## JD Edwards World

Canadian Payroll I Guide

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Describes processing payroll in-house and the controls for payroll functions to meet Canadian government regulations.

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# Preface

Welcome to the JD Edwards World Canadian Payroll I Guide.

## Audience

This document is intended for implementers and end users of the JD Edwards World Canadian Payroll system.

## Documentation Accessibility

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## Related Information

For additional information about JD Edwards World applications, features, content, and training, visit the JD Edwards World pages on the JD Edwards Resource Library located at:

http://learnjde.com

## Conventions

The following text conventions are used in this document:

| Convention | Meaning |
| --- | --- |
| **boldface** | Indicates cautionary information or terms defined in the glossary. |
| *italic* | Indicates book titles or emphasis. |

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# Part I

## Employee Information

This part contains these chapters:

# 1

# Overview to Canadian Payroll

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

This chapter includes the following topics:

- Section 1.1, "System Features"
- Section 1.2, "Terms and Concepts"
- Section 1.3, "Payroll System Flow (Payroll Cycle)"
- Section 1.4, "System Integration"

## 1.1 System Features

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

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

| Task | Description |
|---|---|
| Simplify tax calculations | You can use your Payroll system to:<br><br>■ Identify an unlimited number of taxing entities.<br><br>■ Take advantage of the payroll tax program that integrates with the Payroll system. This program, supplied by Vertex, calculates federal and Quebec taxes.<br><br>■ Calculate taxes for bonuses and other supplemental pay to accommodate different taxing methods, such as concurrent, previous, and cumulative aggregation. |
| Track complete employee information | Eliminate redundant data entry and improve communication between departments by using JD Edwards World integrated Payroll and Human Resource systems. |
| Give employees a variety of payment options | You can set up employees to receive their payments by cheque, automatic deposit, cash, or any combination of these forms of payment. |
| Choose from a variety of time entry methods | To record employees' time, you can:<br><br>■ Choose from several methods of entering timecards, including by employee, by business unit, or by day.<br><br>■ Simplify timecard entry by defining default job and pay information at the employee or group level. When necessary, you can override default values.<br><br>■ Eliminate manual timecard entry for salaried employees and hourly employees who work standard hours.<br><br>■ Automatically create overtime pay from regular hours. |
| Process payments outside the payroll cycle | When you need to process payments outside the payroll cycle, you can:<br><br>■ Use the interim cheque feature for special circumstances, such as terminations, pay advances, and vacation pay.<br><br>■ Quickly calculate an employee's gross-to-net pay for a manual or computer-printed cheque. |

| Task | Description |
|---|---|
| Process payrolls efficiently | When you process payrolls, you can: |
| | ■ Select the employees to include in a payroll. You can simultaneously process multiple payrolls for different groups of employees. |
| | ■ Review employees' payroll information before you print payments and make any necessary last-minute changes. You can review (and, if necessary, rerun) the steps in the cycle. |
| | ■ Correct processed timecards and history to account for negative time, and have the system calculate associated DBAs and create reversing entries to provide a solid audit trail.More easily administer your company's benefits plan by associating an inception-to-date (ITD) limit within each range in your calculation table. Having multiple ITD limits associated with a single accrual is useful for companies with fiscal anniversary accruals. |
| | ■ Account for all current pay period activity related to an accrual, so that employees whose pay period amounts fall below an ITD limit, the accrual will be calculated within that same payroll cycle. The accrual will stop calculating if the employee is at or above the ITD limit. |
| | ■ Accurately process deductions for employees who have enough money to take a current deduction, but not the arrearage amount. |
| | ■ Control the sequencing of employees' cheques to make it easier to distribute payments. |
| | ■ Print available and taken accrual amounts other than sick and vacation on all net pay documents and on the payroll register. |
| | ■ Review and report benefit accrual amounts in days rather than hours, as needed. |
| | ■ Print time entry, pay, summary, and tax reports during a payroll processing cycle. |
| | ■ Selectively reconcile computer-generated cheques, manual cheques, auto deposits, or all three types. |
| | ■ Use a payroll register report to validate payroll calculations for accruals and pay type, deduction, and benefit totals. Reviewing this information simplifies the process of reconciling your total accrual liability. |
| | ■ Create journal entries automatically each time you process a payroll. When you integrate JD Edwards World Payroll and General Accounting systems, you can automatically post the journal entries to the general ledger. |
| Submit positive pay data | Immediately after cheques are printed, you can build a positive pay work file for some or all paycheque records to create a bank transmittal file that can be sent to your financial institution. This optional security feature helps prevent cheque-cashing fraud. |
| Review payroll history | Review history for pay types, deductions, benefits, accruals, timecards, paycheques, taxes, and insurance. Being able to review accruals in addition to pay types, deductions, and benefits simplifies the process of reconciling total accrual liability. |
| | You can review historical information online or print history reports. |

| Task | Description |
|---|---|
| Satisfy government reporting requirements | Print federal and Quebec tax reports, year-end forms for employees, and Statistics Canada reports. Use new laser printer formats for all Canadian year-end forms. |
| Prepare required tax forms | Process pay period, monthly, quarterly, and year-end tax forms. Use new laser printer formats for all year-end forms. |

## 1.2 Terms and Concepts

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

- Information about the employee
  - Job type versus job
  - Pay frequency
  - Autopay
- Paying the employee
  - Pay types (transactions)
  - Hourly rates
  - Deductions, benefits, and accruals (DBA transactions)
  - Net pay instructions
- Transferring information to general accounting
  - Automatic Accounting Instructions (AAIs)
- Payments outside the pay cycle
  - Interim cheques

### 1.2.1 Information About the Employee

This section discusses information about the employee.

#### 1.2.1.1 Job Type Versus Job

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

- Job type
- Job (business unit)

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

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

### 1.2.1.2 Pay Frequency

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

### 1.2.1.3 Autopay

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

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

- Salaried employees

- Hourly employees for whom you entered standard hours

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

## 1.2.2 Paying the Employee

This section discusses paying the employee.

### 1.2.2.1 Pay Types (Transactions)

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

### 1.2.2.2 Hourly Rates

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

1. An hourly rate override entered in time entry.

2. A rate for a specific group, such as a union, in a pay rate table.

3. A rate per employee by job type using occupational pay rates.

4. A rate per pay grade in the Pay Grade Step Table.

5. A rate per employee.

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

### 1.2.2.3 Deductions, Benefits, and Accruals (DBA Transactions)

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

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

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

*Figure 1–1 Transactions in the Payroll Process*
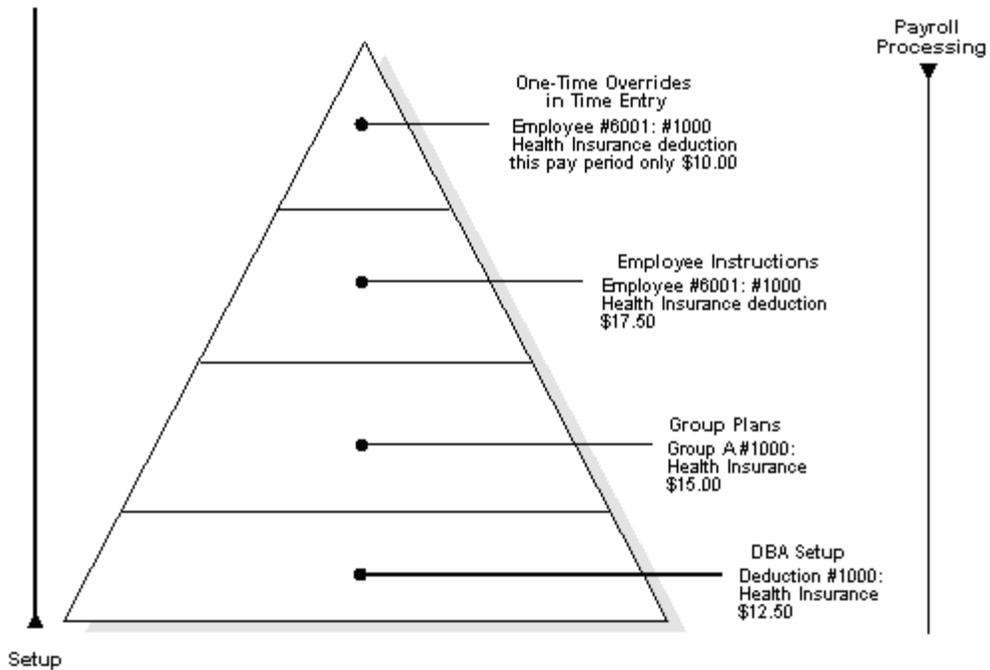


### 1.2.2.4 Net Pay Instructions

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

- Cheque

- Automatic deposit

- Cash

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

In addition to vacation and sick accruals, you can enter a field value to print available and taken amounts on all net pay documents and the payroll register.

## 1.2.3 Transferring Information to General Accounting

This section discusses transferring information to general accounting.

### 1.2.3.1 Automatic Accounting Instructions (AAIs)

You set up tables of AAIs that control the accounts to which the system posts payroll journals. During payroll cycle processing, the Payroll system creates a journal entry of every calculation for every employee included in the cycle. These calculations include salary and wage expenses, cash disbursements, liabilities, and accruals. After it creates and summarizes journal entries, the system passes them to the general ledger.

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

### 1.2.4 Payments Outside the Payroll Cycle

This section discusses payments outside the payroll cycle.

#### 1.2.4.1 Interim Cheques

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

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

Just as with regular payroll cheques, you can submit a positive pay workfile when you print interim cheques to help prevent cheque-cashing fraud.

## 1.3 Payroll System Flow (Payroll Cycle)

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

*Figure 1–2   Payroll Cycle*
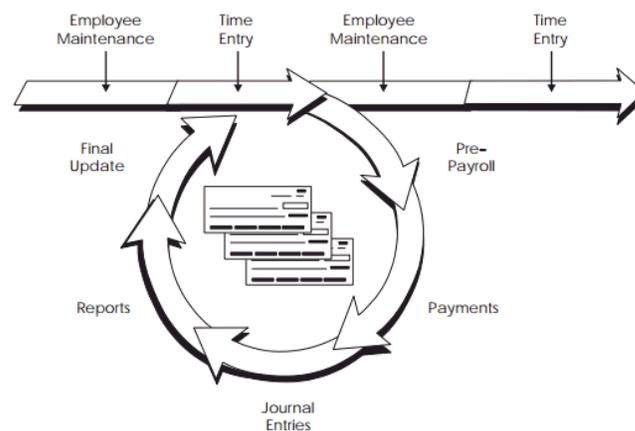


## 1.4 System Integration

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

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

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

The Payroll system integrates with the following JD Edwards World systems:

| System | Description |
| --- | --- |
| Address Book | The Address Book system contains the employees' names and addresses. |
| Human Resources | The Human Resources and Payroll systems share a common database of employee information. You can use either system to enter employee information, which is then available to users of both systems. The Human Resources system also incorporates the Benefits Administration system. |

Additionally, the Payroll system integrates with other JD Edwards World systems:

| System | Description |
| --- | --- |
| General Accounting | You can set up your Payroll system to integrate with the General Accounting system so that Payroll automatically updates general ledger transactions and account balances. The Payroll system can create and post transactions to the general ledger using the accounting instructions you define. You can use full detail on your labour accounts and summarize your liabilities and cash accounts. |
| Accounts Payable | You can set up your Payroll system to integrate with the Accounts Payable system, so that you can use payroll information to create vouchers for payroll taxes and other payroll liability amounts. The Payroll system creates vouchers to these payees for employee-paid and company-paid benefits and taxes and for employee obligations. |
| Job Cost | You can use the Payroll system to enter labour and equipment time by day. Then, you can use the Job Cost system to analyze the labour and equipment costs for a job. |
| Service Billing | You can use the Payroll system to enter labour and equipment time by job (business unit). Then, you can use the Service Billing system to bill customers for the labour and equipment expenses associated with that job. You can also use Service Billing to charge customers for payroll burden expenses. |
| Equipment/Plant Management | You can use the Payroll system to enter labour and equipment time. Then, you can use the Equipment/Plant Management system to: <ul><li>Charge a job for use of equipment</li><li>Track labour for equipment maintenance</li><li>Track labour for work orders</li></ul> |
| Contract Billing | You can use the Payroll system to enter labour and equipment time by job (business unit). Then, you can use the Contract Billing system to bill customers for that time. |
| Work Orders | You can use the Payroll system to enter labour and equipment time against a work order. You can use the Work Orders system to identify specific costs of a task or to track equipment repair costs. You can create work orders for small projects and service calls. |

# 2

# Overview to Employee Information

This chapter contains these topics:

- Section 2.1, "Objectives"
- Section 2.2, "About Employee Information"

## 2.1 Objectives

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

## 2.2 About Employee Information

You can enter and maintain employee master and profile information.

Complete the following tasks:

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

### 2.2.1 Employee Master Information

You must create a master record for each employee you want to include in your payroll. After you have entered employee-related information, you must verify that you have entered it correctly. You review the accuracy of the information before you enter timecards to ensure that the timecards for the current payroll cycle have the most current data.

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

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

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

- Promotions

- Raises

- Leaves of absence

- Transfers

- Name and address

## 2.2.2 Employee Profile Information

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

- Emergency contact

- Skills

- Licenses

- Training and educational background

Entering and using employee profile data makes it easy to search on this information to locate employees who meet specific criteria. You do not use the supplemental data in the employee's profile to process payroll.

# 3

# Enter Employee Information

This chapter contains these topics:

## 3.1 Entering Employee Information

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

## 3.2 Entering Employee Master Information

**Navigation**

**From Canadian Payroll Master (G77), choose Employee Information**

**From Employee Information (G7711), choose Employee Entry**

Employee master information consists of three categories:

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

You can set the Employee Entry processing options and the payroll company constants to display additional forms when you enter employee information.

Complete the following tasks:

- Enter employee master information
- Enter employee information in the Address Book
- Enter history and turnover information
- Enter tax information

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

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

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

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

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

**To enter employee master information**

On Employee Entry

*Figure 3–1  Employee Entry*
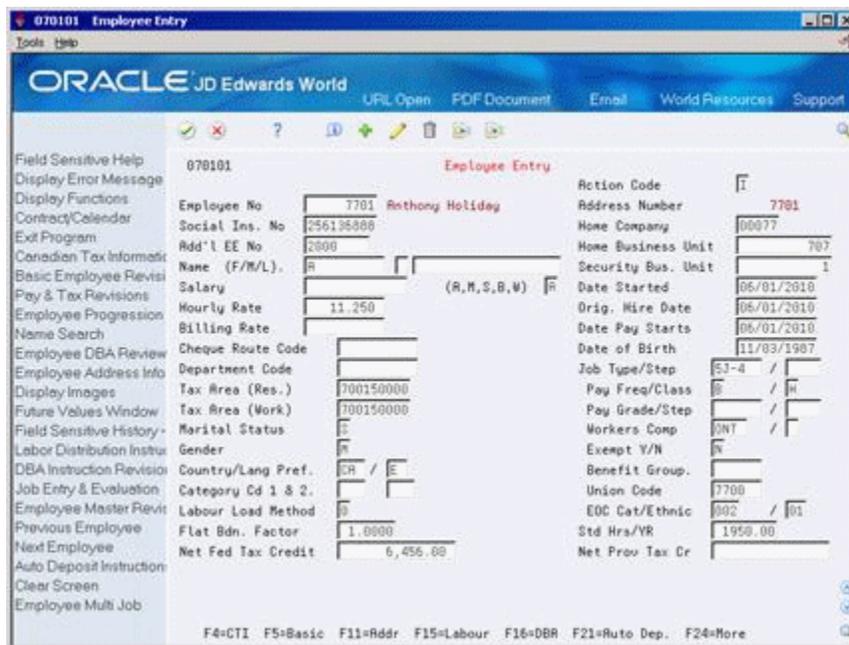


1. To assign a specific employee number, complete the following field:

   - Employee number

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

   - Social Insurance Number

   - Home Company

   - Home Business Unit

   - Name

   - Security Business Unit

   - Date Started

   - Original Hire Date

   - Date Pay Starts

- Date of Birth
- Tax Area (Residence)
- Tax Area (Work)
- Marital Status
- Gender
- EOC Category
- Ethnic Category

3. To include additional identification, complete the following optional fields:

- Additional Employee Number
- Cheque Route Code
- Category Code 1
- Category Code 2

4. To identify job-related information, complete the following fields:

- Pay Frequency
- Pay Class
- Exempt

5. To include additional job-related information, complete the following optional fields:

- Standard Hours per Year
- Job Type
- Job Step
- Pay Grade
- Pay Step
- Workers Compensation
- Benefit Group
- Labour Load Method
- Union Code
- Flat Burden Factor

6. To enter pay rate information, complete one of the following fields:

- Salary
- Hourly Rate
- Billing Rate

7. To enter tax credit information, complete the following fields:

- Net Federal Tax Credit
- Net Provincial Tax Credit

After you enter master information for an employee, you can enter information in the Address Book.

| Field | Explanation |
|---|---|
| Home Company | The company to which the employee is assigned. This code is used to store historical payroll information and to determine accounts for some journal entries. |
| | *Form-specific information* |
| | If you leave this field blank, the system enters the home company code associated with the home business unit. |
| Home Business Unit | The number of the business unit in which the employee generally resides. |
| Security Bus. Unit | An alphanumeric field that identifies a separate entity within a business for which you want to track costs. For example, a business unit might be a warehouse location, job, project, work center, or branch/plant. |
| | You can assign a business unit to a voucher, invoice, fixed asset, and so on, for purposes of responsibility reporting. For example, the system provides reports of open accounts payable and accounts receivable by business units to track equipment by responsible department. |
| | Security for this field can prevent you from locating business units for which you have no authority. |
| | **Note**: The system uses this value for Journal Entries if you do not enter a value in the AAI table. |
| | *Form-specific information* |
| | A business unit number that secures the employee's record from unauthorized access. Any user not authorized to access this business unit cannot access this employee's record. |
| Date Started | The date on which the employee actually reported to work for the most recent period of hire. When an employee initially begins working, the default is the original hire date. If no original hire date exists, the system uses the current date. This field can be updated multiple times if, for example, an employee is a seasonal worker. |
| | For the calculation tables in Payroll and the eligibility tables and date codes in Human Resources, the system also uses this date as a start date when it calculates deductions, benefits, and accruals. |
| Orig. Hire Date | The date on which the employee was originally hired by the company. If the employee was terminated and subsequently rehired, the new start date will be represented by data field Date Started (DST). |
| Date Pay Starts | The date that an employee may begin participating in the company's benefit plans or may be included in payroll processing. |
| | You can also use this field to provide a beginning date for seasonal employees or for employees who work only part of the year (such as a teacher who works only nine months of the year). |
| Tax Area (Res.) | A code that identifies a geographical location and the tax authorities for the employee's residence. Authorities include both employee and employer statutory requirements. In Vertex payroll number tax terminology, this code is synonymous with GeoCode. Refer to Vertex System's Master GeoCode List for valid codes for your locations. |
| | *Form-specific information* |
| | You can use either the two-digit state code or the nine-digit locality code. It is recommended that you use the two-digit state code if no state or city code is required. |

| Field | Explanation |
| --- | --- |
| Tax Area (Work) | A code that identifies a geographical location and the tax authorities for the employee's work site. Authorities include both employee and employer statutory requirements. In Vertex payroll tax terminology, this code is synonymous with GeoCode. Refer to Vertex System's Master GeoCode List for valid codes for your locations. |
| | *Form-specific information* |
| | You can use either the two-digit state code or the nine-digit locality code. It is recommended that you use the two-digit code if no state or city code is required. |
| EOC Cat/Ethnic | A user defined code (07/J) that specifies classifications established by the Canadian Employment Equity Occupational Group (EEOG) for use in reporting levels of minority employment. Do not change any of the codes provided by JD Edwards World and Company. You can add codes if needed. |
| Ethnic Code | A user defined code (07/M) that designates minority classifications according to Canadian Employment Equity standards. The predefined codes provided by JD Edwards World are hard coded and are used by the system to generate EEO reports. Do not change these values. You can add codes if needed. |
| Add'l EE No | An alternate employee number, typically the number from the employee tracking system that your organization used prior to converting to the JD Edwards World system. |
| | When you search using this number, preface the number with a slash (/). |
| Cheque Route Code | A user defined code (07/CR) that specifies the cheque routing or mail stop code. Use this code to sequence the printing of payroll cheques to facilitate their handling and delivery. |
| Category Cd 1 & 2 | Use this category code to fit the needs of your organization. For example, you can set up a category code for any of the following categories: |
| | ■ Division |
| | ■ Supervisor |
| | ■ Branch Office |
| | ■ Health Insurance Plan |
| | ■ Stock Plan |
| | Category Code 1 is used for time entry. |
| | You can use this category code for reporting purposes on timecard and human resources job information. |
| | The JD Edwards World Payroll, Human Resources, and Time Accounting systems use this category code. If your company uses more than one of these systems, coordinate the use of this category code. |

| Field | Explanation |
|-------|-------------|
| Pay Freq/Class | A user defined code (07/PF) that indicates how often an employee is paid. Codes are: |
| | B – Bi-weekly |
| | W – Weekly |
| | S – Semi-monthly |
| | M – Monthly |
| | A – Annually |
| | C – European Annualized |
| | The system uses the value in the Description-2 field on user defined codes to calculate the amount per pay period for a salaried employee. |
| Pay Class (H/S/P) | A code that indicates how an employee is paid. Valid codes are: |
| | " " – Blank |
| | H – Hourly |
| | S – Salaried |
| | P – Piecework |
| Exempt Y/N | A code that indicates whether the employee fits the rules of the Fair Labour Standards Act and thus does not have to be paid for working overtime. Valid codes are: |
| | Y – Yes, the employee fits the rules and does not have to be paid for working overtime. |
| | N – No, the employee does not fit the rules and is to be paid for working overtime. |
| Std Hrs/Year | The number of work hours in the year. When you do not set your payroll company constants to use the Pay Grade Step table as the pay rate source, the system uses this number to compute the hourly rate when you supply the annual salary (or to compute the annual salary when you supply the hourly rate). |
| | When you set your constants to use the Pay Grade Step table as the pay rate source, the system uses the following sequence to search for the standard number of hours that it uses to calculate the salary or hourly rate per pay period: |
| | ■  Employee entry forms (this field) |
| | ■  Pay Grade Step table (hours per day multiplied by days per year) |
| | ■  Payroll company constants for the employee's company |
| | ■  Payroll company constants for the default company (company 00000) |
| | ■  Data dictionary |
| | ■  System default value of 2080 standard hours per year |
| Job Type/Step | A user defined code (07/G) that defines the jobs within your organization. You can associate pay and benefit information with a job type and apply that information to the employees who are linked to that job type. |
| Job Step | A user defined code (07/GS) that designates a specific level within a particular job type. The system uses this code in conjunction with job type to determine pay rates by job in the Pay Rates Table. |

| Field | Explanation |
|---|---|
| Pay Grade/Step | 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 comp-ratios for the employees that you assign to pay grades. After you enter a pay grade for an employee, the system displays an error or warning message if you enter a rate for the employee that is not within the pay range for the employee's pay grade. |
| | To set up pay grades, use Pay Grades by Class (P082001). |
| | *Form-specific information* |
| | In the Payroll system, this field is for information only. The Human Resources system performs all calculations on pay grade and step. |
| Pay Grade Step | A code that identifies a pay grade and pay step. You can use this code to determine an employee's pay rate. |
| | If you have set your constants to use rates in the Pay Grade Step table as the default pay rates for employees, changing an employee's pay grade step causes the system to automatically update the following fields: |
| | ■ Salary |
| | ■ Hourly Rate |
| | ■ Hours per day |
| | ■ Hours per year |
| | ■ Days per year |
| Workers Comp | A user defined code (00/W) that represents a workers compensation insurance (WCI) code. This code should correspond to the classifications on your periodic workers compensation insurance reports. |
| Benefit Group | The benefit group to which the employee is assigned. Benefit groups facilitate employee enrollment by categorizing benefit plans and allowing enrollment rules for those categories. For example, assigning an employee to an executive (EXEC) benefit group automatically links the employee to the benefits available to executives in your organization. This feature is only applicable if your benefit plans are linked to benefit categories which, in turn, are linked to benefit groups. |
| | *Form-specific information* |
| | **Note**: If you are not using the JD Edwards World Human Resources system, this field is for information only. |
| Labour Load Method | A code indicating that flat burden is to be calculated. Valid codes are: |
| | 0 – Flat burden percentages will always be 1.000 and, therefore, the flat burden amount will equal zero. Basically, this means that there is no distribution. |
| | 1 – Flat burden percentage will always be greater than 1.000. Choose this option when distributing the percentage. |
| | There are various places within the Payroll system where flat burden rules and percentages can be defined, such as: |
| | ■ Business Unit |
| | ■ Pay Rates table |
| | ■ Employee level |

| Field | Explanation |
|---|---|
| Union Code | A user defined code (07/UN) that represents the union or plan in which the employee or group of employees work or participate. |
| Flat Bdn. Factor | A multiplier to load direct labour costs with burden. For example, a factor of 1.32 loads every dollar of labour cost with 32 cents worth of burden. |
| Salary | The amount that an employee is paid in one year, provided that the employee is paid every pay period of the year. For the employee's primary job, the system stores the annual salary in both the Employee Master table (F060116) and the Employee Multiple Job table (F060118). For secondary jobs, the system stores the annual salary in the Employee Multiple Job table (F060118). |
| | Depending on how the Display Salary (Annual/Effective) field is set in the History Constants table (F08040), this field displays one of the following: |
| | ■ Annual salary. For salaried employees who are not associated with a contract calendar, this amount is either entered by the user or retrieved from the Pay Grade/Step table. For employees who are associated with a contract calendar, the system calculates this amount using the formula, ((current salary minus salary paid before change) divided by number of periods to pay) multiplied by pay frequency) |
| | ■ Effective salary, which equals ((annual salary divided by pay frequency) times periods to pay) |
| | For employees whose jobs are associated with a contract calendar, the system recalculates the effective salary if you enter a mid-calendar salary adjustment for the employee. After you enter a mid-calendar adjustment, the effective salary equals the salary that is to be paid to the employee from the time of the adjustment to the end of the contract. |
| | *Form-specific information* |
| | When you enter a value in this field for a salaried employee, the system calculates the hourly rate based on one of the following: |
| | ■ Hours in a year specified in Payroll Company Constants |
| | ■ Annual hours entered at the employee level |
| Hourly Rate | The employee's hourly rate, which is retrieved during time entry. If you enter a rate in this field on any other form, that rate can override the value in the Employee Master table. |
| | In the Employee Master table, this is the employee's base hourly rate. In the Union Rates table, this is the straight time rate. |
| | **Note**: If you change the number of the data display decimal digits for this field, you must also change fields Rate - Base Hourly (BHRT) and Rate - Hourly (SHRT) so that they have exactly the same number of data display decimal digits. |

| Field | Explanation |
|---|---|
| Billing Rate | A rate used for the billing of labour 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 Labour 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 |
| Net Tax Credit | Federal: This is the net Claim amount from the TD1 (Personal Tax Credit Return) |
| | Provincial (Quebec): This is the net Claim amount from the MR-19-V (Exemptions & Deductions) |

## 3.2.1 What You Should Know About

| Topic | Description |
|---|---|
| **An alternative entry method** | You can also use the Basic Employee Data screen to enter employee information. You might use the alternative method if you are entering only non-confidential data. |
| | See Section 5.2, "Entering Basic Employee Data" |
| **Deleting employee records** | You cannot delete an employee record on Employee Entry if the employee has historical payroll information in the system. JD Edwards World recommends correcting erroneous employee master information using the following methods: |
| | ■ Correct the field value on the appropriate form |
| | ■ Correct the history information |
| **Entering future data changes** | You can use Employee Entry to enter a change for future update. |
| | See Section 9.1, "Revising Employee Information" |
| **Duplicate social insurance numbers** | Each time you enter a new employee, the system automatically verifies that the social insurance number is unique. The system does not allow duplicate social insurance numbers. |
| | The system validates social insurance numbers using the same formula that Revenue Canada uses. |
| **Salary and hourly rate** | If you enter an annual salary for a salaried employee, the system calculates the hourly rate based on the hours in a year specified on Payroll Company Constants or annual hours entered at the employee level. |

| Topic | Description |
|---|---|
| **Maiden name reporting requirements in Quebec** | JD Edwards World recommends that you enter a female employee's maiden name on the Employee Entry screen and use the Maiden Name field on International Data screen to record the married name. This satisfies the Quebec requirement for reporting based on maiden name. |

### To enter employee information in the Address Book

After you enter the master information for an employee, you can enter the employee's address information.

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

The employee's address that displays on the employee's T4 screen comes from the last three non-blank Address lines plus the City, State, and Postal Code fields.

You can enter a maximum of five lines that you can use to print such items as Employee Master labels. These are the name, as many as three address lines, and the city, state, and postal code line. There is a maximum of 30 characters per line.

On Address Window

Complete the following fields:

- Mailing Address
- Phone Number

After you enter the employee's address, you enter history and turnover information.

> **See Also:**
>
> - Year End Processing Guide for information on T4 reporting.

### To enter history and turnover information

After you enter the employee's master and address information, you can enter history and turnover information.

On History and Turnover Information

*Figure 3–2   History and Turnover Information screen*
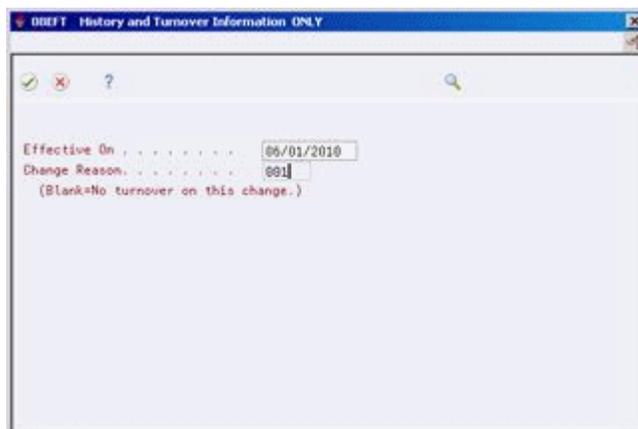
Complete the following fields:

- Effective On

- Change Reason

After you enter history and turnover information, you can enter tax information.

| Field | Explanation |
|---|---|
| Date - Effective On | The date that you want all the changes to take effect, or the date that the changes went into effect. If you are entering data and you do not enter a date in this field, the system uses the current date as the effective date. |
| | *Form-specific information* |
| | The effective date that you want to record all the changes to the HR History table (F08042) and the Employee Turnover Analysis table (F08045). The changes you make to the Employee Master table take effective immediately. If you are adding an employee record and you do not enter a date in this field, the system uses the Date Started as the effective date. |
| Change Reason | To record a reason for the change in the Employee Turnover Analysis table (F08045) and the HR History table (F08042), enter a value in this field. Completing this field also updates the Employee Master table (F060116) and the Employee Multiple Job table (F060118) with the new change reason. The change reason code indicates the following: |
| | ■ Why an active employee's master table record was changed |
| | ■ Why an employee was terminated |
| | When the HR Monitor reads the information on this form, it creates a turnover record only if you enter a change reason in this field. If you do not want to create turnover records for a data change, leave this field blank. |
| | *Form-specific information* |
| | Whenever you make a change and you want to record the reason for the change in the HR History table (F08042), you must enter a value in this field. |
| | When you enter a new employee, a default value of 001, New Hire, appears in the field. |

**To enter tax information**

After you enter master, address, history, and turnover information, you can enter tax information for an employee.

On Canadian Tax Information

*Figure 3–3   Canadian Tax Information*
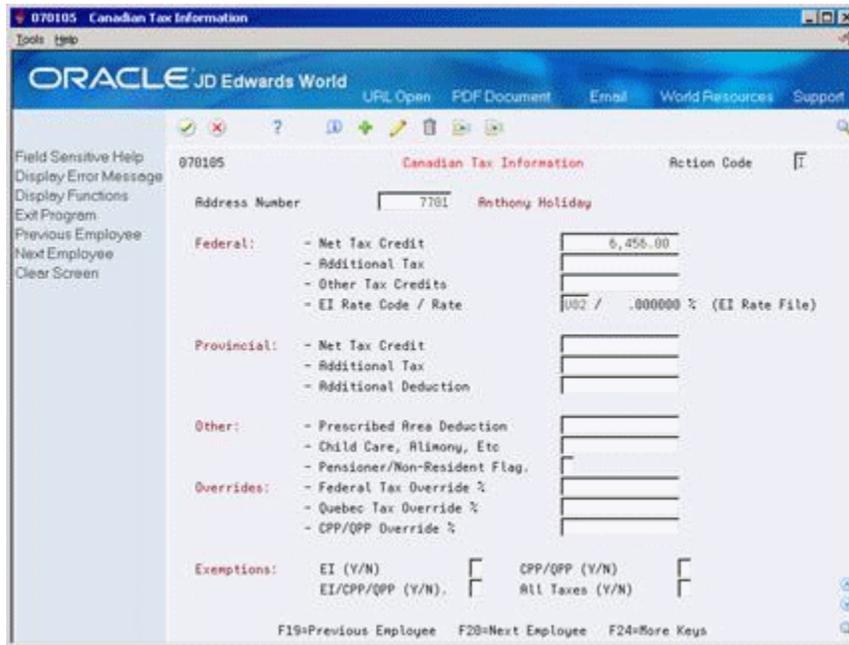


1.   Review the default data for the employee.

2.   Change the data in any of the following fields under their respective headings:

- Federal
  - Net Tax Credit
  - Additional Tax
  - Other Tax Credits
  - EI Rate Code/Rate

- Quebec Provincial
  - Net Tax Credit
  - Additional Tax
  - Additional Deduction

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

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

- Exemptions
  - EI
  - CPP/QPP

- UI/CPP/QPP
- All Taxes

| Field | Explanation |
| --- | --- |
| Additional Tax | Federal: The amount of additional federal tax to be deducted per pay period. |
| | Provincial: The amount of additional provincial tax to be deducted per pay period. |
| Other Tax Credit | Other federal tax credits, such as medical expenses and charitable donations requested by an employee and authorized by the Revenue Canada District office. |
| - EI Rate Code / Rate | This first statutory code in the list must be blank and is used to specify tax exemptions and overrides for federal income tax. |
| | Additionally, the exemptions specified on this line will be used for all state and local authorities for which there is no specific entry lower in this table. The overrides (that is, additional, flat amounts, etc.) do not carry forward. |
| Additional Deduction | Quebec additional deductions claimed on the MR-19-V screen or other deductions authorized by the Ministere du Revenu du Quebec. |
| Prescribed Area Deduction | Annual deduction for living in a prescribed area as per screen TD1 |
| Child Care, Alimony, etc | Annual deductions such as child care expenses, alimony payments, maintenance payments, etc. |
| Tax Overrides | Allows the ability to override the standard tax rate with the entered flat %. |
| | In addition to the default flat % method (Method 1), the payroll system allows you to select other tax calculation methods for federal supplemental pay and bonus taxes, including: |
| | 2 – Concurrent Aggregation |
| | 3 – Previous Aggregation |
| | 4 – Cumulative Aggregation |
| | **Note**: Method 4, Concurrent Aggregation, can only be passed to Vertex in the pre-payroll process. It cannot be performed via Interim Cheque Entry. The other three methods (1-3) can be used in both the pre-payroll and Interim Cheque Entry processes. |
| | You specify these values on the Tax Withholding Overrides (P060120) screen in the W/H Exm field (Withholding Exemptions). |
| Exemptions | This field indicates that the employee is exempt or non-exempt from tax deductions. A Y entered in any of the fields listed below indicates: |
| | ■ EI - Employee is exempt from federal employment insurance deduction. |
| | ■ EI/CPP/QPP - Employee is exempt from employment insurance and Canadian pension plan or Quebec pension plan deductions. |
| | ■ CPP/QPP - Employee is exempt from Canadian pension plan or Quebec pension plan deductions. |
| | ■ All Taxes - Employee is exempt from all tax deductions. |

## 3.2.2 What You Should Know About

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

# 3.3 Attaching a Contract Calendar

**Navigation**

**From Canadian Payroll Master (G77), choose Employee Information**

**From Employee Information (G7711), choose Employee Entry**

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

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

You can also specify how an employee receives payments for each job. For example, for an employee who works only part of a year but wants to receive a payment each pay period throughout the entire year, you can set up the system to withhold part of the employee's salary each pay period and deposit it in an accumulated wages account. The system uses the money in the accumulated wages account to pay the employee during the pay periods when the employee is not working.

You can also account for an employee who begins working after the beginning date of the contract, or for an employee who receives a salary increase in the middle of a contract.

## 3.3.1 Before You Begin

- Ensure that the contract/calendar selection has been activated on Constants Information. See Setting Up Position Control Information in the *JD Edwards World Human Resources Guide*.

- Set up a contract calendar. See Setting Up a Contract Calendar in *JD Edwards World Canadian Payroll II Guide*.

**To attach a contract calendar**

On Employee Entry

1. Complete the steps to enter employee master information.

*Figure 3–4   Contract Calendar*
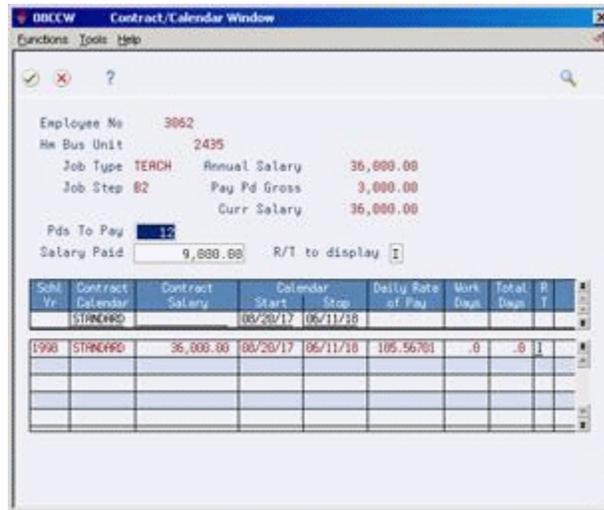


2. On Contract Calendar, complete the following fields and press Enter:

   ■ Periods to Pay

   ■ Contract Calendar

   ■ Contract Salary

   ■ Calendar Start

   ■ Stop

3. Review the information in the following fields:

   ■ Daily Rate of Pay

   ■ Pay Period Gross

4. Choose the Update function

| Field | Explanation |
| --- | --- |
| Pds To Pay | The number of periods in the year during which the employee will be paid the salary amount. The system uses this number to calculate the annual salary and pay period gross amount for a job that lasts for only part of a year. |
| | *Form-specific information* |
| | When you change contract calendar information for an employee, enter the number of pay periods remaining in the contract calendar for which the employee will be paid. |
| Contract Calendar | A code that identifies a yearly contract that specifies the number of days that employees work. After you create a contract calendar, you can attach it to employee and position records. |
| Contract Salary | The annual salary an employee earns for a job attached to a Contract/Calendar. |

| Field | Explanation |
|---|---|
| Calendar Start | The date that an employee may begin participating in the company's benefit plans or may be included in payroll processing. |
| | You can also use this field to provide a beginning date for seasonal employees or for employees who work only part of the year (such as a teacher who works only nine months of the year). |
| | *Form-specific information* |
| | When you assign an employee a contract calendar enter one of the following; |
| | ▪ The first date covered under the contract, if the employee will begin work by that date |
| | ▪ The actual date the employee begins work, if the employee's start date is later than the first date covered by the contract |
| Stop | The date that an employee's pay stops. This date is used to provide for employees who are seasonal or for employees who work only part of the year (such as a teacher who works only nine months of the year). See also data item PSDT. |
| | It may also be the date that a deduction, benefit, or instruction stops. |
| | *Form-specific information* |
| | When you assign an employee a contract calendar enter one of the following; |
| | ▪ The last date covered under the contract, if the employee will work to that date |
| | ▪ The actual date the employee will stop work, if the employee's stop date is earlier than the last date covered by the contract |
| Daily Rate Of Pay | The daily rate of pay earned by an employee attached to a Contract/Calendar. |
| | The system calculates the daily rate of pay as follows: |
| | Contract Salary / Number of work days in the contract calendar that fall between the start and stop dates |
| Pay Pd Gross | The actual gross pay amount for an employee. This is to be distinguished from the distributed gross pay amount used for labour distribution. See data item DPAY. |
| | When using Work Order Time Entry, this field is used to record miscellaneous pay for an employee, (i.e. piece rate bonus). |
| | *Form-specific information* |
| | To calculate the pay period gross amount, the system divides the annual salary by the pay frequency. |
| | For example, assume that: |
| | ▪ An employee earns 3000.00 for a job that lasts three months |
| | ▪ The employee's pay frequency is monthly |
| | ▪ The employee is to receive payments for the job only during the three months that the job lasts |
| | The system calculates the following: |
| | (3000 divided by 3) x 12 = 12000 = annualized salary |
| | 12000 divided by 12 = 1000 = pay period gross salary |
| | For employees whose records are attached to contract calendars, payments are not based on the pay period gross amount. |

## 3.3.2 What You Should Know About

| Topic | Description |
|---|---|
| **Removing a contract calendar** | Choose the Detach function for either of the following reasons:<br><br>■ You attach a contract calendar to an employee in error<br><br>■ Before the contract calendar dates have expired, an employee transfers to a different position and no longer works under a contract calendar, for example, a teacher transfers to an administrative position |
| **Copying employee records** | If you copy an employee record to add a new employee record, you must clear and replace the standard hours per year, salary, and hourly rate information to ensure accurate calculations. |
| **Changing periods to pay** | To change the periods to pay information, make the corrections on Contract Calendar. Do not change this information on Employee Entry. |

## 3.3.3 Processing Options

See Section 51.1, "Employee Initial Entry (P070101)"

# 4

# Enter Employee Instructions

This chapter contains these topics:

## 4.1 Entering Employee Instructions

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

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

## 4.2 Entering Labour Distribution Instructions

**Navigation**

**From Canadian Payroll Master (G77), choose Employee Information**

**From Employee Information (G7711), choose Labour Distribution**

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

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

Use labour distribution instructions to:

- Distribute time to multiple general ledger accounts
- Distribute time by either percentage or number of hours
- Set effective dates for distributions
- Create a template for time entry

- Specify job type information when using multiple jobs

- Override position ID and AAI accounts for an employee

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

**To enter labour distribution instructions**

On Labor Distribution

*Figure 4–1   Labour Distribution*
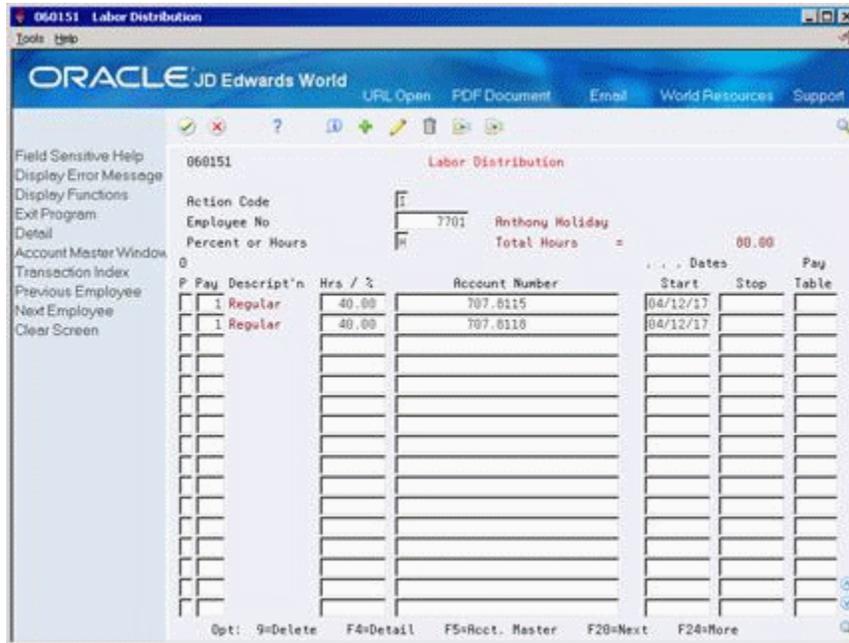


1. Complete the following fields:

   - Employee Number

   - Percent or Hours

   - Pay Type

   - Account Number

2. Complete the following optional field:

   - Hours / %

3. Access the detail area to enter override values.

4. If an employee has multiple jobs, complete the following fields:

   - Job Type

   - Job Step

   - Home Business Unit

5. Optionally, choose Toggle display formats/ESA (F2) to view or change the values in the Enhanced Subledgers 1-4 or Enhanced Subledger Types 1-4 fields.

| Field | Explanation |
|---|---|
| Percent or Hours | This field represents the method of distribution used for employee labour (either percentage or hours). Valid codes are: |
| | % Percentage (must equal to 100%) |
| | H Hours |
| | *Form-specific information* |
| | If you enter H for hours in this field, you must enter a valid pay type in the Pay Type field and a general ledger account number in the Account Number field. You can, however, leave the number of hours blank, retrieve the distribution instruction during time entry, and enter the number of hours there. |
| Pay | A code to define the type of pay, deduction, benefit, or accrual. |
| | Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999. |
| Account Number | A field that identifies an account in the general ledger. You can use one of the following formats for account numbers: |
| | ■ Standard account number (business unit.object.subsidiary or flexible format) |
| | ■ Third G/L number (maximum of 25 digits) |
| | ■ 8-digit short account ID number |
| | ■ Speed code (not currently available in OneWorld) |
| | The first character of the account indicates the format of the account number. You define the account format in the General Accounting Constants program. |
| Hours Worked | The number of hours associated with each transaction. |
| | When you enter labour distribution with the hours' method, this field can be blank. You must make an entry when using the percent method. |
| | *Form-specific information* |
| | When used in conjunction with the employee labour distribution instructions for an individual employee, you can use this field to enter a percentage. To account for all hours that an employee worked during the pay period, the sum of the percentages defined on all labour instruction entries must equal 100% for each job type, job step and home business unit. The system converts the percentages to hours when it copies the labour instruction records into actual time entry (timecard) records. |
| Enhanced Subledger 1- 4 | This is a 10 character identification that represents a category or group of data. This ID is used to create sublists of values or data for validations. |

| Field | Explanation |
|---|---|
| Enhanced Subledger Types 1- 4 | A user defined code (16/E1 through 16/E4)) that is used with the associated Enhanced Subledger field (ABR1 through ABR4) to identify the Enhanced Subledger field type and how the system will perform the Enhanced Subledger editing. The second line of the description on the User Defined Codes form controls how the system validates entries in the Enhanced Subledger field. This is either hard-coded (edits against a file as described in the second line of the description) or user defined. |
| | User defined examples include: |
| | A   Alphanumeric field, do not edit |
| | N   Numeric field, right justify and zero fill |
| | C   Alphanumeric field, right justify and blank fill |

## 4.2.1 What You Should Know About

| Topic | Description |
|---|---|
| **Workers compensation code** | The processing options indicate where to find the workers compensation code. |
| **Multiple active jobs** | Labour distribution is used to override position ID accounts or AAIs both in the multiple job and single job environment. The percentage of all jobs must total to 100% if the percent method is used. Home business unit, position ID, job type, and job step specify which job is being entered. If you are using multiple jobs, these fields must match an active job in the Employee Multiple Job table (F060118). |
| | See Section 6.1, "Entering Information for Multiple Jobs" |

> **See Also:**
>
> ■   Section 11.8, "Copying Labour Distribution Instructions"

## 4.2.2 Processing Options

See Section 51.2, "Labor Distribution (P060151)"

# 4.3 Working with Deduction, Benefit, and Accrual Instructions

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

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

■   Assigning DBAs

■   Reviewing DBAs

To simplify the handling of DBAs among employees, you can combine DBAs into groups of similar benefits that fit groups of employees with common characteristics. By using benefit groups, you can avoid keying identical lists of DBAs for each employee. The system refers to these groups of DBAs as Union or Group codes.

You can use DBA instructions to define exceptions to union and group codes. Although you can use this screen to define all DBAs for an employee, maintaining the lists requires considerable effort. For this reason, JD Edwards World recommends that you define the majority of an employee's DBAs in a union or group code, and that you use DBA Instructions only for exceptions. You can override a DBA in a union or group code on the DBA instructions, as well as add DBAs to an employee record.

If you use the Human Resources Benefits Administration system, you also have Benefit Group codes. The system displays Benefit Group codes assigned to an employee on Employee DBA Instructions.

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

The following graphic represents the DBA hierarchy.

*Figure 4–2   DBA Hierarchy*
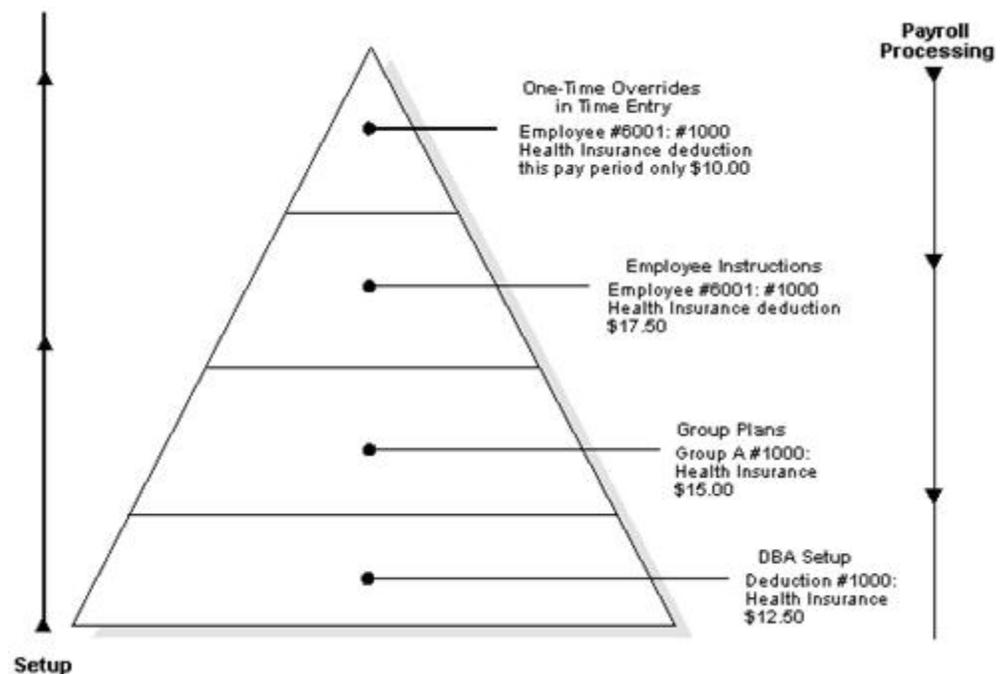


After you assign DBAs, the system calculates them during the payroll process according to the following search sequence:

1.  One-time DBA override in Time Entry

2.  Employee DBA instructions

3.  Union or group plan

4.  DBA setup

## 4.3.1  Assigning DBAs

**Navigation**

**From Canadian Payroll Master (G77), choose Employee Information**

**From Employee Information (G7711), choose DBA Instructions**

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

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

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

- Enter exceptions by employee for a group of DBAs

- Specify overrides for amounts, dates, and limitations

- Set up start and stop dates for a DBA

- View expired or cleared transactions

**To assign DBAs**

On DBA Instructions

*Figure 4–3   DBA Instructions*
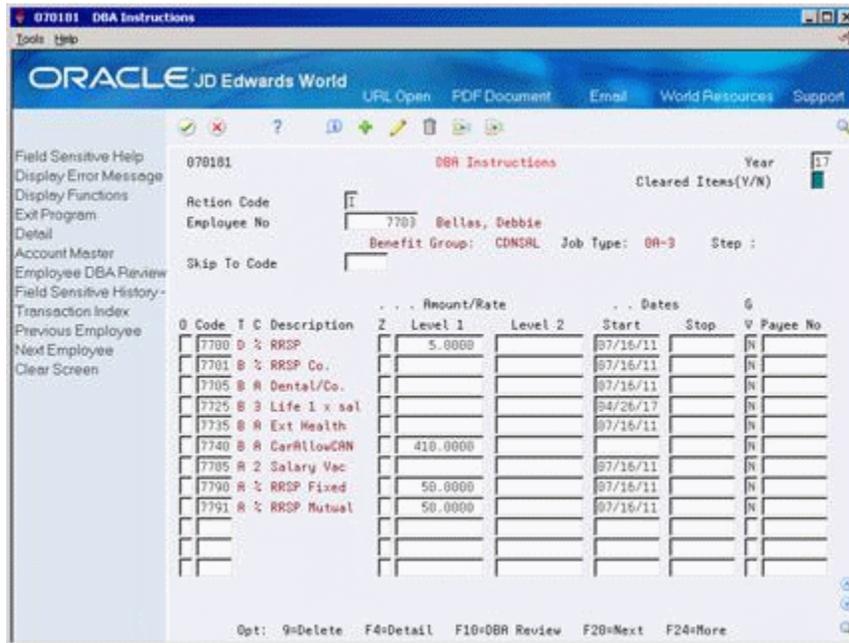


1. Complete the following fields:

   - Employee Number

   - DBA Code

2. Complete the following optional fields:

   - Amount or Rate Level 1

   - Date Pay Starts

   - Date Pay Stops

   - Generate A/P Voucher (GV)

   - Payee Number

**3.** Access the detail area.

*Figure 4–4   DBA Instructions*



**4.** Review the default information and, if necessary, enter override information.

**5.** If you are assigning a DBA that applies only to the secondary job, complete the following fields:

- Business Unit (MCU)

- Position ID (Pos)

- Job Type

- Job Step

| Field | Explanation |
|---|---|
| Level 1 | 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 detail 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. |

| Field | Explanation |
|-------|-------------|
| Start | The date that an employee may begin participating in the company's benefit plans or may be included in payroll processing. |
| | You can also use this field to provide a beginning date for seasonal employees or for employees who work only part of the year (such as a teacher who works only nine months of the year). |
| | *Form-specific information* |
| | Enter the date an instruction starts, for example, the date the system should start a deduction. |
| | The start date must be less than or equal to the timecard date. To start a DBA at the beginning of a pay cycle, make the start date equal to the first day of the pay cycle. For example, if the pay cycle runs from 10/01 to 10/15, start the DBA on 10/01. |
| | If both the start and stop dates are within the pay period from and through dates, even if the stop date is not less than the timecard date, the system will not calculate the DBA. |
| | For a flat amount DBA, the system calculates the full DBA for any timecard that falls within the DBA start and stop dates. |
| | For DBAs that calculate from a basis amount, such as a percentage rate DBA, the system includes only those timecards that fall within the DBA start and stop dates in the basis of calculation. |
| | **Note**: It is recommended that you make the Start Date equal to the first day of the pay cycle when you are going to start a DBA at the beginning of the pay cycle. See Appendix H - Working with DBA Start and Stop Dates in *JD Edwards World Canadian Payroll II Guide* for details. |
| Stop | The date that an employee's pay stops. This date is used to provide for employees who are seasonal or for employees who work only part of the year (such as a teacher who works only nine months of the year). See also data item PSDT. |
| | It may also be the date that a deduction, benefit, or instruction stops. |
| | *Form-specific information* |
| | The stop date must be less than the timecard date. To stop a DBA before the next pay cycle, make the stop date one day prior to the first day of the next pay cycle. For example, if the pay cycle runs from 10/01 through 10/15, set the DBA stop date as 9/30. |
| | If both the start and stop dates are within the pay period from and through dates, even if the stop date is not less than the timecard date, the system will not calculate the DBA. |
| | For a flat amount DBA, the system calculates the full DBA for any timecard that falls within the DBA start and stop dates. |
| | For DBAs that calculate from a basis amount, such as a percentage rate DBA, the system includes only those timecards that fall within the DBA start and stop dates in the basis of calculation. |
| | **Note**: It is recommended that you make the Stop Date one day prior to the first day of the next pay cycle in order to stop a DBA before the next pay cycle. See Appendix H - Working with DBA Start and Stop Dates in *JD Edwards World Canadian Payroll II Guide* for details. |

| Field | Explanation |
|---|---|
| G V | A code used to determine whether the system should generate a voucher for the DBA, tax, or wage attachment during the final update phase of the payroll processing cycle. Valid codes are:<br><br>N – No, do not generate a voucher<br><br>Y – Yes, generate a voucher<br><br>**Note**: You can generate separate vouchers for multiple payments to the same payee for the same DBA for the same employee where the payments represent separate wage attachments. |
| Payee No | The Address Book number for the supplier who receives the final payment.<br><br>In Benefits Administration, this is the Address Book number of the company that issues the plan and receives premium payments for it.<br><br>For Wage Attachments, Payee is the Address Book number of the agency, company, individual, or court who is to receive the payment of the cheques. |

## 4.3.2 What You Should Know About

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

## 4.3.3 Processing Options

See Section 51.3, "Employee DBA Instructions Processing Opt (P070181)"

## 4.3.4 Reviewing DBAs

**Navigation**

**From Canadian Payroll Master (G77), choose Employee Information**

**From Employee Information (G7711), choose DBA Instructions**

For any employee you can review:

- All the assigned DBAs

- All the required DBAs

- All parts of a group or union plan

- DBAs unique to an employee

**To review DBAs**

On DBA Instructions

1. Choose the DBA Review function.

*Figure 4–5 Review DBA*
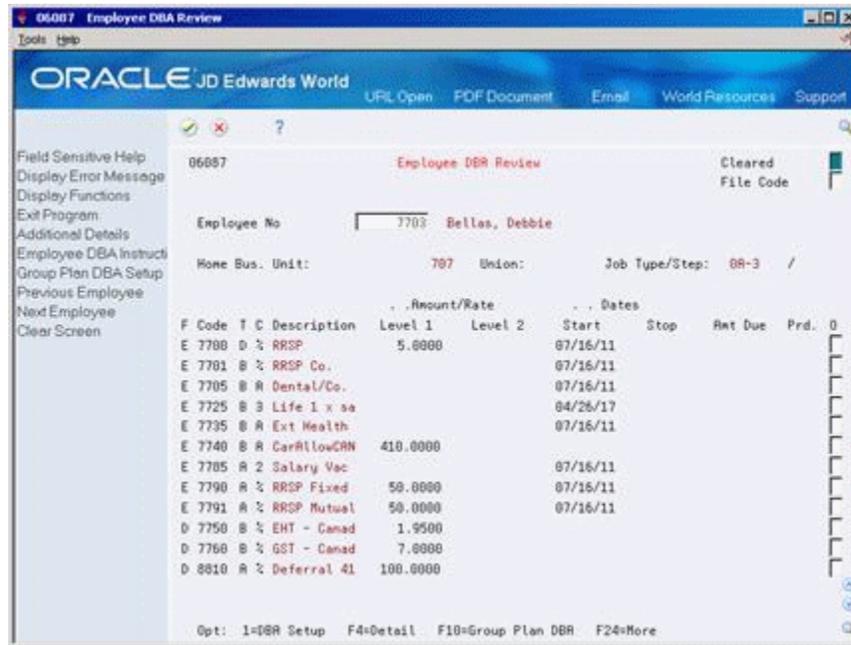


2. On Employee DBA Review, review the following field:

   ■ File Code (F)

| Field | Explanation |
|---|---|
| File Code | Code used to select a specific file that should be used for Employee DBA Overview Inquiry (P06087). If a value is specified, only information from that file will be displayed. Valid values are: |
| | E – Employee Pay Instructions (F06106) |
| | U – Union Benefits Master (F069106) |
| | D – Deduction/Benefit Specs (F069116) |

## 4.4 Entering Automatic Deposit Instructions

**Navigation**

**From Canadian Payroll Master (G77), choose Employee Information**

**From Employee Information (G7711), choose Auto Deposit Instructions**

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

■ Cheque

■ Automatic deposit

■ Cash

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

You can perform the following additional functions:

■ Set up a combination of automatic deposit, cheque, or cash payment

- Reconcile all three types of cheques via a processing option (automatic deposit, computer-generated, and manually generated)

- Set up multiple bank accounts for an employee

- Start and stop automatic deposits by period

- Start and stop automatic deposits by date

- Set up a remainder code to automatically process any money remaining when employees select different ways to distribute a payment

### 4.4.1 Before You Begin

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

**To enter automatic deposit instructions**

On Auto Deposit Instructions

*Figure 4–6 Automatic Deposit Instructions*
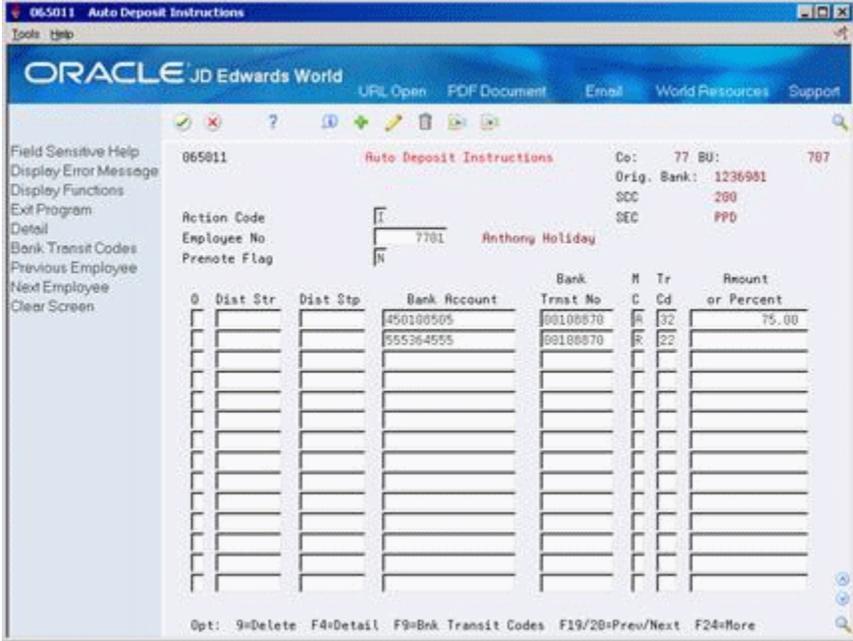


1. Complete the following fields:

   - Employee Number

   - Bank Account

   - Bank Transit Number

   - Method Code (MC)

   - Amount or Percent

   The system supplies values for the following fields:

   - Prenote Flag

   - Transaction Code

**2.** Access the detail area.

*Figure 4–7   Automatic Deposit Instructions*
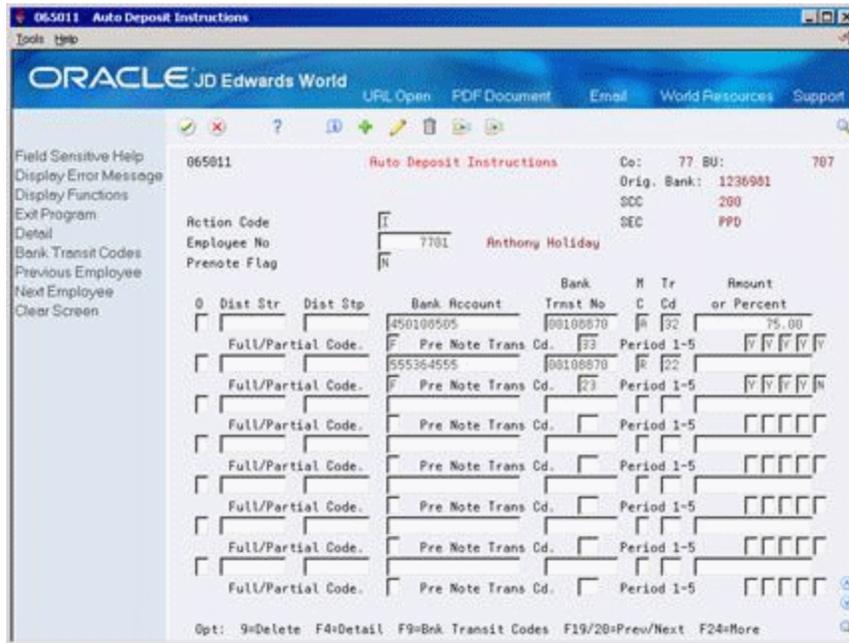


**3.** Review the values supplied by the system for the following fields:

- Full/Partial Code

- Pre Notification Code

- Deduction Period Codes 1-5

| Field | Explanation |
| --- | --- |
| Bank Account | The employee's unique account number at the financial institution. You can obtain the number from the MICR line of a voided cheques or a deposit slip from the employee's account. You must include dash cue symbols in the field. However, they are recorded in a translated mode as a hyphen (-). You can also obtain account numbers from other sources, such as passbooks or debit cards. When transcribing information, left justify and enter only numbers (0 through 9), alphabetic (A through Z), and hyphens (-). If less than 17 characters are required, leave the unused spaces blank. Spaces left within the depositor's account number will be ignored when the paperless entry is prepared. For example, 0123 4 56789 will appear as 0123456789 in the entry record, and 0123-4 56789 will appear as 0123-456789. |
| | If you change this number, the system automatically prenotes the employee's auto deposit record again. |
| | **Note**: The Financial Organization Account Number (FOA#) is used as the company's unique bank account number rather than the employee's unique bank account number in the following tables: |
| | F06560 - Bank Reconciliation - Issue Table |
| | F06561 - Bank Reconciliation - Paid Table |

| Field | Explanation |
|-------|-------------|
| Bank Trnst No | The transit routing number used to identify the financial organization in which the employee maintains an account. These numbers can be obtained from the employee's cheques or deposit slip. They are located between the MICR colons (:) at the bottom of the cheques. If nine digits are not present, the employee's financial organization must be contacted to obtain the correct nine-digit code.<br><br>If you change this number for an employee, the system prenotes the employee's auto deposit record again.<br><br>*Form-specific information*<br><br>Bank might refer to this number as the ABA or routing number. |
| M C | An employee can in a variety of ways split up net pay. This code specifies the method(s) in which a segment is to be computed:<br><br>A – A specific amount is to be deposited.<br><br>% – A percentage of net pay is to be deposited. You must enter a whole number. Do not use decimals.<br><br>C – A specific amount is to be generated as a payroll cheque.<br><br>P – A specific amount is to be generated as cash.<br><br>R – The remainder of the net pay, after % and/or specific amount segments are processed, is to be deposited in the bank. This is the default.<br><br>Q – The remainder of the net pay, after % and/or specific amount segments are processed, is to be generated as cash.<br><br>D – The remainder of the net pay, after % and/or specific amount segments are processed, is to be generated as a payroll cheques.<br><br>You can have only one R, Q, or D instruction per employee.<br><br>**Note**: Even if you have only one line, you must designate a remainder record as the last instruction. This code identifies how to distribute any money left over from rounding. You can only use R, Q, or D as the remainder record. You cannot use the Distribution Start Date and Stop Date fields for remainder records. |
| Amount or Rate | The value in this field is either a percentage, a monetary amount, or an hourly rate, depending on where it is used:<br><br>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 detail area, set up a flat dollar DBA amount, or override the amount in One Time Overrides.<br><br>2 – For a pay type, amounts entered in this field override the hourly rate.<br><br>*Form-specific information*<br><br>For auto deposit instructions using a percentage method, enter whole numbers. Do not use decimals. |

| Field | Explanation |
|-------|-------------|
| Prenote Flag | **Note**: You cannot use this field for Canadian employees. |
| | A code that lets you test the deposit instructions for one pay period before actually processing a deposit. Adding an employee to this screen automatically activates this person in the automated deposit system. The system prenotes this employee in the next applicable payroll run to test the auto deposit instructions you have set up before actually depositing a cheques. In the prenote test, the system creates a no-dollar entry for this employee and sends it to the employee's bank account. In addition, the employee receives cheques for this amount. After the test, the system changes this field to N. To repeat this test, enter P in this field. |
| | If you leave this field blank, the system uses the default value of P. |
| Tr Cd | A code used to distinguish various types of bank accounts, for example, chequing, savings, or credit union. Currently the following codes have been assigned: |
| | Demand Account Credits |
| | 20 – Reserved |
| | 21 – Credit entry to return automated deposit |
| | 22 – Automated Deposit |
| | Savings Account Credits |
| | 30 – Reserved |
| | 31 – Credit entry to return automated deposit |
| | 32 – Automated Deposit |
| | Demand Account Debits |
| | 25 – Reserved |
| | 26 – Debit entry to return automated payment |
| | 27 – Automated Payment |
| | Savings Account Debits |
| | 35 – Reserved |
| | 36 – Debit entry to return automated payment |
| | 37 – Automated Payment |
| | **Note**: If you leave this field blank, the system uses the default value of 22. |
| Full/Partial Code | This code only applies to method code A (see BDM). If there is not enough net pay remaining to process the amount specified in the amount/percentage field, a value of "P" in this field specifies that a partial amount can be generated for the bank and account specified for the segment. A value of "F" specifies that if the full amount cannot be generated, the segment is ignored. |
| | If you leave this field blank, the system uses F as the default value. |

| Field | Explanation |
|---|---|
| Pre Note Trans Cd | A code used to distinguish various types of debit and credit non-dollar prenotification transactions that must precede the first actual automated paperless transaction with dollars for an employee. |
| | Demand Account Credits |
| | 23 – Prenotification of Credit Authorization |
| | 24 – Prenotification of Credit/Mailed Authorization |
| | Savings Account Credits |
| | 33 – Prenotification of Credit Authorization |
| | 34 – Prenotification of Credit/Mailed Authorization |
| | Debits are not currently handled by this Payroll system. |
| | Automatic prenoting is only done one time. Therefore, if your bank requires multiple prenote cycles, you can manually set the transaction code (TCOD) for this record to a prenote code and leave it that way for as long as necessary. |
| Period 1-5 | These period fields represent the five possible payroll periods in a month. They are used to control which period within the month a specific type of earnings may be paid or which deductions, benefits or accruals may be calculated. |

**See Also:**

- Section 22.2, "Printing Payments"

### 4.4.2 Processing Options

See Section 51.4, "Auto Deposit Instructions (P065011)"

## 4.5 Entering Commission Information

**Navigation**

**From Canadian Payroll Master (G77), choose Employee Information**

**From Employee Information (G7711), choose Commission Information**

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

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

**To enter commission information**

On Commission Information

Figure 4–8   Commission Information
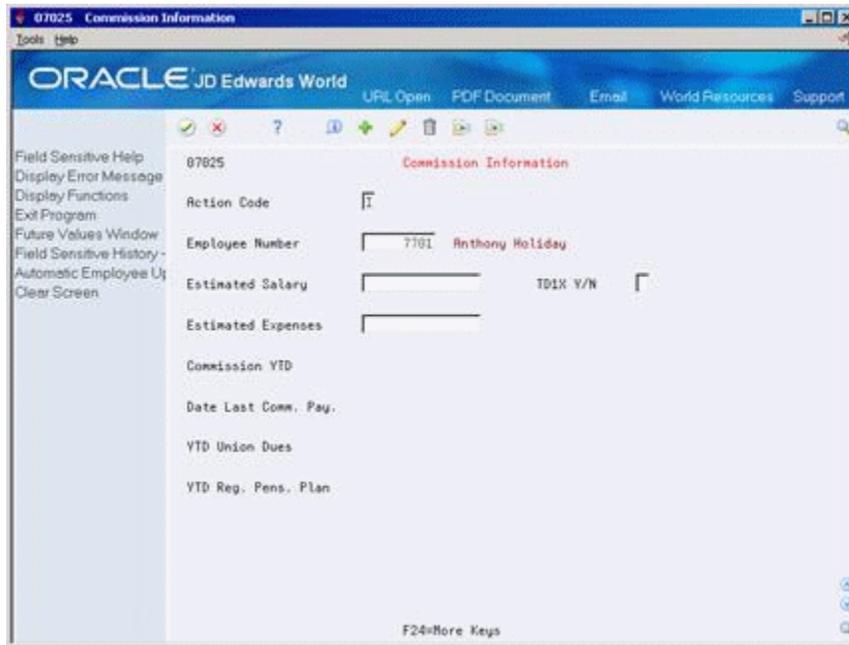


1. To locate the employee for whom you want to enter commission information, complete the following field:

   ■ Employee Number

2. Change the information in the following fields:

   ■ Estimated Salary

   ■ TD1X Y/N

   ■ Estimated Expenses

| Field | Explanation |
| --- | --- |
| Estimated Salary | The amount of estimated salary to be applied toward the calculation of Canadian payroll taxes. |
| TD1X Y/N | Does the employee qualify for the earned income credit and elect for the employer to give him/her the advance? |
| | N – Indicates that the employee does not qualify. (default) |
| | Y – Indicates that the employee qualifies. |
| | B – Indicates that the employee qualifies and that his/her spouse also qualifies. |
| | *Form-specific information* |
| | Is the employee paid by irregular commission payments and has a TD1X screen been completed for this employee? |
| | N – Indicates the employee has not (default) |
| | Y – Indicates the employee has completed the TD1X screen for employees paid by irregular commission payments |
| | You must enter Y to correctly calculate taxes for employees who file the TD1X form. When set to Y, the system calculates all taxes regardless of pay type as an irregular commission. CPP and EI are calculated using only the annual limits. |

| Field | Explanation |
| --- | --- |
| Estimated Expenses | An additional amount to be withheld over and above the calculated withholding. This could also represent a flat withholding amount in situations where the employee elects to completely bypass the calculated amount. The authority to which each element relates is determined by the tier code of the tax authority. Whether the amount is to be an additional amount or a flat withholding is specified in the employee's master file record. |

# 5

# Enter Additional Employee Information

This chapter contains these topics:

## 5.1 Entering Additional Employee Information

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

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

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

You enter dates, eligibility, and EOC information for reporting purposes or for any other business requirement. You can enter dates and EOC data that can be found only on this form, such as the date of the last contact with a seasonal employee.

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

You assign category codes to employees when you want reporting capabilities for classifications not already defined by the Payroll system. You assign geographic codes for reporting purposes.

## 5.2 Entering Basic Employee Data

**Navigation**

**From Canadian Payroll Master (G77), choose Employee Information**

**From Employee Information (G7711), choose Additional Employee Data & Reports**

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

Entering basic employee data is an alternative method to the Employee Entry program that you can use to create an employee master record. You might limit individuals who have authority to enter only non-confidential information to using this method. You can also enter other employee data, such as the employee's supervisor and shift code.

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

■   Enter basic employee data for a new employee

■   Enter additional data for an existing employee

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

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

On Basic Employee Revisions

*Figure 5–1   Basic Employee Data screen*
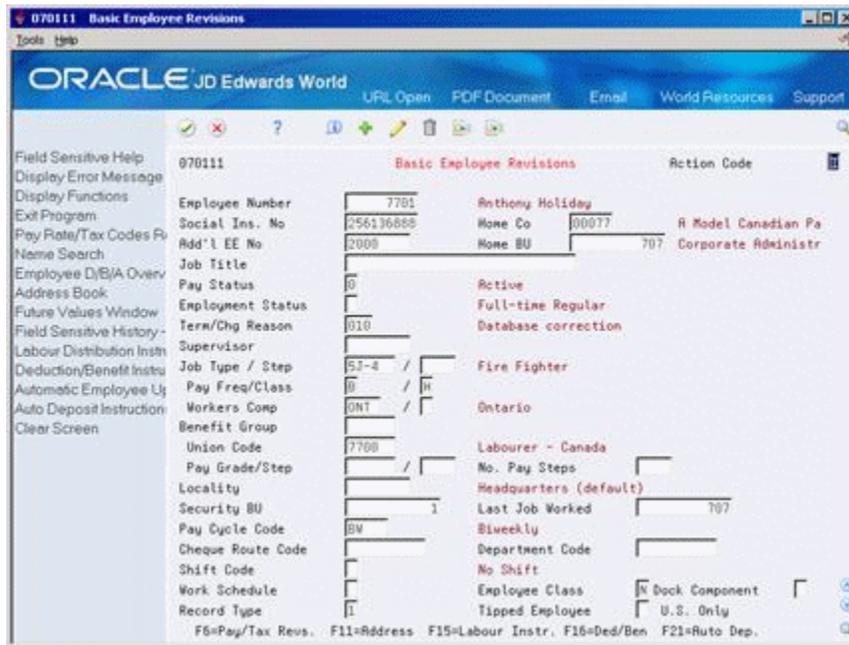


1.   To assign a specific employee number, complete the following field:

■   Employee Number

2.   Complete the following fields:

■   Social Insurance Number

■   Home Company

■   Home Business Unit

■   Pay Status

■   Pay Frequency

■   Pay Classification

&#9642;    Security Business Unit

3.    Complete the following optional fields and press Enter:

&#9642;    Employment Status

&#9642;    Supervisor

&#9642;    Workers Compensation

&#9642;    Pay Grade

&#9642;    Pay Step

&#9642;    Number of Pay Steps

&#9642;    Locality

&#9642;    Shift Code

&#9642;    Work Schedule Code

&#9642;    Record Type

&#9642;    Employee Classification Status

&#9642;    Dock Component Flag

&#9642;    Job Title

*Figure 5–2   Address Window*



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

&#9642;    Mailing Address

&#9642;    Phone Number

*Figure 5–3   History and Turnover Information*



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

| Field | Explanation |
| --- | --- |
| Pay Status | A code that indicates whether an employee's pay status is active or inactive. |
| | Codes for active pay status employees are numeric. Codes for inactive pay status employees are alphabetic. The system omits all employees with alphabetic pay status codes from the payroll run. |
| | To process an employee's last check, the pay status must contain a numeric code. After the system processes the check through final update, you can change the pay status to an alphabetic code. |
| Employment Status | A user defined code (07/ES) that identifies an employee's status within the company. You can change the default codes or set up new codes to meet the needs of your company. For example: |
| | 1 – Full-time temporary |
| | 2 – Part-time temporary |
| | 3 – Part-time regular |
| | 4 – Seasonal |
| | 5 – Casual |
| Supervisor | The address book number of the supervisor. |
| | **Note**: A processing option for some forms allows you to enter a default value for this field based on values for Category Codes 1 (Phase), 2, and 3. Set up the default values on the Default Managers & Supervisor form. After you set up the default values and the processing option, the information displays automatically on any work orders you create if the category code criterion is met. You can either accept or override the default value. |
| No. Pay Steps | Indicates the number of optional pay increments, if any, available within each pay grade. |
| | *Form-specific information* |
| | This field is informational only. |

| Field | Explanation |
|---|---|
| Locality | A user defined code (07/SL) that defines the different salary localities within an organization. For example, you can compare salaries for employees on the East Coast with employees in the Midwest. |
| Shift Code | A user defined code (07/SH) that identifies daily work shifts. In payroll systems, you can use a shift code to add a percent or amount to the hourly rate on a timecard. |
| | For payroll and time entry: |
| | If an employee always works a shift for which a shift rate differential is applicable, enter that shift code on the employee's master record. When you enter the shift on the employee's master record, you do not need to enter the code on the timecard when you enter time. |
| | If an employee occasionally works a different shift, you enter the shift code on each applicable timecard to override the default. |
| Work Schedule | A user defined code to designate intra-pay period work schedules. This code can be used for reporting and to select employees to be included in a payroll run. For example: |
| | A – Monday through Friday |
| | B – Saturday through Wednesday |
| | C – Monday through Thursday (4 x 10 hrs) |
| Record Type | A code that identifies whether the employee is to be handled through the Recharge processing option for the Payroll Journal Entry program. Valid codes are: |
| | 1 – Payroll Processing Only |
| | 2 – Payroll and Recharge Processing |
| | 3 – Recharge Processing Only |
| | After a timecard has been added, you cannot change its record type. |
| Employee Class | A code that represents the employee's classification status. Valid values are: |
| | Y – Contract labour (non-employee) |
| | N – Regular employee |
| | S – Employee to be included in step progression process |

## 5.2.1 Entering Additional Data for an Existing Employee

**Navigation**

**From Canadian Payroll Master (G77), choose Employee Information**

**From Employee Information (G7711), choose Additional Employee Data & Reports**

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

After you create an employee record, you can enter other employee data that can be found only on this form for an existing employee, such as the employee's supervisor and shift code.

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

On Basic Employee Revisions

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

2. Review the values supplied by the system for the following fields:
   - Last Job Worked
   - Pay Cycle Code

3. Change the information in any of the fields, as applicable.

4. Complete the following optional fields and press Enter:
   - Job Title
   - Shift Code
   - Work Schedule
   - Supervisor
   - Dock Component Flag

   The system displays History and Turnover Information.

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

| Field | Explanation |
| --- | --- |
| Last Job Worked | The last Business Unit (job) number associated with this employee. This field is used for distribution of paychecks and in the generation of journal entries. |
| Pay Cycle Code | A code that identifies the values for a master pay cycle. |
| Job Title | A title associated with an employee's job. |
| Dock Pay Flag | Use this field for employees assigned contract calendars if you want to dock, or deduct, standard pay when they take leave in excess of what has been earned. Valid values are: |
| | Y – The system includes the daily rate of pay for this job to calculate the daily rate of pay to deduct when it docks the employee's pay. (default) |
| | N – The system does not include the daily rate of pay for this job. |
| | If you dock pay for leave taken in excess of the earned amount, but the employee's record does not have a contract calendar attached, you should enter N. |

### 5.2.2 What You Should Know About

| Topic | Description |
| --- | --- |
| Setting processing options | The processing options control both the basic employee data and the employee entry programs. |

## 5.3 Entering Pay and Tax Information

**Navigation**

**From Canadian Payroll Master (G77), choose Employee Information**

**From Employee Information (G7711), choose Additional Employee Data & Reports**

**From Additional Employee Data & Reports (G77111), choose Pay & Tax Revisions**

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

When you enter pay and tax information, you can:

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

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

**To enter pay and tax information**

On Pay and Tax Information

*Figure 5–4   Pay and Tax Revisions screen*
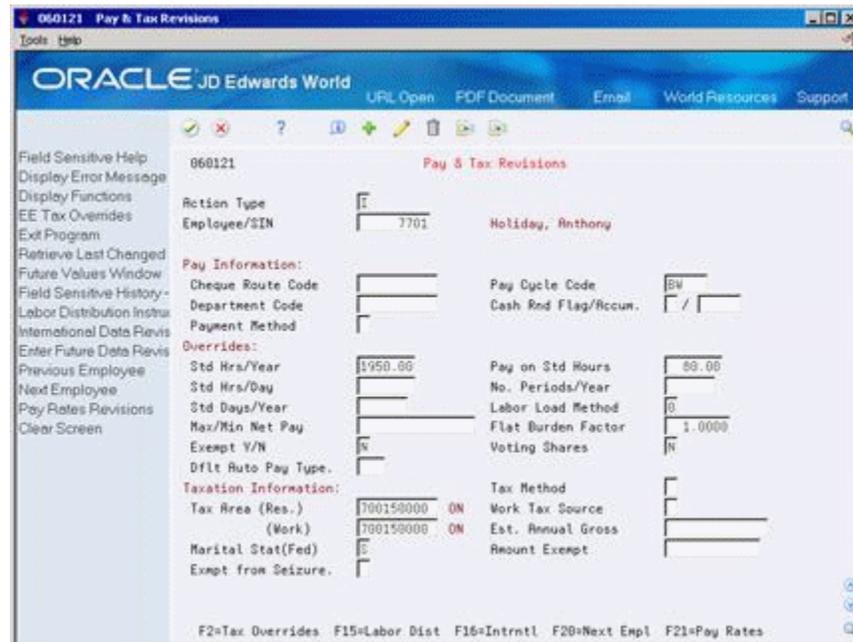


1.  To locate the employee, complete the following field:

    - Employee Number

2.  Complete any of the following optional fields:

    - Pay on Standard Hours

    - Number of Pay Periods Per Year

    - Maximum/Minimum Net Pay

    - Default Auto Pay Type

    - Tax Method

| Field | Explanation |
| --- | --- |
| Vacation Factor | Enter the number of pay periods that this check includes. This factor directs the Vertex payroll tax program to treat the pay as a vacation advance. The system averages the computed taxes over the number of pay periods you enter. See the Vertex system manual for an explanation on the method the system uses to calculate tax for vacation advances. |

| Field | Explanation |
|-------|-------------|
| Pay on Std Hours | The standard number of hours that you want to pay an hourly employee for in each payroll, regardless of whether the employee works more or less hours. If you leave this field blank, time entry is required. |
| | *Form-specific information* |
| | By entering a value in this field, you identify this employee as autopay. |
| No. Periods/Year | The number of periods in the year during which the employee will be paid the salary amount. The system uses this number to calculate the annual salary and pay period gross amount for a job that lasts for only part of a year. |
| Max/Min Net Pay | The lowest amount to be generated as a check, bank advice, or payslip. The system does not allow zero amount checks if you have specified a minimum check amount. You can leave this field blank. Generally, this field's value will specify the minimum amount that must be paid to the employee. |
| Auto Pay Type | This code is used specifically to designate the default pay type to be used in the generation of autopay in those instances where the system does not use the employee labour distribution instructions. |
| | If nothing is entered in this field, then pay type 001 will be used. |
| Tax Method | This code indicates to the Vertex system how to calculate certain taxes. The codes are contained in user defined code table 07/TM. |
| | **Note**: Method 4, Cumulative Aggregation, values can only be passed to Vertex in the pre-payroll process and cannot be performed via Interim Cheque Entry. The following federal supplemental tax calculation methods can be used in a pre-payroll process, as well as through Interim Cheque Entry: |
| | 1 – Flat Percentage Method (default) |
| | 2 – Concurrent Aggregation |
| | 3 – Previous Aggregation |

### 5.3.1 What You Should Know About

| Topic | Description |
|-------|-------------|
| **Employees with contract calendars attached** | You cannot use Pay and Tax Information to enter standard hours or pay information for employees with contract calendars attached. You must make these changes on Contract Calendar window. |

### 5.3.2 Processing Options

See

## 5.4 Entering Dates, Eligibility, and EEO Information

**Navigation**

**From Canadian Payroll Master (G77), choose Employee Information**

**From Employee Information (G7711), choose Additional Employee Data & Reports**

**From Additional Employee Data & Reports (G77111), choose Dates Eligibility & EEO**

You enter dates, eligibility, and EEO information for reporting purposes or for any other business requirements. You can enter dates and EEO data that can be found only on this form, such as the date of the last contact with a seasonal employee.

