td>
</tr>
<tr>
<td>0253 - Invalid Century Field</td>
<td>The Century field in the Taxation Summary record is blank. Run the Tax History Integrity report in update mode to correct the Century field in the Taxation Summary record.</td>
</tr>
<tr>
<td>999 - Invalid</td>
<td>Error code not set up. Review ASIs to make sure that all changes were made to include new errors.</td>
</tr>
</tbody>
</table>
Processing Options for Taxation History Integrity

1. Select report processing mode.
   N = Print errors on report only.
   Y = Print errors on report and correct by UPDATING the Tax History File.

2. If you wish to DELETE Tax History records whose "Company", "Tax Area", and "Tax Type" have no corresponding entry in the Corporate Tax ID file.
   (Read documentation carefully.)
   N = Do NOT Delete
   Y = DELETE.

3. Social Security annual wage limit:
   Tax rate for Social Security:

4. Enter Tax rate for Medicare:

5. Railroad Tier I annual wage limit:
   Tax rate for Railroad Tier I:

6. Railroad Tier II annual wage limit:
   Tax rate for Railroad Tier II:

7. Enter Error Codes you DO NOT wish to print or leave these field blank to print ALL errors. Error codes must be entered as 0101, 0102, 0103, etc.
   DO NOT print the following errors:
   " "
   " "
   " "
   " "
   " "
   " "

What You Should Know About Processing Options

Reviewing taxation history integrity (1)
When you run the Tax History Integrity report with this processing option set to Y (Yes) to update the history table, any errors that the system automatically 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.

Deleting tax history records (2)
J.D. Edwards recommends that you leave the processing option for deleting tax history records set to N (No). If you need to delete these records, contact J.D. Edwards for technical support.


**Defining information (3 – 6)**

Use these processing options to define the tax rates and maximum earnings for FICA, Medicare, and Tier 1 and II railroad taxes. The integrity programs use these amounts to check for overwithholding and underwithholding of these taxes.

---

**Data Selection for the Taxation History Integrity Report**

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

If all companies within your organization have the same paymaster, do not include home company in your selection criteria.

---

**Data Sequence for the Taxation History Integrity Report**

Do not change the data sequence of the report.

---

**Reviewing the PDBA Integrity Report**

**From Payroll Master (G07), enter 27**

**From Payroll Advanced/Technical Operations (G073), choose Data Integrity/Global Update**

**From Data Integrity & Global Updates (G0731), choose Payroll Month PDBAs**

Use the PDBA Integrity report to identify errors in your Payroll Month PDBAs Summary History table (F06146). This table contains the adjustment amounts that you might need to add to taxable wages or report in other detail boxes on the year-end forms. These amounts might include 401(k) 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.
Verifying the Integrity of Payroll Summary History

Year . . . . 98
Company . . . . 001 A Model Accounting Company
Error Code . . 0104 Tax I.D. doesn't match

<table>
<thead>
<tr>
<th>Address Number</th>
<th>SSN</th>
<th>Employee Name</th>
<th>Pay Yr</th>
<th>Tax Ident</th>
<th>Co T G N Pay</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2006 523-78-5321</td>
<td>Walters, Annette</td>
<td>1 98 840782700</td>
<td>001 P + +</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2006 523-78-5321</td>
<td>Walters, Annette</td>
<td>300 98 840782700</td>
<td>001 P + +</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2006 523-78-5321</td>
<td>Walters, Annette</td>
<td>801 98 840782700</td>
<td>001 P + +</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2006 523-78-5321</td>
<td>Walters, Annette</td>
<td>805 98 840782700</td>
<td>001 P + +</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2006 523-78-5321</td>
<td>Walters, Annette</td>
<td>1005 98 840782700</td>
<td>001 B</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2006 523-78-5321</td>
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<td>1008 98 840782700</td>
<td>001 B</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2006 523-78-5321</td>
<td>Walters, Annette</td>
<td>1010 98 840782700</td>
<td>001 D - -</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2006 523-78-5321</td>
<td>Walters, Annette</td>
<td>1011 98 840782700</td>
<td>001 B</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2006 523-78-5321</td>
<td>Walters, Annette</td>
<td>1016 98 840782700</td>
<td>001 D - -</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2006 523-78-5321</td>
<td>Walters, Annette</td>
<td>3000 98 840782700</td>
<td>001 B</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2006 523-78-5321</td>
<td>Walters, Annette</td>
<td>4002 98 840782700</td>
<td>001 D - -</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2006 523-78-5321</td>
<td>Walters, Annette</td>
<td>7000 98 840782700</td>
<td>001 D - -</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2006 523-78-5321</td>
<td>Walters, Annette</td>
<td>7001 98 840782700</td>
<td>001 B</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2006 523-78-5321</td>
<td>Walters, Annette</td>
<td>8004 98 840782700</td>
<td>001 A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2006 523-78-5321</td>
<td>Walters, Annette</td>
<td>8023 98 840782700</td>
<td>001 B</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2129 343-29-8761</td>
<td>Jackson, John</td>
<td>523-78-5321</td>
<td>1 98 840782700</td>
<td>001 P + +</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2129 343-29-8761</td>
<td>Jackson, John</td>
<td>808 98 840782700</td>
<td>001 D - -</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2129 343-29-8761</td>
<td>Jackson, John</td>
<td>1005 98 840782700</td>
<td>001 B</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2129 343-29-8761</td>
<td>Jackson, John</td>
<td>1008 98 840782700</td>
<td>001 B</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2129 343-29-8761</td>
<td>Jackson, John</td>
<td>1010 98 840782700</td>
<td>001 D - -</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2129 343-29-8761</td>
<td>Jackson, John</td>
<td>1011 98 840782700</td>
<td>001 B</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2129 343-29-8761</td>
<td>Jackson, John</td>
<td>1016 98 840782700</td>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
The following list briefly explains the error codes (07/IT) that might show 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 file and rerun the Transaction History 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 screen or the Pay Type Setup form located on the Pay/Deductions/Benefits Setup menu (G0742 or G7742). Then, rerun the Transaction History Integrity report.

**0103 - Tax ID doesn't exist**

The corporate tax ID on 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 Transaction History Integrity report.

**0104 - 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 on the corporate tax IDs screen located on the Taxes and Insurance menu (G0744 or G7744) is correct. If not, correct it and rerun the Transaction History 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 from the DBA Setup form located on the Pay/Deductions/Benefits Setup menu (G0742 or G7742).
Verifying the Integrity of Payroll Summary History

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 Number of Periods 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 from the DBA Setup form located on the Pay/Deductions/Benefits Setup menu (G0742 or G7742).

Processing Options for PDBA History Integrity

1) Select report processing mode.
   N = Print errors on report only.
   Y = Print errors on 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:
   "
   "
   "

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 the PDBA History Integrity

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

Data Sequence for the PDBA History Integrity

Do not change the data sequence of the report.
Reviewing the DBA Integrity Report

From Payroll Master (G07), enter 27

From Payroll Advanced/Technical Operations (G073), choose Data Integrity/Global Update

From Data Integrity & Global Updates (G0731), choose Calendar Month PDBAs

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.

<table>
<thead>
<tr>
<th>DBA Number</th>
<th>Employee Name</th>
<th>Typ</th>
<th>Yr</th>
<th>Tax ID Number</th>
<th>Co</th>
<th>T</th>
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<td>4800</td>
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<td></td>
</tr>
</tbody>
</table>

The following list briefly explains the error codes that might print on the DBA Integrity report. These 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.
Verifying the Integrity of Payroll Summary History

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

Verify that the tax ID on the corporate tax IDs screen located on the Taxes and Insurance menu (G0744 or G7744) is correct. If not, correct it and run the Calendar Month DBA Integrity report in update mode.

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

---

**Processing Options for Transaction History Integrity**

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 Transaction History Integrity**

Specify the last two digits of the current year in the data selection.
Data Sequence for Transaction History Integrity

Do not change the data sequence of the report.

Correcting Integrity Errors Manually

From Payroll Master (G07), enter 27

From Payroll Advanced/Technical Operations (G073), choose Data Integrity/Global Update

From Data Integrity & Global Updates (G0731), 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 Check
- 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:

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

For each error that prints on the report, determine the action, if any, that you must perform to correct it. Some entries on the report might not be errors for your setup. For example, taxation error 0250 - No Federal Tax Taken might print for an employee who is a low wage earner and does not need to have any Federal tax withheld. Review the user defined code lists 07/IX, 07/IT, and 07/ID to determine the action 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 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 Payroll Master (G07), enter 27

From Payroll Advanced/Technical Operations (G073), choose Data Integrity/Global Update

From Data Integrity & Global Updates (G0731), choose the report 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 it can correct and prints a report listing the errors it cannot correct.

The following list shows the errors 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
- 0251 – Work State, County, City mismatch tax area
- 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
- 0105 – 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

To verify the integrity of the payroll detail history, run integrity reports to identify discrepancies between your detail history tables and the corresponding summary history tables.

To verify the integrity of payroll detail history, complete the following tasks:

- Review the Payroll History Audit report
- Review the final update integrity reports

Reviewing the Payroll History Audit Report

From Payroll Master (G07), enter 27

From Payroll Advanced/Technical Operations (G073), choose Data Integrity/Global Update

From Data Integrity & Global Updates (G0731), choose Payroll History Audit Report

To ensure that the system includes the correct amounts on your quarterly 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:

- 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 07/ER for a list of the error codes that might print on the report.
## Processing Options for Payroll History Audit Report

1. Enter Year & Month for Audit Report
   - Year (91): ____________
   - Month (01-12): ____________

2. Perform Basic History Audit (Y/N): ____________
   - F06136 to F06166
   - F06145 to F0619
   - F06146 to F0618 & F0619

3. Perform Paycheck History Audit (Y/N): ____________
   - F06156 to F06166
   - " to F0618
   - " to F0619

4. Process ONE company or ALL. : ____________
   - Leave the processing option blank if you want to process all companies or enter the five (5) character company number.

## Reviewing the Final Update Integrity Reports

From Payroll Master (G07), choose Pay Cycle Processing

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

When you process the final update step of the payroll cycle, you can print integrity reports that identify discrepancies between the Paycheck Workfile (F063501) and the history tables that the system updates during final update.

During final update, you can also print the Tax History Integrity report and the PDBA Integrity report. Use these reports to verify the integrity of payroll summary history.
See Also

- Reviewing the PDBA Integrity Report
- Reviewing the Tax History Integrity Report
Revising Payroll History Manually

When an integrity report reveals errors in payroll history, you might need to manually correct the error before you run the report in update mode. The Payroll system provides several revision programs 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 print 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 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 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

- \textit{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}}

- \textit{Entering Basic Journal Entries (P09101) in the General Accounting I Guide}
Revising Taxation History

From Payroll Master (G07), enter 27

From Payroll Advanced/Technical Operations (G073), choose Data Integrity/Global Update

From Data Integrity & Global Updates (G0731), choose Pay and Taxes by Month or Pay and Taxes by Check

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 check

To revise an employee's monthly pay and tax information, use Pay and Taxes by Month. 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 check, use Pay and Taxes by Check. This program updates the Tax Ledger table (F06166 or F07166 for Canadian Payroll).
To revise pay and tax amounts by month

On Pay & Taxes by Month

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 taxes**
You can adjust a tax type with a maximum amount such as FICA or Medicare. The system reads the history when it processes the next payroll and adjusts the check accordingly.
To revise pay and tax amounts by check

On Pay & Taxes by Check

![Image of Payroll interface]

1. To locate the employee information, complete the following fields:
   - Address Number/SSN
   - Check Control Number

2. Enter any necessary corrections.

Revising Payroll-Month PDBA History

From Payroll Master (G07), enter 27

From Payroll Advanced/Technical Operations (G073), choose Data Integrity/Global Update

From Data Integrity & Global Updates (G0731), 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, and 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 Payroll Master (G07), enter 27

From Payroll Advanced/Technical Operations (G073), choose Data Integrity/Global Update

From Data Integrity & Global Updates (G0731), 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, and tax ID.
To revise calendar-month DBA history

On DBAs by Calendar Month

<table>
<thead>
<tr>
<th>Month</th>
<th>Amount</th>
<th>Pay Basis</th>
<th>Pieces</th>
</tr>
</thead>
<tbody>
<tr>
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<td>4.64</td>
<td>4.64</td>
<td></td>
</tr>
<tr>
<td>February</td>
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YTD Total: 32.40

1. To locate the employee information, complete the following fields:
   - Address Number/SSN
   - 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 Payroll Master (07), enter 27

From Payroll Advanced/Technical Operations (G073), choose Data Integrity/Global Update

From Data Integrity/Global Update (G0731), 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 this 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), which 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

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.
Updating Available Leave

From Payroll Master (G07), enter 27

From Payroll Advanced/Technical Operations (G073), choose Data Integrity/Global Update

From Data Integrity & Global Updates (G0731), 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 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 bank or do not earn leave from the same 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
wished 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 you are stocking. 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 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 history detail during a repost. If you revised or corrected the history summary 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 you made to summary history.

Reposting payroll history includes the following tasks:

- Reposting the tax ledger to the tax summary
- Reposting pay types to the payroll month
- Reposting DBAs to the payroll month
- Reposting DBAs to the calendar month
- 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 the Tax Ledger to the Tax Summary

From Payroll Master (G07), enter 27

From Payroll Advanced/Technical Operations (G073), choose Data Integrity/Global Update

From Data Integrity & Global Updates (G0731), choose Tax Ledger to Tax Summary

Repost the tax ledger to the tax summary if your Taxation Summary History table (F06136) contains corrupt data. This report repost totals the tax transactions stored in the Tax Ledger table (F06166) by year, home company, tax type, tax area, tax ID, and employee number. It then posts these totals as one summary transaction to the Taxation Summary History table. The summary transaction includes the following totals by month for each year processed:

- Gross pay
- Excludable gross
- Pay in excess of annual limit for tax calculation
- Taxes withheld

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

Processing Options for Tax Ledger Repost

Provide the Following Information for "Reposting" the Tax Ledger Records:

1. Enter the Tax Area to Repost . . . : ____________
2. " " Tax Type " " . . . : ____________
3. " " Year " " . . . : ____________
4. " " Month " " Blank=All: ____________
5. If desired, enter a Specific employee, or leave blank to repost all employees. . . . . . . . . . . . : ____________
Reposting Pay Types to the Payroll Month

From Payroll Master (G07), enter 27

From Payroll Advanced/Technical Operations (G073), choose Data Integrity/Global Update

From Data Integrity & Global Updates (G0731), choose Pay Types to Payroll Month

Repost pay types to 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 check date. It overwrites existing totals in the summary table.

Processing Options for Repost History - (F06146) from Detail (F0618)

Enter the YEAR to be reposted. . . . . .  

IMPORTANT NOTES
---------------------
1. History records for the year selected will be initialized for all employees processed. THEREFORE, if you select a year make sure that you also select records in F0618 for the same year when setting up your Dream-Writer specification.

2. If you wish to process all years for which data exits in the F0618 file leave the “YEAR” field blank.

Reposting DBAs to the Payroll Month

From Payroll Master (G07), enter 27

From Payroll Advanced/Technical Operations (G073), choose Data Integrity/Global Update

From Data Integrity & Global Updates (G0731), 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 check date. It overwrites existing totals in the summary table.

**Processing Options for Repost History - (F06146) from Detail (F0619)**

Enter the **YEAR** to be reposted. . . . . . .

**IMPORTANT NOTES**

----------

1. History records for the year selected will be initialized for all employees processed. THEREFORE, if you select a year make sure that you also enter a corresponding range for CHECK DATE in the Dream Writer Data Selections.

2. If you wish to process all years for which data exists in the F0619 file leave the "YEAR" field blank and enter *ALL in the value for CHECK DATE in the DREAM Writer Data Selections.

**Reposting DBAs to the Calendar Month**

From Payroll Master (G07), enter 27

From Payroll Advanced/Technical Operations (G073), choose Data Integrity/Global Update

From Data Integrity & Global Updates (G0731), 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 check date. It overwrites existing totals in the summary table.
Reposting Payroll History

Processing Options for Repost History - (F06145) from Detail (F0619)

Enter the YEAR to be reposted. . . . . .

IMPORTANT NOTES
---------------------
1. History records for the year selected will be initialized for all employees processed. If you select a year make sure you also enter a corresponding range for WORK DATE in the DREAM Writer Data Selections.

2. If you wish to process all years for which data exists in the F0619 file leave the “YEAR” field blank and enter *ALL in the value for WORK DATE in the DREAM Writer Data Selections.

Reposting DBAs to the Tax-Area Summary

From Payroll Master (G07), enter 27

From Payroll Advanced/Technical Operations (G073), choose Data Integrity/Global Update

From Data Integrity & Global Updates (G0731), 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 summary table.
**Processing Options for Reposting DBAs to Tax Area Summary**

Enter the YEAR to be reposted. . . . . ____________

**IMPORTANT NOTES**

1. History records for the year selected will be initialized for all employees processed. THEREFORE, if you select a year make sure that you also 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 exits in the F0619 file leave the “YEAR” field blank.

**Reposting DBAs to the Fiscal and Anniversary History Summary**

From Payroll Master (G07), enter 27

From Payroll Advanced/Technical Operations (G073), choose Data Integrity/Global Update

From Data Integrity & Global Updates (G0731), 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 you entered when you set up your DBAs to determine whether the summary history is stored by payment date or 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 Payroll Master (G07), enter 27

From Payroll Advanced/Technical Operations (G073), choose Data Integrity/Global Update

From Data Integrity & Global Updates (G0731), 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 additional information to the 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.

Exercises

See the exercises for this chapter.
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 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 Payroll Master (G07), enter 27

From Payroll Advanced/Technical Operations (G073), choose Purge Profile Data

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

You can purge profile data for a single data type, or for multiple data types. You can delete all profile data or only narrative profile data. This program deletes data from the 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 profile data for the employee address you select is purged. If you want to only purge 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 Payroll Master (G07), enter 27

From Payroll Advanced/Technical Operations (G073), choose Purge EE Multiple Job File

The system purges obsolete multiple-job records during payroll 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 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 Payroll Master (G07), enter 27

From Payroll Advanced/Technical Operations (G073), choose History & Turnover Menu

From History & Turnover Technical Operations (G0733), 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 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 Payroll Master (G07), enter 27

From Payroll Advanced/Technical Operations (G073), choose History & Turnover Menu

From History & Turnover Technical Operations (G073), 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 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 the payment items issued by your Payroll system with the bank.

You can create a payment workfile to identify the checks 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:

![Diagram of tape reconciliation process]

**Creating an Automatic-Deposit Tape**

From Payroll Master (G07), enter 27

From Payroll Advanced/Technical Operations (G073), choose Create Automatic 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 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 *Guide to Rules and Regulations* of the Rocky Mountain Automated Clearing House Association (RMACHA). As standards vary by bank or region, J.D. Edwards recommends that you verify the automated clearing house 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
What You Should Know About Workfile

From Payroll Advanced/Technical Operations (G073), choose Create Bank Workfile

You create a workfile to identify the checks 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 Payment Workfile (F06560).

When you run this program, the system generates a reconciliation report and updates the Paycheck 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 Payroll Master (G07), enter 27

From Payroll Advanced/Technical Operations (G073), 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
Complete the following fields:

- Tape File Name
- Tape Device Name

**What You Should Know About**

**Based on File**
The name in the Based on File field is hard-coded. You cannot change it. It identifies the Check Reconciliation-Issue Tape table.

**Copying the Bank Tape to the System**

**From Payroll Master (G07), enter 27**

**From Payroll Advanced/Technical Operations (G073), 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

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.

**Check history reconciliation**

As part of the automatic reconciliation process, you must run Reconcile Check History to mark the Paycheck 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 monitor to run. The monitor is a program that converts the changes that you make to employee information into history and turnover records. When active in the HR subsystem, the monitor processes changes to the data items that you selected for history tracking. The subsystem must be active for the monitor to run.

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

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

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 all the changes in the data queue. After the changes process, you must delete the data queue. When you restart the subsystem and monitor, the system recreates the data queue. The command that you use to delete the data queue is DLTDATA F060116.

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

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

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

**Before You Begin**

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

**Starting the HR Subsystem and Monitor**

**From Payroll Master (G07), enter 27**

**From Payroll Advanced/Technical Operations (G073), choose History & Turnover Menu**

**From History & Turnover Technical Operations (G0733), 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 subsystem
- Creates a data queue
- Starts the monitor
Depending on the number of changes that need to be processed, the monitor might require a lot of computer resources. To speed computer processing time for users who are working on the system, you can start and stop the monitor when necessary.

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

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

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

**What You Should Know About**

**System backups** When you back up your system, the backup program automatically stops the subsystem and monitor before the backup begins and restarts them when the backup is completed. If a backup program terminates abnormally, you might need to manually start the subsystem and monitor.

See *Stopping the Subsystem and Monitor* for more information about backups.

**Multiple environments** If you have multiple software environments on your system, such as a test environment and a production environment, you need only one subsystem for all environments. However, you must have a separate monitor for each environment.

When you run the program to start the subsystem and monitor, you can specify the number of monitors that you need in the processing options. You must start the monitor in each environment. The default value is one monitor.
Stopping the HR Subsystem and Monitor

From Payroll Master (G07), enter 27
From Payroll Advanced/Technical Operations (G073), choose History & Turnover Menu

From History & Turnover Technical Operations (G0733), choose Stop Subsystem and Monitor

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

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

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

See Also

- Starting the Subsystem and Monitor (P08031)

Stopping the HR Monitor Only

From Payroll Master (G07), enter 27
From Payroll Advanced/Technical Operations (G073), choose History & Turnover Menu

From History & Turnover Technical Operations (G0733), choose Stop Monitor Only

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

To save you time and automate your flow of work, you can use the Unattended Night Operations program to automatically stop and start the monitor at times that are convenient for your organization. For example, you could set up your system to start the monitor at 5:00 p.m. each evening and stop it at midnight.
You can run the monitor depending on the space requirements of your system and policies of your company. For example, you might run the monitor any of the following ways:

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

You must also stop the monitor when you need to make changes to history setup. You must stop the monitor when you change 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 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 Payroll Master (G07), enter 27**

**From Payroll Advanced/Technical Operations (G073), choose History & Turnover Menu**

**From History & Turnover Technical Operations (G0733), choose Start Monitor Only**

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

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

To save you time and automate your flow of work, you can use the Unattended Night Operations program to automatically stop and start the monitor at times that are convenient for your organization. For example, you could set up your system to start the monitor at 5:00 p.m. each evening and stop it at midnight.
When you need to make changes to history setup, you must stop the monitor. To cause the setup changes to take effect, you must restart the monitor.

**See Also**

- The *Technical Foundation Guide* for more information about unattended night operations

**Reviewing the Status of the HR Monitor**

From Payroll Master (G07), enter 27

From Payroll Advanced/Technical Operations (G073), choose History & Turnover Menu

From History & Turnover Technical Operations (G0733), choose Review Monitor Status

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

**See Also**

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

*To review the status of the monitor*

On Review HR Monitor Status

![Image of HR Monitor Status](image)

Review the information.
### What You Should Know About

<table>
<thead>
<tr>
<th>Libraries</th>
<th>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 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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Changing the monitor status</td>
<td>When you review the status of the monitor, you cannot change the status or any other information. It is for display purposes only.</td>
</tr>
</tbody>
</table>
Copying PC Timecard Information to a Batch File

From Payroll Master (G07), enter 27

From Payroll Advanced/Technical Operations (G073), choose Time Data Interchange Menu

From Time Data Interchange (G0732), 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 it and include it in your payroll cycle.

You copy timecard information you from the Employee Transactions - Multiple Member PC Support Batch table (F06116Z2). The system stores it 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 system, you need to define critical information that the system uses for processing. This information consists of the following information:

**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:
- Company constants
- Business-unit constants
- Master pay cycles

**Reports**  
You set up versions of the reports you run for payroll:
- Payroll cycle reports
- Net pay reports and forms

**Employee information**  
You set up information on employees:
- Additional, or profile, information to track employees
- History and tracking

General setup consists of:

- 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 Payroll Master (G07), enter 29
From Payroll (G074), choose an option under the User Defined Codes heading

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

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

J.D. Edwards recommends that you change only the user defined codes in the following list:

- **EEO Job Code (07/J)**: Designate employees by the type of work 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 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.
<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reconcile G/L Account Number to Bank Account (07/BK)</td>
<td>Identify a relationship between a general ledger account and a bank account to which you send funds.</td>
</tr>
<tr>
<td>Statutory Codes (07/SC)</td>
<td>Identify the taxing authorities for tax and insurance purposes. You can add new reasons, but do not change the codes provided with the system.</td>
</tr>
<tr>
<td>Pay Master Groups (07/PM)</td>
<td>Identify the companies that are common paymasters.</td>
</tr>
<tr>
<td>Workers Compensation Basis Codes (07/IP)</td>
<td>Designate the names of the insured pay tables. You can add new reasons, but do not change the codes provided with the system.</td>
</tr>
<tr>
<td>Plan Union Codes (07/UN)</td>
<td>Identify employees by the group, plan, or union to which they belong.</td>
</tr>
<tr>
<td>Job Type Codes (07/G)</td>
<td>Designate employees by the type of work or job 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.</td>
</tr>
<tr>
<td>Job Step Codes (07/GS)</td>
<td>Designate employees by a classification within their job type.</td>
</tr>
<tr>
<td>Shift Codes (07/SH)</td>
<td>Designate employees by the shift they work.</td>
</tr>
<tr>
<td>Valid Pay Cycles (07/PY)</td>
<td>Designate the pay cycles for the current year.</td>
</tr>
<tr>
<td>Contract Calendar Codes (05/CT)</td>
<td>Identify each contract calendar by name and code.</td>
</tr>
<tr>
<td>Contract Calendar Holidays (05/HL)</td>
<td>Identify the holidays and nonstandard workdays for a contract calendar.</td>
</tr>
<tr>
<td>Workers Compensation Insurance Codes (00/W)</td>
<td>Designate the classification codes for Worker's Compensation insurance. You can add new reasons, but do not change the codes provided with the system.</td>
</tr>
</tbody>
</table>
To set up user defined codes for payroll

On any user defined codes form

Complete the following fields:

- Code
- Description
- Description - 2

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code</td>
<td>This column contains a list of valid codes for a specific user defined code list.</td>
</tr>
<tr>
<td>Description</td>
<td>A user defined name or remark.</td>
</tr>
<tr>
<td>Description-2</td>
<td>Additional text that further describes or clarifies a field in J.D. Edwards systems.</td>
</tr>
</tbody>
</table>
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 this 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.

Processing employees who receive tips
If your company uses job types for employees who receive tips, you must complete the Description 2 field for each job type in 07/G. Enter D (directly tipped job) or I (indirectly tipped job) for each job type.
Setting Up General Information

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

- **Company constants**: You set up company constants to control the labor accounting and payroll processing for the employees of each company.

- **Business-unit constants**: You set up business unit constants to define default information associated with a business unit.

- **Master pay cycles**: You set up master pay cycles to provide dates for each payroll of the year.

- **Denomination codes**: You set up denomination codes to define 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 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 Payroll Master (G07), enter 29

From Payroll Setup (G074), choose Payroll General Constants

From Payroll General Constants (G0741), 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 you 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 system to integrate with the J.D. Edwards General Ledger system.

If you change the default company constants, the changes affect all other companies you set up.

To set up the default company

On Payroll 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 U.S., complete the following optional fields:
   - Spending Account
   - Tip/Piece Processing
   - Separate Check

3. To identify the standard time worked by salaried or auto 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.
<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
</table>
| 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.  
<pre><code>                             | O Perform tax reductions. Overpayment processing (negative check adjustment) occurs after taxes have been reduced but before type 2 deduction rules apply. |
</code></pre>
<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spending Acct. (Y/N)</td>
<td>A code that controls approval of batches for posting.</td>
</tr>
<tr>
<td></td>
<td>For World, valid codes are:</td>
</tr>
<tr>
<td></td>
<td>Y  Management approval is required. The system assigns a status code of Pending to each batch. You must manually change the status to</td>
</tr>
<tr>
<td></td>
<td>Approved before the system will allow the batch to post to the general ledger.</td>
</tr>
<tr>
<td></td>
<td>N  Management approval is not required. The system automatically approves for posting all batches that do not have error conditions.</td>
</tr>
<tr>
<td></td>
<td>For OneWorld, a checkmark indicates that management approval is required. A blank field indicates that management approval is not required.</td>
</tr>
<tr>
<td>International (Y/N)</td>
<td>A Yes/No field that specifies whether to use Canadian payroll processing. Valid codes are:</td>
</tr>
<tr>
<td></td>
<td>Y  Use Canadian payroll processing.</td>
</tr>
<tr>
<td></td>
<td>N  Use US payroll processing. This is the default value.</td>
</tr>
<tr>
<td>G/L Integration</td>
<td>Code that indicates how batches of payroll journals are posted to the General Ledger. Valid codes are:</td>
</tr>
<tr>
<td></td>
<td>A  Automatic. If batches are in balance and there are no errors, the system posts batches automatically during the final update step of the</td>
</tr>
<tr>
<td></td>
<td>payroll cycle. This is the default value.</td>
</tr>
<tr>
<td></td>
<td>M  Manual. Each batch must be posted manually.</td>
</tr>
<tr>
<td></td>
<td>N  None. There is no General Ledger interface.</td>
</tr>
<tr>
<td></td>
<td>T  Time Accounting</td>
</tr>
<tr>
<td>Employee No. Mode</td>
<td>This code identifies which form of the employee number displays on an inquiry screen. Valid values are:</td>
</tr>
<tr>
<td></td>
<td>1  Display the eight-digit Address Book number. This is the default code.</td>
</tr>
<tr>
<td></td>
<td>2  Display the nine-digit Social Security number.</td>
</tr>
<tr>
<td></td>
<td>3  Display the eight-digit Additional Employee number preceded by a slash (/).</td>
</tr>
<tr>
<td></td>
<td>All forms of employee number remain valid. This code controls only what displays.</td>
</tr>
<tr>
<td>Field</td>
<td>Explanation</td>
</tr>
<tr>
<td>---------------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| 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 |
| 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 |
<table>
<thead>
<tr>
<th><strong>Field</strong></th>
<th><strong>Explanation</strong></th>
</tr>
</thead>
</table>
| 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. |
| Country Code     | A user defined code 00/CN that determines the mode in which the payroll system runs.  
Valid codes are:  
blank US payroll  
CA Canadian payroll  
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.  
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 Payroll Master (G07), enter 29

From Payroll Setup (G074), choose Payroll General Constants

From Payroll General Constants (G0741), 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

![Payroll Company Constants screenshot]

A Financial Company – for Training
PROM Test Utility

City
Denver

State CO
Zip 80237

County

Standard Hours/Periods

Net Day Work 0.80

Days/Week 5

Weeks/Year 52.00

Hours/Year 2080.00

Annual Leave Hours

Non-U.S. Payroll Data

Country Code USB

Fiscal Year (Begin Mth) 6/30
1. Complete the following fields:
   - Company
   - Company Name
   - Company Address
   - Fiscal Year

2. To identify the standard time worked by salaried or auto employees, complete the following fields:
   - Hours/Day
   - Days/Week
   - Weeks/Year
   - Hours/Year

3. For U.S. payroll companies only, complete the following fields:
   - Adjust SUI
   - Cash Option

4. If you process Canadian or both U.S. and Canadian payroll, complete the following fields:
   - International
   - Country Code

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjust SUI</td>
<td>A value that determines how the system adjusts state unemployment insurance. Vertex can self-adjust or not self-adjust the amount of tax calculated. Valid values are: 0 Self-adjust. This method always brings the tax up to what it should be. The formula used is as follows: Current period tax = (YTD gross + current gross) x SUI rate - YTD SUI tax. 1 Do not self-adjust. The tax is calculated on the current period wages only. 2 Self-adjust when maximum base is reached. If you have employees in working multiple states, set this value to 1 (do not self-adjust).</td>
</tr>
<tr>
<td>Cash Option</td>
<td>If you have a cash option for your 125 Plan enter a 1 in this field. This will be used for taxation purposes for SUI and SDI. Certain states allow a 125 exemption amount if a cash option is allowed.</td>
</tr>
</tbody>
</table>
Setting Up Business-Unit Constants

From Payroll Master (G07), enter 29

From Payroll Setup (G074), choose Payroll General Constants

From Payroll General Constants (G0741), choose Business Unit Constants

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

Setting up payroll business unit constants also allows you to:

- Define taxing authorities for a business unit
- Specify a business unit as a certified job for governmental reporting purposes
- Define information for tip processing purposes

You can associate a business unit with one company only.