You can enter date information such as:

■ The date of the employee's next review

■ The date an employee's leave of absence expires

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

**To enter dates, eligibility, and EEO information**
On Dates, Eligibility, and EEO

*Figure 5–5   Dates, Eligibility, and EEO information screen*
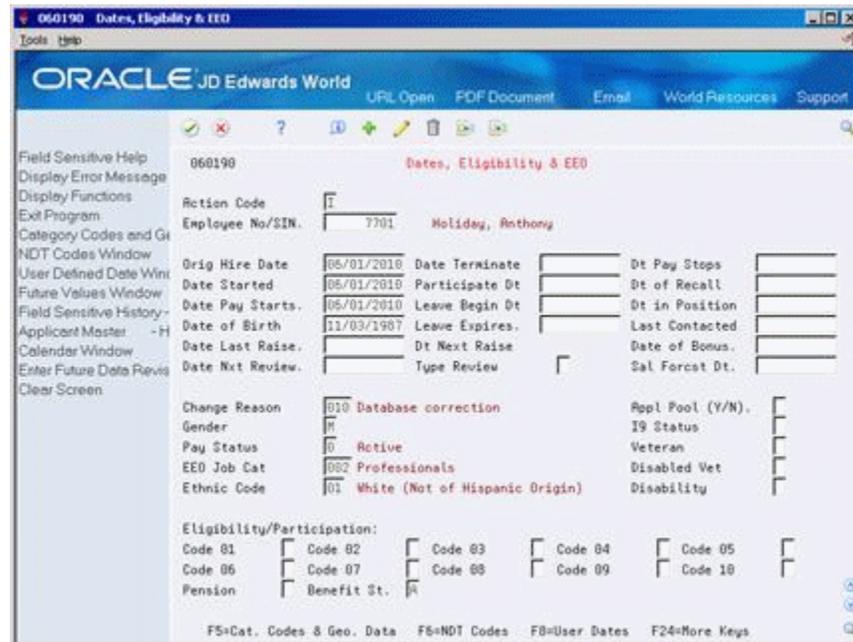


1. To locate the employee, complete the following field:

   ■ Employee Number

2. To enter additional date information, complete any of the following optional fields:

   ■ Date Pay Stops

   ■ Participation Date

   ■ Leave Begin Date

   ■ Leave Expires Date

   ■ Date in Position

- Date of Recall

- Last Contacted

- Date of Last Raise

- Date of Bonus

- Date of Next Review

- Type of Increase Next Review

- Salary Forecast Data

3. To enter eligibility information, complete the following optional fields:

- Eligibility Codes 01-10

- Employee Benefit Status

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

- Applicant Pool Y/N

- Veteran

- Disabled Veteran

- Disability

| Field | Explanation |
|---|---|
| Date Pay Stops | The date that an employee's pay stops. This date is used to provide for employees who are seasonal or for employees who work only part of the year (such as a teacher who works only nine months of the year). See also data item PSDT. |
| | It may also be the date that a deduction, benefit, or instruction stops. |
| Participate Date | The date the employee began participating in the company deferred income or stock option plan. This date must be later than the Date Started date. |
| Leave Begin Date | The date on which an employee's paid or unpaid leave of absence begins. Use this date to indicate the leave for the Family and Medical Leave Act. |
| Leave Expires | The date on which an employee's paid or unpaid leave of absence expires. |
| Date of Recall | The date on which the employee can be recalled for employment. |
| Last Contacted | The date you last contacted a temporary, seasonal, or laid-off employee, or an employee on furlough or leave of absence. |
| Date Last Raise | The date of the employee's last raise. For the stand-alone HR system, this is the date when you update salary and wages. If you also have the Payroll system, this date is automatically updated when a payroll is run. You define pay effective dates using Pay Rate Information. |
| | *Form-specific information* |
| | The system retrieves the system date for this field any time you make changes to an employee's salary using Employee Entry. If the system date is not appropriate, you can change it, or make rate changes by specifying an effective date on Pay Rate Information. |

| Field | Explanation |
|---|---|
| Date of Bonus | The date an employee is to receive a bonus. This date is also part of the supplemental data for a bonus review. |
| Date Nxt Review | The date the next employee review is scheduled. |
| Type Review | A code to define the next type of salary or wage review due. You can define this code using user defined code table system 06, type RV. |
| Sal Forecast Dt | A date in the future when it is expected the employee will be given a salary change. The position budget module uses this date to determine if employee position assignments will result in effective budgeted salary amounts being exceeded. The system also uses this date to include future forecast salary changes in generating position budgets when the Create Next Year's Position Budget program (P081820) is used. In both cases, the system stores the future rate values in either the Union Rates table (F069126) or the pay grade step table (F081002). |
| Code 01 | A code to specify an employee's eligibility for or participation in various user defined plans or programs. For example, these codes can be used to designate the following: |
| | Voluntary Accidental Death & Dismemberment Insurance |
| | Overtime Call Up |
| | Profit Sharing |
| | Political Action Committee |
| | Coffee Fund |
| | U.S. Citizen |
| Pension | A code that specifies whether an employee is participating in the company's pension or 401(k) plan. The W-2 program uses the code in this field to determine whether to place an X indicating employee participation into the pension box of the tax return form. |
| Benefit St | A user defined code (07/EA) that allows the system to test an employee's eligibility for benefits and to determine for enrollment parameters (guidelines) for benefits administration. |
| | This code specifies the employee action for which the system searches as it tests for eligibility. An asterisk (*) indicates the guidelines refer to all employee actions not otherwise specified. |
| | Do not change the codes that are hard-coded, such as A (Active) and X (Terminated). These are required codes in the system. |
| Appl Pool (Y/N) | You can enter a value in this field only when you terminate an employee (enter a termination date). |
| | Use this code to indicate whether the information entered for the terminated employee should be moved, by batch job, to the applicant database. Valid codes are: |
| | Y – Yes, move the employee's information to the applicant database |
| | N – No, do not move the employee to the applicant database |
| | When you enter Yes in this field, the system: |
| | ■ Generates an applicant record for the employee |
| | ■ Retains an employee record for the employee |
| | ■ Changes the employee's search type to Applicant (A) |
| | When you enter No in this field, the system changes the employee's search type to Terminated (X). |

| Field | Explanation |
|---|---|
| I9 Status | A code that indicates the method used to verify that this employee is eligible to work in the United States. Valid codes are: |
| | Y – I9 form on file |
| | P – Passport used for verification |
| | R – Resident alien or alien registration card |
| | S – Social Security card |
| | L – Driver's license and Social Security card |
| | V – Visa (worker's permit) |
| | B – Birth certificate |
| | N – Waiting for verification |
| Veteran | A code that indicates the veteran status of the employee. Valid codes are: |
| | N – No, this employee is not a veteran. |
| | Y – Yes, this employee is a veteran. |
| | V – This employee is a Vietnam era veteran. |
| Disabled Vet | A code indicating whether this employee is a disabled veteran. Valid codes are: |
| | Y – Yes, this employee is a disabled veteran. |
| | N – No, this employee is not a disabled veteran. |
| | This field is used to generate the Veterans Employee (VETS-100) report. |
| Disability | A code indicating whether this employee has a mental or physical disability. Valid codes are: |
| | Y – Yes, this employee has a mental or physical disability. |
| | N – No, this employee does not have a mental or physical disability. |
| | U – Unknown |

## 5.4.1 What You Should Know About

| Topic | Description |
|---|---|
| **User Dates** | Choose the User Dates function to define up to 10 dates according to your business needs. These dates do not print on reports and are not used by DBAs. |

**See Also:**

- Setting Up User Defined Codes for Payroll (P0051) in *JD Edwards World Canadian Payroll II Guide*.

- *JD Edwards World Technical Foundation Guide* for information about user defined codes.

# 5.5 Entering International Employee Information

**Navigation**

**From Canadian Payroll Master (G77), choose Employee Information**

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

From Additional Employee Data & Reports (G77111), choose International Data

If your company has international employees, you can enter information, such as maiden name, alien registration number, and country code. Also, for Canadian employees, you can enter information that is required for Canadian employment equity.

To enter international employee information, complete the following tasks:

- Enter personal information for international employees

- Enter additional information for Canadian employees

## 5.5.1 Before You Begin

- To track personal and employment equity information for Canadian employees, verify that the employee's home company is Canadian.

- Verify that the International Flag is set to Y (yes) for the default company, Company 00000, in the payroll company constants.

**To enter personal information for international employees**

On International Data

*Figure 5–6  International Data screen*
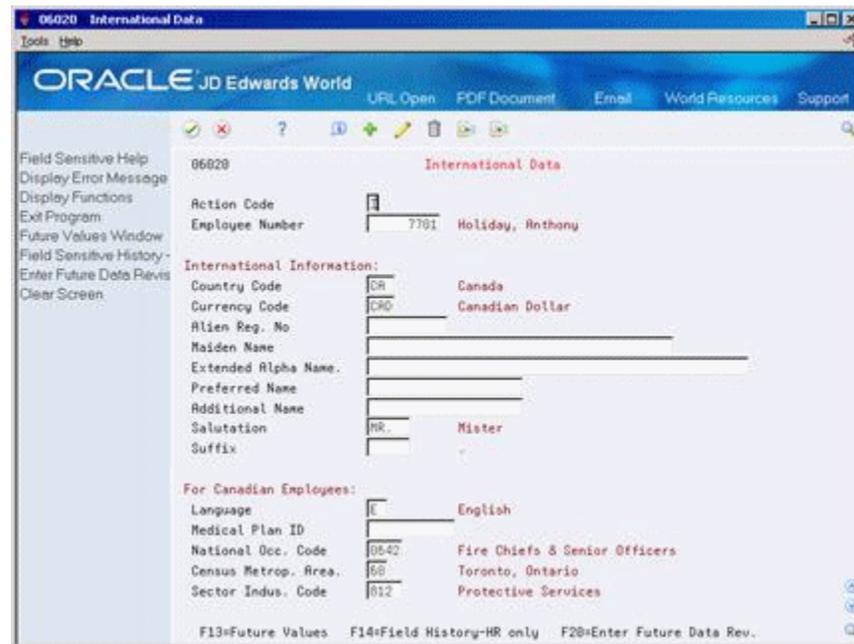


1. For Canadian employees, complete the following field:

   - Maiden Name

2. Complete any of the following optional fields:

   - Country Code

   - Currency Code

   - Alien Registration Number

- Extended Alpha Name
- Preferred Name
- Additional Name
- Salutation
- Suffix

| Field | Explanation |
|---|---|
| Name - Maiden | A female employee's maiden name. If this employee is a resident of Canada, this field is mandatory. This information is used for all government reports. |
| Alien Reg. No | The alien registration number for employees who have more than one ID. For instance, if you have a foreign employee who is working under a work permit, you would record that number in this field. |
| Extended Alpha Name | A 50-character alphabetical field for the extended name for an employee. You can use this field on certain designated reports in place of the normal 40-character name. |
| | *Form-specific information* |
| | The standard JD Edwards World name field is 30 characters long. This field allows you to enter the complete legal name of an employee whose name is between 30 and 50 characters long. You can run a World Writer report on the Extended Alpha Name field to obtain a listing of the complete name of all your employees with names longer than 30 characters. |
| Preferred Name | The preferred name of the employee. For instance, an employee might have the legal name of Catherine, but she might be known as Cathy. |
| Suffix | A code that identifies the credentials for a given employee. Some examples are PhD, MD, CPA, and so on. |

**To enter additional information for Canadian employees**

On International Data

1. Complete the following fields:

   - Language
   - Medical Plan ID

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

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

| Field | Explanation |
|---|---|
| National Occ. Code | A code that identifies the National Occupational Classification (NOC) for a job or employee. The Canadian government defines NOC codes. For more information about NOC codes, see *JD Edwards World Human Resources Guide*. |
| | *Form-specific information* |
| | You enter the default value for National Occupational Classification (NOC) codes at the job level. This default value does not appear on the Employee International Data form. However, any value you enter in this field on Employee International Data overrides the default value that you entered at the job level. The override value appears on the Employee International Data form. |
| Census Metrop. Area | A code that identifies the Census Metropolitan Area code of work. Valid codes are defined by the Canadian government and can be found in the Canadian Employment Equity documentation. |
| Sector Indus. Code | A code that identifies the Sector Industrial Code. These codes are defined by the Canadian government and can be found in the Canadian Employment Equity documentation. |

## 5.5.2 What You Should Know About

| Topic | Description |
|---|---|
| **Canadian values for visible minorities** | The user defined code table for Ethnic Code (07/M) stores values for visible minorities. Visible minorities are people who belong to ethnic groups other than Caucasian, such as Southeast Asian or Latin American. |

# 5.6 Assigning Category and Geographic Data Codes

**Navigation**

**From Canadian Payroll Master (G77), choose Employee Information**

**From Employee Information (G7711), choose Additional Employee Data & Reports**

**From Additional Employee Data & Reports (G77111), choose Category Codes and Geographic Data**

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

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

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

**To assign category codes and geographic data codes**

On Category Codes and Geographic Data

*Figure 5–7   Category Codes and Geographic Data Codes screen*
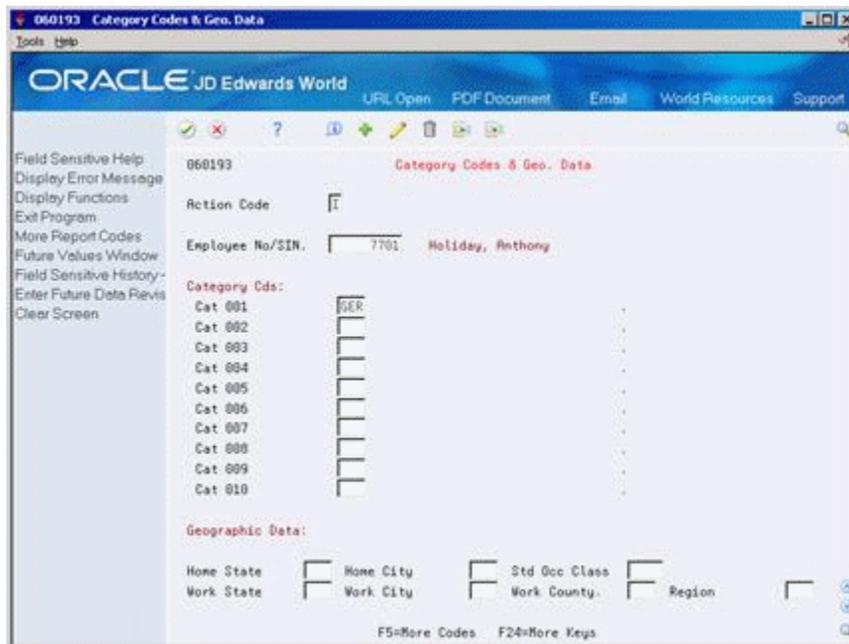


Complete the following fields as appropriate:

- Category Codes 1-20

- Home City

- Standard Occupational Class

- Work City

- Work County

- Region

| Field | Explanation |
| --- | --- |
| Category Cds: | Use this category code to fit the needs of your organization. For example, you can set up a category code for any of the following categories: |
| | ■ Division |
| | ■ Supervisor |
| | ■ Branch Office |
| | ■ Health Insurance Plan |
| | ■ Stock Plan |
| | Category Code 1 is used for time entry. |
| | You can use this category code for reporting purposes on timecard and human resources job information. |
| | The JD Edwards World Payroll, Human Resources, and Time Accounting systems use this category code. If your company uses more than one of these systems, coordinate the use of this category code. |
| Std Occ Class | A series of codes that identify occupational titles and their definitions. These codes are used in one or more states in the preparation of unemployment reports. |

| Field | Explanation |
| --- | --- |
| Region | A region within a state. This field is intended for use in preparation of unemployment reports for Alaska. |

**See Also:**

- Setting Up User Defined Codes for Payroll (P0051) in *JD Edwards World Canadian Payroll II Guide*

- *JD Edwards World Technical Foundation Guide* for information about user defined codes.

# 6

# Enter Information for Multiple Jobs

This chapter contains these topics:

## 6.1 Entering Information for Multiple Jobs

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

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

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

## 6.2 Entering Employee Multiple Job Information

**Navigation**

**From Canadian Payroll Master (G77), choose Employee Information**

**From Employee Information (G7711), choose Employee Multiple Job Entry**

For employees who have more than one job or position within your organization, you can enter multiple job information. Entering multiple job information allows you to:

- Track separate job and pay information for each job.

- Define job start and stop dates for each position.

- Avoid entering timecards for an hourly employee by entering a standard number of hours to pay in each payroll, regardless of the number of hours worked.

- Set an employee to autopay status for more than one job. Autopay status means that you do not need to enter timecards for the employee's regular hours. You enter a timecard only when the employee has exception time, such as vacation or sick time.

For example, if you have an employee who is an English teacher for nine months per year as well as a basketball coach for three months per year. You can track the different rates of pay for each of these jobs. You can also assign different effective dates to each job so that the employee receives payments for teaching during the nine months that he teaches, and receives payments for coaching only during the three months in which he actually coaches.

When you inquire on a specific employee, the system displays the total current salary for all jobs the employee holds.

When you add information using Employee Multiple Job Entry, the primary job information also updates the Employee Master table (F060116).

### To enter employee multiple job information

On Employee Multiple Job Entry

*Figure 6–1   Employee Multiple Job Entry screen*
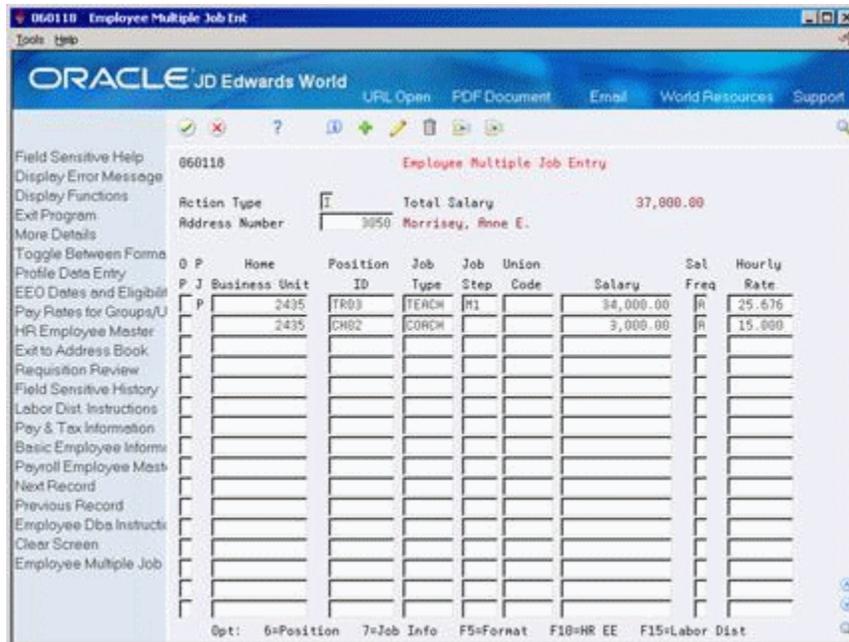


1. Complete the following fields:

   ■ Address Number

   ■ Home Business Unit

2. Complete the following optional fields:

   ■ Position ID

   ■ Job Type

   ■ Job Step

   ■ Union Code

3. Complete one of the following fields:

   ■ Salary

   ■ Hourly Rate

**4.** If you entered an effective salary, complete the following field:

- Salary Frequency

**5.** Access the detail area.

*Figure 6–2   Multiple Job Entry screen*



**6.** 6. Complete the following fields:

- Change Reason

- Effective Date

- Pay Class

- FLSA Exempt (Exempt in Canada)

- EEO Job Category (EOC in Canada)

**7.** For employees with contract calendars attached, complete the following field:

- Dock Component Flag

**8.** To enter pay information for the job, complete the following fields:

- Date Pay Starts

- Date Pay Stops

- Pay on Standard Hours

- Periods per Year

- Standard Hours per Day

- Standard Days per Year

- Standard Hours per Year

**9.** Complete the following optional fields:

- FTE

- Supervisor

- Next Review Date

- Next Review Type

- Default Auto Pay

**10.** Complete the information for each job the employee holds.

| Field | Explanation |
|-------|-------------|
| Date Pay Stops | The date that an employee's pay stops. This date is used to provide for employees who are seasonal or for employees who work only part of the year (such as a teacher who works only nine months of the year). See also data item PSDT. |
| | It may also be the date that a deduction, benefit, or instruction stops. |
| | *Form-specific information* |
| | For secondary jobs, the system uses this date as the associated position's end date. This allows the position to account for a limited assignment in the calculation of projected year end values. For payroll, when the pay stop date is less than or equal to a pay period end date, the employee is paid for the period. In the next pay cycle, the Purge Employee Multiple Job File program (P0601182) deletes this record from the Employee Multiple Job table (F060118) as part of the final update. |
| Std Hrs/Day | The number of hours in a day that the employee's normal work schedule is different from the standard. If you leave this field blank, the default is the standard number of hours per day as defined in the payroll company constants. |
| | For example, if the standard number of hours in a day is 8 and an employee is scheduled for 7 hours per day on a regular basis, enter 7 in this field. |
| Std Days/Year | The number of work days in a year. The number of standard days per year multiplied by the number of hours per day equals the standard hours per year. When you have set up the human resources constants to use the pay grade step table as the default pay rate source, the system calculates the salary for an employee by multiplying the standard days per year by the employee's hourly rate. |
| FTE | The full-time equivalent amount (FTE). This figure is the portion of a full-time worker that an employee represents within the business unit. For example, an employee who works 20 hours per week would represent .50 (1/2 FTE). This number cannot be greater than 1 for any employee. |

### 6.2.1 What You Should Know About

| Topic | Description |
| --- | --- |
| **Working with contract calendars** | If you set the contract calendar selection on Constants Information, Contract/Calendar Window automatically displays when you enter a new employee. |
| | If you need to change information on a job with a contract calendar attached, choose the Contract/Calendar Window option. |
| | You can attach a different calendar to different jobs, or you can use the same calendar for more than one job. |
| | See Section 3.3, "Attaching a Contract Calendar" |
| | Employees with contract calendars attached can accumulate wages for their primary job only. They cannot accumulate wages for secondary jobs. |
| | See Setting Up A DBA to Accumulate Wages in *JD Edwards World U.S. Payroll II Guide*. |

### 6.2.2 Processing Options

See Section 51.6, "Employee Job Entry (P060118)"

## 6.3 Defining Occupational Pay Rate Tables

**Navigation**

**From Canadian Payroll Master (G77), choose Employee Information**

**From Employee Information (G7711), choose Additional Employee Data & Reports**

**From Additional Employee Data & Reports (G77111), choose Occupational Pay Rates**

You define occupational pay rates for employees who perform various job types and have different hourly rates for each job type. Pay rates are specific to an employee. They can be specific to a business unit and union for that employee.

**To define occupational pay rate tables**

On Occupational Pay Rates

*Figure 6–3   Occupational Pay Rates screen*



1. Complete the following fields:

   ■ Employee Number

   ■ Effective Dates

   ■ Job Type

2. Complete the following optional fields:

   ■ Job Step

   ■ Hourly Rate

   ■ Billing Rate

   ■ Piece Rate

| Field | Explanation |
|---|---|
| Rates | A rate used for the billing of labour 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 Labour 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 |
| Piece | 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. |

## 6.3.1  What You Should Know About

| Topic | Description |
|---|---|
| **Using occupational pay rates in time entry** | To use the occupational pay rate in time entry, you must enter the associated job type from the occupational pay rates table on the timecard. |
| **Accessing pay rates** | Set the processing options in time entry to access the rates defined on the occupational pay rate tables. The system derives the hourly rate for an employee using information you enter in the following forms: |
| | 1. Time entry - hourly rate information |
| | 2. Pay Rates for Groups/Unions - union and job type |
| | 3. Occupational Pay Rates - job type and job step |
| | 4. Employee Multiple Job Entry - job type and job step |
| | 5. Employee Entry - hourly rate |

**See Also:**

■ Section 6.2, "Entering Employee Multiple Job Information"

# 7

# Work with Employee Profile Data

This chapter contains these topics:

## 7.1 Working with Employee Profile Data

Profile data is any type of additional information that you want to track, such as the person to contact for an employee in an emergency situation, or certifications and job skills for employees.

When you set up your system, you specify the types of profile information you want to track for your employees.

### 7.1.1 Before You Begin

- Define your types of profile data and associated user defined codes. See Setting Up Profile Data in *JD Edwards World Human Resources - Benefits Guide*.

  **See Also:**

  - Purging Profile Data (P98300) in *JD Edwards World Canadian Payroll II Guide*.

## 7.2 Entering Profile Data

Profile data is any type of additional information that you want to track. Profile information is not required by the system.

For employees, typical types of profile data might include:

- Emergency contacts
- Job skills
- Foreign language competencies
- Work history

When you set up your system, you specify the types of profile information, or data types, that you want to track. For each data type, you specify the format in which you want to track information. Valid formats include:

- Narrative
- Code

For narrative format data types, you enter free-form text. For code format data types, you enter information in predefined columns. When you enter information in code format, you also can associate narrative information with it.

Entering profile data includes:

- Entering profile data in narrative format
- Entering profile data in code format

## 7.2.1 What You Should Know About

| Topic | Description |
|---|---|
| **Entering multiple types of information** | To save time during data entry, you can choose multiple types of profile data to update. The data types can be all narrative format, all code format, or a combination of these formats. The system displays the screen in data type sequence for each type of data you chose. When you exit from one form, the system displays the screen for the next type of data that you chose. |

## 7.2.2 Entering Profile Data in Narrative Format

**Navigation**

**From Canadian Payroll Master (G77), choose Employee Information**

**From Employee Information (G7711), choose Profile Data Entry**

When you enter profile data in narrative format, you enter free-form text. You typically use narrative format for general information that is unique for each employee. For example, you might use narrative format for performance appraisal information.

**To enter profile data in narrative format**

On Profile Data Entry

*Figure 7–1   Profile Data Entry screen*
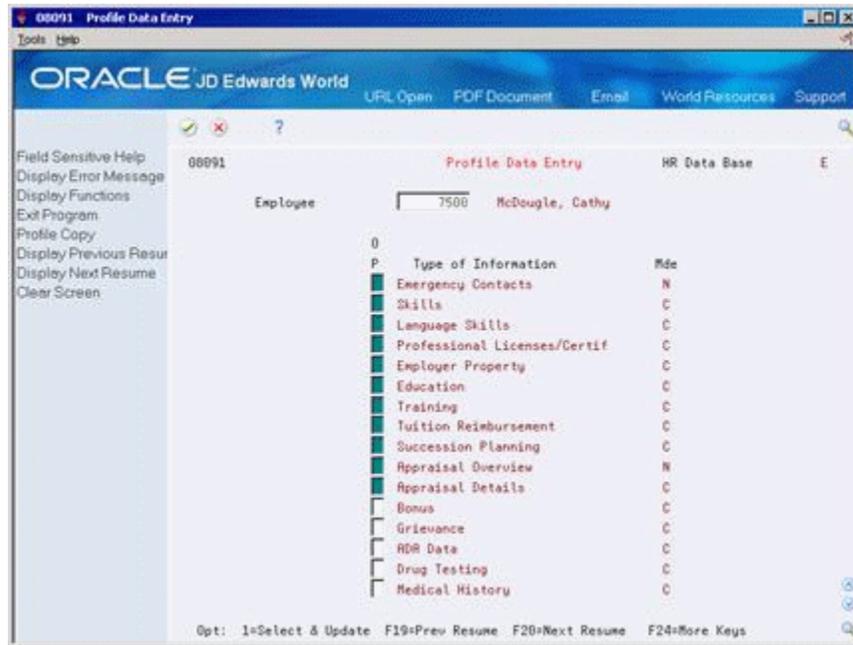
1.  Locate the employee for whom you want to enter profile data.

2.  To determine which types of profile data are in narrative format, review the information in the following field:

    ■   Mode

3.  Choose the Select and Update option for one or more types of narrative format information and press Enter.

    The system displays the screen for the first type of data.

*Figure 7–2   Employee information- Emergency Contacts screen*



*Figure 7–2   Employee information- Emergency Contacts screen*
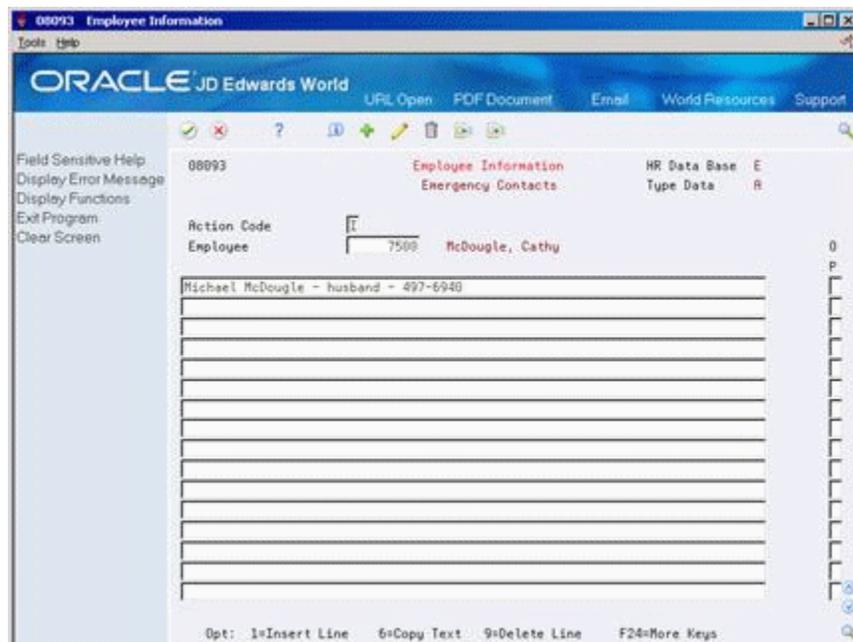
4. Enter the appropriate information and press Enter.

5. Choose the Field Exit function to advance to the next type of data you chose.

| Field | Explanation |
|---|---|
| Display Mode - Code or Narrative | The format of a data type. This code determines the display mode for supplemental data. Valid codes are: |
| | C – Code format, which displays the screen for entering code-specific information. These codes are associated with User Defined Codes table (F0005). |
| | N – Narrative format, which displays the screen 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 screen 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. |

## 7.2.3 What You Should Know About

| Topic | Description |
|---|---|
| **Deleting narrative format information** | To delete an entire screen of narrative information, use the Delete action. To delete only some information from a form, use the change action. To delete information, you can either type over it or choose the Delete Line option. |

## 7.2.4 Entering Profile Data in Code Format

**Navigation**

**From Canadian Payroll Master (G77), choose Employee Information**

**From Employee Information (G7711), choose Profile Data Entry**

When you enter profile data in code format, you enter information in predefined columns. For example, the screen for entering job skills information might have columns for skill code, number of years of experience, and proficiency level.

To ensure consistency of data entry, code fields are typically associated with user defined code tables. Any value that you enter in one of these fields must be included in the associated user defined code table. For fields that are associated with a user defined code table, the length of the field and the user defined code description display above the column.

When you enter information in code format, you also can associate narrative information with it.

**To enter profile data in code format**

On Profile Data Entry

1. Locate the employee for whom you want to enter profile data.

2. To determine which types of profile data are in code format, review the information in the following field:

   ■ Mode

3. Choose the Select and Update option for one or more types of code format information.

   The system displays the screen for the first type of data you choose.

*Figure 7–3   Employee information-Skills screen*



4. Enter the appropriate information.

5. To add additional information in narrative format, use the Change action and choose the Narrative Text Option.

6. Enter the additional information and press Enter twice.

7. Choose the Field Exit function to advance to the next type of data you chose.

### 7.2.5  What You Should Know About

| Topic | Description |
| --- | --- |
| Revising code format information | Use the change action to revise or delete individual lines of code format information. Typing new information over existing information does not delete the existing information. The system retains the existing information and creates a new line of information for the change. To delete a line of information, use the Field Exit key to remove all information from the line. |

### 7.2.6  Processing Options

See Section 51.7, "Employee Resume Information (P08091)"

## 7.3  Copying Profile Data

When you need to enter the same profile data for two or more employees, you can save time and reduce keying errors by copying information from one employee's

record to another employee's record. You also can copy all of one employee's profile data to another employee's record.

You can also choose specific types of narrative information, including information that is associated with code format information, to copy from one employee's record to another employee's record. For example, if two employees share the same emergency contact information, but do not have any other profile data in common, you can copy only emergency contact information.

After you copy profile data, you can revise it, if necessary.

Copying profile data includes:

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

## 7.3.1 Copying Narrative Text

**Navigation**

**From Canadian Payroll Master (G77), choose Employee Information**

**From Employee Information (G7711), choose Profile Data Entry**

When you need to enter the same profile data for two or more employees, you can save time and reduce keying errors by copying information from one employee's record to another employee's record.

You can copy narrative information by data type. For example, if two employees have the same emergency contact, you can enter this information for one of the employees and then copy it into the other employee's record.

You also can copy any narrative information that is associated with a code format data type. For example, assume that:

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

In this case, you do not need to enter the class description for each employee. Instead, you can enter the class description for one employee and then copy it into the training profile records for all the other employees who attended the class.

**To copy narrative text**

On Profile Data Entry

1. Locate the employee for whom you want to copy information.

2. Choose the Select and Update option to access the data type into which you want to copy narrative format information.

*Figure 7–4   Employee information- Appraisal Overview screen*
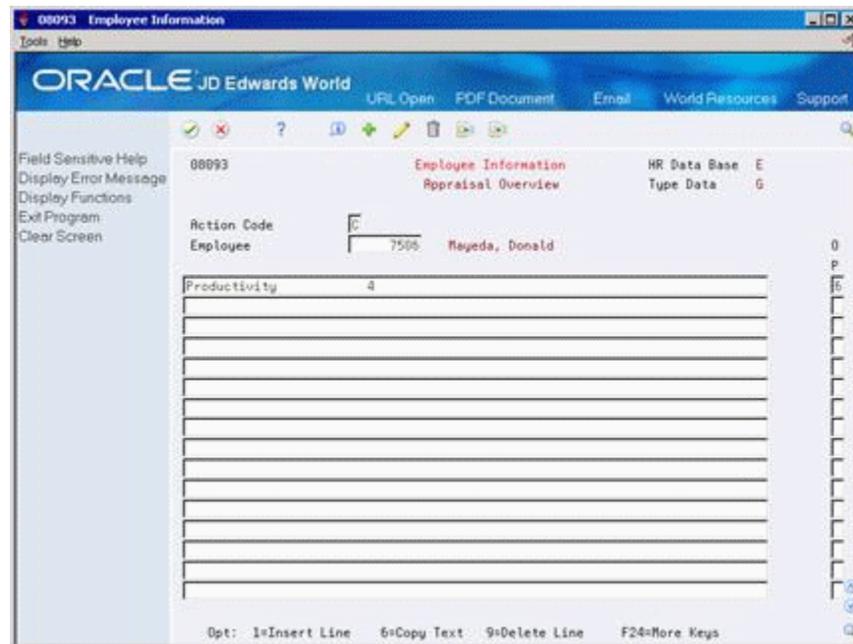


3.  Using the Change action, choose the Copy Text option.

*Figure 7–5   Copy Text screen*
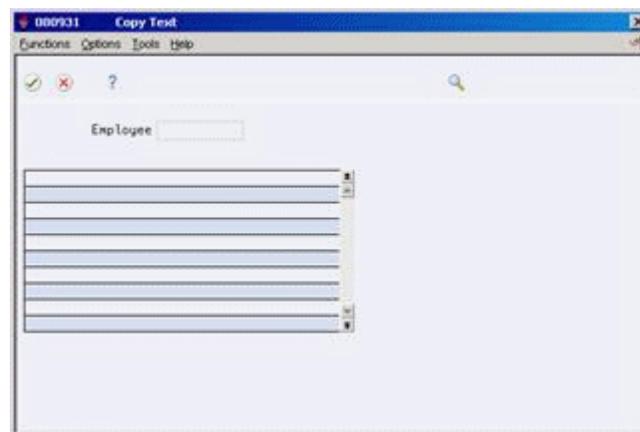


4.  On Copy Text, complete the following field with the employee number of the employee from whom you want to copy information:

    ■   Employee

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

*Figure 7–6   Employee Information screen*
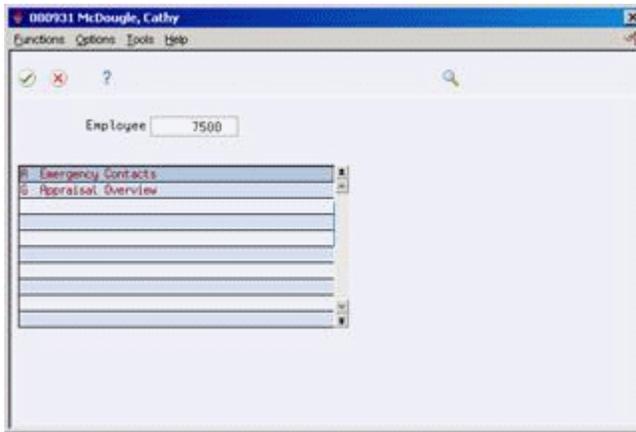


5.  Choose the Select option to specify the data type from which you want to copy information.

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

*Figure 7–7   Appraisal Overview screen*
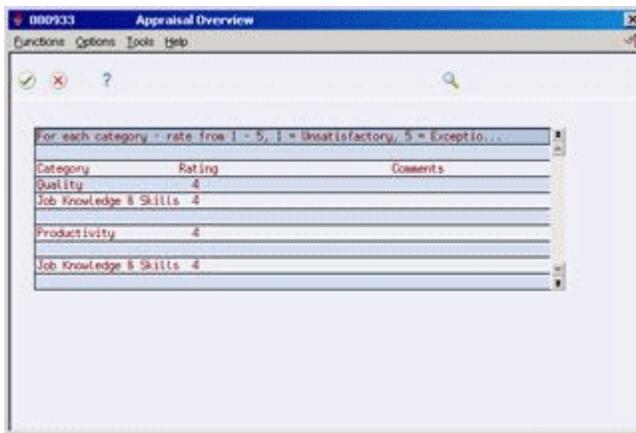


6.  On the data type form, choose the Select option to specify the lines of text you want to copy.

*Figure 7–8   Appraisal Overview screen*
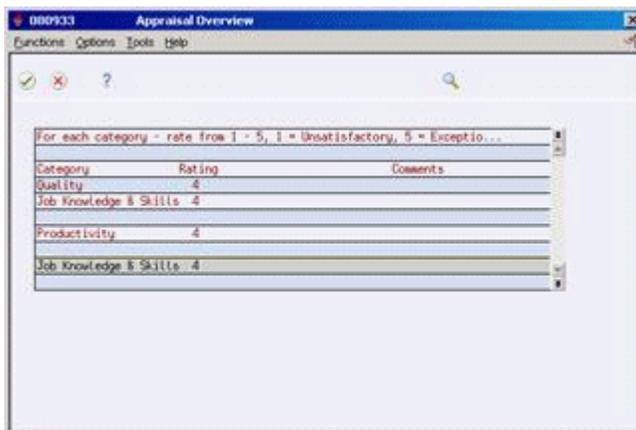
The system copies the text.

*Figure 7–9 Employee information- Appraisal Overview screen*
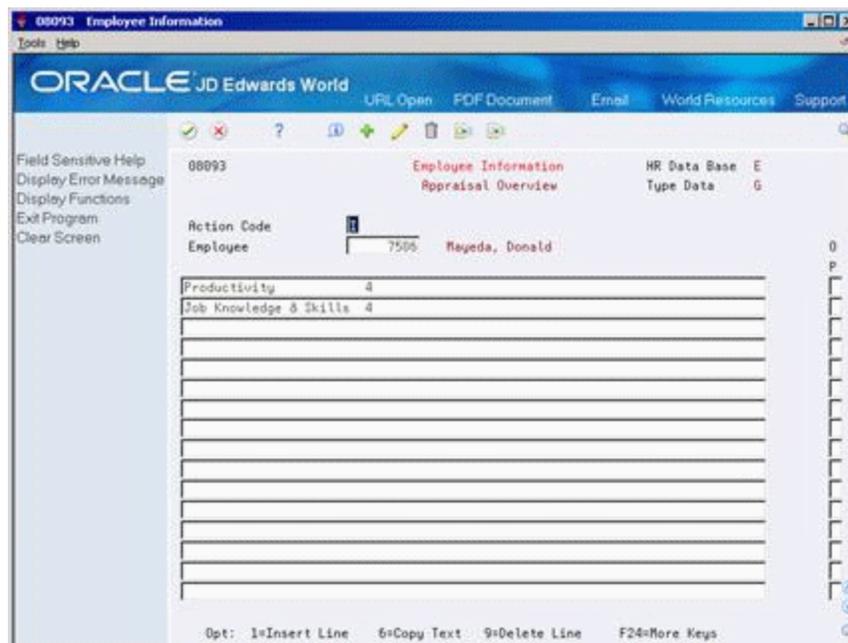


## 7.3.2 What You Should Know About

| Topic | Description |
| --- | --- |
| **Using the roll keys** | You can scroll through the lines of information to locate the lines you want to copy. However, you cannot select text in one form, scroll up, and then select text from another form. You can select to copy text from only one screen at a time. |

## 7.3.3 Copying All Profile Data for an Employee

**Navigation**

**From Canadian Payroll Master (G77), choose Employee Information**

**From Employee Information (G7711), choose Profile Data Entry**

In some cases, you might want to copy all of the profile data for one employee into the record for another employee. You might do this when you need to enter very similar information for two employees. After you copy profile data, you can revise it as necessary.

**To copy all profile data for an employee**

On Profile Data Entry

1. Locate the employee whose profile data you want to copy.

2. Choose the Profile Copy function.

*Figure 7–10   Profile Copy screen*
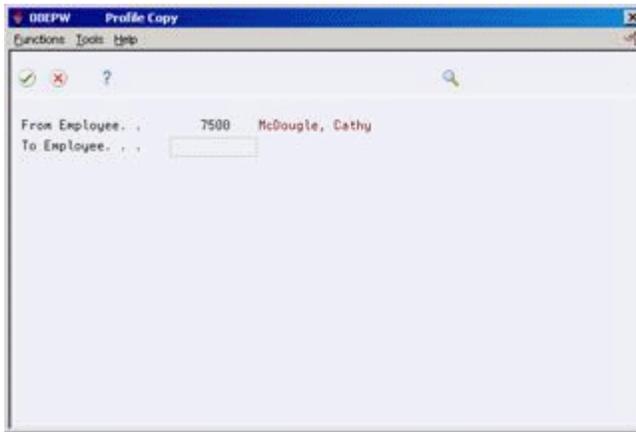


3. On Profile Copy, complete the following field to specify the employee to whom you are copying profile data:

   ■   To Employee

4. Choose the Update function to copy all of the profile data.

## 7.4  Changing Profile Data

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

To change profile data, complete the following tasks:

■   Change narrative employee profile data

■   Change code employee profile data

**To change narrative employee profile data**

On Profile Data Entry

1. Locate the employee.

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

   The system displays the appropriate form.

3. Use the Delete option on the line you want to change

4. Add the new information on the first blank line below the text you deleted.

**To change code employee profile data**

On Profile Data Entry

1. Locate the employee on the appropriate code format form.

2. Choose the code type of information you want to change.

   The system displays the appropriate form.

3. Use the Delete option on the line you want to change.

4. Complete the following fields;

- Code Title

- Updated

5. Enter information in any of the additional fields.

### 7.4.1 What You Should Know About

| Topic | Description |
| --- | --- |
| **Deleting information** | Using the Delete action deletes all information from the form. Typing new information over the information you want to change does not delete the original information. The system retains the original information and creates a new line of information for the change. |

## 7.5 Reviewing Profile Data

After you enter profile data, you can review that information to determine whether one or more people meet certain criteria. For example, you might be looking for someone who speaks French, or you might need a list of the employees that have completed CPR training.

You can review complete profile information for a particular employee, or you can review all employees who have information in one or more data types.

Reviewing profile data includes:

- Reviewing profile data for a specific employee

- Reviewing profile data by data type

- Locating employees who meet multiple criteria

### 7.5.1 Reviewing Profile Data for a Specific Employee

**Navigation**

**From Canadian Payroll Master (G77), choose Employee Information**

**From Employee Information (G7711), choose Profile by Employee**

You can review complete information for a specific employee in an easy-to-read, resume-style format. You can also print profile data for internal use.

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

On Profile by Employee

*Figure 7–11 Profile by Employee screen*
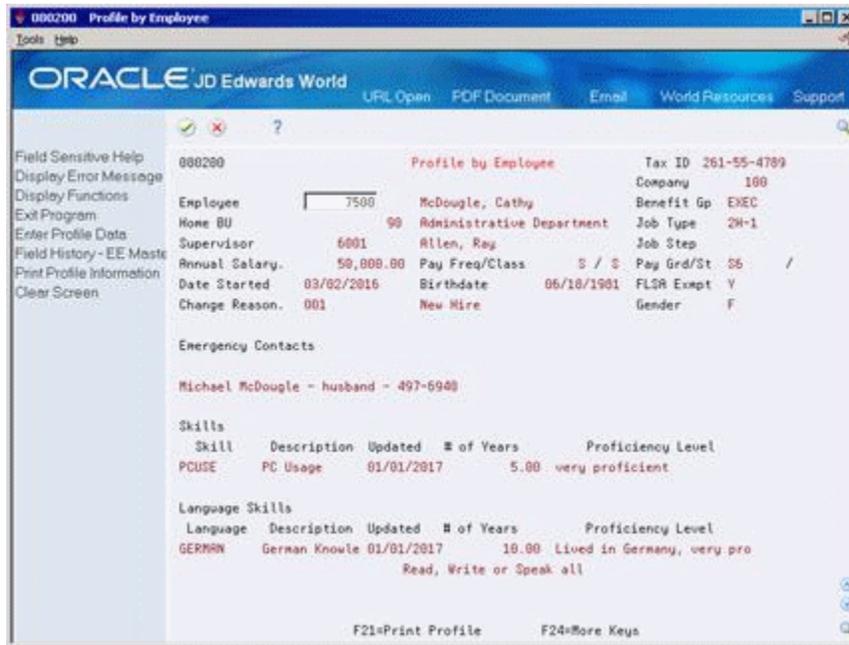


Complete the following field:

■ Employee

## 7.5.2 Processing Options

See Section 51.8, "Profile by Employee (P080200)"

## 7.5.3 Reviewing Profile Data by Data Type

**Navigation**

**From Canadian Payroll Master (G77), choose Employee Information**

**From Employee Information (G7711), choose Profile by Data Type**

You can review all employees who have information for a specific data type. For example, you can review training profile information to identify employees who have had management training. Or, you can review professional licenses information to identify which employees need to renew their licenses within the next month.

**To review profile data by data type**

On Profile by Data Type

*Figure 7–12   Profile by Data Type screen*



1.  Complete the following field:

    ■   Type of Data

2.  To locate a specific value within a list of data types, complete the following field:

    ■   Skip To Value

3.  To review additional information, choose the More Detail function.

*Figure 7–13   Profile by Data Type screen*
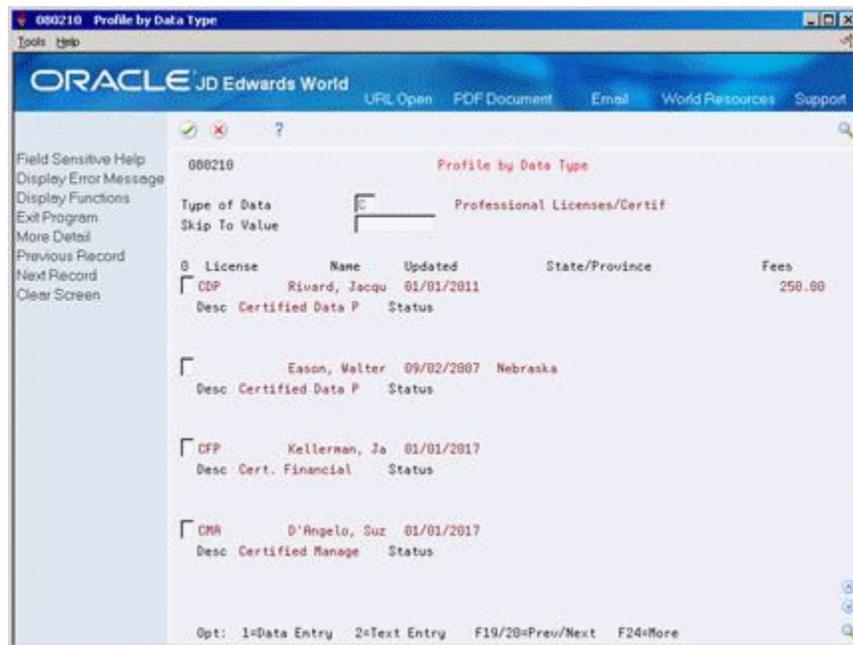
### 7.5.4 Processing Options

### 7.5.5 Locating Employees Who Meet Multiple Criteria

**Navigation**

**From Canadian Payroll Master (G77), choose Employee Information**

**From Employee Information (G7711), choose Profile Multiskill Search**

You can search your database for employees who meet multiple criteria. You typically use this type of search when you are looking for a person to fill a vacancy within your organization.

For example, you can search for all employees who:

- Have an MBA degree

- Speak French

- Are certified public accountants

- Know the RPG computer programming language

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

The criteria you specify can be based on either an "and" condition or an "or" condition. This means that you can search for people who meet either some criteria or some other criteria. For example, you can search for people who:

- Have an MBA degree from any college or a BA in business from Harvard

- Know the C programming language and have a degree in either computer science or mathematics

The system processes search criteria in the order in which you list them. When any of the criteria you specify are based on an "or" condition, the order in which you enter the search criteria is important. To ensure that the results of the search are what you would expect, you typically order the search criteria so that all of the "or" conditions come before any "and" conditions that you want to apply to all records.

**Example: Specifying Search Criteria**

When you specify search criteria, the order in which you list the criteria determines the outcome of the search. Suppose that you are searching for people who know the C programming language and have a degree in either mathematics or computer science. To locate that group of people, specify the following search criteria in the order listed:

Degree in computer science

or

Degree in mathematics

and

C programming language

To locate the people who meet these search criteria, the system completes the following steps:

1. Locates the people who know C programming (For demonstration purposes, call this group of people group A.)

2. Searches group A for people who have degrees in computer science. (Call these people group B).

3. Searches group A for people who have degrees in mathematics. (Call these people group C).

The result of the search is the total of the people in groups B and C.

**To locate people who meet multiple criteria**

On Profile Multiskill Search

*Figure 7–14   Profile Multiskill Search screen*



1. To choose the database to search, complete the following field:

   ■ Employee/Applicant/Both

2. To limit the search, complete the following optional fields:

   ■ Home Business Unit

   ■ Job Type

3. To determine the search criteria, complete the following fields:

   ■ And/Or

   ■ Data Type

   ■ Field

   ■ Operator (OP)

   ■ Search Value

4. To review additional information, choose the More Detail function.

*Figure 7–15   Profile Multiskill Search screen*



| Field | Explanation |
|---|---|
| Or And | A code that designates whether the test parameters or criteria are based on an AND condition or an OR condition. |
| | *Form-specific information* |
| | For example, to identify employees who are either CPAs or who have MBAs, enter the code for professional licenses and certificates in the Data Type field and CPA in the Search Value field. On the second line, enter the code for education in the Data Type field and MBA in the Search Value field. Link the two lines by entering Or in the And/Or field of the second line. |
| | As another example, to identify employees who are both CPAs and who have MBAs, enter the code for professional licenses and certificates in the Data Type field and CPA in the Search Value field. On the second line, enter the code for education in the Data Type field and MBA in the Search Value field. Link the two lines by typing And in the And/Or field of the second line. |
| | To search for applicants who speak Spanish and German, enter Spanish as the first search value, German as the second search value, then enter And in this field. To search for applicants who speak Spanish or German, enter Spanish as the first search value, German as the second search value, then enter Or in this field. |
| Type Data | The type of data from the profile database that the system uses in a multiple information search. |

| Field | Explanation |
|---|---|
| OP | A code the identifies the operands in Boolean logic. You can specify any of the following: |
| | EQ – Equal to |
| | LT – Less than |
| | LE – Less than or equal to |
| | GT – Greater than |
| | GE – Greater than or equal to |
| | NE – Not equal to |
| | NL – Not less than |
| | NG – Not greater than |
| Search Value | You must enter a search value based on the data you entered in the profile for the selected field. |
| | This field is case sensitive. For example, assume that you want to search for the word Active. If the data was originally entered into the database as Active, then you must enter the value into the search field as Active. Do not enter ACTIVE or active. |
| | You can also use the % wildcard character to search for data starting with, ending with, or containing one or more consecutive characters. For example: |
| | ■ BA% displays all words that begin with the letters B and A, such as bamboo and bachelor. |
| | ■ %ing displays all words that end with ing. |
| | ■ %BA% displays any words that contain the letters B and A, such as abate, cabbage, or bachelor. |

### 7.5.6 What You Should Know About

| Topic | Description |
|---|---|
| **Searching both databases** | If you are searching for both employees and applicants, you must enter the data type, field, and search values. |

### 7.5.7 Processing Options

See Section 51.10, "Employee Profile Multiskills Search (P080250)"

## 7.6 Reviewing Profile Reports

You can run reports to review employee profile information by:

- Individual employee summary
- A summary of all your employees and their related profile data
- Profile data type

Reviewing employee profile reports includes:

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

**See Also:**

- Section 7.5, "Reviewing Profile Data" for information about reviewing profile data online

### 7.6.1 Reviewing the Employee Profile Report

**Navigation**

**From Canadian Payroll Master (G77), choose Employee Information**

**From Employee Information (G7711), choose Additional EE Data & Reports**

**From Additional Employee Data & Reports (G77111), choose Employee Profile**

When you need to review complete profile information for one or more employees, print the Employee Profile Data report. This report compiles all of an employee's profile information into an easy-to-read, resume-style format.

The information that prints on this report is the same information that you can review online using Profile by Employee. However, the report allows you to print information for multiple employees at one time.

*Figure 7–16   Employee Profile report*



### 7.6.2 Processing Options

See Section 51.10, "Employee Profile Multiskills Search (P080250)"

See Section 51.12, "Employee Profile - Numerical Sequence (P080410)"

## 7.6.3 Reviewing the Employees by Data Type Report

**Navigation**

**From Canadian Payroll Master (G77), choose Employee Information**

**From Employee Information (G7711), choose Additional EE Data & Reports**

**From Additional Employee Data & Reports (G77111), choose Employee by Data Type**

When you need to review a list of all employees who have information entered in a particular profile data type, you can print the Employees by Data Type report. For example, you can review employees whose profile data includes job skills information. The information that prints on this report is the same information that you can review online using Profile Data Entry. You can review information by either data type or by employee.

For each employee, the system lists data types in alphabetical order.

The following sample report displays employee information by data type.

**Figure 7–17   Employee Information - Data Type report**



## 7.6.4 Processing Options

See Section 51.13, "Employee Info by Data Type - Alpha Seq (P080400)"

## 7.6.5 Reviewing the Employee Profile Workfile

**Navigation**

**From Canadian Payroll Master (G77), choose Employee Information**

**From Employee Information (G7711), choose Additional EE Data & Reports**

**From Additional Employee Data & Reports (G77111), choose Employee Profile Workfile**

You can print a report that lists employees by one or more profile data types. For example, a report that lists employees by foreign language proficiency might show that one employee knows French, another knows German, and so on.

Typically, this report does not include records for the employees who do not know any foreign languages (and, therefore, have no information entered in the data type for foreign language proficiency). To include such employees on the report, you must build the Employee Profile Worktable (T08092WF) before you run the report. The build program:

- Searches the employee master records to locate employees with no profile data

- Creates a table with Xs in place of actual profile data values

After you build the Employee Profile Workfile, you can run the associated World Writer report that lists employees by profile data types. For employees who have values in the profile data types you specified, the profile data type codes appear in the User Defined Code field. For employees who have no profile data of that type, Xs appear in the User Defined Code field.

*Figure 7–18   Employee Profile Workfile report*

# 8

# Review Employee Information

This chapter contains these topics:

## 8.1 Reviewing Employee Information

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

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

## 8.2 Reviewing the Employee Roster

**Navigation**

**From Canadian Payroll Master (G77), choose Employee Information**

**From Employee Information (G7711), choose Additional EE Data & Reports**

**From Additional Employee Data & Reports (G77111), choose Employee Roster**

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

- Home company
- Business unit
- Basic dates
- Group plan
- Workers compensation
- Net tax credit
- Job type and step

- Pay status

- EOC status

- EI Rate Code

**Figure 8–1   Employee Roster report**



## 8.2.1  Processing Options

See

# 8.3  Reviewing the Employee Roster with Rates

**Navigation**

**From Canadian Payroll Master (G77), choose Employee Information**

**From Employee Information (G7711), choose Additional EE Data & Reports**

**From Additional Employee Data & Reports (G77111), choose Employee Roster with Rate**

You run the Employee Roster with Rates to review all or a selected group of employees. In addition to the basic information included on the Employee Roster, the Employee Roster with Rate report lists:

- Salary amounts

- Person who last changed the payroll data and the date it occurred

- Work and residence tax areas

- Employment status

- Termination/change status

- Contract employee information

- Residence status

- Tax method

- Pay frequency and class

- Overtime exemption status

*Figure 8–2   Employee Roster With Rates report*

```
074021                                    JD Edwards World                          Page   -      2
                                      Canadian Employee Pay Profile                 Date   -  7/12/16
Home Business Unit . .          70
                                                M U/I . . .Tax Areas. . . P Ch E C 1 R T Chq Pay E . . . Home . . .
      Employee Name       Empl No    Salary    Rate  S Cd  Residence Work Loc. S ng S E X S M Rte  F C x  Co  Bus. Unit
----------------------- ----------- ------- ------- - -- --------- -------- - -- -- --- --- - - -- -------
Anthony Holiday          256136888  21,937.50 11.250  S U02 700150000 700150000 0 01  N          B H N  77         707
                                     Net Cr.  Loading Bypas . .Date of Last .          U . . . . .Last Change. . . . .
                                     Equiv.   L Factor Cq Bn  Raise   Cheque    Security  F    User    Program   Date
                                     --------- - ------ -- -- -------- -------- ------------ - ---------- --------- --------
                                      6,456  0 1.0000 00 00          04/17/17        1 N WC909193  P073901   07/09/16
Derrick, Leslie          184560670  19,500.00 10.000  M U01 700150000 700150000 9 RS  N          B H N  77         707
                                     Net Cr.  Loading Bypas . .Date of Last .          U . . . . .Last Change. . . . .
                                     Equiv.   L Factor Cq Bn  Raise   Cheque    Security  F    User    Program   Date
                                     --------- - ------ -- -- -------- -------- ------------ - ---------- --------- --------
                                      6,456  0 1.0000 00 00          04/17/17        1 N WC909193  P073901   07/09/16
Bellas, Debbie           481560670  18,200.00  9.333  M U01 700150000 700150000 0 01  N          B S N  77         707
                                     Net Cr.  Loading Bypas . .Date of Last .          U . . . . .Last Change. . . . .
                                     Equiv.   L Factor Cq Bn  Raise   Cheque    Security  F    User    Program   Date
                                     --------- - ------ -- -- -------- -------- ------------ - ---------- --------- --------
                                      6,456  0 1.0000 00 00 07/01/16 04/17/17        1 N WC909193  P073901   07/09/16
Rivard, Jacques          652136888  44,000.00 22.564  M U01 700190000 700190000 0 01  N          B S Y  77         707
                                     Net Cr.  Loading Bypas . .Date of Last .          U . . . . .Last Change. . . . .
                                     Equiv.   L Factor Cq Bn  Raise   Cheque    Security  F    User    Program   Date
                                     --------- - ------ -- -- -------- -------- ------------ - ---------- --------- --------
                                      6,456  0 1.0000 00 00 04/12/16 04/17/17        1 N WC909193  P073901   07/09/16
```

### 8.3.1  Processing Options

See Section 51.18, "Canadian Employee Pay Profile (P074021)"

## 8.4  Reviewing the Employee Labour Distribution Report

**Navigation**

**From Canadian Payroll Master (G77), choose Employee Information**

**From Employee Information (G7711), choose Additional EE Data & Reports**

**From Additional Employee Data & Reports (G77111), choose Employee Labour Distribution**

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

*Figure 8–3   Employee Labour Distribution Report*

```
06106P                                    JD Edwards World                          Page -      2
                                      Employee Labor Distribution                   Date -  7/12/17
    Number         Name         M                                        W/C           S  Gross
                                                                                          Amount
    Pay                         T  Hrs./%      Account Number      Dates Table  Code    Tax Area H  Annual
                                                                                                    Limit
---------- ----------------------- - -------- --------------------------'-------- ----- ------ ---------- - -------
    7701 Anthony Holiday
       1 P Regular               H   40.00        707.8115        04/12/17      ONT
                                         Withhold Period: 1- Y 2- Y 3- Y 4- Y 5- Y      Annual Limit
    7701 Anthony Holiday
       1 P Regular               H   40.00        707.8118        04/12/17      ONT
                                         Withhold Period: 1- Y 2- Y 3- Y 4- Y 5- Y      Annual Limit
                                       --------
                                        80.00
    7703 Bellas, Debbie
       1 P Regular               %   20.00        707.8115                      ONT
                                         Withhold Period: 1- Y 2- Y 3- Y 4- Y 5- Y      Annual Limit
    7703 Bellas, Debbie
       1 P Regular               %   80.00        707.8118                      ONT
                                         Withhold Period: 1- Y 2- Y 3- Y 4- Y 5- Y      Annual Limit
                                       --------
                                       100.00
```

## 8.5 Reviewing the Employee DBA Instructions Report

**Navigation**

**From Canadian Payroll Master (G77), choose Employee Information**

**From Employee Information (G7711), choose Additional EE Data & Reports**

**From Additional Employee Data & Reports (G77111), choose Employee DBA Instructions**

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

*Figure 8–4 Employee DBA Instructions report*



### 8.5.1 Processing Options

See Section 51.19, "Employee DBA Instructions (P06106D)"

# 9

# Revise Employee Information

This chapter contains these topics:

## 9.1 Revising Employee Information

After you add an employee record, you can change, correct, or update the employee's information as necessary. For example, when an employee receives a promotion, you might need to update the employee's salary, job type, and pay grade.

You can enter changes that take effect either immediately or on a future date. You can also enter changes that apply to a group of employees.

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

- Promotions
- Raises
- Leaves of absence
- Transfers

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

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

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

> **See Also:**
>
> - About Employee History and Turnover (P08042) in *JD Edwards World Canadian Payroll II Guide*.

## 9.2 Revising the Status of an Employee

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

Revising the status of an employee allows you to indicate to the system that an employee's status has changed due to termination or rehire. Revising employee information changes the Employee Master table (F060116).

When you revise the status of an employee, you can:

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

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

Complete the appropriate task:

- Terminate an employee
- Rehire an employee

> **See Also:**
>
> - Terminating an Employee in the *JD Edwards World Human Resources Guide*
> - Rehiring an Employee in the *JD Edwards World Human Resources Guide*

**Terminating an Employee**

**Navigation**
**From Canadian Payroll Master (G77), choose Employee Information**

**From Employee Information (G7711), choose Termination/Rehire**

When you terminate an employee you are indicating to the system that employment has ended as a result of any of the following reasons:

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

Depending on the combination of values you use when you enter an employee's pay status and termination date, the system responds in different ways. You can terminate an employee using the following methods:

| Method | Description |
|---|---|
| Indicate a termination date and continue pay | Enter the termination date and a numeric pay status if an employee is to continue receiving payments from your company for entered time or autopay. You can set up numeric statuses that determine processing for the last cheque for a terminated employee. |
| | A numeric pay status allows you to process any final payments for as long as necessary. A numeric pay status allows you to enter time, process a payroll, and create interim cheques regardless of the actual termination date. |
| | If you use a termination date without a pay status, the termination date must fall before the current pay period to prevent autopay. As long as the termination date falls within or after the current pay period, the employee continues to receive autopay. |
| Indicate a termination date and cease pay | An employee with an alpha pay status immediately stops receiving autopay if the pre-payroll version uses a data selection range for pay status greater than or equal to zero. |
| | Using an alpha pay status also prevents you from entering time, either in the time entry menu selections or in interim cheques. |

JD Edwards World recommends setting up a special numeric pay status to indicate that an employee has been terminated and that the final payment is to be processed in the future. After the last payment is processed for the employee, update the employee's pay status to an alpha code. You can automate this process by using the Employee Master Revisions program.

**See Also:**

- Section 9.4, "Processing Future Changes for Any Data Item"

**To terminate an employee**

On Termination/Rehire

*Figure 9–1   Termination/Rehire screen*
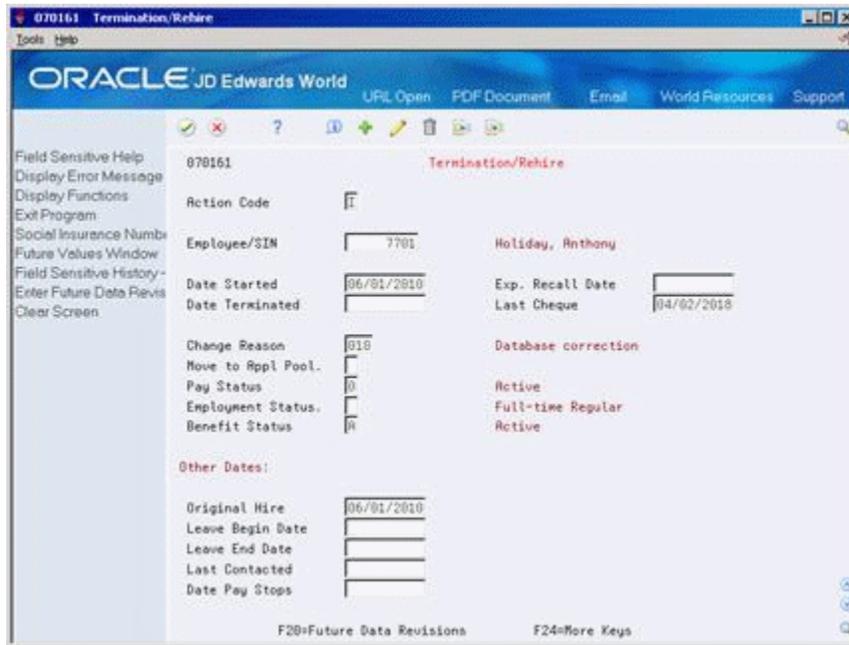


1. To locate the employee you are terminating, complete the following field:

   ■ Employee

2. Complete the following fields:

   ■ Date Terminated

   ■ Change Reason

   ■ Move to Applicant Pool

   ■ Pay Status

3. Complete the following optional field:

   ■ Expected Recall Date

4. Review the value supplied by the system for the following field:

   ■ Last Cheque

5. If you use the JD Edwards World Human Resources system and are creating requisitions, enter requisition information.

| Field | Explanation |
|---|---|
| Date - Terminated | The date that the employee was terminated, if applicable. |
| | *Form-specific information* |
| | If you enter a date in this field, you must also enter an alphabetical termination code in the Change Reason field, change the pay status code, and enter Y (Yes) or N (No) in the Move to Applicant Pool field. If you are reactivating an employee, remove the date from this field. |

| Field | Explanation |
| --- | --- |
| Change Reason | A user defined code (07/T) that indicates: |
| | ■ The reason that an active employee's record was changed. |
| | ■ The reason that an employee was terminated. |
| | ■ The reason that you are recommending the change in salary or rate. If you are reactivating an employee, you must change the code in this field to a numeric character. |
| | **Note**: The default reason code for new hires is the default value for the Change Reason data item. |
| Move to Appl Pool | You can enter a value in this field only when you terminate an employee (enter a termination date). |
| | Use this code to indicate whether the information entered for the terminated employee should be moved, by batch job, to the applicant database. Valid codes are: |
| | Y – Yes, move the employee's information to the applicant database |
| | N – No, do not move the employee to the applicant database |
| | When you enter Yes in this field, the system: |
| | ■ Generates an applicant record for the employee |
| | ■ Retains an employee record for the employee |
| | ■ Changes the employee's search type to Applicant (A) |
| | When you enter No in this field, the system changes the employee's search type to Terminated (X). |
| Pay Status | A code that indicates whether an employee's pay status is active or inactive. |
| | Codes for active pay status employees are numeric. Codes for inactive pay status employees are alphabetic. The system omits all employees with alphabetic pay status codes from the payroll run. |
| | To process an employee's last cheque, the pay status must contain a numeric code. After the system processes the cheque through final update, you can change the pay status to an alphabetic code. |
| Last Cheque | The date of the last payroll cheque issued to the employee. The system automatically updates this field when you run a payroll. If you leave this field blank, the system uses the cheque date as the default. |
| Exp. Recall Date | The date on which the employee can be recalled for employment. |

## 9.2.1 Rehiring an Employee

**Navigation**

**From Canadian Payroll Master (G77), choose Employee Information**

**From Employee Information (G7711), choose Termination/Rehire**

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

**To rehire an employee**

On Termination/Rehire

1. To locate the employee you are rehiring, complete the following field and press Enter:

   - Employee

2. Remove the value from the following field:

   - Date Terminated

3. Complete the following fields:

   - Change Reason

   - Pay Status

   - Employment Status

   - Date Started

   - Benefit Status

| Field | Explanation |
|---|---|
| Date Started | The date on which the employee actually reported to work for the most recent period of hire. When an employee initially begins working, the default is the original hire date. If no original hire date exists, the system uses the current date. This field can be updated multiple times if, for example, an employee is a seasonal worker. |
| | For the calculation tables in Payroll and the eligibility tables and date codes in Human Resources, the system also uses this date as a start date when it calculates deductions, benefits, and accruals. |

### 9.2.2 What You Should Know About

| Topic | Description |
|---|---|
| **Updating DBA instructions** | When you rehire an employee, you must also assign the current DBAs. |

**See Also:**

- Assigning Deductions, Benefits, and Accruals (P060181) in *JD Edwards World U.S. Payroll I Guide*.

### 9.2.3 Processing Options

## 9.3 Entering Changes for Rates Only

**Navigation**

**From Canadian Payroll Master (G77), choose Employee Information**

**From Employee Information (G7711), choose Additional Employee Data & Reports**

**From Additional Employee Data & Reports (G77111), choose Pay Rate Information**

When you know that an employee's pay rate is scheduled to change on a specific date, you can enter a pay rate change for the employee. You can enter a change that takes effect immediately, or you can enter a change that takes effect on a future date.

To enter a change that takes effect on a future date, you can enter an effective date for the change. When the future date occurs, the system automatically updates the employee's pay rate information. For example, Cathy is scheduled to receive a five percent pay increase on May 15, 2008. Because you will be on vacation for the entire month of May, you enter Cathy's increase on April 30, 2008, before it actually takes effect. On May 15, the system increases Cathy's pay rate by five percent.

You can specify the change as a monetary amount or as a percentage of the employee's current pay rate. Alternatively, you can enter a new salary or hourly pay rate.

You can revise the following types of pay rates:

- Annual salary

- Hourly rate

- Billing rate

- Piecework rate

This program updates the Employee Master table (F060116). Time entry programs and pre-payroll processing use the information based on the effective dates. You can use this program to update only one employee record at a time.

**To enter changes for rates only**

On Pay Rate Information

*Figure 9–2   Pay Information screen*
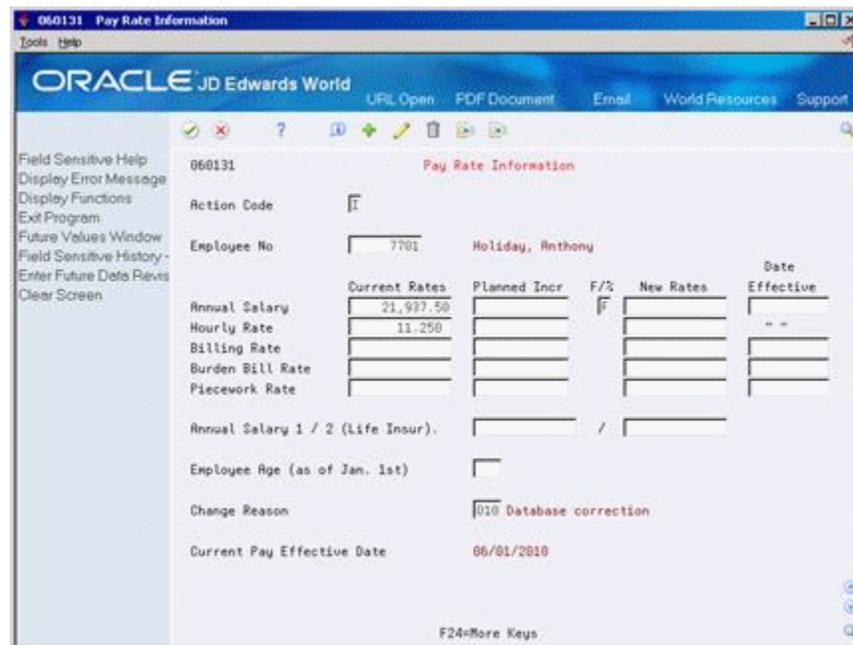


1. To locate the employee, complete the following field:

   - Employee Number

2. To enter a new or current rate, complete the appropriate fields in the following column:

   - Current Rates

**3.** To define a future pay change as a percent or flat amount increase calculated by the system, complete the following fields:

- Planned Increase

- F/% (Method for Pay Increase)

- Date Effective

**4.** To define a future pay rate, complete the following fields

- New Rates

- Date Effective

**5.** Complete the following optional fields:

- Annual Salary 1

- Annual Salary 2

- Employee Age

- Change Reason

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

| Field | Explanation |
|-------|-------------|
| Planned Incr | The amount of increase that you specify either as a monetary amount or as a percentage. The system adds this amount to the current annual salary to obtain the new annual salary. |
| | *Form-specific information* |
| | When you enter F as the method and a flat dollar amount in the New Rate field, the system calculates and displays the planned increase. |
| | When you enter a % as the method and a percentage amount in the New Rate field, the system calculates the planned increase as a flat dollar amount and displays the planned increase. |
| | To decrease the pay rate, enter a minus sign (-) either before or after the flat dollar amount or percentage amount in the Planned Increase field. |
| F/% | The method by which the pay increase amount is to be calculated. The increase can either be a percentage of the current amount or a monetary amount. |
| | *Form-specific information* |
| | Although you defined the method on the Annual Salary row, the system uses that method for all other rows. |
| New Rates | The employee's new annual salary for all payroll entries that are either manually entered or automatically generated for the payroll period after the Date of Next Raise from the employee's record. |

| Field | Explanation |
| --- | --- |
| Effective | The date on which the hourly or annual pay rate for the employee increases. The new rates go into effect after the payroll processing run that has a payroll date on or after the date of next raise.<br><br>*Form-specific information*<br><br>Changes become effective as indicated below:<br><br>All changes - The final update step of the payroll cycle updates the new annual salary, hourly rate, and salary per pay period in the Employee Master table.<br><br>DBAs - DBAs based on annual salary become effective at the next payroll after the effective date<br><br>Hourly employees - Time entry uses the changed information when the effective date is less than or equal to the time entry work date.<br><br>Autopay employees - The new rate applies when the effective date is less than or equal to the pay period end date of the payroll being processed. |
| Annual Salary 1 / 2 (Life Insur) | A value that the system uses to calculate deductions, benefits, and accruals (DBAs) for an employee's life insurance premium. Any table method that begins with an I (Insurance) uses this field. |
| Annual Salary 1 / 2 (Life Insur) | A value that the system uses to calculate deductions, benefits, and accruals (DBAs) for a spouse's life insurance premium. Any table method that begins with an F or U uses this field. |
| Employee Age (as of Jan 1) | The age of the employee as of a certain date (for example, August 1st) for a given year. You can manually update this field or update it each year using the future data facility. |

### 9.3.1 What You Should Know About

| Topic | Description |
| --- | --- |
| **Employees with contract calendars attached** | You cannot use Pay Rate Information to make pay rate changes for employees with contract calendars attached. You must change the pay information on the Contract Calendar Window. |

**See Also:**

- Updating Future Pay Information in *JD Edwards World Canadian Payroll II Guide*

## 9.4 Processing Future Changes for Any Data Item

You enter future changes to specify that a change for an individual employee takes effect on a future date. For example, if an employee changes home business units on a certain date, you enter the new information prior to the employee actually changing business units. You process the changes by requesting a batch job that updates employee records. However, if the system is currently processing records in final update for payroll, you cannot update those records.

You can choose when to have the system process the changes:

- During the final update steps of the payroll cycle

- When you request a batch job to update the changes

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

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

## 9.4.1 Before You Begin

- Choose the data items (fields) that you will allow this program to change

    **See Also:**

    - Choosing Fields for Future Data Revisions (P06041) in *JD Edwards World Canadian Payroll II Guide*.

## 9.4.2 Entering Future Changes

**Navigation**
**From Canadian Payroll Master (G77), choose Employee Information**

**From Employee Information (G7711), choose Employee Entry**

Entering future changes allows you to:

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

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

**To enter future changes**
On Employee Entry

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

    - Employee Number

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

3. Choose the Automatic Employee Update Revisions function.

*Figure 9–3   Employee Master Revisions screen*



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

   ■ Employee Number

   ■ Data Item

   ■ Display

5. Complete the following fields:

   ■ Effective Date

   ■ Future Value

6. Access the detail area.

*Figure 9–4   Employee Master Revisions screen*
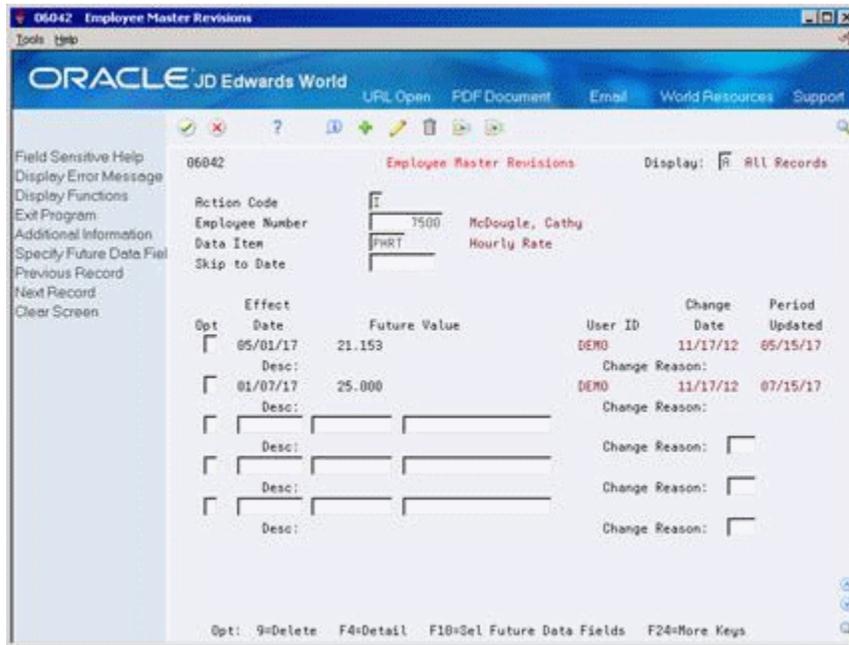


7.  Complete the following optional field:

    ■  Change Reason

| Field | Explanation |
|---|---|
| Data Item | The technical name of the field to which the change will apply. You must first specify the fields allowed to have changes by using the Specify Future Data Fields form. |
| Display Cleared Records | This field controls which records in the Future Employee Master Data file (F06042) will be displayed. The possible values are:<br><br>A – All records will be displayed<br><br>Y – Only Processed (Cleared) records will be displayed<br><br>Blank – Only Unprocessed records will be displayed |
| Effect | The date that the revision goes into effect. The update program identifies the pay period ending date of the version being processed to determine whether the future value qualifies for the update.<br><br>Use Skip to Date on Enter Future Data Revisions to specify the first date to display in the detail area.<br><br>*Form-specific information*<br><br>The date that the system updates the HR History table (F08042) with the revised information. The update program identifies the pay period ending date of the payroll ID being processed to determine whether the future value qualifies for the update.<br><br>You can think of the effective date as the date to update. When updating the Employee Master using Final Update, the system updates any changes with an effective date less than or equal to the pay period end date of the payroll. The system automatically submits the update program as part of the final update step. Only those employees included in the payroll are processed for future changes. |

### 9.4.3 What You Should Know About

| Topic | Description |
|---|---|
| Alternative revision methods | You can also enter future changes on Employee Master Revisions from the Change Control and Monitoring menu (G07112, G77112, or G05112). |
| Hourly and salary rates | If you enter a future value for the annual salary, the system recalculates the hourly rate during the future data update for salary employees. If you enter a future value for hourly rate, the system recalculates the annual salary. |
| Terminating an employee | When you are terminating an employee and the last payment is processed for the employee, you must update the employee's pay status to an alpha code. You can automate this process by using this program. |
| Future Values | Choose the Select Future Data Fields function to review previously entered changes for the field where your cursor is located. |
| | You cannot access Future Values if the value in the field is not specified as valid for future changes. |
| | Access to this window is also available on several other employee forms. |
| | See Choosing Fields for Future Data Revisions in *JD Edwards World Canadian Payroll II Guide*. |
| Future Data table (F06042) | The Future Data table is a permanent table. Note the following information about this table and future data changes: |
| | ■ The update does not delete any of the records in this table. |
| | ■ The system does not display future data changes on the Pay Rate Information form. |
| | ■ If you use the Employee History table to monitor changes made to the Employee Master, the system updates the Employee History (F08042) table with turnover and history records for all future data changes. |
| Employees with contract calendars attached | If an employee has a contract calendar attached, you cannot make changes to any of the data items for the employee's salary. You must make changes to salary information on Contract Calendar Window. |

### 9.4.4 Updating Employee Master Records

**Navigation**

**From Canadian Payroll Master (G77), choose Employee Information**

**From Employee Information (G7711), choose Change Control & Monitoring**

**From Change Control & Monitoring (G77112), choose Employee Master Update**

After you enter future changes for one or more employees, you can do one of the following:

■ Allow the system to update the Employee Master table during the final update step of the appropriate payroll cycle.

■ Manually submit the Employee Master Update program to apply future changes to the information in the Employee Master table.

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

When you allow the system to make the changes during the payroll cycle, the system processes future changes only for the employees who are included in the current payroll cycle. When you choose to run the master update, you can select employees who are included in different payroll cycles. For example, you can select some employees who are included in the payroll cycle for hourly employees and some employees who are included in the payroll cycle for salaried employees.

**See Also:**

- Section 9.3, "Entering Changes for Rates Only"for an alternative rate change method.

### 9.4.5 What You Should Know About

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

## 9.5 Processing Mass Changes

**Navigation**

**From Canadian Payroll Master (G77), enter 27**

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

**From Data Integrity/Global Update (G7731), choose Employee Master Mass Change**

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

- All employees currently in Building 1 are moving to Building 2. Because you use the cheque route code to indicate the location of employees, you must reassign the cheque route code for employees currently in Building 1.

- Your company is restructuring departments. You must change the category code for all employees currently in department 10 to department 110.

When you process mass changes, you can also:

- Specify employees in the data selection values

- Omit individual employees after selection occurs

- Specify the effective date and reason for the change

- Use percentages or flat amounts when changing the salary or hourly rate

- Review both old and new data

- Override the mass change data and effective date for specific employees

■ Apply changes immediately or at a later date

## 9.5.1 Before You Begin

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

**To process mass changes**

On Employee Master Mass Change

*Figure 9–5 Employee Master Mass Changes screen*



1. Complete the following field:

■ Version of EE Master Mass Change

*Figure 9–6   Mass change- data selection*
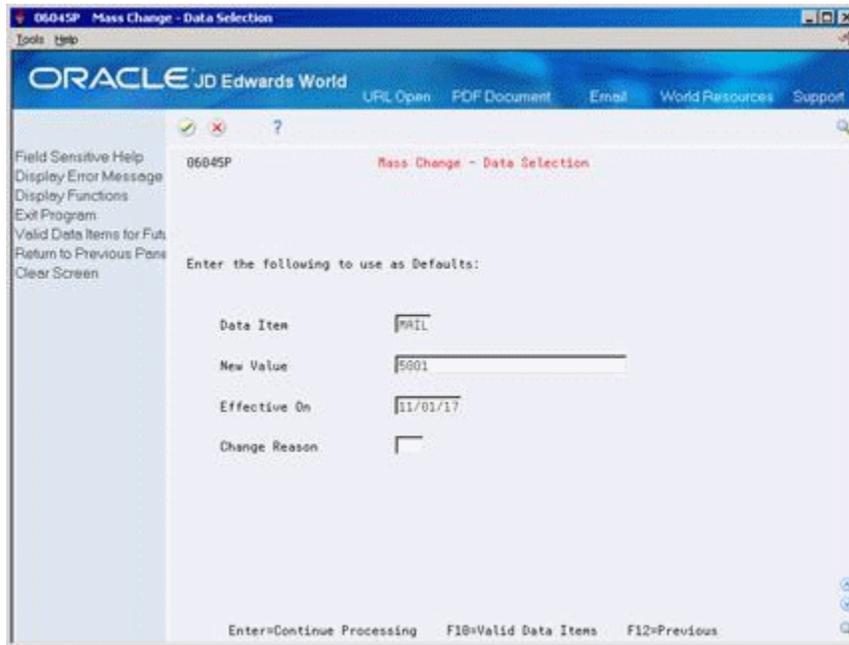


2.  On Mass Change - Data Selection, complete the following fields and press Enter:

    ■   Data Item

    ■   New Value

    ■   Effective On Date

    ■   Change Reason

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

    ■   Method

*Figure 9–7   Mass Change - EE Selection screen*



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

    If the field to the left of the employee's name contains an L, the employee is locked in payroll processing.

5.  Change the following field if necessary:

    ■   New Value

6.  Choose one of the following options if necessary:

    ■   Add the employee to a future data revision

    ■   Omit the employee from the mass change

7.  Access the detail area to review additional information about locked employees and the current step in the payroll cycle.

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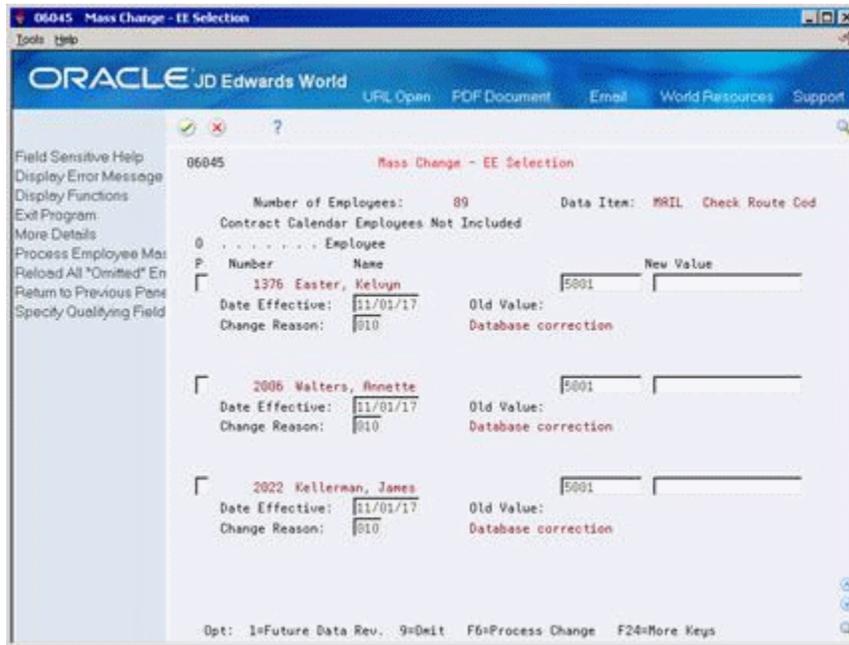


8. Change the following fields if applicable:

   ■   Effective Date

   ■   Change Reason

9. Choose the Process Change function.

*Figure 9–9   Process change screen*
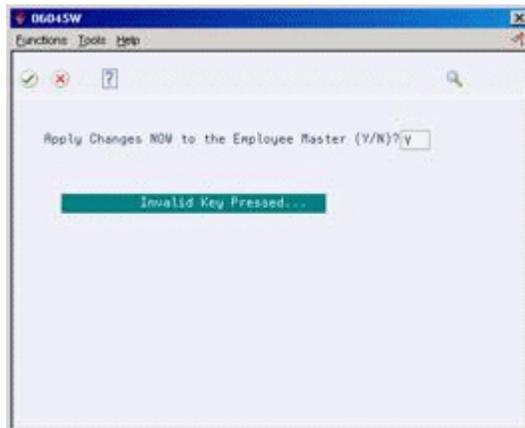


10. Complete the following field:

   ■   Apply Changes Now to the Employee Master

| Field | Explanation |
|---|---|
| New Value | A code that indicates a selection or a future set of information. When the effective date of the revision arrives, the value you enter in this field replaces an existing value in the Employee Master table. |

| Field | Explanation |
|---|---|
| Date Effective: | The date that the revision goes into effect. The update program identifies the pay period ending date of the version being processed to determine whether the future value qualifies for the update. |
| | Use Skip to Date on Enter Future Data Revisions to specify the first date to display in the detail area. |

## 9.5.2 What You Should Know About

| Topic | Description |
|---|---|
| **Applying changes** | If you answer yes to the prompt question: |
| | ■ If you answer yes and the effective date is on or before today's date, the system updates the changes immediately. |
| | ■ If you answer yes and the effective date is later than today's date, the system creates future data records for the changes. The system then applies the changes automatically during final update for the first payroll with a pay period ending date that is greater than or equal to the effective date of the changes. |
| | If you answer no to the prompt question: |
| | ■ The system creates future data records for all the changes. The system applies future data records during final update processing for the first payroll with a pay period ending date greater than or equal to the effective date of the changes. |
| | For locked employees: |
| | ■ Whether you answer yes or no, if the effective date is within the pay period dates for a current payroll, the system creates future data records and flags them as Update Pending. The system applies the changes in the final update. |
| | ■ When you request a mass change, the system does not create a separate payroll of changes for locked employees. |
| | ■ Any changes that affect gross to net pay will not reflect on the current payroll for locked employees. |
| **Omitting and reloading employees** | You can choose an option to omit an employee from the mass change. |
| | You can choose a function to reload all employees that you previously omitted from the mass change. |
| **Processing changes for contract calendar employees** | If your company assigns contract calendars to employees, you cannot use this method to process salary-related changes for employees with contract calendars attached to their records. You must either change the individual's record on Contract Calendar Window or use Recalculate Contract Calendar Salary. |
| | See Updating Employee Records for Contract Calendars in *JD Edwards World Canadian Payroll II Guide*. |

# Part II

## Time Entry

This part contains these chapters:

# 10

# Overview to Time Entry

This chapter contains these topics:

- Section 10.1, "Objectives"
- Section 10.2, "About Time Entry"

## 10.1 Objectives

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

## 10.2 About Time Entry

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

Time entry includes:

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

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

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

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

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

- By employee

- By job or business unit

- By day

- By employee with equipment

The way in which your organization gathers timecard information determines your most efficient method for time entry. You can also use different methods for different groups of employees. For example, in a manufacturing environment, you can use autopay for office personnel and enter time by business unit for factory workers.

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

- Create timecards for overtime hours automatically

- Enter timecard information in a third-party system and upload it to the Payroll system

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

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

# 11

# Enter Timecards by Employee

This chapter contains these topics:

## 11.1 Entering Timecards by Employee

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

Essential timecard information is the minimum information required to enter a timecard. When you enter essential timecard information for an employee, the system supplies a pay rate and some additional information, such as business unit, account number, tax area, and so on. In some cases, you might need to temporarily override an employee's system-derived information. For example, when an employee who normally works the day shift temporarily works the night shift, you might need to enter a shift differential.

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

*Figure 11–1   Entering Timecards by Employee screen*
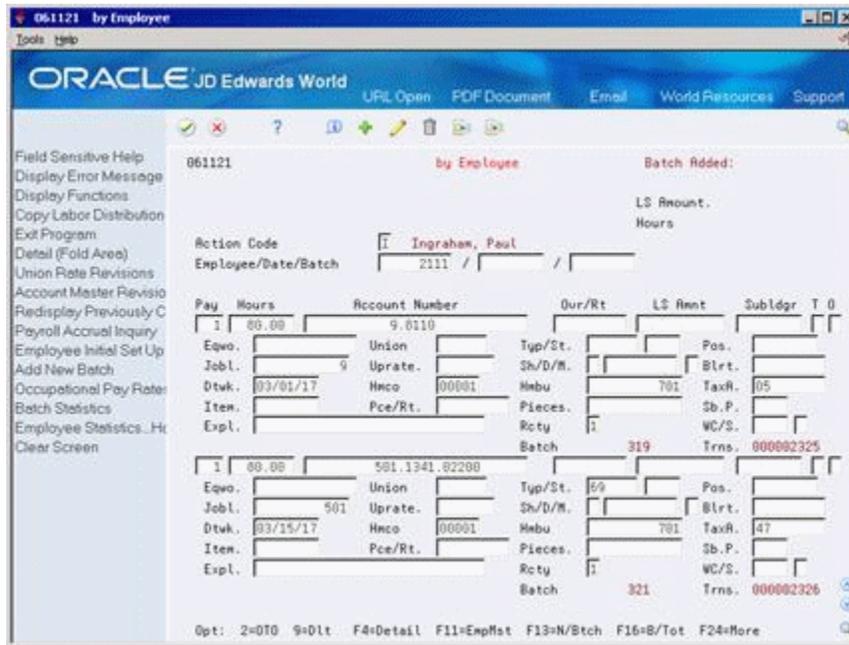


See Also:

- Appendix B - Timecard Derivation Sequence in *JD Edwards World Canadian Payroll II Guide* for information about how the system derives timecard information

## 11.2  Entering Essential Timecard Information by Employee

**Navigation**

**From Canadian Payroll Master (G77), choose Time Entry**

**From Time Entry (G7712), choose by Employee**

Essential timecard information is the minimum information required to enter a timecard. You must enter timecard information for all employees who are not set up for autopay. (Autopay employees include salaried employees and hourly employees who are set up for standard hours.) Entering timecards by employee is usually the most convenient method when you need to enter information for individual employees. When you enter essential timecard information by employee, the system supplies additional information, depending on how your system is set up.

**To enter essential timecard information by employee**

On by Employee

1. Complete the following fields:

   - Employee

   - Date

   - Pay

2. To assign a specific batch number, complete the following field:

   - Batch

3. Complete one of the following fields:

   - Hours

   - Lump Sum Amount

| Field | Explanation |
|---|---|
| WrkDt | The date used as the actual work date or pay period ending date. |
| | *Form-specific information* |
| | If you enter time on a weekly or bi-weekly basis, you can use any date within the pay period. If you enter time daily, use the specific date for that day's transactions. |
| Pay | A code to define the type of pay, deduction, benefit, or accrual. |
| | Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999. |
| | *Form-specific information* |
| | If you are using pay rate tables and have set the processing option to use union rates, you can: |
| | ■ Leave the Pay field blank when you need to enter regular hours. The system automatically supplies the regular pay type and the corresponding union rate from the table. |
| | ■ Enter a code for the respective category column (either A, B, C, or D) in the Pay field to enter overtime hours. |
| Batch Added: | A number that identifies a group of transactions that the system processes and balances as a unit. When you enter a batch, you can either assign a batch number or let the system assign it through Next Numbers. When you change, locate, or delete a batch, you must specify the batch number. |
| | *Form-specific information* |
| | All timecards must be associated with a batch number. |

## 11.2.1  What You Should Know About

| Topic | Description |
|---|---|
| **Adding a timecard entry** | Each line on by Employee represents a timecard entry. To add a new entry, use the Change action. Do not use the Add action. |
| **Copying timecard fields** | With JD Edwards World only, you can duplicate any field of timecard information to the next line on the form. Use the designated duplicate key on your keyboard. |
| **Changing an employee's pay rate** | If you enter a timecard for an employee and then change the pay rate for that employee, you must remove the value in the Override/Rate field on the time entry form. The system retrieves the new rate and recalculates the gross pay for that timecard. |
| **Entering piecework information** | When you need to enter timecard information about piecework, such as number of pieces and rate per piece, you can use the regular time entry programs. If you are using the piecework processing feature, you might prefer to use the Piecework Time Entry program to enter timecard information for piecework. |

## 11.3  Calculating an Employee's Hourly Rate

**Navigation**

**From Canadian Payroll Master (G77), choose Time Entry**

**From Time Entry (G7712), choose by Employee**

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

1. Time Entry forms

2. Union and job type information from the Union Rates table (F069126) as entered on Pay Rate Tables (P069121)

3. Job type and job step from the Employee Pay Rates table (F060146) as entered on Occupational Pay Rates (P060231)

4. Job type and job step from the Employee Multiple Job table (F060118) as entered on Employee Multiple Job Entry (P060118)

5. Hourly rate from the Employee Master table (F060116) as entered on Employee Entry (P060101)

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

In some cases, you might need to temporarily override an employee's system-derived hourly rate. For example, an employee might receive a higher rate for working in a job other than the employee's regular job. You can use time entry to override an employee's hourly rate for the current timecard.

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

On by Employee

1. Complete the steps for entering essential timecard information.

2. Complete the following field if necessary:

   ■ Override/Rate

3. Access the detail area.

4. Complete any of the following optional fields:

   ■ Uprate

   ■ Shift Code (Sh)

   ■ Shift Differential (D)

   ■ Percent or Amount (M)

| Field | Explanation |
| --- | --- |
| Rate - Hourly | This is the employee's hourly rate. If applicable, the system adds Pay Type Multiplier and Shift Differential values to the hourly rate. |
| | If you change the value of the data display decimals for this field, you must also change the Hourly Rate (PHRT) and Base Rate (BHRT) fields in Time Entry to have exactly the same data display decimals. |
| | *Form-specific information* |
| | Enter an amount in this field to override all rates that would have been derived elsewhere. The system uses this rate to calculate the employee's pay based on the hours you enter. Depending on where the system finds the rates, one of the following occurs: |
| | ■ If the system retrieves rates from the Employee Master table (F060116), the system does not display rate amounts. A message of secured indicates that the system used employee information. |
| | ■ If the system retrieves the rate from the Union Rates or Occupational Pay Rates table, the system displays the rate of pay, provided that the rates for all lines of time entry are the same. If the system detects different rates for the lines of time entry, it displays a message of Dff U. Rate. |
| Uprate | An amount that the system adds to an employee's base hourly rate. For example, you might enter a rate differential for equipment operators when they move from operating one piece of equipment to another piece. The system adds this amount directly to the base rate to calculate gross wages. |
| | The system adds the uprate amount to the base pay rate before it performs any other rate calculations, such as applying a shift differential or pay type multiplier. |
| Sh/D/M | A user defined code (07/SH) that identifies daily work shifts. In payroll systems, you can use a shift code to add a percent or amount to the hourly rate on a timecard. |
| | For payroll and time entry: |
| | If an employee always works a shift for which a shift rate differential is applicable, enter that shift code on the employee's master record. When you enter the shift on the employee's master record, you do not need to enter the code on the timecard when you enter time. |
| | If an employee occasionally works a different shift, you enter the shift code on each applicable timecard to override the default. |
| Amount - Shift Differential | An additional rate, expressed in dollars or percent, added to an employee's hourly rate, depending on the shift worked. This rate can be applied in one of two ways as defined by the Shift Differential Calculation Sequence (data item CMTH). |

**See Also:**

- Section 11.2, "Entering Essential Timecard Information by Employee"

- Appendix B - Timecard Derivation Sequence in *JD Edwards World Canadian Payroll II Guide* for information about how the system derives timecard information

## 11.4 Entering a Bonus for an Employee

**Navigation**

**From Canadian Payroll Master (G77), choose Time Entry**

**From Time Entry (G7712), choose by Employee**

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

**To enter a bonus for an employee**

On by Employee

Complete the following fields:

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

## 11.5 Entering Work Order Information

**Navigation**

**From Canadian Payroll Master (G77), choose Time Entry**

**From Time Entry (G7712), choose by Employee**

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

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

**To enter work order information**

On by Employee

1. Complete the steps for entering essential timecard information.

2. Complete the following fields:

   - Account Number
   - Subledger
   - Subledger Type (T)

3. Access the detail area.

4. Complete the following optional field:

   - Subledger Phase (Sb.P)

| Field | Explanation |
|---|---|
| Account Number | A field that identifies an account in the general ledger. You can use one of the following formats for account numbers:<br><br>■ Standard account number (business unit.object.subsidiary or flexible format)<br><br>■ Third G/L number (maximum of 25 digits)<br><br>■ 8-digit short account ID number<br><br>■ Speed code (not currently available in OneWorld)<br><br>The first character of the account indicates the format of the account number. You define the account format in the General Accounting Constants program.<br><br>*Form-specific information*<br><br>If you leave this field blank, the system uses the employee's home company and home business unit to retrieve the object account and subsidiary from the accounting rules table.<br><br>If you enter a business unit followed by a period (.), the system uses this business unit and retrieves the rest of the account number from the accounting rules. To specify a business unit and a subsidiary account, but have the system retrieve the object account from the accounting rules, enter business unit.subsidiary.<br><br>For Work Orders speed code entry:<br><br>You can use speed codes to reduce data entry when you enter work order information. When you enter a speed code, the system automatically enters account information that is stored elsewhere in the system. To enter a speed code, enter a back slash (\), the work order number, and a period (.) For example, work order 145648 is entered as \145648. in the Account Number field.<br><br>When you add the timecard information, the system:<br><br>■ Replaces the speed coding information with account number information<br><br>■ Uses the Charge to Business Unit number from the work order<br><br>■ Uses the Object Account number from the Automatic Accounting Instructions for Debit/Labour/Billing/Equipment for Journal Type LD<br><br>■ Enters the work order number in the Subledger field in the detail area<br><br>■ Enters W as the subledger type |
| Subldgr | 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. |
| T | A code identifying the type of subledger in the previous field. If you enter a subledger, you must also enter a subledger type. |

| Field | Explanation |
|-------|-------------|
| Sb.P | A user defined code (00/W1) that indicates the current stage or phase of development for a work order. You can assign a work order to only one phase code at a time. |
|  | **Note**: Certain forms contain a processing option that allows you to enter a default value for this field. If you enter a default value on a screen for which you have set this processing option, the system displays the value in the appropriate fields on any work orders that you create. The system also displays the value on the Project Setup screen. You can either accept or override the default value. |

**See Also:**

## 11.6 Overriding System-Supplied Information Temporarily

**Navigation**

**From Canadian Payroll Master (G77), choose Time Entry**

**From Time Entry (G7712), choose by Employee**

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

In some cases, you might need to temporarily override an employee's system-supplied information. For example, you might need to override the account number and job location when an employee works a job other than the employee's regular job.

**To override system-supplied information temporarily**

On by Employee

1. Complete the steps for entering essential timecard information.

2. Access the detail area.

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

   - Account Number

   - Over/Rate

   - Job Type/Step

   - Job Location (Jobl)

   - Shift Code

   - Shift Differential

   - Shift Method

   - Billing Rate

   - Date Worked

   - Home Company

- Home Business Unit

- Explanation

- Record Type

- Worker's Compensation Insurance Code

| Field | Explanation |
|-------|-------------|
| Jobl | This business unit represents the location in which the employee worked. It can be used to indicate that an employee worked at this location, but charged the time to another business unit. This field is used for deriving rates from the Union Pay Rate table and is used exclusively by the Certified Payroll Register. |

**See Also:**

- Section 11.2, "Entering Essential Timecard Information by Employee"

- Appendix B - Timecard Derivation Sequence in *JD Edwards World Canadian Payroll II Guide* for information about how the system derives timecard information

## 11.7 Overriding DBA Amounts Temporarily

**Navigation**

**From Canadian Payroll Master (G77), choose Time Entry**

**From Time Entry (G7712), choose by Employee**

You can temporarily override the DBA amount the system normally calculates. For example, you might need to override DBA amounts for employees who began employment in the middle of a pay period. You can override the DBA amount when you enter time for an employee, but you do not need to actually enter time to override a DBA amount. For example, you can override the DBA amount for an autopay employee or enter the actual time for an hourly employee later.

To override DBA amounts, change the dollar amount (or the hour amount for an hourly accrual) that the system calculates for that DBA during payroll cycle processing. You can enter zero or any adjusted amount.

As an alternative to overriding this data manually, you can use the One Time Overrides Z File program (P06OTO1Z) to import an extensive amount of data into your system. See *Appendix K Import Mass Data into Payroll* in the *U.S. Payroll II Guide* for more information.

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

**To override DBA amounts temporarily**

On by Employee

1. Complete the following fields:

   - Employee

   - Date

   - Batch

**2.** Choose the One-Time Override option.

*Figure 11–2  DBA One-time Overrides screen*
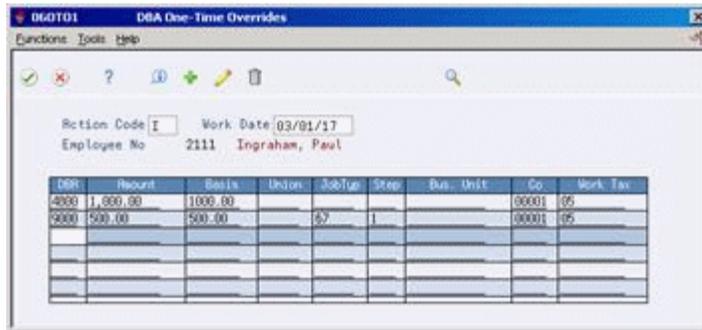


**3.** On DBA One-Time Overrides, complete the following field:

- Date Worked

**4.** Choose the function to copy DBAs or complete the following field:

- DBA

**5.** Complete the following field:

- Amount

**6.** Complete any of the following optional fields:

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

**7.** Access the detail area.

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

- A/P Voucher
- Payee Number
- Wage Attachment

## 11.7.1  What You Should Know About

| Topic | Description |
|---|---|
| **Reviewing timecards** | When you review timecards, the system does not indicate that a DBA one-time override exists. |
| **Reviewing DBA information** | During a payroll cycle, you can use the DBA One-Time Override window to review the DBAs that the system calculated for an employee. |

## 11.8 Copying Labour Distribution Instructions

**Navigation**

**From Canadian Payroll Master (G77), choose Time Entry**

**From Time Entry (G7712), choose by Employee**

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

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

- Copy labour distribution instructions by hour
- Copy labour distribution instructions by percentage

### 11.8.1 Before You Begin

- Enter labour distribution instructions for the employee. See Section 4.2, "Entering Labour Distribution Instructions"

**To copy labour distribution instructions by hour**

On by Employee

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

**To copy labour distribution instructions by percentage**

On by Employee

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

*Figure 11–3   Labour Distribution Pay Period screen*
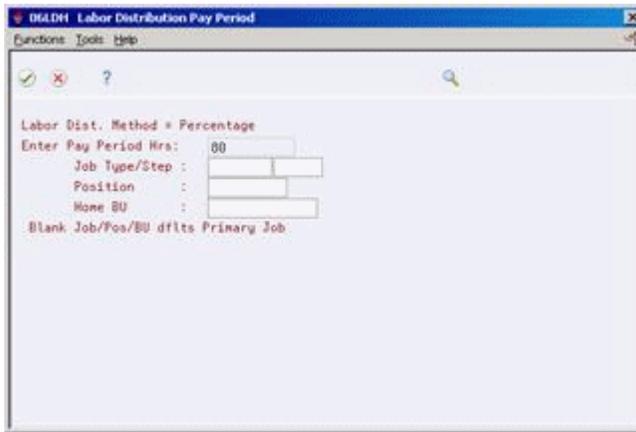


3. On Labour Distribution Pay Period, complete the following field

   ■   Pay Period Hours

4. Choose the Continue function.

5. On by Employee, accept the information as displayed or make changes to any of the fields as needed for this entry.

6. Complete the steps to enter the timecard.

## 11.8.2  What You Should Know About

| Topic | Description |
|---|---|
| **Multiple jobs** | When copying labour distribution instructions for an employee with multiple jobs, you must choose the Copy Labour Distribution Instructions for each job. |

## 11.8.3  Processing Options

See Section 52.1, "Time Entry by Individual - Canadian (P061121)"

# 12

# Enter Timecards by Job or Business Unit

This chapter contains these topics:

## 12.1 Entering Timecards by Job or Business Unit

Enter time by job or business unit to streamline time entry for a group of employees who work in the same business unit.

When you use this method of time entry, you only enter information once that applies to the entire group of employees. Then, you can enter individual information for each employee in the group. You also can track detailed information about a job site, such as the superintendent, foreman, and cheque route code for the job.

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

**Figure 12–1   Entering Timecards by Job or Business Unit screen**
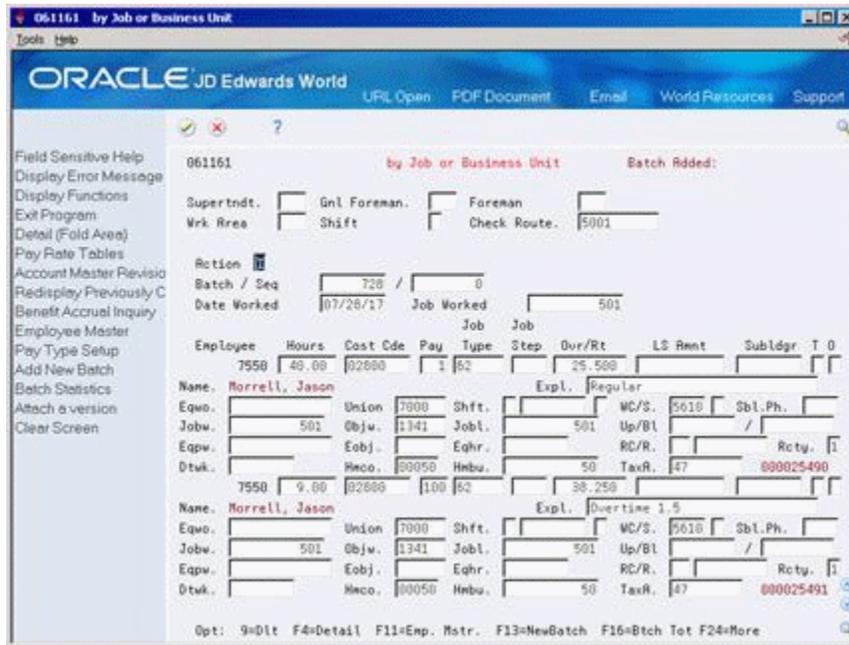


See Also:

- Appendix B - Timecard Derivation Sequence in *JD Edwards World Canadian Payroll II Guide* for information about how the system derives timecard information

## 12.2  Entering Essential Timecard Information by Job or Business Unit

**Navigation**

**From Canadian Payroll Master (G77), choose Time Entry**

**From Time Entry (G7712), choose by Job or Business Unit**

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

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

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

On by Job or Business Unit

1.  Complete the following fields:

    - Batch

    - Date Worked

    - Job Worked

**2.** For each employee working on the job, complete the following fields:

- Employee

- Hours

- Pay Type

- Cost Code (Account Number)

| Field | Explanation |
|---|---|
| Jobw | A code for the job worked or business unit worked in. In Timecard Entry by Job or Business Unit, the system uses the code entered in this field as the default into each timecard unless you override the code at the individual timecard level. |
| Cost Code | A subdivision of an object account. Subsidiary accounts include more detailed records of the accounting activity for an object account. |
| Cost Code | A field that identifies an account in the general ledger. You can use one of the following formats for account numbers:<br><br>■ Standard account number (business unit.object.subsidiary or flexible format)<br><br>■ Third G/L number (maximum of 25 digits)<br><br>■ 8-digit short account ID number<br><br>■ Speed code (not currently available in OneWorld)<br><br>The first character of the account indicates the format of the account number. You define the account format in the General Accounting Constants program.<br><br>*Form-specific information*<br><br>To apply charges to a work order using speed code entry, enter a back slash, the work order number, and a period. For example enter \1919. for work order number 1919. |

## 12.2.1  What You Should Know About

| Topic | Description |
|---|---|
| **Features not available** | When you enter timecards by job or business unit, you cannot:<br><br>■ Copy labour distribution instructions<br><br>■ Override DBA amounts<br><br>You must use by Employee to access these features.<br><br>See also:<br><br>■ Section 11.8, "Copying Labour Distribution Instructions"<br><br>■ Section 11.7, "Overriding DBA Amounts Temporarily" |
| **Locating timecards** | To locate a timecard for an employee using Time Entry by Job or Business Unit, you must know the job and batch number that includes the timecard. |
| **Adding a timecard entry** | Each line on by Job or Business Unit represents a timecard entry. If you want to add a new entry, use the Change action. Do not use the Add action. |
| **Copying timecard fields** | With JD Edwards World, you can duplicate any field of timecard information to the next line on the form. Use the designated duplicate key on your keyboard. |

## 12.3 Entering Site Information

**Navigation**

**From Canadian Payroll Master (G77), choose Time Entry**

**From Time Entry (G7712), choose by Job or Business Unit**

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

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

**To enter site information**

On by Job or Business Unit

1. Complete the steps for entering essential timecard information by job or business unit.

2. Complete the following optional fields:
   - Superintendent
   - General Foreman
   - Foreman
   - Work Area
   - Shift
   - Cheque Route

| Field | Explanation |
|---|---|
| Cheque Route | A user defined code (07/CR) that specifies the cheque routing or mail stop code. Use this code to sequence the printing of payroll cheques to facilitate their handling and delivery. |

### 12.3.1 What You Should Know About

| Topic | Description |
|---|---|
| Category codes | Time Entry by Job uses category codes one through four. You name and define these category codes when you set up your Payroll system. In the JD Edwards World DEMO data, category codes one through four are Superintendent, General Foreman, Foreman, and Work Area, respectively. |
| | See the *JD Edwards World Technical Foundation Guide* for information about defining category codes. |

**See Also:**

- Section 12.1, "Entering Timecards by Job or Business Unit"

### 12.3.2 Processing Options

See Section 52.2, "Time Entry by Job (Business Unit) - Canadian (P061161)"

# 13

# Enter Timecards by Day

This chapter contains this topic:

- Section 13.1, "Entering Timecards by Day"

## 13.1 Entering Timecards by Day

**Navigation**

**From Canadian Payroll Master (G77), choose Time Entry**

**From Time Entry (G7712), choose Daily Timecard Entry**

You can use several methods to manually enter timecards. For employees who must maintain a daily record of their time, you can enter timecards by day of the week. Using this method of time entry, you can divide by day of the week those hours that use the same pay type, business unit, and rate for each employee.

Entering timecards by day is particularly useful for the following examples:

- When processing payroll for employees in certified payroll jobs who are required to report time on a daily basis.

- When pay rates under a previous contract expire in the middle of a pay period and the new pay rates are under negotiation, you might find it efficient to enter timecards by day for that pay period, or until the contract is approved. When the contract is approved, you can easily apply retroactive pay to the re-negotiated days.

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

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

> **See Also:**
>
> - Appendix B - Timecard Derivation Sequence in *JD Edwards World Canadian Payroll II Guide* for information about how the system derives timecard information

**To enter timecards by day**

On Daily Timecard Entry

*Figure 13–1    Daily Timecard Entry screen*
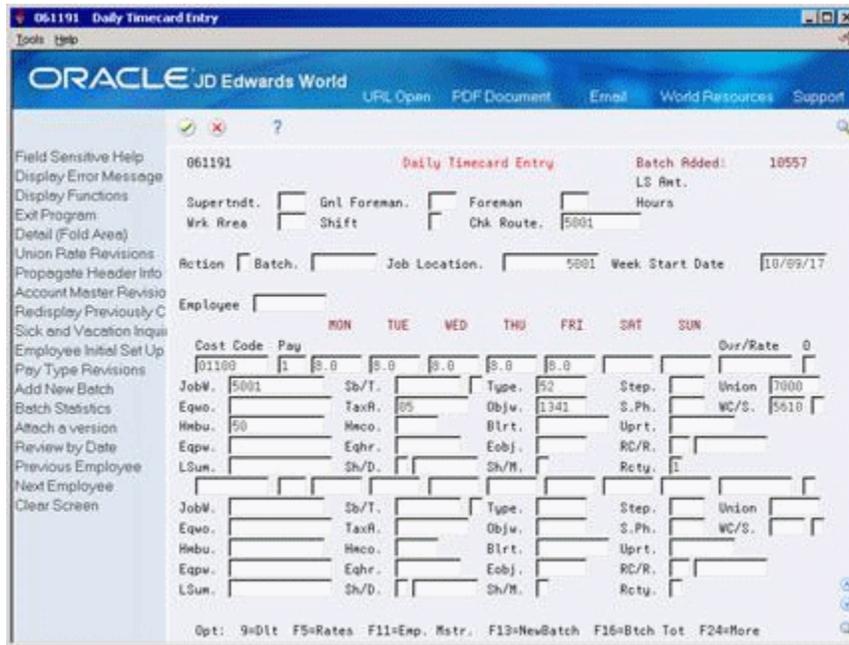


1. Complete the following fields:

   ■ Batch

   ■ Job Location

   ■ Week Start Date

   ■ Employee

   ■ Cost Code

   ■ Pay Type

   ■ Hours

2. Complete the following optional fields:

   ■ Superintendent

   ■ General Foreman

   ■ Foreman

   ■ Work Area

   ■ Shift

   ■ Cheque Route

| Field | Explanation |
| --- | --- |
| Week Start Date | The date used as the actual work date or pay period ending date. |
| | *Form-specific information* |
| | The date you enter in this field must be a valid date for the day specified in the processing options as the beginning day of the week. For example, if the week is set to begin on Mondays, you can enter 02/05/96 because it is an actual Monday date. You cannot enter 02/10/96 because that date is a Saturday. |

### 13.1.1 What You Should Know About

| Topic | Description |
| --- | --- |
| Features not available | When you enter timecards by day, you cannot:<br><br>- Copy Labour Distribution instructions<br>- Override DBA amounts<br><br>You must use by Employee to access these features.<br><br>See also:<br><br>- Section 11.8, "Copying Labour Distribution Instructions"<br>- Section 11.7, "Overriding DBA Amounts Temporarily" |
| Adding a timecard entry | Each line on Daily Timecard Entry represents a timecard entry. To add a new entry, use the Change action. Do not use the Add action. |
| Copying timecard fields | With JD Edwards World you can duplicate any field of timecard information to the next line on the form. Use the designated duplicate key on your keyboard. |
| Category codes | Time Entry by Day uses category codes one through four. You name and define these category codes when you set up your Payroll system. In the JD Edwards World DEMO data, category codes one through four are Superintendent, General Foreman, Foreman, and Work Area, respectively.<br><br>See the *JD Edwards World Common Foundation Guide* for information about defining category codes. |
| Reviewing timecards | You can use Daily Timecard Entry to review only those timecards that have been entered using this program. You cannot use this program to review timecards entered in other time entry programs. |

### 13.1.2 Processing Options

See Section 52.3, "Daily Time Card Entry by Employee - Canadian (P061191)"

# 14

# Enter Timecards with Equipment Information

This chapter contains this topic:

- Section 14.1, "Entering Timecards with Equipment Information"

## 14.1 Entering Timecards with Equipment Information

**Navigation**

**From Canadian Payroll Master (G77), choose Time Entry**

**From Time Entry (G7712), choose Employee with Equipment**

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

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

You can choose from several methods of time entry to include equipment information on an employee's timecard. The method you choose depends on the amount of equipment information you need to track, as well as the way in which you organize your timecards. Enter time by employee with equipment when you need to:

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

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

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

You can use Toggle Display Format (F6) to change the display of the fields in the detail area (fold). If you set up Enhanced Subledger Accounting, you can view and change

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

### 14.1.1 Before You Begin

- Set up equipment numbers on Equipment Master. See Creating an Equipment Master Record in the *JD Edwards World Equipment Billing Guide*.

- Set up rate tables and rate groups in the Job Cost system. See Setting Up Equipment Billing in the *JD Edwards World Equipment Billing Guide*.

- Set up an AAI table for the equipment distribution journal type (ED). See Setting Up Labour, Billings, and Equipment Distribution Instructions in *JD Edwards World Canadian Payroll II Guide*.

> **See Also:**
>
> - Appendix B - Timecard Derivation Sequence in *JD Edwards World Canadian Payroll II Guide* for information about how the system derives timecard information
>
> - Section 11.2, "Entering Essential Timecard Information by Employee"

**To enter timecards with equipment information**

On by Employee with Equipment

**Figure 14–1    By Employee With Equipment screen**
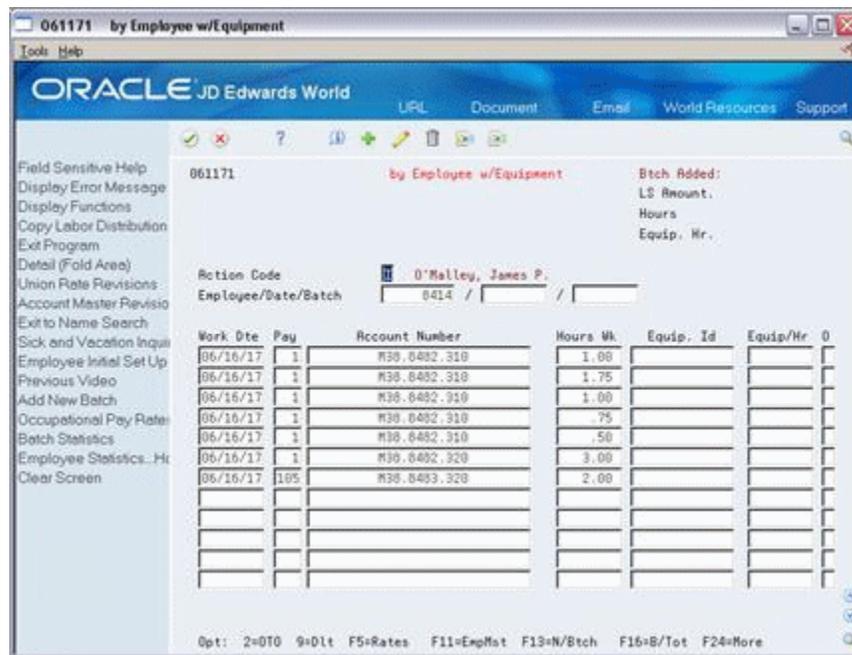


1.  Complete the steps for entering essential timecard information.

2.  To identify the equipment that the employee used, complete the following fields:

    - Equipment ID

    - Equipment Hours

3.  Access the detail area.

4. To identify equipment that the employee maintained or repaired, complete the following field:

- Equipment Worked On (EQWO)

5. To identify the billing information for the equipment the employee used, complete the following fields:

- Equipment Rate Code (RC)
- Equipment Billing Rate (RT)

| Field | Explanation |
|---|---|
| Equip. Id | The ID number of the equipment an employee used to perform a job. For example, an employee might drive a company dump truck or operate a printing press. Use this field to distribute the cost of using the equipment to the proper account in the general ledger. |
| Equip/Hr | The number of hours the equipment was operated. If you leave this field blank, the system uses the hours from employee time entry when you enter an equipment number. If you do not enter employee hours, you must complete this field. |
| Equipment Rate Code | A user defined code (00/RC) that indicates a billing rate, such as DY for daily, MO for monthly, and WK for weekly. You can set up multiple billing rates for a piece of equipment. |
| | If you leave this field blank, the system searches for a valid billing rate in the following sequence: |
| | 1. Account Ledger Master (F0901) - This table contains the most detailed rate information. You can assign multiple rates for a job. For example, you can set up separate rates for different equipment working conditions. |
| | 2. Job or Business Unit Master (F0006) - This table contains less detailed rate information than the Account Ledger Master. You can only set up a single rate for a job based on this table. |
| | 3. Rental Rules (F1302) - This table contains the least detailed rate code information. The system searches this table according to the criteria you establish when setting up the table. |
| Billing Rate - Equipment | The dollar amount for the equipment billing rate. Each equipment item can have numerous billing rates based on the rate code (see Equipment Billing Rate - ERC in *JD Edwards World Equipment Billing Guide*). The equipment billing rate can consist of up to ten different rates. For example: |
| | Billing Rate = $100 |
| | $20 – Rate 1 (Ownership Component) |
| | $50 – Rate 2 (Operating Component) |
| | $25 – Rate 3 (Maintenance Component) |
| | $5 – Rate 4 (Other Costs Component) |
| | You can enter debits or charges to specific cost accounts using the total billing rate (for example, $100). When these entries are posted to the general ledger, credits are recognized in revenue accounts for each of the rate components. This allows you to separate portions of the equipment billing by type of cost. You do not need to use the rate components concept unless it is appropriate to your business. |

## 14.1.2 What You Should Know About

| Topic | Description |
| --- | --- |
| **Adding a timecard entry** | Each line on by Employee with Equipment represents a timecard entry. If you want to add a new entry, use the Change action. Do not use the Add action. |
| **Copying timecard fields** | With JD Edwards World you can duplicate any field of timecard information to the next line on the form. Use the designated duplicate key on your keyboard. |

## 14.1.3 Processing Options

See

# 15

# Work with Timecard Information

This chapter contains these topics:

## 15.1  Working with Timecard Information

After you enter timecards, but before you begin pre-payroll processing, review the current timecard information to verify that it is correct. If you discover any errors, use the time entry programs to revise the incorrect timecards.

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

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

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

For example, after a timecard has been processed and is in history, you can process only negative time for employees with any Record Type through the payroll cycle. The system will calculate associated Deductions, Benefits, and Accruals (DBAs) and create the necessary reversing journal entries.

## 15.2  Reviewing Timecard Status

**Navigation**

**From Canadian Payroll Master (G77), choose Time Entry**

**From Time Entry (G7712), choose a time-entry option**

When an employee's timecard is included in current payroll processing, the timecard displays a status code to the left of the pay type. If this area is blank, the timecard is not currently in payroll processing and the system does not display a status code.

**To review timecard status**

On any timecard entry form

*Figure 15–1  By Employee screen*
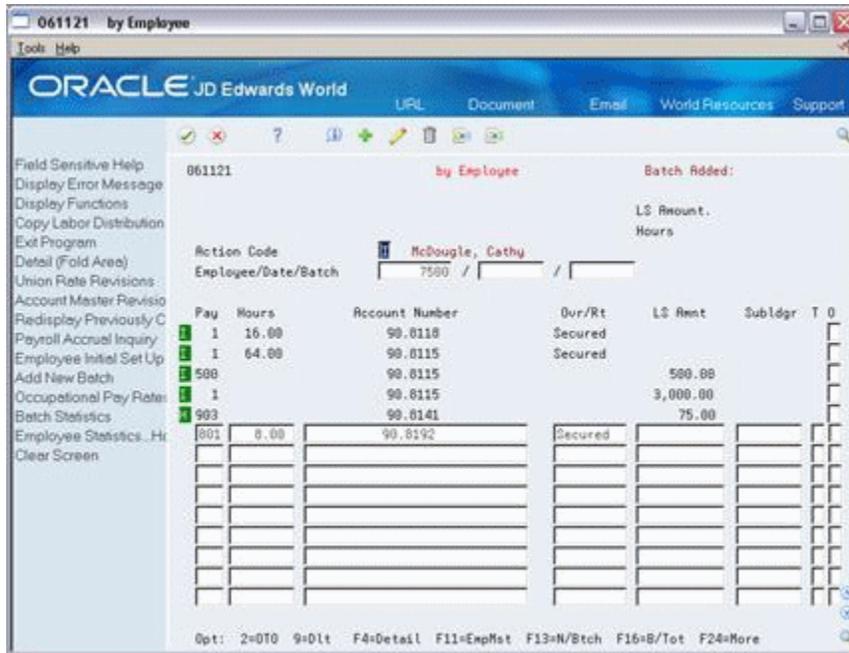


1.  Locate the timecard you want to review.

2.  Review the code in the following field:

    ■  Status Code (unlabeled)

| Field | Explanation |
|---|---|
| Employee Terminated: | A code indicating the status of timecards related to other payroll functions. Values are: |
| | A – A step of the payroll cycle is active. This timecard is protected. |
| | C – Checks have been printed for this payroll. This timecard is protected unless checks are reset. |
| | F – The final update for payroll is active. The timecard is protected. |
| | H – This timecard is created by the Human Resources System. This timecard is protected. |
| | I – This timecard belongs to an interim check. This timecard is protected. You can change it, but only through Interim Check Processing. |
| | L – This timecard is locked because Pre-Payroll has been run. You can change locked out information if you are authorized to do so, but you must run a Changes Only payroll when you do. |
| | P – Journal entries have already been created (posted). This timecard is protected. |
| | ! – You have attempted to enter a timecard into an active payroll. An entry is not allowed. |
| | R – Reversing timecard created by the Automatic Timecard Generator for a timecard posted by Special Timecard Post. |

## 15.3  Reviewing Timecard Information by Batch

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

- Work Date

- Business unit or job

- Pay type

Reviewing timecard information by batch includes:

- Reviewing timecards by date

- Reviewing batch totals by batch

- Reviewing timecards by pay type

- Reviewing detail batch information

### 15.3.1  Reviewing Timecards by Date

**Navigation**

**From Canadian Payroll Master (G77), choose Time Entry**

**From Time Entry (G7712), choose Review by Date**

To verify that timecard information is correct, you can review batches of current timecards that were entered within a certain time period or for a specific business unit or job. You can also review totals for a batch of timecards. The processing options control how the system determines the number of hours and the gross pay.

**To review timecards by date**

On Review by Date

*Figure 15–2   Review by Date screen*
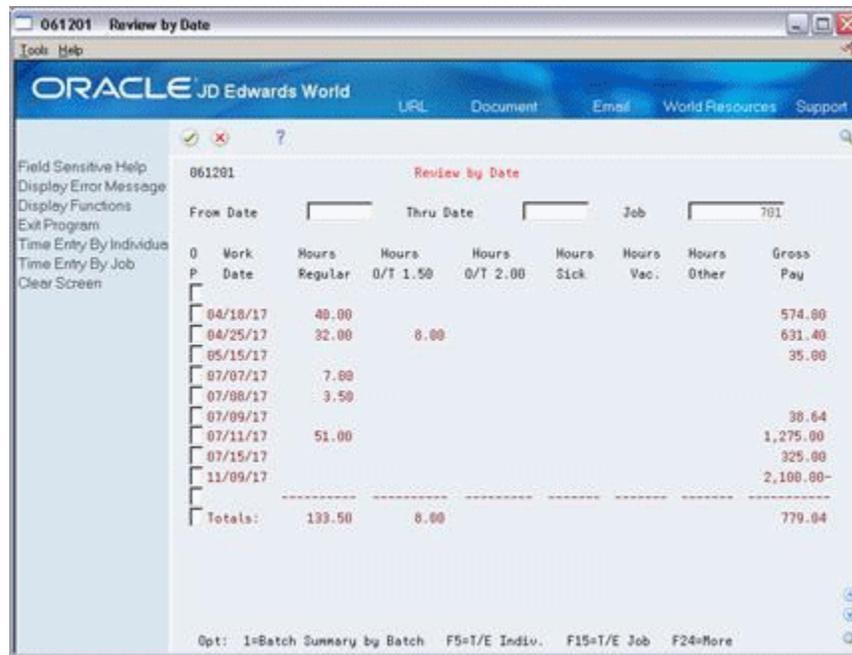


1. To limit your review to specific dates, complete one or both of the following fields:

   ■ From Date

   ■ Through Date

2. 2. To review information by job or business unit, complete the following optional field:

   ■ Job

## 15.3.2  What You Should Know About

| Topic | Description |
|-------|-------------|
| Column headings | You can use vocabulary overrides to change the column headings on this form. |
| | See the *JD Edwards World Technical Foundation Guide* for information about vocabulary overrides. |

## 15.3.3  Processing Options

See Section 52.5, "Batch Summary by Date (P061201)"

## 15.3.4  Reviewing Batch Totals by Batch

**Navigation**

**From Canadian Payroll Master (G77), choose Time Entry**

**From Time Entry (G7712), choose Batch Summary by Batch**

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

The display includes batch totals for ranges of pay types and gross pay. Additionally, it includes grand totals for all current batches within the work date. The work date can be either the actual date worked or the pay period ending date, depending on how you originally entered the timecard information.

**To review batch totals by batch**

On Batch Summary by Batch

*Figure 15–3   Batch Summary by Batch screen*
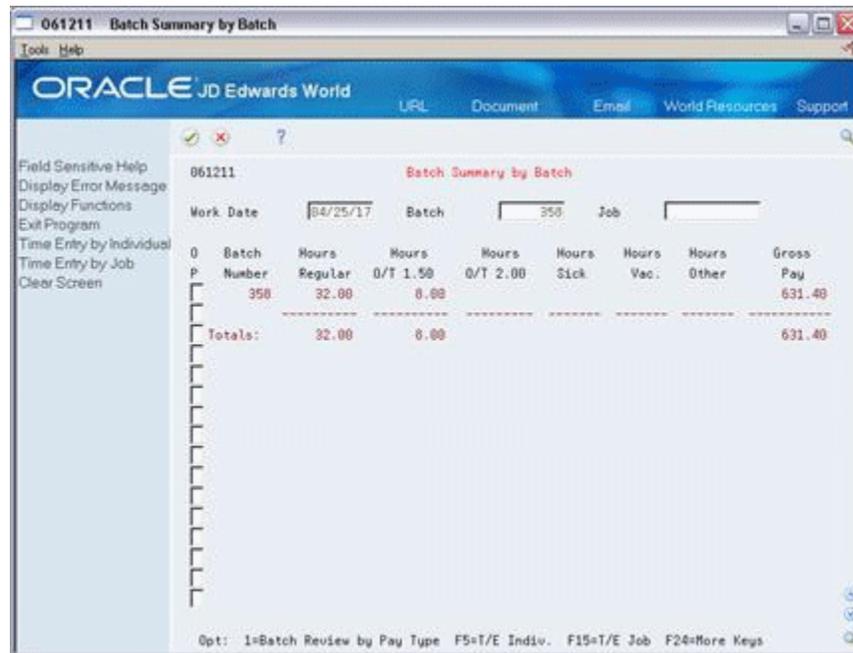


1. Complete the following field:

   ■ Work Date

2. Complete the following optional fields:

   ■ Batch

   ■ Job

## 15.3.5  What You Should Know About

| Topic | Description |
|---|---|
| **Column headings** | You can use vocabulary overrides to change the column headings on this form. |
| | See the *JD Edwards World Technical Foundation Guide* for information about vocabulary overrides. |
| **Work date** | If you enter timecard information by day, when you enter the work date on Batch Summary by Batch, the system only displays batch information for that work day. Use the Review by Date screen to display the hours and totals for batches for the entire work week through the pay period ending date. |

### 15.3.6 Processing Options

See Section 52.6, "Batch Summary by Batch (P061211)"

### 15.3.7 Reviewing Timecards by Pay Type

**Navigation**

**From Canadian Payroll Master (G77), choose Time Entry**

**From Time Entry (G7712), choose Batch Review by Pay Type**

To verify that timecard information is correct, you can review the pay types included in batches of current timecards. You can also review the total hours and gross pay for each pay type. The work date can be either the actual date worked or the pay period ending date, depending on how you originally entered the timecard information.

You can set up business unit security that restricts unauthorized users from this method of review.

**To review timecards by pay type**

On Batch Review by Pay Type

*Figure 15–4   Batch Review by Pay Type screen*
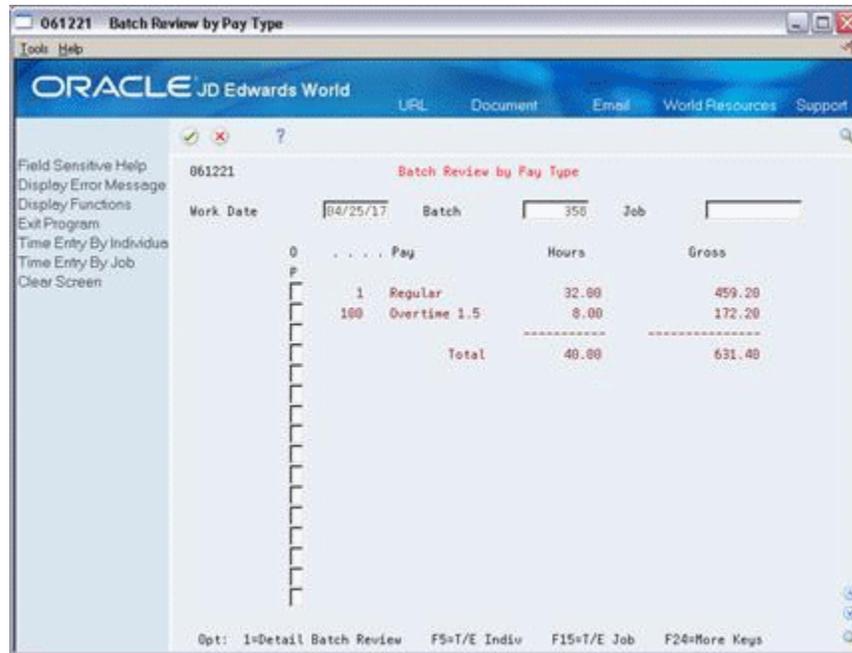


1. Complete the following fields:

   ■ Work Date

   ■ Batch

2. Complete the following optional field:

   ■ Job

## 15.3.8 What You Should Know About

| Topic | Description |
| --- | --- |
| Work date | If you enter timecard information by day, when you enter the work date on Batch Review by Pay Type, the system only displays batch information for that work day. Use the Review by Date screen to display the hours and totals for batches for the entire work week through the pay period ending date. |

## 15.3.9 Reviewing Detail Batch Information

### Navigation

**From Canadian Payroll Master (G77), choose Time Entry**

**From Time Entry (G7712), choose Detail Batch Review**

To verify that current timecard information is correct, you can review detailed timecard information for a specific employee. You can review employees by business unit or job, work date, batch number, and pay type.

The work date can be either the actual date worked or the pay period ending date, depending on how you originally entered the timecard information.

### To review detail batch information

On Detail Batch Review

*Figure 15–5   Detail Batch Review screen*



1. Complete the following fields:

   - Work Date

   - Batch

2. 2. Complete the following optional fields:

- Job
- Pay Type

## 15.3.10  What You Should Know About

| Topic | Description |
|-------|-------------|
| Work date | If you enter timecard information by day, when you enter the work date on Detail Batch Review, the system only displays batch information for that work day. Use the Review by Date screen to display the hours and totals for batches for the entire work week through the pay period ending date. |

# 15.4  Reviewing Time Entry Reports

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

Working with time entry reports include:

- Reviewing the Time and Pay Register
- Reviewing the Payroll Exception Report
- Reviewing the DBA Register

## 15.4.1  Reviewing the Time and Pay Register

**Navigation**

**From Canadian Payroll Master (G77), choose Time Entry**

**From Time Entry (G7712), choose Time & Pay Register**

Review this register to verify that you have entered all required timecards. When you run this report after entering timecards but before processing pre-payroll, it includes information from manually entered timecards only. When you run this report during payroll cycle processing, it prints information from both manually entered and automatically generated timecards.

You can use this report to compare the Time and Pay Entry Journal that lists totals by employee.

If you are using Enhanced Subledger Accounting, this information displays on the report. See Work with Enhanced Subledger Accounting in *JD Edwards World General Accounting I Guide* for more information.

**Figure 15–6   Time and Pay Entry Register report**



## 15.4.2  Reviewing the Payroll Exception Report

**Navigation**

**From Canadian Payroll Master (G77), choose Time Entry**

**From Time Entry (G7712), choose Payroll Exception Report**

The Payroll Exception Report lists employees that either exceed the maximum or fall below specified minimum rates and hours. The report also prints warning messages about possible time entry errors.

**Figure 15–7   Reviewing the Payroll Exception Report**



> **See Also:**
>
> - Section 20.4, "Reviewing Time and Pay Entry Reports" for a list of exceptions

## 15.4.3  Processing Options

See Section 52.7, "Payroll Exception Report (P063191)"

## 15.4.4  Reviewing the DBA Register

**Navigation**

**From Canadian Payroll Master (G77), choose Time Entry**

**From Time Entry (G7712), choose DBA Register**

The DBA Register lists the one-time override DBAs and assigned DBAs calculated for employees during payroll cycle processing. This report lists different information depending on when you print it. The following table shows the times when you would print this report and the type of information that the report prints at each of these times.

| Order | Description |
|---|---|
| After time entry, but before pre-payroll | The register includes the following information: |
| | ■ One-time DBA overrides |
| | ■ DBAs for outstanding interim cheques |
| After pre-payroll, but before journal entries | The register includes the following information: |
| | ■ One-time DBA overrides |
| | ■ DBAs for outstanding interim cheques |
| | ■ DBAs generated during pre-payroll that were defined to calculate in pre-payroll processing |
| After journal entries | The register lists all DBAs, including non-cash benefits |

*Figure 15–8  DBA Register report*

## 15.5 Printing Employee Time Sheets

**Navigation**

**From Canadian Payroll Master (G77), choose Time Entry**

**From Time Entry (G7712), choose Employee Time Sheets**

The employee time sheet lists employees, their job categories, job steps, union codes, and hourly rate. A printed time sheet also provides spaces for recording regular and overtime hours worked in a given week. Job foremen can use this report to enter the hours worked on their assigned jobs. Workers can use this report to enter time. A processing option controls whether the report displays information for each employee's hourly rate. You can use this report to enter timecard information for both recharge and regular time.

You can set up business unit security that restricts unauthorized users from accessing this report.

*Figure 15–9   Employee Time Sheets report*



### 15.5.1 Processing Options

See Section 52.8, "Employee Time Sheets - Active Employees (P06338)"

## 15.6 Revising Timecards

You might need to revise a timecard if you discover an error when you review timecards or time entry reports. You can revise timecards any time before you begin payroll cycle processing. After you begin payroll cycle processing, your ability to revise a timecard depends on which steps of the payroll cycle you have completed.

Revising timecards includes:

- Revising unprocessed timecards

- Revising locked timecards

Unprocessed timecards are timecards that have not yet been included in pre-payroll processing. You can use any of the time entry programs to revise unprocessed timecards.

Locked timecards are timecards that have been processed in pre-payroll but for which payments have not yet been printed. Typically, only the person who processed pre-payroll can revise locked timecards. The Time Entry by Employee program includes a processing option that you can use to allow other users to change locked timecards.

After you print payments, and before you create journal entries, you can revise timecards only if you reset the payment workfile. Then, you can revise the timecard and begin payroll cycle processing again.

You cannot revise timecards after you have created pro forma journal entries, unless you rerun pro forma journal entries without regenerating the batch. You cannot revise timecards when a step in the payroll cycle is active.

Each time entry screen displays timecard status codes in an untitled field on the left side of the form. Review these status codes to determine whether you can revise a specific timecard.

**See Also:**

- Section 53.2, "Create Payroll Journal Entries (P06220)" for information about rerunning journal entries without regenerating the batch

## 15.6.1 Revising Unprocessed Timecards

Unprocessed timecards are timecards that have not yet been included in pre-payroll processing. When you revise unprocessed timecards, you perform the same steps as you use to change information on most entry forms. You can use any of the time entry programs to revise unprocessed timecards. However, when you review daily timecards, you must use Daily Timecards. You cannot use Daily Timecards to review other types of timecards.

You should revise an unprocessed timecard when one of the following occurs:

- You discover an error on the timecard when you review timecards or time entry reports
- You enter a rate change for an employee on an employee entry form

When you enter a rate change for an employee after you have entered the employee's timecard, you must revise the timecard to remove the pay rate entered on it. Removing the existing rate causes the system to recalculate the employee's gross pay using the new rate you entered on the employee entry form.

When you change the pay type for a timecard, the system displays a warning message because this change might affect the gross pay calculation. If you change any field that affects the rate, you should remove the pay rate so that the system will recalculate gross pay. If you do not remove the existing rate, that rate overrides the rate that the system normally calculates for the pay type.

If you need to change a timecard attached to an interim cheque, you must use the Interim Cheque program.

**See Also:**

- Section 13.1, "Entering Timecards by Day"

### 15.6.2 Revising Locked Timecards

Locked timecards are timecards that have been processed in pre-payroll but for which payments have not yet been printed. Typically, only the person who processed pre-payroll can revise locked timecards. The Time Entry by Employee program includes a processing option that you can use to allow other users to change locked timecards.

You can use the following time entry programs to revise locked timecards:

| Method | Description |
|---|---|
| by Employee | Use this method for |
| | ■ One employee |
| | ■ Several employees who work in different business units |
| by Job or Business Unit | Use this method for |
| | ■ Several employees who work in the same business unit |

When you revise locked timecards, you perform the same steps as you use to change information on most time entry forms.

No one can rerun pre-payroll while you are revising locked timecards. When you finish revising timecards, you must run a pre-payroll to process only the changes.

### 15.6.3 Before You Begin

Before you can revise locked timecards using the by Job or Business Unit program, you must use the Attach Version function to specify the payroll ID associated with the timecards you need to revise. You do this because the timecards in a batch might be locked by different users.

**See Also:**

■ Section 11.1, "Entering Timecards by Employee"

■ Section 12.1, "Entering Timecards by Job or Business Unit"

■ Section 20.1, "Processing Pre-Payroll"

### 15.6.4 Revising Timecards in Payroll History

Once timecards have been processed by payroll, run through final update, and journal entries have been entered, you can correct negative time through the payroll cycle for employees with any Record Type.

The system calculates all associated DBAs and creates all reversing journal entries to correct timecard history and provide a solid audit trail. You do not have to enter any manual journal entries for negative time corrections to history.

**See Also:**

Setting Up a Deduction DBA to Adjust Negative Pay (P069117) in *JD Edwards World Canadian Payroll II Guide*.

# 16

# Generate Overtime Timecards Automatically

This chapter contains this topic:

- Section 16.1, "Generating Overtime Timecards Automatically"

## 16.1 Generating Overtime Timecards Automatically

**Navigation**

**From Canadian Payroll Master (G77), choose Time Entry**

**From Time Entry (G7712), choose Automatic Timecard Generator**

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

When you automatically generate overtime timecards, the system uses the timecards you enter to determine the number of overtime hours that an employee worked. The program then creates a timecard for those overtime hours. You can calculate overtime hours on a daily or weekly basis.

For example, you can enter 45 hours of regular pay for an employee. When you generate overtime automatically, the system creates a time card for 5 hours of overtime and revises the original timecard to 40 hours of regular pay.

You can print a report when you submit the automatic timecard generator for processing. You should review this report to verify that the overtime timecards are correct. The report lists both the revised standard-rate timecards and the overtime timecards the system automatically generated.

You should generate overtime timecards before you begin payroll cycle processing. You can generate overtime timecards automatically for employees who are paid on a weekly or bi-weekly basis. However, you can generate overtime timecards for only one week at a time. For example, for employees who are paid bi-weekly, you must run the Automatic Overtime Generator program twice per pay period (once per week).

The system also can calculate 8/80 overtime for bi-weekly employees. When the system uses 8/80 overtime processing, it determines whether the overtime is greater when calculated on a daily basis or for the full pay period.

If necessary, you can use the time entry programs to manually revise automatically generated timecards.

To generate overtime timecards automatically, you must enter certain pay, calculation, and accounting information that the system needs to create these timecards. You must

also use a program version that specifies the employees for whom you want to generate the overtime timecards.

You can set the processing option to include equipment information on overtime timecards. If you leave this processing option blank, equipment information:

- On an entirely overtime timecard, remains on the overtime timecard.

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

When you enter a version number for the Automatic Overtime Calculation report, the system prints this report when you submit the automatic timecard generator for processing. This report lists the revised timecards and the overtime timecards the system automatically generated. You should review this report to verify that the overtime timecards are correct.

---

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

---

## 16.1.1  Before You Begin

- Enter timecards for employees. See

    - Section 11.1, "Entering Timecards by Employee"

    - Section 12.1, "Entering Timecards by Job or Business Unit"

    - Section 14.1, "Entering Timecards with Equipment Information"

    - Section 13.1, "Entering Timecards by Day"

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

## 16.1.2  What You Should Know About

| Topic | Description |
|---|---|
| **Printing a report of previous timecards** | You can print a report of previously generated timecards without automatically generating timecards. Choose the Versions List function and submit the report to print from the Version Selection List program. |

**To enter overtime information**

1. On Automatic Timecard Generator, complete the Version Number for Timecard Generation field.

*Figure 16–1 Automatic Timecard Generator screen*



2. To print a report of the timecards generated, complete the Version Number for Report - P061511 field.

3. To specify pay information, complete the following fields:

   ■ Type of Timecard Generation

   ■ Pay Frequency

   ■ Pay Type Category Codes

   ■ Allocation Category Codes

4. If you are calculating daily overtime, complete the Hours Per Day Regular field.

5. If you are calculating weekly overtime, complete the Hours Per Week Regular field.

6. If you pay double time when overtime exceeds a certain number of hours in a day, complete the Hours Per Day Overtime field.

7. If you pay double time when overtime exceeds a certain number of hours in a week, complete the Hours per Week Overtime field.

8. To specify information used to calculate overtime, complete the following fields:

   ■ Range of Dates to be Used

   ■ Pay Type Number

   ■ Type of Recalculation

   ■ Type of Automatic Overtime

   ■ Include Posted Timecards

9. If Type of Automatic Overtime is 3, complete the Column to Retrieve the Rate from field.

10. To specify accounting information, complete the following fields:

■ Labor Distribution Account

■ Overtime Account Number

**11.** Choose the Update/Submit function.

| Field | Explanation |
|---|---|
| Version No. for Timecard Generation | A code that specifies the type of timecard generation processing to be executed. Valid values are: |
| | D – Daily Overtime Processing - In this mode, the program checks if daily hours exceeds user defined regular hours. Anything in excess of regular hours will be changed into overtime. |
| | W – Weekly Overtime Processing - In this mode the program checks if weekly hours exceed user defined regular hours. Anything in excess of regular hours will be changed into overtime. |
| | 7 - 7th Day Overtime Processing - In this mode, the program determines whether overtime pay is greater when overtime is calculated on a daily basis or a weekly basis, and then pays the greater amount. Time and a half is paid for hours worked in excess of eight per work day. Double time is paid for hours worked in excess of twelve per work day. Time and a half is paid for the first eight hours worked on the seventh consecutive work day in a work week. Double time is paid for hours worked in excess of eight on the seventh consecutive work day in a work week. Time and a half is paid for hours worked in excess of 40 hours in a single work week. |
| | 8 – 8/80 Overtime Processing - In this mode, the program determines whether overtime is greater when calculated on a daily basis or for the full period. |
| Enter the pay frequency - (Weekly only) | A user defined code (07/PF) that indicates how often an employee is paid. Codes are: |
| | B – Bi-weekly |
| | W – Weekly |
| | S – Semi-monthly |
| | M – Monthly |
| | A – Annually |
| | C – European Annualized |
| | The system uses the value in the Description-2 field on user defined codes to calculate the amount per pay period for a salaried employee. |
| | *Form-specific information* |
| | To generate overtime timecards automatically, you must enter W in this field. |
| Enter Pay Type Category Codes | A user defined code (07/PC) that specifies the pay type categories you want to use: |
| | ■ For regular pay |
| | ■ To generate overtime |
| Enter Allocation Category Codes | Codes that specify which pay types you want to include in the allocation of overtime. For example, overtime typically is not calculated from holiday or sick time, but only from regular pay. |

| Field | Explanation |
|---|---|
| Enter hours per day | The number of regular hours in a day. When you process overtime timecards daily, the system uses the value in this field to determine when to generate overtime hours. Hours in excess of this value (8, for example) are eligible for a form of overtime pay. |
| Hours Worked - Overtime Per Day | The number of overtime hours in a day. When you process overtime timecards daily, the system uses the value in this field to determine when to generate doubletime hours. The system uses the total of regular and overtime hours to determine doubletime hours. Hours in excess of this total become doubletime hours. For example, if you enter 8 in the field for regular hours per day and 2 in the field for overtime hours per day, an employee receives doubletime pay for any hours worked in excess of 10 per day. |
| Enter pay type number | A code that designates the pay type the system uses during automatic overtime generation. |
| Enter the type of Re-Calculation (0/1) | A code that specifies whether the program will generate overtime timecards or recalculate the hourly rates. Valid values are: |
| | 0 – Create overtime timecards (default) |
| | 1 – Suspend overtime timecard generation and recalculate the hourly rates for the existing timecards |
| Enter the type of Automatic Overtime | A code that specifies how the overtime hourly rate is calculated. Codes are: |
| | Blank – Average all the regular time timecards' hourly rates. |
| | 1 – Determine the overtime rate by adding to the base rate the result of one over the total number of hours worked multiplied by the base rate; that is, (total dollars divided by total hours) divided by 2 = (overtime rate + base rate) x (hours over 40). |
| | 2 – Retrieve the hourly rate from the Employee Master table. |
| | 3 – Retrieve the hourly rate from the Union Rates table. Specify the table column where the rate for the next column is to be retrieved. |
| | 4 – Derive the regular time portion of the overtime from the Employee Master table and the premium portion from an average of the hourly rates. |
| | 5 – Spread a salaried employee's salary over all the hours worked and do not generate any overtime. |
| | 6 – Retrieve rate from original time card and multiply times the overtime pay multiplier. This method must be used for employees in the United States who receive tips. |
| If '3',Column to retrieve the rate from | A code that specifies the column in the Union Pay Rate table that is used when retrieving the rate for overtime. If you enter 3 in the Enter the Type of Automatic Overtime field, you must enter a code in this field. |
| | You can define the acceptable values for this field. For example: |
| | 1 – Regular Overtime |
| | 2 – Double Overtime |
| | 3 – Triple Overtime |
| | 4 – Holiday Pay |

| Field | Explanation |
|---|---|
| Include Posted Time Cards | A code that specifies whether the program is to include posted timecards in the allocation of overtime hours. To include posted timecards, enter 1. |
| | If you include posted timecards when you use the Automatic Timecard Generator program, the system does not change original timecards. Instead, it creates three new timecards for each posted timecard. |
| | For example, if you include a posted timecard for 42 regular hours, the system creates the following timecards: |
| | ■ 40 regular hours |
| | ■ 2 overtime hours |
| | ■ - 42 to reverse the posted timecard |
| | This option is available for timecards that have been posted using the Generate Timecard Journals program (P062901) for special timecard post. It is not available after time cards have been included in a payroll processing cycle. |
| Labor Dist. Acct. - ' '=All, '1'=Last | A code that specifies the accounts to which you want to allocate the overtime amounts. |
| | To divide the overtime amounts among all labour distribution accounts for all work dates included, leave this field blank. To allocate the overtime amounts to the last timecard entered, enter 1. |
| Overtime Account Number | This code determines how the account number is derived for overtime. Valid values are: |
| | 0 – Use the payroll automatic accounting instructions to obtain the account numbers for the overtime timecards |
| | 1 – Copy the account numbers from the original timecards into the overtime timecards |

*Figure 16–2   Automatic overtime calculation report*



## 16.1.3  Processing Options

See

## 16.1.4  Data Selection for Automatic Overtime Calculation

You must include source of pay in the data selection for the Automatic Overtime Calculation report. Do not change the value for this data selection.

# 17

# Generate Timecards for Accumulated Wages

This chapter contains this topic:

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## 17.1 Generating Timecards for Accumulated Wages

**Navigation**

**From Canadian Payroll Master (G77), choose Interims and Special Post**

**From Interim Cheques and Special Post (G7721), choose Generate Accumulated Wages Timecards**

Some organizations have employees who work for a specific number of contract days but prefer to receive payment over a different length of time. Employees may accumulate wages earned in the current pay period and hold them to be paid at a later date. For example, many school systems contract instructional staff for 9 months with the option to be paid over 12 months. Only employees with contract calendars attached to their master record can accumulate wages.

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

If previous, current, or new contract calendars have overlapping dates, you should generate the timecards for accumulated wages at the end of a contract before updating employee records with the new contract calendar. Inaccurate pay-off or accumulated wages might occur if you do not generate the timecards before updating a new contract calendar that overlaps with the previous or current contract calendar.

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

### 17.1.1 What You Should Know About

| Topic | Description |
| --- | --- |
| **Insufficient hours accumulated** | If an employee does not have enough hours accumulated to cover a pay period, the system produces an exception report. It includes only the actual hours accumulated on the timecard. |

| Topic | Description |
|---|---|
| **Accumulated wages remaining** | The system stores accumulated wage information in the Accumulated Wage History table (F0628). The system continues to create payments for any accumulated wages remaining unless you purge the history table. |

**See Also:**

- Section 26.2, "Running the Final Update"

- Section 3.3, "Attaching a Contract Calendar"

- Updating Employee Records for Contract Calendars (P08936) in *JD Edwards World Canadian Payroll II Guide*

## 17.1.2 Processing Options

See Section 52.9, "Auto Overtime Calculation (P061501)"

## 17.1.3 Data Selection

Select the employee(s) whose timecards you want to generate.

# 18

# Work with Uploaded Timecard Information

This chapter contains these topics:

## 18.1 Working with Uploaded Timecard Information

Uploaded timecard information is time entry information that has been entered in third-party software and then transferred to the JD Edwards World Payroll system. This type of software typically saves time and helps reduce keying errors. The timecard information might originate from sources such as:

- A remote PC time entry program
- Custom systems
- Electronic Data Interchange (EDI) transactions

If you are using third-party software for time entry, you edit the uploaded timecard information and use it to create timecards. You can then include those timecards in payroll cycle processing to prepare the employees' pay.

The timecard information you upload is stored in the Employee Transactions Batch table (F06116Z1) until you process it. When you process the uploaded timecard information, the system moves it to the Employee Transactions Detail table (F06116) with all other time entry information.

Before you create timecards from uploaded information, you can review the records in the table to verify that they are correct. If you find an error, you can easily make the necessary corrections.

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

Before you can create timecards from uploaded information, you must create a version of the Batch Server that contains the processing options you want to use to process the timecards.

After you have reviewed and revised a batch of uploaded timecard information, you can use it to create timecards. After you create the timecards, the system processes the uploaded batches. You can then include those timecards in payroll cycle processing.

After you create timecards, you can purge the Employee Transactions Batch table of the processed batches. When you purge this table, you conserve computer disk space and make it easier to locate unprocessed batches.

### 18.1.1 Before You Begin

- Upload timecard information

## 18.2 Revising Uploaded Timecard Information

**Navigation**

**From Canadian Payroll Master (G77), choose Time Entry**

**From Time Entry (G7712), choose Edit Uploaded Timecards Menu**

**From Edit Uploaded Timecards (G07121), choose Payroll Batch File Review**

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

You can upload transactions to the Employee Transactions Batch table (F06116Z1) and review the uploaded information. When you run the Payroll Batch File Processing program (P06110Z), the system creates timecards in the Employee Transactions Detail table (F06116).

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

**To revise uploaded timecard information**

On Payroll Batch File Review

*Figure 18–1   Payroll Batch File Review screen*



1. Complete the following fields:

   ■   Processed

   ■   User ID

   ■   Batch Number

2. To further limit your search, complete one or more of the following optional fields:

   ■   From Date

   ■   Thru Date

   If the system highlights the User ID, the batch has been processed.

3. Access the detail area.

*Figure 18–2   Payroll Batch File Review screen*
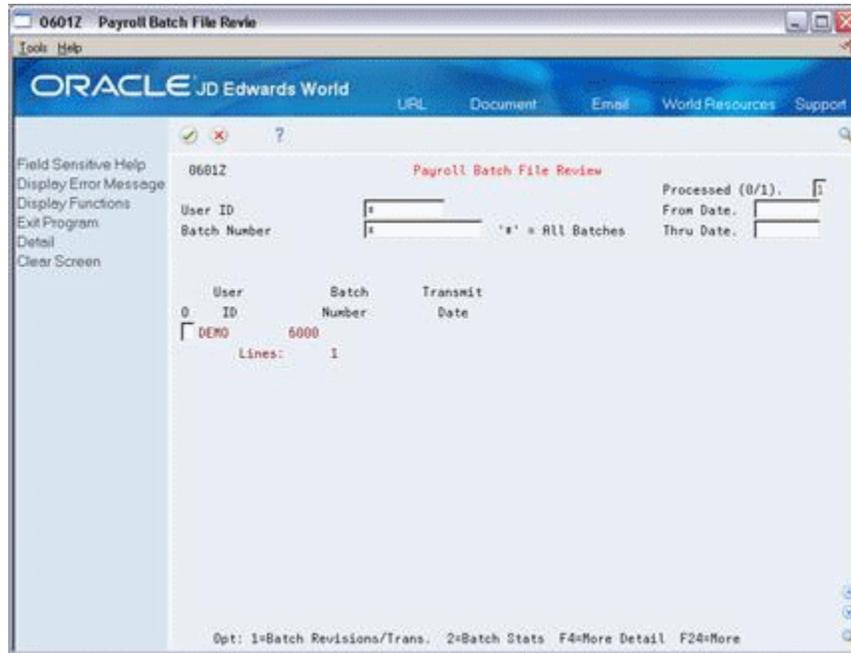


4.  Review the following field to see the number of lines in each batch:

    ■   Lines

5.  Choose the Batch Revisions/Transactions option for the batch you need to review.

    Based on how you set the processing options, the system displays either Batch File Revisions by Individual or Batch File Revisions by Job. These forms are similar to the regular time entry forms. You can add, change, or delete records in an unprocessed batch.

*Figure 18–3   Batch File Revisions by Individual screen*
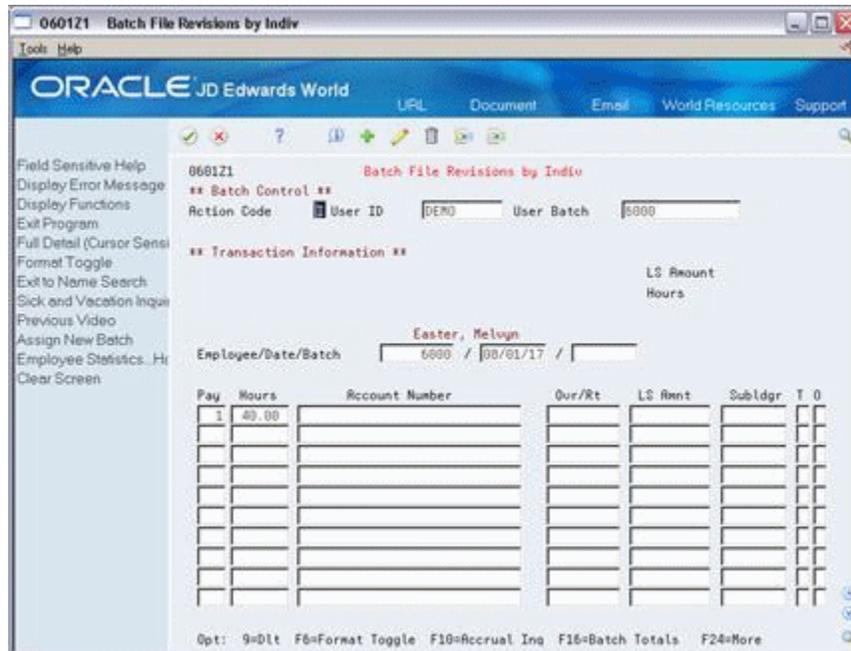
6. On Batch File Revisions, review the following field:

■ User Batch

7. To review detail information for an employee, choose the Full Detail function on the employee's record line.

*Figure 18–4   Time Entry by Employee Additional Information screen*



8. On Additional Information, choose the Update function to revise any information.

9. Change or enter information in any of the fields.

Enter corrections or override information only. The server fills in blank fields during the processing program.