When you set up a business unit, the system adds it to the General Accounting Business Unit Master table (F0006) if the business unit does not already exist in that table. 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

3. For governmental reporting in the U.S. only, complete the following optional field:
   - Certified Job
4. For U.S. business units that have employees who receive tips, complete the following fields:

- Tax ID Number
- Effective Date From
- Effective Date Thru
- Establishment Type (TY)
- Allocation Method (M)
- Allocation Percent
- Average Days Per Month
- Minimum Wage

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor Load Method</td>
<td>A code indicating that flat burden is to be calculated. Valid codes are:</td>
</tr>
<tr>
<td></td>
<td>0 Flat burden percentage will always be 1.000 and, therefore, the flat burden</td>
</tr>
<tr>
<td></td>
<td>amount will equal zero. Basically, this means that there is no distribution.</td>
</tr>
<tr>
<td></td>
<td>1 Flat burden percentage will always be greater than 1.000. Choose this</td>
</tr>
<tr>
<td></td>
<td>option when distributing the percentage.</td>
</tr>
<tr>
<td></td>
<td>There are various places within the Payroll system where flat burden rules</td>
</tr>
<tr>
<td></td>
<td>and percentages can be defined, such as:</td>
</tr>
<tr>
<td></td>
<td>Business Unit</td>
</tr>
<tr>
<td></td>
<td>Pay Rates table</td>
</tr>
<tr>
<td></td>
<td>Employee level</td>
</tr>
<tr>
<td>Burden Factor</td>
<td>A multiplier to load direct labor costs with burden. For example, a factor</td>
</tr>
<tr>
<td></td>
<td>of 1.32 loads every dollar of labor cost with 32 cents worth of burden.</td>
</tr>
<tr>
<td>Pay Cycle Group Code</td>
<td>A user defined code (07/PG) that indicates a pay cycle group. If you enter</td>
</tr>
<tr>
<td></td>
<td>a pay cycle group code here, the system processes only those timecards whose</td>
</tr>
<tr>
<td></td>
<td>business unit has that pay cycle group assigned in the business unit</td>
</tr>
<tr>
<td></td>
<td>constants. The type code explained below determines which business unit is</td>
</tr>
<tr>
<td></td>
<td>used in the selection process.</td>
</tr>
<tr>
<td></td>
<td>This field and the accompanying Type field override the DREAM Writer home</td>
</tr>
<tr>
<td></td>
<td>business unit selection. Employees must first be selected in the DREAM</td>
</tr>
<tr>
<td></td>
<td>Writer Data Selection, then timecards for those employees are selected based</td>
</tr>
<tr>
<td></td>
<td>on Pay Cycle Group Code and Type.</td>
</tr>
<tr>
<td>Field</td>
<td>Explanation</td>
</tr>
<tr>
<td>-----------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>T Y</td>
<td>A user defined code (07/ET) that specifies the type of service (or establishment type). This code is used primarily for designating tip percentage allocations.</td>
</tr>
<tr>
<td>Allocation</td>
<td>A code that specifies the method of allocation of employee's tips, either using 'Sales Receipts' or 'Hours Worked'.</td>
</tr>
<tr>
<td>Percent</td>
<td>The percentage amount used to allocate tips for the specified business unit.</td>
</tr>
</tbody>
</table>

**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 Payroll Master (G07), enter 29

From Payroll Setup (G074), choose Payroll General Constants

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

You set up master pay cycles to provide dates for each payroll of the year. The system uses these dates during the pre-payroll step of the payroll cycle. When you set up master pay cycles, you also minimize the risk of keying errors during pre-payroll because certain values 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 define 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 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 cycle indicating whether you want to increment the pay period end 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 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 define the names of the pay cycles.

---

**To set up a master pay cycle for the current year**

On Master Pay Cycles
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.
4. To set up standard hours for automatic 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

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Cycle Code</td>
<td>A code that identifies the values for a master payroll cycle.</td>
</tr>
<tr>
<td>Pay Period Number</td>
<td>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)</td>
</tr>
</tbody>
</table>
| 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 |
<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intgry</td>
<td>The meaning of this field depends on the program from which you access the field:</td>
</tr>
<tr>
<td></td>
<td>• 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.</td>
</tr>
<tr>
<td></td>
<td>• 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.</td>
</tr>
</tbody>
</table>

What You Should Know About

**Determining rollover dates**

In addition to scheduling pay cycles, the Fiscal Anniversary Rollover program uses the dates 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 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

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Align Dates (Y/N)?</td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>The years must be only one apart in order for this function to work.</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
</tbody>
</table>

See Also

- *Processing Fiscal and Anniversary Rollovers (P063903)*
- *Reviewing the Master Pay Cycles Report (P06095P)*
Setting Up a Denomination Code

From Payroll Master (G07), enter 29

From Payroll Setup (G074), choose Payroll General Constants

From Payroll General Constants (G0741), choose Denomination Code Revisions

You set up denomination codes to define the various denominations used to pay employees who receive cash payments. The system uses the information you define to produce payslips in the correct denomination and for a bill count on a cash disbursement report.

Before You Begin

- Set up each domination 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
Complete the following fields:

- Country Code
- Denomination Code
- Denomination Value

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Denomination Code</td>
<td>A code which identifies the type of currency to be processed.</td>
</tr>
<tr>
<td>Denomination Value</td>
<td>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.</td>
</tr>
</tbody>
</table>

**Setting Up Execution Control Parameters**

From Payroll Master (G07), enter 29

From Payroll Setup (G074), choose Payroll General Constants

From Payroll General Constants (G0741), choose Execution Control Parameters

You set up execution control parameters to specify the users who have the authority to execute the various steps of the payroll cycle. You can also specify who has authority to execute the reset features on a payroll ID.

Each payroll ID can have a unique set of control parameters. If the system finds no parameters for a specific ID, the system uses the 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 options.

**Before You Begin**

- Enter Y in the Pay Cycle Control field on Payroll Company Constants 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

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 Payroll Cycle Steps:</td>
<td>The defined user identification for the individual who may have access to the Payroll Processing step “Pre-Payroll”. Valid values are:</td>
</tr>
<tr>
<td></td>
<td>Any user ID - Only that user has authority to run the particular payroll or reset step.</td>
</tr>
<tr>
<td></td>
<td>*All - All users have authority to run the particular payroll or reset step.</td>
</tr>
<tr>
<td></td>
<td>*USER - Only the user who ran the step has the authority to execute the step defined by *USER.</td>
</tr>
</tbody>
</table>
Choosing Fields for Future Data Revisions

From Payroll Master (G07), enter 29

From Payroll Setup (G074), choose Payroll General Constants

From Payroll General Constants (G0741), 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.
Setting Up General Information

Reviewing the Business Unit Constants Report

From Payroll Master (G07), enter 29

From Payroll Setup (G074), choose Payroll General Constants

From Payroll General Constants (G0741), choose Business Unit Constants Report

You run the Business Unit Constants Print report to verify your entries on Business Unit Constants. 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.

<table>
<thead>
<tr>
<th>Bus. Unit</th>
<th>Name</th>
<th>E  Co.</th>
<th>Tax Area</th>
<th>RT M</th>
<th>Factor</th>
<th>J</th>
<th>Tax Id.</th>
<th>Code</th>
<th>Tax Id.</th>
<th>CD</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 Corporate Administration</td>
<td>00001</td>
<td>1</td>
<td>1.0000</td>
<td>N</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>50 General Accounts</td>
<td>00050</td>
<td>1</td>
<td>1.0000</td>
<td>N</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>90 Administrative Department</td>
<td>00100</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DEN Denver</td>
<td>00050</td>
<td>1</td>
<td>1.0000</td>
<td>N</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>481 Cooler/Freezer Units – 10</td>
<td>00200</td>
<td>1</td>
<td>1.0000</td>
<td>N</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>482 Cooler/Freezer Units – 10</td>
<td>00200</td>
<td>1</td>
<td>1.0000</td>
<td>N</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>483 Cooler/Freezer Units – 10</td>
<td>00200</td>
<td>1</td>
<td>1.0000</td>
<td>N</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>501 Potomac Hotel</td>
<td>00050 47</td>
<td>HR 1</td>
<td>1.3200</td>
<td>Y</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>701 Corporate Administration</td>
<td>00007</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>777 Skydome</td>
<td>00077</td>
<td>1</td>
<td>1.3200</td>
<td>N</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5001 Main Terminal Building</td>
<td>00050</td>
<td>1</td>
<td>1.0000</td>
<td>Y</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5002 Automated Transit System</td>
<td>00050</td>
<td>1</td>
<td>1.0000</td>
<td>N</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5003 Airport Access Road</td>
<td>00050</td>
<td>1</td>
<td>1.0000</td>
<td>N</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5004 Concourse A Electrical</td>
<td>00050</td>
<td>1</td>
<td>1.0000</td>
<td>N</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5005 The Gateway</td>
<td>00050</td>
<td>1</td>
<td>1.0000</td>
<td>N</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5031 Airport Access Road</td>
<td>00050</td>
<td>1</td>
<td>1.0000</td>
<td>N</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5032 Airport Access Road</td>
<td>00050</td>
<td>1</td>
<td>1.0000</td>
<td>N</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6001 Protective Services</td>
<td>00050</td>
<td>1</td>
<td>1.0000</td>
<td>N</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7771 Corporate Administration</td>
<td>00777</td>
<td>0</td>
<td>1.0000</td>
<td>N</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 Payroll Master (G07), enter 29

From Payroll Setup (G074), choose Payroll General Constants

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

The Master Pay Cycles report lists the information you entered on Master Pay Cycles. 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.
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 generated during a payroll cycle. If you do not set up your own 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 select 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 General Liability Insurance Register report
- Setting up the DBA Register report
- Setting up the Wage Attachment report
- Setting up the Time and Pay Register report
Setting Up the Payroll Register Report

From Payroll Master (G07), enter 29
From Payroll Setup (G074), choose Pay Cycle Report Setup
From Pay Cycle Report Setup (G0746), choose Payroll Register

Use the Payroll Register report to verify that the employees’ gross-to-net amounts are correct. You can review employee earnings for this 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.

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

Pre-payroll, Payroll Register, and Payroll Summary reports must have the same sequence.
Setting Up the Summary Payroll Register Report

From Payroll Master (G07), enter 29

From Payroll Setup (G074), choose Pay Cycle Report Setup

From Pay Cycle Report Setup (G0746), choose Summary Payroll Register

The Summary Payroll Register report lists one line per check 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 Payroll Master (G07), enter 29
From Payroll Setup (G074), choose Pay Cycle Report Setup
From Pay Cycle Report Setup (G0746), choose Time & Pay Exception

When you request the Time and Pay Entry Journal 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 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 Payroll Master (G07), enter 29

From Payroll Setup (G074), choose Pay Cycle Report Setup

From Pay Cycle Report Setup (G0746), 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 Payroll Master (G07), enter 29

From Payroll Setup (G074), choose Pay Cycle Report Setup

From Pay Cycle Report Setup (G0746), 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 entry 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 General Liability Insurance Register Report

From Payroll Master (G 07), enter 29
From Payroll Setup (G 074), choose Pay Cycle Report Setup
From Pay Cycle Report Setup (G 0746), choose General Liability Insurance Register

The General Liability Insurance Register report is similar to the Workers Compensation Register report, but lists general liability insurance information. You must post the journal entries before running this report. If you do not, no information is available.

Processing Options for General Liability 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 General Liability Insurance Register Report

You should not change the data selection for this report.

Setting Up the DBA Register Report

From Payroll Master (G 07), enter 29
From Payroll Setup (G 074), choose Pay Cycle Report Setup
From Pay Cycle Report Setup (G 0746), choose DBA Register

The DBA Register report includes the same information as the Transaction Audit report (Deduction/Benefit/Accrual report), but it lists all employees in the pre-payroll processing by deduction, benefit, and accrual.

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 Wage Attachment Report

From Payroll Master (G07), enter 29
From Payroll Setup (G074), choose Pay Cycle Report Setup
From Pay Cycle Report Setup (G0746), choose Wage Attachment
The Wage Attachment report lists all employee wage attachments by payee. Listings with an unspecified payee are for loans.

Data Selection for the Wage Attachment Report

You should not change the data selection for this report.

Setting Up the Time and Pay Register Report

From Payroll Master (G07), enter 29
From Payroll Setup (G074), choose Pay Cycle Report Setup
From Pay Cycle Report Setup (G0746), choose Time and Pay Register
The Time and Pay Register report lists the time and pay totals for the current payroll. 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 prints the Time and Pay Exception report.
Processing Options for Time and Pay Register

1. Enter the type of Time Cards that you wish to print.
   L = Labor Time Cards (Default)
   R = Recharge Time Cards
   E = Equipment Time Cards

2. If ‘L’, enter the type of employee number you want to print.
   A = Address Book Number (Default)
   S = Social Security Number
   O = Additional Employee Number

3. Enter ‘1’ to print the General Ledger Account Number, and Tax Area. ‘0’ is the default and will not print these items.

4. Enter ‘1’ to print Subledger, Subledger Type, 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 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 must have the same version name. Setting up net pay reports and forms consists of the following tasks:

- Setting up payroll checks
- Setting up automatic-deposit forms
- Setting up cash payslips
- Setting up the Payroll Check Register report
- Setting up check overflow forms
Setting Up Payroll Checks

From Payroll Master (G07), enter 29

From Payroll Setup (G074), choose Pay Cycle Report Setup

From Pay Cycle Report Setup (G0746), choose Payroll Checks

You set up payroll checks to determine the information and sequence that you want when the system prints payroll checks.

Processing Options for Payroll Checks

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 fulfill processing option 2 above’s print instructions.)

4. Enter Employee Number Identification option:
   blank = Address book No.
   2   = Social Security No.
   3   = Third Employee No.
Setting Up Automatic-Deposit Forms

From Payroll Master (G07), enter 29
From Payroll Setup (G074), choose Pay Cycle Report Setup
From Pay Cycle Report Setup (G0746), 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 Payroll Master (G07), enter 29
From Payroll Setup (G074), choose Pay Cycle Report Setup
From Pay Cycle Report Setup (G0746), 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 Check Register Report**

From Payroll Master (G07), enter 29

From Payroll Setup (G074), choose Pay Cycle Report Setup

From Pay Cycle Report Setup (G0746), choose Payroll Check Register

You set up the Payroll Check Register Report to review net pay documents. This report lists the details of net pay documents, including net pay accounting distributions. This register is also known as the Net Pay Instructions report.

### Processing Options for Payroll Check Register

**PRINT CONTROL OPTIONS**

1. Enter ‘1’ to print employee name on the Net Pay Instr. Register. Default of blank will NOT print name.

2. Enter Employee Number to print option
   - A = Address Book
   - S = Social Security Number
   - O = Third Employee Number
   Default of blank will use Address Book number.

3. Enter ‘Y’ to print full address. Default of blank will NOT print address.

4. Enter ‘Y’ to print individual account deposits for auto deposits. Default of blank will NOT print individual deposits.
Setting Up Check Overflow Forms

From Payroll Master (G07), enter 29

From Payroll Setup (G074), choose Pay Cycle Report Setup

From Pay Cycle Report Setup (G0746), choose Check Overflow Forms

You set up check overflow forms for information that does not fit on the paystubs, automatic-deposit forms, or cash payslips. These systems print these forms only when necessary.
Setting Up Employee Profile Information

Profile data provides broad categories of information that you can define to accommodate your unique requirements. It can include basic information about employees, such as their education or experience, or data unique to your business, such as multilanguage skills or employees assigned company cars.

Setting up employee information includes the following tasks:

- Defining types of profile data
- Setting up security for profile data
- Generating the title search table
- Transferring profile data

Employee profile information is any additional information that you want to track by employee. This information is not required by the Payroll system but provides additional information that you might want to maintain on your employees. Before you can enter employee profile information, you must set up the following:

**Profile data types**
You define profile data to track detailed information about employees. You set up this feature to track specific information to accommodate your own unique business needs.

**Profile data security**
You define security for profile data to restrict access to certain types of data to specific personnel.
Defining Types of Profile Data

From Payroll Master (G07), enter 29

From Payroll Setup (G074), choose Employee Profile Setup

From Employee Profile Setup (G0747), 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 track data 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 type in one of the following formats, or modes:

**Narrative format**  
Narrative format allows you to enter information in free form text. You might want to use the narrative format for:
- Employee appraisal overviews
- Emergency contacts

**Code format**  
Code format requires you to enter information in specific fields on the form. You might want to use the code format for:
- Language skills
- Training completed
- Employee appraisal details

To standardize data entry and make it possible to report on profile data, you can associate the following columns in a code format data type with a user defined code table:
- Code Title
- Remark 1 Title
- Remark 2 Title

You can use either 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 tables, you must use system codes ranging from 55 to 59 (inclusive). You cannot create a new table for system codes 05, 07, or 08.

**Program format**  
Program format allows you to access a specific program and version number from a profile data type. Instead of customizing menus, you can set up profile data types to access the forms that you use most often. Setting up profile data types in this manner allows you to access the these forms from a single menu selection, which saves you time and streamlines your data entry tasks.

Defining types of profile data 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 you track)
- Date title - 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 set up for the training type)
- RT - TG (record type for the user defined code table that you set up for the training type)

Before You Begin

- Set up user defined codes for the profile information that you want to enter in the code format. See Setting Up User Defined Codes.

To define profile data types in narrative format

On Define Types of Data
1. Complete the following fields:
   - HR Data Base
   - Type Data
   - Description
2. Enter N in the following field:
   - Mode

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>HR Data Base</td>
<td>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</td>
</tr>
<tr>
<td>Ty Dt</td>
<td>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.</td>
</tr>
<tr>
<td>Mde</td>
<td>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.</td>
</tr>
</tbody>
</table>
To define profile data types in code format

On Define Types of Data

1. Complete the following fields:
   - HR Data Base
   - Type Data
   - Description

2. Enter C in the following field:
   - Mode

3. To specify the information you want to track for this data type, complete the following fields:
   - Code Title
   - Date Title
   - Amount Title

4. To associate a user defined code table with the code title, complete the following fields:
   - System Code (SY)
   - Record Type (RT)

5. To enter additional information for the data type, access the detail area.
6. Complete any of the following optional fields:
   - Remark 1 Title
   - Edit Remark 1 on
   - Edit Remark 2 on
   - Remark 2 Title
   - Default Date
   - Through Date Title
   - Amount 2 Title

7. To create a new user defined code table for this data type, choose the User Defined Codes function.

9. On User Defined Code Types, complete the following fields:
   - System Code
   - User Code
   - Description
   - Code Length

10. Complete the following fields, if appropriate, and use the Add action:
    - 2nd Line
    - Code Number

11. To specify the codes to include on the new table, return to User Defined Code Revisions.

12. To locate the new table on User Defined Code Revisions, complete the following fields:
    - System Code
    - User Defined Codes

13. Complete the following fields:
    - Code
    - Description
    - Description 2
<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code Title</td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td><em>Form-specific information</em></td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>Date Ttl</td>
<td>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.</td>
</tr>
<tr>
<td>Amt Title</td>
<td>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.</td>
</tr>
<tr>
<td>SY</td>
<td>A user defined code (98/SY) that identifies a J.D. Edwards system. 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.</td>
</tr>
<tr>
<td>RT</td>
<td>Identifies the table that contains user defined codes. The table is also referred to as a code type.</td>
</tr>
<tr>
<td>Remark 1 Title</td>
<td>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.</td>
</tr>
<tr>
<td>Field</td>
<td>Explanation</td>
</tr>
<tr>
<td>---------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Remark 2 Title</td>
<td>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.</td>
</tr>
<tr>
<td>Default Date</td>
<td>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.</td>
</tr>
<tr>
<td>Thru Date Title</td>
<td>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.</td>
</tr>
<tr>
<td>Amt 2 Title</td>
<td>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.</td>
</tr>
</tbody>
</table>

To define profile data types in program format

On Define Types of Data

1. Complete the following fields:
   - HR Data Base
   - Type Data
   - Description
2. Enter P in the following field:
   - Mode
3. Access the detail area.
4. To specify the program that you want this data type to access, complete the following fields:
   - Program ID
   - Version

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pgm ID/Vers</td>
<td>The identification, such as program number, table number, and report number, that is assigned to an element of software.</td>
</tr>
<tr>
<td>Version</td>
<td>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.</td>
</tr>
</tbody>
</table>

The DREAM Writer version of the program that you want this data type to access.

**Setting Up Security for Profile Data**

From Payroll Master (G07), enter 29

From Payroll Setup (G074), choose Employee Profile Setup

From Employee Profile Setup (G0747), choose Data Type Security

You might set up a data type for tracking confidential information that only a few users need to access. For example, you might want to allow only your OSHA 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 within a database. For example, you might want to restrict drug testing information to Human Resources personnel only.

**See Also**

- The *Technical Foundations 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

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Data</td>
<td>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).</td>
</tr>
<tr>
<td></td>
<td><strong>Form-specific information</strong></td>
</tr>
<tr>
<td></td>
<td>The specific type of data to which you are restricting employee from access.</td>
</tr>
</tbody>
</table>
### Generating the Title Search Table

- **From Payroll Master (G07), enter 29**
- **From Payroll Setup (G074), choose Employee Profile Setup**
- **From Employee Profile Setup (G0747), choose Build World Search File**

When you review profile data by data type or search profile data for people who meet multiple criteria, you can use the Help function to search for a data type by its title. For example, if you are using Profile by Data Type to review prior employment information, and you cannot remember the data type for prior employment, you can use the Help function to search for the data type by its description.

Before you can search for data types in this manner, you must run this program to generate the title search table. When you set up your system, you generate the table after you have defined the types of profile data that you will use. To keep your system up-to-date, you must also generate the title search table after you change profile data types, descriptions, or column headings.

### Transferring Profile Data

- **From Payroll Master (G07), enter 29**
- **From Payroll Setup (G074), choose Employee Profile Setup**
- **From Employee Profile Setup (G0747), choose Profile Data Copy/Move**

After you define the types of profile data 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 type of profile data, you can use this program to transfer data from the old data type to the new one. For example, you might have a data-type 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 $SK$. 

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allow</td>
<td>A code that indicates whether a user is allowed access to the function key or selection. Valid codes are:</td>
</tr>
<tr>
<td>Y</td>
<td>Yes, allow access</td>
</tr>
<tr>
<td>N</td>
<td>No, prevent access</td>
</tr>
<tr>
<td>blank</td>
<td>Yes, allow access (default).</td>
</tr>
</tbody>
</table>
Transferring profile data saves you 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

When you copy data, the system retains the information in one data type and transfers it to another data type. When you move data, the system deletes the information from one data type and transfers it to another data type. 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 a version to move data. If you do not set up separate versions, you must set the processing options each time you transfer data.

## 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 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.

To set up 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 annual or effective salaries for employees. An employee’s effective salary is the employee’s pay rate multiplied by the employee’s standard hours per year. An employee’s annual salary is the 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 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
<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
</table>
| 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). |
| 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  
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  

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Default Source</td>
<td>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:</td>
</tr>
<tr>
<td></td>
<td>blank None</td>
</tr>
<tr>
<td></td>
<td>1 Pay Grade Minimum</td>
</tr>
<tr>
<td></td>
<td>2 Pay Grade Midpoint</td>
</tr>
<tr>
<td></td>
<td>3 Pay Grade Maximum</td>
</tr>
<tr>
<td></td>
<td>4 Pay Grade Step Amount</td>
</tr>
<tr>
<td></td>
<td>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:</td>
</tr>
<tr>
<td></td>
<td>• Home Company Standard Hours Per Year</td>
</tr>
<tr>
<td></td>
<td>• Default Company Standard Hours Per Year</td>
</tr>
<tr>
<td></td>
<td>• Data Dictionary</td>
</tr>
<tr>
<td></td>
<td>• 2080</td>
</tr>
<tr>
<td>Rate Change in Projections</td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>Valid values are:</td>
</tr>
<tr>
<td></td>
<td>Y Yes</td>
</tr>
<tr>
<td></td>
<td>N No</td>
</tr>
<tr>
<td>Salary</td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>Allowed values are:</td>
</tr>
<tr>
<td></td>
<td>blank No Edit</td>
</tr>
<tr>
<td></td>
<td>1 Warning message if over budget, but allowed to continue.</td>
</tr>
<tr>
<td></td>
<td>2 Hard error if over budget, processing stops, no table updates.</td>
</tr>
<tr>
<td>FTE</td>
<td>This field specifies whether the system verifies that, when you associate an employee with a position, the employee is within the budgeted Full-time equivalents (FTE) for the position.</td>
</tr>
<tr>
<td></td>
<td>Allowed values are:</td>
</tr>
<tr>
<td></td>
<td>blank No Edit</td>
</tr>
<tr>
<td></td>
<td>1 Warning message if over budget, but allowed to continue.</td>
</tr>
<tr>
<td></td>
<td>2 Hard error if over budget, processing stops, no table updates.</td>
</tr>
<tr>
<td>Field</td>
<td>Explanation</td>
</tr>
<tr>
<td>-----------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Hours</td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>Allowed values are:</td>
</tr>
<tr>
<td></td>
<td>blank  No verification</td>
</tr>
<tr>
<td></td>
<td>1 Warning message if over budget, but allowed to continue.</td>
</tr>
<tr>
<td></td>
<td>2 Hard error if over budget, processing stops, no table updates.</td>
</tr>
<tr>
<td>Headcount</td>
<td>This field specifies whether the system verifies that, when you associate an employee with a position, the employee is within the budgeted effective headcount for the position.</td>
</tr>
<tr>
<td></td>
<td>Allowed values are:</td>
</tr>
<tr>
<td></td>
<td>blank  No Edit</td>
</tr>
<tr>
<td></td>
<td>1 Warning message if over budget, but allowed to continue.</td>
</tr>
<tr>
<td></td>
<td>2 Hard error if over budget, processing stops, no table updates.</td>
</tr>
<tr>
<td>Contract/Calendars (Y/N)</td>
<td>A field that specifies whether you are using contract calendars to identify the work days for a group of employees.</td>
</tr>
</tbody>
</table>
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 you 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 the requisition information

On Constants Information

Complete the following fields:

- Employee Assignment Window
- Create Upon Termination

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Assignment Window</td>
<td>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.</td>
</tr>
<tr>
<td>Create Upon Termination</td>
<td>This field specifies whether the system automatically creates a requisition for the position when you terminate an employee. Valid codes are: blank No, do not automatically create a requisition 1 Yes, automatically create and display a new requisition</td>
</tr>
</tbody>
</table>
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 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 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

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Range/Step Edit</td>
<td>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.</td>
</tr>
</tbody>
</table>
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:

- Review the employee’s job progression since you began tracking history
- Review salary increases given at the same time a job change was made
- Analyze historical changes to employee information
- Monitor employee movement within your company

You can track history and turnover for any of the information that the system stores in the Employee Master table (F060116).

To set up your system to track history and turnover, you must complete the following tasks in the order that they are listed:

- Setting up history and turnover constants
- Choosing data for history tracking purposes
- Setting up turnover columns
- Activating history and turnover tracking

You set up history and turnover constants to indicate that you want to track history and turnover records.

To specify the types of employee information for which you want to track historical information, you select data for tracking purposes.

You set up turnover reports so that you can analyze the reasons for employee movement within your organization.
You activate history and turnover tracking to create an initial history record for
each of the current records in the Employee Master table. You can review these
initial history records to determine when you began tracking history and
turnover.

What You Should Know About

Starting the subsystem and monitor  After you complete the tasks for setting up employee
history and turnover tracking, you must start the Human
Resources (HR) subsystem and monitor so that the system
can convert changes to employee information into history
and turnover records.

See Starting the Subsystem and Monitor.