10. To review and revise another batch, choose the Return function.

| Field | Explanation |
|---|---|
| Processed (0/1) | An indicator to mark records as successfully processed through the batch processing system. After a record has been marked as processed, it can no longer be updated through the batch processing program. |
| | Valid values are: |
| | Y – Unprocessed only |
| | N – Processed and unprocessed |
| User Batch | The number that the transmitter assigns to the batch. During batch processing, the system assigns a new batch number to the JD Edwards World transactions for each control (user) batch number it finds. |
| | *Form-specific information* |
| | The user batch number is the identification number for the uploaded records. It does not correspond to the batch number that you assign when you enter timecards. |
| Enhanced Subledger 1 - 4 | An enhanced subledger can be, for example, an equipment item number or an address book number. If you enter an enhanced subledger code, you must also specify the enhanced subledger type. This field acts the same and is edited much the same as the Subledger field. |

| Field | Explanation |
|---|---|
| Enhanced Subledger Types 1 - 4 | A user defined code (16/E1 through 16/E4)) that is used with the associated Enhanced Subledger field (ABR1 through ABR4) to identify the Enhanced Subledger field type and how the system will perform the Enhanced Subledger editing. The second line of the description on the User Defined Codes form controls how the system validates entries in the Enhanced Subledger field. This is either hard-coded (edits against a file as described in the second line of the description) or user defined. |
| | User defined examples include: |
| | A   Alphanumeric field, do not edit |
| | N   Numeric field, right justify and zero fill |
| | C   Alphanumeric field, right justify and blank fill |

### 18.2.1  What You Should Know About

| Topic | Description |
|---|---|
| **Reviewing printed information** | Alternatively, you can print the Batch File Register to review the uploaded timecard information before it is processed. After reviewing the printed information, you can make revisions. |
| | See Section 18.3, "Reviewing the Payroll Batch File Register" |
| **Revising processed information** | You cannot use Payroll Batch File Review and Revisions to revise processed batches. Instead, use the regular Time Entry forms. |

### 18.2.2  Processing Options

See Section 52.10, "Generate Accumulated Wages Timecards (P063910)"

> **See Also:**
>
> - Section 11.1, "Entering Timecards by Employee"or Section 12.1, "Entering Timecards by Job or Business Unit"for the information required on timecards

## 18.3  Reviewing the Payroll Batch File Register

**Navigation**

**From Canadian Payroll Master (G77), choose Time Entry**

**From Time Entry (G7712), choose Edit Uploaded Timecards Menu**

**From Edit Uploaded Timecards (G07121), choose Payroll Batch File Register**

After you revise uploaded timecard information, you should review the Payroll Batch File Register to verify that the timecards are correct. This report is similar to the Time and Pay Register that you print after you manually enter timecards.

If you are using Enhanced Subledger Accounting, this information displays on the report. See Work with Enhanced Subledger Accounting in *JD Edwards World General Accounting I Guide* for more information.

> **See Also:**
>
> - Section 15.4, "Reviewing Time Entry Reports"

## 18.4 Creating a Version of the Payroll Batch Server

**Navigation**

**From Canadian Payroll Master (G77), choose Time Entry**

**From Time Entry (G7712), choose Edit Uploaded Timecards Menu**

**From Edit Uploaded Timecards (G07121), choose Payroll Batch Server**

Before you can create timecards from uploaded information, you must create a version of the batch server that contains the processing options you want to use to process the timecards. You specify this version in the processing options for payroll batch file processing (P06110Z).

The Batch Server is a DREAM Writer program (XT0611621). You cannot run this program from the menu or from the DREAM Writer processing form.

Typically, you create a version of this program only once, and reuse the version each time you create timecards from uploaded information.

### 18.4.1 Processing Options

See

## 18.5 Creating Timecards from Uploaded Information

**Navigation**

**From Canadian Payroll Master (G77), choose Time Entry**

**From Time Entry (G7712), choose Edit Uploaded Timecards Menu**

**From Edit Uploaded Timecards (G07121), choose Payroll Batch File Processing**

You must create timecards from uploaded information to pay employees or account for time and labour. After you have reviewed and revised a batch of uploaded timecard information, you can use it to create timecards. You can then include those timecards in your usual processing.

You use the batch file processing to:

- Edit the uploaded transactions against other constants tables in the payroll system

- Create the timecards

This process transfers the uploaded information from the Employee Transactions Batch table (F06116Z1) to the Employee Transactions Detail table (F06116).

You can create proof and final versions of this program. When you run the proof version, the system prints the Employee Transaction Update and Transaction Errors reports without updating the Employee Transactions Detail table (F06116). Correct any errors before running the final version.

When you run the final version, the system:

- Assigns numbers to the payroll transactions and batches

- Processes blank values

- Creates and prints the Employee Transaction Update report and the Transaction Errors report

- Identifies transactions as processed

If there are no errors on the Transaction Errors report, the system creates timecards in the Employee Transactions Detail table (F06116) and you can purge the processed transactions. If there are errors on the report, the system does not create any timecards.

**See Also:**

■ Section 18.2, "Revising Uploaded Timecard Information" for information about making corrections.

### 18.5.1 Processing Options

See Section 52.12, "Payroll Batch Server (XT06116Z1)"

## 18.6 Purging Processed Payroll Batches

**Navigation**

**From Canadian Payroll Master (G77), choose Time Entry**

**From Time Entry (G7712), choose Edit Uploaded Timecards Menu**

**From Edit Uploaded Timecards (G07121), choose Payroll Batch File Purge**

After you create payroll timecards, you should purge the processed batches. Purging batches conserves disk space and makes it easier to locate unprocessed batches. You can use either of the following methods to purge batches:

■ Set the processing option for creating timecards to purge processed information automatically

■ Use the Batch File Purge utility to purge processed batches

When you purge processed batches, the system removes records from the Employee Transactions Batch table (F06116Z1). Alternatively, you can specify that the system save them to a special purge library.

When you save purged records, the system creates a new physical file in a special purge library. The name of the library is JD Edwards World followed by the current date. For example, if you purge the batch table on January 31, 1998, the system creates a file in a library called JDE013198. If you purge two tables on the same date, the records from both purged tables are saved in the same library. You can reorganize the purged tables after the purge process.

**See Also:**

■ Section 18.5, "Creating Timecards from Uploaded Information"

### 18.6.1 Processing Options

See Section 52.13, "Payroll Batch File Processing (P06110Z)"

# Part III

## Payroll Cycle

This part contains these chapters:

# 19

# Overview to Payroll Cycle

This chapter contains these topics:

- Section 19.1, "Objectives"
- Section 19.2, "About the Payroll Cycle"

## 19.1 Objectives

- To process employees through a payroll cycle

## 19.2 About the Payroll Cycle

The payroll cycle is a process you complete to pay your employees. The payroll cycle consists of the following five steps:

- Process pre-payroll
- Print payments
- Process pro forma journal entries
- Print payroll cycle reports
- Process final update

Processing the payroll cycle includes the following tasks:

- Processing pre-payroll
- Reviewing payroll cycle information
- Working with payments
- Resetting payroll cycle steps
- Processing pro forma journal entries
- Working with payroll cycle reports
- Processing the final update
- Working with journal entries
- Correcting errors in pre-payroll processing

Processing pre-payroll is the first step in the payroll cycle. You must successfully complete this step before you can perform any of the other steps. You process pre-payroll to create the workfiles that the system needs to produce payments and reports. Payments are the forms that employees receive when they are paid. You can

set up employees to receive automatic deposit advice slips, paycheques, and payslips. You print reports to verify that payroll information is correct.

You create the pro forma journal entry workfile to prepare the journal entries for posting to the general ledger.

You print reports to verify that payroll information is correct. You can print payroll cycle reports at any time after pre-payroll and before final update.

Final update is the last step in the payroll cycle. You use final update to update employees' transactions, tax, and payment history, and to create actual journal entries from the pro forma entries. After you run the final update, you cannot change information related to that payroll. The system allows you to automatically post journal entries during the final update.

When you encounter errors prior to the final update, you can correct them and rerun the necessary steps. In some cases, you might need to reset a step before you can rerun it.

### 19.2.1  What Is a Payroll ID?

The payroll cycle is driven by a payroll ID and a program version. You must set up a payroll ID and assign it to a program version that selects employees to be paid. The payroll ID identifies the payroll version library where the system stores all the information for a payroll cycle. You use the same payroll ID for all steps of the payroll cycle. You can also use different payroll IDs and program versions to process multiple payrolls simultaneously.

### 19.2.2  What Are Locked Out Employees?

To manage payroll processing and prevent anyone from changing current payroll information for included employees, the pre-payroll program initiates a payroll lockout condition for all employees included in the pre-payroll. If you locate an employee who is included in a payroll, the system displays a warning message.

When the system establishes a lockout, it remains in effect until the final update is complete. During lockout, with the exception of timecards, only the person who submitted pre-payroll can update any of the records of employees included in the pre-payroll.

If an employee is locked by one payroll ID, you cannot include that employee in another payroll ID until the lock is cleared. To clear the lock, you must either complete the final update or reset the payroll.

> **See Also:**
>
> - Section 23.3, "Resetting the Payroll ID"

### 19.2.3  What Causes a Scheduling Lock?

A scheduling lock error can occur during any step of the payroll cycle. It may occur for the following reasons:

- Two users try to submit the same payroll.

- Two users try to submit the same payroll ID at the same time.

- One or more users is working in a time entry screen for an employee who is locked to a payroll. This is monitored by active time entry sessions.

- Payroll is being used in two separate environments.

**See Also:**

■ Section 23.4, "Correcting a Scheduling Lock Error"

# 20

# Process Pre-Payroll

This chapter contains these topics:

## 20.1 Processing Pre-Payroll

Processing pre-payroll is the first step in the payroll cycle. You must successfully complete this step before you can perform any of the other steps.

**Figure 20–1   Processing Pre-payroll**
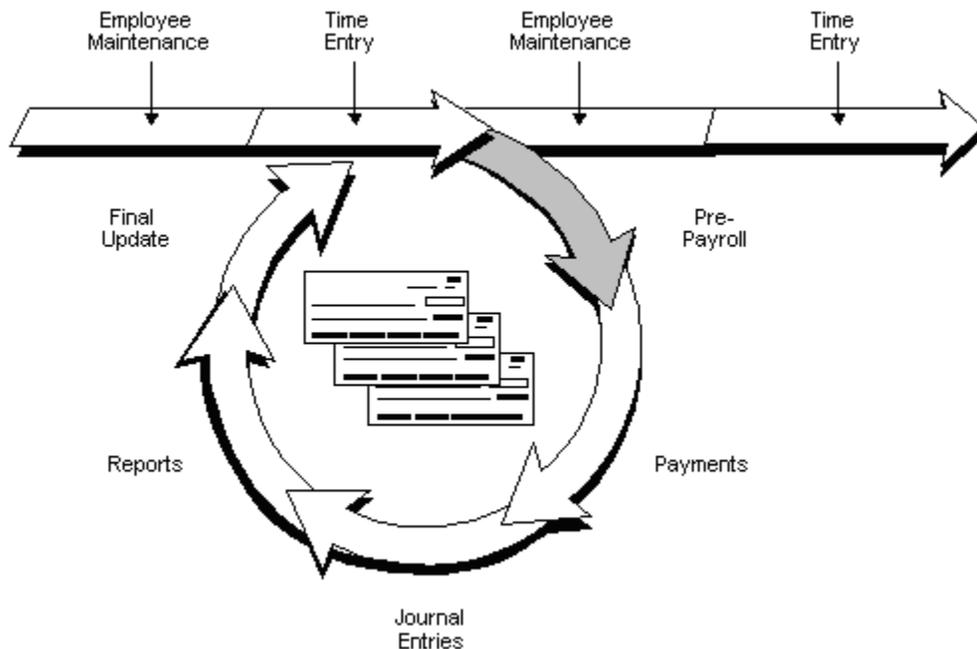


You use pre-payroll processing to:

- Specify the employees to include in a payroll cycle.

- Generate timecards for employees who are set up for autopay. Autopay employees are those for which you do not need to enter timecards for regular pay.

- Process timecards entered for the pay period.

- Calculate gross-to-net pay for employees.

- Calculate Spousal Life Insurance Premiums for employees who have that DBA assigned.

- Create the workfiles that the system needs to produce payments and reports.

- Print reports listing PDBAs, taxes withheld, and any unique overrides used in the calculations.

To begin pre-payroll processing, you must enter a payroll ID and submit it for processing. The payroll ID identifies the payroll version library where the system stores all the information for a payroll cycle.

After you process pre-payroll, but before you print payments, you should verify the accuracy of the payroll information. To verify the accuracy, review the reports you selected to print during pre-payroll processing.

If your pre-payroll reports identify any errors in employee salary or timecard information, you must correct the errors and rerun pre-payroll. To reduce computer processing time, you can rerun pre-payroll for only those employees whose information you corrected. This type of processing is called processing a pre-payroll for changes only.

## 20.1.1  Before You Begin

- Enter new and updated employee information, such as new hire information, pay increases, and so on. See Section 3.1, "Entering Employee Information"

- Print a roster to review job and pay information for current employees. See VSection 2.2, "About Employee Information."

- Enter timecards for employees whose timecards are not automatically generated. See Section 11.1, "Entering Timecards by Employee"

- Set up versions of the payroll cycle reports. You typically set up these reports only once, and reuse them each payroll cycle. See Setting Up Payroll Cycle Reports in *JD Edwards World Canadian Payroll II Guide*.

- Create a program version for pre-payroll processing. You typically create a version only once, and reuse it each payroll cycle. See the *JD Edwards World Common Foundation Guide* for information on creating a version.

### 20.1.2 What You Should Know About

| Topic | Description |
|---|---|
| **Printing reports** | If you need to reprint any of the pre-payroll reports, you can print them from the Reports Only menu selection. For more information, see Section 25.2, "Printing Payroll Cycle Reports" |
| **Setting up reports** | You can select the reports from a menu selection on the Pay Cycle Report Setup menu (G0746). Use the menu selection only to set up reports. You cannot run the reports directly from this menu. |

**See Also:**

- Reviewing the Fiscal and Anniversary Rollover Report (P063903) in *JD Edwards World Canadian Payroll II Guide*, for information about fiscal and anniversary rollovers

- Appendix A - Technical Overview of the Payroll Cycle in *JD Edwards World Canadian Payroll II Guide* for information about the tables affected by pre-payroll processing

## 20.2 Running Pre-Payroll

To begin pre-payroll processing, you must enter a payroll ID. The payroll ID identifies the payroll version library where the system stores all the information for a payroll cycle. The payroll ID also identifies the program version that you use to choose employees and process them through the payroll cycle. You use this ID when you run all subsequent steps in the payroll cycle.

To process a full pre-payroll, you can either:

- Create a new payroll ID

- Choose an existing payroll ID

You should create one payroll ID for each selected group of employees, such as salaried employees, hourly employees, and so on. You might also want to create additional IDs for processing special groups of employees, such as only those receiving interim payments or a special bonus payroll. After you create a payroll ID, you can choose it again in subsequent pay periods to process payroll for that group of employees.

## 20.2.1 Creating a New Payroll ID

**Navigation**

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

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

You must create a new payroll ID when you process payroll for a selected group of employees for the first time.

When you create a payroll ID, you must assign a unique program version to it. You use this version to choose the employees to include in that payroll cycle. A program version can be assigned to only one payroll ID. If no suitable program version exists, you can add a new version when you create the new payroll ID.

> **Caution:** Make sure that the version you specify is not already assigned to another payroll ID. The system checks for duplicate version numbers, and it will display a scheduling lock error if two users try to submit the same payroll ID at the same time. See Section 23.4, "Correcting a Scheduling Lock Error" for details.

When you create a new payroll ID, you specify the pay period information that the system needs to process the payroll cycle. You also specify the reports you want to print during pre-payroll.

In addition to entering the basic information you need to process pre-payroll, you can enter additional parameters such as:

- A minimum payment amount
- Job step progression information

**To create a new payroll ID**
On the first Pre-Payroll Processing form

*Figure 20–2   Pre-Payroll Processing screen*



1. Complete the following field and press Enter:

   ■   Payroll ID

*Figure 20–3   Pre-Payroll Processing screen*



2. On the second Pre-Payroll Processing screen to assign a report version to the payroll ID, complete the following field:

   ■   Version

3. Complete the Pay Cycle Code field.

**4.** Choose Cycle Constants (F10).

*Figure 20–4   Master Pay Cycles screen*
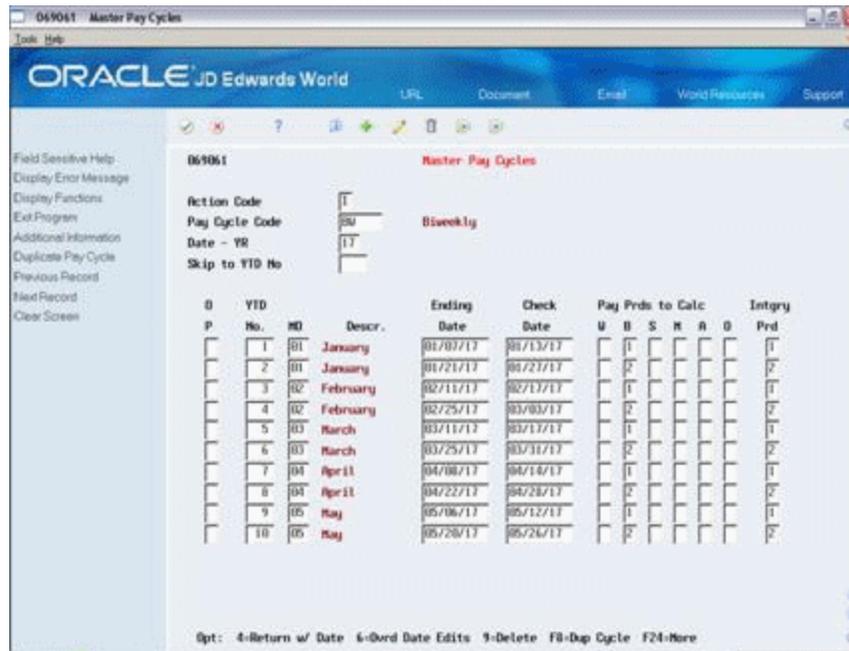


**5.** On Master Pay Cycles, enter 4 in the Option field to assign a pay period for the payroll cycle.

*Figure 20–5   Pre-Payroll Processing screen*
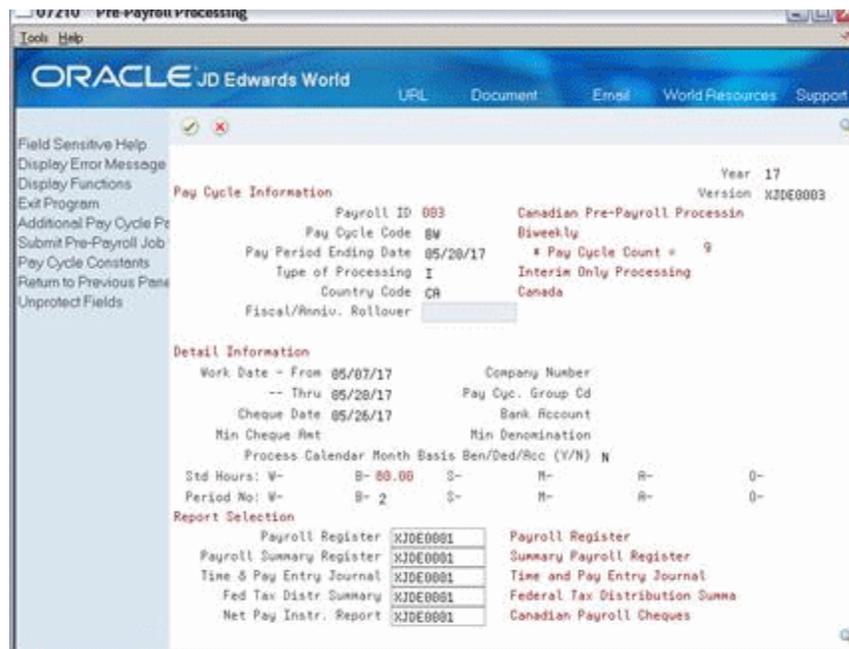


**6.** On Pre-Payroll Processing, under Pay Cycle Information, review the following fields:

- Year

- Pay Cycle Code

- Pay Period Ending Date

- Type of Processing

- Country Code

7. To process fiscal and anniversary rollovers during the payroll cycle, enter a program version in the following field:

- Fiscal/Anniversary Rollover

*Figure 20–6   Pre-Payroll Processing screen*



8. Under Detail Information, review the following fields:

- Work Dates

- Cheque Date

- Period Number

- Company Number

- Pay Cycle Group Code

- Bank Account Number

- Minimum Cheque Amount

- Denomination Minimum

- Process Calendar Month Basis DBAs

*Figure 20–7   Pre-Payroll Processing screen*
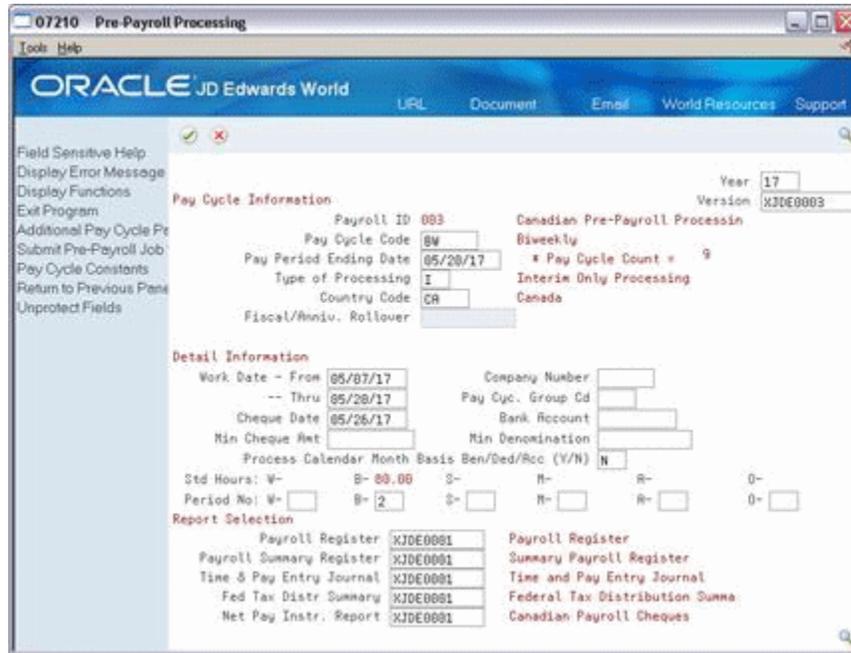


9. Under Report Selection, enter a report version for the following required report:

   ■ Net Pay Instructions Report

10. Enter a report version for at least one of the following reports:

    ■ Payroll Register

    ■ Summary Payroll Register

    You must print at least one of these two reports. If you do not enter a version number for either report, the system prints the default version (XJDE0001) of the Payroll Register.

11. Enter a report version for the following optional reports:

    ■ Time and Pay Entry Journal

    ■ Federal Tax Distribution Summary

12. To enter additional parameters, choose Additional Payroll Cycle Parameters (F5).

*Figure 20–8 Additional Payroll Cycle Parameters screen*
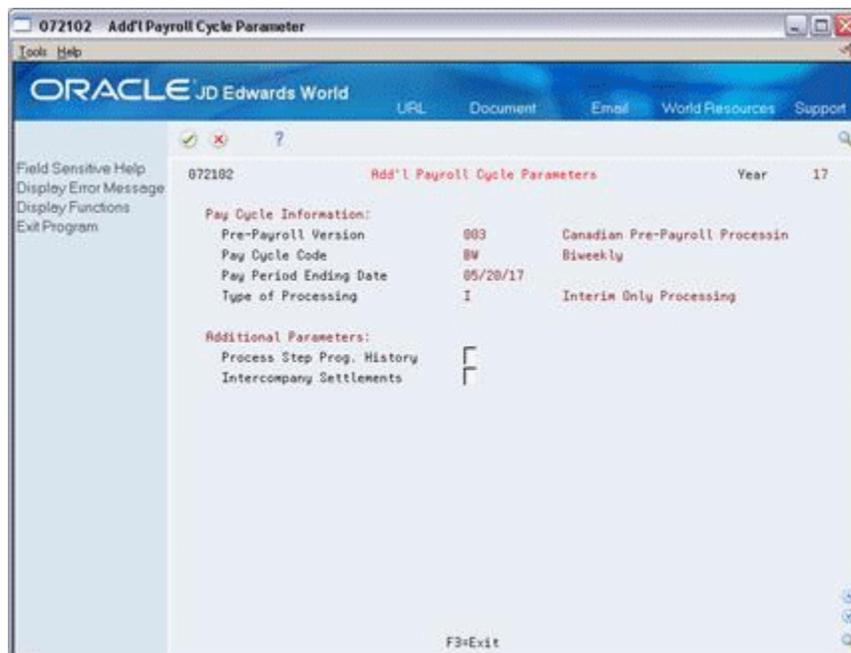


**13.** On Additional Payroll Cycle Parameters, complete any of the following optional fields:

- Process Step Progression History

- Intercompany Settlements

**14.** Exit to the second Pre-Payroll Processing form.

**15.** Choose the Submit Job function.

| Field | Explanation |
| --- | --- |
| Payroll ID | This is the ID you use to process each step of the payroll cycle. When you are processing payroll, a library is created that holds all of the tables necessary for that specific payroll cycle. The library is named PAYRLxxx, where xxx is the ID for the payroll. |
| | The Payroll system can contain only one PAYRLxxx library, which stores the payroll ID workfiles, at one time. To avoid overwriting IDs, JD Edwards World recommends that you reserve IDs 001 through 799 for your production environment, IDs 800 through 899 for your test environment. |
| | If you delete a payroll ID, you can reassign its program version to another payroll ID. |
| Pay Cycle Code | A code that identifies the values for a master pay cycle. |
| | *Form-specific information* |
| | After you enter a code in this field, access the master pay cycles to load the pay period ending date, work and check dates, standard hours for that pay period, and period numbers used to calculate DBAs. In subsequent payroll cycles, the system automatically completes these fields. The next time you run this payroll ID, you see values for the next pay period. |

| Field | Explanation |
|-------|-------------|
| Type of Processing | A code that indicates the kind of pre-payroll processing that you want to submit. Once you run a regular pre-payroll processing (types 1, 3, 5, or 7), the system sets this field to the corresponding changes only type (2, 4, 6, or 8 respectively) when you need to run pre-payroll processing for changes only . The system verifies the field against the hard-coded Processing Type Codes user defined code list (07/ST). |

## 20.2.2  What You Should Know About

| Topic | Description |
|-------|-------------|
| **Subsequent payrolls** | Pay cycle and detail information is saved and protected from change for subsequent payrolls. You must use the Unprotect function if you want to make any changes. |
| **Job logs** | The system creates job logs for every step of the payroll cycle except print payments. A job log does not necessarily indicate that there is a problem. However, you should check the user messages for the message that the job completed successfully. |
| **Print paycheques version** | The version number you enter for the Print Paycheques report must match the version numbers that control other types of payments, such as cheques, auto deposits, payslips, attachments, and the cheque register.<br><br>See Setting up Payroll Cycle Reports in *JD Edwards World Canadian Payroll II Guide* for more information on setting up these versions. |
| **Inactive field** | The Accelerate Submission field is currently inactive. |
| **Standard hours** | The second Pre-Payroll Processing screen displays the number of hours for which autopay employees will be paid. |
| **Printing mailing labels** | When you are ready to print and mail cheques or other payroll-related documents, you can use the Print Mailing Labels option to print standard 4-up, or Cheshire mailing labels in a laser format. |

**See Also:**

- Processing Fiscal and Anniversary Rollovers (P07210) in *JD Edwards World Canadian Payroll II Guide*

- Setting Up Intercompany Settlements for a Payroll ID in *JD Edwards World Canadian Payroll II Guide*

- Creating a Payroll ID that Uses Step Progression (P07210) in *JD Edwards World Canadian Payroll II Guide*

**Data Selection for Pre-Payroll**

When you add a new pre-payroll program version, do not include an employee in more than one payroll cycle. If you do, the system includes the employee in only the first payroll ID you process.

JD Edwards World recommends that you include pay status in your data selection.

To include terminated employees in pre-payroll processing, include the terminated pay status in your data selection for the pre-payroll program version. The pre-payroll

process selects only those terminated employees whose termination dates are on or after the pay period beginning date.

### Data Sequence for Pre-Payroll

The report versions for the Payroll Register and Summary Payroll Register must have the same data sequencing as the program version for pre-payroll processing (P07210), although they do not have the Payroll Lockout ID. The pre-payroll version stores the lockout ID for all payroll reports. The data sequence of the pre-payroll version controls the order in which the system prints data for both payroll registers.

> **Caution:** The Payroll Lockout ID must be the first data sequence parameter in the program version (P07210).

## 20.2.3 Choosing an Existing Payroll ID

### Navigation

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

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

You do not need to create a new payroll ID each time you process a payroll cycle. After you create a payroll ID, you use it again in subsequent pay periods to process payroll for that group of employees.

When you choose an existing payroll ID, a program version is already assigned to it. You can enter a different program version, if that version is not assigned to another payroll ID.

You also can change the parameters for an existing payroll ID. For example, you might need to choose additional reports to print.

When processing is complete, the system prints the pre-payroll reports for which you entered report versions.

### To choose an existing payroll ID

On the first Pre-Payroll Processing form

1. Complete the following field:

   ■ Payroll ID

2. On the second Pre-Payroll Processing form, make any necessary revisions and press Enter.

3. Choose the Submit Job function.

## 20.3 Reviewing Payroll Registers

After you process pre-payroll, but before you print payments, you should review the payroll register to verify the accuracy of your information.

You must print either a Payroll Register or a Summary Payroll Register.

If you did not enter a version for the register, the system prints the default version (XJDE0001) of the Payroll Register.

Reviewing payroll registers includes:

■ Reviewing the Payroll Register

- Reviewing the Summary Payroll Register

    **See Also:**

    - Setting Up Payroll Cycle Reports (P063012) in *JD Edwards World Canadian Payroll II Guide*

    - Section 28.1, "Correcting Errors in Pre-Payroll Processing"for information about correcting errors listed on the Payroll Register reports

## 20.3.1 Reviewing the Payroll Register

Use the Payroll Register to verify that the correct employees are being paid and that the system correctly calculated:

- Employees' gross-to-net amounts

- Spousal Life Insurance Premiums, if this DBA has been set up for an employee or a Benefit Group

You can review employee earnings for this payroll cycle by pay type, deductions, benefits, and accruals. Reviewing all of this information on the payroll register simplifies the process of reconciling total accrual liability.

The report lists the following information:

- Pay type, deductions, benefits, and accruals for each employee by business unit

- Totals by pay type for each business unit

- Taken and available amounts for all types of accruals, including personal and compensation time

- Grand totals by pay type for each company

- Cheque control numbers

Control numbers are system-assigned numbers that you can use to help track your actual payment numbers. The system also uses a control number to complete all the necessary account reversals when you void a payment and to track journal entries. The control number is particularly important because the system cannot track your actual payment numbers.

JD Edwards World recommends that you run the register again during the payroll cycle reports step in order to review the actual payment numbers at that time.

A warning prints on the report when the total gross amount minus the deductions printed on the report does not equal the total net amount.

*Figure 20–9 Payroll Register report*

```
063012                                    JD Edwards World                       Page    -        1
                                          Payroll Register                       Date    -  6/25/17
Company -  00077 A Model Canadian Payroll C                                       Period  -  04/11/17
BU -       707 Corporate Administration
                                                                                    Intrm User-
                    .......... E a r n i n g s ..............   ........ D e d u c t i o n s ......
        Employee    Type   Earnings   Hours   Rate   Curr. Amt   YTD Amount  Type   Deduction   Curr. Amt   YTD Amount
------------------- ----  ----------  -----  ------  ---------  ----------  ----  -----------  ---------  ----------
256-136-888   7701  001 Regular        0.80  11.250      9.00        9.00   **  Gross Wages     10.08        10.08
Anthony Holiday     7720 H&W - Canada                    0.40        0.40       CAN FED                    1,785.70
                    7770 BC Medical                     70.00       70.00       CAN CPP                      223.22
                    7780 Vacation Pay                    1.08        1.08       CAN UIC           1.82       271.25
                                                                               7706 Dental Fam    8.26         8.26
                    ***  Total:        0.80  Gross:     10.08       10.08   *** Total Ded's      10.08
                                             Taxbl:     80.48       80.48
        Route:           Ck Cntrl #:   171483 -                                ** Net Pay **
===================================================================================================================
184-560-670   7702  001 Regular        0.80  12.350      9.88        9.88   **  Gross Wages     11.16        11.16
Derrick, Leslie     7720 H&W - Canada                    0.40        0.40       CAN FED          20.00     9,109.27
                    7780 Vacation Pay                    1.28        1.28       CAN CPP                      661.22
                                                                               CAN UIC           0.45-       293.55
                                                                               9997 Overpayment  8.39-        8.39-
                    ***  Total:        0.80  Gross:     11.16       11.16   *** Total Ded's      11.16
                                             Taxbl:     11.56       11.56
        Route:           Ck Cntrl #:   171491 -                                ** Net Pay **
===================================================================================================================
481-560-670   7703  001 Regular       80.00  27.179   2,038.46    2,038.46  **  Gross Wages   2,038.46     2,038.46
Bellas, Debbie      7701 RRSP Co.                       50.96       50.96       CAN FED         399.61     4,905.08
                    7705 Dental/Co.                      8.64        8.64       CAN CPP          66.21       602.91
                    7740 CarAllowCAN                    410.00      410.00       CAN UIC          0.45-      344.55
                    7785 Salary Vac                     305.77      305.77  7700 RRSP          101.92       101.92
                    ***  Total:       80.00  Gross:   2,038.46    2,038.46  *** Total Ded's    567.29
                                             Taxbl:   2,346.54    2,346.54
                         Ck Cntrl #:   171504
                                             - 1  Auto Deposit               Document Amt    1,421.17
                                             - 2  Auto Deposit               Document Amt       50.00
        Route:           Ck Cntrl #:   171504 -                                ** Net Pay **  1,471.17
===================================================================================================================
652-136-888   7704  001 Regular       80.00- 22.369   1,789.52-   1,789.52-  **  Gross Wages   1,789.52-    1,789.52-
Rivard, Jacques     4800 Earnings                     1,789.52-   1,789.52-      CAN FED         185.03-    1,800.67
                    7701 RRSP Co.                        26.85-      26.85-      QPP       -      42.24-      389.51
                    7775 QHIP                            67.11-      67.11-      CAN UIC          44.70-      298.20
                    7785 Salary Vac                     268.43-     268.43-      Quebec Provi    238.01-    2,400.34
                                                                               7700 RRSP         53.69-       53.69-
                                                                               7706 Dental Fam   12.35-       12.35-
                                                                               7730 CSB Canada   25.00-       25.00-
                    ***  Total:       80.00- Gross:   1,789.52-   1,789.52-  *** Total Ded's    601.02-
                                             Taxbl:   1,735.83-   1,735.83-
        Route:           Ck Cntrl #:  9216 -    Void Check Cntrl# Ck #   74774 ** Net Pay **  1,088.50- Ck Dt 04/17/17
===================================================================================================================
```

## 20.3.2 Reviewing the Summary Payroll Register

If you are processing payroll for a large number of employees, you might find it easier to use the Summary Payroll Register to review employees' gross-to-net earnings because it shows only one line per payment.

The Summary Payroll Register shows which employees' gross-to-net calculations are incorrect and which employees exceed the maximum net pay limit you set. During setup, you can decide whether to make gross-to-net errors soft (you can continue with processing) or hard (you must correct them before continuing).

The following list describes some of the columns that print on the Summary Payroll Register:

| Column | Description |
| --- | --- |
| Wages | This column represents the total of all pay types and earnings entered on the employees' timecards. |
| Benefits | This column represents the benefits that the system calculated for the employees. When you print this report during pre-payroll, it includes all benefits calculated in pre-payroll, including those benefits that have no effect on gross or net pay. When you print this report during the step that prints the payroll cycle reports, after you have processed pro forma journal entries, it includes all benefits. |

| Column | Description |
|---|---|
| Gross Pay | This column represents earnings plus the benefits that the system added to net pay. |

The error messages that print on the Summary Payroll Register include:

| Error Message | Description |
|---|---|
| MAX | Net pay exceeds the maximum pay specified in the processing options. |
| GTN | Gross-to-net error. |
| ERR | Both MAX and GTN errors exist. |

**Figure 20–10   Summary Payroll Register report**



## 20.4  Reviewing Time and Pay Entry Reports

If the program version you used to process pre-payroll contains employees who have autopay, you should verify timecard information for those employees before you print payments. When you print the Time and Pay Entry Journal (also called the Time and Pay Register) during pre-payroll processing, it includes timecard information for autopay employees.

If you choose to print the Time and Pay Register, the system might also print a Time and Pay Exception report. This report lists employees who have:

- Business unit security violation (employee not paid)
- Hours or rates over the maximum specified in processing options
- Hours or rates under the minimum specified in processing options
- Pay rates different than those entered in the Employee Master table
- Hire dates that are greater than the pay period ending date
- Pay stop dates that are less than the pay period beginning date
- Overtime hours paid
- Vacation or sick time taken exceeds the minimum available amounts
- Excessive pay rates
- Regular pay bypassed because of interim cheques
- Benefits or deductions bypassed because of interim cheques
- No pay rates entered in one or more timecards

If you are using Enhanced Subledger Accounting, this information displays on the report. See Work with Enhanced Subledger Accounting in *JD Edwards World General Accounting I Guide* for more information.

**Figure 20–11   Time and Pay Exception report**



See Also:

- Section 15.4, "Reviewing Time Entry Reports"

## 20.5  Reviewing the Federal Tax Distribution Summary Report

You use the information on the Federal Tax Distribution Summary Report to determine the federal tax burden for this payroll. Printing this report during pre-payroll enables you to promptly submit federal taxes. The report lists totals of taxable wages and federal tax amounts for the current period and month-to-date. It also lists tax amounts by company for quarter-to-date and year-to-date.

**Figure 20–12  Federal Tax Distribution Summary report**

```
073170                                    JD Edwards World                        Page    -        2
                                    Federal Tax Distribution Summary              Date    -  6/25/17
                                                                                  Period End- 04/11/17
Company. . 00077  A Model Canadian Payroll Co
Tax ID . . WCX162734
                                  * * * Current Period * * *   * * * Month-To-Date * * *   Qtr-To-Date    Year-To-Date
TT      Tax Description        Taxable Wages    Tax Amount  Taxable Wages   Tax Amount   Tax Amount      Tax Amount
--  ----------------------------  -------------  --------------  -------------- --------------  -------------- --------------
CA Canada Federal Income Tax       2,236.96        395.73     18,633.38      4,494.20      4,971.03       15,976.17
CB Canadian Pension Plan - emplee  2,510.98         66.21     15,600.91        374.15        436.94        1,264.13
CE Canadian Pension Plan - emplyr  2,510.98         66.21     15,600.91        374.15        436.94        1,264.13
CC Canada Unemploy Ins. - empl'ee  1,195.19         46.05-     9,925.19        173.25        217.95          935.85
CD Canada Unemploy Ins. - empl'er  1,195.19         57.26-     9,925.19        215.55        271.16        1,164.16
                                                 --------------                 --------------  -------------- --------------
                Total FEDERAL                       424.84                    5,631.30      6,334.02       20,604.44
        Federal Deposit Information:
                Income Tax Withheld                 395.73
                Total Canadian Pension              132.42
                Total Unemployment Insurance        103.31-
                                                 --------------
                Total Deposit Due                   424.84
```

# 20.6  Reviewing Payment Reports

The reports related to the version you entered in the Print Paycheques field during pre-payroll do not print until after you print payments. The system uses this version to create the workfile that it uses to print payments. If you did not enter a version in this field, the system uses the default version (XJDE0001).

> **See Also:**
>
> - Section 22.2, "Printing Payments" to review payment reports

# 20.7  Reviewing the Terminated Employees Being Paid Report

When pre-payroll processing includes terminated employees who are receiving their last payment, the system automatically prints the Terminated Employees Being Paid report. Use this report to verify that all tasks related to the employees' termination have been performed,

**Figure 20–13  Terminated Employees Being Paid report**

```
068501                                    JD Edwards World                        Page    -        1
                                    Terminated Employees Being Paid               Date    -  7/01/17
                                                                                  Date - Endi
* * * * * * * *  Employee * * * * * * * *    Term    Chg.                      Int Ck  I   Check
Employee No Name - Alpha . . . . . . . . .   Date Ter Chan Description. . . . . Earnings  Number  S   Date
-----------  ------------------------------  -------- ---- -------------------- ----------- -------- -  ------
184560670   Derrick, Leslie                  04/04/17  RS  Resignation              11.16              04/17/17
```

> **See Also:**
>
> - Section 9.1, "Revising Employee Information"

# 20.8  Processing Pre-Payroll for Changes Only

**Navigation**

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

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

After you complete the pre-payroll processing, you should review the pre-payroll reports. If you identify any errors in employee salary or timecard information, you

must correct the errors and then rerun pre-payroll. To reduce computer processing time, you can rerun pre-payroll for only those employees whose information you corrected. This type of processing is called pre-payroll processing for changes only.

You must run a pre-payroll for changes only when you make any of the following types of changes to employees included in a pre-payroll:

- Revise employee information that affects the payment, such as home company, home business unit, annual salary, hourly rate, and marital status
- Revise timecard information
- Add, change, or delete an interim cheque (based on the dates of the interim cheques)

After you run pre-payroll processing for the first time in a payroll cycle, the system selects the processing type for changes only if you rerun pre-payroll without resetting the payroll ID.

If you run a pre-payroll for changes only, the system will not process the changes if you:

- Have already printed payments
- Change the selection criteria for the pre-payroll program version
- Change the setup of a PDBA that affects one or more employees in the payroll cycle
- Revise labour, autodeposit, or DBA instructions for an employee
- Revise wage attachment information for an employee

If you have printed payments or made any of these changes and revisions, you must reset the payroll ID and then rerun pre-payroll processing for all the employees included in the payroll cycle. Resetting the payroll ID restores the employees' data to the way it was before you processed pre-payroll.

> **See Also:**
>
> - Section 23.3, "Resetting the Payroll ID"
> - Section 28.1, "Correcting Errors in Pre-Payroll Processing"

**To process pre-payroll for changes only**

On the first Pre-Payroll Processing form

1. Complete the following field:
   - Payroll ID
2. On the second Pre-Payroll Processing form, verify the value in the following field:
   - Type of Processing
3. Choose the Submit Job function.

| Field | Explanation |
|---|---|
| Type of Processing | A code that indicates the kind of pre-payroll processing that you want to submit. Once you run a regular pre-payroll processing (types 1, 3, 5, or 7), the system sets this field to the corresponding changes only type (2, 4, 6, or 8 respectively) when you need to run pre-payroll processing for changes only . The system verifies the field against the hard-coded Processing Type Codes user defined code list (07/ST). |

### 20.8.1 What You Should Know About

| Topic | Description |
|-------|-------------|
| **Changes only processing after printing payments** | If you need to process a pre-payroll after you have printed payments, you must:<br><br>■  Reset the print payments workfile<br><br>■  Process the pre-payroll for the changes<br><br>■  Reprint the payments<br><br>■  Rerun the payroll cycle reports<br><br>■  Process the pro forma journal entries |

# 21

# Review Payroll Cycle Information

This chapter contains this topic:

- Section 21.1, "Reviewing Payroll Cycle Information"

## 21.1 Reviewing Payroll Cycle Information

**Navigation**

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

**From Pay Cycle Processing (G7713), choose Pay Cycle Review/Reset**

At any time during a payroll cycle, you can review information about the payroll cycle. For example, you can review:

- The status of each step in the payroll cycle
- The type of pre-payroll processing (full or only for changes)
- Employees who are in lockout mode
- The general ledger dates selected for labour distribution journal entries
- The pay period dates for the payroll cycle
- The beginning and ending numbers assigned to the cheques, automatic deposit slips, and payslips printed
- Current status of payments and the autodeposit workfile

You use this information to determine when it is safe to proceed to the next step in the cycle. This information can also help you determine whether any errors occurred during the processing that would require you to rerun a step.

Pay cycle review information is stored in the Payroll Cycle Parameters table (F06210).

**To review payroll cycle information**

On Payroll Cycle Review/Reset

*Figure 21–1   Pay Cycle Review/Reset screen*
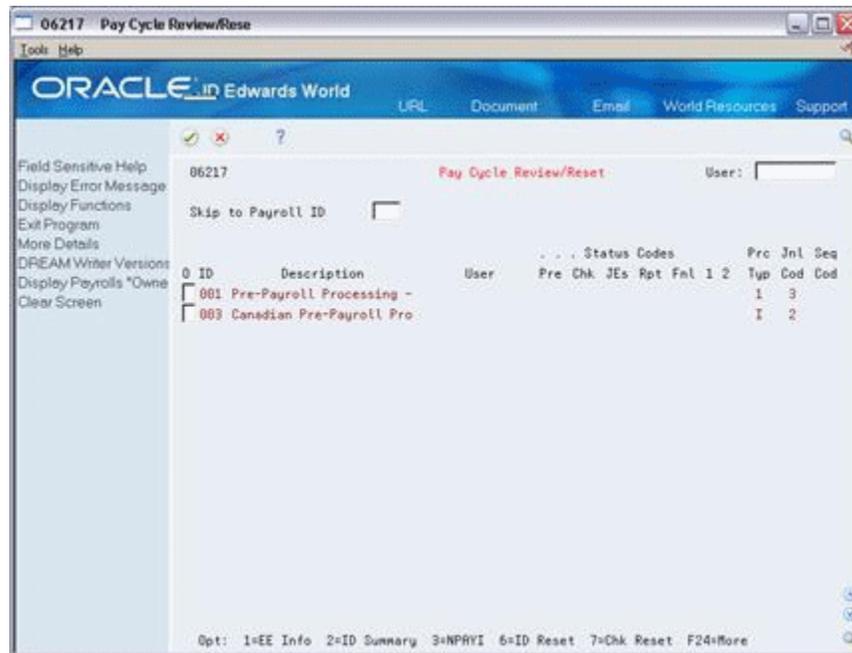


1.  Review the information in the following fields:

    ■   Status Codes - Pre-Payroll Processing (Pre)

    ■   Status Codes - Print Payroll Cheques (Chk)

    ■   Status Codes - Payroll Journal Entries (JEs)

    ■   Status Codes - Reports Only (Rpt)

    ■   Status Codes- Final Update (Fnl)

    ■   Status Codes - Payroll01 (1)

    ■   Status Codes - Payroll02 (2)

    ■   Type of Processing (Prc Typ)

    ■   Payroll Expense Type (Jnl Cod)

    ■   Sequence Code (Seq Cod)

2.  Access the detail area.

*Figure 21–2   Payroll Cycle Review/Reset screen (Detail area)*



3. Review the information in the following fields:

   - Pay Period Date

   - Check Date

   - Work Dates

   - Pay Cycle Code

4. Choose the Employee Information option to review a list of employees locked by this payroll ID.

*Figure 21–3   Payroll Version ID Employee screen*
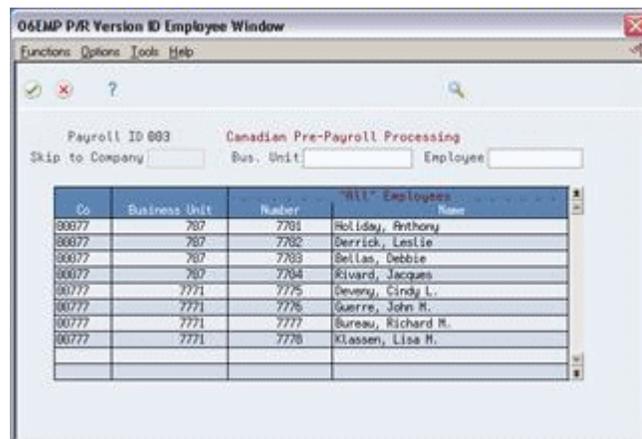


5. Exit the window.

6. Choose the ID Summary option to access summary information about a payroll cycle.

*Figure 21–4   Payroll Version ID Summary screen*
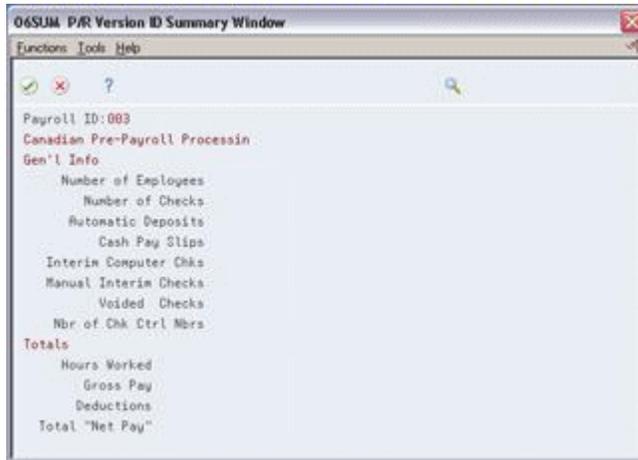


7.   Exit the window.

8.   Choose the NPAYI option to access information about net pay instructions.

*Figure 21–5   Net Pay Instructions screen*



| Field | Explanation |
| --- | --- |
| Pre | A code that indicates the status of the Pre-Payroll Processing for this version. Valid codes are: |
| | Blank – Not executed for payroll ID |
| | A – Active or on job queue |
| | 1 – Completed |
| | E – Canadian Corporate Tax ID not set up |
| | S – Schedule lock |
| | You cannot change the pre-payroll processing status to complete. |

| Field | Explanation |
|---|---|
| Chk | A code that indicates the status of the Print Payroll Checks for this version. Valid codes are:<br><br>Blank – Not executed for payroll ID<br><br>A – Active or on job queue<br><br>1 – Completed<br><br>S – Schedule lock<br><br>You cannot change the print checks status on the Reset Payroll Parameters form. To reprint payments, you must reset the payment workfile. |
| JEs | A code that indicates the status of the Payroll Journal Entries for this version. Valid codes are:<br><br>Blank – Not executed for payroll ID<br><br>A – Active or on job queue<br><br>1 – Completed<br><br>S – Schedule lock |
| Rpt | A code that indicates the status of the Payroll Reports Only for this version. Valid codes are:<br><br>Blank – Not executed for payroll ID<br><br>A – Active or on job queue<br><br>1 – Completed<br><br>S – Schedule lock |
| Fnl | A code that indicates the status of Payroll Final Update for this version. Valid codes are:<br><br>Blank – Not executed for payroll ID<br><br>A – Active or on job queue<br><br>When the final update is complete, the system clears all status codes.<br><br>You cannot change the final update status to complete. |
| APW | A code that indicates whether changes have been made that require pre-payroll to be rerun. Valid codes include:<br><br>Blank – Not necessary to rerun pre-payroll<br><br>1 – Must rerun pre-payroll for changes only<br><br>This code indicates if the system must run a pre-payroll for changes only before proceeding to another step in the payroll cycle. |
| 2 | A code which indicates the current status of the various print screen options. This is an internal control field and can not be changed by the user.<br><br>2 – Payslips have been requested<br><br>3 – Payslips have completed<br><br>4 – Checks have been requested<br><br>5 – Checks have completed<br><br>6 – Deposit Advices have been requested<br><br>7 – Deposit Advices have been completed - indicates that all net pay instructions have completed |

| Field | Explanation |
|-------|-------------|
| Jnl | This code determines the G/L date for labour and burden entries. The system uses document types T2 and T4 to record labour and T3 to record burden. Valid codes are: |
| | 1 – Work Date. The G/L date is the timecard work date. |
| | 2 – Period Ending Date. The G/L date is the pay period end date for the payroll cycle currently being run. |
| | 3 – Cost Period. The G/L date is the end of the accounting fiscal period for timecards with a work date in the prior period. The G/L date is also the pay period end date for timecards in the current period. |
| Seq Cod | A code that indicates the internal control that applies to this Payroll ID. Internal controls ensure proper sequencing of the payroll cycle. Valid codes are: |
| | A – Active |
| | S – Scheduling Lock. This version is already being accessed by another user. |
| | **Note**: You should change this code only under extreme circumstances. |

## 21.1.1 What You Should Know About

| Topic | Description |
|-------|-------------|
| **Net pay instructions** | The system stores information about net pay instructions in the NPAY1 data area. |
| **Employee information option** | During full processing the system displays all employees locked by this payroll ID. During processing only for changes, the system displays any employees whose information has changed and for whom you must process a pre-payroll only for changes. |
| **Schedule lock error** | A scheduling lock error can occur at any step of the payroll cycle. For example, it can occur if two users try to submit the same payroll ID at the same time, or if a user is in a time entry screen for an employee who is locked to a payroll. |
| | To correct a scheduling lock error, see Section 23.4, "Correcting a Scheduling Lock Error." for more information. |

**See Also:**

- Section 23.1, "Resetting Payroll Cycle Steps."for information about resetting and rerunning steps in the payroll cycle

# 22

# Work with Payments

This chapter contains these topics:

## 22.1 Working with Payments

Payments are the forms employees receive when they get paid. You can set up employees to receive any of the following types of payments:

| Payment Type | Description |
| --- | --- |
| Paycheques | A written order to a bank to pay the employee a sum from the company's account. |
| Automatic deposit advice slips | A non-negotiable screen that shows an employee's earnings and deductions. The system prints this screen for employees who are set up for automatic deposit. |
| Payslips | The screen you use when you pay an employee in cash. It lists the type of money (bills and coins) that the employee receives. |

Employees who are set up to receive different types of payments can be included in the same payroll ID. For example, a payroll ID might include some employees who are paid by cheque and some who are paid by automatic deposit.

After you process pre-payroll, you can print payments for employees.

During the print process, the payroll system generates positive pay information that you can review before submitting positive pay data via an external media (tape, diskette, or CD) to financial institutions.

Following payment processing, you can create choose to reconcile computer-generated, manually generated, auto deposit, or all three types of paycheques. Create a version of the Reconcile Cheque History (P065613) program and use the first processing option to specify your paycheque reconciliation process.

The following graphic illustrates the location of the payments step in the cycle of payroll processing.

**Figure 22–1  Payments Cycle**
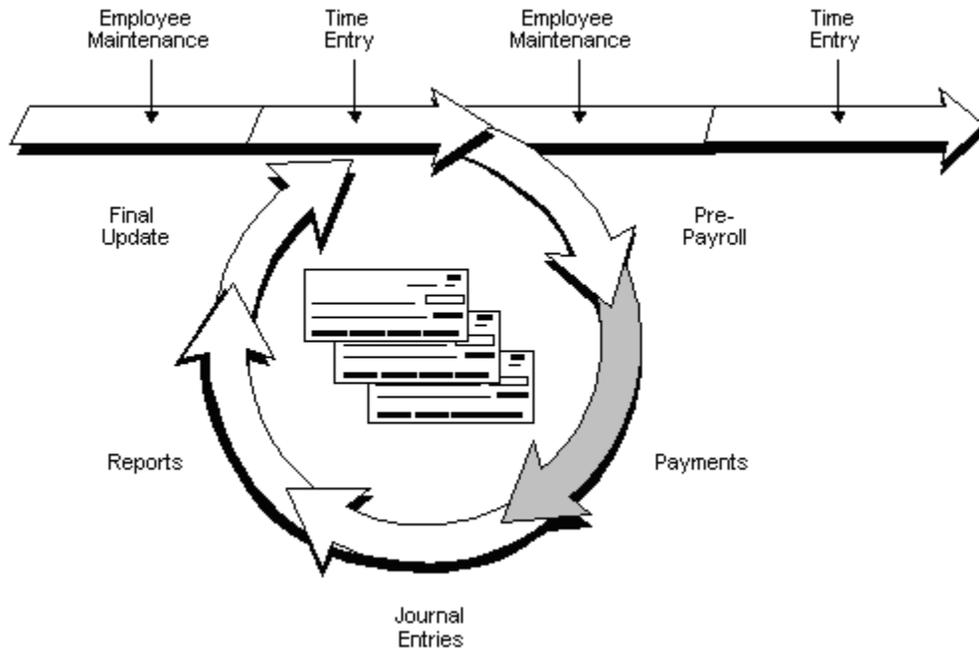


**See Also:**

- Appendix A - Technical Overview of the Payroll Cycle in *JD Edwards World Canadian Payroll II Guide* for information about the tables that are affected when you print payments

- Creating an Automatic Deposit Tape (P075511) in *JD Edwards World Canadian Payroll II Guide*

## 22.2  Printing Payments

A payroll ID can include employees who are set up to receive any of the following types of payments:

- Paycheques or interim cheques

- Automatic deposit advice slips

- Payslips

Typical tasks you perform when you print payments include:

- Printing cheques or interim cheques only

- Printing cheques and automatic deposits

- Submitting a positive pay workfile build

Employees who are set up to receive different types of payments can be included in the same payroll ID. For example, a payroll ID might include some employees who are paid by cheque and some who are paid by autodeposit.

You use the Print Paycheques program to print all types of payments. When a payroll ID includes employees who are set up for different types of payments, the Print Paycheques program prompts you to print each type of payment.

When your payroll ID includes autodeposit employees, you must also instruct the system to generate an autodeposit external workfile, which contains the information

that the bank needs to transfer funds to the employees' bank accounts. You can generate the autodeposit workfile when you print payments, or you can generate the workfile separately.

Immediately after printing all cheques, including auto deposits, you are prompted to select the Yes/No option on the Canadian Cheque Print Parameters or Canadian Interim Print Cheques Parameters screen to submit a positive pay workfile build. When transmitted to financial institutions, positive pay information can help banks prevent cheque-cashing fraud.

After you print any type of payment, and before you either continue to the next type of payment or exit the Print Paycheques program, you should inspect the payments to verify that they printed correctly. If printer problems, such as a paper jam, prevented one or more payments from printing correctly, you can reprint them.

### 22.2.1 Before You Begin

- Verify that your system timeout value is set high enough to allow enough time for all payments to print before the terminal times out

### 22.2.2 What You Should Know About

| Topic | Description |
| --- | --- |
| **Print Paycheques version** | The version number you enter for the Print Paycheques report must match the version numbers that control other types of payments, such as automatic deposits, payslips, and attachments. |
| | See Setting Up Payroll Cycle Reports in *JD Edwards World Canadian Payroll II Guide* for more information on setting up these versions. |
| **Reprinting payments** | If you complete the Print Paycheques program and later realize that you need to reprint payments, you must reset the paycheque workfile before you can reprint the payments. |
| | See Section 23.1, "Resetting Payroll Cycle Steps." |
| **Duplicate payment numbers** | The system does not check for duplicate payment numbers because you might be using multiple bank accounts. You must track them manually. |
| **Attachments** | The system can print only 14 lines on a pay stub. If an employee's payment needs more than 14 lines, the system prints an overflow attachment in addition to the payment. The attachment contains all remaining lines. If an employee's net pay is zero, the system prints an attachment, instead of a payment. |
| **Payment date** | To correct a payment date, you must reset your payroll ID, change the payment dates in your pre-payroll parameters, and process the payroll cycle again. |
| | See Section 23.5, "Resetting the Payment Workfile." |
| **Printing mailing labels** | When you are ready to mail cheques or other payroll-related documents, you can use the Print Mailing Labels option to print standard 4-up, or Cheshire mailing labels in a laser format. |
| | This option prints 30 1-1/2" X 2-5/8" labels in portrait format on an 8-1/2 X 11" sheet. |

**See Also:**

- Section 22.2, "Printing Payments."

## 22.2.3  Printing Cheques Only

You use the Print Paycheques program to print all types of payments. When all of the employees included in a payroll ID are paid by cheque, the Print Paycheques program prompts you to print cheques only.

**To print cheques only**

On the first Canadian Cheque Print Parameters screen

1. Complete the following field:

   - Payroll ID

*Figure 22–2    Print Paycheques screen*



2. Choose the Submit Job function.

*Figure 22–3   Canadian Cheque Print Process screen*



3. On the first Canadian Cheque Print Parameters form, complete the following field:

   ■ Beginning Cheque Number

4. Choose the Submit Job function.

*Figure 22–4   Canadian Cheque Print Parameters screen*



5. On the second Canadian Cheque Print Parameters form, initiate an additional session to access the message queue.

6. Load the forms and verify that they are aligned properly.

7. Respond to the messages in the operator message queue.

8. Review the cheques to verify that they printed correctly.

9. On Canadian Cheque Print Parameters, complete the following fields:

   ■ Have All Cheques Been Printed (Y/N)?

   ■ Submit Positive Pay WF Build (Y/N)?

10. Enter N to correct any printer errors.

| Field | Explanation |
|---|---|
| Beginning Cheque Number | Enter the beginning payment number for the payment run. If this is a restart, it will be a new starting payment number from the first run. |
| Have ALL Cheques been Printed (Y/N)? | You must respond to the system operator's message queue before responding to this question. Enter Y if all cheques have printed correctly. Enter N if one or more cheques did not print correctly because the printer was misaligned, has jammed, or has damaged a cheque. If you enter N, the system allows you to reprint the cheques. You can reprint a single cheque, a range of cheques, or all cheques. You must manually track any unusable cheques, because the system does not write them to history. |
| Submit Positive Pay WF Build (Y/N)? | Enter Y to build a positive pay workfile. : If you enter N for the Submit Positive Pay WF Build option, cheque information will not be updated to the positive pay workfile. |

**To print interim cheques**

The following steps apply to printing interim cheques, as well. See Section 37.1, "Printing Interim Cheques." for details.

On the first Canadian Cheque Print Parameters screen

1. Complete the following field:

   ■ Payroll ID

2. Choose the Submit Job function.

*Figure 22–5   Canadian Cheque Print Parameters screen*
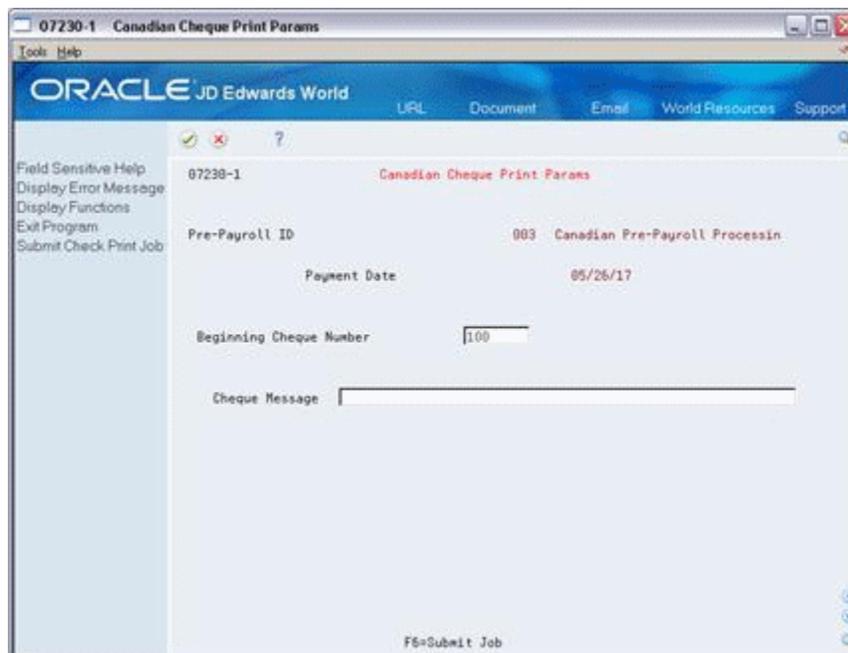


3. On the first Canadian Cheque Print Parameters screen, complete the following field:

   ■ Beginning Cheque Number

4. Choose the Submit Job function.

*Figure 22–6   Print Paycheques screen*
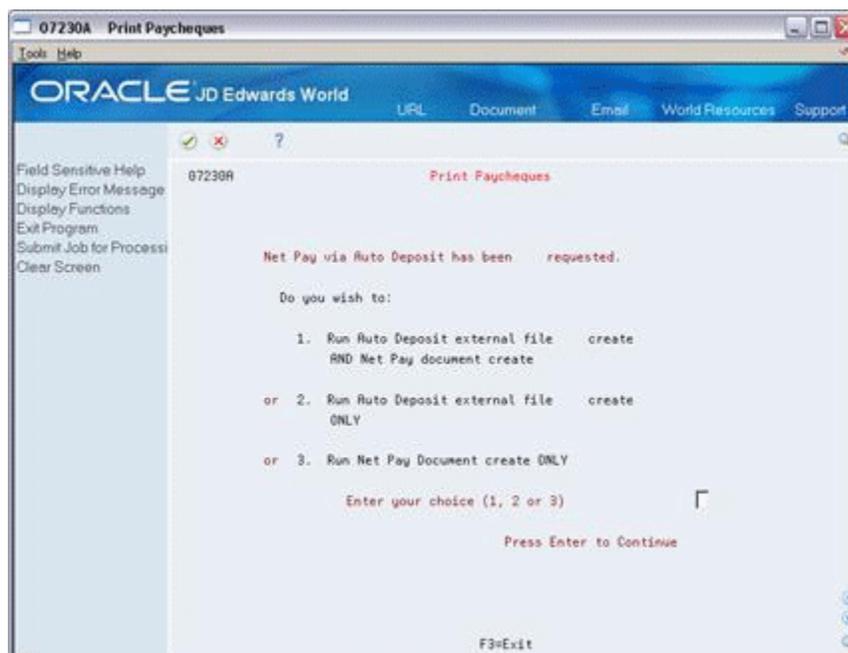


5. On the second Canadian Cheque Print Parameters screen, initiate an additional session to access the message queue.Programs and IDs:P07230-2 (Canadian cheque print parameters)

6. Load the forms and verify that they are aligned properly.

7. Respond to the messages in the operator message queue.

8. Review the cheques to verify that they printed correctly.

9. On Canadian Cheque Print Parameters, complete the following fields:

   ■ Have All Cheques Been Printed (Y/N)

   ■ Submit Positive Pay WF Build (Y/N)

   Enter N if you need to correct printer errors.

| Field | Explanation |
| --- | --- |
| Beginning Cheque Number | Enter the beginning payment number for the payment run. If this is a restart, it will be a new starting payment number from the first run. |
| Have ALL Cheques been Printed (Y/N)? | You must respond to the system operator's message queue before responding to this question. Enter Y if all cheques have printed correctly. Enter N if one or more cheques did not print correctly because the printer was misaligned, has jammed, or has damaged a cheque. If you enter N, the system allows you to reprint the cheques. You can reprint a single cheque, a range of cheques, or all cheques. You must manually track any unusable cheques, because the system does not write them to history. |
| Submit Positive Pay WF Build (Y/N)? | Enter Y to build a positive pay workfile. : If you enter N for the Submit Positive Pay WF Build option, cheque information will not be updated to the positive pay workfile. |

**See Also:**

## 22.2.4 Printing Cheques and Automatic Deposits

**Navigation**

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

**From Pay Cycle Processing (G7713), choose Print Paycheques**

You use the Print Paycheques program to print all types of payments. When a payroll ID includes some employees who are set up to receive cheques, and others who are set up for automatic deposit, the Print Paycheques program prompts you to print each of these types of payments separately. The program creates separate spool files for cheques, automatic deposit advice forms, payslips, and attachments.

When your payroll ID includes automatic deposit employees, you must also instruct the system to generate an automatic deposit external workfile, which contains the information that the bank needs to transfer funds to the employees' bank accounts. You use Print Paycheques to generate the automatic deposit external workfile.

You can generate the automatic deposit workfile when you print payments, or you can generate the workfile separately. You must generate the workfile before you process final update for this payroll cycle.

The automatic deposit workfile build remains on hold until you release it from the job queue. After you generate the automatic deposit workfile, you (or someone in your MIS department) must copy the workfile to an external media and send it to the bank.

The following steps describe how to create the automatic deposit workfile, as well as how to print cheques and automatic deposits.

**To print cheques and automatic deposits**

On the first Print Paycheques screen

1. Complete the following field:

   ■ Payroll ID

2. Choose the Submit Job function.

*Figure 22–7   Print Paycheques screen*
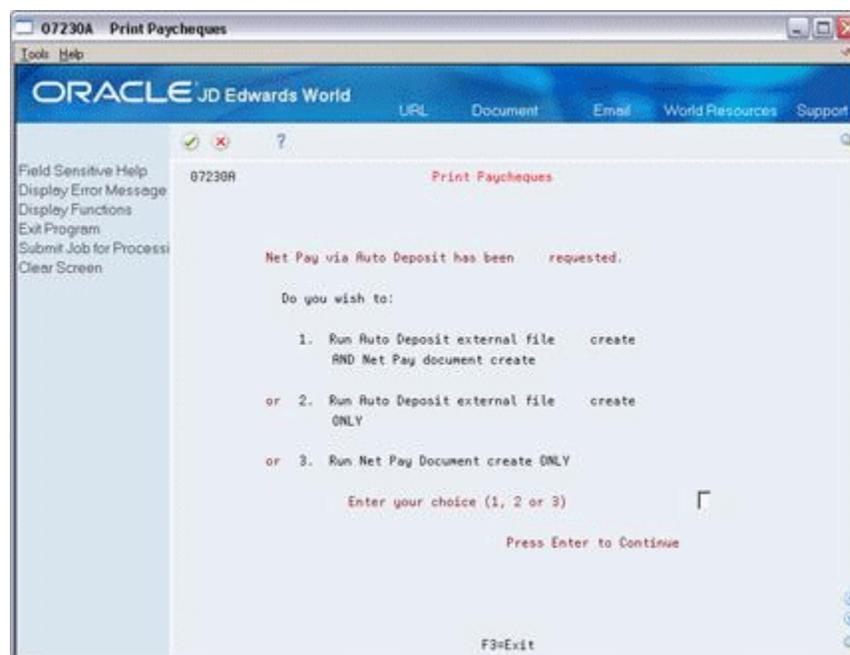


3. On the second Print Paycheques form, choose Run Auto Deposit external file create AND Net Pay Document create.

*Figure 22–8 Print Paycheques screen*
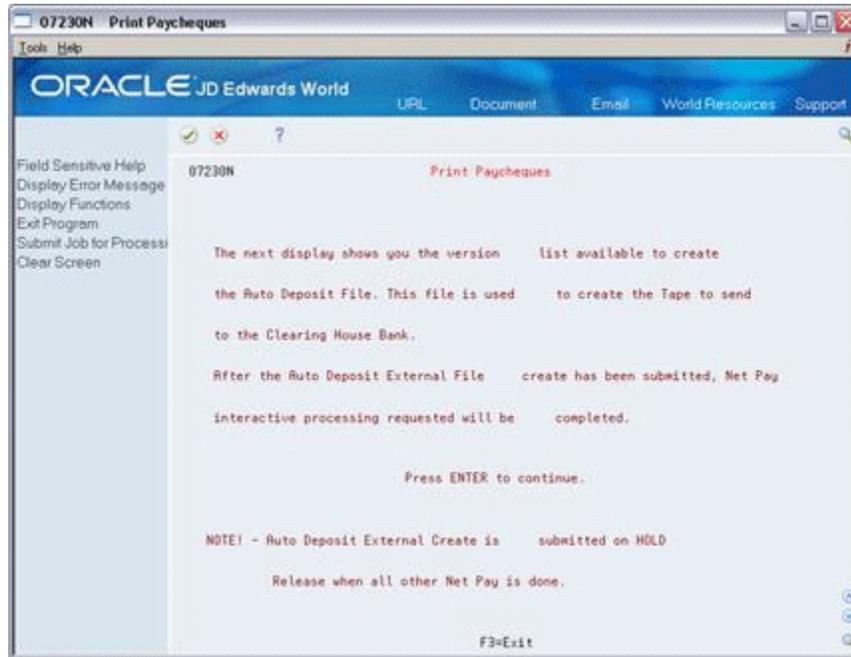


**4.** On the third Print Paycheques form, read the information and press Enter.

*Figure 22–9 Versions List screen*
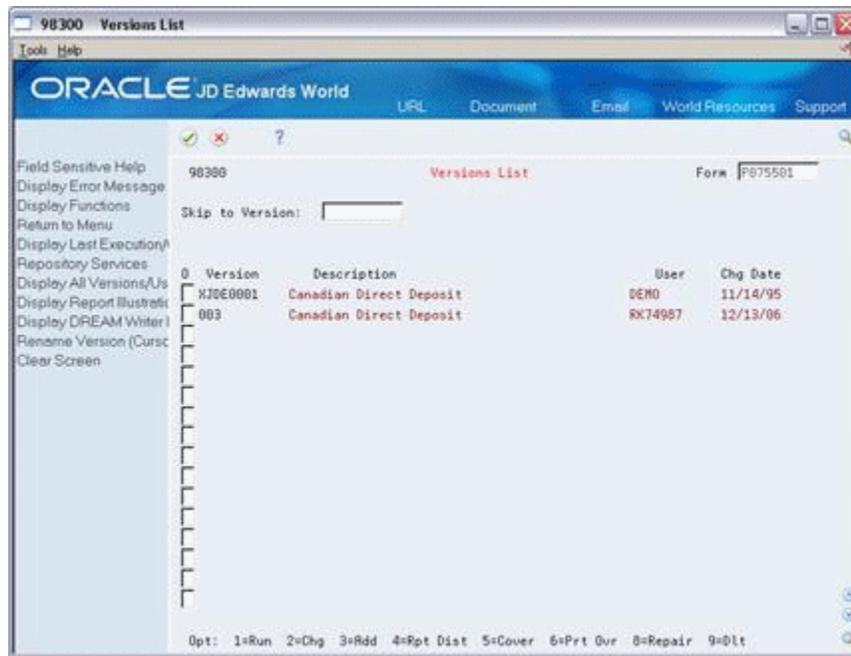


**5.** On the Version Selection screen, run a version.

**6.** Update the processing options.

**7.** Press Enter to submit the version.

**8.** Exit from Version Selection.

9. On the first Canadian Print Cheques Parameters form, complete the steps for printing cheques.

---

**Caution:** After you complete the steps to print cheques, the system displays the Canadian Cheque Print Parameters screen again with information for automatic deposits displayed. Do not exit from the program until you print the automatic deposit forms.

---

10. Complete the steps for printing automatic deposits. These steps are the same as those for printing cheques.

11. From the Payroll Cycle Processing Menu, use hidden selection 33 to release the automatic deposit external workfile build program (J07550) from your job queue.

## 22.2.5 What You Should Know About

| Topic | Description |
|---|---|
| **Submitting the workfile build separately for Canadian payroll** | If you do not submit the external workfile build when you print your net pay documents, you must reset your cheques and run the Print Paycheques program again or submit the workfile build directly from a DREAM Writer versions list. |
| | See Section 23.5, "Resetting the Payment Workfile." |

**See Also:**

- Section 22.2, "Printing Payments."

- Creating an Automatic Deposit Tape (P065511) in *JD Edwards World Canadian Payroll II Guide*

## 22.2.6 Processing Options

See Section 53.1, "Canadian Direct Deposit (P075501)."

## 22.2.7 Correcting Printer Errors

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

**From Pay Cycle Processing (G7713), choose Print Paycheques**

**To correct printer errors**
On the second Canadian Cheque Print Parameters form

*Figure 22–10  Canadian Cheque Print Parameters screen*
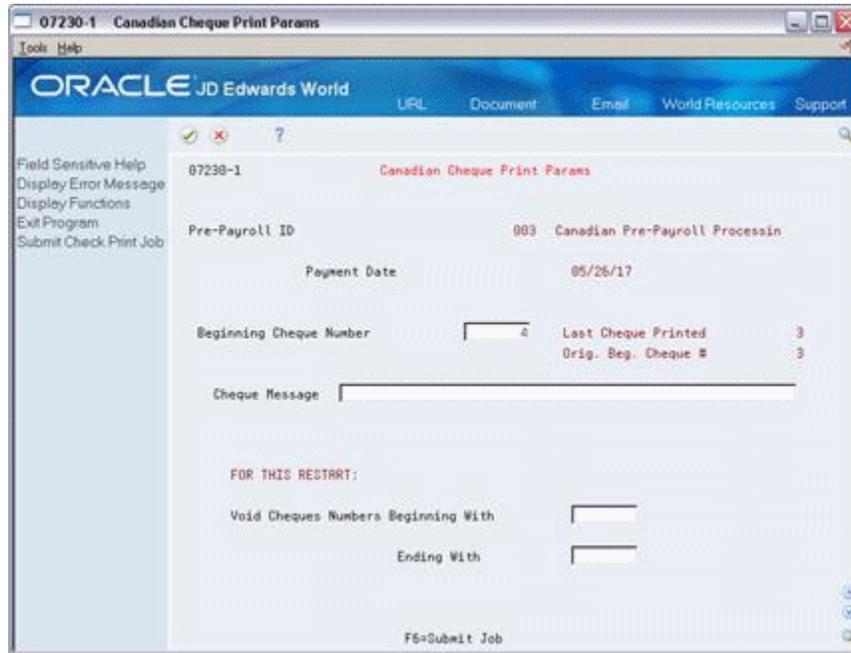


1. Complete the following fields:

   ■ Void Cheque Numbers Beginning With

   ■ Ending With

2. Choose the Submit Job function.

3. Complete the steps for printing payments.

| Field | Explanation |
|---|---|
| Void Cheque Numbers Beginning With | A range of cheque numbers may be entered to void when restarting the cheque run. The value entered in this field must be less than the beginning cheque number and represents the beginning of the range of cheque numbers to be voided. |
| Ending With | A range of payment numbers may be entered to void when restarting the payment run. If this field is left blank, all payments processed after the beginning payment number will be voided. This represents the end of the range of payment numbers to be voided. |

## 22.2.8  What You Should Know About

| Topic | Description |
|---|---|
| **Voided payments** | On the cheque register, the system prints Void Doc for voided payments. |

**See Also:**

■ Section 22.2, "Printing Payments."

## 22.3 Positive Pay Processing

**Navigation**

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

**From Pay Cycle Processing (G7713), choose Positive Pay Processing Menu**

The positive pay process is initiated by selecting this option on the Canadian Cheque Print Parameters and Canadian Interim Cheque Print Parameters screens. The positive pay process is designed to help you minimize the risk of cheque-cashing fraud.

During the print payment process, you can choose to generate a positive pay workfile that contains data about every cheque printed by the payroll system. This workfile data is then used to create a bank transmittal file that can be sent to financial institutions. Banks use this information to verify the validity of cheques before they are cashed.

Tasks you perform as part of the positive pay process include:

- Updating the payor bank account information, if necessary.
- Submitting the positive pay workfile build process after printing cheques
- Building the positive pay workfile
- Generating and reviewing the positive pay workfile report
- Building the positive pay bank transmittal workfile
- Generating and reviewing the positive pay bank file build report
- Copying positive pay bank file transmittal data to an external media
- Purging the positive pay workfile

### 22.3.1 Before You Begin

Verify that the Bank Transit Number and Bank Account information on the Bank Account Information screen (G03111/14) are correct. The positive pay workfile identifies the payor bank using the Bank Transit Number, which is located in the Bank Transit Number Master file (F0030).

### 22.3.2 Submitting the Positive Pay Workfile Build Process After Printing Cheques

When you print regular or interim payroll cheques, the system displays a Yes/No (Y/N) option to submit (build) a positive pay workfile. This option displays on the Canadian Print Cheques Parameters and Canadian Print Interim Cheques Parameters screens. When submitted, the positive pay workfile is built in a batch job from the print cheques program.

If you choose to bypass (not to submit) the positive pay workfile submission, a warning message will display stating that the cheques just printed will not be captured in the Positive Pay Workfile.

**See Also:**

-
-
-
-
-

## 22.3.3 Building the Positive Pay Workfile

The positive pay workfile is built as a batch when you enter Yes (Y) to the Submit Positive Pay WF Build (Y/N)? option on the Canadian Cheque Print Parameters and Canadian Print Interim Cheques Parameters screens. The workfile contains information about all regular, interim, and void paper cheques that were printed.

> **Note:** Auto deposits are not included in the positive pay workfile.

The positive pay workfile build program determines if a record should be written to the file using the cheque control number as a unique identifier.

The positive pay workfile is the source for the positive pay bank transmittal file, and it includes the cheque types listed below with their ICC/ICS indicators:

- N, C - Computer cheque
- Y, C - Interim computer cheque
- Y, M - Interim manual cheque
- Y, M - Interim manual voids
- Y, V - Void paycheque

> **Note:** Computer and interim cheques should only be included in the positive pay workfile if they have been printed. However, since interim manual cheques, interim manual voids, and voids are not printed, they should always be included in the positive pay workfile.

System and user steps required to build the positive pay workfile include:

- The person who prints the cheques will be prompted to submit positive pay information as part of the normal cheque-printing parameters step during payroll processing.
- When you respond Yes (Y) to the positive pay option, paycheque records are written to the positive pay workfile, and the Positive Pay Workfile Report is generated.
- Positive pay records are created as unprocessed with a blank value in both the Processed Code and Member ID fields.
- Once the positive pay workfile is created, you can build the bank transmittal workfile and review the related Positive Pay Bank File Build Report.

**To reset the positive pay workfile**

If it becomes necessary to reset/reprint cheques after the bank transmittal file has been created, it is recommended that the Positive Pay Workfile be reset as well.

When you reset back to pre-payroll after cheques are printed, records in the positive pay workfile will be cleared for that payroll ID. If paycheques are reset, and then rerun, the positive pay workfile will automatically update accordingly.

Option 5 will reset all records that were loaded to the bank transmittal file back to an unprocessed status. It will also delete the physical file member and the corresponding record in the Positive Pay Tape Attributes File table (F062362).

Then, you can submit the bank file build process again, after the cheque print rerun has been completed. This will ensure that any changes are captured before the bank transmittal file is sent to the financial institution.

> **See Also:**
>
> - Section 23.6, "Resetting the Positive Pay Workfile."

### 22.3.4 Generating the Positive Pay Workfile Report

Based on the results of the positive pay workfile build process, this report will be generated every time the batch process runs. There is also a standalone version of the report available on the Canadian Payroll Positive Pay Processing menu for you to run this report on demand, as needed.

You can create alternative DREAM Writer versions of the report to allow more data selection options, such as:

- Cheque number

- Cheque date

- Net pay

- Payee number

- Member ID

- Processed flag

- Cheque type (ICC/ICS)

- G/L bank account

- Creation User ID

> **Caution:** It is not recommended to change the data sequencing, as unpredictable report formatting and totaling results may occur.

**To generate the positive pay workfile report**

On Positive Pay Workfile Report

*Figure 22–11   Positive Pay Workfile Report screen*
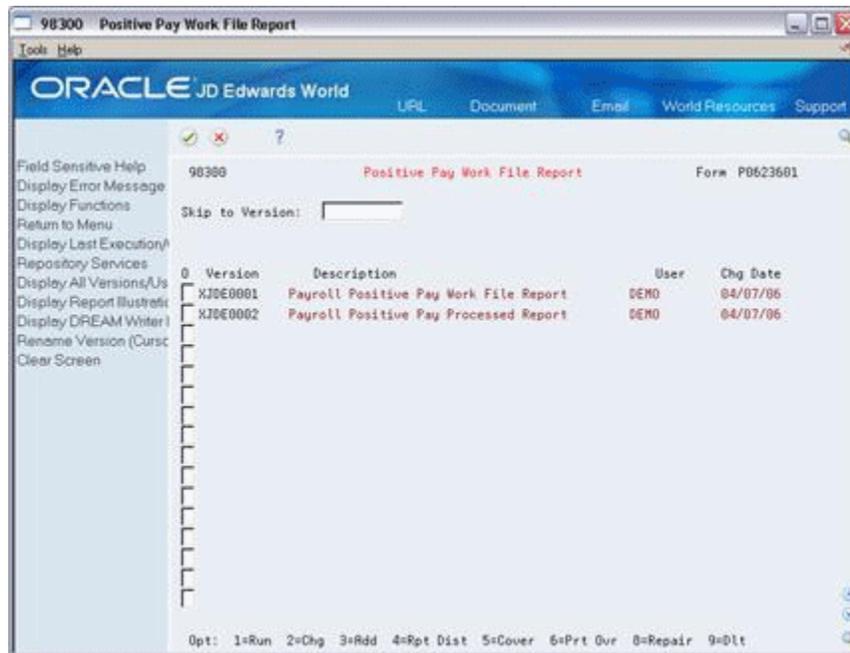


1.  Enter 1 (Run) next to the appropriate version, and press Enter to display the processing options.

2.  Accept or change the default processing option values, as necessary:

    ■  Payment Information

    ■  Header/Trailer Records

    ■  Report Option

    ■  Bank Tape

3.  Press Enter to build the bank file and print the report.

## 22.3.5  Reviewing the Positive Pay Workfile Report

The Positive Pay Workfile Report provides information about regular, interim, and void cheques that have been printed for each payroll cycle. This report is generated whenever the batch process runs. A standalone report version is available on the Canadian Payroll Positive Pay Processing menu for you to run this report on demand, as needed.

You can reconcile information written to the positive pay workfile with other payroll process reports using the Positive Pay Work File Report, which is sorted by:

■  G/L bank account

■  Member ID

■  Cheque number

■  Subtotal and total on G/L bank account

Make sure all paycheque records are correct and should be included. You can delete records from the positive pay workfile, if necessary.

> **Note:** To delete specific records from the positive pay workfile, create your own version of P00PURGE, and change the data selection to permit the deletion of specific records. See Section 22.2, "Printing Payments." for details.

*Figure 22–12   Payroll Positive Pay Work File report*

```
 0628601                                      JD Edwards World                       Page No. . .    1
                                         Payroll Positive Pay Work File              Date - . . .  3/01/17

 G/L Bank Account . .         77.1110.PAYROLL
   Check    Check       Net      Payee    Payee     Member  Proc Interim  Interim  Account  Crt/Upd  Crt/Upd Crt/Upd
   Number   Date        Pay      Number   Name       ID     Stat Chk Code Chk Status  ID    User ID   Date    Time
 -------- -------- -------------- -------- ----------- ---------- ---- -------- ---------- -------- --------- -------- --------
        1 02/28/17    83,836.11    23900  Canadian, Ma             N     C       00018507 BF7103184 03/01/17 11:04:59
                                                                                                             00:00:00
 Totals for Member ID -
 # of Checks -      1    Total Payments -     83,836.11
 Totals for G/L Account -        77.1110.PAYROLL
 # of Checks -      1    Total Payments -     83,836.11
 Report Totals -
 # of Checks -      1    Total Payments -     83,836.11
```

## 22.3.6  Building the Positive Pay Bank Transmittal Workfile

Once unprocessed records have been added to the positive pay workfile, you can run the Positive Pay Bank File Build program to create a bank transmittal workfile.

System and user steps to build the positive pay bank transmittal workfile include:

- The system uses unprocessed records to create a new physical file member, which contains cheque data formatted for the bank.

- You can set up a DREAM Writer version with data selection that is based on the positive pay workfile.

- The system enters Member ID values and updates the Processed Code for all corresponding records in the positive pay workfile, so that they display as processed.

- The system determines which records are already processed and should be excluded from the workfile.

You can review the Positive Pay Bank File Build report in summary or detail mode. This report contains processed data along with the name of the newly created file member in the report heading. Be sure to verify the processing options before running the report.

After you review bank transmittal data, you can submit it to the bank via modem, an external media, or a File Transfer Protocol (FTP) process, if an FTP standard is available at your company.

> **Note:** Because financial institutions use a variety of positive pay formats, the bank transmittal data generated by the JD Edwards World system is designed to fulfill the formatting requirements of most banks. If you use modem and email methods to submit positive pay data to a bank, you are responsible for the encryption.

If it becomes necessary to reset/reprint cheques after the bank transmittal file has been created, it is recommended that the Positive Pay Workfile be reset as well.

After the cheque print rerun has been completed, you can submit the bank file build process again. This will ensure that any changes are captured before the bank transmittal file is sent to the financial institution.

**See Also:**

- Section 23.6, "Resetting the Positive Pay Workfile."

## 22.3.7 Before You Begin

- It is recommended that you set up a DREAM Writer version with data selection that is based on the positive pay workfile.

## 22.3.8 Processing Options

See Positive Pay Bank Workfile Build (P062361) in *JD Edwards World U.S. Payroll I Guide*.

**To generate the positive pay bank file build report**

On Positive Pay Bank File Build

*Figure 22–13   Positive Pay Bank File Build screen*



1. Enter 1 (Run) next to the appropriate version, and press Enter to display the processing options.

2. Accept or change the default processing option values, as necessary:

   - Payment Information

   - Header/Trailer Records

   - Report Option

   - Bank Tape

3. Press Enter to build the bank file and print the report.

### 22.3.9 Reviewing the Positive Pay Bank File Build Report

You can review bank transmittal information to ensure that paycheque data is correct before submitting it to the bank.

*Figure 22–14    Payroll Positive Pay Trans File report*



```
062361                              JD Edwards World                    Page No. . .      2
                              Payroll Positive Pay Trns File            Date - . . .  3/01/17
                                 Member ID. . FP00000013
  Account Number . . .        77.1110.PAYROLL
  Company / Name . . . 00077 A Model Canadian Payroll Co
      Payment          Customer Bank      Check     Payee     Payee               Net        Payment
        ID             Account Number     Number    Number    Name                Pay        Type
  ----------------  --------------------  --------  --------  ------------  --------------------  -------
        183                                  1       23900   Canadian, Ma       83,836.11
  Number of Checks:         1     Issued Checks:          1     Voided Checks:         0
  Total of Checks :    83,836.11                    83,836.11
```

### 22.3.10  Copying Positive Pay Bank File Transmittal Data to an External Media

The Copy Bank File to External Media program allows you to validate bank transmittal file member records before sending that information to financial institutions. Banks verify that transmittal data matches the cheques before they cash them.

You can copy selected members to an external media, such as magnetic tape, diskette, or CD, or you can upload the data directly to a financial institution via modem. You can load the tape or diskette before you execute the program, or you can load it after you select the copy function.

If your company uses an FTP standard, you can use the FTP process to download bank file data and send it as an email attachment or copy it to an external media.

The copy bank file program includes selection options that allow you to reset the positive pay workfile. You can also delete members from the transmittal file once they have been sent to the bank.

> **Note:**   When you delete a bank file member on the Copy Bank File to Ext Media screen, the record is deleted in the Payroll Positive Pay Copy Attributes file (F062362). If the bank file member was available on disk, the record will be deleted from the disk, as well.

**To copy positive pay bank file transmittal data to an external media**
On Copy Bank File to Ext Media

*Figure 22–15   Copy Bank File to Ext Media screen*
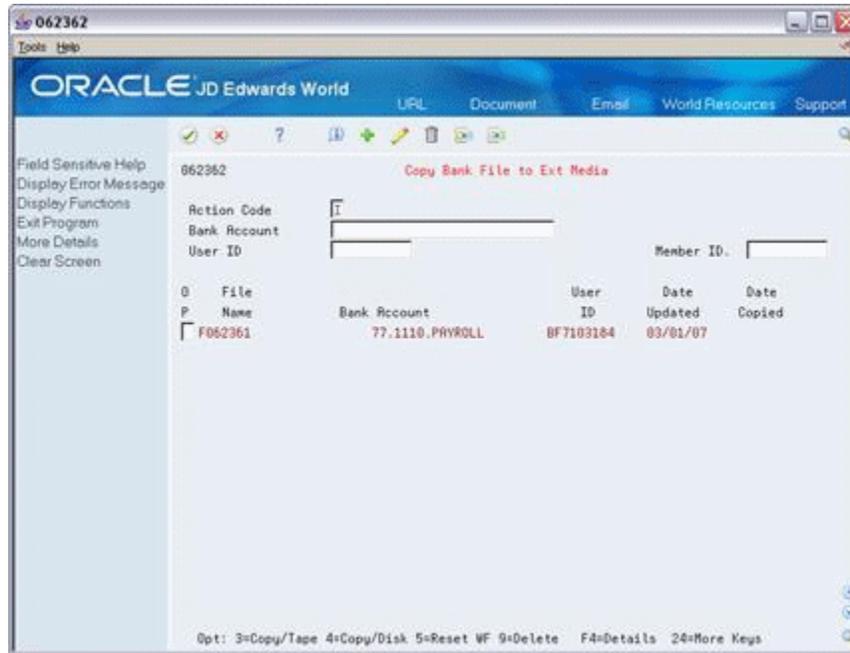


1. Complete the following fields and press Enter:

   ■ Bank Account

   ■ User ID

   ■ Member ID

2. Press F4 to access the detail area.

3. Verify that all detail fields are populated as expected:

   ■ Tape File

   ■ Device Name

   ■ Record Lngth

   ■ Tape Density

   ■ New Volume

   ■ New Owner ID

   ■ Block Size

   ■ Label Name

4. Do one of the following in the Option field and press Enter:

   ■ Type 3 (Copy/Tape) and verify that a tape is mounted.

   ■ Type 4 (Copy/Disk) and verify that a diskette is loaded.

5. Complete the following fields:

   ■ Action Code - Enter C (Change)

   ■ Option - Enter 9 (Delete)

6. Verify that the tape attribute record and the physical file member were deleted as expected.

### 22.3.11 Purging the Positive Pay Workfile

The positive pay purge workfile program is based on the JD Edwards World Generic Purge program. You can select and purge processed records from the positive pay workfile through DREAM Writer data selection.

The file to be purged displays in the Based on File field on the Additional Parameters screen. You can use a processing option to reorganize the purged file, or save deleted records to a special purge library, if desired.

> **Note:** The default purge program is set up to purge all processed records in the Positive Pay Workfile (F06236) unless you specify otherwise. See the warning message that displays when you execute the program.

It is recommended that you purge the Positive Pay Workfile on an annual or later basis.

Because the positive pay workfile purge program is a DREAM Writer, you can create alternate versions to select specific records for deletion.

You can add DREAM Writer versions to purge other physical (not logical) files, as long as you select records to purge through data selection only.

> **Caution:** Do not use the Generic Purge program to purge JD Edwards World ledger and balances files that require special processing. Such programs have their own purge programs to use.

**To purge the positive pay workfile**

On the Canadian Payroll Positive Pay Processing menu

1. Type 5 and press Enter to display a warning message.

2. Do one of the following:

   - To purge all processed records in the positive pay workfile, press F6, and go to step 3 below.

   - To select a specific group of records to purge, do the following:

   - Open the DREAM Writer Versions List (G81/2).

   - Enter P00PURGE in the Form field.

   - Select version ZJDE0046.

   - Create a new data selection version that will allow you to select only those records you wish to purge.

3. Complete one or both of the following optional fields and press Enter.

   - Saved Purged Records

   - Reorganize File

### 22.3.12 Processing Options

See Section 52.13, "Payroll Batch File Processing (P06110Z)."

## 22.4 Reviewing Payment Reports

This section discusses payment reports.

### 22.4.1 Reviewing the Payroll Cheque Register

Depending on the type of payments you run and the information in your payroll, the system prints various reports. You should review these reports to verify that the information is correct. For internal audit purposes, you should save these reports at least until the end of the calendar year.

When you print payments, the system prints a register. Use this report to review payment numbers and amounts. If you reprint any payments during the print payments step, the register indicates that the original payment was voided.

*Figure 22–16   Payroll Cheque Register report*



### 22.4.2 Reviewing the Canadian Direct Deposit Report

Depending on the type of payments you run and the information in your payroll, the system prints various reports. You should review these reports to verify that the information is correct. For internal audit purposes, you should save these reports at least until the end of the calendar year.

Use the Canadian Direct Deposit Report as an audit trail for the deposit information you send to the bank. The report contains key information about the payroll transactions that are copied to magnetic media for direct deposits. There is no setup for this report. To alter the report, you can use the processing options, data selection, and data sequence for the generic Canadian Direct Deposit Report.

*Figure 22–17   Canadian Direct Deposit report*

```
075051                                      JD Edwards World                          Page    -       2
                                       Canadian Direct Deposit Report                 Date    -  7/01/17
Payroll ID Number . . . . .  003
File Header Information
-----------------------
Company Data Centre Account Number. . TLC1234567
File Creation Number. . . . . . . . 0012
File Creation Date. . . . . . . . . 07/01/15
Data Centre Number. . . . . . . . . 12345
TT Record Ct Seg   Amount     Date   Bank Branch  Emp. Acct.  Employee Name               Deposit #   Co Bk/Br/Cash Acct
--- --------- ---  ---------- ------  ---- ------  ----------  ---------------------------  --------   ----------------------
200 000000002  1       50.00  04/17/17  001  08870 443218505    BELLAS, DEBBIE              00003001    001 12345 000123456789
               2      534.99  04/17/17  001  08870 877844555    BELLAS, DEBBIE              00003001    001 12345 000123456789
               3      100.00  04/17/17  001  08870 5448777      RIVARD, JACQUES            00003002    001 12345 000123456789
               4    1,115.53  04/17/17  001  08870 6547788      RIVARD, JACQUES            00003002    001 12345 000123456789
Company/Batch Control Information
---------------------------------
Entry Count. . . . . . . . . . .         4
Total Deposit. . . . . . . . . .     1,800.52
```

## 22.4.3  Reviewing the Denominations Report

Depending on the type of payments you run and the information in your payroll, the system prints various reports. You should review these reports to verify that the information is correct. For internal audit purposes, you should save these reports at least until the end of the calendar year.

When the payroll ID includes employees who are paid in cash, the system prints the Denominations report. This report lists the quantity of each type of bill and coin (such as dollars and cents) that each employee received.

# 23

# Reset Payroll Cycle Steps

This chapter contains these topics:

## 23.1 Resetting Payroll Cycle Steps

During payroll cycle processing you might encounter errors that make it necessary to rerun a step in the cycle. Depending on where you are in the cycle, you might need to reset a step before you can rerun it. Resetting is a process that you complete to restore your data to the way it was before you ran the step.

If you inadvertently include an employee in a payroll who should not get paid in the payroll, you must reset the record for the individual employee.

You must reset the payroll ID when you:

- Process pre-payroll for the wrong employees

- Omit a group of employees that should have been included in pre-payroll processing

- Change the setup of a DBA that affects one or more employees in the payroll cycle

You reset the payment workfile when you need to reprint an entire batch of payments after you have completed the print payments step. For example, you would reprint the payment workfile if the payments were lost and not delivered.

When you perform a reset, the system updates the status code for the step in the payroll cycle affected by the reset.

You reset status codes when you need to rerun a step that ended abnormally or has a scheduling lock. A step might end abnormally when a machine or power failure occurs. A scheduling lock occurs when two people try to run the step at the same time.

You do not need to perform a reset before rerunning the following steps:

- Payroll cycle reports

■ Payroll journal entries

*Figure 23–1 Payroll cycle review/reset*



### 23.1.1 What You Should Know About

| Topic | Description |
|---|---|
| **Reset authorization** | Your user ID must be authorized to perform a reset. Your security officer can use option 5 to grant up to five users authority to process the payroll ID and perform a reset. |

## 23.2 Resetting Individual Employee Records

**Navigation**

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

**From Pay Cycle Processing (G7713), choose Pay Cycle Review/Reset**

You might inadvertently include in a payroll ID an employee who should not get paid in this payroll cycle. For example, you might use an incorrect selection criteria for the pre-payroll processing or forget to change an employee's status to terminate.

You can use the employee reset option to remove an employee from a payroll ID without rerunning pre-payroll. You can reset only one employee at a time.

When an employee is included in a payroll ID, the system locks the employee's record. Resetting an employee unlocks the employee's record. When you reset an employee's record, the system deletes all transactions for the employee, except for those you added to the system, such as timecards.

After you print payments or process pro forma journal entries, you cannot reset an employee record.

**To reset an individual employee record**

On Pay Cycle Review/Reset

1. Choose the Employee Information option for the payroll ID that includes the employee you want to reset.

*Figure 23–2   Payroll Version ID Employee Window*
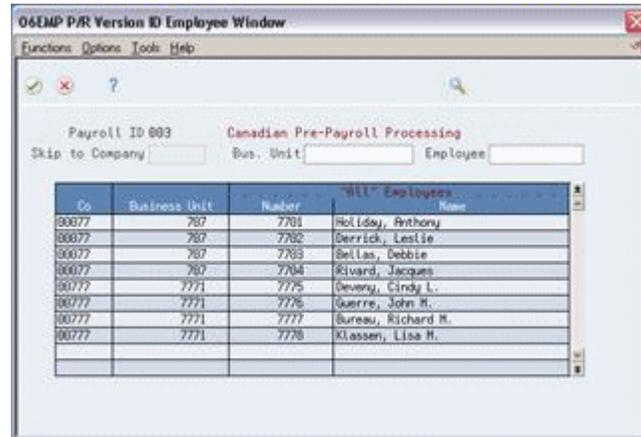


After you complete a full pre-payroll processing, the list on Payroll Version ID Employee Window shows all employees. If you have made changes to some employees' information, the window shows only those employees.

2. On the Payroll Version ID Employee Window, choose the Employee Reset option for the employee that you want to exclude from this payroll cycle.

*Figure 23–3   Canadian Employee Lockout screen*



3. On Employee Lockout, press Enter to verify the employee.

4. Choose the Perform Reset function.

5.  Reprint any reports you printed during pre-payroll processing to verify that the updated totals are correct.

    **See Also:**

    -

## 23.3 Resetting the Payroll ID

**Navigation**

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

**From Pay Cycle Processing (G7713), choose Pay Cycle Review/Reset**

Resetting the payroll ID returns your data to the way it was before you began payroll cycle processing. You must reset the payroll ID when you:

- Processed pre-payroll for the wrong employees

- Omitted a group of employees that should have been included in pre-payroll processing

- Changed the setup of a DBA that affects one or more employees in the payroll cycle

If your pre-payroll processing included the wrong employees or omitted some employees that should have been included, you must change the selection criteria for the pre-payroll processing after you perform the reset.

> **Caution:** The ID Reset program is based on the data selection criteria you specified in the program version for pre-payroll processing. You should not change the pre-payroll data selection until after you run this reset.

You might need to change the setup of a DBA for several reasons. For example, you might need to change a medical insurance deduction when the carrier increases premiums.

Unless you have changed the pre-payroll selection criteria, changed DBA setup, or printed payments, you do not need to reset the payroll ID when you:

- Revise employee information, such as home company, home business unit, annual salary, hourly rate, and marital status

- Revise timecard information

- Add, change, or delete an interim payment

If you make any of the revisions listed above, you must run a pre-payroll to process only the changes.

If the payments are lost or damaged after you print them, you can reprint them without resetting the payroll ID.

> **Note:** When you reset a payroll ID, the positive pay workfile associated with that payroll is automatically reset, as well.

**See Also:**

- for information about reprinting payments without rerunning pre-payroll.

-

- for information on rerunning pre-payroll when you change employee personal and salary information.

**To reset the payroll ID**

On Pay Cycle Review/Reset

1. Choose the ID Reset option for the payroll ID that you need to reset.

*Figure 23–4   Pay Cycle Review/Reset screen*
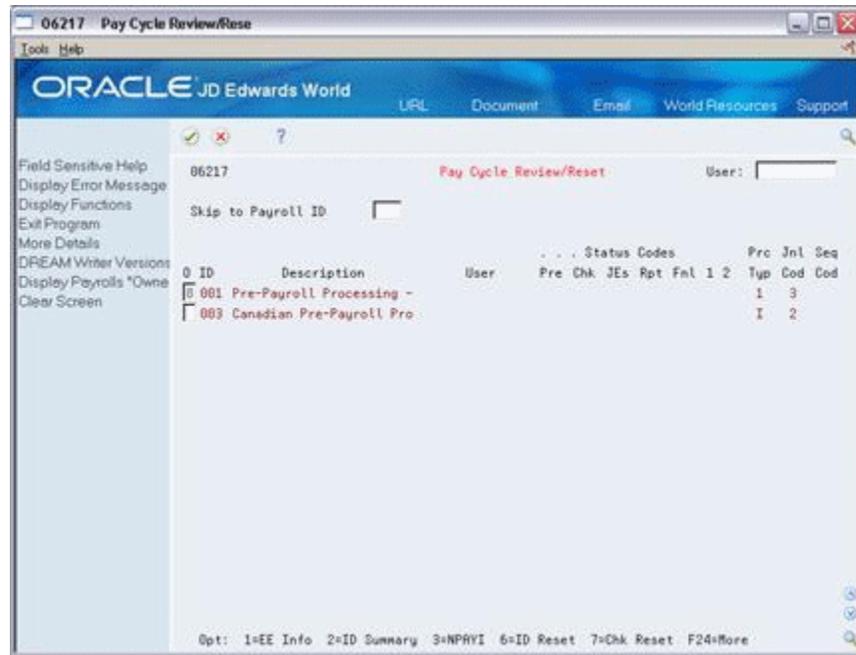


2. On Reset Payroll Lockout, choose the Perform Reset function.

## 23.3.1  What You Should Know About

| Topic | Description |
|---|---|
| **Deleting payroll ID parameters** | Resetting a payroll ID does not delete the information you entered on Pre-Payroll Processing (F06210). To delete this information, you must first reset the payroll ID and then use the delete option to delete the payroll ID and all of its associated information. You only need to delete the payroll ID parameters if you are not planning to use that ID again. |

# 23.4  Correcting a Scheduling Lock Error

A scheduling lock error can occur during any step of the payroll cycle. It may occur for the following reasons:

- Two users try to submit the same payroll.

- Two users try to submit the same payroll ID at the same time.

- One or more users are working in a time entry screen for an employee who is locked to a payroll. This is monitored by active time entry sessions.

- Payroll is being used in two separate environments.

A scheduling lock will occur if the Active Time Entry Sessions' field has a value greater than zero (0).

This field is used to indicate how many sessions of time entry are actively maintaining timecards for the payroll ID, which is currently locked. This field is used internally by the system for control purposes. You should never need to change the value in this field UNLESS an abnormal end-of-job is experienced by a time entry session and a scheduling lock has occurred in one of the steps of the payroll cycle.

**To view and/or clear active time entry sessions**

**Navigation**
From Canadian Payroll Master (G77), choose Pay Cycle Processing From Pay Cycle Processing (G7713), choose Pay Cycle Review/Reset

On Pay Cycle Review/Reset

**Figure 23–5   Pay Cycle Review/Reset screen**
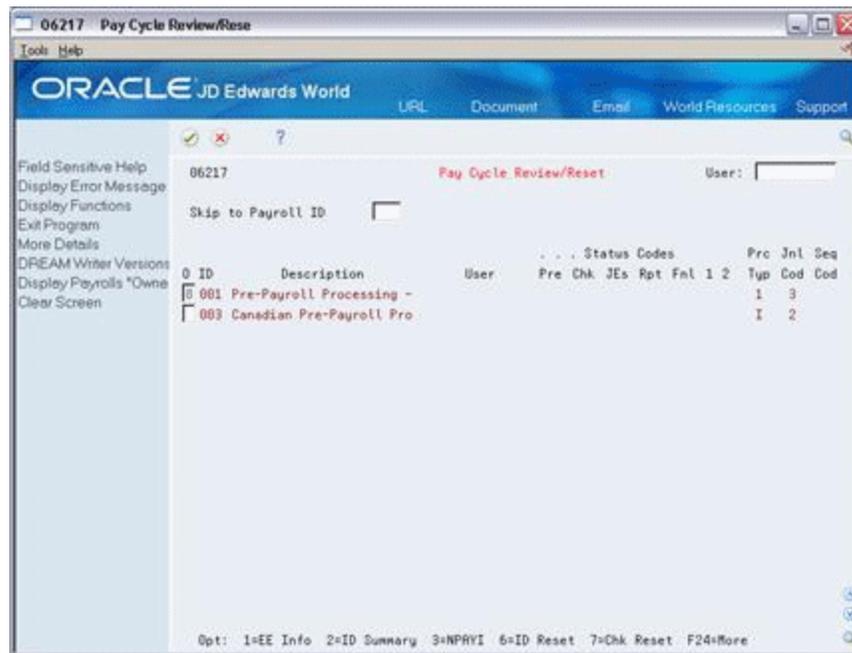


1.  Enter 8 in the Option field for the Payroll ID that has the scheduling lock error.

2.  On the Reset Payroll Parameters screen, make sure the value in the Active Time Entry Sessions field is zero (0) or blank.

*Figure 23–6 Reset Payroll Parameters screen*



> **Note:** If you must reset the value in Active Time Entry Sessions field, make sure that all time entry activity is suspended for the payroll ID and then set this field to zero (0) or blank out the value.

**3.** Press F6 to update the change made to the control parameters.

## 23.5 Resetting the Payment Workfile

**Navigation**

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

**From Pay Cycle Processing (G7713), choose Pay Cycle Review/Reset**

During the print payments step in the payroll cycle, the system allows you to reprint cheques if the printer is misaligned, jams, or destroys a cheque.

In some cases, you might need to reprint an entire batch of payments after you complete the print payments step. You do this, for example, if the payments were not delivered. If you have completed the print payments step, you must reset the payment workfile before you can reprint payments. You also need to reset the payment workfile when:

- A machine or power failure causes the print payments step to terminate abnormally.

- You find an error in employee personal or salary information after you have already printed payments.

- You need to change employee timecard information after you have already printed payments.

When you reset the payments workfile, the system does not create accounting offsets. Because the system has not yet created the journal entries, you cannot reset the payment workfile if you have processed the final update for this payroll cycle.

**To reset the payment workfile**

On Pay Cycle Review/Reset

*Figure 23–7   Pay Cycle Review/Reset scree*
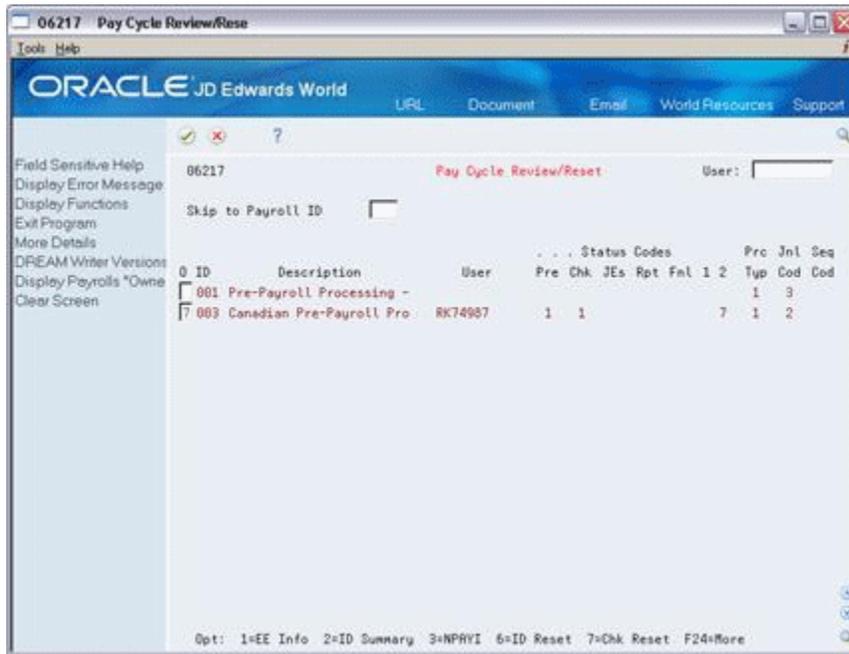


1. Choose the Paycheck Workfile Reset option for the payroll ID for which you need to reprint cheques.

**Figure 23–8 Print Checks Parameters screen**
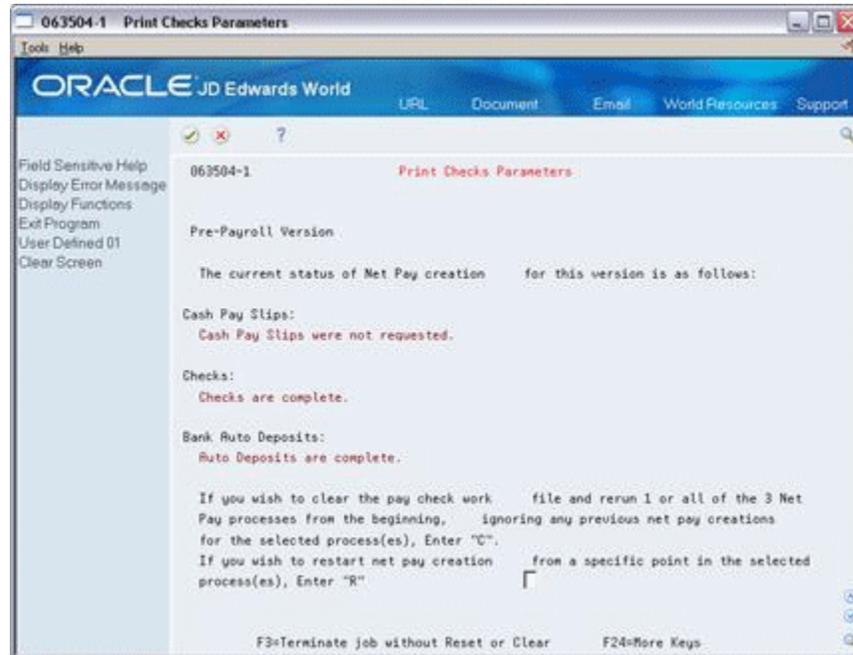


2. On the first Print Checks Parameters form, enter the type of reset you want to process.

**Figure 23–9 Print Checks Parameters screen**



3. On the second Print Check Parameters form, complete any of the following fields that apply to the types of pay documents you are running:

   ■ Do you wish to Reset/Clear Cash Pay Slips?

   ■ Do you wish to Reset/Clear Checks?

■ Do you wish to Reset/Clear Auto deposits?

*Figure 23–10 Print Checks Parameters screen*



4. On the third Print Check Parameters form, complete the following field:

■ Is this correct?

5. Choose the Process Request function.

6. Complete the steps for printing payments.

| Field | Explanation |
|---|---|
| Do you wish to Reset/Clear Checks ? Y/N | Indicate if all cheques have printed successfully. |
| | *Form-specific information* |
| | When using this field to reset pre-payroll cheques, the values are: |
| | C Clear pay check work file and rerun one or all of the three net pay processes from the beginning, ignoring any previous net pay creations for the selected process. |
| | R Restart Net Pay Creation from a specific point in the selected process. |

**See Also:**

■ Section 22.2, "Printing Payments."

## 23.6  Resetting the Positive Pay Workfile
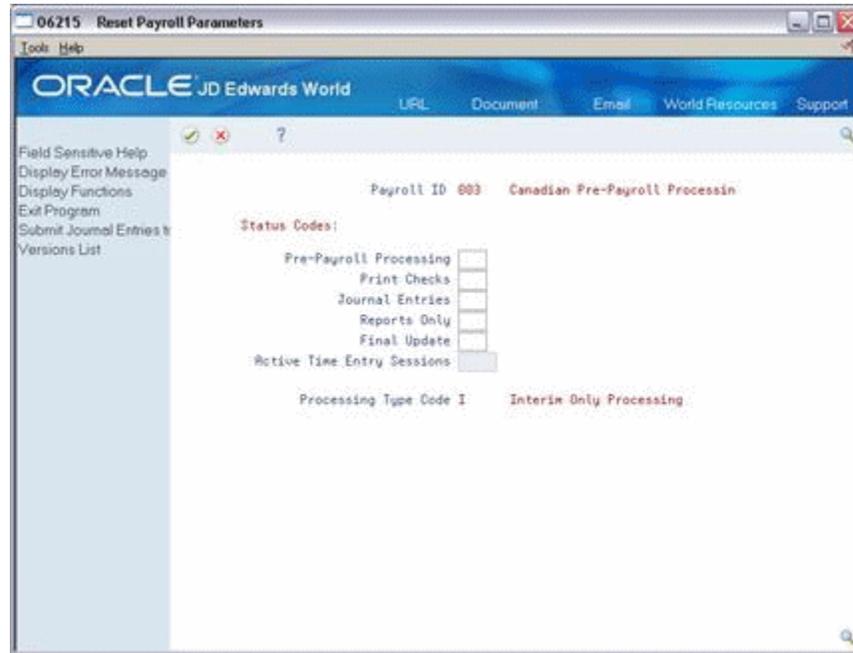
**Navigation**

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

**From Pay Cycle Processing (G7713), choose Pay Cycle Review/Reset**

If it becomes necessary to reset/reprint cheques after the bank transmittal file has been created, it is recommended that the Positive Pay Work File be reset as well.

When you reset back to pre-payroll after cheques are printed, records in the positive pay workfile will be cleared for that payroll ID. If paycheques are reset, and then rerun, the positive pay workfile will automatically update accordingly.

**To reset the positive pay workfile**

On Pay Cycle Review/Reset

*Figure 23–11   Pay Cycle Review/Reset screen*
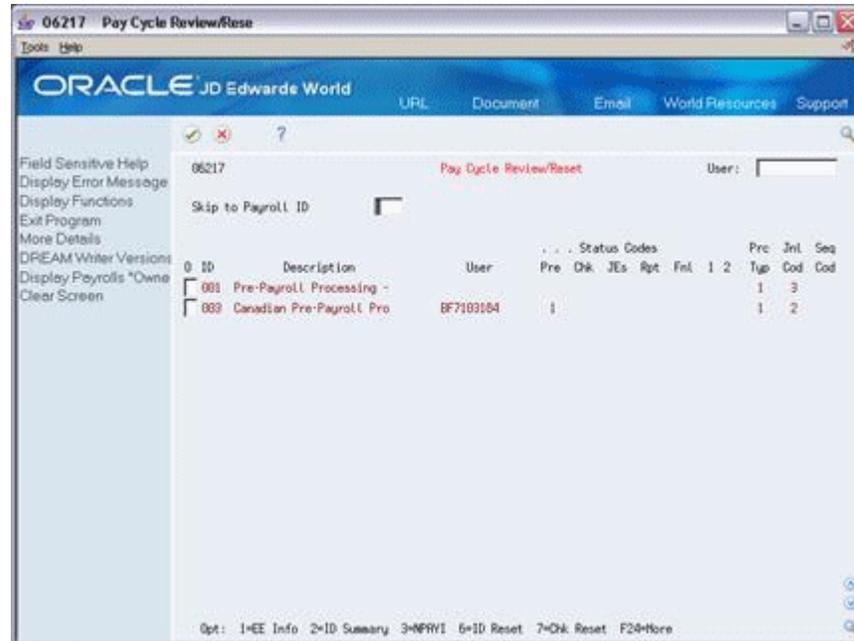


> **Note:**   Option 5 will reset all records that were loaded to the bank transmittal file back to an unprocessed status. It will also delete the physical file member and the corresponding record in the Positive Pay Tape Attributes File table (F062362).
>
> Then, you can submit the bank file build process again, after the cheque print rerun has been completed. This will ensure that any changes are captured before the bank transmittal file is sent to the financial institution.

1.  Choose the Paycheck Workfile Reset option for the payroll ID for which you need to reprint cheques.

**Figure 23–12   Print Checks Parameters screen**
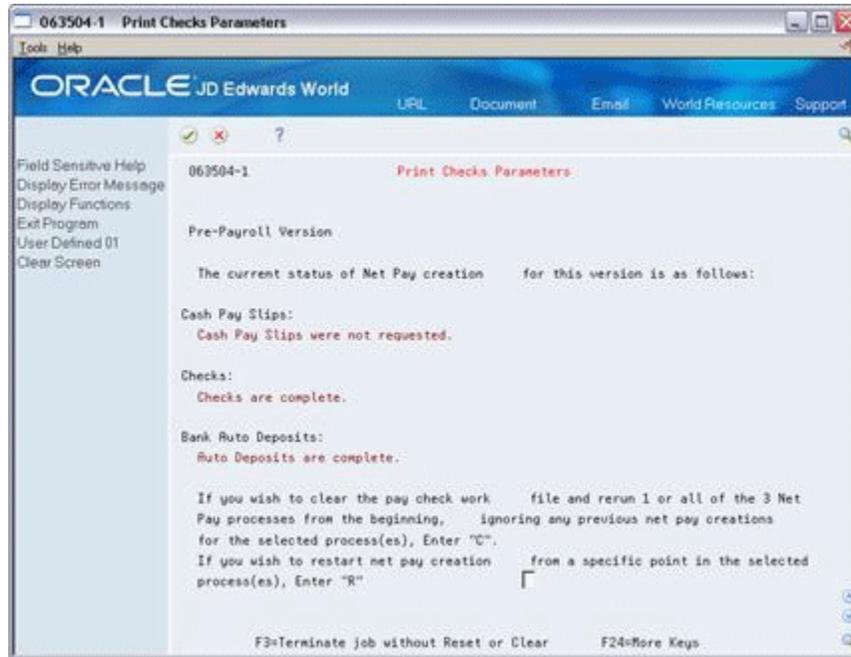


2.   On the first Print Checks Parameters screen, enter the type of reset you want to process.

**Figure 23–13   Print Checks Parameters screen**
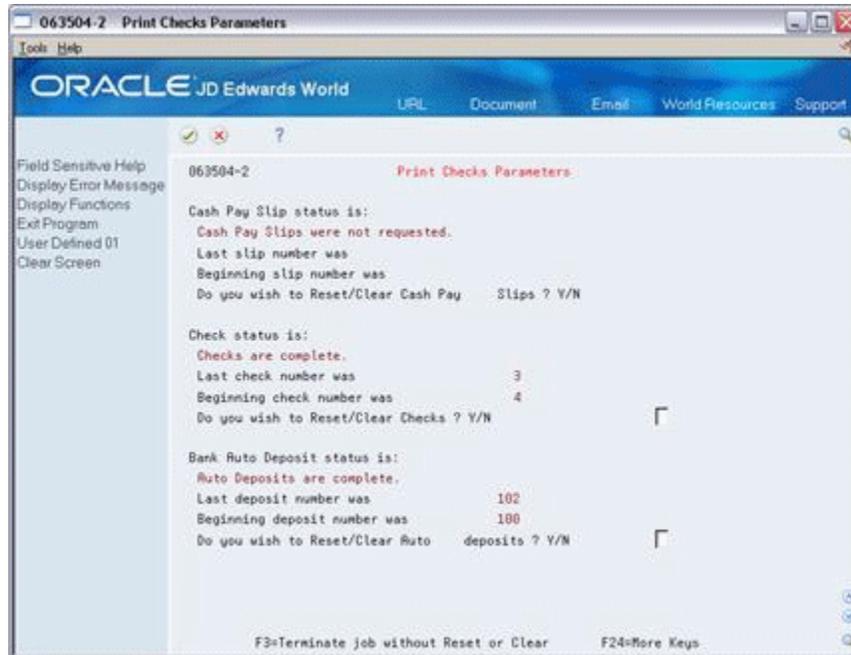


3.   On the second Print Check Parameters screen, complete any of the following fields that apply to the types of pay documents you are running:
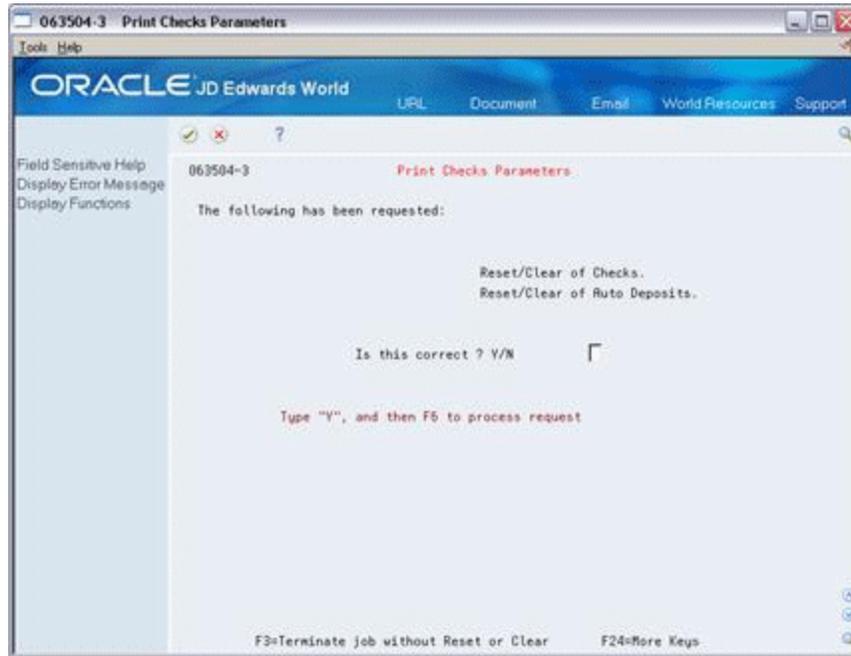
■   Do you wish to Reset/Clear Cash Pay Slips?

■   Do you wish to Reset/Clear Checks?

- Do you wish to Reset/Clear Auto deposits?

- Do you wish to Reset Positive Pay?

*Figure 23–14   Print Checks Parameters screen*



4. On the third Print Check Parameters screen, complete the following field:

   - Is this correct?

5. Choose the Process Request function.

6. Complete the steps for printing payments.

| Field | Explanation |
|---|---|
| Do you wish to Reset/Clear Checks ? Y/N | Indicate if all cheques have printed successfully. |
|  | *Form-specific information* |
|  | When using this field to reset pre-payroll cheques, the values are: |
|  | C – Clear pay check work file and rerun one or all of the three net pay processes from the beginning, ignoring any previous net pay creations for the selected process. |
|  | R – Restart Net Pay Creation from a specific point in the selected process. |
| Do you wish to Reset/Clear Cash Pay Slips? | |
| Do you wish to Reset/Clear Auto deposits? | |

**See Also:**

- Section 22.2, "Printing Payments."

## 23.7  Resetting Status Codes

**Navigation**

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

**From Pay Cycle Processing (G7713), choose Pay Cycle Review/Reset**

When a step in the payroll cycle is locked or has ended abnormally, you must change its status. A step might end abnormally when a machine or power failure occurs thus causing the status codes to remain active (A). A scheduling lock occurs when two people try to run the step at the same time. You typically use this screen to change the Active status code to a blank so that you can rerun the abnormally terminated or locked step.

**To reset status codes**

On Pay Cycle Review/Reset

1. Locate the ID that corresponds to the payroll you are currently running.

2. Choose the Reset Control Parameters option.

*Figure 23–15   Reset Payroll Parameters screen*
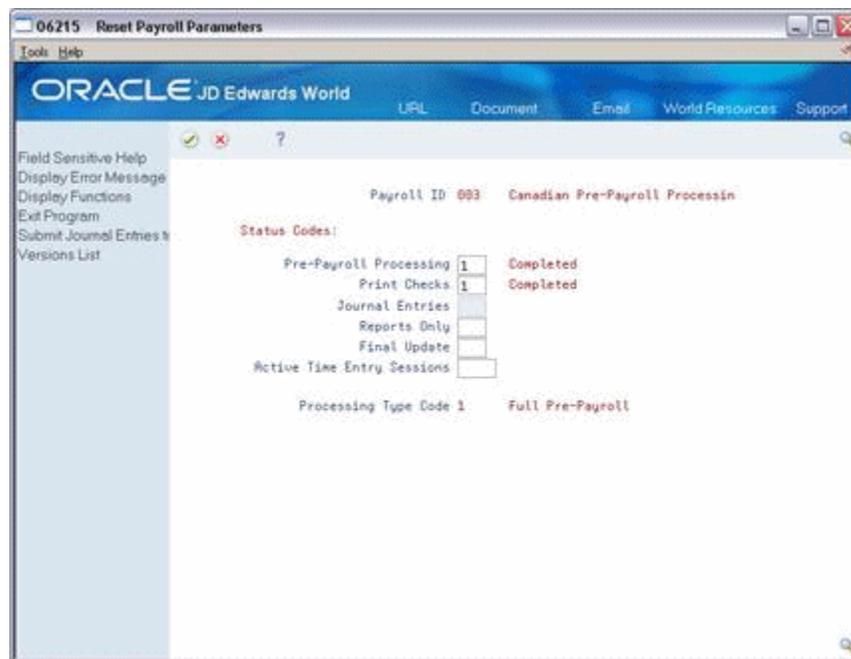


3. On Reset Payroll Parameters, remove the value for the step that ended abnormally in one of the following fields:

   ■   Pre-Payroll Processing

   ■   Journal Entries

   ■   Reports Only

   ■   Final Update

   ■   Active Time Entry Sessions

   You cannot change the Print Checks status. Instead, you must reset the payment workfile.

**4.** Choose the Update function.

| Field | Explanation |
|---|---|
| Active Time Entry Sessions | This field is used to indicate how many sessions of time entry are actively maintaining timecards for the Payroll ID. This field is used internally by the system for control purposes. You should never need to change the value in this field unless an abnormal end-of-job is experienced by a time entry session. If you do need to reset the value in this field, make sure that all activity is suspended for the version and then set this field to zero (0). |

## 23.7.1 What You Should Know About

| Topic | Description |
|---|---|
| **Changing the status to complete (1)** | You cannot change the status of pre-payroll processing, print cheques, or final update to complete. You can change the status of payroll reports only and payroll journal entries to complete. |
| **Rerunning pre-payroll, payroll reports, or journal entries** | You can rerun payroll reports only or payroll journal entries even if the status code is complete (1). You can rerun pre-payroll processing if the status is complete and you have not printed payments. |
| **Printing payments** | You cannot change the status of Print Checks on the Reset Payroll Parameters screen. To reprint payments, you must reset the payment workfile. |

**See Also:**

- Section 23.5, "Resetting the Payment Workfile."

- Section 23.6, "Resetting the Positive Pay Workfile."

# 24

# Process Pro Forma Journal Entries

This chapter contains these topics:

## 24.1 Processing Pro Forma Journal Entries

Pro forma journals entries are review-level entries that the system holds in the Summarized Journal Entry workfile (F06395) until you run final update. You create this workfile to prepare the journal entries for review and posting. When you create the workfile, the system generates the Pay Period Journal Batch Proof report. You use this report to review the accuracy of your payroll cycle information before the system posts the information to the general ledger. To post journal entries automatically during final update, you must first correct any errors that you find when you review the Pay Period Journal Batch Proof report. The final update step creates actual journal entries, updates the Account Ledger table (F0911), and optionally posts the entries to the Account Balances table (F0902) if your payroll system is integrated with the JD Edwards World General Accounting system.

In the payroll company constants you can specify to post journal entries automatically to the general ledger. If your system is not integrated with the JD Edwards World General Accounting system, you must use another method to enter the information in Pay Period Journal Batch Proof into your general ledger system.

You can process pro forma journal entries at any time during the payroll cycle after pre-payroll processing, but before final update. JD Edwards World recommends the following sequence:

*Figure 24–1   Pro Forma Journal Entries Position in the Payroll Cycle*
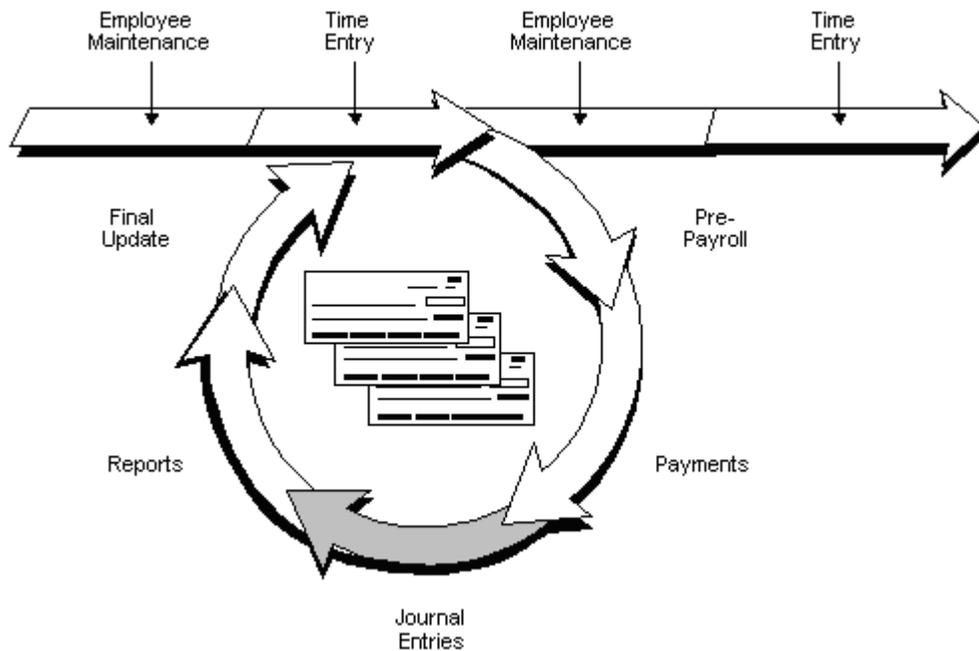
When you process pro forma journal entries in the recommended sequence, your reports contain all possible transactions calculated in the payroll cycle. For example, when you print reports after the journal entries step, you see all DBAs on your payroll cycle reports. If you print reports before processing pro forma journal entries, the reports might not contain benefits and accruals that do not affect gross or net pay, such as company-paid and non-taxable benefits. This occurs because the system processes any benefits and accruals that do not affect the gross-to-net calculations in the journal entries step of the payroll cycle.

> **See Also:**
>
> - Appendix A - Technical Overview of Payroll Cycle in *JD Edwards World Canadian Payroll II Guide* for information about tables affected by processing pro forma journals
>
> - Section 27.1, "Working with Journal Entries."

## 24.2  Creating the Workfile for Pro Forma Journal Entries

**Navigation**

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

**From Pay Cycle Processing (G7713), choose Payroll Journal Entries**

You create a workfile to prepare the journal entries for review and posting. When you create the workfile for the pro forma journal entries, the system:

- Creates pro forma vouchers, if your Payroll system is integrated with the JD Edwards World Accounts Payable system

- Creates pro forma journal entries in full detail and then summarizes them, depending on your automatic accounting instructions (AAIs)

- Prints the Pay Period Journal Batch Proof report

The system also calculates any outstanding transactions associated with the current payroll processing, including:

- Remaining benefits or accruals that do not affect the gross-to-net calculations

- Workers compensation

**To create the workfile for pro forma journal entries**

On the first Payroll Journal Entries form

1. Complete the following field and press Enter:

   - Pre-Payroll ID

*Figure 24–2 Payroll Journal Entries screen*



2. On the second Payroll Journal Entries form, complete the following fields:

   - Expense Distribution Code

   - Delete Previous Journals without Regeneration

3. Complete the following optional fields:

   - Accrual Factor for Transition Period Expense Distribution

   - Override Accounting Date for All Journal Entries

4. If your payroll system is integrated with the Accounts Payable system, complete the following fields:

   - Separate Batch for DBAs and Taxes

   - Run Accounts Payable Integration Only

5. Choose the Submit function.

| Field | Explanation |
|---|---|
| Payroll Expense Type | This code determines the G/L date for labour and burden entries. The system uses document types T2 and T4 to record labour and T3 to record burden. Valid codes are: |
| | 1 – Work Date. The G/L date is the timecard work date. |
| | 2 – Period Ending Date. The G/L date is the pay period end date for the payroll cycle currently being run. |
| | 3 – Cost Period. The G/L date is the end of the accounting fiscal period for timecards with a work date in the prior period. The G/L date is also the pay period end date for timecards in the current period. |
| Delete Previous Journals without Regeneration (Y/N) | This field applies when you rerun journal entries. If you are rerunning journal entries, the screen displays the batch number for the journals at the bottom of the screen. |
| | N – Delete the previous batch and create a new one (default). |
| | Y – Delete the existing pro forma journal entries. The system removes the general ledger batch number from the associated timecard entries, resets the journal entries step to blank in the Reset Payroll program, and does not print a report. A joblog tells you that the batch number has been removed. |
| Enter the Accrual Factor to | The accrual factor applies to payroll expenses and is normally used during a transition pay period where all timecards are entered with a work date equal to the pay period end date. In this case, you can use the accrual factor (for example, 25 for 25%) to accrue a portion of payroll expenses in the previous month and defer the expense in the following month. |
| Enter the Absolute Override Accounting | The date that the payroll accounting journals are created. This is the cheque date unless overridden |
| | *Form-specific information* |
| | In Payroll Journal Entries, the absolute override date is used as the G/L date for all journal entries generated for this payroll cycle (labour, burden, and cheque disbursement). |
| Separate batch for DBAs and taxes (Y/N) | This field is a single-character entry field for a yes or no response. The default is No. |
| | Valid codes are: |
| | *Form-specific information* |
| | This code separates DBA and tax vouchers into two batches. This feature is useful when your payment schedule for taxes requires the batch to be approved and posted in accounts payable at a much earlier date than DBAs (or vice versa). |
| | N – Create one batch for both DBA and tax vouchers. |
| | Y – Create two batches, one for DBA vouchers and one for tax vouchers. |

| Field | Explanation |
|---|---|
| Accounts Payable 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 |
| | **Note**: You can generate separate vouchers for multiple payments to the same payee for the same DBA for the same employee where payments represent separate wage attachments. |

### 24.2.1 Processing Options

See Section 53.2, "Create Payroll Journal Entries (P06220)."

> **See Also:**
>
> - Working with Vouchers (P06494) in *JD Edwards World Canadian Payroll II Guide*

## 24.3 Reviewing the Pay Period Journal Batch Proof Report

**Navigation**

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

**From Pay Cycle Processing (G7713), choose Payroll Journal Entries**

The system prints the Pay Period Journal Batch Proof report when you create the workfile. Use this report to review the accuracy of the payroll cycle information before the system posts the information to the general ledger.

The report lists the journal entry information by document types. Grouping journal entries by document types enables you to separate various types of accounts. The system uses the following document types to group payroll journal entries:

| Type | Description |
|---|---|
| T1 | Payroll Disbursement Entries |
| T2 | Payroll Labor Distribution |
| T3 | Actual Burden Entries |
| T4 | Labor Billing Distribution Journal Entries |
| T5 | Equipment Distribution Journal Entries |
| T6 | Payroll Accruals and Deferrals |
| T7 | Payroll Voucher Journal Entries |
| T1 | Payroll Disbursement Entries |

The system creates Document type T7 journal entries only when your system is integrated with the JD Edwards World Accounts Payable system.

If you are using Enhanced Subledger Accounting, this information displays on the report. See Work with Enhanced Subledger Accounting in *JD Edwards World General Accounting I Guide* for more information.

> **Caution:** If you find errors on Pay Period Journal Batch Proof, you must correct the errors and re-create the workfile. The following list contains examples of what might cause errors to appear on Pay Period Journal Batch Proof:

- Inaccurate AAIs.
- Account number not yet added to the chart of accounts.
- Incorrect setup of non-taxable benefits or accruals that were processed in the journal entries step.
- Incorrectly entered timecard information. (In this case, you also must rerun pre-payroll.)

The system does not recognize the corrections until you re-create the workfile. If you do not re-create the workfile after you correct the errors, the system creates the actual journal entries with errors.

Assuming that you have not yet printed the payments, to correct inaccurate timecards you must:

- Rerun the journal entries step and delete the previous journal entries to remove the lockout code on the timecards
- Correct the inaccurate timecards
- Run a pre-payroll for changes only
- Rerun the journal entries step

*Figure 24–3  Pay Period Journal Batch Proof report*

**See Also:**

- Setting Up Automatic Accounting Instructions (P069043) in *JD Edwards World Fixed Assets Guide*

- Setting Up Deductions, Benefits, and Accruals (P069117) in the *JD Edwards World Canadian Payroll II Guide*

- Section 20.8, "Processing Pre-Payroll for Changes Only"

- Verifying the A/R Post Process in the *JD Edwards World Accounts Receivable Guide* for common error messages associated with journal entries

## 24.4  Rerunning the Journal Batch Proof Report

**Navigation**

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

**From Pay Cycle Processing (G7713), choose Re-Print Journal Batch Edit**

You rerun the Pay Period Journal Batch Proof report when you want to print the report without re-creating the workfile. The system prints the same proof report that was created during the last creation of the workfile. You can print this report as many times as necessary before you run the final update step.

# 25

# Work with Payroll Cycle Reports

This chapter contains these topics:

## 25.1  Working with Payroll Cycle Reports

You can print reports after performing any of the following steps in the payroll cycle:

- Process pre-payroll

- Print payments

- Process pro forma journal entries

The following graphic illustrates the steps in the payroll cycle:
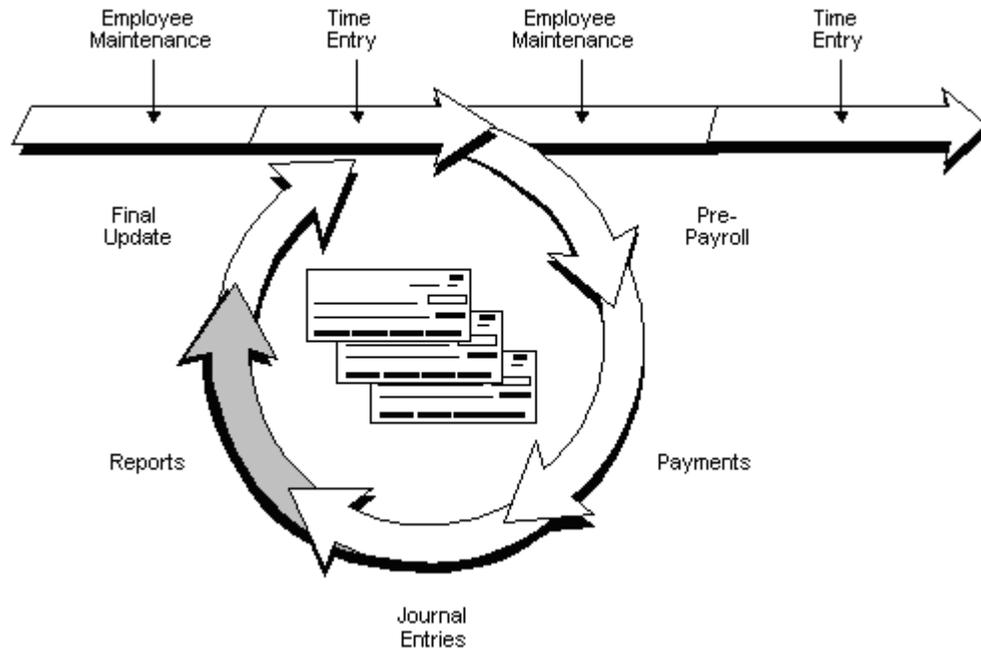
The payroll cycle reports include only employees who are included in the payroll cycle.

## 25.2 Printing Payroll Cycle Reports

**Navigation**

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

**From Pay Cycle Processing (G7713), choose Payroll Reports Only**

After you process pro forma journal entries, print any additional payroll cycle reports you need. Your reports contain more detailed information when you print them after you print your cheques and create your journal entries. For example, even though the system automatically prints the Payroll Register when you process pre-payroll, the report lists cheque numbers only after you print paycheques.

**To print payroll cycle reports**

On the first Payroll Reports Only form

1. Complete the following field:

   ■ Payroll ID

*Figure 25–2 Payroll Reports Only screen*
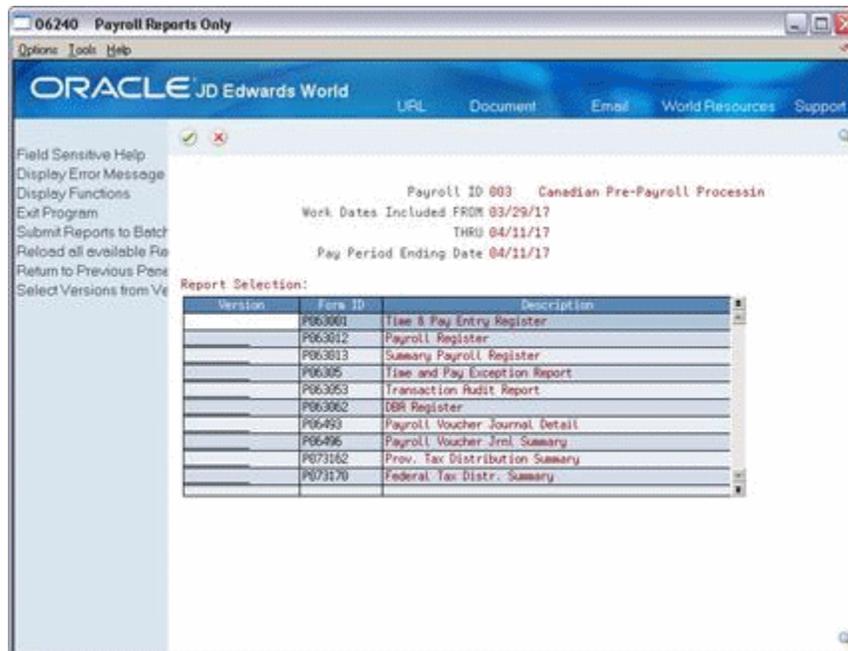


2. On the second Payroll Reports Only screen for each report you want to print, enter a valid report version in the following field:

   ■ Version

3. Press Enter to verify each version and load the reports. If you do not press Enter before submitting, the system will not print your reports.

4. Choose the Submit function.

### 25.2.1 What You Should Know About

| Topic | Description |
|---|---|
| **Reloading all reports** | Choose the Reload All function to reload all available reports. |
| **Selecting versions** | Choose the Select Versions from Versions Window function to continuously move through each available report and select a version when desired. |

## 25.3 Reviewing the DBA Register

The DBA Register prints the same information as the Transaction Audit report, but it lists all employees in the pre-payroll processing by deduction, benefit, and accrual.

**Figure 25–3   DBA Register report**

```
063062                              JD Edwards World                          Page -        3
                                    D/B/A - Register                          Date -  7/08/17

  DBA Code . . . . 7700    RRSP                                   Pay Period - 04/11/17
  Payee Number . .                                               Payroll ID - 003
       . . . . . . . .Employee. . . . . . . . .
    Number                    Name                    Amount
  ---------- ------------------------------------ ----------------
  481-56-0670 Bellas, Debbie                           35.00
  652-13-6888 Rivard, Jacques                          53.69-
  652-13-6888 Rivard, Jacques                          50.77
  852-13-6886 Deveny, Cindy L.                        130.77
  081-56-0674 Guerre, John M.                          54.46
  084-56-0671 Bureau, Richard M.                       91.35
  856-13-6882 Klassen, Lisa M.                         95.48
                                                 ----------------
    Total for Provider/Trustee . . . . . . . . . . .  404.14
                                                 ----------------
    Total for PDBA Code. . . . . . . . . . . . . .    404.14
```

## 25.4  Reviewing the Canadian Employment Insurance Register

The Employment Insurance Register lists the rates for employment insurance (EI). The register includes the following information:

- Social insurance number

- Current wages

- Any excludable wages or amounts paid in excess

- Taxable wages

- Insurance rate

- Current tax amounts

**Figure 25–4   Canadian Employment Insurance Register report**

```
073660                              JD Edwards World                     Page      -      4
                                 Canadian Unemployment Registers          Date      -   7/08/17
                                                                         Period End - 04/11/17
  Company Number:    777  Canadian Payroll Yearend Comp
  Tax Id. Number:  WCX162712
  U/I Max. Base :    1,500.00
  U/I Rate-Emp. :    .029500   Employer:  1.400000
  * * * * * * * *Employee* * * * * * * *    Current      Excludable     Paid In      Taxable      Employee    Employer
      SIN               Name                 Wages         Wages        Excess       Wages     Current Tax Current Tax
  ----------- ------------------------    ----------- ------------- ----------- ------------ ----------- -----------
  081-56-0674 Guerre, John M.               1,538.54        67.23-      105.77     1,500.00                  61.95
  084-56-0671 Bureau, Richard M.            2,064.42        85.68-      650.10     1,500.00                  61.95
  856-13-6882 Klassen, Lisa M.              1,798.23        87.74-      385.97     1,500.00                  61.95
  852-13-6886 Deveny, Cindy L.              2,955.38       105.39-    1,560.77     1,500.00                  61.95
                                         ----------- ------------- ----------- ------------ ----------- -----------
                                            8,356.57       346.04-    2,702.61     6,000.00                 247.80
                                         ----------- ------------- ----------- ------------ ----------- -----------
                                            8,356.57       346.04-    2,702.61     6,000.00                 247.80
                                         ----------- ------------- ----------- ------------ ----------- -----------
              Canadian Payroll Yearend Comp 8,356.57       346.04-    2,702.61     6,000.00                 247.80
                                         ----------- ------------- ----------- ------------ ----------- -----------
              Grand Total. . . . . . . . .  8,980.60       842.88-    2,523.94     7,299.54       44.23-    193.09
```

## 25.5  Reviewing the Quebec Tax Distribution Summary Report

The Quebec Tax Distribution Summary report shows a comprehensive listing of your company's tax liabilities.

The Quebec Tax Distribution Summary report provides the following information required by the Quebec provincial government:

- Current, month-to-date, quarter-to-date, and year-to-date totals for taxable wages and tax amounts withheld for provincial taxes and pension deductions

■ Year-to-date deposit information including the total amount withheld and the total amount due to the provincial government

**Figure 25–5   Quebec Tax Distribution Summary report**

```
073162                                  JD Edwards World                          Page    -        2
                                      Quebec Tax Distribution                      Date    - 7/08/17
                                                                                   Period End - 04/11/17
Company. . . 00077 A Model Canadian Payroll
Prov . . . . 019
Tax ID . . . 97789977880
                                   . . .Current Period . .     . . . .Month-to-Date. . . .    Qtr-to-Date   Year-to-Date
TT        Tax Description          Taxable Wages  Tax Amount  Taxable Wages   Tax Amount       Tax Amount    Tax Amount
--  ------------------------       ------------  -----------  ------------    -----------     -----------   -----------
CF  Quebec Provincial                 121.14-       29.38-       3,398.09        306.17          306.17       2,208.34
CG  QPP       - Employee                98.67-        2.09        3,420.56         82.24           82.24         433.84
CH  QPP    Company                      98.67-        2.09        3,420.56         82.24           82.24         433.84
                                                  -----------                  -----------     -----------   -----------
          Tax ID Totals :                            25.20-                       470.65          470.65       3,076.02
```

**See Also:**

■ Section 42.7, "Reviewing the Provincial Tax Distribution Summary Report."

## 25.6  Reviewing the Interim Cheque Integrity Report

The Interim Cheque Integrity report shows any differences between the Tax History Summary table (F0713) and the Interim Tax table (F0712I). The report prints only when there is a difference.

**Figure 25–6   Interim Cheque Integrity report**

```
07401                                   JD Edwards World                          Page No. . .      2
                                    Interim Integrity Verification                Date - . . . 7/08/17
Address Number . . .     7704   Rivard, Jacques
Company Name . . . .    00077   A Model Canadian Payroll Co
Tax ID . . . . . . .  WCX162784
                      9977880
                       "CA"        "CB"         "CC"          "CD"         "CE"          "CF"        "CG"        "CH"
    Interim Cheque    Federal   CPP Employee  UI Employee  UI Employer  CPP Employer   Quebec    QPP Employee QPP Employer
        Number      Gross/Tax   Gross/Tax     Gross/Tax    Gross/Tax    Gross/Tax    Gross/Tax    Gross/Tax   Gross/Tax
    --------------  ----------  ------------  -----------  -----------  ------------  ----------  ----------- -----------
        9216        1,762.68-                 1,816.37-     1,816.37-                 1,762.68-    1,816.37-   1,816.37-
                      185.03-                    44.70-        55.61-                   238.01-       42.24-      42.24-
    --------------  ----------  ------------  -----------  -----------  ------------  ----------  ----------- -----------
    Interim Totals  1,762.68-                 1,816.37-     1,816.37-                 1,762.68-    1,816.37-   1,816.37-
     (F0712I)         185.03-                    44.70-        55.61-                   238.01-       42.24-      42.24-
    Tax History Totals 1,762.68-               1,816.37-     1,816.37-
     (F0713)         185.03-                    44.70-        55.61-
    --------------  ----------  ------------  -----------  -----------  ------------  ----------  ----------- -----------
    Difference                                                                       1,762.68-    1,816.37-   1,816.37-
     (F0712I - F0713)                                                                  238.01-       42.24-      42.24-
    ERROR: Interims out of synch.
```

## 25.7  Reviewing Other Reports

You can print the reports listed below as part of the print payroll cycle reports step. The system automatically prints the majority of these reports in other areas of the Payroll system. Depending on the level of detail you want the system to print on the report, you might print these reports following different steps of the payroll cycle.

| Report | Description |
|---|---|
| Time and Pay Entry Register | When you print this report from Payroll Reports Only, it includes the information for the current payroll only. You can choose to include employee totals on the report. Processing options determine what data is printed on the report. |
| | See Section 15.4, "Reviewing Time Entry Reports." for a sample report. |
| Payroll Register | You must print the Payroll Register or Summary Payroll Register during pre-payroll processing. Use the Payroll Register to verify that the system correctly calculated employees' gross-to-net amounts. You can review employee earnings for this payroll cycle by pay type, deductions, benefits, and accruals. The report lists the following information: |
| | ■ Pay type, benefits, deductions, and accruals for each employee by business unit |
| | ■ Totals by pay type for each business unit |
| | ■ Grand totals by pay type for each company |
| | Reviewing accruals in relation to the other information simplifies the process of reconciling total accrual liability. |
| | JD Edwards World recommends printing this report after the print paycheques step. The report includes cheque numbers only after you have run Print Paycheques. |
| | See Section 20.4, "Reviewing Time and Pay Entry Reports." |
| Summary Payroll Register | The Summary Payroll Register lists one line per cheque, and indicates which employees' gross-to-net calculations are incorrect. If you are processing payroll for a large number of employees, you might find it easier to use the Summary Payroll Register to review employees' gross-to-net earnings. |
| | See Section 20.4, "Reviewing Time and Pay Entry Reports." |
| Time and Pay Exception Report | The system prints the Time and Pay Exception report with the Time and Pay Entry Register during pre-payroll processing if there are exceptions. This report lists employees whose hour or rate amounts are more than the maximum or less than the minimum amounts you specified in the processing options for this report. Use this report to identify employees whose timecards might contain errors. |
| | See Section 20.4, "Reviewing Time and Pay Entry Reports" for a sample report. |
| Federal Tax Distribution Summary | You use the information on the Federal Tax Distribution Summary Report to determine the federal tax burden for this payroll. The report lists totals of taxable wages and federal tax amounts for the current period and month-to-date. It also lists tax amounts by company for quarter-to-date and year-to-date. |
| | See Section 20.4, "Reviewing Time and Pay Entry Reports." |
| Transaction (DBA) Audit Report | You use the Transaction Audit report to review deduction, benefit, and accrual information for all employees in your payroll cycle. When you print this report after processing pro forma journal entries, the system also includes benefits and accruals that do not affect gross or net pay. |
| | See Section 25.3, "Reviewing the DBA Register" for a sample report. |

| Report | Description |
| --- | --- |
| Payroll Voucher Journal Detail Report | You can use the Payroll Voucher Journal Detail report to validate voucher entries before you run final update. |
| | See Accounts Payable Integration in *JD Edwards World Canadian Payroll II Guide* for a sample report. |
| Payroll Voucher Journal Summary | You can use the Payroll Journal Voucher Summary report to validate voucher entries, tax types, and account numbers before you run final update. |
| | See Accounts Payable Integration in *JD Edwards World Canadian Payroll II Guide* for a sample report. |
| Workers Compensation Register | The Workers Compensation Register lists detailed workers compensation information for all employees that were included in the pre-payroll processing. This report provides subtotals along with each employee's workers compensation code, province, company, and grand totals. |
| | See Section 42, "Review Governmental Reports" for a sample report. |
| Positive Pay Work File Report | Review this report to verify that regular and interim paycheques generated by the payroll system are valid before they are submitted to the bank and cashed. |
| | During the print payment process, you will be prompted to build the positive pay workfile as part of your pay cycle processing. |
| | If you opt to generate the positive pay workfile, the system will generate the Positive Pay Work File Report, which lists all printed cheques and other pertinent information. You can then execute the bank transmittal file build program to create a new physical file member, which will contain cheque data that is properly formatted for submission to the bank. |
| | The Positive Pay Work File Report is available on the Canadian Payroll Positive Pay Processing menu (G7734). |
| | See Section 22.3.5, "Reviewing the Positive Pay Workfile Report"for a sample report. |
| Positive Pay Bank (Transmittal) File Build Report | This report lists all bank file member records included in the positive pay transmittal file. |
| | Review the member records to ensure they are correct before you submit transmittal file data to a financial institution via electronic upload (modem) or an external media, such as CD, diskette, or tape. |
| | This report is available on the Canadian Payroll Positive Pay Processing menu (G7734). |
| | See Section 22.3.9, "Reviewing the Positive Pay Bank File Build Report"for a sample report. |

# 26

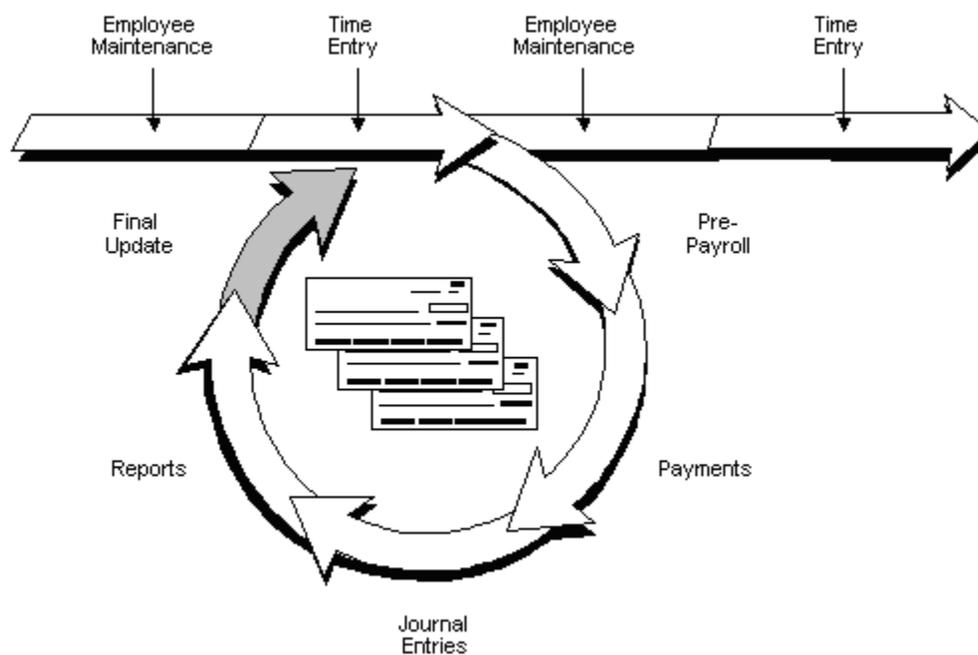# Processing the Final Update

This chapter contains these topics:

## 26.1 Processing the Final Update

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

The following graphic illustrates the preceding steps in the payroll cycle:

*Figure 26–1  Payroll Cycle*

## 26.2  Running the Final Update

**Navigation**

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

**From Pay Cycle Processing (G7713), choose Final Update**

The final update is the last step in the payroll cycle. After you run the final update, you cannot change anything related to your payroll ID.

You use the final update to:

- Update employees' transaction, tax, and cheque history.

- Create journal entries.

- Post journal entries (optional).

- Update the Employee Master table (F060116).

- Unlock the payroll ID and prepare the system for another payroll cycle. Unlocking the payroll ID gives other users access to that payroll ID and the employee records it includes.

When the system completes the final update, it generates a completion message. If the system encountered no errors, you can use the history inquiry screens to review the results of the final update.

> **See Also:**
>
> - Working with Vouchers (P062201) in *JD Edwards World Canadian Payroll II Guide* for information about creating vouchers
>
> - Appendix A - Technical Overview of Payroll Cycle in *JD Edwards World Canadian Payroll II Guide* for information on the tables affected by final update
>
> - Section 30.1, "Reviewing Earnings and Tax Information History" and Section 31.1, "Reviewing Transaction History" for information on viewing the tables affected by final update

**To run the final update**

On the first Final Update screen

*Figure 26–2 Final Update screen*
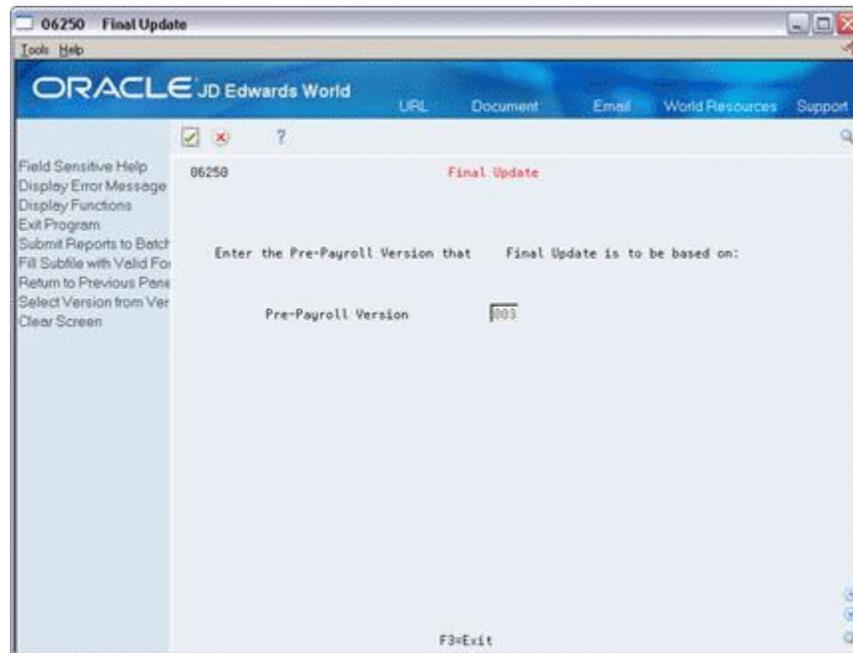


1. Complete the following field:

   ■ Payroll ID

2. If your organization accumulates wages for employees on contract calendars, complete the following field:

   ■ Generate Accumulated Wages Timecards

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

3. Choose the Submit Job function.

## 26.2.1 What You Should Know About

| Topic | Description |
| --- | --- |
| **Abnormal ending to the final update** | If the final update ends abnormally, such as when a machine or power failure occurs, you must reset the final update status code and then rerun it. |
| | See Chapter 23.7, "Resetting Status Codes" |
| | When you rerun the final update, the system resumes processing at the point where the abnormal ending occurred. The system prints the Employee Update report, which lists the address number of the employee on which final update stopped processing. Use this report to verify that the system updated the history for this employee. If the employee's history did not update, consult JD Edwards World Customer Support for assistance. |

**See Also:**

■ Chapter 17.1, "Generating Timecards for Accumulated Wages"

## 26.3 Reviewing the Payroll Voucher Report

After you run final update, if you have set up your Payroll system to integrate with the JD Edwards World Accounts Payable system, you should review the Payroll Voucher Edit report to verify that no errors occurred during the update. The report lists any vouchers that contain errors.

**See Also:**

■ Reviewing Voucher Posting Reports (P09870) in *JD Edwards World Canadian Payroll II Guide*.

# 27

# Work with Journal Entries

This chapter contains these sections:

- Section 27.1, "Working with Journal Entries"
- Section 27.2, "Reviewing Batches of Payroll Journal Entries"
- Section 27.3, "Revising Payroll Journal Entries"
- Section 27.4, "Approving Payroll Batches for Posting"
- Section 27.5, "Posting Payroll Journal Entries Manually"
- Section 27.6, "Reviewing the Posting Edit Report"
- Section 27.7, "Reviewing the General Ledger Posting Journal"

## 27.1 Working with Journal Entries

After you run the final update, you review your batch of payroll journal entries. The final update creates the actual journal entries, and updates the Account Ledger table (F0911). Depending on your company constants, you can have the system automatically post journal entries to the Account Balances table (F0902). If you do not automatically post the journal entries, you must post them manually. You must also post journals manually when the system could not automatically post a batch of journals due to errors.

You review a batch to verify that the journal entries within the batch are not in error. You can then revise any incorrect journal entries before you post them to the general ledger. After you review or revise a batch of payroll journal entries, you might need to approve it before posting can occur. This depends on whether your company requires management approval before posting a batch. The approval status is set in the general accounting constants.

## 27.2 Reviewing Batches of Payroll Journal Entries

**Navigation**

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

**From Pay Cycle Processing (G7713), choose P/R Journal Batch Review**

You review a batch to verify that the journal entries within the batch do not have errors before you post them. When you review journal entries for posting, you can display a list of batches based on your user ID, the batch number, a posting status, or a specific date range. For example, you could review all of the batches that are unposted.

You can review batches of journal entries that you created during the standard pay cycle journal procedures or during a special timecard post. The system uses batch types to group the various kinds of journal entries. The system processes different batch types during the standard pay cycle than during a special timecard post.