Setting Up History and Turnover Constants

From Payroll Master (G07), enter 29

From Payroll Setup (G074), choose History & Turnover Setup

From History & Turnover Setup (G0748), 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 checks, 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 these
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

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master File is in Library</td>
<td>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.</td>
</tr>
<tr>
<td>Field</td>
<td>Explanation</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>HR Subsystem Name</td>
<td>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.</td>
</tr>
<tr>
<td>Employee Turnover (Y/N)</td>
<td>A code that determines whether the system creates employee turnover records when you change employee information.</td>
</tr>
<tr>
<td></td>
<td>Turnover information consists of any records in the Employee Turnover Analysis table (F08045) with a change reason that is not blank.</td>
</tr>
<tr>
<td></td>
<td>For World: Before the system can create turnover records, you must start the Human Resources subsystem and monitor.</td>
</tr>
<tr>
<td>Track by Effective Date (Y/N)</td>
<td>A code that indicates the date on which the system creates employee history and turnover records, in relation to the date of the change. Valid codes for World are:</td>
</tr>
<tr>
<td></td>
<td>Y  Yes, use the effective date of the change (data item EFTO) to track employee history and turnover</td>
</tr>
<tr>
<td></td>
<td>N  No, instead of using the effective date of change, use the date on which you entered changes into the system</td>
</tr>
<tr>
<td></td>
<td>Valid values for OneWorld are:</td>
</tr>
<tr>
<td></td>
<td>On Use the effective date of the change (data item EFTO) to track employee history and turnover</td>
</tr>
<tr>
<td></td>
<td>Off Instead of using the effective date of change, use the date on which you entered changes into the system</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>If you choose to use the effective date of the change, you must also choose to track employee history, employee turnover, or both.</td>
</tr>
</tbody>
</table>
Choosing Data for Tracking Purposes

From Payroll Master (G07), enter 29

From Payroll Setup (G074), choose History & Turnover Setup

From History & Turnover Setup (G0748), 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

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
Setting Up Turnover Columns

From Payroll Master (G07), enter 29

From Payroll Setup (G074), choose History & Turnover Setup

From History & Turnover Setup (G0748), 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.

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Turnover Column</td>
<td>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.</td>
</tr>
</tbody>
</table>
| 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 Payroll Master (G07), enter 29

From Payroll Setup (G074), choose History & Turnover Setup

From History & Turnover Setup (G0748), choose Initialize History & Turnover

After you set up history and turnover constants and specify the data items for which to track history, you must run a program that populates the history and turnover tables with current employee records. If you activate history and turnover after you have been using the system for a while, you can use these initial records to determine when you began tracking history and turnover.

After you activate history and turnover tracking, the system creates history and turnover records each time you change any of the employee information for which you are tracking history or turnover.

Before You Begin

☐ Enter all employee records into your system. See 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 the date of 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 employees will work. You can set up a calendar that identifies each date in the contract.

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 day value of one standard work day. (A day value is a multiple of a standard work day.) You must identify the dates that are not standard work days, such as holidays, so that the system will assign the correct value for each day in the 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 actual calendar for the current year if you need to correct information.

When you create a new calendar for the next year or revise an actual calendar, you can run a program that updates the employee records for the new or revised 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

Identifying Nonstandard Dates for All Contract Calendars

From Payroll Master (G07), enter 29

From Payroll Setup (G074), choose Pay Grade / Contract Setup

From Payroll Pay Grade / Calendar Setup (G0749), 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 days that are not standard work days. When you identify a nonstandard workday, you also identify its day 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 them 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 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 calendars. Before you set up each calendar, you can revise the user defined code table to add the nonstandard dates that are specific to that 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 work day in the contract, you should enter them in the user defined code table. Do not enter a day 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 .5 standard workdays.
To identify nonstandard dates for all contract calendars

On Contract Calendar Master

1. Choose the Holidays function.
2. On User Defined Code Revisions for each nonstandard day in the contract, enter the date as YYMMDD in the following field:
   - Code
3. To define the day, complete the following field:
   - Description
4. If the date has a positive (greater than 0) day value, enter the day 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 calendar but does not update the day value.

**Creating Contract Calendars**

**From Payroll Master** (G07), enter 29

**From Payroll Setup** (G074), choose Pay Grade / Contract Setup

**From Payroll Pay Grade / Calendar Setup** (G0749), 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 calendar
- Identifies how many days remain in the contract from any date

The contract calendar applies the information from the user defined code table 05/HL to assign the day 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 day value of 1.
To override these day values, you can do either of the following:

- Manually enter a different day value for a specific date on the contract calendar
- Specify in the processing options that weekends are to be assigned a day value

After you create a contract calendar, you can revise it if you need to change day values. For example, you can do the following:

- Change a workday to a holiday
- Extend a one-day value to more than one day, such as 1.5
- Decrease a one-day value to less than one day, such as 0.5

When you revise an actual calendar that has employee records attached to it, you can do one of the following:

- Create a pending calendar
- Revise the actual calendar

When you create a pending calendar, you can analyze and adjust calendar information before you apply that information to the employee records that are attached to the calendar. When you update the actual 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 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:

- Create an actual calendar
- Revising an actual calendar with employee records attached
- Revising an actual calendar without employee records attached
- Applying pending calendar revisions to an actual calendar

**Before You Begin**

- Set up user defined code list 05/HL to identify the holidays and other nonstandard workdays in the calendar. See *Identifying Nonstandard Dates for All Contract Calendars*. 

To create an actual 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 calendar:
   - Day Value (not labeled)
   - Sum of Day Values Remaining (not labeled)

5. If necessary for any days in the month, change the value in the following field:
   - Day Value

6. When you have finished changing day values for a month, press Enter.

7. Scroll up to move to the next month in the calendar.

8. For each month in the calendar, repeat steps 4 through 7.

9. To save the information you added, choose the Update function.

   The system recalculates the calendar and updates the following fields:
   - Total Day Value
   - Sum of Day Values Remaining

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract/Calendar Code</td>
<td>A code that identifies a yearly contract that specifies the number of days employees work. After you create a contract calendar, you can attach it to employee and position records.</td>
</tr>
<tr>
<td>Description</td>
<td>A user defined name or remark.</td>
</tr>
<tr>
<td>Field</td>
<td>Explanation</td>
</tr>
<tr>
<td>---------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Start Date</td>
<td>The date that an employee may begin participating in the company's benefit plans or may be included in payroll processing.</td>
</tr>
<tr>
<td></td>
<td>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</td>
</tr>
<tr>
<td></td>
<td>teacher who works only nine months of the year).</td>
</tr>
<tr>
<td></td>
<td><strong>Form-specific information</strong></td>
</tr>
<tr>
<td></td>
<td>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</td>
</tr>
<tr>
<td></td>
<td>calendar, the system automatically updates the start date to the next date that has a positive day value. For example, assume that:</td>
</tr>
<tr>
<td></td>
<td>• You enter 01/01/99 as the start date for a contract calendar</td>
</tr>
<tr>
<td></td>
<td>• The day value for 01/01/99 is 0</td>
</tr>
<tr>
<td></td>
<td>• The day value for 01/02/99 is 1</td>
</tr>
<tr>
<td></td>
<td>When you update the calendar, the system updates the value in the Start Date field to 01/02/99.</td>
</tr>
<tr>
<td>Stop Date</td>
<td>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</td>
</tr>
<tr>
<td></td>
<td>year (such as a teacher who works only nine months of the year). See also data item PSDT.</td>
</tr>
<tr>
<td></td>
<td>It may also be the date that a deduction, benefit, or instruction stops.</td>
</tr>
<tr>
<td></td>
<td><strong>Form-specific information</strong></td>
</tr>
<tr>
<td></td>
<td>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</td>
</tr>
<tr>
<td></td>
<td>calendar, the system automatically updates the stop date to the previous date that has a positive day value.</td>
</tr>
<tr>
<td></td>
<td>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</td>
</tr>
<tr>
<td></td>
<td>6/10/99 is 1.</td>
</tr>
<tr>
<td></td>
<td>When you update the calendar, the system updates the value in the Stop Date field to 6/10/99.</td>
</tr>
<tr>
<td>School Year</td>
<td>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</td>
</tr>
<tr>
<td></td>
<td>calendar.</td>
</tr>
</tbody>
</table>
### Field | Explanation
--- | ---
Days in Contract | The number of work days in a year. The number of standard days per year multiplied by the number of hours per day equals the standard hours per year. When you set up the human resources constants 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 work days included in a contract calendar, excluding any days 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.
<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status</td>
<td>A brief description of a code or abbreviation.</td>
</tr>
<tr>
<td></td>
<td>Form-specific information Form-specific information</td>
</tr>
<tr>
<td></td>
<td>A contract is considered to be active if the system date is within the dates of the contract.</td>
</tr>
<tr>
<td></td>
<td>This form displays the Status value twice:</td>
</tr>
<tr>
<td></td>
<td>The first value, shown under the Pending Calendar heading, has the following valid values:</td>
</tr>
<tr>
<td></td>
<td>• None – No pending calendar exists for the actual calendar. The actual calendar is currently displayed.</td>
</tr>
<tr>
<td></td>
<td>• Exists – A pending calendar exists for the actual calendar. However, the actual calendar is currently displayed.</td>
</tr>
<tr>
<td></td>
<td>• Displayed – A pending calendar exists for the actual calendar. The pending calendar is currently displayed.</td>
</tr>
<tr>
<td></td>
<td>The second value, shown under the Status heading, has the following valid values:</td>
</tr>
<tr>
<td></td>
<td>• 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.</td>
</tr>
<tr>
<td></td>
<td>• 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.</td>
</tr>
<tr>
<td></td>
<td>• 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.</td>
</tr>
<tr>
<td></td>
<td>• 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.</td>
</tr>
<tr>
<td>Day Value</td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>Form-specific information Form-specific information</td>
</tr>
<tr>
<td></td>
<td>Changing this value will override the day values assigned to this calendar by user defined code table 05/HL.</td>
</tr>
<tr>
<td>Sum of Day Values Remaining</td>
<td>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.</td>
</tr>
</tbody>
</table>
To revise an actual calendar with employee records attached

On Contract/Calendar Master

1. To locate a 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 calendar, change the values in the following fields:
   - Start Date
   - Stop Date
   - School Year

4. For each month in the 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 calendar, the Mode Prompt Window appears.

6. On the Mode Prompt Window, complete the following field:
   - Mode
To revise an actual calendar without employee records attached

On Contract/Calendar Master

1. To locate a 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 calendar, change the values in the following fields:
   - Start Date
   - Stop Date
   - School Year
4. For each month in the 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 calendar.

To apply pending calendar revisions to an actual calendar

On Contract/Calendar Master

1. To locate a 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 calendar becomes the new actual calendar. The system deletes the previous pending calendar.

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mode</td>
<td>A value that allows you to either create a pending calendar or directly update an actual calendar.</td>
</tr>
</tbody>
</table>
What You Should Know About

**Revising calendars**
When you revise a contract calendar, you can change day values for only those dates that are after the pay-period ending date for the last 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 calendar to the appropriate employee records. You can attach contract calendars only to salaried employees. If you are creating a new contract calendar for next year, and the employees whose records you need to attach to the calendar are currently attached to a calendar for the previous year, you can run a program that automatically transfers those employee records to the new calendar and recalculates their pay information.

See also:

- *Attaching a Contract Calendar to an Employee Record (P0801)*
- *Updating Employee Records for Contract Calendars (P08936)*

**Reviewing previous day values**
When an employee is hired or receives a pay change in the middle of a contract, you can use the Calculate Day Values function to calculate the sum of the day 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 calendar, use the Delete action and choose the Update function. You cannot delete a calendar when there are employees attached to it.

**Deleting a pending contract calendar**
To delete a pending contract calendar and leave the actual calendar intact, locate the pending calendar, use the Delete action and 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 Payroll Master (G07), enter 29

From Payroll Setup (G074), choose Pay Grade / Contract Setup

From Payroll Pay Grade / Calendar Setup (G0749), 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 calendar are currently attached to a 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 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 you entered for the new 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 calendar, the system uses the 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 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 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 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 categorize the various earnings that employees receive to direct labor 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 any leave that an employee takes in excess of what is currently available.

**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 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 Payroll Master (G07), enter 29

From Payroll Setup (G074), choose Pay/Deductions/Benefits

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

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

Setting up pay types also allows you to 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 information to be printed on 1099 and W-2 forms for the associated pay type for U.S. payroll
- 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
   - Flex Spending Account Type
   - W-2 IRS Defined Code
   - W-2 Special Handling Code

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Type</td>
<td>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.</td>
</tr>
<tr>
<td>Paystub Text</td>
<td>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.</td>
</tr>
<tr>
<td>Source of Pay</td>
<td>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.</td>
</tr>
</tbody>
</table>
### Field

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auto Pay Methods</td>
<td>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:</td>
</tr>
<tr>
<td></td>
<td>Y  The dollars with this pay type are part of the employee's base pay, for example, regular, holiday, sick, and vacation pay.</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>C  The hours/dollars entered using this pay type override all autopay instructions.</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>Pay Type Multiplier</td>
<td>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.</td>
</tr>
<tr>
<td>Field</td>
<td>Explanation</td>
</tr>
<tr>
<td>---------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Shift Calc Sequence | A code that specifies how the system should calculate shift differential.  
  1. The pay type multiplier is applied to the shift differential: 
     \[ \text{Gross} = (\text{rate} + \text{shift differential}) \times (\text{multiplier}) \times \text{hours} \]  
  2. The pay type multiplier is applied only to the hourly rate and does not include the shift differential: 
     \[ \text{Gross} = (\text{rate} \times \text{multiplier}) + (\text{shift differential}) \times \text{hours} \]  
    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.
<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
</table>
| **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.  
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.  
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. |
<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Override Hrly Rate</td>
<td>The value in this field is either a percentage, a monetary amount, or an hourly rate, depending on where it is used:</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>2 For a pay type, amounts entered in this field override the hourly rate.</td>
</tr>
<tr>
<td></td>
<td>Form-specific information Form-specific information</td>
</tr>
<tr>
<td></td>
<td>A dollar amount or hourly rate that overrides any default values for rate, for example, per diem rates.</td>
</tr>
<tr>
<td>Shift Diff Amt/Rate</td>
<td>An additional rate, expressed in dollars or percent, added to an employee’s hourly rate, depending on the shift worked. This rate can be applied in one of two ways, as defined by the Shift Differential Calculation Sequence (data item CMTH).</td>
</tr>
<tr>
<td></td>
<td>Form-specific information</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>Flex Spndng Acct Typ</td>
<td>Defines which type of spending account is being used. An example of a spending account type setup might be:</td>
</tr>
<tr>
<td></td>
<td>MED Medical expenses spending account (where the annual amount is accrued on Jan 1 or year begin).</td>
</tr>
<tr>
<td></td>
<td>DCR Dependent care expenses (where accrual of available funds is on a pay period by pay period basis).</td>
</tr>
<tr>
<td></td>
<td>Form-specific information</td>
</tr>
<tr>
<td></td>
<td>Set up a pay type and a DBA for each type of flexible spending account. Enter the same code in this field that you enter on DBA Additional Information.</td>
</tr>
</tbody>
</table>
What You Should Know About

**Tax-exempt pay types** Choose the Tax Exempt Authorities function to access Tax Exempt Window. An asterisk (*) in the first field exempts the pay type from all taxes.

**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 a 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).

**Tip processing** If your company has employees who receive tips, you must set up pay types with the following sources of pay:

- T - For the regular hourly wage
- V - For the overtime hourly wage
- R - To generate credit for tips to determine whether the employee meets minimum wage
- C - To report cash sales (optional)
- G - To report charge sales (optional)

**See Also**

- Reviewing the Pay Types Report (P06911P)
Assigning a Sequence of Leave DBAs

Some companies deduct, or dock, an employee’s pay when the employee takes leave in excess of what has been earned to date. For example, your company might dock pay when an employee uses 30 hours of sick leave but has earned only 20 hours. On the employee’s next payment, you want to deduct the employee’s standard pay earned to “repay” the 10 hours of sick pay.

If you want to dock employees’ standard pay when they take leave in excess of what has been 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 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 time 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 the leave DBAs associated with each pay type that has more than one source of leave time. This setup provides the system instructions. The sequence identifies the order that the system should use to deduct hours from the leave banks.

When an employee uses all of the available leave from all the leave banks, the system docks the employee’s standard pay for any leave taken in excess. When the system calculates dock pay, it does not use the current accrual earned by the employee.
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 DBA Leave Sequence, 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

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
</table>
| 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.
<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seq</td>
<td>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.</td>
</tr>
</tbody>
</table>

**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, you must exclude the 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.

For example, employee group A earns sick leave from banks 1 and 2 and employee group B earns sick leave from banks 3 and 4. You must set up a sick-leave pay-type A with DBA1 and DBA2 assigned in the DBA sequence. Then you must set up a sick-leave pay-type B with DBA3 and DBA4 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 Payroll Master (G07), enter 29**

**From Payroll Setup (G074), choose Group Constants**

**From Group Constants (G0745), 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 to 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 hourly rate plus the shift-rate differential, multiplied by the pay-type multiplier and then multiplied by the hours worked.

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

The difference between the two methods is significant only when a multiplier other than 1 is specified.
Use shift-code information to ensure that an employee is paid the correct amount for working on a shift with a shift-rate differential. If an employee always works a shift for which a shift-rate differential is applicable, include the shift code in the employee’s master record. If an employee occasionally works a different shift, you can override the information on the applicable timecard.

**See Also**

- *Entering Basic Employee Data (P060111)*

**To set up shift-rate differentials**

On Shift Rate Differentials

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 Payroll Master (G07), enter 29

From Payroll Setup (G074), choose Group Constants

From Group Constants (G0745), choose Classifications/Pay X-Reference

You set up pay-type cross-reference tables to indicate valid pay types by job type and job step. For example, 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

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>From</td>
<td>The number and description of the PDBA that you want the system to use to calculate the corresponding DBA.</td>
</tr>
<tr>
<td></td>
<td><em>Form-specific information</em></td>
</tr>
<tr>
<td>Thru</td>
<td>The number and description of the pay type that you want the system to use to calculate the corresponding pay type. This number is the ending number in the range that is the basis of the calculation.</td>
</tr>
<tr>
<td></td>
<td><em>Form-specific information</em></td>
</tr>
<tr>
<td>Shift Code</td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>For payroll and time entry:</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>If an employee occasionally works a different shift, you enter the shift code on each applicable timecard to override the default.</td>
</tr>
</tbody>
</table>
Setting Up Pay Grades

From Payroll Master (G07), enter 29

From Payroll Setup (G074), choose Pay Grade / Contract Setup

From Payroll Pay Grade / Calendar Setup (G0749), choose Pay Grades by Class

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

Minimum = 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 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 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

<table>
<thead>
<tr>
<th>Pay Grade</th>
<th>Minimum</th>
<th>Midpoint</th>
<th>Maximum</th>
<th>Union</th>
<th>Locality</th>
<th>Eff Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>H1</td>
<td>4.150</td>
<td>5.700</td>
<td>7.350</td>
<td></td>
<td></td>
<td>01/01/99</td>
</tr>
<tr>
<td>H2</td>
<td>6.500</td>
<td>8.100</td>
<td>9.700</td>
<td></td>
<td></td>
<td>01/01/99</td>
</tr>
<tr>
<td>H3</td>
<td>11.300</td>
<td>12.900</td>
<td>14.500</td>
<td></td>
<td></td>
<td>01/01/99</td>
</tr>
<tr>
<td>M6</td>
<td>13.700</td>
<td>15.300</td>
<td>16.900</td>
<td></td>
<td></td>
<td>01/01/99</td>
</tr>
<tr>
<td>H6</td>
<td>16.100</td>
<td>17.700</td>
<td>19.300</td>
<td></td>
<td></td>
<td>01/01/99</td>
</tr>
<tr>
<td>H7</td>
<td>18.500</td>
<td>20.100</td>
<td>22.700</td>
<td></td>
<td></td>
<td>01/01/99</td>
</tr>
<tr>
<td>H8</td>
<td>21.200</td>
<td>22.800</td>
<td>24.400</td>
<td></td>
<td></td>
<td>01/01/99</td>
</tr>
<tr>
<td>H9</td>
<td>22.000</td>
<td>23.600</td>
<td>25.200</td>
<td></td>
<td></td>
<td>01/01/99</td>
</tr>
<tr>
<td>H10</td>
<td>4.100</td>
<td>5.700</td>
<td>7.300</td>
<td></td>
<td></td>
<td>01/01/97</td>
</tr>
<tr>
<td>H11</td>
<td>6.500</td>
<td>8.100</td>
<td>9.700</td>
<td></td>
<td></td>
<td>01/01/97</td>
</tr>
<tr>
<td>H12</td>
<td>11.300</td>
<td>12.900</td>
<td>14.500</td>
<td></td>
<td></td>
<td>01/01/97</td>
</tr>
<tr>
<td>M10</td>
<td>13.700</td>
<td>15.300</td>
<td>16.900</td>
<td></td>
<td></td>
<td>01/01/97</td>
</tr>
<tr>
<td>H13</td>
<td>16.100</td>
<td>17.700</td>
<td>19.300</td>
<td></td>
<td></td>
<td>01/01/97</td>
</tr>
</tbody>
</table>

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, complete the following fields:
   - Pay Grade
   - Minimum
   - Midpoint
   - Maximum

4. To enter information that varies from the information that you entered for the pay class, complete the following optional fields:
   - Union
   - Locality
   - Effective Date
5. Access the detail area.

6. Complete any of the following optional fields:
   - Second Quartile
   - Fourth Quartile
   - Remark
   - Source

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Source (* = All)</td>
<td>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.</td>
</tr>
<tr>
<td>Pay Class(H/S/P)</td>
<td>A code that indicates how an employee is paid. Valid codes are: Blank H Hourly S Salaried P Piecework</td>
</tr>
<tr>
<td>Union</td>
<td>A user defined code (07/UN) that represents the union or plan in which the employee or group of employees work or participate.</td>
</tr>
<tr>
<td>Field</td>
<td>Explanation</td>
</tr>
<tr>
<td>-----------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Locality (* = All)</td>
<td>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.</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective Date</td>
<td>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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Grade</td>
<td>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).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum</td>
<td>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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Midpoint</td>
<td>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.</td>
</tr>
</tbody>
</table>
### Field Explanation

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum</td>
<td>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.</td>
</tr>
<tr>
<td>Rmk</td>
<td>A generic field that you use for a remark, description, name, or address.</td>
</tr>
</tbody>
</table>

### 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 Payroll Master (G07), enter 29

From Payroll Setup (G074), choose Pay Grade / Contract Setup

From Payroll Pay Grade / Calendar Setup (G0749), choose Pay Grade Step Table

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

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

When you set up pay-grade steps, you can save time and reduce calculation errors by having the system automatically calculate the pay rates for a group of steps. You enter a base pay rate that applies to the group of pay-grade steps, and then you enter a pay-rate multiplier for each step. The system calculates the rate for each step by multiplying the base pay rate by the 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 the pay grades at the same time that you define pay-grade steps. You do not need to define a pay grade in the Pay Grade and Salary Range table (F082001) to set up pay-grade steps.
To set up pay-grade steps individually

On Pay Grade Step Table

1. Complete the following field:
   - Pay Class

2. To specify information that applies to all (or most) of the pay-grade steps 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

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hrs/Day</td>
<td>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. For example, if, in the payroll company constants, you specified 8 as the standard number of hours per day, but a few employees normally work 7 hours per day, enter 7 in this field for those employees.</td>
</tr>
<tr>
<td>Days/Yr</td>
<td>The number of work days in a year. The number of standard days per year multiplied by the number of hours per day equals the standard hours per year. When you set up the human resources constants 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.</td>
</tr>
</tbody>
</table>

▶ 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/Day
   - 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 Payroll Master (G07), enter 29

From Payroll Setup (G074), choose Pay/Deductions/Benefits

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

The Pay Types report lists detailed information by pay type. Review the report to verify that the information you entered when you set up pay types is correct.
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 Payroll Master (G07), enter 29
From Payroll Setup (G074), choose Group Constants
From Group Constants (G0745), 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.

<table>
<thead>
<tr>
<th>Shift Code</th>
<th>Description</th>
<th>Bus. Unit</th>
<th>Description</th>
<th>Union</th>
<th>Description</th>
<th>From</th>
<th>Thru</th>
<th>M Amt/Rate</th>
<th>S</th>
</tr>
</thead>
<tbody>
<tr>
<td>G</td>
<td>Graveyard</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>01/01/92 12/31/99 H</td>
<td>.650</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>H</td>
<td>Holiday</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>01/01/92 12/31/99 H</td>
<td>.500</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Second Shift</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>01/01/93 12/31/93 H</td>
<td>.270</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>01/01/93 12/31/93 H</td>
<td>.300</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Night Shift</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>01/01/93 12/31/93 H</td>
<td>.650</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Holiday</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>01/01/93 12/31/93 H</td>
<td>.500</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

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

Before you set up DBAs for your company, you need to consider the functions that you want the 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 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 this 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.

<table>
<thead>
<tr>
<th>Deductions</th>
<th>Benefits</th>
<th>Accruals</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1000</td>
<td>D</td>
<td>Health Insurance</td>
</tr>
<tr>
<td>#1050</td>
<td>D</td>
<td>Dental Insurance</td>
</tr>
<tr>
<td>#2200</td>
<td>B</td>
<td>Parking Allowance</td>
</tr>
<tr>
<td>#7000</td>
<td>D</td>
<td>401K &lt;RRSP&gt;</td>
</tr>
<tr>
<td>#7001</td>
<td>B</td>
<td>401K &lt;RRSP&gt; Co. Match</td>
</tr>
<tr>
<td>*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>#8001</td>
<td>A</td>
<td>Vacation Accrual</td>
</tr>
<tr>
<td>#9000</td>
<td>D</td>
<td>Advance</td>
</tr>
</tbody>
</table>
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 first pay period. The system deducts the regular amount for health insurance in subsequent pay periods.
The following graphic illustrates the order that you use to set up DBAs and the order that the system uses to process DBAs:

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 monies, calculating benefits, and tracking accruals when you run your 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, excluding taxes, that are withheld from an employee's earnings.

You set up deductions to automate the process of subtracting monies when you run your payroll cycle.

**Benefits**

Benefits represent amounts that the company funds for 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 burden.

You set up benefit DBAs to automate the process of calculating benefits when you run your payroll cycle.

**Accruals**

Accruals represent amounts that the company funds for additional employee compensation.

The system can carry over accrued remaining balances from year to year, such as available vacation and sick time.

**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**

- *Setting Up Deductions for Wage Attachments (P069117)* for information that includes setting up garnishment, levy, wage-assignment, and loan deductions

- *Entering Rollover Information for a DBA (P069117)* for information on setting up rollover accruals and benefits
Setting Up Simple DBAs

From Payroll Master (G07), enter 29

From Payroll Setup (G074), choose Pay/Deductions/Benefits

From Pay/Deductions/Benefits Setup (G0742), 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 health care 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 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 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

1. To designate whether this 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 apply the same amount or rate to apply 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 this is a benefit, complete the following field:
   - Effect on Check

6. To specify the DBA to be 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 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’ pay stubs, verify the following fields:
   - Method of Printing  
   - Calculate in Pre-Payroll

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
</table>
| 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.

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
</table>
| 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
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
--- | ---
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 field 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.
### Setting Up Deductions, Benefits, and Accruals

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effect on GL</td>
<td>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:&lt;br&gt;&lt;br&gt; N Pass dollars only to the general ledger.&lt;br&gt; 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.</td>
</tr>
<tr>
<td></td>
<td><strong>Form-specific information</strong>&lt;br&gt;&lt;br&gt;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:&lt;br&gt;&lt;br&gt; If your organization uses accrual basis accounting, enter N.&lt;br&gt; If your organization uses cash basis accounting, enter M.</td>
</tr>
<tr>
<td>Calc in Pre-Payroll (Y,N)</td>
<td>A code specifying whether a benefit or accrual is calculated during pre-payroll processing. Valid codes are:&lt;br&gt;&lt;br&gt; Y Yes, calculate during pre-payroll processing.&lt;br&gt; N No, calculate during the journal entry step of the payroll cycle.</td>
</tr>
<tr>
<td></td>
<td>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.&lt;br&gt;&lt;br&gt; If you want the benefit or accrual to print on the employee’s paystub, use Y and complete the Method of Printing field.</td>
</tr>
<tr>
<td>A/P Voucher(Y,N)</td>
<td>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:&lt;br&gt;&lt;br&gt; N No, do not generate a voucher&lt;br&gt; Y Yes, generate a voucher</td>
</tr>
<tr>
<td>Field</td>
<td>Explanation</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Pay Period to Calculate</td>
<td>A code designating the pay period in which the system calculates the DBA or auto deposit. Valid codes are:</td>
</tr>
<tr>
<td></td>
<td>Y     Take the DBA or auto deposit during the current period.</td>
</tr>
<tr>
<td></td>
<td>N     Do not take the DBA or auto deposit during the current period. Adam.</td>
</tr>
<tr>
<td></td>
<td>*     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.</td>
</tr>
<tr>
<td></td>
<td>blank Continue to look for a code at the lower level.</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>If the field is blank at all levels, the system does not calculate the DBA or auto deposit in that period.</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
</tbody>
</table>

| 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.                                      |

| 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. |
**Setting Up Deductions, Benefits, and Accruals**

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>When to Adjust Ded</td>
<td>A code that indicates when to adjust (back out) deductions. Valid values are:</td>
</tr>
<tr>
<td></td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>2</td>
</tr>
</tbody>
</table>

**What You Should Know About**

**Entering descriptive text for the DBA**
Choose the Text function to access the DBA Text form. You can view, maintain, and enter textual information pertaining to the currently displayed DBA. **TEXT** in the upper portion of DBA Setup indicates that a textual message exists for this DBA.

**Override fields**
You can override some information when you assign a DBA. The following list identifies the fields on DBA Setup 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
Determining the basis of calculations

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 the 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.