The standard pay cycle processes the following batch types:

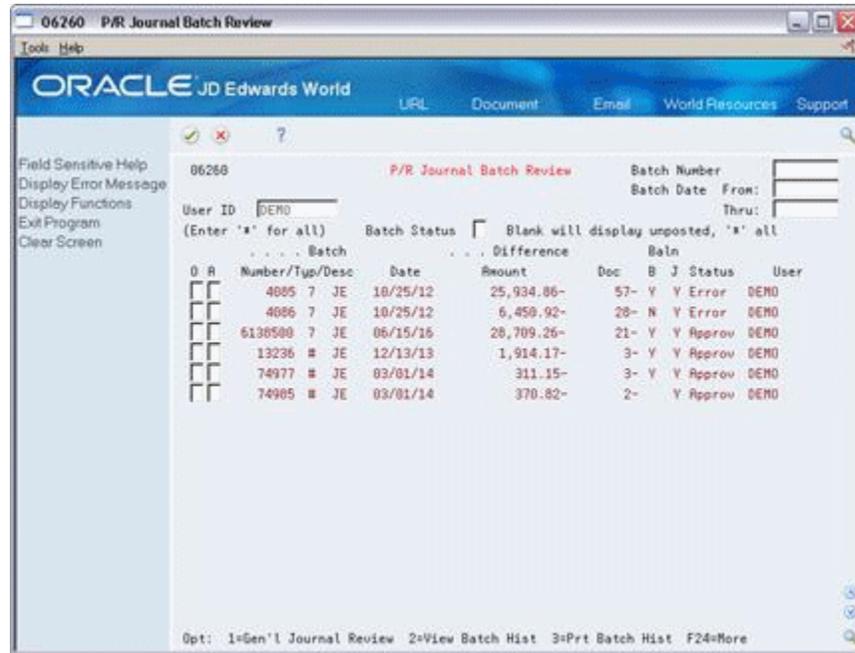| Batch type | Description |
| --- | --- |
| Batch type 4 | Pro forma journal entry records created during the journal entries step of the payroll cycle, but not yet updated to the general ledger. For this batch type, you can review summary information only. |
| Batch type 7 | Actual journal entries created during the final update step of the payroll cycle. Depending on the way in which your system is set up, these entries might have been automatically posted during final update. You can also manually post them after final update. You can review detail records for this batch type. |
| Batch type # | Journal entries integrated with Accounts Payable system. When the Batch Description field value is JE (Journal Entry), the entries are for actual vouchers created during the final update. You can review detail records for these entries. When the Batch Description field value is Edit, the entries are for pro forma vouchers. You can review only summary information for pro forma batches. |

A special timecard post processes the following batch types:

| Batch Type | Description |
| --- | --- |
| Batch type 5 | Pro forma journal entry records created when the system generated timecard journals during a special timecard post, but not yet updated to the general ledger. For this batch type, you can review summary information only. |
| Batch type P | Actual journal entry records created when the system posted journals to the general ledger. This batch type is equivalent to batch type 7 for standard pay cycle journal entries. You can review detail records for this batch type. |

### To review batches of payroll journal entries

On Payroll Journal Batch Review

*Figure 27–1 Payroll Journal Batch Review screen*



Display all batches for all users, or limit your search by completing one or more of the following fields:

■ User ID

■ Batch Number

■ Batch Date From

■ Batch Date Thru

■ Batch Status

| Field | Explanation |
| --- | --- |
| Batch Number | A number that identifies a group of transactions that the system processes and balances as a unit. When you enter a batch, you can either assign a batch number or let the system assign it through Next Numbers. When you change, locate, or delete a batch, you must specify the batch number. |
| Batch Status | A user defined code (98/IC) that indicates the posting status of a batch. Valid codes are: |
| | Blank – Unposted batches that are pending approval or have a status of approved. |
| | A – Approved for posting. The batch has no errors, is in balance, but has not yet been posted. |
| | D – Posted. The batch posted successfully. |
| | E – Error. The batch is in error. You must correct the batch before it can post. |
| | P – Posting. The system is posting the batch to the general ledger. The batch is unavailable until the posting process is complete. If errors occur during the post, the batch status is changed to E (error). |
| | U – In use. The batch is temporarily unavailable because someone is working with it. |

**See Also:**

-

## 27.3  Revising Payroll Journal Entries

**Navigation**

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

**From Pay Cycle Processing (G7713), choose P/R Journal Batch Review**

After you review a list of batches, you can access transaction detail within a specific batch of actual journal entries. You cannot access transaction detail for pro forma journal entries. For example, you can review the number of journal entries within a batch. You can also select a specific journal entry for review and revision. You revise payroll journal entries that have errors to ensure that you post the correct information to the general ledger.

You can revise the associated explanations and the general ledger distributions of an unposted journal entry. You cannot change the following information:

- Document type

- Document number

- Document company

- General ledger date

**To revise payroll journal entries**

On Payroll Journal Batch Review

1. Locate the appropriate list of batches.

2. For the batch that contains inaccurate journal entries choose the General Journal Review option.

*Figure 27–2 General Ledger Batch Review screen*



3. On General Ledger Batch Review, choose the Individual Document Review option for the journal entry you want to revise.

*Figure 27–3 Journal Entries screen*



4. On Journal Entries, enter the necessary changes.

5. Complete the steps to manually post journal entries.

**See Also:**

■ Chapter 27.5, "Posting Payroll Journal Entries Manually"

## 27.4 Approving Payroll Batches for Posting

**Navigation**

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

**From Pay Cycle Processing (G7713), choose P/R Journal Batch Review**

After you review or revise a batch of payroll journal entries, you might need to approve it before you can post it. This depends on whether your company requires management approval before posting a batch. Based on your company requirements, as defined in the general accounting constants, the system assigns either a pending or an approved status to the batch. You approve a batch of payroll journal entries to prepare the batch for posting. You cannot post journal entries that are not approved.

**To approve a payroll batch for posting**

On Payroll Journal Batch Review

1. Choose the appropriate batch.

2. Complete the following field:

   ■ Approved (A)

| Field | Explanation |
|-------|-------------|
| A | A code that indicates whether a batch is ready for posting. Valid codes are: |
| | A – Approved, ready for posting. |
| | P – Pending approval. The batch will not post. |
| | If the system constants do not specify manager approval, the system automatically approves batches that are not in error. |
| | *Form-specific information* |
| | If the batch has an ERROR status, you must access each item and correct the error. When you exit to Timecard Journal Batch Review, the program automatically assigns an APPROVED status. |

### 27.4.1 What You Should Know About

| Topic | Description |
|-------|-------------|
| **Preventing a batch from posting** | To temporarily prevent a batch from posting, change its status to pending. |

**See Also:**

■ Approving Batches of Journal Entries for Posting (P09201) in the *JD Edwards World General Accounting I Guide*.

## 27.5 Posting Payroll Journal Entries Manually

**Navigation**

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

**From Pay Cycle Processing (G7713), choose Manual Payroll Journal Pos**t

You post payroll journal entry batches to update your general ledger. When you post journal entries, the system posts the batches that have been approved and are ready to post to the Account Balances table (F0902).

You post journal entries manually for the following reasons:

- Your company requires manager approval before you post transactions
- Your system is set to automatically post during the final update step, but the system detects errors during final update. The system does not post a batch of journal entries that contains errors.

If you do not specify a batch selection, the program posts all approved batches for all dates and all users.

If you set the payroll company constants to automatic post and your batches contain no errors, the system posts journal batches automatically during the final update step of the payroll cycle.

> **See Also:**
>
> - Setting Up Company Constants (P069091) in *JD Edwards World Canadian Payroll II Guide*.

### 27.5.1 Processing Options

See Chapter 59.2, "General Ledger Post (P09870)"

## 27.6 Reviewing the Posting Edit Report

When you post journal entries, the system prints the Posting Edit report for your review.

Review the Posting Edit report for any applicable posting error messages.

*Figure 27–4   Posting Edit report*



## 27.7 Reviewing the General Ledger Posting Journal

The General Ledger Posting Journal lists all journal entries. The column titles and information are similar to the Pay Period Journal Batch Proof report. However, the General Ledger Posting Journal prints the journal entry number, general ledger date, and the account descriptions instead of the document reference numbers.

The level of summarization on this report is controlled by the Journal Summarization Rules.

*Figure 27–5   General Ledger Posting Journal report*

```
09871                                      JD Edwards World                              Page        1
Batch Type       - 7                  General Ledger Post - P/R Period Manual            Date    7/23/17
Batch Number     - 6068213
Batch Date       - 07/22/15
                                            Posting Journal
Post Out of Balance          :
Create Intercompany Settlements: D
Do Document    G/L   Co    Account Description    G/L Account              . . . . . Amounts . . . . .   LT   Units
Ty          Date         Explanation            Subldgr-Ty/Asset Number      Debit        Credit
-- --------  ------ -----  ---------------------- ------------------------- ---------------- --------------- -- -------------
T1    3580 08/14/17 00100 Miscellaneous Revenue USD        90.9160                         10.00- AA
                          Payroll Disbursement Entries    00007504 A
T1    3580 08/14/17 00100 Life Insurance        USD       100.4810                        145.10- AA
                          Payroll Disbursement Entries
```

**See Also:**

■ Setting Up Journal Summarization Rules (P06914) in *JD Edwards World Canadian Payroll II Guide*.

# 28

# Correct Errors in Pre-Payroll Processing

This chapter contains this topic:

- Section 28.1, "Correcting Errors in Pre-Payroll Processing"

## 28.1 Correcting Errors in Pre-Payroll Processing

After you review pre-payroll reports, you might discover errors in the gross-to-net calculations. Some errors you might encounter include:

- An employee is not included in a payroll cycle.

- DBAs do not calculate properly.

- The gross wages less the deductions that printed on an employee's payment do not equal the net wages on the Payroll Register.

The following examples describe common errors and the steps you would take to correct them.

### 28.1.1 Example 1: An Employee is Not Included in a Payroll Cycle

Occasionally an employee who should be paid this pay period is omitted from pre-payroll processing. Typically, an employee is omitted from pre-payroll processing for one of the following reasons:

- The selection criteria for the pre-payroll version did not include the employee.

- The date entered as the employee's pay start date or pay stop date is incorrect.

- No timecard has been entered for the employee.

To determine why the employee was not included in pre-payroll, locate the employee on the Employee Entry form. The screen should indicate that the employee is locked in pre-payroll.

### 28.1.2 Reviewing Selection Criteria

When the Employee Entry screen does not indicate that the employee is locked in pre-payroll, the employee was not included in the data selection for the pre-payroll program version.

Do one of the following:

- Reset the payroll ID and then change the selection criteria for the pre-payroll version so that it includes the employee. You should then process pre-payroll again.

- Issue an interim cheque for the employee.

If you issue an interim cheque, you should change the pre-payroll selection criteria after you complete payroll cycle processing.

> **See Also:**
>
> - Section 23.3, "Resetting the Payroll ID".
> - Section 36.1, "Entering Interim Cheques".

### 28.1.3 Reviewing Pay Start and Stop Dates

If the employee is locked in pre-payroll, review the employee's pay stop and pay start dates on the Employee Entry form.

When the pay starts date is after the pay period ending date, or the pay stops date is before the pay period beginning date, the system does not include the employee in the payroll cycle. For example, if the pay period dates are 4/26 - 5/09 and the pay starts date is 5/10, the system does not include the employee in that payroll cycle.

### 28.1.4 Reviewing Timecard Information for Hourly Employees Only

If the employee who was not included in pre-payroll is paid hourly, verify that you completed either of the following:

- Entered a timecard for the employee.
- Entered standard hours for the employee on the Pay and Tax Information form. (Entering standard hours causes the system to automatically generate timecards for the employee.)

If the employee does not have a timecard for this pay period, enter one and then rerun pre-payroll.

### 28.1.5 Example 2: DBAs Do Not Calculate

In some cases, the system does not calculate one or more DBAs that should be calculated during pre-payroll. This scenario could happen even if the system properly calculated the DBA during the last payroll cycle. This condition might affect:

- All employees
- Some employees
- One employee

Use the Transaction Audit report or the DBA Register, which you can print during the print payroll cycle reports step, to determine how many employees are affected. Use the DBA One-Time Override window on Time Entry by Employee to review current DBAs for individual employees.

### 28.1.6 DBAs Did Not Calculate for Any Employees

1. On the DBA Setup form, locate the DBA.
2. Verify the information in the following fields:
   - Calculate in Pre-Payroll
   - Beginning Effective Date
   - Ending Effective Date

- Pay Period to Calculate

3. Access the Basis of Calculation table.

4. Verify that:

    - The based-on PDBAs were calculated.

    - The based-on PDBAs are not zero.

    - The DBA is not based on another DBA that is assigned at a different level (employee, group, or DBA).

5. Make any necessary corrections to the DBA Setup form.

6. Access the second Pre-Payroll Processing form.

7. Verify the information in the following fields:

    - Year

    The year must match the year entered for the master pay cycle.

    - Period Number

    The period number is not specified.

8. Access the Master Pay Cycles form.

9. Verify the information in the following field:

    - Withholding Period

10. Make any necessary corrections to the payroll cycle information.

## 28.1.7 DBAs Did Not Calculate for Any Employees in a Group Plan

If you are using group plans to assign DBAs to employees, and the system did not calculate DBAs for any of the employees in that plan, verify the plan setup.

If you are using the Human Resources system to enroll employees in benefit plans, verify that the employees are enrolled in the proper plans.

If you are using Payroll to assign employees to DBAs, complete the following steps:

1. On Group Plan DBA Setup, locate the group plan in which the employees are included.

2. Verify the information in the following fields:

    - Beginning Effective Date

    - Ending Effective Date

    - Withholding Period

3. Make any necessary corrections.

## 28.1.8 DBAs Calculated for Only Some Employees

If you are not using group DBA plans, or if the employees whose DBAs did not calculate are in different DBA plans, complete the following steps:

1. Review the Deductions Not Taken and Deduction Arrearage reports to verify that the employees earned enough to cover their deductions.

2. Locate the employee on the DBA Instructions form.

3. Verify the information in the following fields:

- Start Date

- Stop Date

- Pay Periods to Calculate

- Group Code

- Union Code

4. Make any necessary corrections.

5. On the DBA Setup form, locate one of the DBAs that the system did not calculate.

6. Access the DBA Limits window.

7. Using the information in this window, determine whether the employee has reached the limit for this DBA.

8. Access the Basis of Calculation Table.

9. Review the information and make any necessary corrections.

10. If the DBA uses a calculation table, access the Calculation Tables form.

11. Review the information and make any necessary corrections.

12. Using the DBA One-Time Overrides window that you access from the Time Entry by Employee form, determine if a one-time override exists for the DBA.

13. Using the Interim Cheque Entry form, determine whether an interim cheque was issued for the employee this period.

If the DBA is set up to calculate once per period, and it is included on an interim cheque, the system does not calculate it during pre-payroll.

**See Also:**

- *JD Edwards World Human Resources - Benefits Guide* if you are using the Human Resources system to enroll employees in benefit plans.

- Chapter 15.1, "Working with Timecard Information" for more information about revising unprocessed and processed timecards.

- *JD Edwards World U.S. Payroll I Guide* for Deductions Not Taken Report.

- *JD Edwards World U.S. Payroll I Guide* for Deduction Arrearage Report .

## 28.1.9  What You Should Know About

| Topic | Description |
|---|---|
| **Arrearage Method H** | When an employee does not have enough pay to cover deductions, the DBA setup determines if amounts are placed in arrears and, if so, how those amounts are deducted in the future. |
| | The current deduction amount and arrearage amount in history are considered separately when the DBA is set up with an Arrearage Method of H on the DBA Setup screen (P069117). If the current deduction can be taken in its entirety, but the arrearage amount cannot, the current deduction amount is taken. The arrearage amount itself is looked at by the system as a whole. It is either completely, or not taken at all. The arrearage amount is not partially backed off or taken. |
| | See Setting Up Deductions, Benefits, and Accruals (P069117) in *JD Edwards World Canadian Payroll II Guide*. |

# Part IV

## Payroll History

This part contains these chapters:

# 29

# Overview to Payroll History

This chapter contains these topics:

## 29.1 Objectives

- To use payroll history for reporting needs

- To use online inquiries for quick access to payroll history

## 29.2 About Payroll History

Each time you process a payroll cycle, the system creates history records. Working with payroll history includes:

- Reviewing earnings and tax information history

- Reviewing transaction history

- Reviewing other payroll history

- Working with payment history information

- Reviewing payroll history reports

Payroll history includes detail and summary information for:

- Earnings and taxes

- Transaction history for pay types, deductions, benefits, or accruals (PDBAs)

- Workers compensation and general liability

- Timecards

- Benefits and accruals, such as vacation time earned, taken, and available

- Individual payment information

You use this information for online inquiries and historical and government reporting.

You can review the payroll history at both summary and detail level. The summary tables contain information from the detail tables as follows:

| Table | Description |
|---|---|
| Taxation Summary History (F0713) | Tax Ledger (F0716) |

| Table | Description |
|---|---|
| Payroll Month PDBA Summary History (F06146) | Payroll Transaction History (F0618) |
| | DBA Detail History (F0619) |
| Fiscal/Anniversary Year History (F06147) | Payroll Transaction History (F0618) |
| | DBA Detail History (F0619) |
| Paycheque Summary (F06156) | Tax Ledger (F0716) |
| | Payroll Transaction History (F0618) |
| | Deduction, Benefits, and Accrual History (F0619) |
| Calendar Month DBA Summary History (F06145) | DBA Detail History (F0619) |
| Historical Payroll Register (F063451) | Historical Payroll Processing (F06345) |
| | The system creates data for the Historical Payroll Register and Historical Payroll Processing tables when you process the Historical Payroll Register. |

When you work with payroll history, you use online inquiries and printed reports. You can also perform functions, such as voiding a payment, when reviewing individual payment information.

## 29.2.1  What is Calendar Month and Payroll Month History?

Transaction (PDBA) history is maintained by both payroll month, which is based on cheque dates, and calendar month, which is based on work dates. The balances for each type of transaction history are consistent except during transition payroll cycles. A transition payroll cycle is one that crosses months (for example, a bi-weekly payroll cycle that begins in January and ends in February).

Balances for the payroll month are stored for pay types and DBAs. Balances for the calendar month are stored for DBAs only and not pay types.

> **See Also:**
>
> - Setting Up DBAs (P069117) in *JD Edwards World Human Resources - Benefits Guide* for information about how the system maintains calendar month balances
>
> - Verifying Integrity of Payroll Summary History (P067011) in *JD Edwards World Canadian Payroll II Guide* for information about verifying payroll history for your employees
>
> - Appendix E - Tables Used by Payroll in *JD Edwards World Canadian Payroll II Guide* and the *JD Edwards World World Writer Guide* for information you need to create custom reports for your specific business needs
>
> - Working with Governmental Reports for information about printing reports that are required by the government

# 30

# Review Earnings and Tax Information History

This chapter contains these topics:

## 30.1 Reviewing Earnings and Tax Information History

To answer questions about an employee's tax and earning information, you can review the history for an individual employee. When you review an employee's history you can verify earnings balances for all tax areas and tax types. You can begin the review at either the summary or detail level.

When you use these inquiry programs, the system provides information from the following tables:

- Taxation Summary History (F0713)
- Detail Tax Ledger (F0716)

## 30.2 Reviewing Quarterly Tax Balances

**Navigation**

**From Canadian Payroll Master (G77), choose History Inquiries**

**From History Inquiries (G7714), choose Quarterly Tax Balances**

To answer questions about an employee's tax history, you can review the quarterly tax balances for the employee. You can also review the monthly balances, pay period detail, and year-to-date amounts.

**To review quarterly tax balances**

On Quarterly Tax Balances

*Figure 30–1    Quarterly Tax Balances screen*
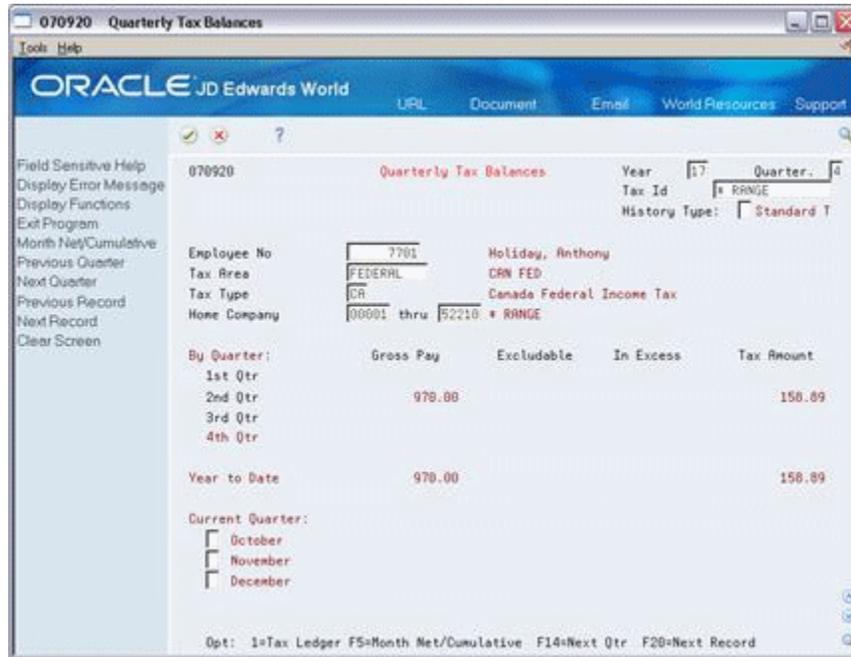


1. Complete the following field:

   ■   Employee Number

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

   ■   Tax Area

   ■   Tax Type

   ■   Home Company

   ■   Year

   ■   Quarter

   ■   History Type

| Field | Explanation |
|---|---|
| Code - Tax History Type | A user defined code (07/TH) that specifies the type of Taxation Summary History (F06136) being tracked for the employee. |

## 30.3  Reviewing Monthly Tax Balances

**Navigation**

**From Canadian Payroll Master (G77), choose History Inquiries**

**From History Inquiries (G7714), choose Monthly Net/Cumulative Taxes**

You can answer questions about an employee's tax balances for each month and cumulative balances for the year to date. You can review these amounts for either gross or taxable pay.

**To review monthly tax balances**

On Monthly Net/Cumulative Taxes

*Figure 30–2  Monthly Net/Cumulative Taxes screen*



1. Complete the following field:
   - Employee Number

2. To limit the information that appears, complete any of the following fields:
   - Year
   - Tax History
   - Tax Area
   - Tax Type
   - Home Company

## 30.4 Reviewing the Monthly Tax Ledger

**Navigation**

**From Canadian Payroll Master (G77), choose History Inquiries**

**From History Inquiries (G7714), choose Monthly Tax Ledger**

You can answer an employee's questions about detailed information from the tax ledger transactions for a specific month. You can locate tax amounts for an employee including the control number and gross pay for each payment.

**To review the monthly tax ledger**

On Monthly Tax Ledger

*Figure 30–3   Monthly Tax Ledger screen*
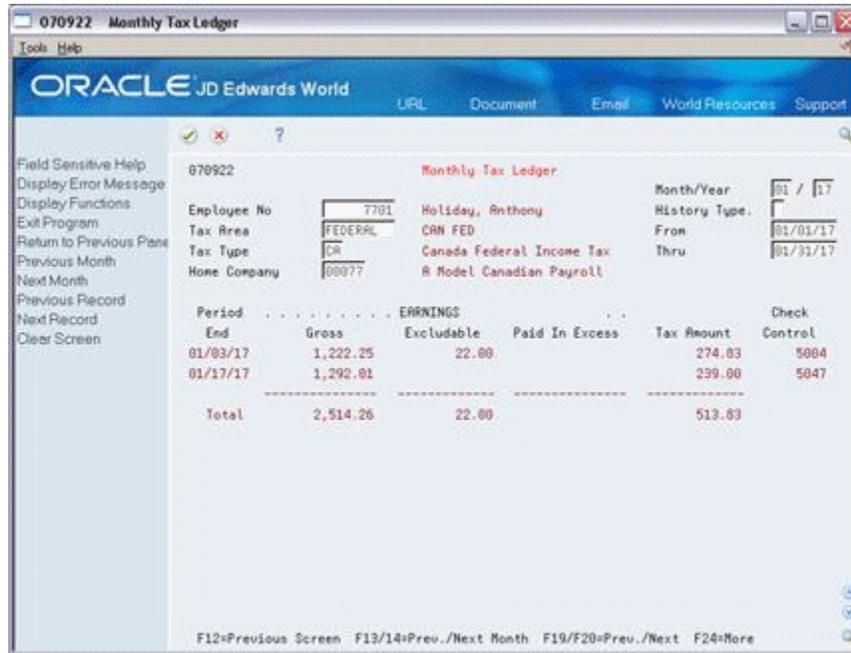


1. Complete the following field:

   ■   Employee Number

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

   ■   Month

   ■   Year

   ■   History Type

   ■   Tax Area

   ■   Tax Type

   ■   Home Company

   ■   Beginning Effective Date

   ■   Ending Effective Date

## 30.4.1  Reviewing the Employee Pay and Tax Register

**Navigation**

**From Canadian Payroll Master (G77), choose History Reports**

**From History Reports (G7715), choose Employee Pay & Tax Register**

Use the Employee Pay and Tax Register to review individual employees' taxes and the pay amounts on which they are based. You can review gross pay, excludable wages, taxable wages, excess pay, and actual taxes for each tax type. You can review month-to-date, quarter-to-date, year-to-date, and grand totals.

*Figure 30–4   Employee Pay and Tax Register report*



## 30.4.2  Processing Options

See

# 30.5  Reviewing DBA History Summary Reports

**Navigation**

**From Canadian Payroll Master (G77), choose History Reports**

**From History Reports (G7715), choose DBA Register/Investment Reports**

You can print the following DBA history summary reports:

- Deduction Benefit Register

- RRSP Report

- RRSP Investment Detail

You can print these reports together or separately. You use the processing options to specify a version for each report you want to print. The version number of the Deduction Benefit Register must match the version number of the DBA History Summary Report. The version numbers of the other reports do not need to match.

Use the Deduction Benefit Register to review individual employee's DBA information for the period you specify. You can review month-to-date, quarter-to-date, and year-to-date totals.

To compile the DBA history summary reports, the system retrieves information from the following tables:

- Payroll Month PDBA Summary (F06146)

- DBA Detail History (F0619)

- Taxation Summary History (F0713 for Canadian payroll)

## 30.5.1  Before You Begin

- Create a version for each of the DBA history reports (P063102, P063221, and P063251)

*Figure 30–5   DBA History reports*

```
063102                        JD Edwards World                Page       -        2
                              DBA Register                    Date       -  7/09/17
                                                              Period From - 03/01/17
                                                              Period Thru - 03/31/17
   Employee          Employee        DBA     DBA              Current
   Number            Name            Code  Description  Union   Job    Period
----------- ------------------------ ---- ------------- ------ ------ -------------
        7701 Anthony Holiday          4800 Earnings       7700   5J-4
        7701 Anthony Holiday          7720 H&W - Canada   7700              80.00
        7701 Anthony Holiday          7735 Ext Health     7700              90.00
        7701 Anthony Holiday          7750 EHT - Canada   7700   5J-4
        7701 Anthony Holiday          7760 GST - Canada                      5.60
        7701 Anthony Holiday          7770 BC Medical                      140.00
        7701 Anthony Holiday          7780 Vacation Pay   7700             216.00
        7701 Anthony Holiday          7706 Dental Fam     7700              24.70-
        7701 Anthony Holiday          7710 Union-Canada   7700
        7701 Anthony Holiday          7730 CSB Canada                      200.00-
        7701 Anthony Holiday          7731               7700   5J-4
                                                                    -------------
                                   Holiday, Anthony                       306.90
        7702 Derrick, Leslie         4800 Earnings        7700   5J-3
        7702 Derrick, Leslie         7750 EHT - Canada                     122.48
        7702 Derrick, Leslie         7780 Vacation Pay                     780.00
        7702 Derrick, Leslie         7730 CSB Canada                       200.00-
        7702 Derrick, Leslie         7731               7700   5J-3
                                                                    -------------
                                   Derrick, Leslie                        702.48
        7703 Bellas, Debbie          4800 Earnings                       2,174.32
        7703 Bellas, Debbie          7785 Salary Vac      0A-3          1,357.79
        7703 Bellas, Debbie          7790 RRSP Fixed      0A-3            339.46
        7703 Bellas, Debbie          7791 RRSP Mutual     0A-3            339.46
        7703 Bellas, Debbie          7701 RRSP Co.        0A-3            226.31
        7703 Bellas, Debbie          7705 Dental/Co.      0A-3             25.92
        7703 Bellas, Debbie          7735 Ext Health      0A-3            135.00
        7703 Bellas, Debbie          7740 CarAllowCAN     0A-3          1,230.00
        7703 Bellas, Debbie          7750 EHT - Canada                    189.23
        7703 Bellas, Debbie          7760 GST - Canada                     86.10
        7703 Bellas, Debbie          7700 RRSP            0A-3            452.60-
        7703 Bellas, Debbie          7730 CSB Canada      0A-3            300.00-
        7703 Bellas, Debbie          7731                 0A-3
                                                                    -------------
                                   Bellas, Debbie                       5,350.99
        7704 Rivard, Jacques         4800 Earnings                3P-1
        7704 Rivard, Jacques         7785 Salary Vac                    1,283.30
        7704 Rivard, Jacques         7790 RRSP Fixed                      151.00
        7704 Rivard, Jacques         7701 RRSP Co.                         50.34
        7704 Rivard, Jacques         7735 Ext Health                       90.00
        7704 Rivard, Jacques         7775 QHIP                            320.82
        7704 Rivard, Jacques         7700 RRSP                            100.66-
        7704 Rivard, Jacques         7706 Dental Fam                       24.70-
        7704 Rivard, Jacques         7730 CSB Canada                       50.00-
                                                                    -------------
                                   Rivard, Jacques                      1,720.10
                                                                    -------------
                                   A Model Canadian Payroll Co         8,080.47
                                                                    -------------
                                   Grand Total -                       8,080.47
```

*Figure 30–6   401K report*

```
063221                            JD Edwards World                    Page       -        2
                                  401K Report                         Date       -  7/19/17
                                                                      Period From - 03/01/17
A Model Financial Co (Trng)                                           Period Thru - 03/31/17
                              P                    . .Current Amounts. .    . . .Year to Date. . .
Employee #    Employee Name   S  Annual Salary  % Emp  % Co. Emp Deduction Co Contributn Emp Deduction  Co Contributn
----------- ------------------ - -------------- ------ ------ ------------- ------------- -------------- ---------------
     2006 Walters, Annette     0    45,000.00   4.00  50.00      130.26-        65.14       445.14-        222.60
     2129 Jackson, John        0    50,000.00   2.00  50.00       83.34-        41.68       287.84-        143.95
                                                              ------------- ------------- -------------- ---------------
                              A Model Financial Co (Trng)        213.60-       106.82       732.98-        366.55
```

**Figure 30–7 Investment report**

```
063251                              JD Edwards World                        Page      -        3
                                    Investment Report                       Date      - 7/19/17
                                                                            Period From - 03/01/17
A Model Financial Co (Trng)                                                 Period From - 03/31/17
                                                          Invest.  Employer
    Employee      Employee      Birth    Start   Qualifying  Def  Fixed Equity  Basic      Employee   Employer
     Number         Name        Date     Date    Earnings     %     %     %       %        Withheld   Matching
-----------  --------------------  --------  --------  ------------  -----  -----  -----  ----------  ----------  ----------
      2006 Walters, Annette    09/18/69 06/03/15    130.26- 4.00  50.00 50.00   65.14 Fixed    48.85       48.85
                                                                                     Equity  146.55      146.55
                                                                                            ----------  ----------
                                                                                     Totals  195.40      195.40
      2129 Jackson, John       06/15/66 03/15/07     83.34- 2.00  25.00 75.00   41.68 Fixed    31.26       31.26
                                                                                     Equity   93.76       93.76
                                                                                            ----------  ----------
                                                                                     Totals  125.02      125.02
                                                                              Total Fixed    80.11       80.11
                                                                              Total Equity  240.31      240.31
                                                                                            ----------  ----------
                    A Model Financial Co (Trng)     213.60-                                  320.42      320.42
```

## 30.5.2 Processing Options

See

# 30.6 Reviewing the DBA Audit Report

**Navigation**

**From Canadian Payroll Master (G77), choose History Reports**

**From History Reports (G7715), choose DBA Audit Report**

Use the DBA Audit Report to review detailed information about the DBAs assigned to individual employees. You can review by pay period all DBA transactions for each employee. The report prints arrearage amounts, as well as totals for each employee and DBA.

To verify your transaction history, you can print this report at any time and balance it to the DBA reports that print during pre-payroll processing.

To compile the report, the system retrieves information from the Deduction, Benefits, and Accrual History (F0619) table.

*Figure 30–8   DBA Audit report*

```
063054                                      JD Edwards World                              Page      -       2
                                            DBA Audit Report                              Date      -  7/09/17
   Employee #  Employee Name     T   Work   Pay Per            DBA          DBA        DBA                           Arrear
        DBA    DBA Description    T   Date    Date    Table    Basis    M   Rate       Amount    Union  Job  Step    Amount
   -----------  --------------  -  --------  --------  -----  ----------  -  ----------  ----------  -----  ----  ----  ----------
        7701 Anthony Holiday
        7706 Dental Fam         D 01/03/17 01/03/17          12.35  $    12.3500       12.35  7700
        7710 Union-Canada       D 01/03/17 01/03/17          22.00  $    22.0000       22.00  7700
                                                                                                                --------
                                                                Total - D              34.35
        7720 H&W - Canada       B 01/03/17 01/03/17          66.00  H     0.5000       43.00  7700
                                                                                                                --------
                                                                Total - B              43.00
        7730 CSB Canada         D 01/03/17 01/03/17         100.00  $   100.0000      100.00
                                                                                                                --------
                                                                Total - D             100.00
        7735 Ext Health         B 01/03/17 01/03/17          45.00  $    45.0000       45.00  7700
        7760 GST - Canada       B 01/03/17 01/03/17          43.00  %     0.0700        3.01
        7770 BC Medical         B 01/03/17 01/03/17          70.00  $    70.0000       70.00
        7780 Vacation Pay       B 01/03/17 01/03/17                 2                 108.00  7700
                                                                                                                --------
                                                                Total - B             226.01
        7706 Dental Fam         D 01/17/17 01/17/17          12.35  $    12.3500       12.35  7700
                                                                                                                --------
                                                                Total - D              12.35
        7720 H&W - Canada       B 01/17/17 01/17/17          23.00  H     0.5000       11.50  7700
                                                                                                                --------
                                                                Total - B              11.50
        7730 CSB Canada         D 01/17/17 01/17/17          29.91  $   100.0000       29.91
        7730 CSB Canada         D 01/17/17 01/17/17          70.09  $   100.0000       70.09
                                                                                                                --------
                                                                Total - D             100.00
        7735 Ext Health         B 01/17/17 01/17/17          45.00  $    45.0000       45.00  7700
        7750 EHT - Canada       B 01/17/17 01/17/17         843.76  %     0.0195       16.45
        7760 GST - Canada       B 01/17/17 01/17/17          11.50  %     0.0700        0.81
        7770 BC Medical         B 01/17/17 01/17/17          20.94  $    70.0000       20.94
        7770 BC Medical         B 01/17/17 01/17/17          49.06  $    70.0000       49.06
        7780 Vacation Pay       B 01/17/17 01/17/17                 2                   6.75  7700
                                                                                                                --------
                                                                Total - B             139.01
        7706 Dental Fam         D 01/31/17 01/31/17          12.35  $    12.3500       12.35  7700
                                                                                                                --------
                                                                Total - D              12.35
        7720 H&W - Canada       B 01/31/17 01/31/17          85.00  H     0.5000       42.50  7700
                                                                                                                --------
                                                                Total - B              42.50
        7730 CSB Canada         D 01/31/17 01/31/17         100.00  $   100.0000      100.00
                                                                                                                --------
                                                                Total - D             100.00
        7735 Ext Health         B 01/31/17 01/31/17          45.00  $    45.0000       45.00  7700
        7760 GST - Canada       B 01/31/17 01/31/17          42.50  %     0.0700        2.98
        7770 BC Medical         B 01/31/17 01/31/17          70.00  $    70.0000       70.00
        7780 Vacation Pay       B 01/31/17 01/31/17                 2                 108.00  7700
                                                                                                                --------
                                                                Total - B             225.98
        7706 Dental Fam         D 02/14/17 02/14/17          12.35  $    12.3500       12.35  7700
        7710 Union-Canada       D 02/14/17 02/14/17          22.00  $    22.0000       22.00  7700
                                                                                                                --------
                                                                Total - D              34.35
```

# 30.7  Reviewing the Time and Pay Entry Register

**Navigation**

**From Canadian Payroll Master (G77), choose History Reports**

**From History Reports (G7715), choose Time & Pay History Detail**

Use the Time and Pay Entry Register (Time and Pay History Detail) to review timecard information for individual employees. You can review information for labour, recharge (billing), or equipment. You can review timecards for each employee by business unit and the general ledger account numbers for each pay type. Supervisors can use this report to analyze their labour and equipment costs and to verify employee payment information.

To compile the report, the system retrieves information from the Payroll Transaction History (F0618) table.

**Figure 30–9  Time and Pay Entry Register report**



```
063002                                JD Edwards World                                   Page        2
                                  Time & Pay Entry Register - Labor                      Date    7/09/17
Corporate Administration          707            Labor
   Work   * * * * *  Employee  * * * * *   Pay                             Hourly  S                   Flat
   Date    Number      Name                Typ   Hours    Account Number    Rate   h Sh.Dif   Gross   Burden
 --------  ----------  ------------------  ---  --------  --------------  --------  - ------  --------  ------
 01/02/17  7701 Anthony Holiday             1    20.00      707.8115                            225.00
 01/03/17  7701 Anthony Holiday             1    40.00      707.8115                            450.00
 01/02/17  7702 Derrick, Leslie            1    40.00      707.8115                          1,500.00
 01/03/17  7702 Derrick, Leslie            1    40.00      707.8115                          1,500.00
 01/03/17  7703 Bellas, Debbie             1    80.00      707.8115                          2,038.46
 01/03/17  7704 Rivard, Jacques            1    80.00      707.8115                          1,677.69
 01/17/17  7701 Anthony Holiday            1    80.00      707.8115                            900.00
 01/17/17  7701 Anthony Holiday            1   235.00-     707.8115                          2,643.75-
 01/09/17  7701 Anthony Holiday            1    37.50      707.8115                            421.88
 01/16/17  7701 Anthony Holiday            1    37.50      707.8115                            421.88
 01/17/17  7702 Derrick, Leslie            1    80.00      707.8115                          3,000.00
 01/17/17  7703 Bellas, Debbie            710               707.8118                            500.00
 01/17/17  7703 Bellas, Debbie             1    80.00      707.8115                          2,038.46
 01/17/17  7704 Rivard, Jacques            1    80.00      707.8115                          1,677.69
 01/31/17  7702 Derrick, Leslie            1    80.00      707.8115                          3,000.00
 01/31/17  7702 Derrick, Leslie           100    7.00      707.8116                            393.75
 01/31/17  7703 Bellas, Debbie            710               707.8118                            500.00
 01/31/17  7703 Bellas, Debbie             1    80.00      707.8115                          2,038.46
 01/21/17  7704 Rivard, Jacques           300    8.00      707.8191                            178.95
 01/31/17  7704 Rivard, Jacques            1    72.00      707.8115                          1,496.74
 02/14/17  7701 Anthony Holiday           710               707.8118                          1,000.00
 02/14/17  7701 Anthony Holiday            1    80.00      707.8115                            900.00
 02/14/17  7702 Derrick, Leslie           710               707.8118                            500.00
 02/14/17  7702 Derrick, Leslie            1    80.00      707.8115                          3,000.00
 02/14/17  7703 Bellas, Debbie            710               707.8118                            500.00
 02/14/17  7703 Bellas, Debbie             1    80.00      707.8115                          2,038.46
 02/14/17  7704 Rivard, Jacques            1    80.00      707.8115                          1,677.69
 02/28/17  7701 Anthony Holiday            1    80.00      707.8115                            900.00
 02/28/17  7702 Derrick, Leslie            1    80.00      707.8115                          3,000.00
 02/28/17  7702 Derrick, Leslie           100    3.00      707.8116                            168.75
 02/28/17  7703 Bellas, Debbie            710               707.8118                            500.00
 02/28/17  7703 Bellas, Debbie             1    80.00      707.8115                          2,038.46
 02/28/17  7704 Rivard, Jacques            1    80.00      707.8115                          1,677.69
 03/14/17  7701 Anthony Holiday            1    80.00      707.8115                            900.00
 03/14/17  7702 Derrick, Leslie            1    80.00      707.8115                          3,000.00
 03/06/17  7703 Bellas, Debbie            801   24.00      707.8192                            652.30
 03/14/17  7703 Bellas, Debbie            710               707.8118                            500.00
 03/14/17  7703 Bellas, Debbie             1    56.00      707.8115                          1,386.16
 03/01/17  7704 Rivard, Jacques           730               707.8118                          5,200.00
 03/14/17  7704 Rivard, Jacques            1    80.00      707.8115                          1,677.69
 03/14/17  7701 Anthony Holiday            1    80.00-     707.8115                            900.00-
 03/01/17  7701 Anthony Holiday            1    80.00      707.8115                            900.00
 03/28/17  7701 Anthony Holiday            1    80.00      707.8115                            900.00
 03/14/17  7702 Derrick, Leslie            1    80.00-     707.8115                          3,000.00-
 03/01/17  7702 Derrick, Leslie            1    80.00      707.8115                          3,000.00
 03/28/17  7702 Derrick, Leslie            1    80.00      707.8115                          3,000.00
 03/28/17  7702 Derrick, Leslie           100    5.00      707.8116                            281.25
 03/14/17  7703 Bellas, Debbie            710               707.8118                            500.00
 03/28/17  7703 Bellas, Debbie            710               707.8118                            500.00
 03/28/17  7703 Bellas, Debbie            720               707.8118                          2,453.00
 03/28/17  7703 Bellas, Debbie             1    80.00      707.8115                          2,038.46
 03/28/17  7704 Rivard, Jacques            1    80.00      707.8115                          1,677.69
 04/11/17  7701 Anthony Holiday            1    80.00      707.8115        11.250                900.00
```

## 30.7.1 Processing Options

See

# 30.8  Reviewing the PDBA History by Company Report

**Navigation**

**From Canadian Payroll Master (G77), choose History Reports**

**From History Reports (G7715), choose PDBA History by Company**

Use this report to review a monthly listing of pay types and DBAs (PDBAs) for each company in your organization. You can review both dollars and hours by pay type. You can also review quarter-to-date and year-to-date totals of PDBA amounts by type or company.

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

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

# 31

# Review Transaction History

This chapter contains these topics:

## 31.1 Reviewing Transaction History

You can review PDBA balances online for any employee with payment history. This type of history is called transaction history. You can review transaction history by payroll month (based on cheque dates) or by calendar month (based on work dates).

You also can review year-to-date balances for PDBAs that have fiscal and anniversary history.

## 31.2 Reviewing Quarterly PDBA Balances by Payroll Month

**Navigation**

**From Canadian Payroll Master (G77), choose History Inquiries**

**From History Inquiries (G7714), choose Quarterly Balances/Payroll Month**

You can review the quarterly balances for any of the pay types and DBAs (PDBAs) that contain history for an employee. In addition to quarterly balances, you can review year-to-date and previous year balances and life total amounts.

You review PDBA balances based on cheque dates. You can also determine whether an employee has a remaining balance, such as an outstanding balance for an advance or an arrearage due for a deduction.

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

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

On Quarterly Balances/Payroll Month

*Figure 31–1    Quarterly Balances/Payroll Month screen*
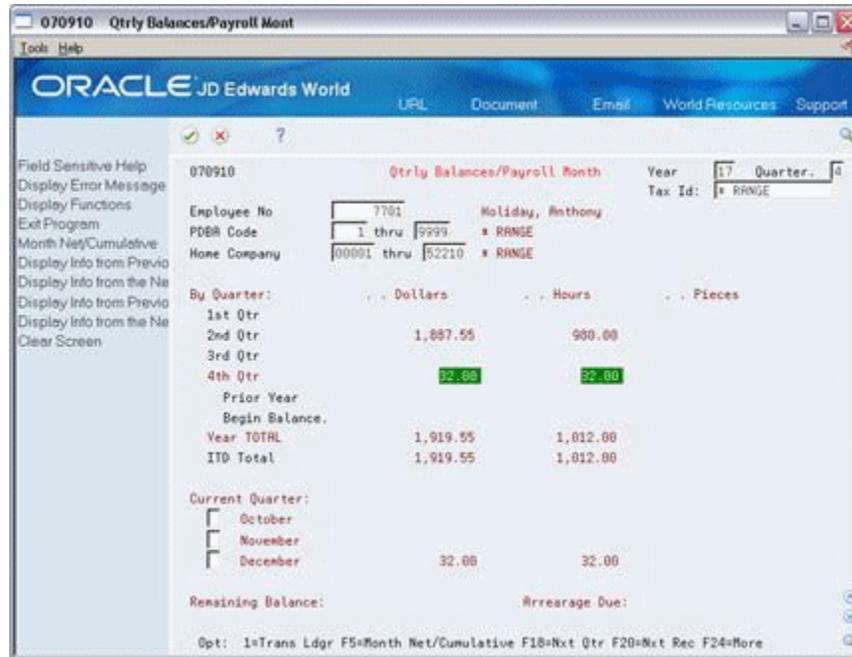


1.  Complete the following field:

    ■  Employee Number

2.  To display information for a period of time other than the current quarter, complete the following fields:

    ■  Year

    ■  Quarter

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

    ■  History Type

    ■  PDBA Code

    ■  Home Company

## 31.2.1  What You Should Know About

| Topic | Description |
|---|---|
| **Reviewing detail transactions** | Choose the Transaction Ledger option to review the detail transactions for a particular month. However, if the processing options for the Monthly Transaction Ledger screen are set to sort by work date, the detail information on that screen might not correspond to the information on the Quarterly Balances/Payroll Month form. |

## 31.3  Reviewing Quarterly DBA Balances by Calendar Month

**Navigation**

**From Canadian Payroll Master (G77), choose History Inquiries**

**From History Inquiries (G7714), choose Quarterly Balances/Calendar Month**

You can review the quarterly balances for any of the DBAs that contain history for an employee. In addition to quarterly balances, you can review year-to-date and previous year balances and life total amounts.

You use the Quarterly Balances/Calendar Month program to review DBA balances based on work dates. You cannot view pay type information for work dates.

The system retrieves information from the Calendar Month DBA Summary History (F06145) table.

**To review quarterly DBA balances by calendar month**

On Quarterly Balances/Calendar Month

*Figure 31–2  Quarterly Balances/Calendar Month screen*



1. Complete the following field:

   ■ Employee Number

2. To display information for a period of time other than the current quarter, complete the following fields:

   ■ Year

   ■ Quarter

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

   ■ DBA Code

   ■ Home Company

## 31.4  Reviewing Monthly PDBA Balances by Payroll Month

**Navigation**

**From Canadian Payroll Master (G77), choose History Inquiries**

**From History Inquiries (G7714), choose Net Cumulative/Payroll Month**

You can answer employees' questions about their cumulative monthly balances for any of the PDBAs for which they have history. In addition to monthly balances, you can review balances for a previous year and inception-to-date amounts, as well as the basis amount for the DBAs.

You can review cumulative monthly balances for any of the pay types and DBAs (PDBAs) for which an employee has history. In addition to monthly balances, you can review balances for a previous year and inception-to-date amounts, as well as the basis amount for the DBAs.

When you review PDBA balances by payroll month, the system retrieves information from the Payroll Month PDBA Summary History table (F06146) based on cheque dates.

**To review monthly PDBA balances by payroll month**

On Net-Cumulative/Payroll Month

*Figure 31–3   Net-Cumulative/Payroll Month screen*



1.  Complete the following field:

    ■  Employee Number

2.  To review a year other than the current one, complete the following field:

    ■  Year

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

    ■  PDBA Code

■ Company

### 31.4.1 What You Should Know About

| Topic | Description |
|---|---|
| Reviewing detail transactions | Choose the Transaction Ledger option to review the detail transaction for a particular month. However, if the processing options for the Monthly Transaction Ledger screen are set to sort by work date, the detail information on that screen might not correspond to the information on the Net-Cumulative/Payroll Month form. |

## 31.5 Reviewing Monthly DBA Balances by Calendar Month

**Navigation**

**From Canadian Payroll Master (G77), choose History Inquiries**

**From History Inquiries (G7714), choose Net Cumulative/Calendar Month**

You can answer employees' questions about their cumulative monthly balances for any of the PDBAs for which they have history. In addition to monthly balances, you can review balances for a previous year and inception-to-date amounts, as well as the basis amount for the DBAs.

When you review DBA balances by calendar month, the system retrieves information from the Calendar Month DBA Summary History table (F06145) based on work dates. You cannot view pay type information for work dates.

**To review monthly DBA balances by calendar month**

On Net-Cumulative/Calendar Month

*Figure 31–4 Net-Cumulative/Calendar Month screen*

1. Complete the following field:

   - Employee Number

2. To review a year other than the current one, complete the following field:

   - Year

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

   - DBA Code

   - Company

## 31.6 Reviewing the Calendar Transaction Ledger

**Navigation**

**From Canadian Payroll Master (G77), choose History Inquiries**

**From History Inquiries (G7714), choose Calendar Transaction Ledger**

You can answer employees' questions about their payment and DBA history by reviewing detail transactions in the transaction ledgers. You can use processing options to specify whether to display information by work date or cheque date and to display gross pay or recharge amounts.

With the calendar transaction ledger, you can review one or a range of payment and DBA transactions for any date range.

The system retrieves the information from the following tables:

- Payroll Transaction History (F0618)

- Deduction, Benefits, and Accrual History (F0619)

**To review the calendar transaction ledger**

On Calendar Transaction Ledger

*Figure 31–5  Calendar Transaction Ledger screen*



1. Complete the following field:

   ■  Employee Number

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

   ■  PDBA Code

   ■  Work Dates From

   ■  Work Dates Thru

3. Access the detail area for additional deduction and benefit information.

### 31.6.1  Processing Options

See Chapter 54.4, "Transaction Ledger Inquiry (P060913)"

## 31.7  Reviewing the Monthly Transaction Ledger

**Navigation**

**From Canadian Payroll Master (G77), choose History Inquiries**

**From History Inquiries (G7714), choose Monthly Transaction Ledger**

You can answer employees' questions about their payment and DBA history by reviewing detail transactions in the transaction ledgers. You can use processing options to specify whether to display information by work date or cheque date and to display gross pay or recharge amounts. You use these transaction ledger programs to review detailed PDBA history for an individual employee.

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

The system retrieves the information from the following tables:

- Payroll Transaction History (F0618)
- Deduction, Benefit, and Accrual History (F0619)

**To review the monthly transaction ledger**

On Monthly Transaction Ledger

*Figure 31–6   Monthly Transaction Ledger screen*
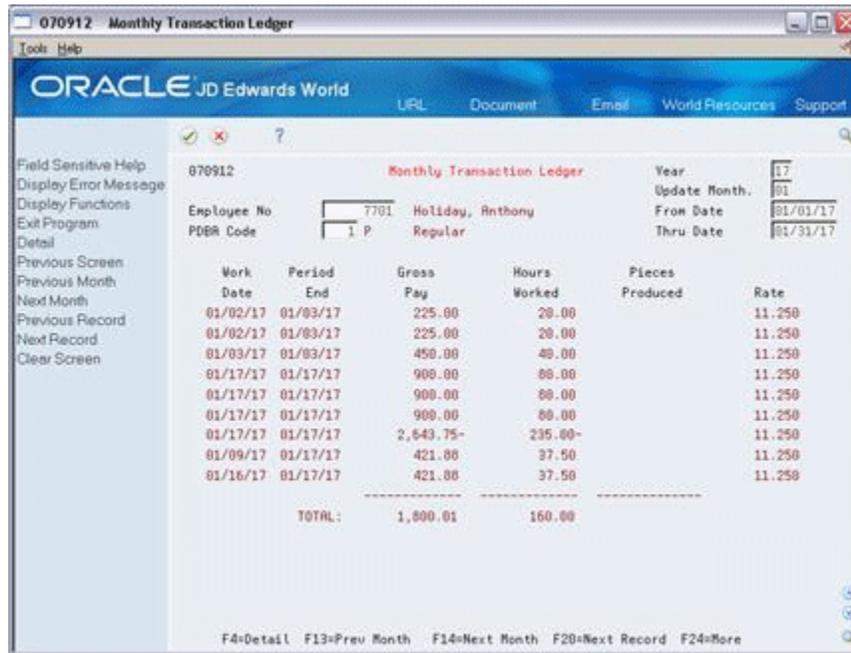


1. Complete the following field:
   - Employee Number
2. To review a time period other than the current one, complete the following fields:
   - Year
   - Update Month
3. To limit the information that appears, complete any of the following optional fields:
   - PDBA Code
   - From Date
   - Through Date

### 31.7.1  Processing Options

See Chapter 54.5, "Canadian Transaction Ledger Inquiry (P070912)"

## 31.8  Reviewing Fiscal and Anniversary Balances

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

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

- A balance that must be calculated using related PDBAs

- An inception-to-date limit

- An annual limit

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

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

**To review fiscal and anniversary balances**

On YTD Balances/Fiscal & Anniversary

*Figure 31–7   YTD Balances/Fiscal & Anniversary screen*



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

**See Also:**

- Chapter 32.4, "Reviewing Benefit and Accrual History" for information about how to see the combined balances of the related PDBAs

# 32

# Review Other Payroll History

This chapter contains these topics:

## 32.1 Reviewing Other Payroll History

The system provides a variety of information on employee payroll history. You can review:

- Timecard history

- Benefit and accrual history, such as vacation time earned, taken, and available

## 32.2 Reviewing Workers Compensation and General Liability History

**Navigation**

**From Canadian Payroll Master (G77), choose History Inquiries**

**From History Inquiries (G7714), choose Workers Compensation**

You can review workers compensation history for an employee and the general liability history associated with it in order to answer questions about worker compensation claims. You can also review the total amount of workers compensation and general liability insurance an employee has for a specified work date.

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

**To review workers compensation and general liability history**

On Workers Compensation

*Figure 32–1 Workers Compensation screen*
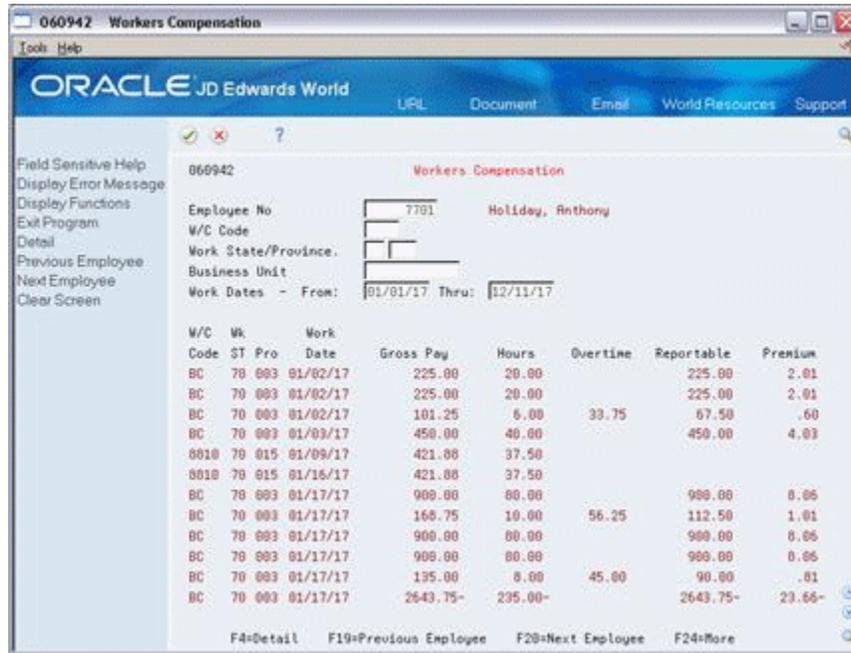


1. Complete the following field:

   ■ Employee Number

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

   ■ W/C Code

   ■ Work State/Province

   ■ Business Unit

   ■ Work Dates

   **Note:** The Gross Pay, Reportable, and Premium columns display data without commas to permit more digits to be displayed.

## 32.3 Reviewing Time and Pay History

**Navigation**

**From Canadian Payroll Master (G77), choose History Inquiries**

**From History Inquiries (G7714), choose Time and Pay Inquiry**

You can answer employees' questions about their timecard information for a specified time period or pay type. You can access detailed information for each employee, including the labour distribution account and control numbers.

You can review timecard information by employee or by business unit. When you review by employee, the system displays totals for hours worked and gross pay. When you review by business unit, the system displays all employees in that business unit, sequenced first by work date and then by employee number.

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

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

**To review time and pay history**

On Time and Pay Inquiry

*Figure 32–2   Time and Pay Inquiry screen*
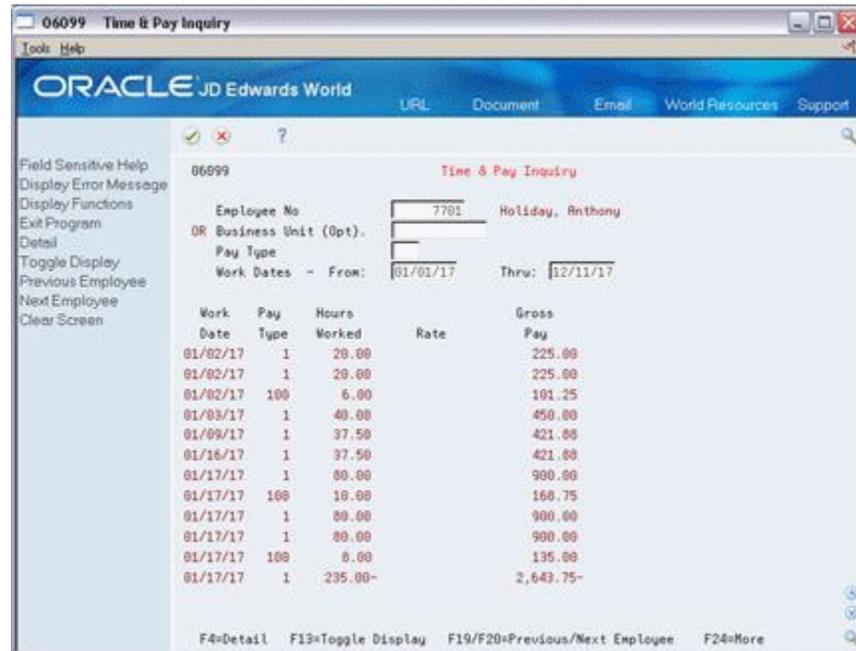


1. Complete one of the following fields:

   ■   Employee Number

   ■   Business Unit

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

   ■   Pay Type

   ■   Work Dates

## 32.3.1  What You Should Know About

| Topic | Description |
| --- | --- |
| **Reviewing additional information** | Choose the Toggle Display function to review additional business unit and job information. |

## 32.3.2  Processing Options

See Chapter 54.6, "Time & Pay Inquiry (P06099)"

## 32.4 Reviewing Benefit and Accrual History

**Navigation**

**From Canadian Payroll Master (G77), choose History Inquiries**

**From History Inquiries (G7714), choose Benefit/Accrual Inquiry**

You can answer employees' questions about their benefit and accrual balances. For benefits and accruals that are grouped by benefit or accrual type, you can review the following information:

- Time and dollars accrued
- Time accrued but not yet available
- Totals of time taken, accrued, and remaining in hours or days

The system retrieves information from the following tables:

- Payroll Month PDBA Summary History (F06146)
- Fiscal/Anniversary Year History (F06147)

**To review benefit and accrual history**

On Benefit/Accrual Inquiry

*Figure 32–3   Benefit/Accrual Inquiry screen*
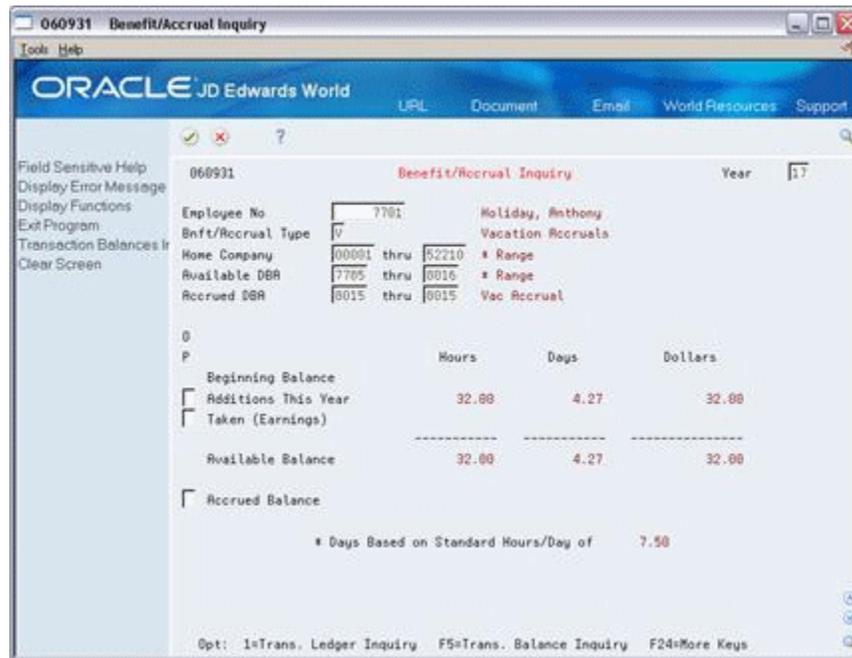


1. Complete the following field:
   - Employee Number
2. To limit the information that appears, complete any of the following fields:
   - Year
   - Benefit/Accrual Type
   - Home Company

- Available DBA
- Accrued DBA

### 32.4.1 What You Should Know About

| Topic | Description |
|-------|-------------|
| **Reviewing taken and available accrual amounts** | The Benefit/Accrual Type field on the Benefit/Accrual Inquiry (P060931) screen features a user defined code (O for Other) that permits you to review taken and available accrual amounts. These amounts can be printed on all net pay documents and on the payroll register by selecting this user defined code. |

### 32.4.2 Processing Options

See

## 32.5 Reviewing Available Leave Information

**Navigation**

**From Canadian Payroll Master (G77), choose History Inquiries**

**From History Inquiries (G7714), choose Available Leave Inquiry**

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 only earned 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 your company docks pay, you can review the amount of leave an employee has used and the amount of leave an employee has available.

**To review available leave information**

On Available Leave Inquiry

*Figure 32–4    Available Leave Inquiry screen*
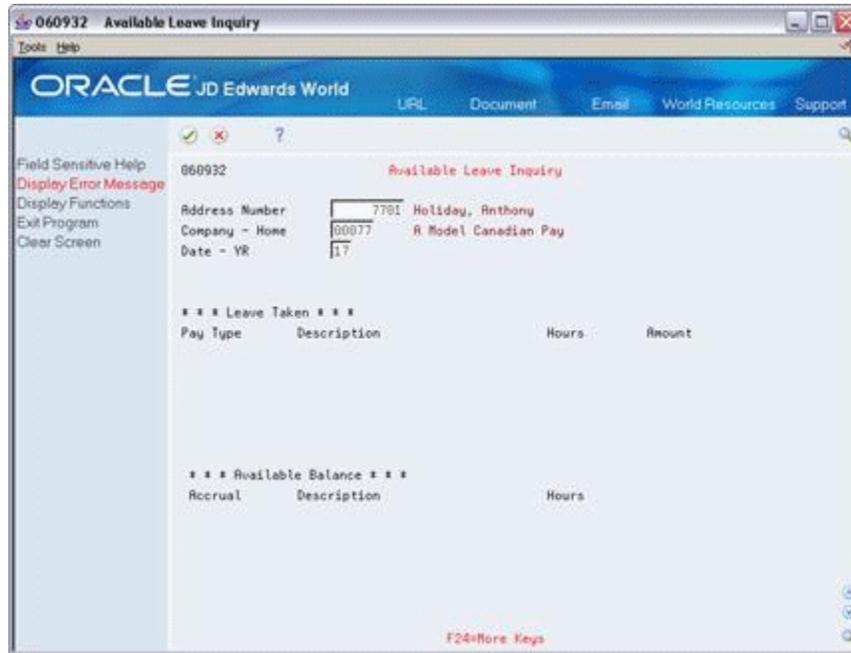


1. Complete the following field:

   - Address Number

2. Complete the following optional fields:

   - Company

   - Year

## 32.5.1  Processing Options

See Chapter 54.8, "YTD Balances - Leave with Dock Pay (P060932)"

# 33

# Work with Payment History Information

This chapter contains these topics:

## 33.1 Working with Payment History Information

When the history for a payment is in error, you can void this payment, and the system reverses the original payment. When you need to issue a replacement payment that contains different information than the original payment, you must void the original payment. When you need to issue a replacement payment that contains the same payment information as the original payment, you do not need to void the original payment. Instead, you should assign a new payment number and payment date using the Reissue Paycheque program.

The system retrieves the information from the Paycheque Summary table (F06156) when you review, void, or reissue employee payment information.

## 33.2 Voiding Payments

**Navigation**

**From Canadian Payroll Master (G77), choose History Inquiries**

**From History Inquiries (G7714), choose Paycheque Review and Void**

When you need to issue a replacement cheque that contains different information than the original payment, you can void the original payment. For example, you might be processing the reports for a payroll cycle when you discover that an employee's pay rate is incorrect. You can finish processing the payroll cycle and then issue a replacement interim cheque for the employee. To update the employee's payroll history, you can void the payment that you printed for the employee during payroll cycle processing.

**To void payments**

On Paycheque Review and Void

*Figure 33–1 Paycheque Review and Void screen*
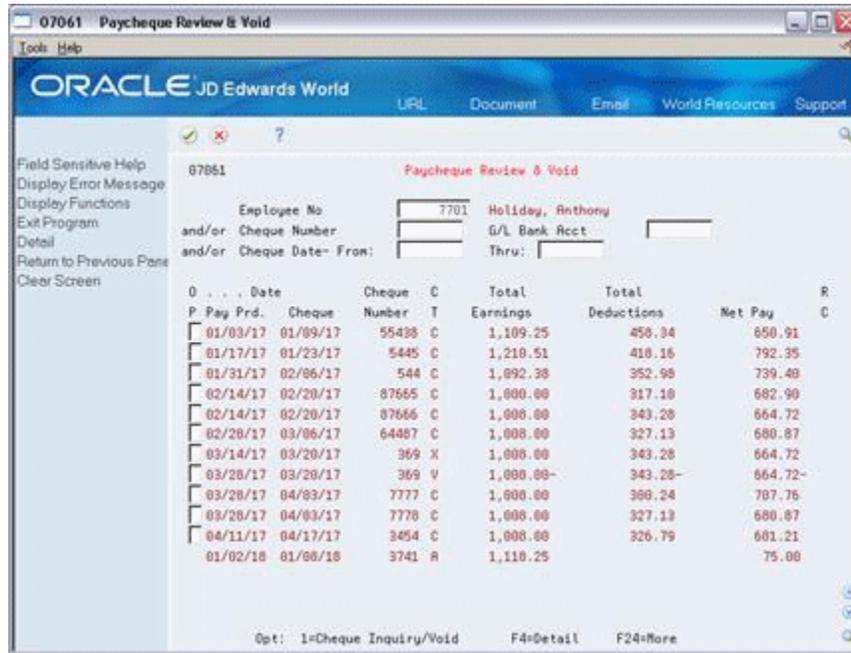


1. Complete the following field:
   - Employee Number

2. To limit the information that appears, complete any of the following fields:
   - Original Cheque Number
   - Cheque Date - From
   - Cheque Date - Through

3. Choose the Cheque Inquiry/Void option for the payment you need to void.

*Figure 33–2   Paycheque Inquiry and Void screen*



**4.** On Paycheque Inquiry and Void, choose the Void Cheque function.

   If the payment you are voiding is an automatic deposit, the system displays a caution message. Read the message and then use the Void Auto Deposit function.

*Figure 33–3   Void Cheque screen*



**5.** In the Void Check Information window, complete the following fields:

   ■   Check Date

   ■   Time Entry Date

**6.** Choose the Void Check function.

**Figure 33–4 Paycheque Review and Void screen**



## 33.2.1 What You Should Know About

| Topic | Description |
| --- | --- |
| Reversing general ledger entries | When you void a payment on the Void Check Window, the system reverses all associated transactions in the payroll history, including employee and employer associated transactions. The system stores the void as an interim cheque. The system updates the reversing entries when you process the voided cheque in a payroll cycle. |
| Reviewing payment history | You can also use Paycheque Review and Void to review detail payment history, including tax and DBA information for an employee. |
| Voiding a cheque or automatic deposit | On Paycheque Inquiry and Void, choose the Void Cheque function to access Void Check Window. The system uses the cheque date as the G/L date for reversing entries associated with the disbursement, such as reversing the credit to cash and tax liabilities. |
| | The system uses the time entry date as the G/L date for reversing entries associated with time cards, such as labour distribution. |
| | The system also uses the time entry date as the work date on the reversing timecard. |
| Voiding an automatic deposit | When you void an automatic deposit, the system does not: |
| | ■ Update the automatic deposit tape |
| | ■ Create an accounts receivable entry for the employee |
| | When you void an automatic deposit, use dates that affect only the current accounting periods and current tax filing period. |

| Topic | Description |
|---|---|
| **Unvoiding a cheque voided in error** | On Paycheque Inquiry and Void, you can "unvoid" a voided cheque. Choose the Unvoid function only: |
| | ■ When the system has not yet updated the voided cheque to history |
| | ■ When you need to unvoid cheques and automatic deposit advices and not cash payments |
| | If you choose the Uninvoice function following pre-payroll for an employee who is currently locked, you must run a pre-payroll only for the changes. |

## 33.3  Assigning a New Cheque Number and Date

**Navigation**

**From Canadian Payroll Master (G77), choose History Inquiries**

**From History Inquiries (G7714), choose Reissue Paycheque**

When you need to enter a replacement payment that contains the same information as the original payment, you do not need to void the original payment. Instead, you should assign a new payment number and date. For example, if an employee accidentally destroys a cheque, you can issue a replacement cheque and then change the employee's payment history so that it includes the number and date of the replacement.

You cannot assign a new cheque number for a reconciled or voided cheque, or for a payslip or automatic deposit.

**To assign a new cheque number and date**

On Reissue Paycheque

*Figure 33–5   Reissue Paycheque screen*

1. Complete the following field:

   ■ Bank Account Number

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

   ■ Cheque Number - From

   ■ Cheque Number - Through

   ■ Cheque Date - From

   ■ Cheque Date - Through

3. Complete the following fields for the payment you need to update:

   ■ Reissue Number

   ■ Reissue Date

4. Choose the Update File function.

## 33.3.1 What You Should Know About

| Topic | Description |
|-------|-------------|
| **Locating all paycheques** | You can review a list of all paycheques by cheque date. To do so, do not enter information in any of the search criteria fields. |

# 34

# Review Payroll History Reports

This chapter contains these topics:

## 34.1 Reviewing Payroll History Reports

You can print payroll history reports to have the information you need to answer questions about employees' payroll history information. You can print reports that include the following types of payroll history information:

- Earnings and tax information history
- Transaction history
- Payment history
- Benefit accrual history

## 34.2 Reviewing Earnings and Tax History Reports

To review employees' earnings and tax information history, you can:

- Review the Tax History By Company report
- Review the Tax History By Employee report
- Review the Employee Pay and Tax Register

At year end, you can use these reports to verify the information that you print on employees' year-end forms.

The Canadian Payroll system retrieves information from the Taxation Summary History (F0713) table for the earnings and tax and history reports. Additionally, it

retrieves information from the Tax Ledger (F0716) table when you print the Employee Pay and Tax Register report.

### 34.2.1 Reviewing the Tax History by Company Report

**Navigation**

**From Canadian Payroll Master (G77), choose History Reports**

**From History Reports (G7715), choose Tax History by Company**

Use the Tax History by Company report to review monthly tax history for an entire year for each company in your organization. You can review gross pay, excludable wages, taxable wages, excess pay, and actual taxes for each tax type. The report also prints totals of these amounts for all tax types.

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

### 34.2.2 Processing Options

See Chapter 54.9, "Tax History by Company (P07416)"

### 34.2.3 Reviewing the Tax History by Employee Report

**Navigation**

**From Canadian Payroll Master (G77), choose History Reports**

**From History Reports (G7715), choose Tax History by Employee**

Use the Tax History by Employee report to review detailed information about individual employees' taxes. You can review gross pay, excludable wages, taxable wages, excess pay, and actual taxes for each tax type. The report also prints totals of these amounts for all tax types.

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

## 34.3 Reviewing the PDBA History by Company Report

**Navigation**

**From Canadian Payroll Master (G77), choose History Reports**

**From History Reports (G7715), choose PDBA History by Company**

### 34.3.1 Processing Options

See Chapter 54.10, "PDBA History by Company (P06415)"

## 34.4 Reviewing the PDBA History by Employee Report

**Navigation**

**From Canadian Payroll Master (G77), choose History Reports**

**From History Reports (G7715), choose PDBA History by Employee**

Use this report to review detailed pay type and DBA (PDBA) information for individual employees. You can review both dollars and hours by pay type. You can also review quarter-to-date and year-to-date totals of PDBA amounts by type or company.

You typically use this report to review an entire year of transaction history for individual employees within a company. You can use it to verify the information that prints on your balancing reports.

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

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

### 34.4.1 Processing Options

See

## 34.5 Reviewing the Paycheque History Detail Report

**Navigation**

**From Canadian Payroll Master (G77), choose History Reports**

**From History Reports (G7715), choose Paycheque History Detail**

Use the Paycheque History Detail report to review the following information for individual employees:

- Hours worked

- Gross pay

- Taxes

- Deductions

- Net pay

The report also totals this information by month, quarter, and year.

The system retrieves information from the Paycheque Summary table (F06156) to compile this report.

*Figure 34–1   Paycheque History Detail report*



## 34.5.1  Processing Options

See Chapter 54.12, "Paycheque History Detail (P073181)"

## 34.6  Reviewing the Analysis of Hours Report

**Navigation**

**From Canadian Payroll Master (G77), choose History Reports**

**From History Reports (G7715), choose Analysis of Hours**

Use the Analysis of Hours report to review a detailed breakdown of hourly earnings for individual employees. The report shows hours and earnings by pay type.

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

*Figure 34–2   Analysis of Hours report*

## 34.6.1 Processing Options

See Chapter 54.13, "Analysis of Hours Report - Address Book Number (P063271)"

# 34.7 Reviewing the Benefit Accrual Roster

**Navigation**

**From Canadian Payroll Master (G77), choose History Reports**

**From History Reports (G7715), choose Benefit Accrual Roster**

Use the Benefit and Accrual Roster to review benefit and accrual information, such as employees' sick and vacation time accrued and taken, for a specified time period. You can also review taken and available amounts of all other benefits and accruals. You can choose to print days, hours, dollars, or all three.

Depending on how you administer time-off accruals, it might be preferable to view amounts in days rather than hours. Processing option 10 for the Benefit/Accrual Roster report program (G7715/5) allows you to select either hours or days when reporting accrual amounts for vacation and sick time.

> **Note:** You must set processing option 5 to 1, which processes vacation and sick benefit accruals ONLY, in order for processing option 10 (report time as days) to work. If you leave processing option 10 blank, the vacation and sick amounts will display as hours. It is recommended that you copy or add a version from the XJDE0001 demo version to make setting processing options 5 and 10 easier.

The report indicates employees who have accrued more than the maximum number of hours or dollars that can be rolled over.

The system retrieves information from the Payroll Month PDBA Summary History (F06146) and the Fiscal/Anniversary Year History (F06147) tables to compile this report.

*Figure 34–3   Benefit Accrual Roster report*



## 34.7.1 Processing Options

See Chapter 54.14, "Benefit Accrual Roster (P064501)"

## 34.8 Reviewing the Historical Payroll Register

**Navigation**

**From Canadian Payroll Master (G77), choose History Reports**

**From History Reports (G7715), choose Historical Payroll Register**

Use the Historical Payroll Register to review detail or summary payment information for individual employees. The payment information includes pay types, taxes, DBAs, and the corresponding year-to date and current totals. You can print the reports in different formats:

- Full detail by cheque

- Summary per pay period

- Summary per month

- Summary per quarter

- Summary per year

You can cross payroll cycle boundaries by selecting dates and employees outside a payroll.

When you run the Historical Payroll Register, the system creates two Historical Payroll Register workfiles (F07345 and F073451).

To ensure that your summary payroll history tables update correctly, you can balance this report to the payroll register reports that you print when you process each payroll cycle.

You need two versions of the program to run the Historical Payroll Register. One version builds the historical paycheque workfiles (ID P07345), and the other prints the report (ID P07346). You can create your own versions of these programs and change their data selection and data sequence. When you create your own versions, you must use the same version name for the workfile build as you use for the report.

### 34.8.1 Before You Begin

- Create a version for the report. The name of this version must match the name of the version you enter on the Historical Payroll Register form.

**To review the Historical Payroll Register**

On the first Historical Payroll Register screen

1. Complete the following field:

    - Historical Register Version

2. On the second Historical Payroll Register form, complete the following fields:

    - Cheque Date From

    - Cheque Date Through

    - Type of Summarization

    - Print Taxable Wages

    - Report Only

3. To specify additional selection criteria for the report, choose the Additional Selection option.

**4.** Choose the Submit Job function.

| Field | Explanation |
|---|---|
| Date - Pay Period Ending 1 | This is the beginning Cheque Date for this report. |
| Date - Pay Period Ending 2 | This is the ending Cheque Date for this report. |
| Type of Summarization | A user defined code (07/SU) that specifies how the system summarized the records into the respective file or files. |
| Print Taxable Wages | Enter a Y to print taxable wage information on the report. Current and year-to-date taxable wages will appear to the right of current and year-to- date deductions. |
| | **Note**: The register is 132 characters wide WITHOUT the taxable wages. In order to print taxable wages, you must have a printer that will allow up to 160 characters per line. In addition, you must specify 160 as the Maximum Form Width in the Printer File Overrides for your version of the report (DREAM Writer ID = P06346). To do this, take option 6 (Prt Ovr) from the DREAM Writer versions list for your version of P06346. |
| | Canadian DREAM Writer ID = P07346 |
| Print Only Flag | Enter N (No) if you want to create the workfile and run the report. Enter Y (Yes) if the workfile is built and you wish to rerun the report. |
| | When you enter N, the system performs the following functions: |
| | ■ Stage 1 - Builds employee history information to permanent workfiles F06345 and F063451 (F07345 and F073451 if Canadian). Uses the selection criteria from pre-processing parameters and Historical Payroll Register (P06345) |
| | ■ Stage 2 - Prints the register from information in the workfiles. Uses the sequence criteria from Historical Payroll Register (P06345). |

## 34.8.2  What You Should Know About

| Topic | Description |
|---|---|
| **Deleting workfiles** | The workfiles for the Historical Payroll Register can be very large and require a lot of disk space. JD Edwards World recommends that you promptly delete any obsolete versions. |
| **Submitting versions** | You cannot submit the Historical Payroll Register report from the version list. You must use the Historical Payroll Register form. |
| **Specifying date ranges** | You cannot specify a date range that includes more than one year. The date range you specify must be within the same calendar year. For example, you can not print a report to include the period 10/98 through 10/99. |

# 34.9  Reviewing the Report of Available Leave

**Navigation**

**From Canadian Payroll Master (G77), choose History Reports**

**From History Reports (G7715), choose Available Leave**

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 only earned 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 your company docks pay, you can print a report to review the amount of leave employees have used and the amount of leave employees have available.

### 34.9.1 Processing Options

See Chapter 54.15, "YTD Balance - Leave with Dock Pay Report (P064502)"

# Part V

## Interim Cheques

This part contains these chapters:

# 35

# Overview to Interim Cheques

This chapter contains these topics:

- Section 35.1, "Objectives"
- Section 35.2, "About Interim Cheques"

## 35.1 Objectives

- To process payments outside the normal payroll cycle
- To understand the different ways you can process interim payments

## 35.2 About Interim Cheques

An interim cheque is any cheque that you prepare outside the normal payroll cycle, such as a bonus cheque, advance pay, a termination cheque, and vacation pay.

Interim cheques consist of:

- Entering interim cheques
- Printing interim cheques
- Updating interim cheques

When you enter an interim cheque, you can use existing timecard records or enter new timecard information specifically relating to the current interim cheque. The system uses these time entry records to calculate the gross pay, taxes, DBAs, and net pay amount for processing a mini pre-payroll for each cheque.

Entering interim cheques includes:

- Entering cheque parameters
- Entering time or using previously entered timecard information
- Calculating all cheque details, including earnings, taxes, DBAs, and net pay

The system can calculate interim cheques interactively. When you use interactive processing, the system displays the detail for each cheque one at a time.

Alternatively, you can enter several cheques at a time and the system calculates them as a batch job.

The system generates a Payroll Register for both interactive and batch processing. The system stores all pay type, tax, and DBA calculations for interim cheques in workfiles to process later during a payroll cycle. Processing interim cheques in a payroll cycle creates journal entries and updates history.

### 35.2.1  When Can You Print and Update Interim Cheques?

You can print interim cheques on the computer only in a payroll cycle. You can prepare them manually as either handwritten or typed.

You can process interim cheques in a payroll cycle with other cheques or separately, but you must process them through a payroll cycle.

The Payroll system provides two alternatives for printing and updating interim cheques:

| Alternative | Description |
| --- | --- |
| Running a regular payroll cycle that includes interim cheques | When you run a regular payroll cycle that includes interim cheques, the system prints the interim cheques along with the payroll cheques. The system also prints the payroll cycle reports that include interim cheque information. |
| Running a payroll cycle for interim cheques only | When you run a payroll cycle for interim cheques only, the cycle includes printing of interim cheques. You can print payroll cycle reports for the interim cheque information. If your organization processes a high volume of interim cheques, this alternative is beneficial. |

When you update interim cheques, the system:

- Creates journal entries
- Prints payroll cycle reports
- Updates history

### 35.2.2  What Are the Purposes of Interim Cheques?

You can use interim cheques for the following:

| Task | Description |
| --- | --- |
| Calculate gross to net from timecards | Interim cheques allow you to calculate earnings, tax, and deduction detail. You can the use the resulting calculations in one of these four ways: |
| | ■ Save/No Cheque - To display the resulting cheque information and save it but write the cheque manually. You might create a termination interim cheque this way. |
| | ■ Save/Print Cheque - To display the resulting cheque information, save it, and print a computer cheque. For example to create a bonus cheque where you enter the information in advance and print the cheque during the next payroll cycle. |
| | ■ Display/Advance - To display the resulting cheque information in detail but save only the net amount as an advance. The system treats the advance as a deduction and nets this amount out against the employee's gross pay during processing of a normal pay period. For example, you can create an interim cheque to pay an employee an advance on earnings-to-date. |
| | ■ Display Only - To display the resulting cheque information but not retain it. For example, for "what if" calculations. Note, however, that the JD Edwards World Tax Calculator is designed to calculate tax amounts, so you might prefer to use that selection from the Interim Cheques and Special Post menu. |

| Task | Description |
|---|---|
| Enter information from manual cheques (hand-typed or handwritten) | You can record information from hand-typed or handwritten manual cheques including earnings, tax, and deduction details. Normally, the system merges this information into history when you complete the next payroll cycle. |
| Adjust historical data for an employee | You can adjust historical data for an employee, for example, if an employee was taxed incorrectly. This interim cheque process provides an audit trail for future reference. |
| Enter a flat dollar advance on pay | The advance is treated as a flat dollar deduction to be subtracted from gross pay during normal payroll processing. |
| Convert payroll history | Interim cheques can also be used to load historical data for conversion purposes and provide an audit trail for future reference. |

# 36

# Enter Interim Cheques

This chapter contains these topics:

## 36.1 Entering Interim Cheques

You enter interim cheques when you need to prepare paycheques outside the normal payroll cycle or to record manual calculations.

You can enter all types of interim cheques and prepare them either on the computer or manually. Interim cheques can include the following:

| Method | Description |
| --- | --- |
| Computer | The system calculates and prints the payment on the computer printer. |
| Hand manual | You manually calculate the information and write or type the payment. |
| Auto manual | The system calculates the information, and you write or type the payment. |

When you enter a standard interim cheque, also called Format 1, the system stores all calculations including, gross pay amounts, taxes, and DBAs. You can use batch or interactive processing when you enter an interim cheque in Format 1.

Alternatively, you can enter an interim cheque using Format 2. The system makes all calculations in temporary workfiles (QTEMP library). You can only use interactive mode to process cheques that you enter in Format 2. You can use Format 2 for the following purposes:

- You can use Format 2 to test cheque calculations. The system calculates gross pay, taxes, and DBAs to determine a net pay amount, but does not save the calculated information. Use this calculation for informational purposes only.

- You can use Format 2 to calculate an automatic advance. The system calculates gross pay, taxes, and DBAs to determine a net pay amount. When you choose the Update function, the system stores only the net pay amount and does not save any of the other calculations. The system then includes the net pay amount as a deduction to the employee's DBA instructions.

If you perceive there is an error with the calculation of the interim checks, you can set the Create VERTEX Employee Report (Y/N)? field to generate a Vertex employee report. This creates physical file members in the VERTEXLOGS of the production library for the Vertex Employee Report, Vertex Debug Log and Vertex EI Log. You can then review the reports by entering DSPPFM or WRKMBRPDM on the command line. To print and send the reports to Vertex, you must use a File Transfer Protocol to send the reports to a PC in a text (.txt) format.

Additionally, you can set the Create VERTEX XML Files (Y/N)? field to generate the actual XML input/output files, which are useful when troubleshooting tax calculations. The Q Series generates the request and the response files as XML files in an Integrated File System (IFS) location that you specify in the XML Processing Option. P06VTXXML creates the files as xxxXMLRequest.xml and xxxXMLResponse.xml where xxx = the employee address book number. See *Setup Import/Export* in the *JD Edwards World Technical Tools Guide* for more information about importing and exporting files, and IFS.

### 36.1.1 Before You Begin

- Specify the location of the Employee Master table. To do this, choose Constants Information on the History and Turnover Setup menu (G0748 or G7748). On Constants Information, use the Change action. The system updates the Master File in the Library field with the appropriate library.

- Set up user defined code 07/PF. Ensure that the Special Handling Code field in the detail area (F4) of this UDC contains the default pay cycle code for each pay frequency.

- Specify the program version for the appropriate time entry screen in the processing options.

- Specify the DBA code that processes advances as a declining balance deduction in the processing options.

- If you want to create interim cheques for accumulated wages, generate the timecards for accumulated wages.

> **See Also:**
>
> - Chapter 17.1, "Generating Timecards for Accumulated Wages"

## 36.2 Entering a Standard Interim Cheque

**Navigation**

**From Canadian Payroll Master (G77), choose Interims and Special Post**

**From Interim Cheques and Special Post (G7721), choose Interim Cheque Entry**

Entering a standard interim cheque consists of entering the minimum requirements for paying an employee outside the normal payroll cycle.

A bonus is an example of a standard interim cheque. You enter an interim cheque for a bonus to pay an employee an amount over and above the regular payment.

---

**Note:** Federal tax calculation methods for supplemental pay, such as bonuses, include concurrent, previous, and cumulative aggregation in addition to the flat percentage method. All methods but cumulative aggregation can be passed to Vertex through the Interim Cheque Entry process.

---

Entering a standard interim cheque includes the following tasks:

- Entering interim cheque parameters
- Entering interim cheque information
- Reviewing interim cheque calculations

### To enter interim cheque parameters

On Interim Check Parameters

*Figure 36–1    Interim Check Parameters screen*
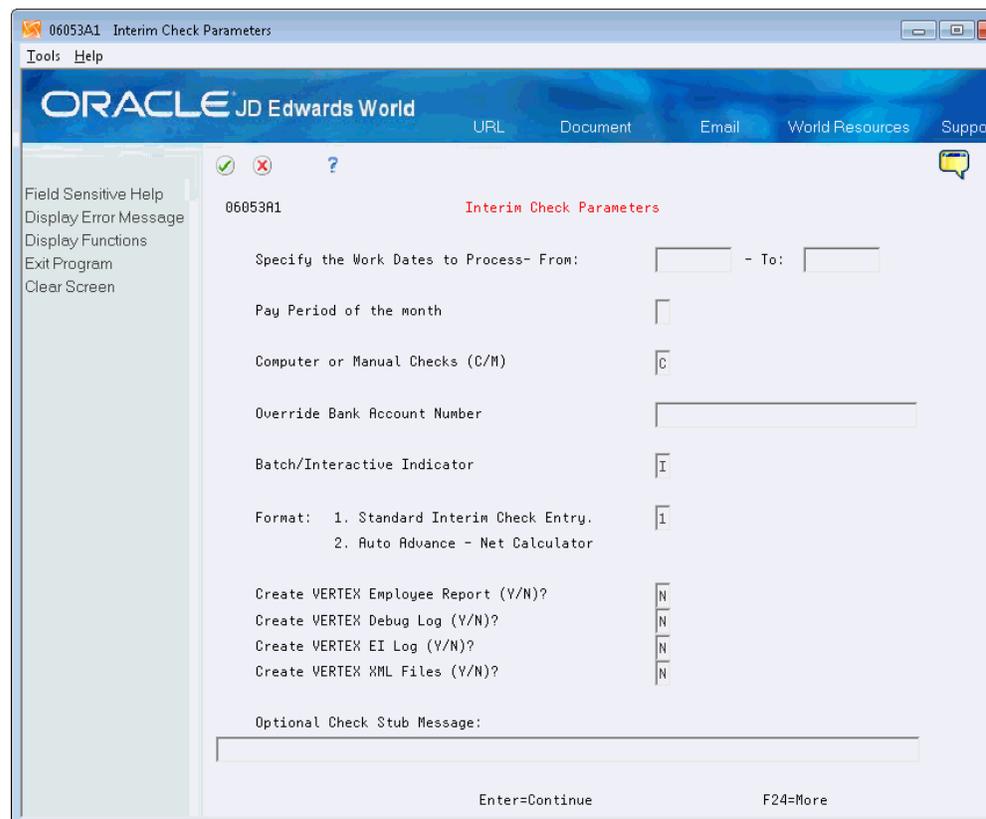


1. Complete the following fields:
   - Specify the Work Dates to Process From
   - Specify the Work Dates to Process To

      ■     Batch/Interactive Indicator

2. To include DBAs in the calculation, complete the following field:

      ■     Pay Period of the Month

3. Complete the following optional fields:

      ■     Override Bank Account Number

      ■     Create VERTEX Employee Report (Y/N)?

      ■     Create VERTEX Debug Log (Y/N)?

      ■     Create VERTEX EI Log (Y/N)?

      ■     Create VERTEX XML Files (Y/N)?

      ■     Optional Check Stub Message

4. To designate that this is a standard interim cheque, enter 1 in the Format field and click Enter:

After you enter the parameters, enter interim cheque information.

| Field | Explanation |
| --- | --- |
| Specify the Work Dates to Process- From: | The date that the payroll period starts. |
| | *Form-specific information* |
| | The beginning work date. To include previously entered but unprocessed timecards in the process, set From and To dates to include them. |
| - To : | Pay period date to be used to include time cards up to and including this date. |
| | *Form-specific information* |
| | The ending work date, which represents the pay period ending date and the cheque date for all computer interim cheques. You can override the cheque date at a later point in the process. |
| Pay Period of the month | The pay period of the month. This controls which deductions and benefits the system calculates. Leave this field blank if you do not want any deductions or benefits to be calculated. |
| Computer or Manual Checks (C/M) | Specifies the type of cheque you want to produce. Valid codes are: |
| | C – Produce computer cheques during this session of interim cheque processing |
| | M – Produce or enter data for manual cheques |
| | All cheques that you enter during one session of interim cheque processing must have the same type code. |

| Field | Explanation |
|---|---|
| Override Bank Account Number | The input account number could be one of three different account numbers. These are: |
| | ■   The preferred BU/Object/Subsidiary |
| | ■   The 25-digit unstructured number, |
| | ■   The 8 digit short account ID number |
| | Upon entry, the first character of the account number is examined to determine which of the three possible account numbers was entered. This first character is defined as the Account Mode in the G/L Constants Revisions program (see General Accounting Operations Control). |
| | For example: |
| | / – may represent the short account ID number |
| | * – may represent the long, unstructured, 25-digit, account number |
| | Blank – may represent the standard business unit-object-subsidiary number |
| | This facility allows you to use the account ID number for high speed data entry, the unstructured number when a chart of accounts change would be too disruptive, or the BU/Object/Subsidiary number when you have fully adopted the JD Edwards World style of account coding. For more information, see Speed Coding (G0516). |
| | *Form-specific information* |
| | The override bank account number against which the system drafts the interim cheques. If you leave this field blank, the system determines the bank account number from the payroll accounting rules table. |
| Batch/Interactive Indicator | A code indicating how you want to process interim cheques. Valid codes are: |
| | B – Process all interim cheques entered during this session when you exit from Interim Check Entry. |
| | I – Process each cheque entered individually in an interactive mode. |
| | **Note**: You cannot use the Batch mode when processing advances. This is a required field. |
| Format: | A code that indicates the format for interim cheques. Valid values are: |
| | 1 – To process a standard interim cheque |
| | 2 – To either; |
| | Calculate an interim cheque for advance pay |
| | Estimate an interim cheque for advance pay |
| | Enter advance pay with no time entry records attached |
| | **Note**: You can only use interactive processing with format 2. You cannot use batch processing for format 2. |
| Create VERTEX Employee Report (Y/N)? | Y/N flag used to control the generation of the Vertex Employee Report. This report is used for troubleshooting issues and generally should only be generated at the request of Oracle or Vertex Customer Support. |

| Field | Explanation |
|---|---|
| Create VERTEX Debug Log (Y/N)? | Y/N flag used to control the generation of the Vertex Debug Log. This file is used for troubleshooting issues and may become very large. It should only be generated at the request of Oracle or Vertex Customer Support. |
| Create VERTEX EI Log (Y/N)? | Y/N flag used to control the generation of the Vertex EI Log. This file is used for troubleshooting issues and generally should only be generated at the request of Oracle or Vertex Customer Support. |
| Create VERTEX XML Files (Y/N)? | Y/N flag used to control the generation of the Vertex XML Files. Two files are created for the XML request and the XML response. These files are used for troubleshooting issues. They may be generated at the request of Oracle or Vertex Customer Support. |
| | The generation of these files requires the use of an IFS directory where the files will be stored. The user will need to specify the IFS directory to be used in the processing options of the interim check parameters programs. |
| Optional Check Stub Message: | A message of up to 80 characters that appears on the cheque stub only. This field is optional. |

### To enter interim cheque information

After you enter the cheque parameters you can enter interim cheque information.

*Figure 36–2   Interim Cheque Entry screen*
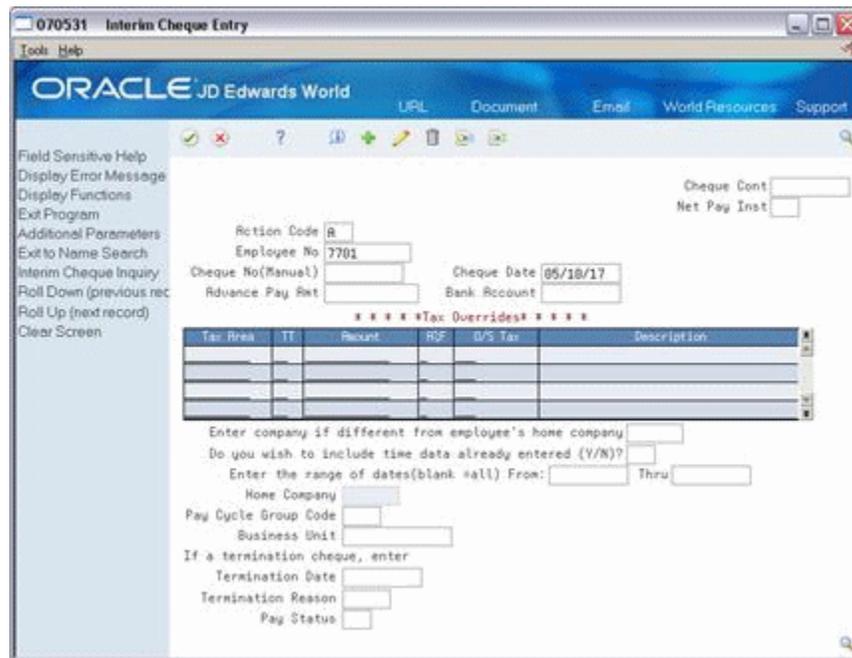


1. On Interim Cheque Entry, complete the following field:

   ■ Employee Number

2. Complete the following optional fields:

   ■ Net Pay Instructions

   ■ Enter company if different than employee's home company

3. To include time already entered for the employee, complete the following fields:

   ■ Do you wish to include time data already entered

   ■ Enter the range of dates - From

   ■ Enter the range of dates - Thru

   ■ Home Company

   ■ Pay Cycle Group Code

   ■ Business Unit

4. To process a manual interim cheque, complete the following fields and use the Add action:

   ■ Cheque Number (Manual)

   ■ Cheque Date

5. If you set your processing options to verify information, use the Change action to display Time Entry.

   If you are not verifying information, the system displays Time Entry.

*Figure 36–3   Time Entry by Individual screen*
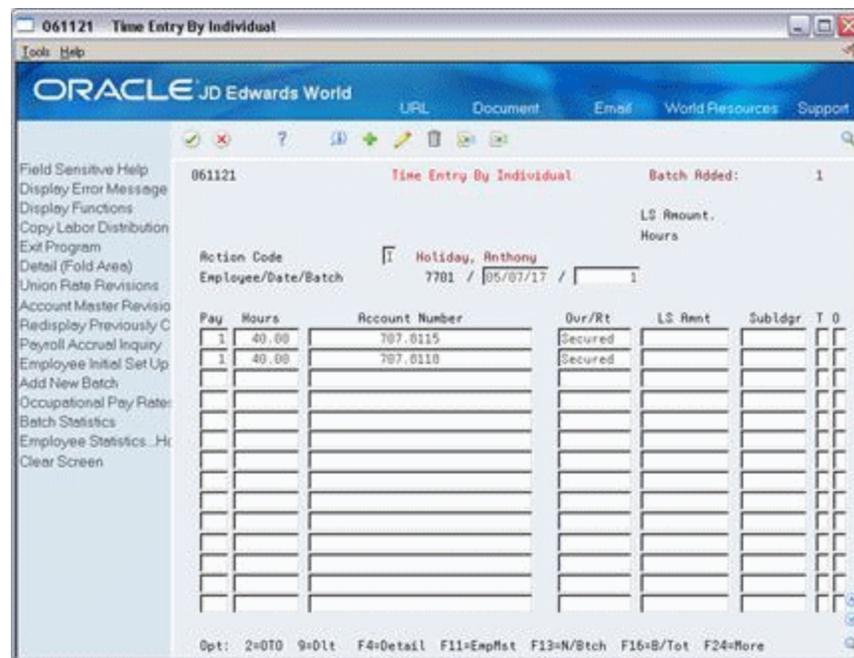


6. On the time entry form, complete the steps for entering timecard information and use the Add action.

7. Exit the time entry form.

8. On Interim Cheque Entry or Interim Cheque Inquiry, review the value supplied by the system for the following field:

   ■ Cheque Control Number

   For batch processing, the system returns to Interim Cheque Entry allowing you to enter the next cheque in the batch. The system submits a mini pre-payroll for all cheques in the batch when you exit Interim Cheque Entry.

For interactive processing, the system processes the mini pre-payroll for this cheque and displays Interim Cheque Inquiry.

| Field | Explanation |
|-------|-------------|
| Check Control | A number that the system uses to group all payroll transactions for each payment or individual interim payment. The system carries this number to the accounting journal entries to update the actual cheque number after it prints the payment. The system also uses the cheque control number to automatically void payments. The payment workfile contains both the actual cheque number and the cheque control number. The system uses the cheque control number to automatically reverse all associated payment transactions. |
| | The cheque control number is not the actual cheque number. |
| Net Pay Instructions | An option that you use to specify whether you want override the employee's automatic deposit instructions for an interim payment that is computer-generated. The system cannot create an automatic deposit for a manual interim check. Valid values are: |
| | 0  The system follows the automatic deposit instructions that are defined for the employee in the Automatic Bank Deposit Master table (F065016). Employees who do not have automatic deposit instructions will receive a check. Off is the default. |
| | 1  The system creates a check for the employee, regardless of the employee's automatic deposit instructions. |
| | R  Override all auto deposit instructions and direct the entire payment to the remainder method code instruction (R, Q or D). |
| Cheque No (Manual) | The number of the matching document, such as a receipt, payment, adjustment, or credit. You apply a matching document (DOCM) against an original document (DOC), such as an invoice or voucher. |
| | *Form-specific information* |
| | The number of the cheque, if you are entering manual cheque information. Leave this field blank if you are processing computer cheques. |
| Cheque Date | This is the cheque or item date. |
| | *Form-specific information* |
| | For manual cheques, the date of the cheque. |
| | For computer cheques, the To date in the processing parameters. |
| | The system does not use this date to update history or print on the cheque. Instead, it uses the cheque date you enter on Print Interim Checks for these purposes. |
| Payroll Taxes | A user defined code (06/TX) that identifies the type of payroll tax being processed. |
| | Refer to the associated user defined code records for the current descriptions of these codes. |
| Occupational or School Tax | The code for overriding the Occupational tax (type K) or School tax (type N). Valid codes are: |
| | blank - Calculate city tax as the override |
| | 1 - Calculate county tax as the override |

| Field | Explanation |
|---|---|
| Do you wish to include time data already entered (Y/N)? | A Yes/No field indicating the timecards the system will process. Valid values are: |
| | Blank or N – The system will only include the timecards you enter during this session. |
| | Y – The system includes all unprocessed timecards that meet the range of dates you enter in the date range fields. |
| | If you enter Y, the timecard dates you enter must be within the date range you entered on Interim Processing Parameters. |
| | You enter Y and still restrict prior timecards. To do this, enter values for the home company, pay cycle group, and business unit. |

## 36.2.1  What You Should Know About

| Topic | Description |
|---|---|
| **Employee locked in an active payroll** | If the work dates included in the interim payment are less than the pay period end date for the active payroll, you must run a pre-payroll for only the changes. |
| | The system displays a warning when the following occurs, but you are not required to run a pre-payroll for changes: |
| | ■ You enter an interim cheque with a cheque date less than the cheque date of the active payroll. |
| | ■ You enter an interim cheque with work dates greater than the pay period end date. |
| | ■ You enter an interim cheque with work dates and payment dates greater than the active payroll. |
| **Interim cheques merged into the payroll cycle** | When you include interim cheques in a payroll cycle, the system merges outstanding interim cheques based on the cheque date. If the cheque date is the same as or earlier than the cheque date of the payroll run, the system merges the interim cheques into the payroll. |

**See Also:**

- Chapter 11.1, "Entering Timecards by Employee" and
  Chapter 14.1, "Entering Timecards with Equipment Information"

**To review interim cheque calculations**

You should review each interim cheque that you enter. If you are using batch processing, after you enter the interim cheque you must use the Cheque Inquiry function to review the calculations.

On Interim Cheque Inquiry

*Figure 36–4    Interim Cheque Inquiry screen*
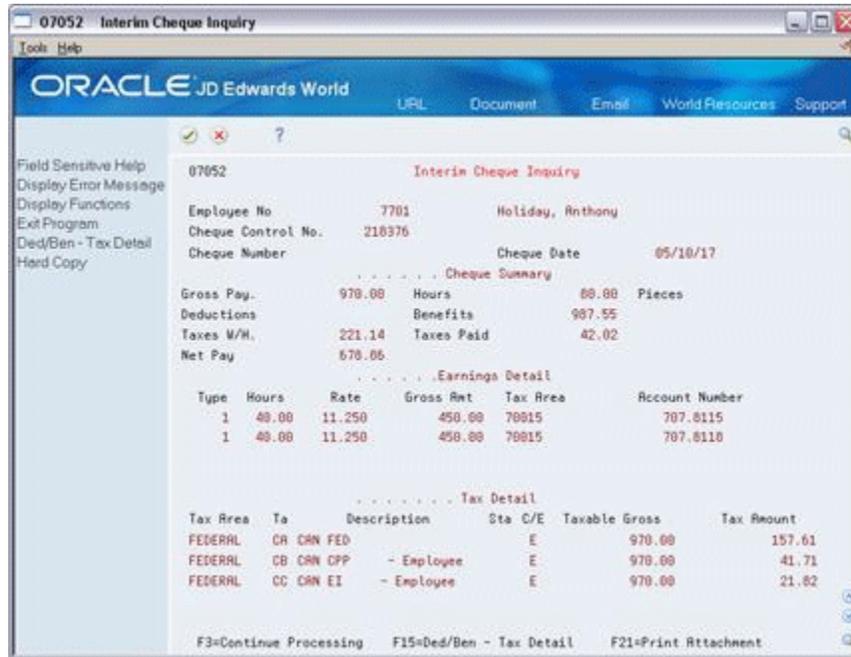


1.  Review the calculations.

2.  To review more information, place the cursor in the Earnings Detail or Tax Detail area and scroll down.

3.  To toggle the display between Tax and DBA detail, choose the Deduction/Benefit-Tax Detail function.

4.  On Interim Cheque Entry, do one of the following:

    ■   Enter additional interim cheques

    ■   Exit the program

## 36.2.2  What You Should Know About

| Topic | Description |
| --- | --- |
| **Printing the paystub detail** | Use the Print Attachment function to print the cheque detail on the paycheque stub. |

## 36.2.3  Processing Options

See Chapter 55.1, "Interim Check Entry (CANADA) (P070531)"

# 36.3  Changing an Interim Cheque

### Navigation

**From Canadian Payroll Master (G77), choose Interims and Special Post**

**From Interim Cheques and Special Post (G7721), choose Interim Cheque Entry**

You change an interim cheque when you entered information in error. After you change the information, the system recalculates the gross amount, taxes, and DBAs.

Until you print a computer cheque or update a manual cheque, you can change any information that you originally entered on any of the forms.

**To change an interim cheque**

1. Complete the following fields and press Enter:

   ■ Work Date to Process From

   ■ Work Date to Process Thru

2. On Interim Cheque Entry, locate the interim cheque.

3. Make the necessary corrections.

4. Choose the Additional Parameters function to make corrections and use the Change action.

5. On the associated time entry form, make the necessary corrections and use the Change action.

## 36.4 Entering an Interim Cheque for a Termination

**Navigation**

**From Canadian Payroll Master (G77), choose Interims and Special Post**

**From Interim Cheques and Special Post (G7721), choose Interim Cheque Entry**

When an employee terminates between payroll cycles, you might need to pay the employee's last payment immediately. You can enter an interim cheque for this employee.

When you enter termination information, the system immediately updates the Employee Master table (F060116) with the reason for termination, the pay status, and the termination date.

**To enter an interim cheque for a termination**

On Interim Check Parameters

*Figure 36–5    Interim Check Parameters screen*
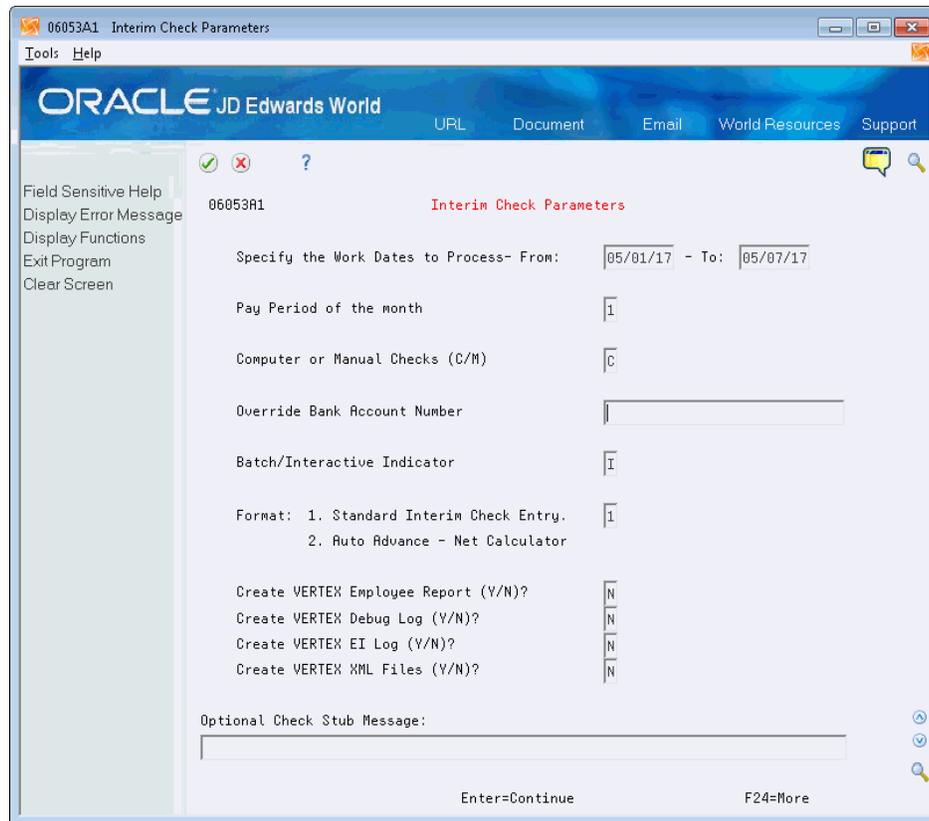


1. Complete the following fields:

    ■ Work Date to Process From

    ■ Work Date to Process To

    ■ Pay Period of the Month

    ■ Override Bank Account Number

    ■ Batch/Interactive Indicator

2. To designate that this is a standard interim cheque, enter 1 in the following field and press Enter:

    ■ Interim Processing Format

*Figure 36–6 Interim Cheque Entry screen*
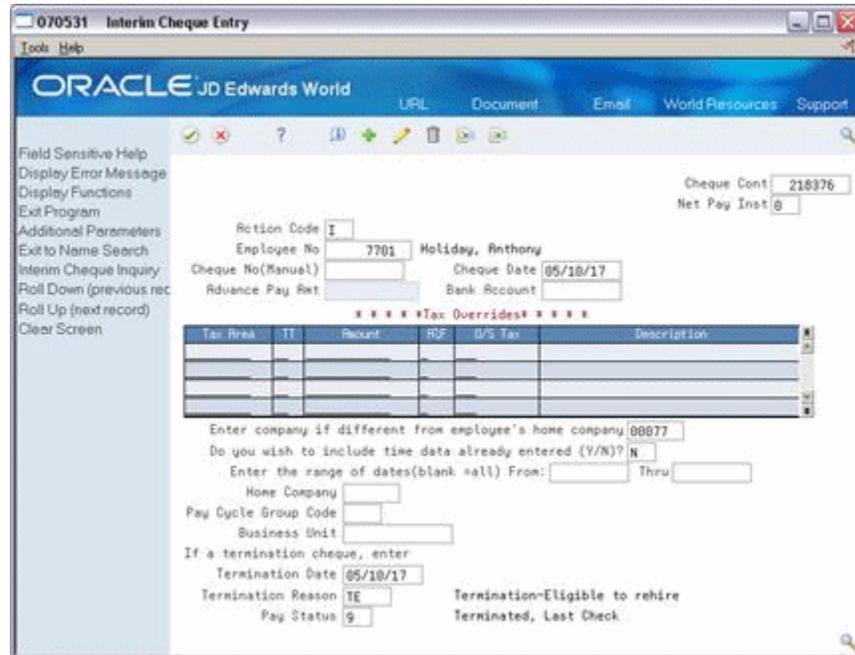


3. On Interim Cheque Entry, complete the following fields:

   ■ Termination Date

   ■ Termination Reason

   ■ Pay Status

4. Complete the remaining steps for entering a standard interim cheque.

| Field | Explanation |
|---|---|
| Termination Date | The date that the employee was terminated, if applicable. |
| | *Form-specific information* |
| | If you enter a date, you must enter an alphabetical code in the Termination Reason field. |
| Termination Reason | A user defined code (07/T) that indicates: |
| | ■ The reason that you are changing an active employee's record. |
| | ■ The reason you are terminating an employee. |
| | ■ The reason that you are recommending the change in salary or rate. If you are reactivating an employee, you must change the code in this field to a numeric character. |
| | **Note**: The default reason code for new hires is the default value for the Change Reason data item. |

| Field | Explanation |
|---|---|
| Employee Pay Status | A code that indicates whether an employee's pay status is active or inactive. |
| | Codes for active pay status employees are numeric. Codes for inactive pay status employees are alphabetic. The system omits all employees with alphabetic pay status codes from the payroll run. |
| | To process an employee's last cheque, the pay status must contain a numeric code. After the system processes the cheque through final update, you can change the pay status to an alphabetic code. |

**See Also:**

-

## 36.5 Entering an Interim Cheque to Record Manual Calculations

**Navigation**

**From Canadian Payroll Master (G77), choose Interims and Special Post**

**From Interim Cheques and Special Post (G7721), choose Interim Cheque Entry**

You enter a manual cheque to save tax calculations that you previously calculated by hand. When you enter a manual cheque, you prevent the system from recalculating the taxes. If you do not enter the tax information as you calculated it for the manual cheque, the system uses the tax withholding information from the Employee Master table. You can enter a maximum of eight tax overrides.

> **Note:** Federal tax calculation methods for supplemental pay, such as bonuses, include concurrent, previous, and cumulative aggregation in addition to the flat percentage method. All methods but cumulative aggregation can be passed to Vertex through the Interim Cheque Entry process.

**To enter an interim cheque to record manual calculations**

On Interim Check Parameters

*Figure 36–7 Interim Check Parameters screen*
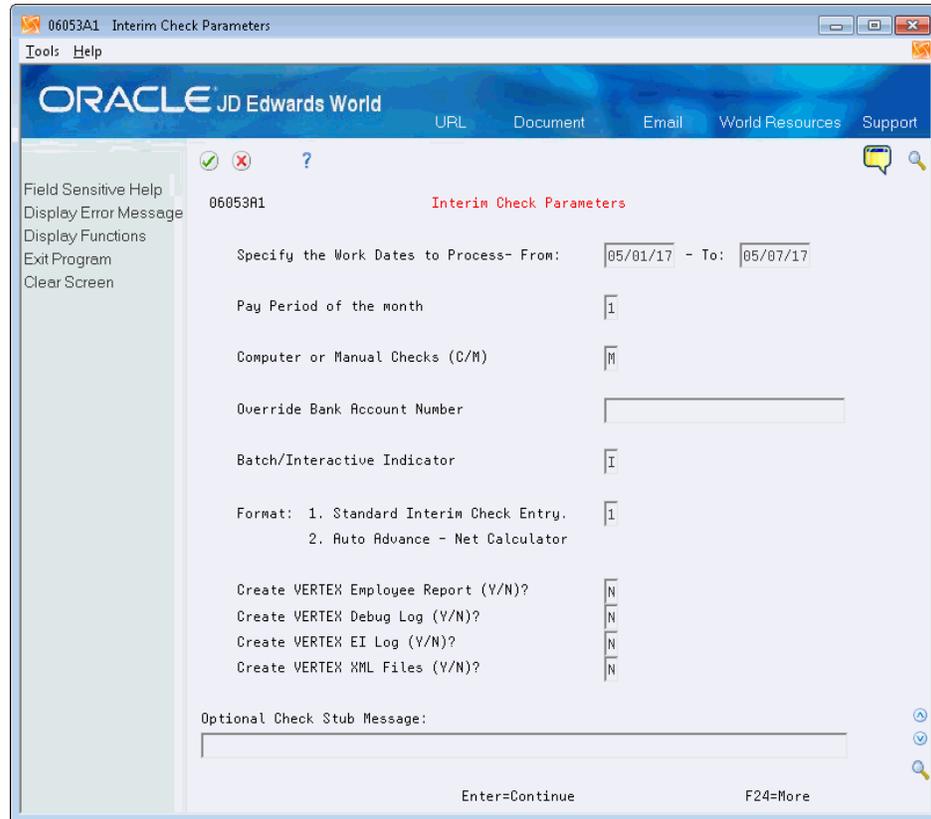


1. Complete the following fields:

   ■ Work Date to Process From

   ■ Work Date to Process To

   ■ Pay Period of the Month

   ■ Override Bank Account Number

   ■ Batch/Interactive Indicator

2. Enter M in the following field:

   ■ Computer or Manual Cheques

3. To designate that this is a standard interim cheque, enter 1 in the following field and press Enter:

   ■ Interim Processing Format

*Figure 36–8   Interim Cheque Entry screen*
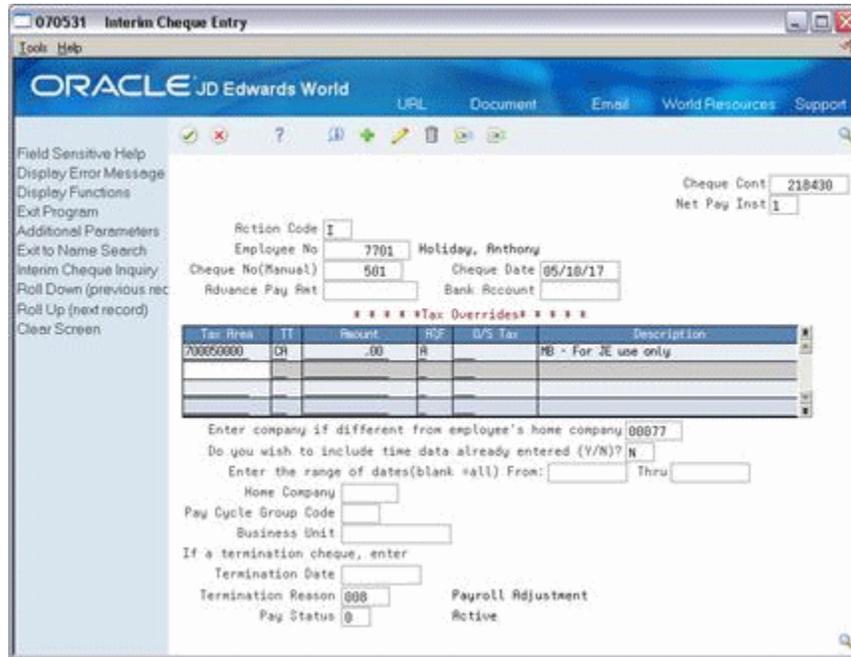


4.  On Interim Cheque Entry, complete the following fields:

    ■  Tax Area

    ■  Tax Type (TT)

    ■  Amount

    ■  Additional/Flat Tax Amount (A%F)

5.  Complete the remaining steps for entering information on a standard interim cheque.

| Field | Explanation |
|-------|-------------|
| A%F | Based on the value of this field the corresponding additional/flat amount field has one of the following functions: |
| | % – A percentage to replace the tax rate from the table. |
| | A – An amount to be added to the tax computed from the table. |
| | F – An amount to replace the tax computed from the table. |
| | X – An additional amount added to the standard exemption amount, deducted (exempt) from the annualized gross to determine taxable pay. |
| | Y – An amount to override the standard exemption amount to be subtracted from the annualized gross prior to the tax calculations. |

**See Also:**

■  Chapter 36.2, "Entering a Standard Interim Cheque"

## 36.6 Entering an Interim Cheque for a Flat Dollar Advance

**Navigation**

**From Canadian Payroll Master (G77), choose Interims and Special Post**

**From Interim Cheques and Special Post (G7721), choose Interim Cheque Entry**

You enter a flat dollar amount advance interim cheque to pay an employee an advance on the employee's wages. The system assigns the deduction to the employee's DBA instructions and deducts it from the employee's next payroll cheque.

The system does not calculate nor deduct any taxes. The default is for the system to deduct the entire advance in one lump sum from the employee's next payment. You can change the amount that the system deducts per pay period in the DBA instructions.

**To enter an interim cheque for a flat dollar advance**

On Interim Check Parameters

**Figure 36–9   Interim Check Parameters screen**



1. Complete the following fields:
   - Work Date to Process From
   - Work Date to Process To
   - Pay Period of the Month
   - Override Bank Account Number

■ Batch/Interactive Indicator

2. To designate that this is a standard interim cheque, enter 1 in the following field and press Enter:

■ Interim Processing Format

*Figure 36–10 Interim Cheque Entry screen*
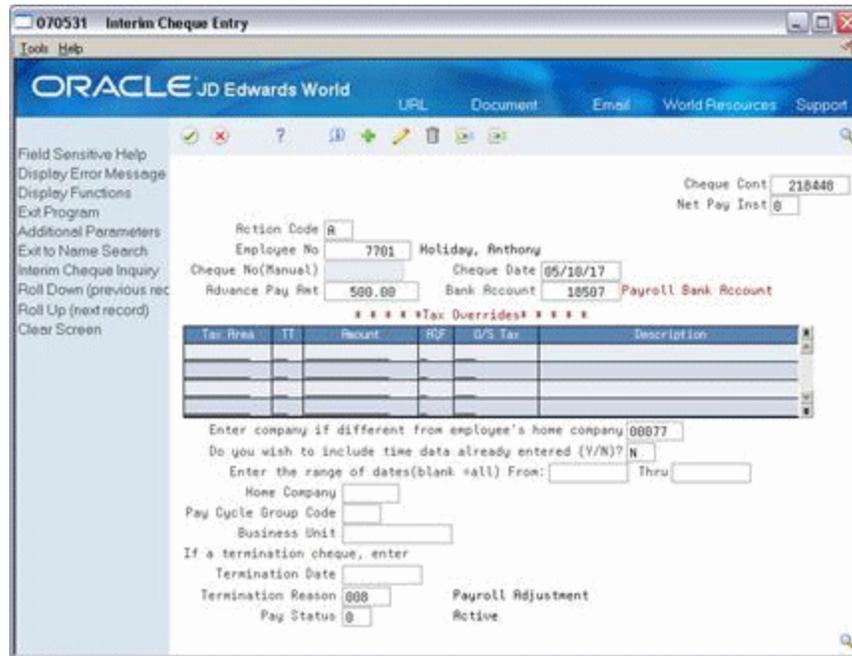


3. On Interim Cheque Entry, complete the following fields and use the Add action:

■ Employee Number

■ Advance Pay Amount

4. On Interim Check Inquiry, review the cheque detail.

5. On Interim Cheque Inquiry, review the cheque detail and exit.

| Field | Explanation |
|---|---|
| Advance Pay Amt | This amount represents an advance on the employee's future pay. |
| | *Form-specific information* |
| | Enter a flat dollar amount or leave the field blank to enter timecard data on a time entry screen later in the interim cheque entry process. |

**See Also:**

■ Setting Up an Advance Deduction (P069117) in *JD Edwards World Canadian Payroll II Guide*.

■ Chapter 36.8, "Entering an Interim Cheque for a Net Advance" for information about Format 2 to enter an advance interim cheque that does not include taxes or other deductions.

## 36.7  Deleting an Interim Cheque

**Navigation**

**From Canadian Payroll Master (G77), choose Interims and Special Post**

**From Interim Cheques and Special Post (G7721), choose Interim Cheque Entry**

If the system has not yet merged an interim cheque into a payroll cycle, you can delete it. You cannot delete an interim cheque if the system is currently in the process of printing it or if you have already printed it.

You should not confuse the process of deleting an interim cheque with voiding a historical paycheque. The system stores voided cheques in the interim cheque workfiles, but you cannot change or delete them.

**To delete an interim cheque**

On Interim Cheque Entry

1.  Locate the interim cheque you want to delete.

2.  Use the Delete action.

*Figure 36–11   Interim Delete Control screen*



3.  On Interim Delete Control, complete the following fields:

    ■  Delete Timecard Transactions

    ■  Delete DBA Transactions

4.  Choose the Submit function.

| Field | Explanation |
|---|---|
| Delete Timecard Transactions? (Y/N) | This allows you to delete timecard transactions. Valid codes are: <br><br> Y – Delete all timecard transactions (default) <br><br> N – Do not delete all timecard transactions |
| Delete D/B/A Transactions? (Y/N) | This allows you to delete D/B/A transactions. <br><br> Entering a Y will delete D/B/A transactions. Entering a N will not delete D/B/A transactions. The default is set to Y. |

### 36.7.1 What You Should Know About

| Topic | Description |
|-------|-------------|
| Timecard status code | When you delete an interim cheque without deleting the associated DBA transactions, the system can include the transactions in future payrolls. |
| | When you delete an interim cheque without deleting the associated timecards, the system removes the status code I from the time entry record. The system can now include the timecards in future payrolls. |
| Special timecard post | When you delete an interim cheque without deleting the associated DBA transactions, the system can include the transactions in future payrolls. |
| | When you delete an interim cheque, the system does not delete any timecards that you have posted to the general ledger during a special timecard post. |

## 36.8 Entering an Interim Cheque for a Net Advance

**Navigation**

**From Canadian Payroll Master (G77), choose Interims and Special Post**

**From Interim Cheques and Special Post (G7721), choose Interim Cheque Entry**

Use Format 2 to test possible cheque scenarios or to enter an automatic net advance. When you enter an interim cheque for a net advance, the system calculates the information in temporary workfiles and processes only the net cheque amount. The system does not save any of the other calculations. The system then enters an advance deduction in the employee DBA instructions for the amount of the cheque and withholds it from the employee's next payroll cheque.

You might want to use Format 2 to calculate a net advance when you want to issue an advance to the employee for only the time worked since the last paycheque.

You must use interactive mode to process an interim cheque with Format 2.

**To enter a net amount advance interim cheque**

On Interim Check Parameters

*Figure 36–12    Interim Check Parameters screen*
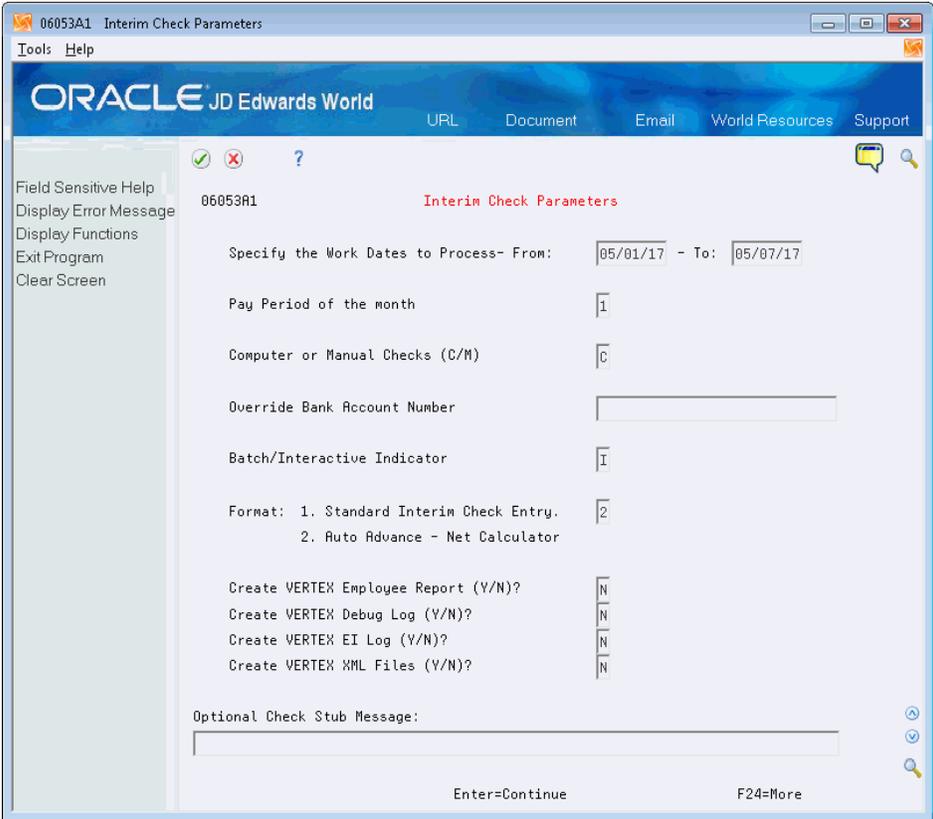


1. Complete the following fields:

   ■  Work Date to Process From

   ■  Work Date to Process To

   ■  Pay Period of the Month

   ■  Override Bank Account Number

   ■  Batch/Interactive Indicator

2. Enter 2 in the following field and press Enter:

   ■  Interim Processing Format

*Figure 36–13   Advance Payoff Parameters screen*
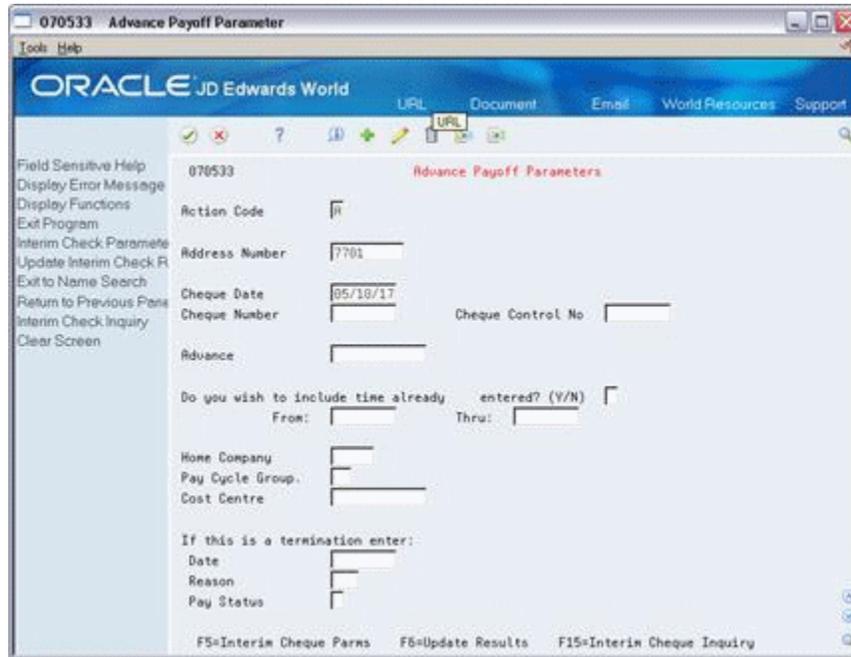


3. On Advance Payoff Parameters, complete the following fields:

   ■ Address Number

   ■ Cheque Date

4. Review the value in the following field:

   ■ Include Time

5. To process manual interim cheques, complete the following field and press Enter:

   ■ Cheque Number (Manual)

*Figure 36–14   Time Entry by Individual screen*
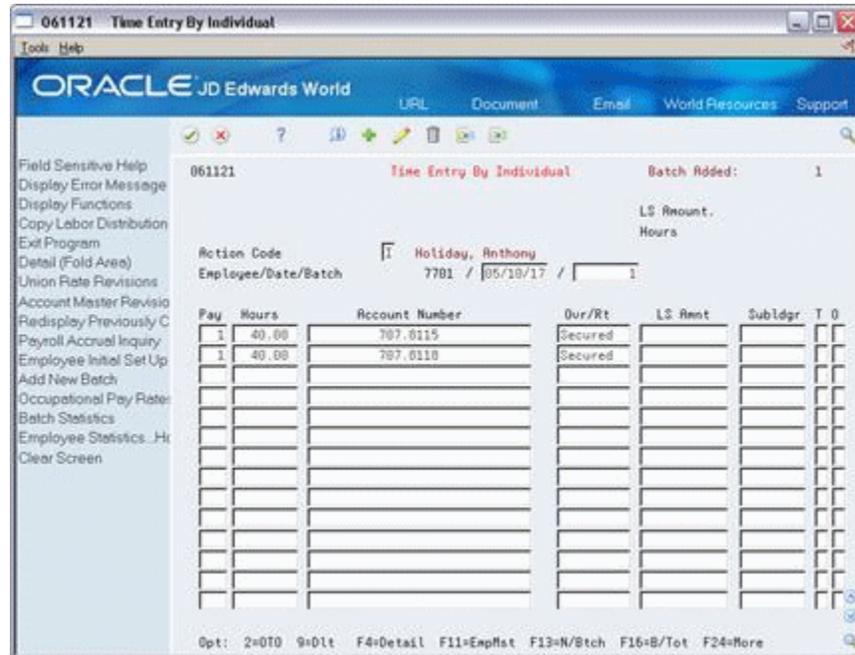


6. On the time entry form, complete the steps for entering timecard information.

7. Press Enter and exit the time entry form.

8. On Interim Cheque Inquiry, review the calculations.

9. Exit Interim Cheque Inquiry.

*Figure 36–15   Advance Payoff Parameters screen*
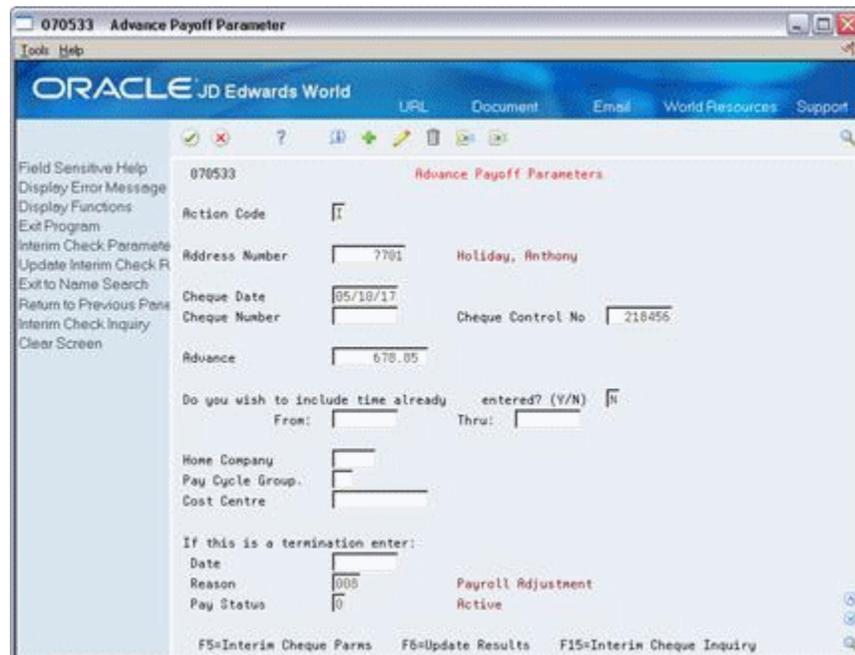


10. On Advance Payoff Parameters, choose the Update Results function to save the net amount as an advance deduction.

## 36.8.1 What You Should Know About

| Topic | Description |
|---|---|
| **Multiple advances** | When an employee has multiple advances, the advance deduction amount for the DBA is the total of all advances. |
| **Estimated pay** | To base the net amount advance on earnings to date when you have no existing time entry information, you can base the advance calculation on estimated pay. |
| | When you use Format 2 for this type of advance, the system does not save the timecard. |
| | Enter E in the Source of Pay field on Pay Type Setup to define a pay type for estimated pay. |
| | See Setting Up Pay Types in *JD Edwards World Canadian Payroll II Guide*. |
| **Multi-cheque processing** | Multi-cheque processing allows the system to track wages and taxes for any outstanding interim cheques that the system has not yet updated to history. Newly calculated cheques take the outstanding wages and taxes into account for limits purposes. Each time the system calculates a cheque, whether it is an interim cheque or a payroll cheque, the system verifies taxation history to determine if an employee has reached any earnings or tax limits for taxing purposes. |
| | The system updates the interim YTD wage amount and an interim YTD tax amount in the Taxation Summary History table (F0713) whenever you: |
| | ■ Add an interim cheque |
| | ■ Delete an interim cheque |
| | ■ Change an interim cheque |
| | ■ Void and unvoid a cheque or autodeposit |
| | When pre-payroll and interim cheque entry programs calculate taxes for subsequent cheques, the system calculates the taxes based on the regular YTD amounts. |
| | The system clears the interim YTD amounts during the final update when it updates the interim cheque earnings and taxes to regular history. Multi-cheque processing uses tax limits, but not DBA limits. |

**See Also:**

■ , by Piecework (P061161), or with Equipment (P061171)

# 37

# Print Interim Cheques

This chapter contains this topic:

- Section 37.1, "Printing Interim Cheques"

## 37.1 Printing Interim Cheques

**Navigation**

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

**From Pay Cycle Processing (G7713), choose Print Paycheques**

You must print interim cheques within a payroll cycle. You can print interim cheques either by the computer or manually (handwritten or typed). You can print interim cheques in a regular payroll cycle or in a payroll cycle for interims only.

When you print interim cheques, the system also:

- Prints attachments when required
- Prints a register of all cheques issued

When you merge interim cheques into a payroll cycle, the system controls the merge with the following factors:

| Factor | Description |
|---|---|
| Cheque dates | If the cheque date is the same as or earlier than the cheque date of the payroll run, the system merges the interim cheques in the payroll. |
| Pre-payroll processing types | Pre-payroll processing types control when interim cheques are merged, as follows: |
| | ■ Type 1 - Full Pre-Payroll. The system merges interim cheques based on the cheque date for the payroll ID. |
| | ■ Type 3 - No Interim Pre-Payroll. The system does not merge interim cheques. |
| | ■ Type 5 - No Autopay Pre-Payroll. The system merges interim cheques based on the cheque date for the payroll ID. |
| | ■ Type I - Interims Only Pre-Payroll. The system processes interim cheques only based on the cheque date for the payroll ID. |

## 37.1.1  What You Should Know About

| Topic | Description |
|---|---|
| **Printed cheques** | You cannot change or delete records of printed cheques. |
| **Locked records** | The system locks an employee's interim cheque for any of the following reasons: |
| | ■  The employee's interim cheque is currently merged in a payroll cycle, and therefore cannot be printed or updated interactively. |
| | ■  You have voided the interim cheque. |
| | ■  The cheque is a manual interim cheque. |

**See Also:**

- Chapter 38.2, "Running a Regular Payroll Cycle that Includes Interim Cheques"

- Section 22.2, "Printing Payments"

# 38

# Update Interim Cheques

This chapter contains these topics:

## 38.1 Updating Interim Cheques

When you update interim cheques, the system:

- Creates journal entries
- Prints payroll cycle reports
- Updates history

To update interim cheques, you can do one of the following:

- You can run a regular payroll cycle that includes interim cheques. The system merges the computer interim cheques with the payroll cheques. The system includes the interim cheque information on the payroll cycle reports.
- You can run a payroll cycle for interim cheques only. The system prints payroll cycle reports with interim cheque information only. If your organization processes a high volume of interim cheques, you might find this alternative the most efficient.

## 38.2 Running a Regular Payroll Cycle that Includes Interim Cheques

**Navigation**

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

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

You can run a regular payroll cycle that includes interim cheques. The system merges the computer interim cheques with the payroll cheques. The system includes the interim cheque information on the payroll cycle reports.

**To run a regular payroll cycle that includes interim cheques**

On Pre-Payroll Processing

1. Enter 1 or 5 in the following field:

   - Type of Processing

2. Complete the steps for pre-payroll processing.

3. Choose the Submit Job function.

4. Complete the remaining steps for the payroll cycle.

   **See Also:**

   - Section 20.1, "Processing Pre-Payroll"

   - Working with Payments (P06230P) or (P07230) in *JD Edwards World Accounts Payable Guide*

   - Section 24.1, "Processing Pro Forma Journal Entries"

   - Section 26.1, "Processing the Final Update"

## 38.3  Running a Payroll Cycle for Interim Cheques Only

**Navigation**

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

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

You can run a payroll cycle for interim cheques only. The system prints payroll cycle reports with interim cheque information only. If your organization processes a high volume of interim cheques, you might find this alternative the most efficient.

The system prints the Payroll Register when you run a payroll. The report lists the number of interim computer cheques, interim manual cheques, and voided cheques.

Review the register to verify that you entered the correct information and that the system included the interim cheques in the payroll cycle. For example, you can use the payroll register to reconcile total accrual liability, because it lists all pay types, taxes, and DBAs.

**To run a payroll cycle for interim cheques only**

On Pre-Payroll Processing

1. Enter I in the following field:

   - Type of Processing

2. Complete the steps for pre-payroll processing.

3. Choose the Submit Job function.

4. Complete the remaining steps for the payroll cycle.

   **See Also:**

   - Section 20.1, "Processing Pre-Payroll"

   - Section 24.1, "Processing Pro Forma Journal Entries"

*Figure 38–1    Interim Cheques Only report*

# Part VI

## Payment Reconciliation

This part contains these chapters:

# 39

# Overview to Payment Reconciliation

This chapter contains these topics:

- Section 39.1, "Objectives"
- Section 39.2, "About Payment Reconciliation"

## 39.1 Objectives

- To reconcile your payment history records with your bank records

## 39.2 About Payment Reconciliation

You reconcile payments so that your reconciliation information is consistent with your bank records.

Through a processing option for the Reconcile Cheque History (P065613) program, you can select to reconcile automatic deposit, computer-generated, manually generated, or all three types of paycheques.

See Section 40, "Reconcile Payments" for more information.

# 40

# Reconcile Payments

This chapter contains these topics:

## 40.1 Reconciling Payments

You reconcile payments to make your information consistent with your bank records. You can reconcile your payment history manually or automatically.

You can copy or add a new version of the Reconcile Cheque History (P065613) program, and select in the first processing option whether to reconcile computer-generated, manually generated, auto deposits, or all three types of paycheques.

You review the status of payments to determine whether you need to reconcile outstanding payments, re-open an item previously marked as reconciled, or mark a cheque as unclaimed. If you need to change the status of a payment, you can do so manually.

After payments have been reconciled, you can review the Payroll Bank Reconciliation Register. The register is primarily used to identify outstanding payments. You can automatically reconcile any outstanding payments.

## 40.2 Reviewing Payment Reconciliation Status

### Navigation

**From Canadian Payroll Master (G77), choose Paycheque Reconciliation**

**From Paycheque Reconciliation (G7722), choose Cheque Reconciliation**

You review the status of payments to determine whether you need to reconcile outstanding payments, re-open an item previously marked as reconciled, or mark a cheque as unclaimed. The system displays payments by number and date. Additional information includes net pay figures as well as the name and employee number of the employee to whom the payment was issued.

**To review payment reconciliation status**

On Cheque Reconciliation

*Figure 40–1   Cheque Reconciliation screen*
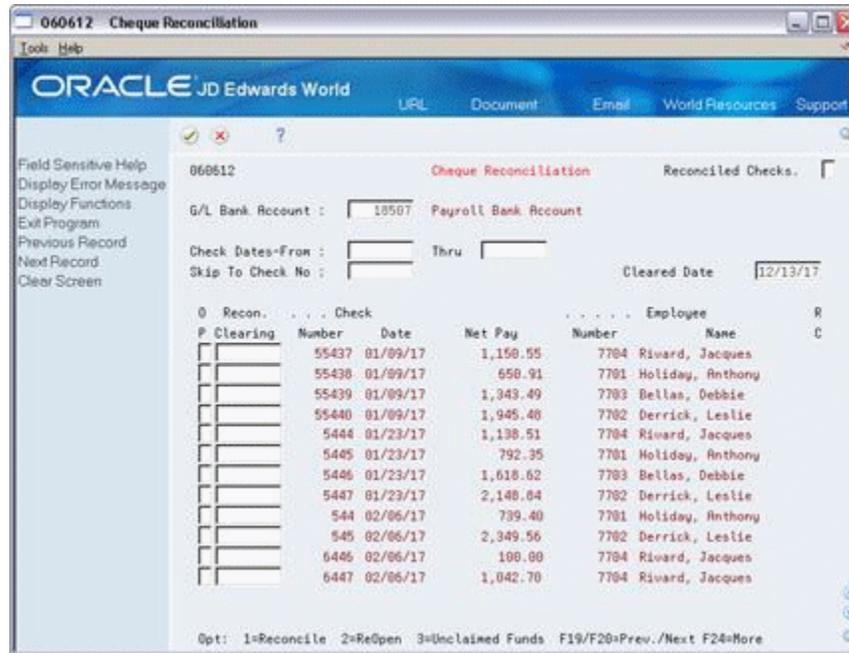


1.  Complete the following field:

    ■   G/L Bank Account

2.  To limit your search, complete the following optional fields:

    ■   Reconciled Cheques

    ■   Cheque Dates

    ■   Skip to Cheque Number

| Field | Explanation |
|---|---|
| G/L Bank Account : | A field that identifies an account in the general ledger. You can use one of the following formats for account numbers: |
| | ■   Standard account number (business unit.object.subsidiary or flexible format) |
| | ■   Third G/L number (maximum of 25 digits) |
| | ■   8-digit short account ID number |
| | ■   Speed code (not currently available in OneWorld) |
| | The first character of the account indicates the format of the account number. You define the account format in the General Accounting Constants program. |
| | *Form-specific information* |
| | The short ID number of the bank account for which you want to see outstanding cheques. |

| Field | Explanation |
|---|---|
| Reconciled Checks | A value that lets you limit your inquiry. Values are: |
| | Blank – All checks |
| | R – Reconciled checks only |
| | C – Unclaimed checks only |
| | U – Unreconciled checks only |

# 40.3 Changing Payment Reconciliation Status Manually

**Navigation**

**From Canadian Payroll Master (G77), choose Paycheque Reconciliation**

**From Paycheque Reconciliation (G7722), choose Cheque Reconciliation**

During your review of the payment reconciliation status you might determine that you need to make status changes. You can manually change the status.

**To change payment reconciliation status manually**

On Cheque Reconciliation

1. Locate the payments that require a change in status.

2. Complete the following fields:
   - Option
   - Cleared Date

3. If a payment requires a reconciliation date other than the date it cleared, complete the following field:
   - Reconciliation Clearing

# 40.4 Reconciling Payment History Automatically

**Navigation**

**From Canadian Payroll Master (G77), choose Paycheque Reconciliation**

**From Paycheque Reconciliation (G7722), choose Cheque History**

You can automatically reconcile your outstanding payments. When you reconcile payment history automatically, the system reads the tape you receive from the bank and compares it to the payment history. The system then reconciles matching entries and generates a report which you can use to verify that the information is correct.

When you reconcile payment history automatically, the system creates a report based on the information in the Bank Reconciliation - Paid table (F06561). Review the Cheque Reconciliation - Update History report to verify that the information is correct.

The report lists the following information:

- Employee names and numbers
- Cheque numbers and dates
- Net pay figures per cheque
- Reconciliation indicator

## 40.4.1 Before You Begin

■ Complete the steps for processing automated reconciliation tapes.

*Figure 40–2  Cheque Reconciliation report*

```
065613                              JD Edwards World                           Page    -        7
                            Check Reconciliation - Update History              Date    -   4/17/17
        . . . . . . . . Employee . . . . . . . . .      . . . . . Check . . . . . .    Check
                Name            Number  Soc-Sec-Num  Date   Number  S    Amount   Control  T
        Eason, Walter            7051  705-10-9101 01/02/17      1 C    1,317.29      750 R
        Eason, Walter            7051  705-10-9101 01/09/17     11 C      164.65     2538 R
        Eason, Walter            7051  705-10-9101 01/16/17    111 M      658.64     4236 R
        Eason, Walter            7051  705-10-9101 01/23/17    128 C    3,684.72     2096 R
        Eason, Walter            7051  705-10-9101 01/30/17    658 C    4,207.22     2103 R
        Eason, Walter            7051  705-10-9101 02/06/17   1020 C      681.23      455 R
        Eason, Walter                               02/13/17   1156       800.00          *
        East, Jane               9004  101-10-8104 02/06/17   1021 C      622.77      483 R
        Easter, Melvyn           6000  058-43-2560 01/02/17      2 C    1,605.29      750 R
        Easter, Melvyn           6000  058-43-2560 01/09/17     12 C       88.00      576 R
        Easter, Melvyn           6000  058-43-2560 01/16/17    112 C    1,396.04      716 R
        Easter, Melvyn           6000  058-43-2560 01/23/17    129 C      318.63      945 R
        Easter, Melvyn           6000  058-43-2560 01/30/17    659 C      318.63      946 R
```

## 40.4.2 What You Should Know About

| Topic | Description |
|---|---|
| **Status field** | On the Cheque Reconciliation - Update History report, the Status field specifies one of the following payment types, if applicable: |
| | C – Computer-generated interim payment |
| | M – Manually-produced interim payment |
| | A – Automatic bank deposit |
| **Reconciled field** | On the Cheque Reconciliation - Update History report, the T (Reconciled) field contains an R if the payment has been reconciled or an asterisk (*) if the system finds no record of the payment. |

**See Also:**

■ Processing Automated Reconciliation Tapes (P065612)

## 40.5 Reviewing the Payroll Bank Reconciliation Register

**Navigation**

**From Canadian Payroll Master (G77), choose Paycheque Reconciliation**

**From Paycheque Reconciliation (G7722), choose Reconciliation Register**

After you reconcile payments, you can review the Payroll Bank Reconciliation Register to identify any outstanding payments. You can run this report at any time. It lists the following information:

■ Cheque numbers and dates

■ Net pay figures per cheque

■ Totals by cheque date

■ Employee names and numbers

The information in this report is based on the Paycheque Summary table (F06156).

### 40.5.1 Processing Options

See Chapter 56.1, "Payroll Bank Reconciliation (P063241)".

### 40.5.2 Data Selection for Bank Reconciliation Register

You can use the data selection to limit the reporting period and reduce the length of the report.

# Part VII

## Periodic Reports

This part contains these chapters:

# 41

# Overview to Periodic Reports

This chapter contains these topics:

- Section 41.1, "Objectives"
- Section 41.2, "About Periodic Reports"

## 41.1 Objectives

- To satisfy federal and provincial reporting requirements
- To satisfy union reporting requirements
- To provide the construction industry with information such as the costs associated with a particular job or business unit

## 41.2 About Periodic Reports

You normally print periodic reports on a schedule that coincides with governmental, industry, or union reporting requirements. If necessary, you can print and review these reports more often.

Governmental reports provide information that satisfies provincial and federal requirements. Job, trust, and union reports are mainly used to satisfy government and union reporting requirements. The job billing registers are designed for the construction industry and provide information such as the labour costs associated with a particular job or business unit.

Periodic reports consists of the following tasks:

- Working with governmental reports
- Working with job, trust, and union reports

# 42

# Review Governmental Reports

This chapter contains these topics:

- Section 42.1, "Reviewing Governmental Reports"
- Section 42.2, "Reviewing the Federal Tax Distribution Summary Report"
- Section 42.3, "Reviewing the Workers Compensation Register"
- Section 42.4, "Reviewing the Survey of Employment, Payroll, and Hours Report"
- Section 42.5, "Reviewing the Report on Hirings"
- Section 42.6, "Reviewing the Quebec Parity Report"
- Section 42.7, "Reviewing the Provincial Tax Distribution Summary Report"
- Section 42.8, "Creating the CCQ Workfile"
- Section 42.9, "Printing the CCQ Report"

## 42.1 Reviewing Governmental Reports

You run report versions to print governmental reports to satisfy Quebec provincial, Statistics Canada, and federal reporting requirements.

## 42.2 Reviewing the Federal Tax Distribution Summary Report

**Navigation**

**From Canadian Payroll Master (G77), choose Governmental Reports**

**From Governmental Reports (G7724), choose Federal Tax Distribution**

The Federal Tax Distribution Summary report shows a comprehensive listing of your company's tax liabilities.

The summary provides the following information required by the government:

- Month-to-date, quarter-to-date, and year-to-date totals for taxable wages and tax amounts withheld for federal taxes, pension deductions, and unemployment insurance
- Year-to-date federal deposit information including the total amount withheld and the total amount due to the federal government

**Figure 42–1  Federal Tax Distribution Summary report**

```
073171                              JD Edwards World                      Page    -      2
                                 Federal Tax Dist. Summary                 Date    -  7/08/17
                                                                           Period End - 04/11/17
Company. . 00077 A Model Canadian Payroll
Tax ID . . WCX162734
                            * * * Month-To-Date * * *    * * * Qtr-To-Date * * *    * * * Year-To-Date * * *
TT      Tax Description     Taxable Wages    Tax Amount   Taxable Wages   Tax Amount   Taxable Wages    Tax Amount
-- ------------------------ --------------- ------------- -------------- ------------ -------------- -------------
CA Canada Federal Income Tax   16,396.42      4,098.47      16,396.42     4,098.47     66,865.59     15,103.61
CB Canadian Pension Plan - emplee  13,089.93   307.94       13,089.93       307.94     49,145.15      1,135.13
CE Canadian Pension Plan - emplyr  13,089.93   307.94       13,089.93       307.94     49,145.15      1,135.13
CC Canada Unemploy Ins. - empl'ee   8,730.00   219.30        8,730.00       219.30     32,236.13        937.20
CD Canada Unemploy Ins. - empl'er   8,730.00   272.81        8,730.00       272.81     32,236.13      1,165.81
                                           ---------------              ------------               -------------
   Total FEDERAL                              5,206.46                     5,206.46                   19,476.88
   Federal YTD Deposit Information:
        Income Tax Withheld               15,103.61
        Total Canadian Pension            2,270.26
        Total Unemployment Insurance      2,103.01
                                         ---------------
        Total Deposit Due                 19,476.88
```

## 42.2.1 Processing Options

# 42.3 Reviewing the Workers Compensation Register

**Navigation**

**From Canadian Payroll Master (G77), choose Governmental Reports**

**From Governmental Reports (G7724), choose Workers Compensation Register**

You can print the Workers Compensation Register to review workers compensation insurance amounts.

The Workers Compensation Register provides the following information:

- Employee listing by company
- Employee hours and gross wages
- Employee job type and step
- Excludable and overtime wage amounts
- Premium amounts for each employee
- Totals for each province and company
- Grand totals for the report

You can print:

- Detailed reports that show each line of time entry
- Summary reports that consolidate the information by employee, company, tax area, workers compensation code, job type, and job step

*Figure 42–2   Workers Compensation Register report*

```
06343                                    JD Edwards World                        Page -              3
                                    Workers Comp/Gen Lib Report - Canada         Date -        7/08/17
                                                                                 From -       01/01/17
                                                                                 Thru -       01/31/17
Company. 00077 A Model Canadian Payroll Co
State. . .  70 Canada
. . . . . .Employee. . . . . .WCI  F    Job    Total     Gross     Excludable   O/T Prem.   Reportable    Wrkrs Comp
   Number       Name         Code C  Type/Step Hours      Pay        Amount      Amount      Amount        Amount
---------- ----------------- ---- - --------- --------  --------   ----------   --------   ----------    ----------
      7701 Anthony Holiday   8810  4A-2        37.50     421.88      421.88
      7701 Anthony Holiday   8810  4A-2        37.50     421.88      421.88
      7702 Derrick, Leslie   ONT   0A-3        40.00   1,500.00                              976.92         8.74
      7702 Derrick, Leslie   ONT   0A-3        40.00   1,500.00                              976.92         8.74
      7702 Derrick, Leslie   ONT   0A-3        80.00   3,000.00                              976.92         8.74
      7702 Derrick, Leslie   ONT   0A-3        80.00   3,000.00                              976.92         8.74
      7702 Derrick, Leslie   ONT   0A-3         7.00     393.75                  131.25
      7703 Bellas, Debbie    ONT   0A-3        80.00   2,038.46                            1,953.85        17.49
      7703 Bellas, Debbie    ONT   0A-3                   500.00                              500.00         4.48
      7703 Bellas, Debbie    ONT   0A-3        80.00   2,038.46                            1,453.85        13.01
      7703 Bellas, Debbie    ONT   0A-3                   500.00                              500.00         4.48
      7703 Bellas, Debbie    ONT   0A-3        80.00   2,038.46                            1,453.85        13.01
                                            ---------- ---------- ------------ ---------- ----------    ----------
           Work County. . . . . . . . .       562.00  17,352.89     843.76      131.25   9,769.23        87.43
```

### 42.3.1  Processing Options

See Chapter 57.2, "Workers Compensation/General Liability Report - Canada (P06343)"

See Chapter 57.3, "Workers Compensation/General Liability Summary - Canada (P06343)"

# 42.4  Reviewing the Survey of Employment, Payroll, and Hours Report

**Navigation**

**From Canadian Payroll Master (G77), choose Governmental Reports**

**From Governmental Reports (G7724), choose Survey of Employment, PR, Hours**

The Survey of Employment, Payroll, and Hours report shows a comprehensive listing of your company's employment figures, wages paid, and hours worked for each pay frequency. These statistics are used to help estimate the national averages in these categories. The information on this report is based on the last pay period ending date for the specified month.

The system uses data from the Payroll Transaction History table (F0618) to compile this report.

### 42.4.1  Before You Begin

- Set up the following user defined codes tables:
- 07/VH Overtime Pay Types
- 07/VI Irregular Pay Types

See Setting Up User Defined Codes for Payroll in *JD Edwards World Canadian Payroll II Guide*.

### 42.4.2  Processing Options

See Chapter 57.4, "Survey of Employment, Payroll and Hours (P07841)".

## 42.5 Reviewing the Report on Hirings

**Navigation**

**From Canadian Payroll Master (G77), choose Governmental Reports**

**From Governmental Reports (G7724), choose Report on Hirings**

This section contains the following:

- Reviewing the Quebec Parity Report

- Reviewing the Provincial Tax Distribution Summary Report

- Creating the CCQ Workfile

- Printing the CCQ Report

The Report on Hirings for Statistics Canada lists all new employees hired during the month.

*Figure 42–3   Report on Hirings*

```
07842                                   JD Edwards World                        Page    -       3
                                  Statistics Canada New Hire Report             Date    -  6/28/15
Tax ID            S. I. N.    BusinessUnit   Emp. No.   Employee Name           Hire Date
---------------   ----------  ------------   --------   ----------------------------   ----------
WCX162734         652-136-888      707        7704      Rivard, Jacques         08/25/01
WCX162734         481-560-670      707        7708      Bellas, Debbie          08/15/06
WCX162734         184-560-670      707        7702      Derrick, Leslie         12/10/09
        Total number of Employees:                       3
```

### 42.5.1 Data Selection for the Report on Hirings

The data selection for this report must include the Country Code field with a value of CA.

## 42.6 Reviewing the Quebec Parity Report

**Navigation**

**From Canadian Payroll Master (G77), choose Governmental Reports**

**From Governmental Reports (G7724), choose Quebec Parity Report**

The Quebec provincial reports are similar to the federal reports, but satisfy the reporting requirements of the Quebec provincial government for parity reporting. You can run the Quebec Parity report to review hours and gross wage for specific pay periods.

Figure 42–4   Quebec parity report



## 42.6.1 Processing Options

See Chapter 57.5, "Quebec Parity Monthly Report (P07843)"

# 42.7 Reviewing the Provincial Tax Distribution Summary Report

### Navigation

**From Canadian Payroll Master (G77), choose Governmental Reports**

**From Governmental Reports (G7724), choose Provincial Tax Distribution**

The Quebec provincial reports are similar to the federal reports, but satisfy the reporting requirements of the Quebec provincial government for tax distribution. The Provincial Tax Distribution Summary report contains a comprehensive listing of your company's tax liabilities.

The summary includes the following information required by the Quebec provincial government:

■ Month-to-date, quarter-to-date, and year-to-date totals for taxable wages and tax amounts withheld for provincial taxes and pension deductions

■ Year-to-date deposit information including the total amount withheld and the total amount due to the provincial government

Figure 42–5   Provincial Tax Distribution Summary report

### 42.7.1 Processing Options

See Chapter 57.6, "Provincial Tax Distribution Summary (P073163)"

## 42.8 Creating the CCQ Workfile

**Navigation**

**From Canadian Payroll Master (G77), choose Governmental Reports**

**From Governmental Reports (G7724), choose Build CCQ Workfile**

Use the Commission de la Construction du Quebec (CCQ) to fulfill government reporting requirements. This report is an auditing tool designed to ensure that eligible employees within the construction industry receive the benefits, such as vacation pay, to which they are entitled.

You run a program version to create, or build, the CCQ workfile. You must run this program every month before you can print the CCQ report. When the system builds the workfile, it accumulates information about timecards, deductions, benefits, and accruals that must be reported. When you build the workfile, the system does not generate a report. You must print the report with a separate program.

### 42.8.1 Before You Begin

- Set up your CCQ Reporting Codes in user defined code table (77/CC). The codes provide a cross-reference between your business units and the CCQ industry and region codes. The industry and region codes are provided by Quebec. See Setting Up General User Defined Codes in *JD Edwards World Technical Tools Guide*.

- Group your pay types with category codes. See Setting Up Pay Types in *JD Edwards World Canadian Payroll II Guide*.

- Group your DBAs by report category (vacation and holiday, union and field dues, pension contributions and deductions, and so forth) with category codes.

- Set up the burden rule for each business unit to create detail burden in the Burden Distribution table. See Setting Up Burden and Premium Labour Distribution Debit Instructions in the *JD Edwards World Canadian Payroll II Guide*.

### 42.8.2 Processing Options

See Chapter 57.7, "Create CCQ Report Workfile (P07100)"

## 42.9 Printing the CCQ Report

**Navigation**

**From Canadian Payroll Master (G77), choose Governmental Reports**

**From Governmental Reports (G7724), choose Print CCQ Report**

For each employee, the CCQ report shows hours worked, vacation and holiday time available, benefit amounts, pension contributions made, along with job type, job step, and union affiliation. The report also shows totals for each category.

**Figure 42–6   CCQ report**



## 42.9.1 What You Should Know About

| Topic | Description |
|---|---|
| Reported deductions | The burden detail table contains only benefits and accruals. Therefore, the reported deductions are pro-rated. Benefits and accruals are reported as actual costs. |

## 42.9.2 Processing Options

See Chapter 57.8, "CCQ Report (P07110)"

# 43

# Work with Job, Trust, and Union Reports

This chapter contains these topics:

## 43.1 Working with Job, Trust, and Union Reports

You use job, trust, and union reports to satisfy government and union reporting requirements. Job billing registers provide information about the costs billed under a contract to an owner or outside agency.

## 43.2 Creating the Job Billing Register Workfile

**Navigation**

**From Canadian Payroll Master (G77), choose Job, Trust, and Union Reports**

**From Job, Trust, and Union Reports (G7716), choose Job Billing Register**

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

The job billing registers provide detailed back-up for costs billed under a contract to an owner or outside agency. You can run the billing registers at any time. You can run any one register, a combination of registers, or all of them together.

The information provided in the job billing register reports is based on the Payroll Transaction History table (F0618) and the Burden Distribution table (F0624). Maintaining the Burden Distribution table is an optional process. The system does not maintain it automatically.

### 43.2.1 Before You Begin

- Create the Burden Distribution table (F0624). See Setting Up Business Unit Burden Rules in *JD Edwards World Canadian Payroll II Guide*.

- Create report versions for each of the job billing reports you want to generate that are listed in the processing options.

### 43.2.2 Processing Options

See Chapter 57.9, "Job Billing Register (P063200)".

## 43.3 Reviewing the Job Billing Detail Register

The Job Billing Register Detail report lists each employee's hours and labour distribution amount. The register provides totals by business unit or job for the following:

- Hours

- Distributed amount

- Burden amount

This report corresponds to the entry you make for ID number P063201 when you create the job billing workfile.

*Figure 43–1    Job Billing Detail Register report*



### 43.3.1  Processing Options

See Chapter 57.9, "Job Billing Register (P063200)".

### 43.3.2  Data Selection for Job Billing Detail Register

You can change the data selection for this register.

### 43.3.3  Data Sequence for Job Billing Detail Register

Do not change the data sequence.

## 43.4  Reviewing the Job Billing Summary Register

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

■ Hours

■ Gross pay

■ Deduction amounts

■ Actual burden (optional)

This report corresponds to the entry you make for ID number P063211 when you create the job billing workfile.

*Figure 43–2   Job Billing Summary Register report*

```
063211                              JD Edwards World                                            5
                              Job Billing Register - Summary                    Date     -  7/07/17
                                                                                From Date - 01/01/17
                                                                                Thru Date - 04/30/17

    Business Unit.        707 Corporate Administration
    Company. . . . 00077      A Model Canadian Payroll Co
        . . . . Pay Information . . . .            . . . . . . . . . . Burden Information . . . . . . . . . .
    Pay  Description     Hours      Gross    Ben. TT  Description  Total Gross  Excludable  Taxable Gross  Rate    M    Amount
    ---  -----------  ---------  -----------  ---- --  -----------  -----------  ----------  ------------- --------- -  ----------
      1 Regular        2348.00   59,594.97    C  Federal Unem  73,922.97  67,131.22    6,791.75    6.200  %    421.09
    710 Bonus Pay                  5,000.00    E  Social Secur  73,922.97  67,131.22    6,791.75    6.200  %    421.09
    300 Sick Pay          8.00      178.95    H  State Unempl  73,922.97  67,131.22    6,791.75    5.700  %    387.14
    100 Overtime 1.5     15.00      843.75    Q  Medicare Pai  73,922.97  67,131.22    6,791.75    1.450  %     98.48
    730 Lump Sum                   5,200.00                                                       45.000  5    225.00
    801 Vacation         24.00      652.30                                                         8.640  5     43.20
    720 Commission                 2,453.00                                                        2.000  3     13.26
                                                                                                  1.000 2       3.95
                     ---------- --------------                                                              ------------
    Corporate Admin    2395.00   73,922.97                                                                     1,613.21
```

## 43.4.1 Processing Options

See Chapter 57.9, "Job Billing Register (P063200)".

## 43.4.2 Data Selection for Job Billing Summary Register

You can change the data selection for this register.

## 43.4.3 Data Sequence Job Billing Summary Register

Do not change the data sequence.

# 43.5 Reviewing the Job Billing Health and Welfare Detail Register

The Job Billing Health and Welfare Detail Register lists pay types, deductions, benefits, and accruals for each employee within a business unit or job. The register provides the total hours and gross pay amounts for each job classification and business unit or job, as well as benefit amounts for the business unit.

This report corresponds to the entry you make for ID number P063121 when you create the job billing workfile.

*Figure 43–3   Job Billing Health and Welfare Detail Register report*



### 43.5.1 Processing Options

See Chapter 57.9, "Job Billing Register (P063200)".

### 43.5.2 Data Selection Job Billing Health and Welfare Detail Register

You can change the data selection for this register.

### 43.5.3 Data Sequence Job Billing Health and Welfare Detail Register

Do not change the data sequence.

## 43.6 Reviewing the Job Billing Health and Welfare Summary Register

The Job Billing Health and Welfare Summary Register provides total hours and gross pay amounts for each job classification and business unit or job, as well as benefit amounts for the business unit.

This report corresponds to the entry you make for ID number P063122 when you create the job billing workfile.