Setting Up Typical DBAs

Many DBAs require information in addition to that included in a simple setup. To become familiar with the setup options that are available, 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. These tasks 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 Payroll Master (G07), enter 29

From Payroll Setup (G074), choose Pay/Deductions/Benefits

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

You set up an advance deduction for an employee to pay back a dollar amount advanced by the employer against the employee’s earnings. An advance-deduction DBA allows you to set up a declining balance that is 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

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
</table>
| 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 this deduction in the payroll cycle.  
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 |
| 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 - (HMC0)  
A blank in any of these fields will include all employees.  
NOTE: The system also uses Tax Area (TARA) and Home Company (HMC0) 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

#### DBA Additional Information form override fields

You can override the following fields on this form at the employee level:  
- Amount Due (balance)  
- Number of Periods
Setting Up Deductions, Benefits, and Accruals

Setting Up a Tax-Deferred Compensation Deduction

From Payroll Master (G07), enter 29
From Payroll Setup (G074), choose Pay/Deductions/Benefits
From Pay/Deductions/Benefits Setup (G0742), 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. Complete the following optional fields and press Enter:
   - Flexible Spending Account Type
   - 415 Testing Code
5. 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
   - COBRA Plan
6. On DBA Setup, if limits are applicable, such as for a 401(k) or RRSP deduction, choose the Limits function.
7. 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
<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>401k/125/RPP/Union</td>
<td>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.</td>
</tr>
<tr>
<td>Flex Spend Acct Type</td>
<td>Defines which type of spending account is being used. An example of a spending account type setup might be: MED Medical expenses spending account (where the annual amount is accrued on Jan 1 or year begin). DCR Dependent care expenses (where accrual of available funds is on a pay period by pay period basis).</td>
</tr>
<tr>
<td>415 Testing Code</td>
<td>This code is used to indicate whether a particular accrual is used to track the eligible earnings or deferrals necessary for Benefit Nondiscrimination Testing.</td>
</tr>
<tr>
<td>Field</td>
<td>Explanation</td>
</tr>
<tr>
<td>--------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| 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. |
| COBRA Plan               | A code that designates whether a DBA is valid for COBRA. Valid codes are:  
0 No  
1 Yes |
| 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. |
<p>| 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. |</p>
<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Limit Method</td>
<td>Indicates which history file the system uses for DBA limits. Valid values are:</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>Calendar Mnth Method</td>
<td>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:</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>1 The system allocates DBAs to the pay period ending date.</td>
</tr>
<tr>
<td>Fiscal/Annv Bgn Date</td>
<td>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).</td>
</tr>
<tr>
<td></td>
<td>To specify a fiscal year, enter the user defined code FISC. The system will use the fiscal year setup for the employee’s home company.</td>
</tr>
<tr>
<td></td>
<td>To specify an anniversary year, enter any of the other codes in the user defined code table. For instance, if you want the rollover year to begin on the employee’s date of birth, use code DOB.</td>
</tr>
<tr>
<td>Field</td>
<td>Explanation</td>
</tr>
<tr>
<td>---------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Pay Period</td>
<td>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. For an accrual, this amount is expressed as a limit on hours.</td>
</tr>
<tr>
<td>Monthly</td>
<td>The maximum amount that can be withheld or accrued in a month. For a deduction or a benefit, this amount is expressed in dollars. For an accrual, this amount is expressed as a limit on hours.</td>
</tr>
<tr>
<td>Quarterly</td>
<td>The maximum amount that can be withheld or accrued in a quarter. For a deduction or benefit, this amount is expressed in dollars. For an accrual, this amount is expressed as a limit on hours.</td>
</tr>
</tbody>
</table>
| Annual (Level 1) | 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. |
| Annual (Level 2) | The maximum amount to be withheld or accrued in a year for a DBA. 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:** 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 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 "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.

### Field "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 DBA Limit Window form**

You can override the following fields on DBA Limit Window 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 Payroll Master (G07), enter 29

From Payroll Setup (G074), choose Pay/Deductions/Benefits

From Pay/Deductions/Benefits Setup (G0742), 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 based on a 401(k) or an RRSP deduction 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, though not necessarily 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 assign company matching funds for a 401(k) or an 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 both DBA codes are associated at the union or group level.

If DBAs are based on other DBAs, you must assign numbers to those transactions accordingly. The system calculates DBAs in numeric order, from low to high. For example, if your company matching 401(k) or an 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 so that the system calculates the employee deduction before calculating the matching DBA.

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 DBA code that the DBA is based on:
   - From DBA Type
   - Thru DBA Type
4. If the DBA entered for the basis of calculation is assigned at the group level and the new 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 Payroll Master (G07), enter 29

From Payroll Setup (G074), choose Pay/Deductions/Benefits

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

To verify that you have set up your DBA correctly, you can assign it to an employee and process an interim payment for that employee. The interim payment detail shows the DBA amount and also 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 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. Follow the steps to enter an interim check for that employee using the check detail to verify the DBA calculations.
   
   See Entering Interim Checks (P060531).

4. Delete the interim check 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 include any of the following:

- Calculation tables
- Related PDBAs
- Rollover information

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.

Complete any of the following tasks:

☐ Set up a vacation accrual
☐ Set up a deduction DBA to adjust negative pay
☐ Set up a deduction DBA for overpayment
☐ Set up a DBA to calculate if no gross pay
☐ Set up an accrual DBA for accumulated wages

See Also

- Setting Up Calculation Table Information (P069117) for information about how to set up DBAs that require a table for calculation
- Appendix B — Complex DBA Setup
- Appendix C — DBA Table Methods for a list of the available table methods and the calculation processes used in calculation tables
Setting Up a Vacation Accrual

From Payroll Master (G07), enter 29

From Payroll Setup (G074), choose Pay/Deductions/Benefits

From Pay/Deductions/Benefits Setup (G0742), 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.

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

Example: Vacation Accrual 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 the time was earned.

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

- 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.
- 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 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 takes.
You might set up the first vacation-accrual DBA as follows:

![DBA Setup](image)

You might set up the DBA for available vacation as follows:

![DBA Setup](image)

The DBA that calculates the accrual of vacation time must be assigned a lower number than the DBA that tracks the available time.

For the DBA that tracks the available time, all of the Periods to Calculate fields must be set to N. This DBA does not perform any calculations.
You must assign both DBAs to the employee through the Employee DBA Instructions form.

**Example: Vacation Accrual for Time Immediately Available**

Your vacation policy might state that employees may take vacation time as it is earned. To administer this vacation policy, you would set up the following:

- An accrual DBA (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 takes

You might set up the DBA as follows:

You must assign the DBA to the employee through 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:
   - 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

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table Code</td>
<td>The table used if the calculation requires table values.</td>
</tr>
<tr>
<td>Bnft/Accr Type</td>
<td>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.</td>
</tr>
</tbody>
</table>
### Setting Up Deductions, Benefits, and Accruals

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rollover Table</td>
<td>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.</td>
</tr>
<tr>
<td>ITD Limit</td>
<td>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.</td>
</tr>
<tr>
<td>Fiscal/Anniv. Dt</td>
<td>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 the 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 instance, if you want the rollover year to begin on the employee’s date of birth, use code DOB.</td>
</tr>
<tr>
<td>PDBA</td>
<td>The number and description of the PDBA that you want the system to use to calculate the corresponding DBA. 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.</td>
</tr>
</tbody>
</table>

### 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 DBA to Adjust Negative Pay

From Payroll Master (G07), enter 29

From Payroll Setup (G074), choose Pay/Deductions/Benefits

From Pay/Deductions/Benefits Setup (G0742), 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 .00. 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.
If the entire amount of the deduction cannot be taken when you run your payroll cycle, the adjusted amount is listed on the Deductions Not Taken report, which prints during the pre-payroll processing step of the payroll cycle. If the deduction is set up to be placed in arrears, the adjusted amount prints on the Deduction Arrearage report, which prints during the pre-payroll processing step of the payroll cycle.

**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 the DBAs as shown in the following example:

<table>
<thead>
<tr>
<th>Gross Deductions</th>
<th>DBA Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Union</td>
<td>#3000</td>
</tr>
<tr>
<td>Health</td>
<td>#1000</td>
</tr>
<tr>
<td>Savings</td>
<td>#2000</td>
</tr>
<tr>
<td>401(k)</td>
<td>#7000</td>
</tr>
<tr>
<td>Advance</td>
<td>#9000</td>
</tr>
<tr>
<td>Taxes</td>
<td></td>
</tr>
</tbody>
</table>

Negative Net Pay

The system adjusts the 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 – #7000 401(k)
3rd – #3000 Union
4th – #2000 Savings
5th – #1000 Health
Last – Taxes
In this example, you want the Savings and 401(k) or RRSP adjusted (not deducted) before the Advance, Union (dues), and Health. 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 0.00:

<table>
<thead>
<tr>
<th>Gross Deductions</th>
<th>DBA Code</th>
<th>When to Adjust Deductions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Union</td>
<td>#3000</td>
<td>1</td>
</tr>
<tr>
<td>Health</td>
<td>#1000</td>
<td>1</td>
</tr>
<tr>
<td>Savings</td>
<td>#2000</td>
<td>0</td>
</tr>
<tr>
<td>401(k)</td>
<td>#7000</td>
<td>0</td>
</tr>
<tr>
<td>Advance</td>
<td>#9000</td>
<td>1</td>
</tr>
</tbody>
</table>

Negative Net Pay

1st  #7000 (0)  401(k)
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. 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. Enter 2 in the When to Adjust Deductions field for the Advance. The sequence of adjustments is as follows:

1st –  #7000 (0)  401(k)
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 and Order to Adjust Deductions fields would work for one employee. When you set up your DBAs, you must consider how these codes could impact all employees who use these deductions.

► To set up a deduction DBA to adjust negative pay

On DBA Setup

1. Enter a D in the following field:
   - 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.

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arrearage Method</td>
<td>A code indicating how to adjust deductions when the employee is in a negative pay situation. Valid codes are:</td>
</tr>
<tr>
<td></td>
<td>P    Do a partial or full deduction as needed. This is the default.</td>
</tr>
<tr>
<td></td>
<td>F    Do a full reduction or none at all.</td>
</tr>
<tr>
<td></td>
<td>N    Do not reduce.</td>
</tr>
<tr>
<td></td>
<td>Q    Same as code P. Place the amount in arrears, but do not apply the limits when collecting the arrearage.</td>
</tr>
<tr>
<td></td>
<td>R    Same as code P. Place the amount in arrears and apply the limits when collecting the arrearage.</td>
</tr>
<tr>
<td></td>
<td>G    Same as code F. Place the amount in arrears, but do not apply the limits when collecting the arrearage.</td>
</tr>
<tr>
<td></td>
<td>H    Same as code F. Place the amount in arrears and apply the limits when collecting the arrearage.</td>
</tr>
<tr>
<td>When to Adjust Ded</td>
<td>A code that indicates when to adjust (back out) deductions. Valid values are:</td>
</tr>
<tr>
<td></td>
<td>0    Adjust deductions marked with 0 before payroll taxes</td>
</tr>
<tr>
<td></td>
<td>1    Adjust deductions marked with 0, then those marked with 1 before payroll taxes</td>
</tr>
<tr>
<td></td>
<td>2    Adjust payroll taxes before the deductions marked with 2</td>
</tr>
<tr>
<td>Field</td>
<td>Explanation</td>
</tr>
<tr>
<td>--------------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Order to Adjust Ded</td>
<td>If an employee’s gross pay does not cover deductions, a code in this field</td>
</tr>
<tr>
<td></td>
<td>tells the system in what order it should satisfy deductions. Valid codes</td>
</tr>
<tr>
<td></td>
<td>are 0001 through 9999. The system starts with the highest code. For</td>
</tr>
<tr>
<td></td>
<td>example, 9999 is deducted before 0001.</td>
</tr>
</tbody>
</table>

**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 pre-payroll parameters.

*See Processing Pre-Payroll.*

**Journal entries for adjusted and arreared amounts**

The system does not create journal entries for adjusted and arreared amounts 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 minimum pay, 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 #5322. You can override the order by using the When to Adjust Deductions and Order to Adjust Deductions fields.

These two fields allow you to control how the deductions are adjusted. You can group deductions into three groups, so that one group is adjusted before the other two. You can also assign priority numbers within each group.

**Reviewing and revising arreared amounts**

Arreared amounts 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 Deductions, Benefits, and Accruals

Exercises

See the exercises for this chapter.

Setting Up a Deduction DBA for Overpayment

From Payroll Master (G07), enter 29

From Payroll Setup (G074), choose Pay/Deductions/Benefits

From Pay/Deductions/Benefits Setup (G0742), 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 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 AAI s to avoid accounting errors.
To set up a deduction DBA for overpayment

On DBA Setup

1. Enter 9997 in the following field:
   - DBA Code
2. 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 No Gross Pay

From Payroll Master (G07), enter 29

From Payroll Setup (G074), choose Pay/Deductions/Benefits

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

You can set up a DBA to calculate even if there is no gross pay, for example, to calculate a benefit when 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 no gross pay

On DBA Setup

1. 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.

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calculate If No Gross (Y,N)</td>
<td>This code is used to determine whether a DBA will be calculated when there is no gross pay. Valid codes are:</td>
</tr>
<tr>
<td></td>
<td>Y This deduction is calculated when there is no gross pay.</td>
</tr>
<tr>
<td></td>
<td>N This deduction is not calculated when there is no gross pay.</td>
</tr>
<tr>
<td></td>
<td>NOTE: Even if the employee has no gross pay, payroll processing always calculates the DBA if:</td>
</tr>
<tr>
<td></td>
<td>• Source of Calculation = G</td>
</tr>
<tr>
<td></td>
<td>• Method of Calculation = A,</td>
</tr>
<tr>
<td></td>
<td>• Calculate if No Gross = Y</td>
</tr>
</tbody>
</table>

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 DBA for Accumulated Wages

From Payroll Master (G07), enter 29

From Payroll Setup (G074), choose Pay/Deductions/Benefits

From Pay/Deductions/Benefits Setup (G0742), 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 for the correctly accumulated earnings and the associated journal entries.

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

Based on the contract calendar and the employee’s annual salary, the system uses the following calculations:

\[
\text{Contract salary} / \text{total number of days in contract} = \text{daily rate of pay (DROP)}
\]

\[
\text{DROP} \times \text{contract calendar days in the pay period} = \text{actual amount earned (expensed) in the pay period}
\]

\[
\text{Amount earned during the contract} - \text{pay period gross} = \text{amount accumulated}
\]

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 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.
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.

**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 it had 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 $2000.00 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.
### Before You Begin

- Set up the contract calendars. See Setting Up Contract Calendar Information.
- Attach a 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.

---

<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
<th>DR</th>
<th>CR</th>
</tr>
</thead>
<tbody>
<tr>
<td>701.8115</td>
<td>Salary Expense</td>
<td>1000.00</td>
<td></td>
</tr>
<tr>
<td>7.1100</td>
<td>Cash</td>
<td>1000.00</td>
<td></td>
</tr>
</tbody>
</table>

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.
To set up an accrual DBA for accumulated wages

On DBA Setup

1. 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 DBA 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 DBA 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.
Setting Up Tax Status for a DBA

From Payroll Master (G07), enter 29

From Payroll Setup (G074), choose Pay/Deductions/Benefits

From Pay/Deductions/Benefits Setup (G0742), 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 non-cash 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 non-cash 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.

See Also

- *Running the Final Update (P06250)*
- *Generating Timecards for Accumulated Wages (P063910)*
- *Setting Up a Simple DBA (P069117)*
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.

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.**

**Non-Taxable Authority Types 01** 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)

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 *Payroll Year-End Guide* for the current year.
Setting Up Category Codes for DBAs

From Payroll Master (G07), enter 29
From Payroll Setup (G074), choose Pay/Deductions/Benefits
From Pay/Deductions/Benefits Setup (G0742), 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.

On Category Codes Setup, complete the following field:
   • Category (Cat)

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cat</td>
<td>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.</td>
</tr>
</tbody>
</table>
What You Should Know About

**Employees who receive tips**

For employees who receive tips in the U.S., the IRS requires that a special calculation be made to verify that the minimum wage is being paid to the employee after certain deductions are subtracted from the employee's gross pay. For Category Code 2, enter MIN for each deduction or benefit that should be included in the calculation.

See *Generating Credit for Tips*. 
Reviewing the Deduction, Benefit, and Accrual Report

From Payroll Master (G07), enter 29
From Payroll Setup (G074), choose Pay/Deductions/Benefits
From Pay/Deductions/Benefits Setup (G0742), choose DBA Codes

After you have set up all of your DBAs, you can review a detailed listing of them in order by DBA code:

<table>
<thead>
<tr>
<th>06911D</th>
<th>J.D. Edwards &amp; Company</th>
<th>Page - ... 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>DBA Code . 1000 Health Ins. Employee Portion</td>
<td>Deduction/Benefit/Accrual</td>
<td>Date - ... 7/11/98</td>
</tr>
<tr>
<td>DBA Code . D</td>
<td>DBA TIME TABLE . . .</td>
<td>PAYSTUB INFO . .</td>
</tr>
<tr>
<td>DBA CALCULATION. . . . :</td>
<td>DBA TIME TABLE . . .</td>
<td>PAYSTUB INFO . .</td>
</tr>
<tr>
<td>Method of Calculation . $</td>
<td>DBA TIME TABLE . . .</td>
<td>PAYSTUB INFO . .</td>
</tr>
<tr>
<td>Table Cd (Methods 1–9). .</td>
<td>DBA TIME TABLE . . .</td>
<td>PAYSTUB INFO . .</td>
</tr>
<tr>
<td>Amount or Rate 1 &amp; 2 . . .</td>
<td>DBA TIME TABLE . . .</td>
<td>PAYSTUB INFO . .</td>
</tr>
<tr>
<td>DBA Type . D</td>
<td>DBA TIME TABLE . . .</td>
<td>PAYSTUB INFO . .</td>
</tr>
<tr>
<td>Effect on Disposable Wg . 2</td>
<td>DBA TIME TABLE . . .</td>
<td>PAYSTUB INFO . .</td>
</tr>
<tr>
<td>Calc If No Gross . . . . Y</td>
<td>DBA TIME TABLE . . .</td>
<td>PAYSTUB INFO . .</td>
</tr>
<tr>
<td>Calc in Pre-Payroll . . . Y</td>
<td>DBA TIME TABLE . . .</td>
<td>PAYSTUB INFO . .</td>
</tr>
<tr>
<td>When to Adjust Ded. . . . 0</td>
<td>DBA TIME TABLE . . .</td>
<td>PAYSTUB INFO . .</td>
</tr>
<tr>
<td>Arrearage Method. . . . . P</td>
<td>DBA TIME TABLE . . .</td>
<td>PAYSTUB INFO . .</td>
</tr>
<tr>
<td>Effect on GL. . . N</td>
<td>DBA TIME TABLE . . .</td>
<td>PAYSTUB INFO . .</td>
</tr>
</tbody>
</table>

**ADDITIONAL INFORMATION FOR 1000 - Health Ins.**

- Flex Spend Acct Type . . .
- 415 Testing Code . . .
- 401k/125/RPP/Union . . .
- Investment Group . . .
- Calc For All Emp. . . . N

**DBA LIMIT INFORMATION FOR 1000 - Health Ins.**

- DBA for Prior Limit . . .
- Group Limit Code . . .
- Limit Method . . .
- Calendar Month Method . . .
- Fiscal/Anniv Bgn Date . . .

**YEAR END PARAMETERS FOR 1000 - Health Ins.**

- Tax Area Deduction . . .
- W-2 IRS Defined Code . . .
- W2 Spec Handling Descr . . .

**ROLLOVER SETUP FOR 1000 - Health Ins.**

- Benefit/Accrual Type . . .
- Rollover Table . . .
- Type of Rollover Year . . .
- Max Carryover Ant . . .
- Fiscal/Anniv Date . . .

**CATEGORY CODES FOR 1000 - Health Ins.**

- Category Code 1 . . .
- Category Code 4 . . .
- Category Code 7 . . .
- 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 Payroll Master (G07), enter 29

From Payroll Setup (G074), choose Pay/Deductions/Benefits

From Pay/Deductions/Benefits Setup (G0742), choose Basis of Calculation Report

The Basis of Calculation report prints a list of basis-of-calculations tables to review. Review this report to verify the accuracy of your entries.

<table>
<thead>
<tr>
<th>Tran T No</th>
<th>Description</th>
<th>From Description</th>
<th>Thru Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4001 D</td>
<td>Med-$100 ded</td>
<td>1 Regular</td>
<td>999 Net Pay Ad.</td>
</tr>
<tr>
<td>4002 D</td>
<td>Med-EE</td>
<td>1 Regular</td>
<td>999 Net Pay Ad.</td>
</tr>
<tr>
<td>4003 D</td>
<td>Med-EE+1</td>
<td>1 Regular</td>
<td>999 Net Pay Ad.</td>
</tr>
<tr>
<td>4004 D</td>
<td>Med-EE+Fam</td>
<td>1 Regular</td>
<td>999 Net Pay Ad.</td>
</tr>
<tr>
<td>4011 D</td>
<td>Med-$250 ded</td>
<td>1 Regular</td>
<td>999 Net Pay Ad.</td>
</tr>
<tr>
<td>4021 D</td>
<td>Med-$500 ded</td>
<td>1 Regular</td>
<td>999 Net Pay Ad.</td>
</tr>
<tr>
<td>4598 D</td>
<td>FSA-DEP/Ded</td>
<td>1 Regular</td>
<td>899 *Range</td>
</tr>
<tr>
<td>4598 D</td>
<td>FSA-DEP/Ded</td>
<td>980 *Range</td>
<td>999 Net Pay Ad.</td>
</tr>
<tr>
<td>4599 D</td>
<td>FSA-MED/Ded</td>
<td>1 Regular</td>
<td>899 *Range</td>
</tr>
<tr>
<td>4599 D</td>
<td>FSA-MED/Ded</td>
<td>980 *Range</td>
<td>999 Net Pay Ad.</td>
</tr>
<tr>
<td>4600 A</td>
<td>FSA-MEDICAL</td>
<td>1 Regular</td>
<td>999 Net Pay Ad.</td>
</tr>
<tr>
<td>4601 A</td>
<td>FSA-DEP 125</td>
<td>1 Regular</td>
<td>999 Net Pay Ad.</td>
</tr>
<tr>
<td>4800 A</td>
<td>Earnings</td>
<td>1 Regular</td>
<td>10 StandBy Pay</td>
</tr>
<tr>
<td>4800 A</td>
<td>Earnings</td>
<td>10 Overtime 1.5</td>
<td>530 Commissions</td>
</tr>
<tr>
<td>4800 A</td>
<td>Earnings</td>
<td>710 Bonus Pay</td>
<td>730 Lump Sum</td>
</tr>
<tr>
<td>5000 D</td>
<td>Union Dues</td>
<td>1 Regular</td>
<td>999 Net Pay Ad.</td>
</tr>
<tr>
<td>5030 B</td>
<td>FMwMedical/Den</td>
<td>1 Regular</td>
<td>999 Net Pay Ad.</td>
</tr>
<tr>
<td>5105 D</td>
<td>FLife 10x</td>
<td>1 Regular</td>
<td>999 Net Pay Ad.</td>
</tr>
<tr>
<td>5110 D</td>
<td>FLife x sal</td>
<td>1 Regular</td>
<td>999 Net Pay Ad.</td>
</tr>
<tr>
<td>5115 D</td>
<td>FLife 1x8al</td>
<td>1 Regular</td>
<td>999 Net Pay Ad.</td>
</tr>
<tr>
<td>5155 D</td>
<td>FLife opts</td>
<td>1 Regular</td>
<td>999 Net Pay Ad.</td>
</tr>
<tr>
<td>5500 B</td>
<td>FVision Flex</td>
<td>1 Regular</td>
<td>999 Net Pay Ad.</td>
</tr>
<tr>
<td>5501 D</td>
<td>FVision EE</td>
<td>1 Regular</td>
<td>999 Net Pay Ad.</td>
</tr>
<tr>
<td>5502 D</td>
<td>FVision EE+1</td>
<td>1 Regular</td>
<td>999 Net Pay Ad.</td>
</tr>
<tr>
<td>5503 D</td>
<td>FVision EE2+</td>
<td>1 Regular</td>
<td>999 Net Pay Ad.</td>
</tr>
<tr>
<td>5504 D</td>
<td>FVision None</td>
<td>1 Regular</td>
<td>999 Net Pay Ad.</td>
</tr>
<tr>
<td>6002 B</td>
<td>FAdd Flex $</td>
<td>1 Regular</td>
<td>999 Net Pay Ad.</td>
</tr>
<tr>
<td>6004 D</td>
<td>FSA-Med</td>
<td>1 Regular</td>
<td>899 *Range</td>
</tr>
<tr>
<td>6004 D</td>
<td>FSA-Med</td>
<td>980 *Range</td>
<td>999 Net Pay Ad.</td>
</tr>
<tr>
<td>6005 D</td>
<td>FSA-Dep</td>
<td>1 Regular</td>
<td>899 *Range</td>
</tr>
<tr>
<td>6005 D</td>
<td>FSA-Dep</td>
<td>981 *Range</td>
<td>999 Net Pay Ad.</td>
</tr>
</tbody>
</table>

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 the table to the DBA by specifying the table code and the appropriate table method when you set up a DBA.

Setting up DBA calculation 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 Payroll Master (G07), enter 29

From Payroll Setup (G074), choose Pay/Deductions/Benefits

From Pay/Deductions/Benefits Setup (G0742), 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 codes 3 or 9 for the method of calculation.

Browse through the list of table methods and choose one appropriate to the method of calculation. Read the description to find one that matches how you want the system to perform the calculation.
To set up calculation tables

On Calculation Tables

1. Complete the following fields:
   - Table Type
   - Table Code
   - Table Method

2. To define the parameters of the 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 table.
<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
</table>
| 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 to locate information on individual table methods.

The table method explains which fields in the table that the system uses for calculations.

Zero amounts
You do not need to include a line in the table for zero amounts. For example, if vacation 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 entered at the employee level override DBA amounts or rates defined at the group or setup level unless it 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 the amount. The system does not recognize another method to calculate a DBA when a table-method code is attached.

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 Payroll Master (G07), enter 29

From Payroll Setup (G074), choose Pay/Deductions/Benefits

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

After you set up your calculation tables, attach the 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.

Exercises

See the exercises for this chapter.
Reviewing the Calculation Tables Report

From Payroll Master (G07), enter 29

From Payroll Setup (G074), choose Pay/Deductions/Benefits

From Pay/Deductions/Benefits Setup (G0742), 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.

<table>
<thead>
<tr>
<th>Lower</th>
<th>Upper</th>
<th>Amount</th>
<th>Rate</th>
<th>M</th>
<th>Description</th>
<th>Limit</th>
<th>Annual</th>
<th>Amount</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>29.99</td>
<td>.0900</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30.00</td>
<td>34.99</td>
<td>.1000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>35.00</td>
<td>39.99</td>
<td>.1300</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>40.00</td>
<td>44.99</td>
<td>.1700</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>45.00</td>
<td>49.99</td>
<td>.2700</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>50.00</td>
<td>54.99</td>
<td>.4400</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>55.00</td>
<td>59.99</td>
<td>.7000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>60.00</td>
<td>64.99</td>
<td>1.0000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>65.00</td>
<td>69.99</td>
<td>1.5000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Reviewing the DBA Table Method Codes Report

From Payroll Master (G07), enter 29

From Payroll Setup (G074), choose Pay/Deductions/Benefits

From Pay/Deductions/Benefits Setup (G0742), choose Table Method Explanations

The DBA Table Method Codes report provides a list of each table-method code followed by the description of the table method. This menu selection uses Word Writer to print the report.

<table>
<thead>
<tr>
<th>DBA Table Method Codes</th>
<th>Page</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>-</td>
<td>07/17/98</td>
</tr>
<tr>
<td>A4 Percent of Salary</td>
<td>1</td>
<td>Salary Range</td>
</tr>
<tr>
<td>Multiply the employees ANNUAL SALARY by the amount/rate in the table then multiply that result times the Excess Rate in the same table.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A5 Amount x Rate/Basis=Salary</td>
<td>1</td>
<td>Salary Range</td>
</tr>
<tr>
<td>The amount field in the table is multiplied times an amount/rate retrieved from one of the three D/B/A files associated with the employee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A6 Multiplier/Basis=Salary</td>
<td>1</td>
<td>Salary Range</td>
</tr>
<tr>
<td>Lower/Upper ranges represent the employees ANNUAL SALARY. Multiply the employees ANNUAL SALARY by the amount/rate associated with the employee then multiply that result by the amount field on the table.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A7 Flat Dollar/Basis=Salary</td>
<td>1</td>
<td>Salary Range</td>
</tr>
<tr>
<td>The amount field on the table equals the actual amount of the D/B/A/employee by the amount/rate defined within the table.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A8 Hours Worked/Basis=Salary</td>
<td>1</td>
<td>Salary Range</td>
</tr>
<tr>
<td>Lower/Upper ranges represent ANNUAL SALARY. Multiply the NUMBER OF HOURS WORKED by the employee by the amount/rate associated with the employee then multiply that result by the amount field on the table.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A9 Percent of Gross/Basis=Salary</td>
<td>1</td>
<td>Salary Range</td>
</tr>
<tr>
<td>Lower/Upper ranges represent ANNUAL SALARY. Multiply the GROSS EARNINGS(current period) of the employee by the amount/rate in the table.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A10 Multiplier/Basis=Salary(Trun)</td>
<td>1</td>
<td>Salary Range</td>
</tr>
<tr>
<td>Lower/Upper ranges represent ANNUAL SALARY. Multiply the employees ANNUAL SALARY by the amount/rate associated with the employee, round the result DOWN to the next 1000 and multiply the result by the amount/rate in the table.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A11 Multiplier/Basis=Salary(Rnd)</td>
<td>1</td>
<td>Salary Range</td>
</tr>
<tr>
<td>Lower/Upper ranges represent ANNUAL SALARY. Multiply the employees ANNUAL SALARY by the amount/rate associated with the employee, round the result UP to the next 1000 and multiply the result by the amount/rate in the table.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A12 Multiplier/Basis=Salary(Trunc)</td>
<td>1</td>
<td>Salary Range</td>
</tr>
<tr>
<td>Lower/Upper ranges represent ANNUAL SALARY. Multiply the employees ANNUAL SALARY by the amount/rate associated with the employee, round the result UP to the next 1000, divide by 1000 and multiply the result by the amount/rate in the table.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A13 Multiplier/Basis=Salary(Rounded)</td>
<td>1</td>
<td>Salary Range</td>
</tr>
<tr>
<td>Lower/Upper ranges represent ANNUAL SALARY. Multiply the employees ANNUAL SALARY by the amount/rate associated with the employee, round the result UP to the next 1000 and multiply the result by the amount/rate in the table.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Setting Up Group Constants

You set up group constants to simplify the process of associating the same information with a group of employees. This information includes the following:

<table>
<thead>
<tr>
<th><strong>Pay-rate tables</strong></th>
<th>You set up pay-rate tables to associate pay rates with a specific group.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Group DBAs</strong></td>
<td>You set up group DBAs to specify that collections of deductions, benefits, or accruals apply to groups of employees.</td>
</tr>
<tr>
<td><strong>Union local and job cross-references</strong></td>
<td>You set up local and job cross-references to cross-reference parent unions with local unions.</td>
</tr>
<tr>
<td><strong>Job classification constants</strong></td>
<td>You set up job-classification constants to maintain various classifications of jobs, related to job type, job step, union, and business unit.</td>
</tr>
</tbody>
</table>

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 Payroll Master (G07), enter 29

From Payroll Setup (G074), choose Group Constants

From Group Constants (G0745), 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 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

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.
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

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Union Code</td>
<td>A user defined code (07/UN) that represents the union or plan in which the employee or group of employees work or participate.</td>
</tr>
<tr>
<td>Type</td>
<td>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.</td>
</tr>
</tbody>
</table>
### Setting Up Group Constants

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rate – Hourly</td>
<td>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.</td>
</tr>
<tr>
<td>Wage Decision No:</td>
<td>This code is used to reference the government Wage Decision that the contract pay rates fall under.</td>
</tr>
<tr>
<td>Shift Code</td>
<td>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.</td>
</tr>
</tbody>
</table>
| Billing :          | A rate used for the billing of labor services. This rate is often referred to as the billing or recharge rate. The extended amount based on this rate will be charged to the primary distribution account on the timecard with an offset being made to an account derived from the Accounting Rules table. This rate will not affect the employee’s payroll. To allow billing rates in time entry, you must set the employee’s record type as either 2 or 3 on the Basic Employee Entry form. A rate entered on any of the following forms overrides the rate in the Employee Primary Job table:  
  - Pay Rate Information  
  - Employee Labor Distribution  
  - Occupational Pay Rates  
  - Time Entry by Employee  
  - Time Entry by Job or Business Unit  
  - Daily Timecard Entry  
  - Time Entry by Employee with Equipment  
  - Time Entry by Shop Floor Control  |
<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Piece Rt:</td>
<td>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.</td>
</tr>
<tr>
<td>WCMP</td>
<td>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.</td>
</tr>
<tr>
<td>Flat Bdn</td>
<td>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.</td>
</tr>
<tr>
<td>Labor Load Method</td>
<td>A code indicating that flat burden is to be calculated. Valid codes are:</td>
</tr>
<tr>
<td></td>
<td>0 Flat burden percentage will always be 1.000 and, therefore, the flat burden amount will equal zero. Basically, this means that there is no distribution.</td>
</tr>
<tr>
<td></td>
<td>1 Flat burden percentage will always be greater than 1.000. Choose this option when distributing the percentage.</td>
</tr>
<tr>
<td></td>
<td>There are various places within the Payroll system where flat burden rules and percentages can be defined, such as:</td>
</tr>
<tr>
<td></td>
<td>Business Unit</td>
</tr>
<tr>
<td></td>
<td>Pay Rates table</td>
</tr>
<tr>
<td></td>
<td>Employee level</td>
</tr>
</tbody>
</table>

**What You Should Know About**

**Hourly rates**

- When you enter values in the overtime rate fields, the system does not use the pay-type multiplier from the Pay Type Setup form.

- When you enter values only in the hourly rate fields, the system uses the pay-type multiplier for the overtime rates.

**Billing rates**

- When 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 Payroll Master (G07), enter 29

From Payroll Setup (G074), choose Group Constants

From Group Constants (G0745), choose Pay Rate Tables

The Pay Rate Tables report lists detailed information for the pay-rate tables that you have defined. The standard report lists rate information for all group or union codes.

<table>
<thead>
<tr>
<th>Craft Step</th>
<th>Craft/Step Description</th>
<th>Types</th>
<th>Reg.</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>4A-2</td>
<td>Secretary</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Labor Object</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Workers Comp</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Labor Load Mth 0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Flat Burden</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Wages</td>
<td>10.000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Data Sequence for the Pay Rate Tables Report

Do not change the data sequence for this report.
Setting Up Group DBAs

From Payroll Master (G07), enter 29
From Payroll Setup (G074), choose Group Constants
From Group Constants (G0745), 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

![Group Plan DBA Setup](image-url)
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.

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Z.</td>
<td>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.</td>
</tr>
<tr>
<td>Prior Limit–</td>
<td>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.</td>
</tr>
<tr>
<td>Group Cd–</td>
<td>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.</td>
</tr>
<tr>
<td>Min/Max Hrs</td>
<td>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.</td>
</tr>
</tbody>
</table>

**What You Should Know About**

**Administrating 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 Payroll Master (G07), enter 29
From Payroll Setup (G074), choose Group Constants
From Group Constants (G0745), choose Plan Benefits

Review the Group Plans report to verify that the information that you entered to set up group plan DBAs is correct.

<table>
<thead>
<tr>
<th>DBA  T</th>
<th>Description</th>
<th>Amount</th>
<th>Pay Period</th>
<th>Monthly</th>
<th>Annual LV-1 Hours</th>
<th>Payee</th>
<th>Description</th>
<th>Gr</th>
</tr>
</thead>
<tbody>
<tr>
<td>00002</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7001</td>
<td>B 401(k) Co.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1000</td>
<td>D Health Ins.</td>
<td>14.000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2000</td>
<td>D Savings %</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5000</td>
<td>D Union Dues</td>
<td>25.000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Setting Up Union Local and Job Cross-References

From Payroll Master (G07), enter 29
From Payroll Setup (G074), choose Group Constants
From Group Constants (G0745), 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 tables when a parent union has members working for a local union and those members must be paid the local union's wage 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 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 Payroll Master (G07), enter 29

From Payroll Setup (G074), choose Group Constants

From Group Constants (G0745), choose Union/Local Job Cross-Reference

The Union/Job Cross-Reference report lists cross-reference information for the tables that you have defined.

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Union</th>
<th>Description</th>
<th>Job Type</th>
<th>Description</th>
<th>Local</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1000</td>
<td>Machinists</td>
<td></td>
<td></td>
<td>1100</td>
<td>Machinists Local 1100</td>
</tr>
<tr>
<td></td>
<td>1000</td>
<td>Machinists</td>
<td></td>
<td></td>
<td>1100</td>
<td>Machinists Local 1100</td>
</tr>
</tbody>
</table>

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 Payroll Master (G07), enter 29

From Payroll Setup (G074), choose Group Constants

From Group Constants (G0745), 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
- Certified Flag

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certified Edit Flag</td>
<td>A code which specifies the type of information to be printed on the Certified Payroll Register for the Job Type and Job Step. The codes are:</td>
</tr>
<tr>
<td></td>
<td>N  Do not print any information related to this Job Type/Job Step on the Certified Payroll Register.</td>
</tr>
<tr>
<td></td>
<td>Y  Print all information related to this Job Type/Job Step on the Certified Payroll Register.</td>
</tr>
<tr>
<td></td>
<td>H  Print Hours Only for this Job Type/Job Step on the Certified Payroll Register.</td>
</tr>
</tbody>
</table>
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 labor 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, labor-distribution account numbers can be assigned by company, business unit, group (union), job type, job step, and pay type. If some employees do not follow general rules, you can specify instructions for labor distribution at the employee level.

You 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 checks in either an interactive update or 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 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.

<table>
<thead>
<tr>
<th>January</th>
<th>February</th>
</tr>
</thead>
<tbody>
<tr>
<td>pay period (week) 1</td>
<td>pay period (week) 5</td>
</tr>
<tr>
<td>pay period (week) 2</td>
<td>pay period (week) 4</td>
</tr>
<tr>
<td>pay period (week) 3</td>
<td>pay period (week) 3</td>
</tr>
<tr>
<td>check period 1</td>
<td>check period 4</td>
</tr>
<tr>
<td>check period 2</td>
<td>check period 5</td>
</tr>
</tbody>
</table>

Recognition of Payroll Expenses

Recognition of Payroll Disbursements, Deductions, and Associated Liabilities

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 in the Date Fiscal Patterns table (F0008) for the General Accounting system.

**Pay-period ending date**

The last day of the pay period, as defined on the Master Pay Cycles form.

**Payment date**

The payment (check) 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 day of the general accounting period.
**Cost period**

Can be used with the creation of payroll journal entries for a transition period. Journal entries for those timecards with work dates falling into the preceding accounting period are assigned a general ledger date equal to the last day of the preceding accounting period. Journal entries for those timecards with work dates in the succeeding period are assigned a general ledger date equal to the pay period-ending date in pre-payroll processing.

**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 in the payroll cycle, the system assigns a general ledger date using a date associated with the payroll cycle, such as pay-period ending date or payment date. You specify the general ledger date to be used for labor 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 tracks your choice of general ledger date for labor distribution to 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:

1. Employee: Home Company = 1, Home Business Unit = 25, Union = 1000
2. Time Card: 01/28/98 (Pay Code 001) $1,000
3. Payroll Taxes and Insurance (P.T.I.): FICA (Tax Type D & E) $70
5. Benefits: Union 1000 (Ben Code 6000) $30
6. Payment Date: 02/05/98
<table>
<thead>
<tr>
<th>Date</th>
<th>Account</th>
<th>Description</th>
<th>DR</th>
<th>CR</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/28/98</td>
<td>1.4205</td>
<td>Wages Payable</td>
<td></td>
<td>1000</td>
</tr>
<tr>
<td>01/28/98</td>
<td>25.8115</td>
<td>Labor Expenses</td>
<td>1000</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Account</th>
<th>Description</th>
<th>DR</th>
<th>CR</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/28/98</td>
<td>25.8146</td>
<td>Union Fringe</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>01/28/98</td>
<td>25.8135</td>
<td>FICA Burden</td>
<td>70</td>
<td></td>
</tr>
<tr>
<td>01/28/98</td>
<td>1.4333.FR</td>
<td>Burden Clearing – Fringe</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>01/28/98</td>
<td>1.4333.TX</td>
<td>Burden Clearing – Tax</td>
<td>70</td>
<td></td>
</tr>
</tbody>
</table>

**Which Codes Are Used to Identify Journal Entries?**

When the system creates a journal entry for the general ledger, it codes the journal entry with a document type and 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 – Labor distribution and flat burden journal entries
- Type T3 – Actual burden journal entries
- Type T4 – Labor 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).

Exercises

See the exercises for this chapter.

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 in 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 checks) – Credit entry (in the payroll cycle)
- **DA**  
  Disbursed amount (autodeposit) – Credit entry
- **DC**  
  Disbursed amount (currency) – Credit entry
- **DM**  
  Disbursed amount for interim manual checks – Credit entry
**DI** Disbursed amount for printed interim checks – Credit entry

**IC** Intercompany settlements

## Document-Type T2 - Labor Distribution Journal Entries

The system creates journal entries for document-type T2 directly from timecards for labor expenses and associated offsets for accrued wages. You can also generate journal entries to allocate 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:

<table>
<thead>
<tr>
<th>Journal Entry Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Work date</strong></td>
<td>The general ledger date is the work date on the timecard.</td>
</tr>
<tr>
<td><strong>Period ending</strong></td>
<td>The general ledger date is the pay-period ending date.</td>
</tr>
<tr>
<td><strong>Cost period</strong></td>
<td>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 day of the preceding accounting period for journal entries for those timecards with work dates falling 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 in the succeeding period.</td>
</tr>
<tr>
<td><strong>Override date</strong></td>
<td>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.</td>
</tr>
</tbody>
</table>

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 labor distribution journal entries are the following:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AW</td>
<td>Accrued wages – Credit entry</td>
</tr>
<tr>
<td>FB</td>
<td>Flat burden expense – Debit entry</td>
</tr>
<tr>
<td>FC</td>
<td>Flat burden offset (clearing) – Credit entry</td>
</tr>
<tr>
<td>LD</td>
<td>Labor distribution straight time – Debit entry</td>
</tr>
<tr>
<td>PR</td>
<td>Labor distribution premium time – Debit entry</td>
</tr>
<tr>
<td>IC</td>
<td>Intercompany settlements</td>
</tr>
</tbody>
</table>

**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 individual timecards entered for each employee.

The system generates journal entries for document type T3 during the payroll cycle or a special timecard post.

Actual burden journal entries carry the same general ledger date as the associated labor expense.

The specific journal-entry types used for actual burden distribution journal entries are the following:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BF</td>
<td>Fringe burden (benefits and accruals) – Debit entry</td>
</tr>
<tr>
<td>BT</td>
<td>Payroll tax and insurance burden (PTI) – Debit entry</td>
</tr>
<tr>
<td>CF</td>
<td>Burden offset (clearing) – Fringe – Credit entry</td>
</tr>
<tr>
<td>CT</td>
<td>Burden offset (clearing) – Taxes – Credit entry</td>
</tr>
<tr>
<td>IC</td>
<td>Intercompany settlements</td>
</tr>
</tbody>
</table>
Document-Type T4 - Labor Billing Distribution Journal Entries

Document-type T4 journal entries are for labor billings, also known as recharge, and associated revenue offsets.

You use T4 labor billings for the following:

**Billing internally**

For example:

- Charging other departments for maintenance people
- Charging a supervisor's billing rate to a job

**Billing externally**

For example, service billing for consulting services

The system creates these journal entries from the billing-rate value. To create T4's 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 labor billing distribution from timecards during 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.

**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 day of the preceding accounting period for journal entries for those timecards with work dates falling 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 in the succeeding 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 labor-billing distribution journal entries are the following:

- **RD**: Labor billing (recharge) distribution – Debit entry
- **RO**: Labor 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. They can be generated during 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.
- **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 day of the preceding accounting period for journal entries for those timecards with work dates falling 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 in the succeeding 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 as follows:

**ED**  
Equipment billing distribution – Debit entry

**EO**  
Equipment billing (revenue) offset – Credit entry  
Set up the credit entry in 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 end 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. This date 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 AAI s 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:

1. Employee: Home Company = 1, Home Business Unit = 25, Union = 1000
2. Timecard: 01/28/98 (Pay Code 001) $1,000
3. P.T.I.: FICA (Tax Type D & E) $70
5. Benefits: Union 1000 (Ben Code 6000) $30
6. Payment Date: 02/05/98
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, it follows a hierarchy of search criteria to determine which distribution account to debit or credit. The system begins the search with basic data related to the type of accounting entry, referred to as the search argument. The system creates a search argument from the system data, such as the timecard, and searches the accounting rules tables for the table entry that best matches the search argument information.

On the first search, the system uses data appropriate for that table and looks for a match on all fields in the search criteria section of the form (the entire search argument). Then, one by one, the system drops elements from the search argument until it finds a matching table entry. At the lowest level, the system tries to match only the journal-entry type. In addition, you can have a line in an accounting instruction 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 it finds no applicable rules (matches) for that company, it 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, it searches for Company 00000.

In addition to defining rules in the separate AAI tables, you can also set up rules for how the system summarizes journal entries.

You can have a line in an accounting instruction table that has no search criteria other than the journal-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 labor, billings, and equipment distribution
- Setting up AAIs for burden and premium labor 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 labor 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 Labor, Billings, and Equipment Distribution

From Payroll Master (G07), enter 29

From Payroll Setup (G074), choose Automatic Accounting Instructions

From Automatic Accounting Instructions (G0743), choose Debit-Direct Labor/Billings/Equipment

You set up AAIs for direct labor, billings, and equipment distribution to define accounts for transactions related to labor, labor billing (recharge), and the use of equipment. You do this by specifying search criteria for employee or timecard information and the account number information for the system to use in making the labor, billings, and equipment journal entries. All of these transactions are related directly to timecard entries.

When you set up direct labor, billings, and equipment distribution instructions, the minimum setup requirements for journal-entry types are the following:

**Equipment distribution** (ED)  
This is necessary only if you are creating equipment transactions.

**Payroll labor distribution** (LD)  
This is always required.

**Labor billing distribution** (RD)  
This is necessary only if you are using billing (recharge) rates.

The system accesses this 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 Labor Distribution**

The system uses the search criteria fields to determine the account distribution for the labor, billings, and equipment entries for your payroll. The system searches these accounting instructions in the following order, depending on the business unit 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:

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Union</th>
<th>Job Type</th>
<th>Job Step</th>
<th>Payment Type</th>
<th>Journal-Entry Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>3000</td>
<td>CARP</td>
<td>APR</td>
<td>1</td>
<td>LD</td>
</tr>
<tr>
<td>100</td>
<td>3000</td>
<td>CARP</td>
<td>APR</td>
<td>1</td>
<td>LD</td>
</tr>
<tr>
<td>100</td>
<td>3000</td>
<td>CARP</td>
<td>1</td>
<td>LD</td>
<td></td>
</tr>
<tr>
<td>100</td>
<td>3000</td>
<td>CARP</td>
<td>1</td>
<td>LD</td>
<td></td>
</tr>
<tr>
<td>100</td>
<td>3000</td>
<td>CARP</td>
<td>1</td>
<td>LD</td>
<td></td>
</tr>
<tr>
<td>100</td>
<td>3000</td>
<td>CARP</td>
<td>1</td>
<td>LD</td>
<td></td>
</tr>
<tr>
<td>100</td>
<td>3000</td>
<td>CARP</td>
<td>1</td>
<td>LD</td>
<td></td>
</tr>
<tr>
<td>100</td>
<td>3000</td>
<td>CARP</td>
<td>1</td>
<td>LD</td>
<td></td>
</tr>
<tr>
<td>100</td>
<td>3000</td>
<td>CARP</td>
<td>1</td>
<td>LD</td>
<td></td>
</tr>
</tbody>
</table>
The following list identifies additional search criteria that the system can use to match information from the timecard for the default Company 00000:

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Union</th>
<th>Job Type</th>
<th>Job Step</th>
<th>Payment Type</th>
<th>Journal-Entry Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>3000</td>
<td>CARP</td>
<td>APR</td>
<td>1</td>
<td>LD</td>
<td></td>
</tr>
<tr>
<td>3000</td>
<td>CARP</td>
<td>APR</td>
<td>1</td>
<td>LD</td>
<td></td>
</tr>
<tr>
<td>3000</td>
<td>CARP</td>
<td>APR</td>
<td>1</td>
<td>LD</td>
<td></td>
</tr>
<tr>
<td>3000</td>
<td>CARP</td>
<td>APR</td>
<td>1</td>
<td>LD</td>
<td></td>
</tr>
<tr>
<td>3000</td>
<td>CARP</td>
<td>APR</td>
<td>1</td>
<td>LD</td>
<td></td>
</tr>
<tr>
<td>3000</td>
<td>CARP</td>
<td>APR</td>
<td>1</td>
<td>LD</td>
<td></td>
</tr>
<tr>
<td>3000</td>
<td>CARP</td>
<td>APR</td>
<td>1</td>
<td>LD</td>
<td></td>
</tr>
<tr>
<td>3000</td>
<td>CARP</td>
<td>APR</td>
<td>1</td>
<td>LD</td>
<td></td>
</tr>
</tbody>
</table>

To set up AAI's for labor, billings, and equipment distribution

On Debit – Direct Labor/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

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>JT</td>
<td>This field represents the type of transaction for which an account is to be derived.</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>Employee or Time Card Basis Business Unit</td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
</tbody>
</table>
What You Should Know About

**Search criteria**

Information coded on the timecard establishes the search argument. 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 Labor Distribution

From Payroll Master (G07), enter 29

From Payroll Setup (G074), choose Automatic Accounting Instructions

From Automatic Accounting Instructions (G0743), choose Debit-Burden/Premium Labor Distribution

You set up AAIs to define accounts for actual burden, flat burden, and labor 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:

![Diagram showing flat and actual burdens over time]

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.

Follow these guidelines to set up this journal-entry type:

- To distribute different types of fringe benefits to their own unique accounts, set up the DBA number in the accounting instructions table.
- To account for a tax separately, set up the tax code as the journal-entry type in the accounting instructions 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 codes:

- **FB** – Flat burden

When you set up premium labor debit instructions you must, at a minimum, include the following journal-entry type codes:

- **PR** – Payroll premium labor distribution

  You can have the system split the premium portion of overtime and create separate journal entries for straight time versus premium time.

When you set up recharge burden debit instructions you must, at a minimum, include the following journal-entry type codes:

- **RB** – Recharge (labor 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:

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Object</th>
<th>Subsidiary</th>
<th>DBA Type</th>
<th>Journal-Entry Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1340</td>
<td>02200</td>
<td>1000</td>
<td>BF</td>
</tr>
<tr>
<td>1</td>
<td>1340</td>
<td>02200</td>
<td>1000</td>
<td>BF</td>
</tr>
<tr>
<td>1</td>
<td>1340</td>
<td>1000</td>
<td>BF</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>1340</td>
<td>1000</td>
<td>BF</td>
<td></td>
</tr>
</tbody>
</table>

The following list illustrates the ways that the system can match information from a timecard for the default company:

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Object</th>
<th>Subsidiary</th>
<th>DBA Type</th>
<th>Journal-Entry Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>1340</td>
<td>02200</td>
<td>1000</td>
<td>BF</td>
<td></td>
</tr>
<tr>
<td>1340</td>
<td>02200</td>
<td>1000</td>
<td>BF</td>
<td></td>
</tr>
<tr>
<td>1340</td>
<td>1000</td>
<td>BF</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1340</td>
<td>1000</td>
<td>BF</td>
<td></td>
<td></td>
</tr>
<tr>
<td>00000</td>
<td>1000</td>
<td>BF</td>
<td></td>
<td></td>
</tr>
<tr>
<td>00000</td>
<td>1000</td>
<td>BF</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
To set up AAI's for burden and premium labor distribution

On Debit – Burden/Premium-Labor Distribution

1. Complete the following fields:
   - Company
   - Hierarchy Method (HM)
   - Object (Obj)

2. To set up Company 00000, enter 00000 or a valid object in the following field:
   - Time Card Basis Object

3. To set up a specific company, enter a valid object in the following field:
   - Time Card Basis Object

4. For 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

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hierarchy Method</td>
<td>This code is used in retrieving the business unit and subsidiary accounts for burden distribution. The four methods available are:</td>
</tr>
<tr>
<td></td>
<td>1 Business unit: Employee Home Business Unit unless a table override exists</td>
</tr>
<tr>
<td></td>
<td>Subsidiary: No Subsidiary. Subledger/Type: No Subledger or Subledger Type.</td>
</tr>
<tr>
<td></td>
<td>2 Business unit: Employee Home Business Unit unless a table override exists</td>
</tr>
<tr>
<td></td>
<td>Subsidiary: Labor Distribution Subsidiary unless a table override. Subledger/Type: Labor Distribution Subledger and Type.</td>
</tr>
</tbody>
</table>

**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.
Distribution account fields

To determine the distribution account, the system treats each distribution account as follows:

- Business Unit – Override or controlled by hierarchy method
- Object – Table entry required
- Subsidiary – Override or controlled by hierarchy method
- Subledger – Controlled by the hierarchy

Accounting for mandatory benefits when no gross pay

Set up the following accounting rule to create T3 journal entries for mandatory benefits; that is, benefits that are calculated even if the employee is not paid. For Company 00000:

- Labor 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 Payroll Master (G07), enter 29

From Payroll Setup (G074), choose Automatic Accounting Instructions

From Automatic Accounting Instructions (G0743), choose Debit-Burden/Premium Labor 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-Labor 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 Entries (Type T3)?

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
</table>
| 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 Dist. 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 Payroll Master (G07), enter 29

From Payroll Setup (G074), choose Automatic Accounting Instructions

From Automatic Accounting Instructions (G0743), choose Debit-Burden/Premium Labor 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-Labor Distribution


2. On Business Unit Burden Rule Window, complete the following field:
   - Burden Rule
### Setting Up AAIs

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Burden Distribution Rule</td>
<td>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:</td>
</tr>
<tr>
<td>0</td>
<td>Do not create T3 Burden Expense entries for the Business Unit.</td>
</tr>
<tr>
<td>1</td>
<td>Create T3 Burden Expense entries but not the F0624 audit records.</td>
</tr>
<tr>
<td>2</td>
<td>Create T3 Burden Expense entries and associated F0624 audit records.</td>
</tr>
<tr>
<td>3</td>
<td>Same as 1 but reverse out the Flat Burden posted thru the special timecard post.</td>
</tr>
<tr>
<td>4</td>
<td>Same as 2 but reverse out the Flat Burden posted thru the special timecard post.</td>
</tr>
</tbody>
</table>

### What You Should Know About

**Business units displayed** You must set up a business unit in the payroll business-unit constants if you want it to appear in Business Unit Burden Rule Window.

**No burden rule set up** If you do not access Business Unit Burden Rule Window, the system creates T3s but does not write records to the Burden Distribution table (F0624).
Setting Up AAIs for Cash-in-Bank Account Distribution

From Payroll Master (G07), enter 29

From Payroll Setup (G074), choose Automatic Accounting Instructions

From Automatic Accounting Instructions (G0743), 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 checks
- Automatic deposits
- Interim manual checks
- Interim computer checks

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 codes when other types of payments are drawn on different bank accounts.

**Journal-entry types**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>DA</td>
<td>Autodeposits</td>
</tr>
<tr>
<td>DC</td>
<td>Currency disbursement (cash)</td>
</tr>
<tr>
<td>DD</td>
<td>Interim auto deposits</td>
</tr>
<tr>
<td>DI</td>
<td>Interim computer checks</td>
</tr>
<tr>
<td>DM</td>
<td>Interim manual checks</td>
</tr>
<tr>
<td>DP</td>
<td>Printed computer checks from payroll cycle</td>
</tr>
</tbody>
</table>
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:

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Journal-Entry Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>DA</td>
</tr>
<tr>
<td>1</td>
<td>DP</td>
</tr>
<tr>
<td></td>
<td>DA</td>
</tr>
<tr>
<td></td>
<td>DP</td>
</tr>
</tbody>
</table>

The following list illustrates the ways that the system can match the type of payment for default Company 00000:

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Journal-Entry Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>DA</td>
</tr>
<tr>
<td></td>
<td>DP</td>
</tr>
</tbody>
</table>

To set up AAI 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**

<table>
<thead>
<tr>
<th>Search criteria</th>
<th>The system searches on the following Employee Basis fields:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>- Business Unit</td>
</tr>
<tr>
<td></td>
<td>- Journal Type</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Distribution account fields</th>
<th>To determine the distribution account, the system treats each distribution account as follows:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>- Business Unit – Override or employee home business unit</td>
</tr>
<tr>
<td></td>
<td>- Object – Table entry required</td>
</tr>
<tr>
<td></td>
<td>- Subsidiary – None unless a table entry exists</td>
</tr>
<tr>
<td></td>
<td>- Subledger – None</td>
</tr>
</tbody>
</table>

| 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 checks, 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 AAI for Liabilities

From Payroll Master (G07), enter 29

From Payroll Setup (G074), choose Automatic Accounting Instructions

From Automatic Accounting Instructions (G0743), choose Credit-Liabilities

You set up AAI 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 default journal-entry type codes. They are the following:

<table>
<thead>
<tr>
<th>AL</th>
<th>Accrued liabilities for deductions and benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT</td>
<td>Accrued liabilities for payroll taxes</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Type</th>
<th>Journal-Entry Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>H</td>
<td>H</td>
</tr>
<tr>
<td>1</td>
<td>AT</td>
<td>AT</td>
</tr>
<tr>
<td>1</td>
<td>H</td>
<td>AT</td>
</tr>
<tr>
<td>1</td>
<td>5000</td>
<td>AT</td>
</tr>
<tr>
<td>1</td>
<td>AL</td>
<td>AL</td>
</tr>
<tr>
<td>1</td>
<td>5000</td>
<td>AL</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Type</th>
<th>Journal-Entry Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>H</td>
<td></td>
</tr>
<tr>
<td></td>
<td>AT</td>
<td></td>
</tr>
<tr>
<td>5000</td>
<td>AL</td>
<td></td>
</tr>
</tbody>
</table>

To set up AAs 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, 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.

6. Complete the following optional fields:
   - Subledger
   - Subledger Type

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subledger</td>
<td>A value such as equipment number or work order number that you can attach to the end of an account number to further define an account and more easily track it.</td>
</tr>
<tr>
<td>Subledger Type</td>
<td>A code identifying the type of subledger in the previous field. If you enter a subledger, you must also enter a subledger type.</td>
</tr>
</tbody>
</table>
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 Labor Billings

From Payroll Master (G07), enter 29

From Payroll Setup (G074), choose Automatic Accounting Instructions

From Automatic Accounting Instructions (G0743), choose Credit-Labor Billings

You set up AAIs for labor billings to establish accounts for labor billing offsets. These offsets are natural credit or revenue entries that offset labor billing charges or debits. Entries for labor billings are generally credit entries.

If your company does not use labor billings, you do not need to set up these instructions.

Search Criteria for Labor 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.

<table>
<thead>
<tr>
<th>Home Business Unit</th>
<th>Job Location</th>
<th>Pay Type</th>
<th>Journal-Entry Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>501</td>
<td>1</td>
<td>RO</td>
</tr>
<tr>
<td>9</td>
<td>501</td>
<td>1</td>
<td>RO</td>
</tr>
<tr>
<td>9</td>
<td>501</td>
<td>1</td>
<td>RO</td>
</tr>
<tr>
<td>9</td>
<td>501</td>
<td>1</td>
<td>RO</td>
</tr>
<tr>
<td>9</td>
<td>501</td>
<td>1</td>
<td>RO</td>
</tr>
</tbody>
</table>

The following table represents the search criteria that the system uses to match information from the timecard to the default Company 00000:

<table>
<thead>
<tr>
<th>Home Business Unit</th>
<th>Job Location</th>
<th>Pay Type</th>
<th>Journal-Entry Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>501</td>
<td>1</td>
<td>RO</td>
</tr>
<tr>
<td></td>
<td>501</td>
<td>1</td>
<td>RO</td>
</tr>
<tr>
<td></td>
<td>501</td>
<td>1</td>
<td>RO</td>
</tr>
</tbody>
</table>
To set up AAI s for labor billings

On Credit – Labor 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

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Location</td>
<td>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.</td>
</tr>
</tbody>
</table>
Setting Up AAIs

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 Payroll Master (G07), enter 29

From Payroll Setup (G074), choose Automatic Accounting Instructions

From Automatic Accounting Instructions (G0743), 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 labor distribution and payroll disbursements journal entries

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 labor distribution journal entry

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, labor distribution, and payroll disbursements journal entries

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:

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Type</th>
<th>Journal-Entry Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>H</td>
<td></td>
</tr>
<tr>
<td></td>
<td>H</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>CT</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CT</td>
<td></td>
</tr>
</tbody>
</table>
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:

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Type</th>
<th>Journal-Entry Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>H</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CT</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Type</th>
<th>Journal-Entry Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1000</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1000</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>CF</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CF</td>
<td></td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Type</th>
<th>Journal-Entry Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1000</td>
<td>CF</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Type</th>
<th>Journal-Entry Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>AW, FC, IC, or RC</td>
</tr>
<tr>
<td></td>
<td></td>
<td>AW, FC, IC, or RC</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Type</th>
<th>Journal-Entry Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>AW, FC, IC, or RC</td>
</tr>
</tbody>
</table>
To set up AAI's for accruals and clearing

On Debit/Credit – Accruals/Clearing

1. Complete the following fields:
   - Company
   - Distribution Account Object
2. Complete one of the following fields, as appropriate:
   - Employee Basis Type
   - Employee Basis Journal Type
3. Complete the following optional fields:
   - Employee Basis Business Unit
   - Distribution Account Business Unit
   - Distribution Account Subsidiary
4. Access the detail area.
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 labor, not Home Business Unit
   - Object – Table entry required
   - Subsidiary – Override entry or *PAY for DBAs and *CO for intercompany settlements
   - Subledger – Table entry
See Also

- Entering Default Journal-Entry Types (P069041)

Setting Up Journal Summarization Rules

From Payroll Master (G07), enter 29

From Payroll Setup (G074), choose Automatic Accounting Instructions

From Automatic Accounting Instructions (G0743), 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:

- Summarize journal entries for specific companies and for the default Company 00000
- Create both summarized and detail journals
- Define up to six different summarization rules for a specific range of object accounts and for a specific business unit

If the system does not find summarization rules for a specific company, it uses those established for the default company (Company 00000). If it finds no summarization rules for an account, it assumes full summarization.

Each additional variable (company, business unit, or summarization code) that you define requires additional computer resources, which lengthens processing time. Therefore, 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

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.

<table>
<thead>
<tr>
<th>Payroll ID: 98 08 T2 Payroll Labor Distribution</th>
<th>Payroll ID: 98 08 T3 Actual Burden Journal Entries</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll ID: 98 08 T2 Payroll Labor Distribution</td>
<td>Payroll ID: 98 08 T3 Actual Burden Journal Entries</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Account Description</th>
<th>G/L Account</th>
<th>Subldg-Ty-Phase</th>
<th>Debit</th>
<th>Credit</th>
<th>Units</th>
<th>LT</th>
</tr>
</thead>
<tbody>
<tr>
<td>AW083198 Accrued Payroll</td>
<td>100.4205</td>
<td>2,333.33</td>
<td>6,614.18</td>
<td>88.00</td>
<td>AA</td>
<td></td>
</tr>
<tr>
<td>LD083198 Regular Pay</td>
<td>90.8115</td>
<td>1,572.92</td>
<td>88.00</td>
<td>AA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LD083198 Regular Pay</td>
<td>90.8115</td>
<td>1,458.33</td>
<td>88.00</td>
<td>AA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LD083198 Regular Pay</td>
<td>90.8115</td>
<td>677.60</td>
<td>88.00</td>
<td>AA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BF083198 401K Contribution</td>
<td>90.8136</td>
<td>36.46</td>
<td>AA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BF083198 Insurance-Health &amp; Disab</td>
<td>90.8140</td>
<td>45.00</td>
<td>AA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BF083198 Insurance-Health &amp; Disab</td>
<td>90.8140</td>
<td>8.64</td>
<td>AA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BF083198 Insurance-Health &amp; Disab</td>
<td>90.8140</td>
<td>45.00</td>
<td>AA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BF083198 Insurance-Health &amp; Disab</td>
<td>90.8140</td>
<td>8.64</td>
<td>AA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BF083198 Insurance-Health &amp; Disab</td>
<td>90.8140</td>
<td>19.66</td>
<td>AA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BF083198 Insurance-Health &amp; Disab</td>
<td>90.8140</td>
<td>8.64</td>
<td>AA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BF083198 Insurance-Health &amp; Disab</td>
<td>90.8140</td>
<td>45.00</td>
<td>AA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BF083198 Insurance-Health &amp; Disab</td>
<td>90.8140</td>
<td>8.64</td>
<td>AA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BF083198 Insurance-Health &amp; Disab</td>
<td>90.8140</td>
<td>45.00</td>
<td>AA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BF083198 Insurance-Health &amp; Disab</td>
<td>90.8140</td>
<td>8.64</td>
<td>AA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BT083198 FICA/Medicare</td>
<td>90.8135</td>
<td>144.06</td>
<td>AA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BT083198 FICA/Medicare</td>
<td>90.8135</td>
<td>33.69</td>
<td>AA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BT083198 FICA/Medicare</td>
<td>90.8135</td>
<td>96.92</td>
<td>AA</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Document/Period Total 6,614.18 6,614.18 440.00
The following Pay Period Journal Batch Proof report lists pro forma journal entries with full summarization for the same payroll cycle. All the LD and various BF and BT journal entries are summarized into single entries.

<table>
<thead>
<tr>
<th>Co</th>
<th>FY</th>
<th>PN</th>
<th>DT</th>
<th>Refn2</th>
<th>Employee JBCD</th>
<th>JBST</th>
<th>Explanation</th>
<th>Subldg-Ty-Phase</th>
<th>Debit</th>
<th>Credit</th>
<th>Units</th>
<th>LT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>00100 98 08 T2 Payroll Labor Distribution</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AM083198 Accrued Payroll</td>
<td>100.4205</td>
<td>6,614.18</td>
<td>440.00</td>
<td>AA</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LD083198 Regular Pay</td>
<td>90.8115</td>
<td>6,614.18</td>
<td>440.00</td>
<td>AA</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>00100 98 08 T3 Actual Burden Journal Entries</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BF083198 401K Contribution</td>
<td>90.8136</td>
<td>36.46</td>
<td>AA</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BF083198 Insurance-Health &amp; Disab</td>
<td>90.8140</td>
<td>189.22</td>
<td>AA</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BT083198 FICA/Medicare</td>
<td>90.8135</td>
<td>503.58</td>
<td>AA</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BT083198 Insurance-Workman’s Comp</td>
<td>90.8145</td>
<td>2.92</td>
<td>AA</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BT083198 Unemployment Taxes</td>
<td>90.8170</td>
<td>51.76</td>
<td>AA</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CF083198 Actual Burden Clearing A</td>
<td>100.4333</td>
<td>225.68</td>
<td>AA</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CT083198 Actual Burden Clearing A</td>
<td>100.4333</td>
<td>558.26</td>
<td>AA</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Document/Period Total | 6,614.18 | 6,614.18- | 440.00 |

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
<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>S C</td>
<td>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:</td>
</tr>
<tr>
<td>1</td>
<td>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</td>
</tr>
<tr>
<td></td>
<td>Second description in the journal entry – Blank</td>
</tr>
<tr>
<td>2</td>
<td>Same as Rule 1 and include pay type First description in the journal entry – Document description</td>
</tr>
<tr>
<td></td>
<td>Second description in the journal entry – Pay type</td>
</tr>
<tr>
<td>3</td>
<td>Same as Rule 1 and include pay type, job type, and job step First description in the journal entry – Document description</td>
</tr>
<tr>
<td></td>
<td>Second description in the journal entry – Pay type</td>
</tr>
<tr>
<td>4</td>
<td>Same as Rule 1 and include pay type, job type, job step, and employee First description in the journal entry – Employee</td>
</tr>
<tr>
<td></td>
<td>Second description in the journal entry – Pay type</td>
</tr>
<tr>
<td>5</td>
<td>Do not summarize First description in the journal entry – Document description</td>
</tr>
<tr>
<td></td>
<td>Second description in the journal entry – Time entry comment and pay type</td>
</tr>
<tr>
<td>6</td>
<td>Do not summarize and include employee name First description in the journal entry – Employee Name</td>
</tr>
<tr>
<td></td>
<td>Second description in the journal entry – Time entry comment and pay type</td>
</tr>
</tbody>
</table>
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 Payroll Master (G07), enter 29

From Payroll Setup (G074), choose Automatic Accounting Instructions

From Automatic Accounting Instructions (G0743), 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.
## Reviewing the Accounting Summarization Rules Report

From Payroll Master (G07), enter 29

From Payroll Setup (G074), choose Automatic Accounting Instructions

From Automatic Accounting Instructions (G0743), 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.

<table>
<thead>
<tr>
<th>Bus. Unit</th>
<th>Description</th>
<th>Beg.</th>
<th>End.</th>
<th>C</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1110</td>
<td>Summarize by Account</td>
<td>1</td>
<td>1110</td>
<td>1</td>
<td>Summarize by Account</td>
</tr>
<tr>
<td>1111</td>
<td>No Summarization/Employee Name</td>
<td>1111</td>
<td>1111</td>
<td>6</td>
<td>No Summarization/Employee Name</td>
</tr>
<tr>
<td>4314</td>
<td>Summarize by Account</td>
<td>4314</td>
<td>4314</td>
<td>1</td>
<td>Summarize by Account</td>
</tr>
<tr>
<td>4315</td>
<td>No Summarization/Employee Name</td>
<td>4315</td>
<td>4315</td>
<td>6</td>
<td>No Summarization/Employee Name</td>
</tr>
<tr>
<td>8109</td>
<td>Summarize by Account</td>
<td>8109</td>
<td>8109</td>
<td>1</td>
<td>Summarize by Account</td>
</tr>
<tr>
<td>8110</td>
<td>No Summarization</td>
<td>8110</td>
<td>8110</td>
<td>5</td>
<td>No Summarization</td>
</tr>
<tr>
<td>8112</td>
<td>Summarize by Account</td>
<td>8112</td>
<td>8112</td>
<td>1</td>
<td>Summarize by Account</td>
</tr>
<tr>
<td>8124</td>
<td>No Summarization/Employee Name</td>
<td>8124</td>
<td>8124</td>
<td>1</td>
<td>No Summarization/Employee Name</td>
</tr>
<tr>
<td>8125</td>
<td>Summarize by Account</td>
<td>8125</td>
<td>8125</td>
<td>6</td>
<td>Summarize by Account</td>
</tr>
<tr>
<td>8130</td>
<td>No Summarization</td>
<td>8130</td>
<td>8130</td>
<td>5</td>
<td>No Summarization</td>
</tr>
<tr>
<td>8140</td>
<td>Summarize by Account</td>
<td>8140</td>
<td>8140</td>
<td>1</td>
<td>Summarize by Account</td>
</tr>
<tr>
<td>8141</td>
<td>Summarize by Account</td>
<td>8141</td>
<td>8141</td>
<td>9999</td>
<td>Summarize by Account</td>
</tr>
<tr>
<td>8142</td>
<td>Summarize by Account</td>
<td>8142</td>
<td>8142</td>
<td>8482</td>
<td>Summarize by Account</td>
</tr>
<tr>
<td>8482</td>
<td>No Summarization</td>
<td>8482</td>
<td>8482</td>
<td>8483</td>
<td>No Summarization</td>
</tr>
<tr>
<td>5002</td>
<td>Automated Transit System</td>
<td>5002</td>
<td>Automated Transit System</td>
<td>1</td>
<td>Summarize by Account</td>
</tr>
<tr>
<td>1000</td>
<td>Summarize by Account</td>
<td>1000</td>
<td>1000</td>
<td>1</td>
<td>Summarize by Account</td>
</tr>
<tr>
<td>1111</td>
<td>No Summarization/Employee Name</td>
<td>1111</td>
<td>1111</td>
<td>6</td>
<td>No Summarization/Employee Name</td>
</tr>
<tr>
<td>1112</td>
<td>Summarize by Account</td>
<td>1112</td>
<td>1112</td>
<td>9999</td>
<td>Summarize by Account</td>
</tr>
</tbody>
</table>

---

**Exercises**

See the exercises for this chapter.
**Entering Default Journal-Entry Types**

From Payroll Master (G07), enter 29

From Payroll Setup (G074), choose Automatic Accounting Instructions

From Automatic Accounting Instructions (G0743), 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 labor distribution table. When the timecard or employee criteria do not match any of the other lines, the system uses the default line, if one exists. You can use a default line for a specific company and for Company 00000.

The following lists the default journal-entry types for default lines:

- **LD, ED, RD**  Use in labor, billings, and equipment distribution tables
- **BF and BT**  Use in actual burden tables
- **PR**  Use in premium labor tables
- **DP**  Use in cash-in-bank account tables
- **AL and AT**  Use in liabilities tables
- **RO**  Use in labor 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.

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

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

Exercises

See the exercises for this chapter.
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 unemployment 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 corporate tax IDs
- Setting up unemployment insurance rates
- Setting up workers compensation insurance basis tables
- Setting up workers compensation insurance rates
- Setting up tax-area and payee cross-references

Vertex software respects the reciprocity rules between the taxing authorities in the U.S. This means that you can appropriately tax an employee who lives in one state and works in another. Also, the system can calculate taxes based on the business unit worked, which can vary within a single pay period. For example, an employee can be taxed in multiple taxing authorities within one pay period, such as the following:

- 1 – State of Wyoming
- 2 – State of Colorado
- 3 – City of Aspen
- 4 – City of Denver
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**
You set up corporate tax identification codes for storing employee tax history and for reporting purposes.

**Unemployment insurance rates**
You set up unemployment insurance rates to define rates for company-paid federal unemployment insurance, state unemployment insurance, and state disability 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 Payroll Master (G07), enter 29

From Payroll Setup (G074), choose Taxes & Insurance

From Taxes & Insurance (G0744), 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 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 (XXYYZZZZZ) and is comprised 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., some examples are A for federal income and K for occupational head tax. In Canada, some examples are CA for federal income and CC for employee-paid Canadian employment insurance.

J.D. Edwards provides state, provincial, and federal income statutory codes. You need to identify codes for county and local taxes. J.D. Edwards recommends that you use a three-digit code for these to differentiate them from statutory codes, which are two digits.

**Example: Tax-Area Codes**

The GeoCode and the J.D. Edwards tax area and tax authority are synonymous. GeoCode uses up to nine digits (XXYYYYZZZ) to structure U.S. and Canadian payroll.

The following examples illustrate the tax-area structure:

06                Colorado state tax

060010000        Adams County (in the state of Colorado) tax

060370000        Eagle County (in the state of Colorado) tax

060970600        Aspen city (in the state of Colorado) tax

060310140        Denver city (in the state of Colorado) tax

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/Employer Paid
   - Print on Net Pay Instruction

2. If the tax area is a province, state, county, city, or local, 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
<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tax Area</td>
<td>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.</td>
</tr>
<tr>
<td>Tax Type</td>
<td>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.</td>
</tr>
<tr>
<td>Field</td>
<td>Explanation</td>
</tr>
<tr>
<td>--------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Description–Alpha        | Categorizes data item names. Enter text in upper and lower case. The system uses this field to search for similar data items. To enter an alpha description, follow these conventions:  
  Dates – Begin all Date fields with Date  
  Amounts – Begin all Amount fields with Amount  
  Units – Begin all Unit, Quantity, and Volume fields with Units  
  Name – Begin all 30-byte description fields with Name  
  Prompt – Begin any Y/N prompting field with Prompt  
  Address Number – Begin all address numbers (employee, customer, owner) with Address Number  |

...... Form-specific information ...............  
For Tax Area Information:  
The first 12 characters of the description print on the paystub.  
Because the tax area index sorts on this description:  
  • Begin each state tax with the statutory code or state abbreviation so similar state taxes display together on the index.  
  • Begin federal tax descriptions with the same letters, for example FED.  |
| 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.  |
<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statutory Code</td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td><em>Form-specific information</em></td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>Co/ Emp</td>
<td>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</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>A/P Voucher (Y/N)</td>
<td>The Yes or No Entry field is a common single character entry field for simple yes or no responses on prompt forms.</td>
</tr>
<tr>
<td></td>
<td><em>Form-specific information</em></td>
</tr>
<tr>
<td></td>
<td>Indicates whether the system creates a voucher for this payroll tax in the Accounts Payable system.</td>
</tr>
<tr>
<td>A/P Voucher / Payee</td>
<td>The address book number for the supplier who receives the final payment.</td>
</tr>
<tr>
<td></td>
<td>In benefits administration, this is the address book number of the company that issues the plan and receives premium payments for it.</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>Occ Tax W/H Frequency</td>
<td>This code is used to designate if the occupational head tax is to be withheld monthly (M), quarterly (Q), or annually (A).</td>
</tr>
</tbody>
</table>
### Payroll

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
</table>
| 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           | The prioritized sequence that the system uses to back out payroll taxes when the employee is in a negative pay situation. Use a range of numbers from 0001 to 9999 to indicate the sequence. 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 Payroll Master (G07), enter 29

From Payroll Setup (G074), choose Taxes & Insurance

From Taxes & Insurance (G0744), 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 Corporate Tax IDs

From Payroll Master (G07), enter 29

From Payroll Setup (G074), choose Taxes & Insurance

From Taxes & Insurance (G0744), choose Corporate Tax IDs

You must set up a corporate tax ID for each taxing authority to which you report. You set up corporate tax identification codes for each company so that the system can store employee tax history for reporting purposes.

To set up corporate tax IDs

On Corporate Tax IDs

1. Complete the following fields:
   - Company
   - Tax Area
   - Tax Type
   - Tax ID

2. If you have more than one company that you include under the same federal tax ID, complete the following fields:
   - Common Paymaster (CP)
   - Paymaster Group (PM GR)
3. Access the detail area.

![Image of tax information setup]

4. Complete the following optional field:
   - Parent Address

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>C P</td>
<td>A Yes or No field which reflects whether the company is part of a paymaster group for purposes of U.S. federal tax limits. Valid codes are: Y Company is part of a paymaster group. This allows an employee to have wages in more than one company within the paymaster group, yet be subject to only one annual limitation for the purpose of calculating taxes. N Company is not part of a paymaster group. This is the default value. If you enter a Y in this field, you must enter a code in the PMGR (Paymaster Group Code) field.</td>
</tr>
<tr>
<td>PM GR</td>
<td>A code that identifies in which paymaster group the company resides. This code enables the Payroll system to group multiple companies together to check for limitations on unemployment and FICA taxes. If you specify a common paymaster, you must specify a Paymaster Group Code.</td>
</tr>
<tr>
<td>Field</td>
<td>Explanation</td>
</tr>
<tr>
<td>---------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Tax Id</td>
<td>A number that identifies your company to the tax authority. Such numbers include social security number, federal or state corporate tax IDs, sales tax number, etc. This number has specifically been established for the Payroll system to handle the current requirement of states such as Idaho and Louisiana which use more than 9 positions. Do not enter hyphens (dashes) embedded in the code.</td>
</tr>
</tbody>
</table>

**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.

| Parent Address | The Address Book number of the parent company. The system uses this number to associate a particular address with a parent company or location. For example:
  - Subsidiaries to parent companies
  - Branches to a home office
  - Job sites to a general contractor
  
If you leave this field blank on an entry screen, the system supplies the primary address from the Address Number field. This address must exist in the Address Book Master table (F0101) for validation purposes.  |

**Form-specific information**

For payroll year-end reporting, to report multiple companies with the same tax ID under one parent company, enter the address number for the parent (reporting) company for all child companies as well as for the parent company.
What You Should Know About

**Changing your tax ID in U.S. payroll**

When you change a tax ID, including when you change a number from “applied for” to an actual number, you must run integrity reports to update the history with the new tax ID.

See *Verifying Payroll History Integrity* for more information about these procedures.

**Using tax-types H and Z**

If you have a line for tax-type H, you must have a line for tax-type Z with the same tax ID.

**U.S. federal taxes**

Enter only a single line for all federal taxes using tax-type A.

See Also

- *Reviewing the Corporate Tax IDs Report (P06908)*

**Exercises**

See the exercises for this chapter.

### Setting Up Unemployment Insurance Rates

- From Payroll Master (G07), enter 29
- From Payroll Setup (G074), choose Taxes & Insurance
- From Taxes & Insurance (G0744), choose Unemployment Insurance Rates

Setting up unemployment insurance rates allows you to define federal unemployment insurance, state unemployment insurance, and state disability insurance premiums that are paid by the company. When you set up and use these rates, they override the employee-paid tax rates provided by Vertex.

**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 unemployment insurance rates

On Unemployment Insurance Rates

1. Complete the following fields:
   - Tax Type
   - Company
   - Effective Date of Rate From
   - Effective Date of Rate Thru
   - Tax Authority
   - Rate
   - Exclude Premium Pay

2. Complete the following optional fields:
   - Annual Earnings Limit
   - Minimum Hours
   - Minimum Amount
<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tax Type</td>
<td>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.</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Rate</th>
<th>The rate used to compute U.S. unemployment and Canadian employment insurance premiums. This is represented as a decimal fraction.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exc Prm</td>
<td>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.</td>
</tr>
<tr>
<td>Field</td>
<td>Explanation</td>
</tr>
<tr>
<td>--------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Annual Earn Limit</td>
<td>The annual limit for the unemployment insurance premium. <strong>Form-specific information</strong> Once 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.</td>
</tr>
<tr>
<td>Hours – Minimum Worked(UI)</td>
<td>The minimum number of hours that must be worked during the pay period before the tax authority considers a week has been worked. <strong>Form-specific information</strong> Enter state unemployment insurance requirements. Most states do not use this field.</td>
</tr>
<tr>
<td>Wages – Minimum Paid(UI)</td>
<td>The minimum amount of dollars that must be earned (paid) during the pay period before the tax authority considers a week has been worked. <strong>Form-specific information</strong> Enter state unemployment insurance rate requirements. Most states do not use this field.</td>
</tr>
</tbody>
</table>

**What You Should Know About**

**Overriding Vertex tables for U.S. payroll**

To establish your company rates, set up tables for tax-types G, H, I, and J to override the Vertex tables for employee taxes.

You must set up the federal unemployment tax-type C at each company for all states. If you do not, the system uses the Vertex default rate of .062.

**Adjusting state unemployment insurance**

You must set up the company constants to adjust the rates for state unemployment insurance.

**See Also**

- *Reviewing the Unemployment Insurance Rates Report (P06922P)*
Setting Up Workers Compensation Insurance Basis Tables

From Payroll Master (G07), enter 29

From Payroll Setup (G074), choose Taxes & Insurance

From Taxes & Insurance (G0744), 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 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**

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insured Pay Table No</td>
<td>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.</td>
</tr>
<tr>
<td>Exclude Premiums (Y/N)</td>
<td>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.</td>
</tr>
</tbody>
</table>

**What You Should Know About**

**Workers compensation exempt deduction** To set up workers compensation as an exempt deduction, do the following:

- Enter W on the Tax Exempt Window when you set up the DBA. See *Setting Up Simple DBAs*.
- Enter the DBA code on Workers Compensation Insurance Basis Tables.
See Also

- Reviewing the Insured Basis Tables Report (P06907P)

**Setting Up Workers Compensation Insurance Rates**

From Payroll Master (G07), enter 29

From Payroll Setup (G074), choose Taxes & Insurance

From Taxes & Insurance (G0744), choose Workers Comp Insurance Rates

Set up workers compensation insurance rates to calculate workers compensation and general liability insurance premiums. You define these rates by the state, 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
   - General Liability Insurance Rate
   - Earn Limit
   - Insured Pay Table Number

2. Complete the following optional field:
   - Subclass (SC)
<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>WCI Code</td>
<td>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.</td>
</tr>
</tbody>
</table>
| 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.                                                                                      |
| Deduction/Benefit Method(%)  | 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. |
### Field | Explanation
--- | ---
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.
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.

### 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 Unemployment Insurance Rates report
Reviewing the Tax Areas Report

From Payroll Master (G07), enter 29

From Payroll Setup (G074), choose Taxes & Insurance

From Taxes & Insurance (G0744), 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.

<table>
<thead>
<tr>
<th>Tax Area</th>
<th>Description</th>
<th>Sta</th>
<th>C P W R</th>
<th>Number</th>
<th>Names/Address</th>
<th>R Pt</th>
<th>Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>FEDERAL</td>
<td>FED Income Tax</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>FED Earned Income Credit</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>FED Unemp Insurance</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>FED FICA w/h</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>FED FICA Company Contrib.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>FED Medicare w/h</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>FED Medicare Co. Contrib.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>FED Tip Medicare</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>FED Tip Fica</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>01</td>
<td>AL FUTA</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>02</td>
<td>AK FUTA</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>03</td>
<td>AZ Department of Revenue</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>04</td>
<td>AR FUTA</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>05</td>
<td>CA FUTA</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>06</td>
<td>CO Department of Revenue</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Processing Options for Payroll Tax Areas Report

1. Enter a ‘Y’ to print the Payee full mailing address.

24-28
Data Selection for the Payroll Tax Areas Report

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 Payroll Master (G07), enter 29

From Payroll Setup (G074), choose Taxes & Insurance

From Taxes & Insurance (G0744), 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.

---

<table>
<thead>
<tr>
<th>Tax Area</th>
<th>TT Sc.Cd</th>
<th>Description</th>
<th>Tax Id. No.</th>
<th>Group Code</th>
<th>Description</th>
<th>Parent</th>
<th>Address</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FEDERAL</td>
<td>A</td>
<td>FED Income Tax</td>
<td>840782700</td>
<td>Y</td>
<td>ID#840782700 Common</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>06</td>
<td>F</td>
<td>CO Department of Revenue</td>
<td>06123456</td>
<td>N</td>
<td>Default Code</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>06</td>
<td>H</td>
<td>CO Unemployment Inc.</td>
<td>00112345632</td>
<td>N</td>
<td>Default Code</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>06</td>
<td>Z</td>
<td>CO Weeks Worked</td>
<td>00112345632</td>
<td>N</td>
<td>Default Code</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>060310140</td>
<td>K</td>
<td>DEN CO Denver Occ Head Tax</td>
<td>B00025</td>
<td>N</td>
<td>Default Code</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>47</td>
<td>F</td>
<td>VA Dept. of Rev.</td>
<td>47123456</td>
<td>N</td>
<td>Default Code</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>47</td>
<td>H</td>
<td>VA Unemployment</td>
<td>17991916163</td>
<td>N</td>
<td>Default Code</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>47</td>
<td>Z</td>
<td>VA Weeks Worked</td>
<td>17991916163</td>
<td>N</td>
<td>Default Code</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

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 report sequence.
Reviewing the Insured Basis Tables Report

From Payroll Master (G07), enter 29

From Payroll Setup (G074), choose Taxes & Insurance

From Taxes & Insurance (G0744), choose Insured Basis Tables

The Insured Basis Tables report lists pay types for each workers compensation insurance table. Review the report to verify the information that you entered when you set up workers compensation insurance basis tables.

<table>
<thead>
<tr>
<th>Ins</th>
<th>Pay Description</th>
<th>From Description</th>
<th>Thru Description</th>
<th>P</th>
</tr>
</thead>
<tbody>
<tr>
<td>BC</td>
<td>British Columbia</td>
<td>1 Regular</td>
<td>999 Net Pay Adj.</td>
<td>Y</td>
</tr>
<tr>
<td>CA</td>
<td>California</td>
<td>1 Regular</td>
<td>299 *Range</td>
<td>Y</td>
</tr>
<tr>
<td>CO</td>
<td>Colorado</td>
<td>1 Regular</td>
<td>999 Net Pay Adj.</td>
<td>Y</td>
</tr>
<tr>
<td>MI</td>
<td>Tipped Employee Minimum W</td>
<td>1 Regular</td>
<td>99 *Range</td>
<td>N</td>
</tr>
<tr>
<td>ON</td>
<td>Ontario</td>
<td>1 Regular</td>
<td>999 Net Pay Adj.</td>
<td>Y</td>
</tr>
<tr>
<td>PQ</td>
<td></td>
<td>1 Regular</td>
<td>999 Net Pay Adj.</td>
<td>Y</td>
</tr>
<tr>
<td>STP</td>
<td>Step Progression Pay Type</td>
<td>1 Regular</td>
<td>5 Regular, -SDI</td>
<td>Y</td>
</tr>
<tr>
<td>STP</td>
<td>Step Progression Pay Type 100 Overtime 1.5</td>
<td>115 Second Shift</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>VA</td>
<td>Virginia</td>
<td>1 Regular</td>
<td>999 Net Pay Adj.</td>
<td>Y</td>
</tr>
<tr>
<td>WA</td>
<td>Washington State</td>
<td>1 Regular</td>
<td>999 Net Pay Adj.</td>
<td>Y</td>
</tr>
<tr>
<td>13B</td>
<td>Amounts reported in Box 1</td>
<td>2021 MvgReimb-ntx</td>
<td>2021 MvgReimb-ntx</td>
<td></td>
</tr>
<tr>
<td>13B</td>
<td>Amounts reported in Box 1 3001 Life Ins(XS)</td>
<td>3001 Life Ins(XS)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13B</td>
<td>Amounts reported in Box 1 7000 401(k)</td>
<td>7000 401(k)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 report sequence.
Reviewing the Workers Compensation and Liability Rates Report

From Payroll Master (G07), enter 29

From Payroll Setup (G074), choose Taxes & Insurance

From Taxes & Insurance (G0744), choose Workers Comp Rates

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.

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 report sequence.
Reviewing the Unemployment Insurance Rates Report

From Payroll Master (G07), enter 29

From Payroll Setup (G074), choose Taxes & Insurance

From Taxes & Insurance (G0744), choose Unemployment Rates

The Unemployment Insurance Rates report lists the unemployment insurance rate information that you entered when you set up unemployment rates for federal and state insurance. You can limit the report by entering specific codes or ranges of codes. The report lists information for companies within the tax areas.

<table>
<thead>
<tr>
<th>Tax Area</th>
<th>Description</th>
<th>STA.</th>
<th>Effective</th>
<th>Ins.</th>
<th>Annual</th>
<th>Minimum</th>
<th>Exc</th>
</tr>
</thead>
<tbody>
<tr>
<td>06</td>
<td>CO FUTA</td>
<td>CD</td>
<td>01/01/92</td>
<td>12/31/99</td>
<td>0.0080</td>
<td></td>
<td>Y</td>
</tr>
<tr>
<td>47</td>
<td>VA FUTA</td>
<td>CD</td>
<td>01/01/92</td>
<td>12/31/99</td>
<td>0.0080</td>
<td></td>
<td>Y</td>
</tr>
</tbody>
</table>

Processing Options for Unemployment Insurance Rates Report

Enter the Date range for this report:

From Date: ____________
Thru Date: ____________

Data Selection for the Unemployment 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 $ in the Method of Calculation field. The deduction is based on a minimum of 40 hours worked per month using the Minimum Hours field. You will calculate deductions once a month, so set a monthly limit using a month-to-date source of calculation. This is flagged to calculate each pay period.
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.

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.

The first DBA, 6000, tracks the year-to-date gross. It will stop calculating when the $150,000 limit is reached.

The second DBA, 6001, calculates the 15% deduction. It will stop calculating when the $9,240 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 here.
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 first deduction as a negative amount so that the system includes it in the basis for the second deduction. See example DBA 4228.
This benefit holds the amount ($100) as a negative amount to reduce taxable gross for the next pretax deduction. It will not print on the check, nor will it create a journal entry. Its basis of calculation is the Section 125 deduction only.
The second deduction, the 401(k), is set up as usual, with the basis of calculation including the negative amount of the Section 125 deduction. It is then based on the gross less the Section 125 deduction.

The tax-exempt status is not illustrated here.
**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 calculated in the same pay period that 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 gross salary and stores it as a negative amount.
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.
While DBA 6670 continues to calculate, DBA 6670 + DBA 6671 = 0. When DBA 6670 reaches the annual limit and the system stops calculating it, DBA 6670 + DBA 6671 = positive 3% of gross.

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.

<table>
<thead>
<tr>
<th>Category</th>
<th>Available Calculations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Salary Amounts:</strong></td>
<td>For the salary figure, you can perform one of the following calculations:</td>
</tr>
<tr>
<td><strong>Pay Period</strong></td>
<td></td>
</tr>
<tr>
<td>Monthly</td>
<td>• Table amount x Employee rate</td>
</tr>
<tr>
<td>Annual</td>
<td>• Salary x Employee rate x Table amount</td>
</tr>
<tr>
<td>Life Insurance</td>
<td>• Use the table amount as the actual DBA amount</td>
</tr>
<tr>
<td>2nd Life Insurance</td>
<td>• Hours worked x Table amount</td>
</tr>
<tr>
<td></td>
<td>• Gross earnings x Table amount</td>
</tr>
<tr>
<td></td>
<td>• Salary x Employee rate</td>
</tr>
<tr>
<td></td>
<td>• Result rounded down x Table amount</td>
</tr>
<tr>
<td></td>
<td>• Salary x Employee rate</td>
</tr>
<tr>
<td></td>
<td>• Result rounded up x Table amount</td>
</tr>
<tr>
<td></td>
<td>• Salary x Table amount x Excess rate</td>
</tr>
</tbody>
</table>

<p>| <strong>Employee’s Age:</strong>  | 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                                                  |</p>
<table>
<thead>
<tr>
<th>Category</th>
<th>Available Calculations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Dates:</strong></td>
<td>For each date, you can perform one of the following calculations:</td>
</tr>
<tr>
<td>Leave of Absence</td>
<td>• Table amount x Employee rate</td>
</tr>
<tr>
<td>Original Hire</td>
<td>• Table amount x Employee rate (calculates hours only)</td>
</tr>
<tr>
<td>Participation Start</td>
<td>• Table amount x Hours worked (can optionally calculate Rate x Hours)</td>
</tr>
<tr>
<td></td>
<td>• Table amount x Hours worked (calculates hours only)</td>
</tr>
<tr>
<td></td>
<td>• Use the table amount as the actual DBA amount</td>
</tr>
<tr>
<td></td>
<td>• Table amount x Gross earnings</td>
</tr>
<tr>
<td></td>
<td>• Annual salary x Table amount x Excess rate</td>
</tr>
<tr>
<td></td>
<td>• Pay-period salary x Table amount x Excess rate</td>
</tr>
<tr>
<td></td>
<td>• Monthly salary x Table amount x Excess rate</td>
</tr>
<tr>
<td></td>
<td>• Life insurance salary x Table amount x Excess rate</td>
</tr>
<tr>
<td></td>
<td>• 2nd life insurance salary x Table amount x Excess rate</td>
</tr>
<tr>
<td><strong>Amounts:</strong></td>
<td>You can perform various calculations against an employee's rate, hours, and gross wages. These include the following:</td>
</tr>
<tr>
<td>Hours</td>
<td>• Average hourly rate</td>
</tr>
<tr>
<td>Gross Amounts</td>
<td>• Range from the detail area of the table</td>
</tr>
<tr>
<td>Flat Dollar</td>
<td></td>
</tr>
<tr>
<td><strong>Miscellaneous:</strong></td>
<td>You can use various tables, depending on the following:</td>
</tr>
<tr>
<td>Pay-Period Number</td>
<td>• Pay-period number for the month</td>
</tr>
<tr>
<td>Variable Months</td>
<td>• Number of months of history to use as a basis</td>
</tr>
<tr>
<td>Excess Life Insurance</td>
<td>• Group term life insurance premiums</td>
</tr>
</tbody>
</table>
## Based or Calculated on Pay-Period Salary

<table>
<thead>
<tr>
<th>Table Method</th>
<th>Lower/Upper Ranges Represent</th>
<th>Calculation</th>
<th>Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>EA</td>
<td>Pay-Period Salary</td>
<td>Table amount x amount or rate retrieved from one of the 3 DBA files associated with the employee.</td>
<td>1</td>
</tr>
<tr>
<td>EB</td>
<td>Employee’s Age in Years</td>
<td>Employee’s pay-period salary x the amount or rate associated with the employee x Table amount.</td>
<td>3</td>
</tr>
<tr>
<td>ED</td>
<td>Pay-Period Salary</td>
<td>Table amount equals the actual amount of the DBA.</td>
<td>1</td>
</tr>
<tr>
<td>EH</td>
<td>Pay-Period Salary</td>
<td>The number of hours worked by the employee x Table amount or rate.</td>
<td>1</td>
</tr>
<tr>
<td>EP</td>
<td>Pay-Period Salary</td>
<td>Employee's gross earnings for the current period x Table amount or rate.</td>
<td>1</td>
</tr>
<tr>
<td>EQ</td>
<td>Pay-Period Salary</td>
<td>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.</td>
<td>1</td>
</tr>
<tr>
<td>ER</td>
<td>Pay-Period Salary</td>
<td>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.</td>
<td>1</td>
</tr>
<tr>
<td>ES</td>
<td>Employee’s Age in Years</td>
<td>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.</td>
<td>3 or 9</td>
</tr>
<tr>
<td>ET</td>
<td>Employee’s Age in Years</td>
<td>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.</td>
<td>3 or 9</td>
</tr>
<tr>
<td>EY</td>
<td>Employee’s Age in Years</td>
<td>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.</td>
<td>3 or 9</td>
</tr>
<tr>
<td>EZ</td>
<td>Employee’s Age in Years</td>
<td>Employee’s pay-period salary x by the amount or rate associated with the employee. Result rounded up to the next 1000 / 1000.</td>
<td>3 or 9</td>
</tr>
<tr>
<td>E%</td>
<td>Employee’s Age or Pay-Period Salary</td>
<td>Employee’s pay-period salary x Table amount or rate x Excess rate in the table.</td>
<td>3, 9, or 1</td>
</tr>
</tbody>
</table>
## Based or Calculated on Monthly Salary

<table>
<thead>
<tr>
<th>Table Method</th>
<th>Lower/Upper Ranges Represent</th>
<th>Calculation</th>
<th>Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>NA</td>
<td>Monthly Salary</td>
<td>Table amount x amount or rate retrieved from one of the 5 DBA files associated with the employee.</td>
<td>1</td>
</tr>
<tr>
<td>NB</td>
<td>Employee’s Age in Years</td>
<td>Employee’s monthly salary x amount or rate associated with the employee x Table amount.</td>
<td>3</td>
</tr>
<tr>
<td>ND</td>
<td>Monthly Salary</td>
<td>Table amount equals the actual amount of the DBA.</td>
<td>1</td>
</tr>
<tr>
<td>NH</td>
<td>Monthly Salary</td>
<td>Number of hours worked by the employee x Table amount or rate.</td>
<td>1</td>
</tr>
<tr>
<td>NP</td>
<td>Monthly Salary</td>
<td>Employee’s gross earnings for the current period x Table amount or rate.</td>
<td>1</td>
</tr>
<tr>
<td>NQ</td>
<td>Monthly Salary</td>
<td>Employee’s monthly salary x amount or rate associated with the employee.</td>
<td>1</td>
</tr>
<tr>
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<td>Result rounded down to the next 1000 x Table amount or rate.</td>
<td></td>
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<tr>
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</tr>
<tr>
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<td></td>
<td>Result rounded up to the next 1000 x Table amount or rate.</td>
<td></td>
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<tr>
<td>NS</td>
<td>Employee’s Age in Years</td>
<td>Employee’s monthly salary x amount or rate associated with the employee.</td>
<td>3 or 9</td>
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<td>Result rounded up to the next 1000 x Table amount or rate.</td>
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<td>Employee’s monthly salary x amount or rate associated with the employee.</td>
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<td>Result rounded down to the next 1000 x Table amount or rate.</td>
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<td>Employee’s monthly salary x amount or rate associated with the employee.</td>
<td>3 or 9</td>
</tr>
<tr>
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<td></td>
<td>Result rounded down to the next 1000 / 1000.</td>
<td></td>
</tr>
<tr>
<td></td>
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<td>The system does not calculate a DBA amount.</td>
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<tr>
<td>NZ</td>
<td>Employee’s Age in Years</td>
<td>Employee’s monthly salary x by the amount or rate associated with the employee.</td>
<td>3 or 9</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Result rounded up to the next 1000 / 1000.</td>
<td></td>
</tr>
<tr>
<td>N%</td>
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<td>Employee’s monthly salary x Table amount or rate x Excess rate in the table.</td>
<td>3, 9, or 1</td>
</tr>
</tbody>
</table>
## Based or Calculated on Annual Salary

<table>
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<th>Table Method</th>
<th>Lower/Upper Ranges Represent</th>
<th>Calculation</th>
<th>Method</th>
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</thead>
<tbody>
<tr>
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<td>Annual Salary</td>
<td>Table amount x amount or rate retrieved from one of the 3 DBA files associated with the employee.</td>
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</tr>
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<td>AB</td>
<td>Employee’s Age in Years</td>
<td>Employee’s annual salary x amount or rate associated with the employee x Table amount.</td>
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</tr>
<tr>
<td>AD</td>
<td>Annual Salary</td>
<td>Table amount equals the actual amount of the DBA.</td>
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</tr>
<tr>
<td>AH</td>
<td>Annual Salary</td>
<td>Number of hours worked by the employee x Table amount or rate.</td>
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</tr>
<tr>
<td>AP</td>
<td>Annual Salary</td>
<td>Employee’s gross earnings for the current period x Table amount or rate.</td>
<td>1</td>
</tr>
<tr>
<td>AQ</td>
<td>Annual Salary</td>
<td>Employee’s annual salary x amount or rate associated with the employee.</td>
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</tr>
<tr>
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<td></td>
<td>Result rounded down to the next 1000 x Table amount or rate.</td>
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<td>Annual Salary</td>
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<td>Result rounded up to the next 1000 x Table amount or rate.</td>
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<td>Employee’s Age in Years</td>
<td>Employee’s annual salary x amount or rate associated with the employee.</td>
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<td>Employee’s annual salary x amount or rate associated with the employee.</td>
<td>3 or 9</td>
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<td></td>
<td>Result rounded down to the next 1000 x Table amount or rate.</td>
<td></td>
</tr>
<tr>
<td>AY</td>
<td>Employee’s Age in Years</td>
<td>Employee’s annual salary x amount or rate associated with the employee.</td>
<td>3 or 9</td>
</tr>
<tr>
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<td></td>
<td>Result rounded down to the next 1000 / 1000.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>The system does not calculate a DBA amount.</td>
<td></td>
</tr>
<tr>
<td>AZ</td>
<td>Employee’s Age in Years</td>
<td>Employee’s annual salary x by the amount or rate associated with the employee.</td>
<td>3 or 9</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Result rounded up to the next 1000 / 1000.</td>
<td></td>
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<td>A%</td>
<td>Employee’s Age or Annual Salary</td>
<td>Employee’s annual salary x Table amount or rate x Excess rate in the table.</td>
<td>3, 9, or 1</td>
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</table>
## Based or Calculated on Life Insurance Salary

<table>
<thead>
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<th>Lower/Upper Ranges Represent</th>
<th>Calculation</th>
<th>Method</th>
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</thead>
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<td>Table amount x amount or rate retrieved from one of the 3 DBA files associated with the employee.</td>
<td>1</td>
</tr>
<tr>
<td>IB</td>
<td>Employee's Age in Years</td>
<td>Employee's life insurance salary x amount or rate associated with the employee x Table amount.</td>
<td>3</td>
</tr>
<tr>
<td>ID</td>
<td>Life Insurance Salary</td>
<td>Table amount equals the actual amount of the DBA.</td>
<td>1</td>
</tr>
<tr>
<td>IH</td>
<td>Life Insurance Salary</td>
<td>Number of hours worked by the employee x Table amount or rate.</td>
<td>1</td>
</tr>
<tr>
<td>IP</td>
<td>Life Insurance Salary</td>
<td>Employee's gross earnings for the current period x Table amount or rate.</td>
<td>1</td>
</tr>
<tr>
<td>IQ</td>
<td>Life Insurance Salary</td>
<td>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.</td>
<td>1</td>
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<tr>
<td>IR</td>
<td>Life Insurance Salary</td>
<td>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.</td>
<td>1</td>
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<tr>
<td>IS</td>
<td>Employee’s Age in Years</td>
<td>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.</td>
<td>3 or 9</td>
</tr>
<tr>
<td>IT</td>
<td>Employee’s Age in Years</td>
<td>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.</td>
<td>3 or 9</td>
</tr>
<tr>
<td>IY</td>
<td>Employee’s Age in Years</td>
<td>Employee’s life insurance salary x amount or rate associated with the employee. Result rounded down to the next 1000 / 1000. The system does not calculate a DBA amount.</td>
<td>3 or 9</td>
</tr>
<tr>
<td>IZ</td>
<td>Employee’s Age in Years</td>
<td>Employee’s life insurance salary x by the amount or rate associated with the employee. Result rounded up to the next 1000 / 1000.</td>
<td>3 or 9</td>
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<tr>
<td>I%</td>
<td>Employee’s Age or Life Insurance Salary</td>
<td>Employee’s life insurance salary x Table amount or rate x Excess rate in the table.</td>
<td>3, 9, or 1</td>
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</tbody>
</table>
## Based or Calculated on Second Life Insurance Salary

<table>
<thead>
<tr>
<th>Table Method</th>
<th>Lower/Upper Ranges Represent</th>
<th>Calculation</th>
<th>Method</th>
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</thead>
<tbody>
<tr>
<td>FA</td>
<td>2nd Life Insurance Salary</td>
<td>Table amount x amount or rate retrieved from one of the 3 DBA files associated with the employee.</td>
<td>1</td>
</tr>
<tr>
<td>FB</td>
<td>Employee's Age in Years</td>
<td>Employee's 2nd life insurance salary x amount or rate associated with the employee x Table amount.</td>
<td>3</td>
</tr>
<tr>
<td>FD</td>
<td>2nd Life Insurance Salary</td>
<td>Table amount equals the actual amount of the DBA.</td>
<td>1</td>
</tr>
<tr>
<td>FH</td>
<td>2nd Life Insurance Salary</td>
<td>Number of hours worked by the employee x Table amount or rate.</td>
<td>1</td>
</tr>
<tr>
<td>FP</td>
<td>2nd Life Insurance Salary</td>
<td>Employee's gross earnings for the current period x Table amount or rate.</td>
<td>1</td>
</tr>
<tr>
<td>FQ</td>
<td>2nd Life Insurance Salary</td>
<td>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.</td>
<td>1</td>
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<tr>
<td>FR</td>
<td>2nd Life Insurance Salary</td>
<td>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.</td>
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<tr>
<td>FS</td>
<td>Employee's Age in Years</td>
<td>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.</td>
<td>3 or 9</td>
</tr>
<tr>
<td>FT</td>
<td>Employee's Age in Years</td>
<td>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.</td>
<td>3 or 9</td>
</tr>
<tr>
<td>FY</td>
<td>Employee's Age in Years</td>
<td>Employee's 2nd life insurance salary x amount or rate associated with the employee. Result rounded down to the next 1000 / 1000. The system does not calculate a DBA amount.</td>
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</tr>
<tr>
<td>FZ</td>
<td>Employee's Age in Years</td>
<td>Employee's 2nd life insurance salary x by the amount or rate associated with the employee. Result rounded up to the next 1000 / 1000.</td>
<td>3 or 9</td>
</tr>
<tr>
<td>P%</td>
<td>Employee's Age or 2nd Life Insurance Salary</td>
<td>Employee's 2nd life insurance salary x Table amount or rate x Excess rate in the table.</td>
<td>3, 9, or 1</td>
</tr>
</tbody>
</table>
## Based or Calculated on Leave-of-Absence Date

<table>
<thead>
<tr>
<th>Table Method</th>
<th>Lower/Upper Ranges Represent</th>
<th>Calculation</th>
<th>Method</th>
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</thead>
<tbody>
<tr>
<td>LA</td>
<td>Months of Service from Leave of Absence</td>
<td>Table amount x amount or rate retrieved from one of the 3 DBA files associated with the employee.</td>
<td>2</td>
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<tr>
<td>LB</td>
<td>Months of Service from Leave of Absence</td>
<td>Table amount x amount or rate associated with the employee. This method generates no dollars, only hours.</td>
<td>2</td>
</tr>
<tr>
<td>LH</td>
<td>Months of Service from Leave of Absence</td>
<td>Table amount x Number of hours worked equalling hours to accrue x Employee's hourly rate for the DBA amount.</td>
<td>2</td>
</tr>
<tr>
<td>L1</td>
<td>Months of Service from Leave of Absence</td>
<td>Table amount x Number of hours worked equalling hours to accrue x Employee's hourly rate for the DBA amount.</td>
<td>2</td>
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<tr>
<td>LR</td>
<td>Months of Service from Leave of Absence</td>
<td>Table amount x Number of hours worked equalling the DBA amount.</td>
<td>2</td>
</tr>
<tr>
<td>L$</td>
<td>Months of Service from Leave of Absence</td>
<td>Table amount equals the actual amount of the DBA.</td>
<td>2</td>
</tr>
<tr>
<td>L%</td>
<td>Months of Service from Leave of Absence</td>
<td>Employee's gross earnings x Table rate percentage.</td>
<td>2</td>
</tr>
<tr>
<td>L1</td>
<td>Months of Service from Leave of Absence</td>
<td>Employee's annual salary x Table amount or rate x Excess rate.</td>
<td>2</td>
</tr>
<tr>
<td>L2</td>
<td>Months of Service from Leave of Absence</td>
<td>Employee's pay-period salary x Table amount or rate x Excess rate in the table.</td>
<td>2</td>
</tr>
<tr>
<td>L3</td>
<td>Months of Service from Leave of Absence</td>
<td>Employee's monthly salary x Table amount or rate x Excess rate in the table.</td>
<td>2</td>
</tr>
<tr>
<td>L4</td>
<td>Months of Service from Leave of Absence</td>
<td>Employee's life insurance salary x Table amount or rate x Excess rate in the table.</td>
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</tr>
<tr>
<td>L5</td>
<td>Months of Service from Leave of Absence</td>
<td>Employee's 2nd life insurance salary x Table amount or rate x Excess rate in the table.</td>
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Based or Calculated on Original Hire Date

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<th>Lower/Upper Ranges Represent</th>
<th>Calculation</th>
<th>Method</th>
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<td>Table amount x amount or rate retrieved from one of the 3 DBA files associated with the employee.</td>
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</tr>
<tr>
<td>OB</td>
<td>Months of Service from Original Hire Date</td>
<td>Table amount x amount or rate associated with the employee. This method generates no dollars, only hours.</td>
<td>2</td>
</tr>
<tr>
<td>OH</td>
<td>Months of Service from Original Hire Date</td>
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</tr>
<tr>
<td>OI</td>
<td>Months of Service from Original Hire Date</td>
<td>Table amount x Number of hours worked equalling hours to accrue x Employee’s hourly rate for the DBA amount.</td>
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</tr>
<tr>
<td>OR</td>
<td>Months of Service from Original Hire Date</td>
<td>Table amount x Number of hours worked equalling the DBA amount.</td>
<td>2</td>
</tr>
<tr>
<td>O$</td>
<td>Months of Service from Original Hire Date</td>
<td>Table amount equals the actual amount of the DBA.</td>
<td>2</td>
</tr>
<tr>
<td>O%</td>
<td>Months of Service from Original Hire Date</td>
<td>Employee’s gross earnings x Table rate percentage.</td>
<td>2</td>
</tr>
<tr>
<td>O1</td>
<td>Months of Service from Original Hire Date</td>
<td>Employee’s annual salary x Table amount or rate x Excess rate.</td>
<td>2</td>
</tr>
<tr>
<td>O2</td>
<td>Months of Service from Original Hire Date</td>
<td>Employee’s pay-period salary x Table amount or rate x Excess rate in the table.</td>
<td>2</td>
</tr>
<tr>
<td>O3</td>
<td>Months of Service from Original Hire Date</td>
<td>Employee’s monthly salary x Table amount or rate x Excess rate in the table.</td>
<td>2</td>
</tr>
<tr>
<td>O4</td>
<td>Months of Service from Original Hire Date</td>
<td>Employee’s life insurance salary x Table amount or rate x Excess rate in the table.</td>
<td>2</td>
</tr>
<tr>
<td>O5</td>
<td>Months of Service from Original Hire Date</td>
<td>Employee’s 2nd life insurance salary x Table amount or rate x Excess rate in the table.</td>
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# Based or Calculated on Participation Date

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<td>Table amount x amount or rate retrieved from one of the 3 DBA files associated with the employee.</td>
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</tr>
<tr>
<td>PB</td>
<td>Months of Service from Participation Date</td>
<td>Table amount x amount or rate associated with the employee. This method generates no dollars, only hours.</td>
<td>2</td>
</tr>
<tr>
<td>PH</td>
<td>Months of Service from Participation Date</td>
<td>Table amount x Number of hours worked equalling hours to accrue x Employee's hourly rate for the DBA amount.</td>
<td>2</td>
</tr>
<tr>
<td>PI</td>
<td>Months of Service from Participation Date</td>
<td>Table amount x Number of hours worked equalling hours to accrue x Employee's hourly rate for the DBA amount.</td>
<td>2</td>
</tr>
<tr>
<td>PR</td>
<td>Months of Service from Participation Date</td>
<td>Table amount x Number of hours worked equalling the DBA amount.</td>
<td>2</td>
</tr>
<tr>
<td>PS</td>
<td>Months of Service from Participation Date</td>
<td>Table amount equals the actual amount of the DBA.</td>
<td>2</td>
</tr>
<tr>
<td>P%</td>
<td>Months of Service from Participation Date</td>
<td>Employee's gross earnings x Table rate percentage.</td>
<td>2</td>
</tr>
<tr>
<td>P1</td>
<td>Months of Service from Participation Date</td>
<td>Employee's annual salary x Table amount or rate x Excess rate.</td>
<td>2</td>
</tr>
<tr>
<td>P2</td>
<td>Months of Service from Participation Date</td>
<td>Employee's pay-period salary x Table amount or rate x Excess rate in the table.</td>
<td>2</td>
</tr>
<tr>
<td>P3</td>
<td>Months of Service from Participation Date</td>
<td>Employee's monthly salary x Table amount or rate x Excess rate in the table.</td>
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</tr>
<tr>
<td>P4</td>
<td>Months of Service from Participation Date</td>
<td>Employee's life insurance salary x Table amount or rate x Excess rate in the table.</td>
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</tr>
<tr>
<td>P5</td>
<td>Months of Service from Participation Date</td>
<td>Employee's 2nd life insurance salary x Table amount or rate x Excess rate in the table.</td>
<td>2</td>
</tr>
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</table>
## Based or Calculated on Start Date

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<th>Lower/Upper Ranges Represent</th>
<th>Calculation</th>
<th>Method</th>
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<td>Table amount x amount or rate retrieved from one of the 3 DBA files associated with the employee.</td>
<td>2</td>
</tr>
<tr>
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<td>Months of Service from Start Date</td>
<td>Table amount x amount or rate associated with the employee. This method generates no dollars, only hours.</td>
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</tr>
<tr>
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<td>2</td>
</tr>
<tr>
<td>SI</td>
<td>Months of Service from Start Date</td>
<td>Table amount x Number of hours worked equalling hours to accrue x Employee’s hourly rate for the DBA amount.</td>
<td>2</td>
</tr>
<tr>
<td>SR</td>
<td>Months of Service from Start Date</td>
<td>Table amount x Number of hours worked equalling the DBA amount.</td>
<td>2</td>
</tr>
<tr>
<td>S$</td>
<td>Months of Service from Start Date</td>
<td>Table amount equals the actual amount of the DBA.</td>
<td>2</td>
</tr>
<tr>
<td>S%</td>
<td>Months of Service from Start Date</td>
<td>Employee’s gross earnings x Table rate percentage.</td>
<td>2</td>
</tr>
<tr>
<td>S1</td>
<td>Months of Service from Start Date</td>
<td>Employee’s annual salary x Table amount or rate x Excess rate.</td>
<td>2</td>
</tr>
<tr>
<td>S2</td>
<td>Months of Service from Start Date</td>
<td>Employee’s pay-period salary x Table amount or rate x Excess rate in the table.</td>
<td>2</td>
</tr>
<tr>
<td>S3</td>
<td>Months of Service from Start Date</td>
<td>Employee’s monthly salary x Table amount or rate x Excess rate in the table.</td>
<td>2</td>
</tr>
<tr>
<td>S4</td>
<td>Months of Service from Start Date</td>
<td>Employee’s life insurance salary x Table amount or rate x Excess rate in the table.</td>
<td>2</td>
</tr>
<tr>
<td>S5</td>
<td>Months of Service from Start Date</td>
<td>Employee’s 2nd life insurance salary x Table amount or rate x Excess rate in the table.</td>
<td>2</td>
</tr>
</tbody>
</table>

## Based or Calculated on Hours Worked

<table>
<thead>
<tr>
<th>Table Method</th>
<th>Lower/Upper Ranges Represent</th>
<th>Calculation</th>
<th>Method</th>
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<td>HA</td>
<td>Hours Worked</td>
<td>Employee’s total wages / Employee’s total hours x Table amount or rate.</td>
<td>4</td>
</tr>
<tr>
<td>HD</td>
<td>Inception to Date Hours Worked</td>
<td>Table amount equals the actual amount of the DBA.</td>
<td>4</td>
</tr>
<tr>
<td>HP</td>
<td>Inception to Date Hours Worked</td>
<td>Employee’s hours worked during the current period x Table rate.</td>
<td>4</td>
</tr>
<tr>
<td>H1</td>
<td>Hours Worked</td>
<td>Table amount equals the number of hours that the DBA is based on.</td>
<td>4</td>
</tr>
</tbody>
</table>
### Based or Calculated on Gross Amount

<table>
<thead>
<tr>
<th>Table Method</th>
<th>Lower/Upper Ranges Represent</th>
<th>Calculation</th>
<th>Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>GA</td>
<td>Gross Amount</td>
<td>Amount or rate associated with the employee x Table amount.</td>
<td>8</td>
</tr>
<tr>
<td>GD</td>
<td>Gross Amount</td>
<td>Table amount equals the actual amount of the DBA.</td>
<td>8</td>
</tr>
<tr>
<td>GH</td>
<td>Gross Amount</td>
<td>Hours worked x Table amount.</td>
<td>8</td>
</tr>
<tr>
<td>GP</td>
<td>Gross Amount</td>
<td>Amount of employee’s gross earnings x Table rate.</td>
<td>8</td>
</tr>
<tr>
<td>G%</td>
<td>Gross Amount</td>
<td>Amount of employee’s gross earnings x Table rate.</td>
<td>3</td>
</tr>
<tr>
<td>G@</td>
<td>Gross Amount</td>
<td>Amount of employee’s gross earnings x Table rate.</td>
<td>8</td>
</tr>
</tbody>
</table>

### Based or Calculated on Flat Dollar

<table>
<thead>
<tr>
<th>Table Method</th>
<th>Lower/Upper Ranges Represent</th>
<th>Calculation</th>
<th>Method</th>
</tr>
</thead>
</table>
| 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 or Calculated on Pay-Period Number

<table>
<thead>
<tr>
<th>Table Method</th>
<th>Lower/Upper Ranges Represent</th>
<th>Calculation</th>
<th>Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>WD</td>
<td>Pay-Period Number (1–5)</td>
<td>Days worked (based on number of timecard records) x Table amount or rate.</td>
<td>0</td>
</tr>
<tr>
<td>WH</td>
<td>Pay-Period Number (1–5)</td>
<td>Hours worked x Table amount or rate.</td>
<td>0</td>
</tr>
<tr>
<td>WP</td>
<td>Pay-Period Number (1–5)</td>
<td>Pieces produced x Table amount or rate.</td>
<td>0</td>
</tr>
<tr>
<td>W$</td>
<td>Pay-Period Number (1–5)</td>
<td>Table amount equals the actual amount of the DBA.</td>
<td>0</td>
</tr>
<tr>
<td>W%</td>
<td>Pay-Period Number (1–5)</td>
<td>Gross earnings x Table amount or rate.</td>
<td>0</td>
</tr>
</tbody>
</table>
Based or Calculated on Variable Months

<table>
<thead>
<tr>
<th>Table Method</th>
<th>Lower/Upper Ranges Represent</th>
<th>Calculation</th>
<th>Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>MH</td>
<td>Variable Months</td>
<td>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.</td>
<td>6</td>
</tr>
<tr>
<td>MI</td>
<td>Variable Months</td>
<td>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.</td>
<td>6</td>
</tr>
<tr>
<td>MJ</td>
<td>Variable Months</td>
<td>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.</td>
<td>6</td>
</tr>
<tr>
<td>MP</td>
<td>Variable Months</td>
<td>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.</td>
<td>6</td>
</tr>
<tr>
<td>MR</td>
<td>Variable Months</td>
<td>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.</td>
<td>6</td>
</tr>
</tbody>
</table>

Based or Calculated on Excess Life Insurance

<table>
<thead>
<tr>
<th>Table Method</th>
<th>Lower/Upper Ranges Represent</th>
<th>Calculation</th>
<th>Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>XL</td>
<td>Employee’s Age in Years</td>
<td>The “maximum amount” for data dictionary item #XLI–Hours basis. Remainder x Table amount.</td>
<td>3 or 9</td>
</tr>
<tr>
<td>XC</td>
<td>Employee’s Age in Years</td>
<td>The “maximum amount” for data dictionary item #XLC–Hours basis. Remainder x Table amount.</td>
<td>3 or 9</td>
</tr>
</tbody>
</table>
Example: Calculation Table Based on Months of Service

When you set up a table based on months of service, the system uses only whole numbers for the lower and upper limits.

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 in 40.00 the first pay period and 35.00 in the second pay period.
Appendix D — DBA Table Methods Quick Reference

Salary

<table>
<thead>
<tr>
<th>Code</th>
<th>Upper and Lower Range is:</th>
<th>Calculated Basis</th>
<th>Amount = Basis multiplied by:</th>
<th>Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>E</td>
<td>Pay-Period Salary</td>
<td>Employee Rate on DBA Table Amount</td>
<td>Table Amount</td>
<td>1</td>
</tr>
<tr>
<td>N</td>
<td>Monthly Salary</td>
<td>Blank Table Amount is the DBA amount</td>
<td>Table Amount</td>
<td>1</td>
</tr>
<tr>
<td>A</td>
<td>Annual Salary</td>
<td>Hours Worked Table Amount</td>
<td>Table Amount</td>
<td>1</td>
</tr>
<tr>
<td>I</td>
<td>Life Insurance Salary</td>
<td>Current Period Gross Table Amount</td>
<td>Table Amount</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>2nd Life Insurance Salary</td>
<td>Salary x Rate on DBA, rounded down, /1000</td>
<td>Table Amount</td>
<td>1</td>
</tr>
<tr>
<td>R</td>
<td>Salary x Rate on DBA, rounded up, /1000</td>
<td>Salary x Table Amount</td>
<td>Excess Rate</td>
<td>1</td>
</tr>
</tbody>
</table>

Employee's Age

<table>
<thead>
<tr>
<th>Code</th>
<th>Upper and Lower Range is Employee’s Age in Years</th>
<th>Calculated Basis</th>
<th>Amount = Basis multiplied by:</th>
<th>Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>E</td>
<td>Pay-Period Salary</td>
<td>Salary x Rate on DBA</td>
<td>Table Amount</td>
<td>3/9</td>
</tr>
<tr>
<td>N</td>
<td>Monthly Salary</td>
<td>Salary x Rate on DBA, rounded up, /1000</td>
<td>Table Amount is the DBA amount</td>
<td>3/9</td>
</tr>
<tr>
<td>A</td>
<td>Annual Salary</td>
<td>Salary x Rate on DBA, rounded down, /1000</td>
<td>Table Amount</td>
<td>3/9</td>
</tr>
</tbody>
</table>
### Payroll

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y</td>
<td>Salary x Rate on DBA, rounded down, /1000 (no DBA amount)</td>
<td>3/9</td>
</tr>
<tr>
<td>Z</td>
<td>Salary x Rate on DBA, rounded up, /1000 (no DBA amount)</td>
<td>3/9</td>
</tr>
<tr>
<td>%</td>
<td>Salary x Table Amount</td>
<td>3/9</td>
</tr>
</tbody>
</table>

### Dates

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>L</td>
<td>Leave-of-Absence Date</td>
</tr>
<tr>
<td>O</td>
<td>Original Hire Date</td>
</tr>
<tr>
<td>P</td>
<td>Participation Date</td>
</tr>
<tr>
<td>S</td>
<td>Start Date</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>Calculated Basis</th>
<th>Amount = Basis multiplied by:</th>
<th>Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Table Amount</td>
<td>Employee Rate on DBA (employee’s hourly rate if blank)</td>
<td>2</td>
</tr>
<tr>
<td>B</td>
<td>Table Amount</td>
<td>Amount is always zero (accrual only)</td>
<td>2</td>
</tr>
<tr>
<td>H</td>
<td>Table Amount x Hours Worked</td>
<td>Employee Rate on DBA (employee’s hourly rate if blank)</td>
<td>2</td>
</tr>
<tr>
<td>I</td>
<td>Table Amount x Hours Worked</td>
<td>Amount is always zero (accrual only)</td>
<td>2</td>
</tr>
<tr>
<td>R</td>
<td>Hours Worked</td>
<td>Table Amount</td>
<td>2</td>
</tr>
<tr>
<td>$</td>
<td>Blank</td>
<td>Table Amount is the the DBA amount</td>
<td>2</td>
</tr>
<tr>
<td>%</td>
<td>Table Amount (no basis on calculated DBA)</td>
<td>Gross Earnings (rate on table is a percentage)</td>
<td>2</td>
</tr>
<tr>
<td>1</td>
<td>Table Amount x Annual Salary</td>
<td>Excess Rate</td>
<td>2</td>
</tr>
<tr>
<td>2</td>
<td>Table Amount x Pay-Period Salary</td>
<td>Excess Rate</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>Table Amount x Monthly Salary</td>
<td>Excess Rate</td>
<td>2</td>
</tr>
<tr>
<td>4</td>
<td>Table Amount x Life Insurance Salary</td>
<td>Excess Rate</td>
<td>2</td>
</tr>
<tr>
<td>5</td>
<td>Table Amount x 2nd Life Insurance Salary</td>
<td>Excess Rate</td>
<td>2</td>
</tr>
</tbody>
</table>
### Gross Amount

<table>
<thead>
<tr>
<th>Code</th>
<th>Upper and Lower Range is:</th>
<th>Amount = Basis multiplied by:</th>
<th>Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>G</td>
<td>Gross Amount</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>Calculated Basis</th>
<th>Amount = Basis multiplied by:</th>
<th>Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Employee Rate on DBA</td>
<td>Table Amount</td>
<td>8</td>
</tr>
<tr>
<td>D</td>
<td>Blank</td>
<td>Table Amount is the DBA Amount</td>
<td>8</td>
</tr>
<tr>
<td>H</td>
<td>Hours Worked</td>
<td>Table Amount (rate on table is a percentage)</td>
<td>8</td>
</tr>
<tr>
<td>P</td>
<td>Current Period Gross</td>
<td>Table Amount (rate on table is a percentage)</td>
<td>8</td>
</tr>
<tr>
<td>@</td>
<td>Current Period Gross (uses YTD Gross)</td>
<td>Table Amount</td>
<td>8</td>
</tr>
</tbody>
</table>

### Hours Worked

<table>
<thead>
<tr>
<th>Code</th>
<th>Upper and Lower Range is:</th>
<th>Amount = Basis multiplied by:</th>
<th>Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>H</td>
<td>Hours Worked</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>Calculated Basis</th>
<th>Amount = Basis multiplied by:</th>
<th>Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Average Hourly Rate (basis on DBA is Hours Worked)</td>
<td>Table Amount</td>
<td>4</td>
</tr>
<tr>
<td>D</td>
<td>Table Amount</td>
<td>Table Amount is the DBA Amount</td>
<td>4</td>
</tr>
<tr>
<td>P</td>
<td>Current Period Hours x Table Amount (uses ITD Hours)</td>
<td>Employee’s Hourly Rate</td>
<td>4</td>
</tr>
<tr>
<td>1</td>
<td>Table Amount</td>
<td>Employee Rate on DBA</td>
<td>4</td>
</tr>
</tbody>
</table>

### Pay-Period Number

<table>
<thead>
<tr>
<th>Code</th>
<th>Upper and Lower Range is:</th>
<th>Amount = Basis multiplied by:</th>
<th>Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>W</td>
<td>Pay-Period Number (1 – 5)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>Calculated Basis</th>
<th>Amount = Basis multiplied by:</th>
<th>Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>D</td>
<td>Number of timecard records with different dates</td>
<td>Table Amount</td>
<td>0</td>
</tr>
<tr>
<td>H</td>
<td>Hours Worked</td>
<td>Table Amount</td>
<td>0</td>
</tr>
<tr>
<td>P</td>
<td>Pieces Produced</td>
<td>Table Amount</td>
<td>0</td>
</tr>
<tr>
<td>$</td>
<td>Blank</td>
<td>Table Amount is the DBA Amount</td>
<td>0</td>
</tr>
<tr>
<td>%</td>
<td>Current Period Gross</td>
<td>Table Amount (rate on table is a percentage)</td>
<td>0</td>
</tr>
</tbody>
</table>
## Miscellaneous

<table>
<thead>
<tr>
<th>Code</th>
<th>Upper and Lower Range is:</th>
</tr>
</thead>
<tbody>
<tr>
<td>DD</td>
<td>Hours Worked</td>
</tr>
<tr>
<td>DH</td>
<td>Hours Worked</td>
</tr>
<tr>
<td>DP</td>
<td>Pieces Produced</td>
</tr>
<tr>
<td>DL</td>
<td>Employee’s Age in Years</td>
</tr>
<tr>
<td>XL</td>
<td>Employee’s Age in Years</td>
</tr>
<tr>
<td>XC</td>
<td>Employee’s Age in Years</td>
</tr>
<tr>
<td>G%</td>
<td>Employee’s Age in Years</td>
</tr>
<tr>
<td>M?</td>
<td>Variable Months</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>Calculated Basis</th>
<th>Amount = Basis multiplied by:</th>
<th>Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>DD</td>
<td></td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>DH</td>
<td></td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>DP</td>
<td></td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>DL</td>
<td></td>
<td>3/9</td>
<td></td>
</tr>
<tr>
<td>XL</td>
<td></td>
<td>3/9</td>
<td></td>
</tr>
<tr>
<td>XC</td>
<td></td>
<td>3/9</td>
<td></td>
</tr>
<tr>
<td>G%</td>
<td></td>
<td>3/9</td>
<td></td>
</tr>
<tr>
<td>M?</td>
<td>(Rarely used. Refer to other resources for specifics.)</td>
<td>6</td>
<td></td>
</tr>
</tbody>
</table>
Appendix E — DBA Troubleshooting

The following is a list of questions you should research 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?

4. What is the value of the Calculate if No Gross field?

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 table code for its calculation?
8. Does the DBA have limits? If it has a limit, has the limit been met?

![DBA Limit Window](image)

9. Are the PDBAs in the Basis of Calculations table correct?

![Basis of Calculations](image)

10. Is the DBA based on another DBA? If so, does that DBA calculate first?
11. Does the DBA have a declining balance? If so, is there an amount due?

12. What is the value of the Calculate in Pre-Payroll field?
13. Has the DBA already been calculated for this period?

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?
19. Does the DBA calculate in a test interim?
20. What is the value of the Z column of the employee’s DBA instructions?
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, labor 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.
### Payroll Journal Batch Proof

**Date:** 7/23/98

<table>
<thead>
<tr>
<th>Payroll ID</th>
<th>Pay Period Journal Batch Proof</th>
<th>Pay Period</th>
<th>Payroll ID</th>
<th>Batch</th>
<th>Account Description</th>
<th>Asset</th>
<th>G/L Account</th>
<th>Debit</th>
<th>Credit</th>
<th>Units</th>
<th>LT</th>
</tr>
</thead>
</table>

**00050 98 08 T2 Payroll Labor Distribution**

<table>
<thead>
<tr>
<th>Co</th>
<th>FY</th>
<th>PN</th>
<th>DT</th>
<th>Ref</th>
<th>Employee JBCD</th>
<th>JBST</th>
<th>Explanation</th>
<th>Debit</th>
<th>Credit</th>
<th>Amounts</th>
<th>LT</th>
</tr>
</thead>
<tbody>
<tr>
<td>00050 98 08 T2 Payroll Labor Distribution</td>
<td>FB083198 Burden</td>
<td>501.1343.02200</td>
<td>98.56</td>
<td>AA</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LD083198 Regular Time</td>
<td>501.1341.02200</td>
<td>308.00</td>
<td>40.00</td>
<td>AA</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**00050 98 08 T3 Actual Burden Journal Entries**

<table>
<thead>
<tr>
<th>Co</th>
<th>FY</th>
<th>PN</th>
<th>DT</th>
<th>Ref</th>
<th>Employee JBCD</th>
<th>JBST</th>
<th>Explanation</th>
<th>Subldg-Ty-Phase</th>
<th>Debit</th>
<th>Credit</th>
<th>Units</th>
<th>LT</th>
</tr>
</thead>
<tbody>
<tr>
<td>00050 98 08 T3 Actual Burden Journal Entries</td>
<td>BT083198 Burden</td>
<td>501.1343.02200</td>
<td>421.68</td>
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**00100 98 08 T1 Payroll Disbursement Entries**

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- **Credit:** 2,361.80
- **Units:** 88.00
Example 2: Intercompany Settlements between Two Companies

In this example, labor 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 type IC. The document and company totals are in balance.
**Payroll ID:** 693 Batch 6668231  
**Date:** 7/23/98

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Example 3: Intercompany Settlements among Three Companies

In this example, labor is distributed to three companies. The system generates intercompany settlements.

The employee's home company is 100. The employee worked in the following three different 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.
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Example 4: Cash Distributed to Non-Home Company

In this example, labor is distributed to 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 different 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.
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<tr>
<td>00100</td>
<td>98 08 T1 Payroll</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>00100</td>
<td>98 08 T2 Payroll</td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>00100</td>
<td>98 08 T3 Actual Burden</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>
Appendix G — Timecard Derivation Sequence

This appendix lists the sequence that the system uses to derive values for fields on the timecard entry forms.

<table>
<thead>
<tr>
<th>Item</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time card Record Type</td>
<td>Keyed on Timecard Entry</td>
<td>Employee Master (F060116)</td>
<td>Default – 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Payroll</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Combined</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Billing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pay Type</td>
<td>Keyed on Timecard Entry</td>
<td>Option – U Union Rate table (F069126)</td>
<td>Option – E Occupational Rate table for Regular Pay Only (F060146)</td>
<td>Labor Distribution table</td>
<td></td>
</tr>
<tr>
<td>Date Worked</td>
<td>Keyed on Timecard Entry</td>
<td>Defaults to Pay Period Ending for autopay</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Home Company</td>
<td>Keyed on Timecard Entry</td>
<td>Employee Master (F060116)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Home Business Unit</td>
<td>Local Union Override (F0693006)</td>
<td>Keyed on Timecard Entry</td>
<td>Employee Master (F060116)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Union Code for Wages and Reporting</td>
<td>Keyed on Timecard Entry</td>
<td>Local Union Override (F0693006)</td>
<td>Employee Master (F060116)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Job Type</td>
<td>Keyed on Timecard Entry</td>
<td>Employee Master (F060116)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Job Step</td>
<td>Keyed on Timecard Entry</td>
<td>Employee Master (F060116)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Item</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>----------------------------------------</td>
<td>----------------------------------------</td>
<td>----------------------------------------</td>
<td>----------------------------------------</td>
<td>----------------------------------------</td>
</tr>
<tr>
<td>Labor Distribution Account</td>
<td>Keyed on Timecard Entry</td>
<td>Employee Labor Distribution Instructions (for autopay employees)</td>
<td>Position Account Instructions (F081012)</td>
<td>AAIs (F06904)</td>
<td></td>
</tr>
<tr>
<td>Billing Distribution (Recharges)</td>
<td>Keyed on Timecard Entry</td>
<td>AAIs for any Missing Element RD (F06904)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment Distribution</td>
<td>Keyed on Timecard Entry</td>
<td>AAIs for Object Account ED (F06904)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Job Location</td>
<td>Keyed on Timecard Entry</td>
<td>Business Unit associated with Primary Distribution</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shift Code</td>
<td>Keyed on Timecard Entry</td>
<td>Employee Master (F060116)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shift Differential and Method</td>
<td>Keyed on Timecard Entry</td>
<td>Shift Differential table $/HR or % (F069246)</td>
<td>If Shift Code is blank, retrieve from Pay Type table $/HR (F0690116)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hours Worked</td>
<td>Keyed on Timecard Entry</td>
<td>Autopay Instructions</td>
<td>Labor Distribution table</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rate</td>
<td>Keyed on Timecard Entry</td>
<td>Option – U Union Rate table (F0609126)</td>
<td>Option – U Occupational Rate table (F060146)</td>
<td>Option – E Occupational Rate table (F060146)</td>
<td>Employee Master (F060116 or F060118)</td>
</tr>
<tr>
<td>Base Rate</td>
<td></td>
<td></td>
<td>The derivation of the base rate depends on the derivation of the hourly rate as follows:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• 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.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• If the Occupation Rates table is used, then the rate from the Occupation Rates table is assumed to be the base rate.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• If the hourly rate is manually entered, then the base rate is found by dividing the entered rate by the pay-type multiplier.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• If the employee master rate is used, the base rate is the rate from the Employee Master table.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Item</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>----------------------</td>
<td>----------------------------------------</td>
<td>----------------------------------------</td>
<td>----------------------------------------</td>
<td>----------------------------------------</td>
<td>----------------------------------------</td>
</tr>
<tr>
<td>Gross Pay</td>
<td>Entered Lump Sum Amount</td>
<td>Calculated</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flat Burden %</td>
<td>Employee Master (F060116)</td>
<td>Option – U Use Union Rate table (F069126)</td>
<td>Labor Distribution Business Unit (F0006)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>W/C Insurance</td>
<td>Keyed on Timecard Entry</td>
<td>Labor Distribution Account, update in Cost Code Master (F0901)</td>
<td>Employee Labor Distribution Instructions (F06106)</td>
<td>Option – U Union Rate table (F069126)</td>
<td>Employee Master (F060116)</td>
</tr>
<tr>
<td>Work Tax Area</td>
<td>Keyed on Timecard Entry</td>
<td>Labor Distribution Payroll Business Unit (F0006)</td>
<td>Employee Master (F060116)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Check Route Code</td>
<td>Keyed on Timecard Entry</td>
<td>Employee Master (F060116)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment Rate Code</td>
<td>Keyed on Timecard Entry (F1301)</td>
<td>Distribution Account, update in Cost Code Master (F0901)</td>
<td>Labor Distribution Business Unit, update in Payroll Business Unit or Job Master (F0006)</td>
<td>Rental Rules table (F1302)</td>
<td></td>
</tr>
<tr>
<td>Equipment Rate</td>
<td>Keyed on Timecard Entry</td>
<td>Equipment Rate table</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bank Account</td>
<td>Defined in Pre-Payroll processing option</td>
<td>Interim check entry</td>
<td>AAIs</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix H — Time Entry Upload

The following guidelines apply to formatting tables in order 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 default
- Blank-fill any alphanumeric fields that you want the system 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.
Payroll

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 labor 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
Appendix H — Time Entry Upload

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.

<table>
<thead>
<tr>
<th>Step</th>
<th>Explanation</th>
<th>Tables Read</th>
<th>Tables Updated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll Processing Control (P062001)</td>
<td>Selects timecards based on pay cycle, group, and home company. Assigns lockout code. Creates autopay transactions.</td>
<td>F060116, F06210, F06106, F06116</td>
<td>F060116, F06116, F06210xxx, F0609</td>
</tr>
<tr>
<td>DBA Calculation (P062011)</td>
<td>Calculates all user defined deductions and all benefits/accruals requested (based on gross pay).* (See * on the following page.)</td>
<td>F0609, F06116, F06210, F06146, F06145, F069116</td>
<td>F0609, F0605</td>
</tr>
<tr>
<td>Vertex Workfile Build (P062031)</td>
<td>Calculates current and YTD wages for all tax authorities.</td>
<td>F060116, F06116, F0609, F06136, F06017</td>
<td>F06126</td>
</tr>
<tr>
<td>Payroll Tax Calculation (VPAY020A)</td>
<td>Vertex program calculates all applicable payroll taxes.</td>
<td>F06126</td>
<td>F06126</td>
</tr>
</tbody>
</table>
| Net Deduction Calculation (P062021)      | Calculates all user defined deductions that are based on net pay to generate the following reports:  
  - Deductions Not Taken - R062021  
  - Deductions Arrearage - R062023 | F069116, F06126, F06116, F0609, F06107 | F0609, F06126 |
| Merge Interim Checks (P062041)          | Merges qualifying employee interim checks into pay cycle workfiles to generate the following reports:  
  - Unprocessed Interims - R062042  
  - Terminated Employees - R062041 | F06126I, F06350I, F06126, F06350I, F0609, F06116 | F06126, F06350I, F0609, F06116 |
<table>
<thead>
<tr>
<th>Step</th>
<th>Explanation</th>
<th>Tables Read</th>
<th>Tables Updated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paycheck Workfile Build (P063501)</td>
<td>Calculates detailed transactions used to generate various reports and tables, including: Check Register, Payments in the Print Paychecks step, Payroll registers</td>
<td>F065016 F06116 F0609 F06126 F06136 F06146</td>
<td>F063501</td>
</tr>
<tr>
<td>Time and Pay Register (P0635001)</td>
<td>Reports on time entered and included in the payroll cycle.</td>
<td>F06116 F060116</td>
<td></td>
</tr>
<tr>
<td>Payroll Register (P0635012 and P063013)</td>
<td>Reports that detail employee gross-to-net, available in detail or summary format.</td>
<td>F060116 F063501 F06136 F06146 F06126 F065106</td>
<td></td>
</tr>
<tr>
<td>Federal Tax Distribution Summary (P063170)</td>
<td>Optional report of current, MTD, QTD, and YTD taxes.</td>
<td>F063501 F06136</td>
<td></td>
</tr>
<tr>
<td>Update Status Flag (P062101)</td>
<td>Moves 1 to data field PPST on Pay Cycle Review/Reset.</td>
<td>F06210 F060116</td>
<td>F06210 F060116</td>
</tr>
</tbody>
</table>

* 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 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 chart presents a technical overview of the print payments step of the payroll cycle.

<table>
<thead>
<tr>
<th>Step</th>
<th>Explanation</th>
<th>Tables Read</th>
<th>Tables Updated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auto Deposit Selection (P062301)</td>
<td>Include automatic deposits in the version to display Auto Deposit Selection.</td>
<td>Data area: Net Pay Instructions in version library</td>
<td></td>
</tr>
<tr>
<td>Auto Deposit DREAM Writer Version Processing (P98300)</td>
<td>Include automatic deposits to display the versions available for the Auto Deposit External File Build job.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Auto Deposit Batch Job (J065501)</td>
<td>If autodeposits are included, this job is submitted and performs the following: 1. Creates the Bank Deposit Tape Workfile (P065501) 2. Prints the Auto Deposit Register report (P065051)</td>
<td>F063501 F065506</td>
<td>F065506 F065516</td>
</tr>
<tr>
<td>Print Net Pay Instructions (P06230)</td>
<td>Controls the printing of Net Pay Instructions as necessary.</td>
<td>F063501</td>
<td>F063501</td>
</tr>
</tbody>
</table>
## Technical Overview of Payroll Journal Entries

The following chart presents a technical overview of the payroll journal entries step of the payroll cycle.

<table>
<thead>
<tr>
<th>Step</th>
<th>Explanation</th>
<th>Tables Read</th>
<th>Tables Updated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Benefit/Accrual Calculation (P062012)</td>
<td>Calculates remaining benefits and accruals associated with the employee.</td>
<td>F060116 F0609 F06146 F06145</td>
<td>F0609</td>
</tr>
<tr>
<td>Paycheck Workfile Supplemental (P063503)</td>
<td>Calculates remaining detailed transactions to be used to generate various reports and tables.</td>
<td>F0609</td>
<td>F063501</td>
</tr>
<tr>
<td>Establish Batch for Payroll Journals (P062902)</td>
<td>Creates a batch of payroll journal entries.</td>
<td>F06210</td>
<td>F06210 F0011</td>
</tr>
<tr>
<td>Workers Compensation/General Liability Journal Entries (P062902)</td>
<td>Calculates workers compensation and general liability 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.</td>
<td>F06116 F0609 F06126 F063501</td>
<td>F06290 F0624 (Optional)</td>
</tr>
<tr>
<td>Payroll Intercompany Settlements (P062907)</td>
<td>Determines whether intercompany settlements should be created based upon the employee's home company and where that employee's journal entries were posted.</td>
<td>F06290</td>
<td>F06290</td>
</tr>
<tr>
<td>Summarize Detail Journal Entries (P06228)</td>
<td>Summarizes all detailed journal-entry transactions to the level requested. Creates a member equal to the batch number within the production physical table.</td>
<td>F06290 F06901</td>
<td>F06395</td>
</tr>
<tr>
<td>Journal Batch Proof/Edit (P06229)</td>
<td>Creates the Journal Batch Proof report and edits for error conditions.</td>
<td>F06395 F0901</td>
<td>F0011</td>
</tr>
<tr>
<td>A/P Integration (J06498JQ)</td>
<td>Determines whether accounts payable integration is in effect, based on the A/P flag in company constants.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Appendix I — Technical Overview of the Payroll Cycle

<table>
<thead>
<tr>
<th>Step</th>
<th>Explanation</th>
<th>Tables Read</th>
<th>Tables Updated</th>
</tr>
</thead>
<tbody>
<tr>
<td>A/P Batch Setup</td>
<td>Creates batch header for the current payroll cycle, deletes the previous batch header, and clears the workfiles if you reran an existing payroll ID.</td>
<td>F06210 F06491 F06492 F06490</td>
<td>F06210 F06491 F06492 F06490</td>
</tr>
<tr>
<td>A/P Detail Workfile Build (P06490)</td>
<td>Builds the A/P Voucher Detail Workfile table.</td>
<td>F069096 F06210 F06926 F06927 F069086 F069016 F06904 F063501 F0609 F060116</td>
<td>F06490</td>
</tr>
<tr>
<td>A/P Summary Workfile Build (P064902)</td>
<td>Builds the A/P Voucher Summary table.</td>
<td>F06927 F069086 F0626 F06490</td>
<td>F06492 F06491</td>
</tr>
<tr>
<td>A/P Journal Voucher Creation (P064904)</td>
<td>Creates the batch proof journal entries for accounts payable vouchers.</td>
<td>F06490</td>
<td>F06290</td>
</tr>
<tr>
<td>A/P Journal Compression (P064228)</td>
<td>Summarizes journal entries and prints the Journal Batch Proof report (P06229). Updates the A/P status flag (P062101).</td>
<td>F06914 F069116 F06290 F06395</td>
<td>F06395 F06210</td>
</tr>
</tbody>
</table>
## Technical Overview of the Final Update

The following chart presents a technical overview of the final update step of the payroll cycle.

<table>
<thead>
<tr>
<th>Step</th>
<th>Explanation</th>
<th>Tables Read</th>
<th>Tables Updated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Update Employee History tables (P063901)</td>
<td>Updates the employee history tables and prints the Employee Update report</td>
<td>F06116</td>
<td>F06136</td>
</tr>
<tr>
<td></td>
<td>(R063901). Deletes all workfile records, except F06126 and F063501, which</td>
<td>F0609</td>
<td>F06146</td>
</tr>
<tr>
<td></td>
<td>are held in the PAYRLxxx library. Also updates the autodeposit pre-note</td>
<td>F06126</td>
<td>F06145</td>
</tr>
<tr>
<td></td>
<td>flag in the Employee Master table.</td>
<td>F063501</td>
<td>F06156</td>
</tr>
<tr>
<td></td>
<td></td>
<td>F061261</td>
<td>F06166</td>
</tr>
<tr>
<td></td>
<td></td>
<td>F063501</td>
<td>F06148</td>
</tr>
<tr>
<td></td>
<td></td>
<td>F08370</td>
<td>F0618</td>
</tr>
<tr>
<td></td>
<td></td>
<td>F08371</td>
<td>F0619</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>F0623</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>F06053</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>F060531</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>F0626</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>F06107</td>
</tr>
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<td></td>
<td></td>
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<td>F0607</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>F06106</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>F06226</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>F06216</td>
</tr>
<tr>
<td>Update General Ledger (P06395)</td>
<td>Generates general ledger transactions.</td>
<td>F06395</td>
<td>F0911</td>
</tr>
<tr>
<td>Post General Ledger batch (P09800)</td>
<td>Updates balance records in the general ledger.</td>
<td>F0911</td>
<td>F0902</td>
</tr>
<tr>
<td>Update Integrity table (P063911)</td>
<td>Updates Payroll Integrity table.</td>
<td>F063501</td>
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</tr>
<tr>
<td>Update Employee Master (P06394)</td>
<td>Updates future changes to employee master data.</td>
<td>F06042</td>
<td>F060116</td>
</tr>
</tbody>
</table>
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
- W-2 processing

The following lists contain 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 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**

<table>
<thead>
<tr>
<th>Number</th>
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</tr>
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<td>F06017</td>
<td>Employee Tax Exemptions/Overrides</td>
<td>YA</td>
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<td>Employee Piecerate</td>
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<td>F06042</td>
<td>Employee Future Data Changes</td>
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<tr>
<td>F06106</td>
<td>Employee DBA Instructions and Labor Distribution Instructions</td>
<td>YM</td>
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<td>F06107</td>
<td>Employee Wage Attachment Rules</td>
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### Payroll

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<td>YG</td>
</tr>
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<td>F068606</td>
<td>COBRA Policy</td>
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#### Constants Tables

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<td>Tax Area Information</td>
<td>YP</td>
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<td>F069026</td>
<td>DBA Calculation Tables</td>
<td>Y2</td>
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<td>F069027*</td>
<td>Calculation Table Methods</td>
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<td>F069036</td>
<td>DBA Basis of Calculation</td>
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<td>F06904</td>
<td>Automatic Accounting Instructions</td>
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<td>F069056</td>
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<td>DBA State/Local Tax Exemptions</td>
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<td>F06210</td>
<td>Pre-Payroll Processing Parameters</td>
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<td>Reports Only – DREAM Writer IDs</td>
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<td>Pre-Payroll Country Parameters</td>
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<td>Pre-Payroll Additional Parameters</td>
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<td>Taxation Summary History</td>
<td>YZ</td>
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<td>F06145</td>
<td>Calendar Month DBA Summary History</td>
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<td>Payroll Month DBA Summary History</td>
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<td>Fiscal/Anniversary Year History</td>
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### Transaction Detail and Ledger Tables

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<td>Employee Transactions – Multi-Member PC Support Batch</td>
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# Temporary Workfiles (T-Tables)

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# Workfiles

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**W-2 Processing Tables**

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<td>F06651</td>
<td>Time and Pay Transactions - PC Format</td>
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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:

- Pay-roll cycle processing
- Payroll journal entries
- Payroll history
Payroll-Cycle Processing

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.
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.

alphabetical 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. AAI's 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 AAI's. For example, AAI's 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:
Payroll

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 combination 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.


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. 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
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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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