**Figure 43–4  Job Billing Health and Welfare Summary Register report**

```
 063122                              JD Edwards World                       Page    -        6
                                 Job Billing H & W - Summary                Date    -  7/07/17
                                                                            From    - 01/01/17
                                                                            Thru    - 04/30/17
 Business Unit       707  Corporate Administration
           00077          A Model Canadian Payroll Co
 Union  Description          Job Ty Job  Pay Descrip  Hours     Gross Pay   Ben Descrip   Rate   M   Amount
 ------ ------------------   ------ ---  -----------  ---------- ---------- -----------  ------- -  ---------
                            0A-3       Regular      1336.00   41,965.56  Health/Co.   45.000  $    225.00
                                       Bonus Pay              4,000.00  Dental/Co.    8.640  $     43.20
                                       Vacation       24.00     652.30  Life Ins/Co.  2.000  3     13.26
                                       Commission             2,453.00  Vacation      1.000  2      1.98
                                       Overtime 1.5   15.00     843.75
                                                   ---------- ----------
                             .                      1375.00   49,914.61
                                                   ---------- ----------
        Financial Analyst                          1375.00   49,914.61
                            3P-1       Regular       632.00   13,354.40
                                       Sick Pay       8.00      178.95
                                       Lump Sum                5,200.00
                                                   ---------- ----------
                             .                       640.00   18,733.35
                                                   ---------- ----------
        Payroll Manager                             640.00   18,733.35
                            4A-2       Regular        75.00      843.76
                                                   ---------- ----------
                             .                        75.00      843.76
                                                   ---------- ----------
        Secretary                                    75.00      843.76
                                                   ---------- ----------
                             .                      2090.00   69,491.72                             283.44
 7700   Labourer - Canada   5J-4       Regular       305.00    3,431.25  Vacation      1.000  2      1.97
                                       Bonus Pay               1,000.00
                                                   ---------- ----------
                             .                       305.00    4,431.25
                                                   ---------- ----------
        Fire Fighter                                305.00    4,431.25
                                                   ---------- ----------
        Labourer - Canada                           305.00    4,431.25                                1.97
                                                   ---------- ----------
        Corporate Administration                   2395.00   73,922.97                              285.41
```

### 43.6.1 Processing Options

See Chapter 57.9, "Job Billing Register (P063200)".

### 43.6.2 Data Selection Job Billing Health and Welfare Summary Register

You can change the data selection for this register.

### 43.6.3 Data Sequence Job Billing Health and Welfare Summary Register

Do not change the data sequence.

## 43.7 Reviewing the Job Billing Workers Compensation by Job Register

The Job Billing Workers Compensation by Job Register lists detailed information for workers compensation calculations for each employee within a business unit or job. In addition to providing a grand total workers compensation amount for the company, the register provides the following totals by business unit and job classification:

- Total hours
- Total gross pay
- Excludable gross pay
- Reportable gross pay
- Workers compensation amount

This report corresponds to the entry you make for ID number P063301 when you create the job billing workfile.

**Figure 43–5   Job Billing Workers Compensation by Job Register report**



### 43.7.1 Processing Options

See Chapter 57.9, "Job Billing Register (P063200)".

### 43.7.2 Data Selection Job Billing Workers Compensation by Job Register

You can change the data selection for this register.

### 43.7.3 Data Sequence Job Billing Workers Compensation by Job Register

Do not change the data sequence.

## 43.8 Reviewing the Job Billing General Liability by Job Register

The Job Billing General Liability by Job Register lists detailed information for general liability calculations for each employee within a business unit or job. In addition to providing a grand total general liability amount for the company, the register provides the following totals by business unit and job classification:

- Total hours
- Total gross pay
- Excludable gross pay
- Reportable gross pay
- General liability amount

This report corresponds to the entry you make for ID number P063302 when you create the job billing workfile.

*Figure 43–6 Job Billing General Liability by Job Register report*

```
063302                                  JD Edwards World                              Page   -         5
                                    Job Billing - PL & PD by Job                      Date   -    7/07/17
                                                                                      From -     01/01/17
                                                                                      Thru -     04/30/17
Job. .      707 Corporate Administration
Wrk Comp Sub Class
Genl Liability Code             Total     Total    Excludable   Excludable  Reportable   Base   D  Genl Liab
    Employee Name     Empl. No. Hours     Gross    Description   (Gross)     (Gross)     Rate   M   Amount
------------------------------ --------- --------- ------------ ----------- ----------- -------- - -----------
GENL General Liability
    Anthony Holiday     7701    305.00    4,431.25  Regular        900.00                .00000
    Bellas, Debbie      7703    720.00   24,570.96  Total Excl                           .00000
                                                    Regular
                                                    Bonus Pay
                                                    Commission
    Derrick, Leslie     7702    655.00   25,343.75  Total Excl     281.25                .00000
                                                    Regular
                                                    O/T Premium    187.50
                                                    O/T Premium     93.75
    Rivard, Jacques     7704    640.00   18,733.35  Total Excl                           .00000
                                                    Regular
                                                    Lump Sum
    Anthony Holiday     7701     75.00      843.76  Regular        843.76                .00000
                               --------- ---------             ------------- -------------          ------------
        General Liability      2395.00   73,922.97              2,025.01
                               --------- ---------             ------------- -------------          ------------
        Corporate Administration 2395.00 73,922.97             2,025.01
```

## 43.8.1 Processing Options

See Chapter 57.9, "Job Billing Register (P063200)".

## 43.8.2 Data Selection Job Billing General Liability by Job Register

You can change the data selection for this register.

## 43.8.3 Data Sequence Job Billing General Liability by Job Register

Do not change the data sequence.

# 43.9 Reviewing the Union Distribution Report

**Navigation**

**From Canadian Payroll Master (G77), choose Job, Trust, and Union Reports**

**From Job, Trust, and Union Reports (G7716), choose Union Distribution Report**

The Union Distribution Report lists detailed information by union about each employee's work hours per pay period. You use this report mainly to satisfy union reporting requirements.

The report provides the following information:

- Hours worked for each pay period for each employee

- Total hours worked for the month

- Total gross pay

- Employee totals

- Union totals

- Grand totals for the entire report

The information provided in this report is based on the Payroll Transaction History table (F0618).

**Figure 43–7 Union Distribution Report**

```
063151                              JD Edwards World                     Page     -      5
                                  Union Distribution Report              Date     -  7/02/17
                                                                         Period End - 01/31/17
     Union: 7700   Labourer - Canada
                              . . . . . . Actual Hours Worked In Pay Period . . . . .
       Employee Name         Employee No  Period 1  Period 2  Period 3  Period 4  Period 5  Total Hours     Gross Pay
    ------------------------- ----------- --------- --------- --------- --------- --------- -------------- --------------
    Anthony Holiday               7701
                                            --------- --------- --------- --------- --------- -------------- --------------
            Labourer - Canada
```

### 43.9.1 Processing Options

See .

## 43.10 Reviewing the Health and Welfare Report by Employee

**Navigation**

**From Canadian Payroll Master (G77), choose Job, Trust, and Union Reports**

**From Job, Trust, and Union Reports (G7716), choose by Employee**

The Health and Welfare Report by Employee provides a detailed breakdown of the deductions and benefits from employee payments. You can run the report at any time. You use this report mainly to satisfy union reporting requirements.

You can run this report using two different methods:

- Choose it from the menu and run it as a separate report, which gives you more flexibility in selecting and sequencing data.

- Include the report by employee as one of the reports to print with the Health and Welfare Multiple Report Submitter program. This allows you to set the data selection the same for all the health and welfare reports.

The system treats all employees who are not covered by a plan or union as a group. Totals for each group are shown on a Union Total Information Page that follows the last member of the group. The report lists the following:

- Gross pay earned

- Related deductions, benefits, and accruals

- Basis for the deductions and benefits

- Employee totals

- Totals for payee/union

The information provided in this report is based on the following tables:

- Payroll Transaction History (F0618)

- DBA Detail History (F0619)

*Figure 43–8   Health and Welfare Report by Employee*

```
063111                          JD Edwards World                    Page    -        9
                            Health & Welfare by Employee            Date    -  7/02/17
                                                                    From    - 03/01/17
                                                                    Thru    - 03/31/17
  Union  7700    Labourer - Canada
  . . . . . . . Employee . . . . . . .   . .Pay Type.              .Ded/Benefit Info.       M
      Number        Name        No.  Description   Hours  Gross Pay  Code   Description   Rate  H   Amount
  ------------ ----------------------- --- --------------- ---------- -------------- ---- ---------------- -------- - -------------
        7701 Anthony Holiday        1 Regular        160.00   1,800.00  7706 Dental Fam   12.3500 $     24.70
                                                                        7710 Union-Canada 22.0000 $
                                                                        7720 H&W - Canada  0.5000 H     80.00
                                                                        7735 Ext Health   45.0000 $     90.00
                                                                        7780 Vacation Pay           2   216.00
                                                        ---------- --------------                        --------------
                          Address Number . . . . . . . .
                                                           160.00   1,800.00                            410.70
                                                        ---------- --------------                        --------------
                          Labourer - Canada                160.00   1,800.00                            410.70
```

## 43.10.1 Processing Options

See .

# 43.11 Reviewing the Health and Welfare Report by Payee and Employee

**Navigation**

**From Canadian Payroll Master (G77), choose Job, Trust, and Union Reports**

**From Job, Trust, and Union Reports (G7716), choose by Payee and Employee**

The Health and Welfare Report by Payee and Employee, also called the Union Trust Report, provides a detailed breakdown of the deductions and benefits from employee payments for all payees/providers. You can run the report at any time. This report is mainly used to satisfy union reporting requirements.

You can run this report using two different methods:

- Choose it from the menu and run it as a separate report, which gives you more flexibility in selecting and sequencing data.

- Include the report by employee as one of the reports to print with the Health and Welfare Multiple Report Submitter program. This allows you to set the data selection the same for all the health and welfare reports.

This report is organized by provider (payee). It lists amounts by employee within a union (group plan) with a group total page, and prints an accumulated listing within the payee across all unions (group plans). The report lists the following:

- Hours and gross pay basis for the deductions listed

- All deductions assigned to the payee for each employee

- Employee totals

- Report divided by payee/provider

- Totals for each payee

The information provided in this report is based on the following tables:

- Payroll Transaction History (F0618)

- DBA Detail History (F0619)

*Figure 43–9 Health and Welfare Report by Payee and Employee*

```
063131                        JD Edwards World              Page    -      17
                          Health/Welfare-Union/Employee      Date    -   7/02/17
                                                             From    -  03/01/17
Payee                                                        Thru    -  03/31/17
                               Union Code . 7700
                               Labourer - Canada
. . . . . . . Employee . . . . . . . . .Pay Type.          .Ded/Benefit Info.    M
  Number         Name        No.  Description  Hours  Gross Pay  Code  Description  Rate  H  Amount
----------- ------------------------- --- ------------- ---------- --------------  ---- --------------- -------- - -------------
    7701 Anthony Holiday        1 Regular     160.00   1,800.00  7706 Dental Fam  12.3500 $     24.70
                                                                 7710 Union-Canada 22.0000 $
                                                                 7720 H&W - Canada  0.5000 H     80.00
                                                                 7785 Ext Health  45.0000 $     90.00
                                                                 7780 Vacation Pay         2    216.00
                                                           ---------- --------------                  -------------
                      Address Number . . . . . . . .
                                              160.00   1,800.00                                410.70
                                          ---------- --------------                          -------------
                      Provider/Trustee . . . . . . .
                                              160.00   1,800.00                                410.70
                                          ---------- --------------                          -------------
                      Labourer - Canada      160.00   1,800.00                                410.70
```

### 43.11.1 Processing Options

See

## 43.12 Reviewing the Health and Welfare Report by Payee and Union

**Navigation**

**From Canadian Payroll Master (G77), choose Job, Trust, and Union Reports**

**From Job, Trust, and Union Reports (G7716), choose by Payee and Union**

The Health and Welfare Report by Payee and Union lists deductions and benefits assigned to payees by the union. You can run the report at any time. This report is mainly used to satisfy union reporting requirements. The report lists the following:

■ Hours and gross pay basis by pay period for the deductions listed

■ Figures by union for the payee/provider in each pay period

■ Totals for each payee/provider

You can run this report using two different methods:

■ Choose it from the menu and run it as a separate report, which gives you more flexibility in selecting and sequencing data.

■ Include the report by employee as one of the reports to print with the Health and Welfare Multiple Report Submitter program. This allows you to set the data selection the same for all the health and welfare reports.

The information provided in this report is based on the following tables:

■ Payroll Transaction History (F0618)

■ DBA Detail History (F0619)

*Figure 43–10   Health and Welfare Report by Payee and Union*

```
063141                              JD Edwards World                     Page    -        5
                               Health & Welfare/Payee & Union            Date    -   7/02/17
       Payee                                                             From    -  03/01/17
                                                                         Thru    -  03/31/17
                           Pay                            DBA                    M
       Union     Description     Typ  Description   Hours  Gross Pay. . .  No   Description      Rate   H   Amount
       ------ -------------------------  ---  ----------------  ----------  --------------  ----  --------------------  --------  -  --------------
       7700   Labourer - Canada          1 Regular       160.00     1,800.00  7706 Dental Fam       12.3500 $       24.70
                                                                              7710 Union-Canada     22.0000 $
                                                                              7720 H&W - Canada      0.5000 H       80.00
                                                                              7735 Ext Health       45.0000 $       90.00
                                                                              7780 Vacation Pay              2      216.00
                                                              ----------  --------------                          --------------
                  Labourer - Canada                          160.00     1,800.00                                      410.70
```

## 43.12.1  Processing Options

See .

# Part VIII

## Record of Employment Processing

This part contains these chapters:

# 44

# Overview to Record of Employment Processing

This chapter contains these topics:

- Section 44.1, "Objectives"
- Section 44.2, "About Records of Employment"

## 44.1 Objectives

- To create Records of Employment (ROE) so that employees can receive the correct employment insurance benefits
- To create and maintain a history of ROEs that meets governmental requirements

## 44.2 About Records of Employment

The Canadian government requires that you provide an ROE for each interruption of earnings to the government within a mandated time frame. If you are providing paper copies of the ROE, you must provide them to both the employee and the government. The government uses the ROE to determine if the employee qualifies for Employment Insurance benefits (EI) and to calculate EI benefits for the employee.

Interruption of earnings occurs when an employee has had or is anticipated to have seven consecutive calendar days without both work and insurable earnings or when insurable earnings fall below 60% of normal weekly earnings. It can occur for a variety of reasons, including:

- Termination (by the company or the employee quits)
- Layoff
- Leave of absence
- Maternity leave
- Retirement
- Strike or lockout
- Work sharing
- Apprentice training
- Illness or injury
- Return to school

The ROE that the system generates meets all the reporting requirements of the government.

You can generate paper copies of the ROE or use ROE Web to submit electronic ROEs to the government, you cannot use both. The Canadian government does *not* accept laser ROEs.

### 44.2.1 Paper ROEs

Using the paper ROE forms, that you acquire from the Canadian government, enables you to submit ROE's in two ways:

- Print them using a line printer.

- Fill out the forms manually.

Less information is required for a paper ROE than for an electronic ROE. For example, a paper ROE:

- Does not include specific boxes for:

  - Start/stop dates for vacation pay.

  - Start/stop dates for other monies.

  - Ending dates for special payments.

- Only allows for:

  - Up to 3 statutory holidays.

  - Up to 27 pay periods of insurable earnings.

  - One special payment type.

Once you complete the form, you must distribute the three copies as follows:

- Part 1 to the employee, which they use to apply for EI benefits.

- Part 2 (blue copy) to the Canadian government.

- Part 3 for your records.

After you setup your system to print paper ROEs, the paper ROE process includes the following steps:

1. Create single or multiple ROEs.

2. Process ROEs and update history.

3. Print and provide copies of the ROE to the employee and the Canadian government.

### 44.2.2 Electronic ROEs

You create ROEs and then submit, print, and amend them using ROE Web via the Internet. ROE Web gives you the flexibility to issue ROE's according to your pay cycle.

You do not have to provide the employee with a paper copy of the electronic ROE when you use ROE Web, therefore the system does not generate a paper copy.

Using ROE Web enables employers to submit ROE information electronically in two ways:

- Manually enter ROE information online. For information about this method, refer to the Canadian government website.

- Upload XML files that you create for ROE Web. This method is referred to as electronic ROES throughout this section of the guide.

When you create XML files, you can store them in folders that include batches of ROE information. You can either upload the folders or the individual XML files via the internet using ROE Web.

Contact your taxing authority to obtain the correct website, login credentials, and online entry instructions.

After you set up your system for electronic ROEs, the process includes the following steps:

1. Create single or multiple ROEs.

2. Process ROEs and update history.

3. Build ROE Web XML file.

4. Upload the XML files via the internet using ROE Web on the Canadian government's website.

### 44.2.3 ROE Files

The system stores ROE information in the following files:

- Unemployment Insurance History File (F06176)

- ROE Comments File (F07171)

- ROE Summary History File (F0717)

- ROE Web XML Information (F0717X)

### 44.2.4 Processing ROEs

ROE processing includes the following tasks:

- Set Up Records of Employment

- Enter Records of Employment

- Process and Update Records of Employment

- Work with Records of Employment

# 45

# Set Up Records of Employment

Before you generate Records of Employment (ROE), you need to define certain information that the system uses during processing. You define this information to meet all the reporting requirements of the Canadian government.

The following graphic illustrates the basic setup for all ROEs:

*Figure 45–1   ROE Basic Set Up*
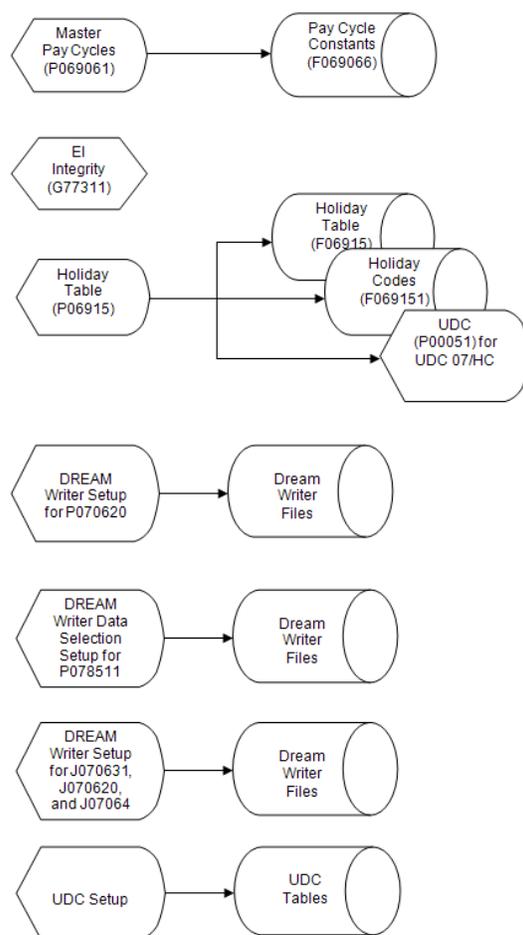


If you plan to submit XML files (electronic ROEs) via ROE Web, there are additional programs and features that you must set up. The following graphic illustrates the additional setup for XML file delivery of electronic ROEs.

*Figure 45–2   Electronic ROE Set Up*
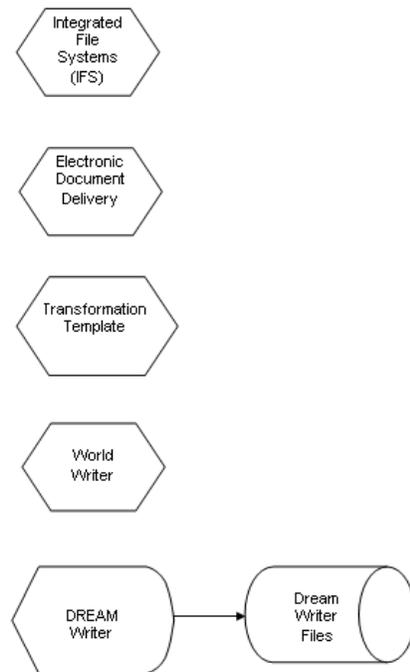


**Before You Begin**

Ensure that all Employment Insurance (EI) information is current. See Setting Up Canadian Employment Insurance Rates in the *JD Edwards World Canadian Payroll II Guide* and Working with Employment Insurance History Integrity in the *Canadian Payroll Year-End Processing (T4) Guide*.

Setting up ROEs includes the following tasks:

- Section 45.1, "Working with User Defined Codes (UDCs) for ROEs"

- Section 45.2, "Setting Up Master Pay Cycles"

- Section 45.3, "Setting Up the Holiday Table"

- Section 45.4, "Setting Up Dream Writers"

- Section 45.5, "Setting Up for XML File Delivery of ROEs via ROE Web"

## 45.1  Working with User Defined Codes (UDCs) for ROEs

In order to create and process ROEs, you must set up or verify that the UDCs for ROEs, and related UDCs, are set up correctly.

Setting up UDCs for ROEs includes the following tasks:

- Reviewing UDCs for ROEs

- Setting up pay frequencies

- Set up job types

- Set up holiday codes

See Setting Up User Defined Codes for Payroll in the *JD Edwards World Canadian Payroll II Guide*for more information.

**Navigation**

**From Governmental Reports (G7724), choose Record of Employment Menu**

**From Record of Employment (G77241), enter 29**

**From Record of Employment Setup (G772411), choose the appropriate UDC**

## 45.1.1 Reviewing UDCs for ROEs

JD Edwards World recommends that you review the UDCs listed below for ROEs. These are hard-coded and set up to meet government requirements.

These UDCs include values in the Special Handling Code field that the Canadian government defines for the ROE Web XML specifications. The system uses these for processing the ROE Web XML file you submit to the Canadian government. The available values for each position of the Special Handling fields are as follows:

- B = Must be blank

- O = Optional

- M = Mandatory

- Y/N - Yes/No (whether to include in block 15C, pay period 1)

**Example of Special Handling Code Values**

UDC 77/VC - Vacation Codes

| Value | Description | Start Date | End Date | Amount | In block 15c for PP1? |
|-------|-------------|------------|----------|--------|------------------------|
| 1 | Included with each pay | B | B | B | N |
| 2 | Paid because no longer working | B | B | M | Y |
| 3 | Paid for a vacation leave period | O | O | M | N |
| 4 | Anniversary (Paid on a specific date each year) | O | B | M | Y |

For example, while entering an ROE, if you enter 1 in the Vacation Code field, the Vacation Start Date, Vacation End Date, and Vacation Pay Amount fields *must* be left blank (B) and the vacation pay amount is *not* included in Block 15C, Pay Period 1 on the ROE.

These UDCs include:

- Other Monies (77/OM). Use this to identify the other types of money you pay to employees. For example, you can choose bonuses, sick leave, severance, etc.

- Special Payment Types (77/SP). Use this for long term absences, such as maternity leave. If you complete this field when you enter an electronic ROE, the Start Date for:

  - PSL01 and MAT01 must be prior to or equal to the Last Day for Which Paid.

- – WLI01 must be after the Last Day for Which Paid.
  - Vacation Codes (77/VC). Use to indicate the type of vacation pay. If the vacation is paid as a result of an anniversary date, the amount should be included in the pay period in which the date falls or, if the date is after the last day for which paid, include the amount in block 15C, pay period 1.

You should also review Separation Codes (77/SC). This UDC includes the values set by the government for separation of employment and the system uses this UDC in the XML if you use ROE Web.

If the Language Preference field in the Employee Master is set to F for French, you set the values in the Description-2 field for this UDC in French.

### 45.1.2  Set Up Pay Frequency

Each employee record includes the pay frequency, which indicates how often the employee receives payments. Typical pay frequencies include weekly, biweekly, semi-monthly, and monthly.

Depending on the value in the Language Preference field in the Employee Master you must set up one of the Pay Frequency UDCs.

- If the Language Preference field in the Employee Master is set to E for English, you set the values for UDC 07/PF in English.

- If the Language Preference field in the Employee Master is set to F for French, you set the values in the Description-2 field for UDC 77/PF in French.

### 45.1.3  Set Up Job Types

Depending on the value in the Language Preference field in the Employee Master you must set up one of the Job Type UDCs.

- If the Language Preference field in the Employee Master is set to E for English, you set the values for UDC 07/G in English.

- If the Language Preference field in the Employee Master is set to F for French, you set the values in the Description-2 field for UDC 77/G in French.

### 45.1.4  Set Up Holiday Codes

Set up UDC 07/HC to identify the codes for each holiday your company acknowledges. You use these codes when you set up the holiday table.

## 45.2  Setting Up Master Pay Cycles

When you create either single or multiple ROEs, you enter the date in the Final Pay Period Ending Date field. The system determines how many pay periods of information to include on the ROE based on that date and identifies any gaps in pay based on the pay period end dates in the Master Pay Cycles. A gap in pay occurs when the employee has no insurable earnings within a specific pay period that falls between the dates in the First Day Worked and Last Day for Which Paid fields on the ROE. Therefore, you must ensure that the master pay cycle information is up to date.

See Setting Up Master Pay Cycles in the *JD Edwards World Canadian Payroll II Guide* and Setting Up Reviewing the Master Pay Cycles Report in the *JD Edwards World Canadian Payroll II Guide*

**Navigation**

**From Governmental Reports (G7724), choose Record of Employment Menu**

**From Record of Employment (G77241), enter 29**

**From Record of Employment Setup (G772411), choose Master Pay Cycles**

# 45.3  Setting Up the Holiday Table

When you create either single or multiple ROEs, you must identify any holiday pay that is payable to the employee after the date in the Last Day for Which Paid field. You can set up a holiday table that you can access from the ROE entry forms. You can then choose the holidays from the table and the system enters the appropriate date on the ROE.

Once you set up a holiday table for one or more years, you do not need to change it until the dates in the table are out of date. You can use the same holiday table information for all ROEs.

**Before You Begin**

Set up user defined code list 07/HC to identify the codes for each holiday your company acknowledges

**Navigation**

**From Governmental Reports (G7724), choose Record of Employment Menu**

**From Record of Employment (G77241), enter 29**

**From Record of Employment Setup (G772411), choose Holiday Table**

**To set up the holiday table**

1.  On Holiday Table, complete the following fields.

    ■   Year

    ■   Home Company

*Figure 45–3   Holiday Table screen*
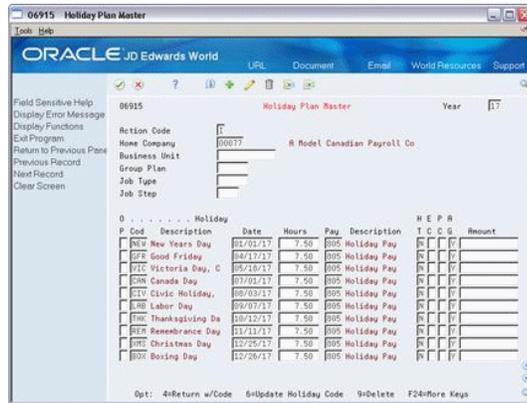


2.  Complete the following optional fields:

    ■   Business Unit

    ■   Group Plan

    ■   Job Type

    ■   Job Step

3.  Complete the following fields for each holiday:

    ■   Code

    ■   Date

    ■   Hours

    ■   Pay

    ■   Holiday Type (HT)

4.  5. Complete the following optional fields and click Add.

    ■   Eligibility Code (EC)

    ■   Pay Class (PC)

    ■   Amount

| Field | Explanation |
|---|---|
| Code - Holiday Type | The user defined code (07/HT) that designates the type of holiday defined. Codes are: |
| | C – Company designated holiday |
| | N – National holiday |
| Code - Holiday Eligibility | The user defined code (07/HE) that identifies the eligibility rules pertaining to the holiday. |

## 45.4 Setting Up Dream Writers

You must set up Dream Writer versions for the following:

- ROE Process Program (P078511)

- Create Multiple ROE Requests (P070620)

See Work with Dream Writer in the *Technical Foundation Guide*.

### 45.4.1 Processing Options

See Section 58.1, "Create Multiple ROEs (J070620)" and Section 58.6, "ROE Process Program (P078511)".

## 45.5 Setting Up for XML File Delivery of ROEs via ROE Web

If you plan to submit an XML file with ROEs via ROE Web, there are additional programs and features that you must set up.

Setting up for XML file delivery of ROEs via ROE Web includes the following tasks:

- Setting up the Integrated File System (IFS) directory

- Setting up Electronic Document Delivery (EDD)

- Setting up the Transformation Template

- Setting up the World Writer

- Setting Up Canadian Government System Requirements

### 45.5.1 Setting Up the IFS Directory

You must set up a shared IFS directory that stores the XML files that the World Writer builds.

JD Edwards World includes an XSLT file in the ROE Web download and you must move it from the download into the IFS directory that you create.

See Set Up Import/Export in the *Technical Tools Guide*.

### 45.5.2 Setting Up EDD

EDD provides various methods for you to distribute documents, such as reports, spreadsheets, or text documents, that you create using JD Edwards World software. In order to process electronic ROEs using ROE Web, you can use EDD functionality. For example, you can use EDD functionality if you want to distribute the resulting XML file via email.

See Set Up EDD in the *Technical Tools Guide* for system setup requirements. See Work with EDD in the *Technical Tools Guide* for information about email lists, distribution profiles, and email template setup.

**Navigation**

**From Governmental Reports (G7724), choose Record of Employment Menu**

**From Record of Employment (G77241), enter 29**

**From Record of Employment Setup (G772411), choose Electronic Document Delivery**

## 45.5.3 Setting Up the Transformation Template

You must set up a transformation template to inform the World Writer of the name and location of the XSLT file that performs the transformation. You also enter the name and location of the final XML file that you plan to upload to the Canadian government.

1. On Transformation Template Revisions, complete the following fields:

   - Template Name

   - Description

     For example, Electronic ROE and Electronic ROE XML Transformation.

2. On Transformation Template Revisions, enter values in the fields as follows:

   - Template Type - Enter 1 for an XSL template.

   - Template File - Enter the name of the ROE Web XSLT file that JD Edwards World includes with the download, including the extension (.xsl).

   - Template Path - Enter the IFS path where the XSLT template file resides.

   - Output File - Enter the name of the ROE Web XML file that the World Writer creates. If you create several ROE Web XML files per day, you can utilize the @DATE and @TIME variables in this field. For example: ROEWeb_Out_ @DATE_@TIME.xml)

     ---

     **Note:** If you do not utilize the @DATE and @TIME variables in the Output File field, each time you run the Process ROEs/Update History program (P070671), the system overwrites the file. JD Edwards recommends enter a different file name each time you run P070671 or rename the file in the IFS path after you create it.

     ---

   - Output Path - Enter the IFS path where you store the output files (final XML files).

See Working with Transformation Templates in the *Technical Tools Guide* for more information.

## 45.5.4 Setting Up World Writer

Before you can process electronic ROEs using ROE Web, you must to set up a World Writer to process the data.

You use the World Writer to export the data in the ROE Web flat file (F0717X) to an XML source file. An XSLT file transforms the XML source file into a target XML document in the format that meets government requirements.

If you create several ROE Web XML files per day, you can utilize the @DATE and @TIME variables in the Import Export File field on the Database Export Parameters screen. For example: ROEWeb_@DATE_@TIME.xml)

See the *World Writer Guide* for more information.

### Before You Begin

- If you are distributing the XML file via email, ensure email addresses are setup for the recipients in the Address Book system. See Working with Address Book Email and URL Addresses in the *Address Book and Electronic Mail Guide*.

- Set up an IFS Directory.

- Set up EDD.

- Set up a transformation template.

### Navigation

**From Governmental Reports (G7724), choose Record of Employment Menu**

**From Record of Employment (G77241), enter 29**

**From Record of Employment Setup (G772411), choose World Writer**

### To set up a world writer

1. On Version List, add a version.

2. On Version Title & Files, complete the following fields:

   - Version Owner

   - Version Title

   - Report Title

3. Enter F0717X in the File Name field.

4. Continue to click Enter to display the Field Selection List screen.

5. On Field Selection List:

   - Select all of the fields in the F0717X file **except** the following:

     – ROE Replacement Serial Number - JXROER

     – Work Station ID - JXJOBN

     – User ID - JXUSER

     – Program ID - JXPID

     – Date Updated - JXUPMJ

     – Time Last Updated - JXUPMT

   - Do **not** select any of the presumptive join fields. Because you select Address Number - JXAN8, you do not select the extra address fields (JXAN801 through JXAN810) that the system displays in the World Writer.

   - Ensure the Print When field (PW) is set to A or the fields do not output to the XML file.

6. Click Enter.

7. On Data Selection, ensure you include the following fields with these values and then click Enter:

- Address Book Number greater than 0

- XML Processed Flag with A or 1

8. On Data Sort & Totaling, setup the file keys, ensure the Summary Function field is set to N, and click Enter.

9. Continue to click Enter to access the Versions List.

10. On Versions List, locate the version you set up for ROE Web.

11. Enter 8 in the Option field next to the version.

12. On Database Export Parameters, enter values in the fields as follows:

- The filename for the XML output from the World Writer, including the file extension (.xml), in Import Export File

- N in Excel XML Y/N

- The IFS path to store the XML files and XSL template in IFS Path

- Y in Replace Records

- N in Header Detail Join Relationship

- N in Include Column Headings

- Y in Enabled Y/N

- The distribution profile in Distribution Profile if you are using EDD to email the XML files

- The email template name in Email Template if you are using EDD to email the XML files

- ROEWEB in Transformation Template

13. Click Enter.

## 45.5.5  Setting Up Canadian Government System Requirements

You are responsible for registering in the Canadian government ROE Web program.

All system requirements enabling the use of the Canadian government ROE Web program are the responsibility of the employer, including running the employer file through a validating parser prior to uploading it to the Canadian government website.

A validating parser is software you use to verify that an Extensible Markup Language (XML) document conforms to a schema. A schema refers to the definition language your system uses to construct and control the validity of XML documents. The schema includes the XML Schema Definition (XSD) file, PayrollExtractXmlV2.xsd, that the system uses to validate the XML file structure. To validate the file, you must run the XML export file that you generate using JD Edwards World through a validating XML parser prior to transferring the file to ROE Web.

> **Note:**   JD Edwards World highly recommends that you validate the files prior to submitting them to the Canadian government to avoid submitting an invalid file. An invalid file suggests that the file layout is incorrect and that government is unable to open it. JD Edwards World does not provide a facility for reversing export files in Submit (final) mode that you submit to the government.

You can use any validating parser to perform the XML validation. XML editor products that provide a validating parser include, but are not limited to:

- Cooktop
- XMLSpy
- XMLWriter
- XRay

# 46

# Enter Records of Employment

The Canadian government uses Records of Employment (ROEs) to calculate Employment Insurance (EI) benefits. You enter and issue ROEs for any employees whose employment status has changed and results in lower earnings. This can occur for a variety of reasons, such as:

- Leave of absence
- Strike
- Termination
- Work sharing

You can enter a single ROE when an employee submits a resignation or takes a leave of absence.

You might want to create multiple ROEs if there is a mass layoff or a strike.

You can change an ROE before you update the history and print an ROE. You might need to do this to correct employee information that you enter in error or that changes.

From either the Create Single or Create Multiple ROEs programs, you can access the Holiday Table program (P06915) to select holiday dates by choosing Holiday Table Revisions (F8).

### Serial Numbers

When you issue a paper ROE, the system automatically assigns an ROE serial number based on the starting value you enter in the Process ROE's/Update History program (P070671).

When you create electronic ROEs, the system assigns a serial number of XMLS because the Canadian government assigns the serial numbers. You cannot extract the serial numbers the Canadian government assigns into the ROE Summary History file (F0717). You can manually enter these numbers when you receive them from the Canadian government. See Section 48.4, "Correcting a Serial Number for an ROE" for more information.

### Validating Values in Fields and Insurable Earnings

The Canadian government requires that you validate the values in certain fields based on the values of other fields. For example, if you enter 2 (Paid because no longer working) in the Vacation Code field, you must leave the Start and Stop Date fields blank, enter a value in the Pay Amount field, and the program enters the amount in block 15C, Pay period 1.

Pay period 1 of block 15C must be greater than the total of all insurable earnings in block 17. This includes some vacation pay, all holiday pay, and some other monies.

The system validates the values in fields and inclusion of the payments in block 15C, Pay Period 1 by the values in the Special Handling Code field of the following UDCs:

- 77/OM - Other Monies
- 77/SP - Special Payments
- 77/VC - Vacation Codes

The values in Special Handling Code of the UDCs are as follows:

- B - Must be blank
- M - Mandatory
- O - Optional
- Y/N - Yes/No (whether to include in block 15C, pay period 1)

The position for each UDC is as follows:

- Position 1 - Start Date
- Position 2 - End Date
- Position 3 - Amount
- Position 4 - Include in block 15C, pay period 1

See Section 45.1, "Working with User Defined Codes (UDCs) for ROEs" for more information.

**Before You Begin**

JD Edwards World recommends that you terminate the employee before entering an ROE. The system assigns the value in the Date Terminated field on the Employee Master to the Last Day for Which Paid field on the ROE.

This chapter contains these topics:

- Section 46.1, "Entering a Single ROE"
- Section 46.2, "Entering Multiple ROEs"
- Section 46.3, "Changing Employee Information on an ROE"

## 46.1 Entering a Single ROE

Depending on how you set the processing option, you use the Create Single ROE - Paper program (P070631) or the Create Single ROE - ROE Web program (P0717) to enter a single ROE when an employee:

- Takes a leave of absence
- Submits a resignation
- Terminates for any reason

For statutory holidays, you can enter up to three for paper ROEs and up to 10 for an electronic ROE.

For special payments you can enter only one for paper ROEs and up to three for electronic ROEs.

You can access the Employment Insurance History Revisions program (P06176) to review EI history by choosing Employment Insurance History (F18).

**Before You Begin**

Set the processing option for Paper or Web ROE for the Record Of Employment Entry program (J070631).

**Navigation**

**From Canadian Payroll Master (G77), choose Governmental Reports**

**From Governmental Reports (G7724), choose Record of Employment Menu**

**From Record of Employment Insurance (G77241), choose Create Single ROE Request**

**To enter a single ROE**

The following task uses the Create Single ROE - ROE Web program P0717 as an example because it requires more data than a paper ROE, however, it includes the steps for both paper and web.

1. On Create Single ROE Request, complete the Employee Number field.

2. Perform one of the following:

   - For a paper ROE, complete the Reason for Issuing ROE field.

   - For an electronic ROE, complete the Separation Code field.

   The system supplies the following dates:

   - First Day Worked

   - Last Day Worked

   - Last Day For Which Paid

   - Final Pay Period Ending Date

*Figure 46–1 Create Single ROE Request screen*
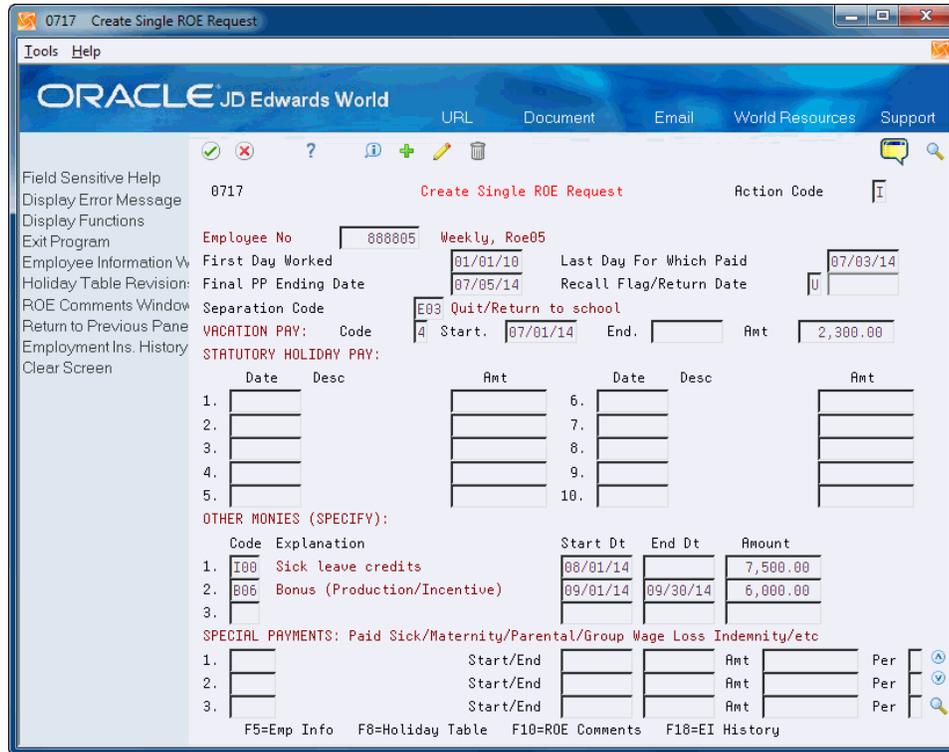


The balance of the fields on the screen are *optional*. You use many to record pay items other than regular pay.

3. Perform one of the following:

    ■ For a paper ROE, complete the Expected Recall Date and Recall Flag fields.

    ■ For an electronic ROE, complete the Recall Flag and Return Date fields.

4. Perform one of the following to record vacation pay:

    ■ For a paper ROE:

        – Complete the Vacation Pay Amount field.

        – Choose ROE Comments Window (F10) and enter the vacation dates for Block 18 of the ROE.

    ■ For an electronic ROE, complete the following fields:

        – Vacation Code

        – Vacation Start

        – Vacation End

5. To record statutory holiday pay, complete the following fields:

    ■ Holiday Date

    ■ Amount

6. To record "Other" types of money paid, perform one of the following:

    ■ For paper ROEs, complete the Explanation field.

    ■ For an electronic ROE, complete the following fields:

- Other Monies Code

  The system enters a value in the Other Monies Explanation field.

- Other Monies Start Date

- Other Monies End Date

7. Complete the Other Monies Amount field.

8. To record special payments, which include pay for sick, maternity or paternity leave, or for wage loss indemnity payments, complete the following fields:

   - Start Date

   - Amount

9. Perform one of the following:

   - For Paper ROEs, complete the Number of Weeks field.

   - For electronic ROEs, complete the following fields:

     - Payment Type

     - End Date

     - Payment Period

10. To attach comments to an ROE, choose the ROE Comments function (F10).

*Figure 46–2   ROE Comments Window*
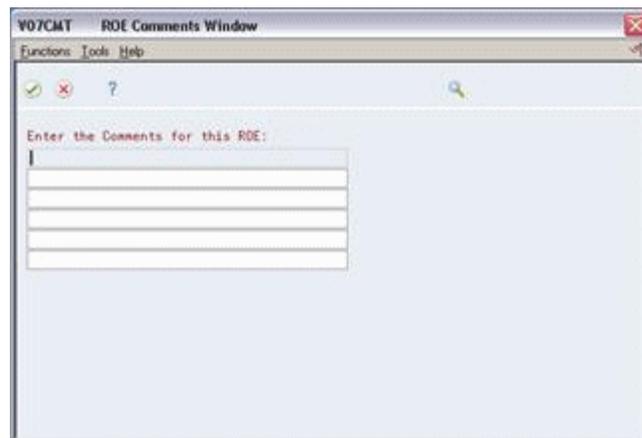


11. On ROE Comments Window, enter any comments and choose the Update the ROE Comments file and Exit.

12. Click Add.

| Field | Explanation |
|---|---|
| First Day Worked | The actual day the employee started to work. |
| | If you do not know the actual first day worked and the employee has worked for you more than two years, enter the date exactly two years before the interruption of earnings. |
| | If the employee has worked for you on several occasions, the date to be entered is the start of the most recent period in which the worker returned to work (since you last issued an ROE to this person). |
| | *Form-specific information* |
| | If you leave this field blank, the system enters a value of one day after the pay period end date on the last ROE that you issue or the start date from the employee master, whichever date is greater. |
| Last Day For Which Paid/Last Day Worked | The actual last date for which the employee was paid. |
| | If employee has reached 65 and continues to work enter the date of the last day worked in the month in which the 65th birthday occurred. |
| | *Form-specific information* |
| | If you leave this field blank, the system enters the value from the Date Terminated field on the Employee Master. |
| Final Pay Period Ending Date | The date that corresponds to the end of a processing period (pay period, month, quarter or year). |
| | *Form-specific information* |
| | This date usually corresponds to the pay period ending date of the last record in the Employment Insurance History table (F06176). |
| Separation Code/Reason for Issuing ROE | The separation code that identifies the reason for issuing the ROE. |
| | If you use one of the followingseparation codes, you must choose the ROE Comments function and attach comments: |
| | K00 – Other |
| | K15 - Canadian Forces - Queen'sRegulations/Orders |
| | *Form-specific information* |
| | Enter a value for UDC 77/SC. |
| Recall Flag | ROE recall flag. |
| | Y - Yes, employee is expected to be recalled. |
| | N - No, employee is not expected to be recalled. |
| | U - It is unknown whether employee will be recalled. |
| Return Date/Expected Recall Date | The date on which the employee will be recalled for employment, if known. |

| Field | Explanation |
|---|---|
| Vacation Pay Code | A code that identifies how vacation pay was paid to the employee because of the separation and whether or not you need to report it in Block 17A on the ROE. |
| | *Form-specific information* |
| | Enter a value for UDC 77/VC. |
| | When you enter Vacation Pay Code 2 – Paid because no longer working, ensure you include the vacation pay amount in block 15C pay period 1 on the paper ROE. |
| | When you enter Vacation Pay Code 4 - Anniversary (paid on a specific date each year), include the amount in the pay period in which the date falls or, if the date is after the last day for which paid, include the amount in block 15C pay period 1 on the paper ROE. |
| Vacation Pay Start Date | The start date for any vacation pay the employer has paid or will pay to the employee for a specific period of leaveafter the date entered in Block 11 on the ROE, when the employee plans to take vacation leave during the interruption of earnings and the employer granted the leave. |
| | -OR- |
| | The specific date for any vacation paythat is paid as a result of an anniversary date. |
| Vacation Pay End Date | The end date for any vacation pay the employer has paid or will pay to the employee for a specific period of leaveafter the date entered in Block 11 on the ROE, when the employee plans to take vacation leave during the interruption of earnings and the employer granted the leave. |
| Vacation Pay Amount | The amount of vacation pay that has been paid or is owed to the employee at the time of the interruption of earnings. The system automatically updates this amount, based on the Vacation Pay Table indicated in the processing options for ROE Workbench, Box 17/19. The Vacation Pay Table is established on Workers Compensation Insurance Basis Tables (P079071). |
| Holiday Date | Statutory holiday date on which pay is paid or payable after the later of 1) Last day worked or 2) the day EI/UIpremiums are payable up to. |
| | *Form-specific information* |
| | For paper ROEs you can enter up to three statutory holidays, for an electronic ROE, you can enter up to 10 statutory holidays. |
| Holiday Amount | Statutory Holiday pay that is paid after the Last Day for Which Paid. The system will automatically populate this amount if there is a value in the Amount column for the holiday code in the Holiday Table. Otherwise the user will need to enter this amount. |

| Field | Explanation |
|---|---|
| Other Monies Code | A code that identifies the type of other payment or benefit, other than vacation pay or statutory holiday pay, that the employer has paid or will pay to the employee because of theseparation, whether or not the amount is considered as insurable earnings. |
| | If utilizing ROE Web, a code must be entered from the values in UDC 77/OM. If printing paper ROE forms, a code is not required, but an explanation of the other pay is. |
| | *Form-specific information* |
| | If you complete this field when you enter an electronic ROE, the Start Date for: |
| | ■ PSL01 and MAT01 must be prior to or equal to the Last Day for Which Paid. |
| | ■ WLI01 must be after the Last Day for Which Paid. |
| Other Monies Explanation | A short description of one of the following payments which are paid or payable in contemplation of, on, or after a separation from employment: |
| | ■ Pension Payments |
| | ■ Severance Pay |
| | ■ Retiring Allowances |
| | ■ Accumulated retirement or sick leave credits |
| | ■ Bonuses or Gratuities |
| | ■ Wages in Lieu of Notice |
| | ■ Retroactive Wage Increases |
| | ■ A Payment in Kind |
| | ■ All Other Monies (specify) |
| | *Form-specific information* |
| | If you are submitting electronic ROEs via ROE Web, the system enters a value in this field based on the value that you enter in the Other Monies Code field. If you are printing paper ROE forms, you must enter one of the above descriptions in this field. |
| Other Monies Start Date | The start date for the first other monies code on the ROE. |
| Other Monies End Date | The end date for the first other monies code on the ROE. |
| Other Monies Amount | The amount of the payments that are owed to the employee following an interruption of earnings. |
| Special Payments Type | A code to identify the type of special payment being made. |
| | *Form-specific information* |
| | Enter a value from UDC 77/SP. |
| Special Payments Start Date | The date payments start for any insurable sick leave, maternity leave, parental leave, compassionate care leave, parents of critically ill children leave or group wage-loss insurance payments from the employer, or if the employee is receiving any group wage-loss indemnity plan payments from a third party. |
| Special Payments End Date | The date payments end for any insurable sick leave, maternity leave, parental leave, compassionate care leave,parents of critically ill children leave or group wage-loss insurance payments from the employer, or if the employee is receiving any group wage-loss indemnity plan payments from a third party. |

| Field | Explanation |
| --- | --- |
| Special Payments Amount | The payment amount for any insurable sick leave, maternity leave, parental leave, compassionate care leave, parents of critically ill children leave or group wage-loss insurance payments from the employer, or if the employee is receiving any group wage-loss indemnity plan payments from a third party. |
| Special Payments Period | A code to indicate the period of time covered by the special payment amount<br><br>D = Per Day<br><br>W = Week |
| Special Payments For Days/Weeks | The number of weeks or days for which the employee will receive paid sick, maternity, or parental leave, or group wage loss indemnity payments.<br><br>*Form-specific information*<br><br>This field displays for *only* paper ROEs. |

### 46.1.1 Processing Options

See

## 46.2 Entering Multiple ROEs

When you need to process many ROEs at one time, it is more convenient to use Create Multiple ROE Request (P070620) to create multiple ROEs. You might need to do this if you have a mass layoff or at the end of a seasonal employment period.

**Before You Begin**

- To limit the employees or select specific groups of employees, set the processing options or the data selection values for the DREAM Writer version that runs for P070620.

- Set the processing option for Paper or Web ROE for the Create Multiple ROE Requests program (J070620).

**Navigation**

**From Canadian Payroll Master (G77), choose Governmental Reports**

**From Governmental Reports (G7724), choose Record of Employment Menu**

**From Record of Employment Insurance (G77241), choose Create Multiple ROE Requests**

**To enter multiple records of employment**

If you set the processing option for paper ROEs, the Create Multiple ROEs - Paper program (P070620P) displays. For electronic ROEs, the Create Multiple ROEs - ROE Web program (P0717M) displays. The following task uses the Web ROEs entry program P0717M.

1. On Create Multiple ROE Requests, enter a version in the Version of Create Multiple ROEs field or choose Field Sensitive Help to locate a version.

*Figure 46–3 Create Multiple ROE Requests screen*
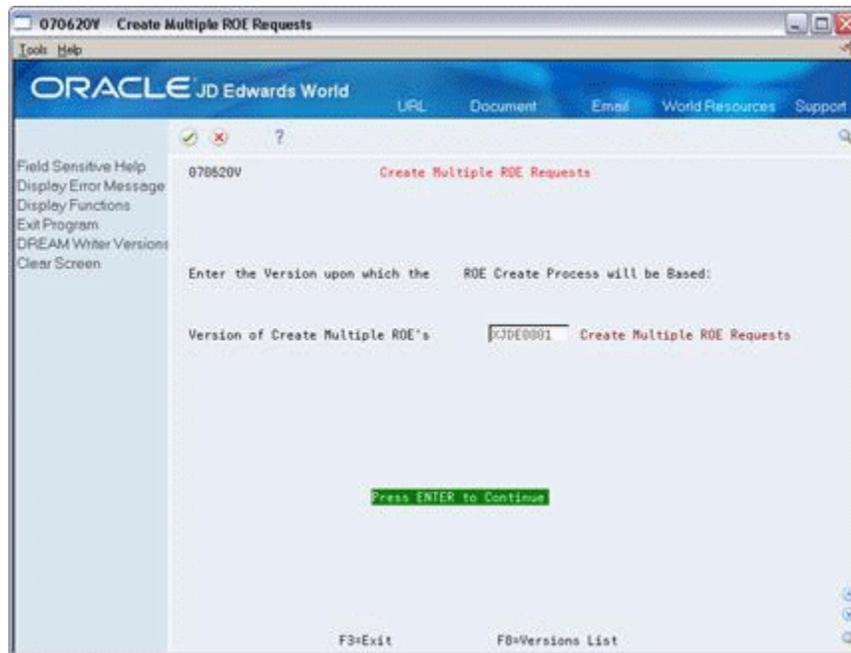


2. On Create Multiple ROE Requests, click Enter twice.

3. On the second Create Multiple ROE Requests, complete the steps for entering a single ROE and click Enter twice.

*Figure 46–4 Create Multiple ROE Requests screen*
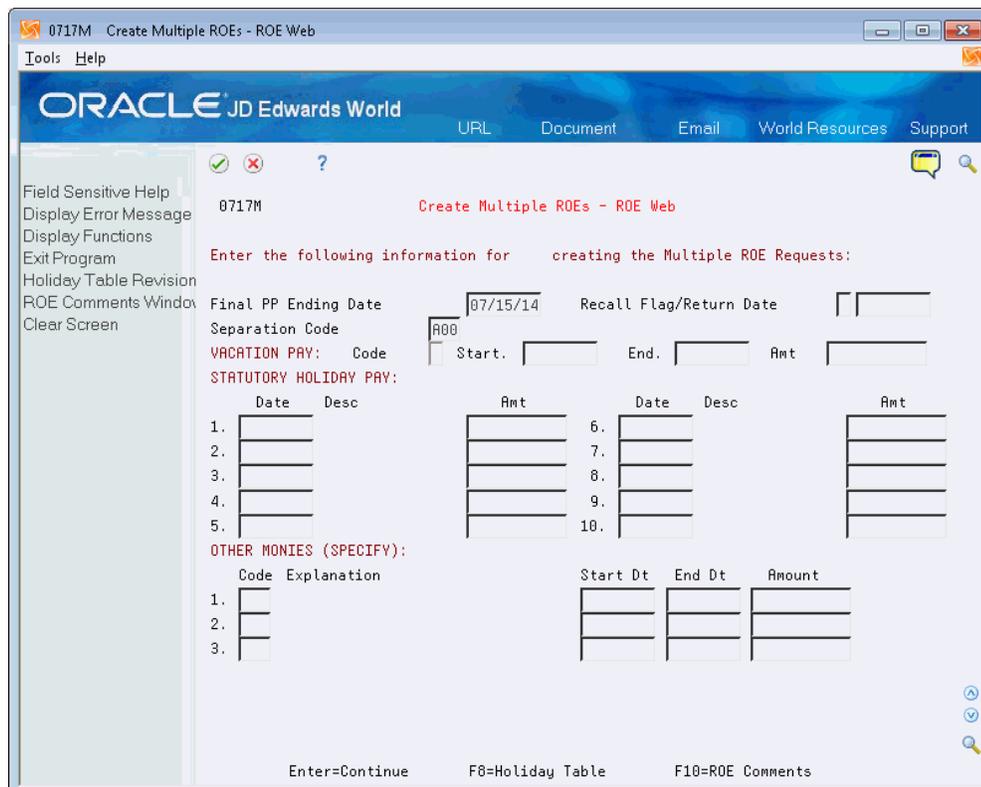
The system lists all employees that meet your selection criteria.

*Figure 46–5    Create Multiple ROE Requests screen*
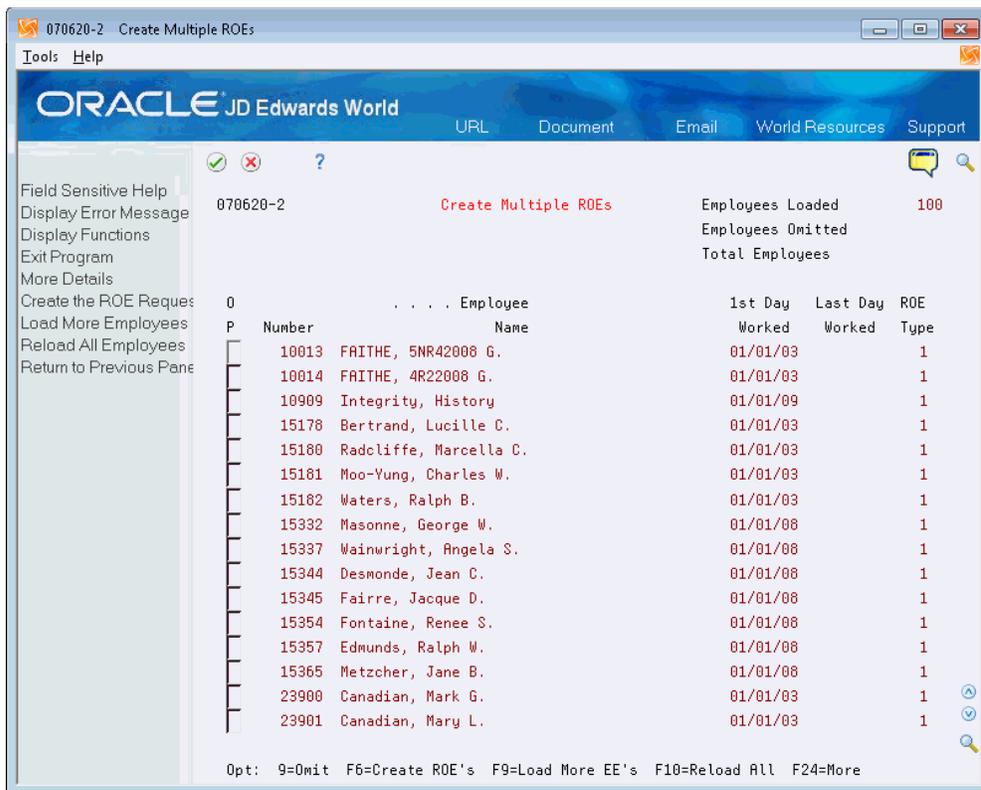


4. Review the third Create Multiple ROE Requests screen.

5. Choose the Omit option for each employee that you do not want issue an ROE.

6. Choose the Create ROEs function (F6).

7. Verify your creation request.

## 46.2.1  What You Should Know About

| Topic | Description |
|---|---|
| **Attaching comments** | You can attach comments to a batch of ROEs following the same procedures that you use for a single ROE. Any comment that you enter for multiple ROEs appears on every ROE in this batch process. |

**See Also:**

- Section 46.1, "Entering a Single ROE"

## 46.2.2  Processing Options

- See Section 58.2, "Create Multiple ROE Requests (P070620)"
- See Section 58.1, "Create Multiple ROEs (J070620)"

## 46.3  Changing Employee Information on an ROE

**Navigation**

**From Canadian Payroll Master (G77), choose Governmental Reports**

 **From Governmental Reports (G7724), choose Record of Employment Menu**

**From Record of Employment Insurance (G77241), choose Create Single ROE Request**

You can change some employee information on an ROE. This is particularly useful if the employee has worked for more than one company or in more than one job type during the year, but the ROE must reflect only one of the employee's positions. These changes do not update the Employee Master table (F060116) and the system stores them in the ROE Summary History table (F0717).

**To change employee information on an ROE**

1. On Create Single ROE Requests, choose the Employee Information function (F5).

*Figure 46–6   Employee Information Window for ROEs*



2. On Employee Information Window for ROE's, complete any of the following fields:

   - Company

   - Business Unit

   - Last Job Worked

   - Union Code

   - Job Type

   - Job Step

   - Cheque Route

   - Tax Area

   - Category Codes

3. Choose the Update ROE file (F0717) with EE Info function.

# 47

# Process and Update Records of Employment

You update an ROE so that the EI history is not included in any subsequent ROE records. ROEs cannot include EI history from any previous ROE. The update keeps a record of ROEs as well as updating the EI History table with ROE serial numbers, dates mailed, an internal and unique control number and date/time stamps. These records must be complete and correct, particularly if the government requests an audit.

For paper ROEs, you can update history for ROEs issued through the system or ROEs you have issued manually.

When you run the Process ROEs/Update History program (P070671) it launches the ROE Process program (P078511). During this process the system validates the values in fields and inclusion of the payments in block 15C, Pay Period 1 by the values in the Special Handling Code field of certain UDCs.

**See Also:**

- Section 45.1, "Working with User Defined Codes (UDCs) for ROEs"

- Chapter 46, "Enter Records of Employment"

Each time you run this program it produces a report when it encounters any of the following errors and displays them on the last form:

- Employee number is not found in the Address Book system

- Company number is not found in the Address Book system

- Tax ID number is not found in the tax ID table

- Insurable gross pay has exceeded the yearly limit

- EI rate for the yearly maximum has not been set up

If you are processing and updating a single ROE when the system detects an error, only the error report prints. The update is not complete and the system does not print an ROE.

If you are processing and updating multiple ROEs, when the system detects any errors, it:

- Processes and updates history for all ROEs that are not in error.

- Identifies each ROE that is in error on the report, but does not update nor process an ROE that is in error.

### Electronic ROEs

When you process electronic ROEs, the system can encounter additional errors than those listed previously. These include:

| Error | Possible Cause/Resolution |
|---|---|
| **Tax ID Invalid** | ■ First character must be 1, 7, or 8.<br>■ First nine characters must be numeric and not all zeros<br>■ 10th and 11th characters must be RP (or RW for Demo)<br>■ Last four characters must be numeric and not all zeros |
| **Organization Number Invalid** | ■ Must be 15 alphanumeric characters<br>■ First 3 characters must be letters<br>■ Last 12 characters must be numeric |
| **Pay Period Type (Frequency) Invalid** | Must be one of the following codes and defined in UDC 07/PF:<br>■ B - Bi-weekly<br>■ M - Monthly<br>■ O - Monthly non-standard<br>■ S - Semi-monthly<br>■ E - Semi-monthly non-standard<br>■ H - Thirteen pay periods per year<br>■ W - Weekly |
| **Social Insurance Number Invalid** | Must be 9 numeric characters and not all zeros |
| **Employee Name Invalid** | First and last (surname) are required. |
| **Employee Address Invalid** | First line of address, city, and postal code are required |
| **First Day Worked Invalid** | ■ Must not be blank<br>■ Must be earlier than or equal to Last Day For Which Paid<br>■ Must be earlier than or equal to Final Pay Period Ending Date |
| **Last Day for Which Paid Invalid** | ■ Must not be blank<br>■ Must be equal to or after the First Day Worked<br>■ Must be earlier than or equal to Final Pay Period Ending Date<br>■ Must be earlier than or equal to the current date + 14 days |

| Error | Possible Cause/Resolution |
|---|---|
| **Final Pay Period Ending Date Invalid** | ▪ Must not be blank<br><br>▪ Must be equal to or after the Last Day for Which Paid<br><br>▪ Based on the Pay Period Type, must match the following rules:<br><br>    ▪ W - Weekly - Cannot be more than 6 days after the Last Day for Which Paid<br><br>    ▪ B - Bi-Weekly - Cannot be more than 13 days after the Last Day for Which Paid<br><br>    ▪ S - Semi-Monthly - Cannot be more than 15 days after the Last Day for Which Paid; must be the 15th or last day of the month<br><br>    ▪ M - Monthly - Cannot be more than 30 days after the Last Day for Which Paid; must be the last day of the month |
| **Final Pay Period Ending Date Invalid - Continued** | **Continued**:<br><br>▪ H - 13 PP/Year - Cannot be more than 27 days after the Last Day for Which Paid<br><br>▪ E - Non-Standard Semi-Monthly - Cannot be more than 15 days after Last Date for Which Paid; cannot be the 15th or the last day of the month (exception: the Final Pay Period Ending Date can be the 28th of February when it is not a leap year and the 29th of February when it is a leap year)<br><br>▪ O - Non-Standard Monthly - Cannot be more than 30 days after Last Date for Which Paid; cannot be the last day of the month (exception: the Final Pay Period Ending Date can be the 28th of February when it is not a leap year and the 29th of February when it is a leap year) |
| **Expected Date of Recall Invalid** | ▪ Mandatory if the Expected Recall Code is Y<br><br>▪ Must be blank if Expected Recall Code is N or U<br><br>▪ Must be later than the Last Day For Which Paid, if value is present<br><br>▪ Must be blank when Separation Code is E00-Quit (including all sub-codes), G00-Mandatory Retirement (including all sub-codes), or M00-Dismissal (including all sub-codes) |
| **Total Insurable Hours Invalid** | ▪ Valid value from 1 to 8904; must be rounded to next available value because decimals are not permitted<br><br>▪ Must be less than or equal to: (Last Day for Which Paid - First Day Worked + 1) x 24 |
| **Earnings for Pay Period 1 Invalid** | ▪ Must not be blank.<br><br>▪ Must be greater than the total of all insurable amounts included in block 17.<br><br>▪ Valid value range between 1.00 to 999999.99 |
| **One or More Earnings for Pay Periods 2-53 Invalid** | Valid value range between 0.00 to 999999.99 |

| Error | Possible Cause/Resolution |
|---|---|
| **Separation Code Invalid (Reason for Issuing ROE)** | Must be a value in UDC 77/SC, which are set by Canada. |
| **Contact Information Invalid** | First Name, Last Name, Area Code, and Phone Number of contact |
| **Vacation Pay Invalid** | If completed, valid value range is between 0.01 to 999999.99 |
| **Statutory Holiday Date(s) Invalid** | ■ If completed, must have a dollar value in the corresponding Statutory Holiday Payment field.<br><br>■ If completed, then must be different than the dates in the other Statutory Holiday Date fields. |
| **Statutory Holiday Payment(s) Invalid** | Must be blank if no date is specified in the corresponding Statutory Holiday Date field. |
| **Other Monies Code(s) Invalid** | If not blank, then must be one of the codes in UDC 77/OM, which are set by Canada. |
| **Other Monies Payment(s) Invalid** | ■ Must be blank if corresponding Other Monies Code field is blank.<br><br>■ Valid value range between 0.01 to 999999.99 |
| **Comments Required** | If Reason for Issuing ROE is K (Other), then comments must be entered for the ROE. |
| **Special Payment Type(s) Invalid** | If not blank, then must be one of the codes in UDC 05/SP, which are set by Canada. |
| **Special Payment Date(s) Invalid** | ■ If completed, must have a dollar value in the corresponding Special Payment Amount field.<br><br>■ If completed, Start Date for PSL01 and MAT01 must be prior to or equal to Last Day for Which Paid.<br><br>■ If completed, Start Date for WLI01 must be after Last Day for Which Paid. |
| **Special Payment Amount(s) Invalid** | Valid value range between 0.01 to 999999.99 |

You must correct any errors from the report, otherwise you risk the Canadian government rejecting the ROEs. This program also creates the ROE Web Build Report and the ROE Web XML files. The build report includes information on all of the records included in the XML files. The system stores the ROE Web XML files in the IFS directory utilizing the transformation template and you must upload these via ROE Web.

When you run P070671 it:

■ Creates records in the ROE XML file (F0717X).

■ Includes up to 53 weeks of data for each selected employee.

■ Validates data against the XML schemas the Canada government provides.

■ Updates the system with the processing status.

When you run the Process ROEs/Update History in draft mode, the system clears the Date Mailed, Primary Control Number, ROE Serial Number, and Date/Time Stamp fields in the ROE Summary History (F0717), ROE Web XML Information (F0717X), ROE Comments (F07171), and Unemployment Insurance History (F06176) files. This allows you to continue to update the ROEs. When you run this program in final submission mode, the system updates the ROE Serial Number field with XMLS and

the XML Processed Flag to S. These values indicate that you created ROEs in final mode and you *cannot* update or print the ROEs.

> **Note:** After you run this program in final mode, you *must* now maintain all electronic ROEs online using ROE Web.
>
> You can, however, add the serial numbers you receive from the Canadian government using the Update ROE Serial Number program (P077065).

You can submit draft files to the Canadian government for verification purposes. However, the Canadian government recommends that you do not submit a draft file more than once.

This chapter contains these topics:

- Section 47.1, "Processing and Updating ROEs Simultaneously"
- Section 47.2, "Updating History Only"
- Section 47.3, "Submitting Electronic ROEs"

## 47.1 Processing and Updating ROEs Simultaneously

**Navigation**

**From Canadian Payroll Master (G77), choose Governmental Reports**

**From Governmental Reports (G7724), choose Record of Employment Menu**

**From Record of Employment Insurance (G77241), choose Process ROEs/Update History**

You must print your ROEs or use ROE Web for former employees who are eligible to receive employment insurance payments. The ROE is proof that the employee is entitled to employment insurance payments.

When you process paper or Web ROEs, you use the batch program Process ROEs/Update History program (J070671). The system updates ROE history and creates the ROE Exception report (R078511) when it encounters any errors. The system locks the employee's records in the Employment Insurance History table (F06176) after successfully processing the ROE.

For electronic ROEs, it creates the ROE Web Build Report (R078511X) in summary or detail mode depending on how you set the Roe Web XML File Build processing option for P078511.

Depending on whether you print ROEs or submit electronic ROE information via ROE Web determines which fields you complete. On Process ROEs/Update History, you can use the function exits to access either a Dream Writer or World Writer versions list. On the second Process Multiple ROEs form, you can also use the function exits to print/process the ROEs or reload all records.

**Before You Begin**

For electronic ROEs, set the processing options for the ROE Print program (P078511). Ensure that you set the Submission Mode (D/S) processing option to draft or final submission.

**To process and update ROEs simultaneously**

1. On Process ROEs/Update History, complete the following fields:

   ■ Enter the Pay Cycle Group Code

   ■ ROE Process Forms Version

   ■ ROE Issue Date

   ■ Issue on Paper or ROE Web?

*Figure 47–1    Process ROEs/Update History screen*



2. For printed ROEs, complete the Enter the Next Available ROE Number field and click Enter.

3. For electronic ROEs, complete the following fields and click Enter.

   ■ ROE Web Query Group

   ■ ROE Web Query Version Name

4. On Process Multiple ROEs perform one of the following:

   ■ If you want all ROEs, leave the fields blank and click Enter.

   ■ If you want specific ROEs, complete any of the following optional fields and click Enter:

     – Employee Number

     – Home Company

     – Home Business Unit

     – Last Job Worked

- Union Code

- Job Type

- Job Step

- Check Route Code

- Tax Area (Work)

*Figure 47–2   Process Multiple ROEs screen*



**5.** On the second Process Multiple ROEs form, enter 9 in the Option field to omit specific employees' ROEs from being processed.

*Figure 47–3   Process Multiple ROEs screen*
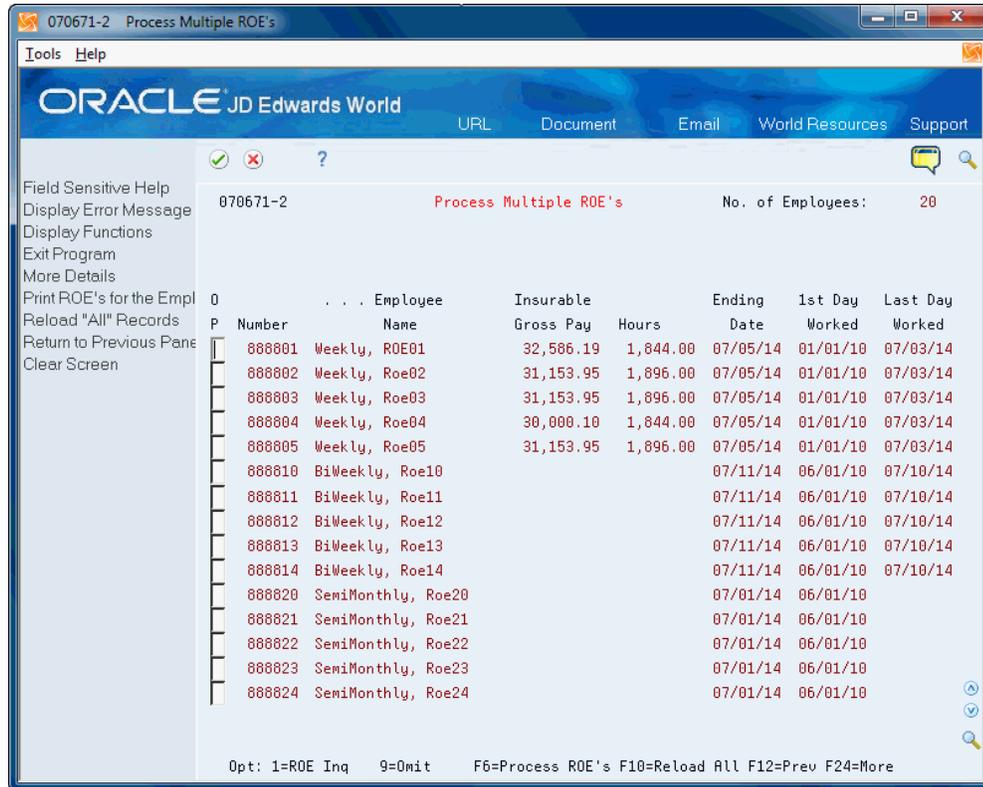


6. Choose Process ROE's for the Employees Displayed (F6).

7. On Summary - Multiple ROE Process, review the screen for a message indicating that the system encountered errors and generated an error report.

8. Depending on the type of processing, complete one of the following fields:

   ■ Have ALL ROEs been Printed?

   ■ Is the ROE Web File Complete?

| Field | Explanation |
|---|---|
| Enter Pay Cycle Group Code | A code (UDC 07/PY) that identifies the values for a master pay cycle. |
| Enter the Next Available ROE Number | Record of Employment Serial Number. |
| ROE Process Forms Version | Choose a version of the ROE Print Program (P078511). |
| | *Form-specific information* |
| | Choose a version for either printing ROEs or electronic ROEs. |
| ROE Issue Date | The date on which the ROEs are mailed. |

| Field | Explanation |
|---|---|
| Issue on Paper or ROE Web? | This flag indicates whether or not the transaction has been processed in XML through the system. |
| | Blank or 0 = This transaction has not been processed in XML. |
| | 1 = This transaction has been processed in XML through the system. |
| | *Program-specific information* |
| | This flag indicates whether the ROE is being issued on paper or electronically via ROE Web. |
| | 0 = ROE(s) issued on paper form(s) |
| | 1 = ROE(s) issued via ROE Web |
| | Default is '0' |
| ROE Web Query Group | This is a code that is used to relate aset of queries together. It can be from 1 to 10 characters long and shouldconform to the AS/400 object naming conventions (for more information seethe CL reference manual). |
| | *Form-specific information* |
| | Enter a value for UDC 82/GR, usually Q77. |
| ROE Web Query Version Name | This is a ten character code that identifies an individual query within a given query group (see QRYG). It is similar in function to the DREAM Writer's version number, but allows a more descriptive name because it is an alpha field. |
| Have ALL ROEs been Printed (Y/N)? | Y = ALL the ROE's have completely finished processing. This includes that ALL the paper forms have printed successfully. This will result in file updates to post ROE information such as ROE serial number, Date Mailed, etc to the ROE Summary file (F0717), ROE Comments file (F07171), and EI History file (F06176) so that the information will not be included in any other ROE process. |
| | N = ROE information will be reset for re-processing. The files mentioned above will NOT have ROE information updated on the records and the records can be included in another ROE process. |
| Is the ROE Web File Complete (Y/N)? | Y = The user has verified that ALL ROE's that need to be submitted to Service Canada are included on the ROE Web file build report. The World Writer to create the ROE Web XML file will be submitted. If you indicate that you want the ROE Web file built in Draft mode (see the processing options for Form ID P078511) the system clears the DMT, PCT#, and ROEN fields in the ROE Summary History file (F0717), ROE Comments file (F07171), and the EI History file (F06176), enabling users to continue to update the ROEs using the World system. When the file is processed in final submission mode, the system updates the DMT, PCT#, and ROEN fields to specify that the ROE(s) have been created in final submission mode and users can no longer update or print the ROE(s) from the World system. |
| | N = ROE files will NOT be updated and the ROE Web file will not be built. |

## 47.1.1 Processing Options

See

## 47.1.2 Sample ROE Web Build Reports

Following are the three types of error reports that this program can generate.

### ROE Exception Report (R078511)

*Figure 47–4   ROE Exception Report (R078511)*

```
078511                                       J. D. Edwards and Co.                          Page      -       1
                                             ROE Exception Report                           Date      - 10/10/14

Max. Insurable Earnings:   48600.00

Employee                                               P  Insured    Date 1st Day Last  Data
 Number  Name               Co.   Tax ID No.        F  Earnings   Worked  Worked   Field Error Message
-------- ------------------ ----- ---------------- -- ----------- ------- -------- ------------------------
  888805 Roe05 Weekly       07100 479287000RW0005  W             01/01/10 07/05/14 JXTAXX Tax ID Invalid
  888805                    07100 479287000RW0005  W             01/01/10 07/05/14 JFVSDT Associated Fields Failed
                                                                                          Validation
```

### ROE Detailed Exception Report (R078511X)

*Figure 47–5   ROE Detailed Exception Report (R078511)*

```
078511X                                        J. D. Edwards and Co.                         Page      -       1
                                               ROE Web Build Report                          Date      - 10/10/14

File Version: W-2.0        Software Vendor: Oracle      Product Name: JD Edwards World

Employee                            Employee                    Pay  P  Insurable  Ins  1st Day   Last Day  Final PP
 Number  Employee Name                SIN           Tax ID     Cycle F  Earnings   Hrs  Worked    Which Pd  Ending Dt
-------- ------------------------ ----------- ---------------- ----- -- ---------- ---- --------- --------- ---------
  888805 Roe05 Weekly             990 000 085 479287000RW0005  WK    W             1896 2010-01-01 2014-07-03 2014-07-05
         Address. . . 888805 ROE Ave,   Torchlight, NB  E1E1E1
         Recall Code . . U   Date of Recall . .              Language . . E  Occupation . .
         ROE Separation Code. . . E03 Quit/Return to school            Processing Method: D Draft

         INSURABLE EARNINGS
           Pay Period 01. .     14653.85    Pay Period 02. .       1153.85    Pay Period 03. .       1153.85
           Pay Period 04. .      1153.85    Pay Period 05. .       1153.85    Pay Period 06. .       1153.85
           Pay Period 07. .      1153.85    Pay Period 08. .       1153.85    Pay Period 09. .       1153.85
           Pay Period 10. .      1153.85    Pay Period 11. .       1153.85    Pay Period 12. .       1153.85
           Pay Period 13. .      1153.85    Pay Period 14. .       1153.85    Pay Period 15. .       1153.85
           Pay Period 16. .      1153.85    Pay Period 17. .       1153.85    Pay Period 18. .       1153.85
           Pay Period 19. .      1153.85    Pay Period 20. .       1153.85    Pay Period 21. .       1153.85
           Pay Period 22. .      1153.85    Pay Period 23. .       1153.85    Pay Period 24. .       1153.85
           Pay Period 25. .      1153.85    Pay Period 26. .       1153.85    Pay Period 27. .       1153.85
           Pay Period 28. .      1153.85    Pay Period 29. .       1153.85    Pay Period 30. .       1153.85
           Pay Period 31. .      1153.85    Pay Period 32. .       1153.85    Pay Period 33. .       1153.85
           Pay Period 34. .      1153.85    Pay Period 35. .       1153.85    Pay Period 36. .       1153.85
           Pay Period 37. .      1153.85    Pay Period 38. .       1153.85    Pay Period 39. .       1153.85
           Pay Period 40. .      1153.85    Pay Period 41. .       1153.85    Pay Period 42. .       1153.85
           Pay Period 43. .      1153.85    Pay Period 44. .       1153.85    Pay Period 45. .       1153.85
           Pay Period 46. .          .00    Pay Period 47. .           .00    Pay Period 48. .           .00
           Pay Period 49. .          .00    Pay Period 50. .           .00    Pay Period 51. .           .00
           Pay Period 52. .          .00    Pay Period 53. .           .00

           VACATION PAY:  Code . . 1   Start. . 2014-07-01   End. .           Amt. .       2300.00

         STATUTORY HOLIDAYS
           1. Date. .         Amount . .          .00    6. Date. .          Amount . .          .00
           2. Date. .         Amount . .          .00    7. Date. .          Amount . .          .00
           3. Date. .         Amount . .          .00    8. Date. .          Amount . .          .00
           4. Date. .         Amount . .          .00    9. Date. .          Amount . .          .00
           5. Date. .         Amount . .          .00   10. Date. .          Amount . .          .00

         OTHER MONIES
           Code . . I00 Sick leave credits    Start. . 2014-08-01   End. .           Amt. .       7500.00
           Code . . B06 Bonus (Production/Ince  Start. . 2014-09-01   End. . 2014-09-30  Amt. .       6000.00
           Code . .    .                         Start. .           End. .           Amt. .           .00

         SPECIAL PAYMENTS
           Type . .         Start/End. .                 Amount . .          .00   Period Type. .
           Type . .         Start/End. .                 Amount . .          .00   Period Type. .
           Type . .         Start/End. .                 Amount . .          .00   Period Type. .

         COMMENTS
```

### ROE Exception Report - Summary (R078511X)

*Figure 47–6   ROE Summary Exception Report (R078511X)*

```
078511X                                        J. D. Edwards and Co.                         Page      -       1
                                               ROE Web Build Report                          Date      - 10/10/14

File Version: W-2.0        Software Vendor: Oracle      Product Name: JD Edwards World

Employee                            Employee                    Pay  P  Insurable  Ins  1st Day   Last Day  Final PP
 Number  Employee Name                SIN           Tax ID     Cycle F  Earnings   Hrs  Worked    Which Pd  Ending Dt
-------- ------------------------ ----------- ---------------- ----- -- ---------- ---- --------- --------- ---------
  888805 Roe05 Weekly             990 000 085 479287000RW0005  WK    W             1896 2010-01-01 2014-07-03 2014-07-05
```

## 47.2 Updating History Only

**Navigation**

**From Canadian Payroll Master (G77), choose Governmental Reports**

**From Governmental Reports (G7724), choose Record of Employment Menu**

**From Record of Employment Insurance (G77241), choose Update History Only**

After you manually fill out the paper ROE form or enter an electronic ROE, you update the ROE history for one employee at a time using the Process Manual ROE's program (P070681). This allows you to have historical records that include both computer-generated and manually issued ROEs. This procedure also locks the associated records in the Unemployment Insurance History table (F06176) to prevent changes from being made. You do not need to print the ROE.

**To update history only**

1. On Update History Only, complete the following fields:

   ■ Employee Number

   ■ Serial Number of the Manual ROE

   ■ ROE Issue Date

*Figure 47–7   Update History Only screen*



2. Choose Process Manual ROE function (F6).

| Field | Explanation |
| --- | --- |
| Serial Number of the Manual ROE | Enter the serial number for a manual ROE or XMLS for an electronic ROE. |

## 47.3 Submitting Electronic ROEs

After you run the Process ROEs/Update History program and correct any errors, you should review the XML to ensure it is accurate. You can then process and submit the XML files to the Canadian government via ROE Web.

1. On Versions List, locate the version you set up for ROE Web.

2. Enter 8 in the Option field next to the version.

3. On Database Export Parameters, choose Search IFS Path (F4).

4. On Directory Search, enter 1 in the Option field next to the file to view the contents of the XML file.

5. Validate the XML file by running the ROE Web XML file through a validating XML parser.

6. Change the file extension.

   Locate the file in the IFS directory and change the file extension to .blk. The Canadian government requires the file you upload to the ROE Web have a file extension of .blk.

7. Submit the files to the Canadian government.

   Contact your taxing authority to obtain the correct website and upload instructions.

# 48

# Work with Records of Employment

You can work with ROEs in a number of ways. These tasks allow you to ensure that your ROE record-keeping is complete and accurate. You can:

- Review your ROEs online to ensure that your historical ROE information is correct.

- Reissue a paper ROE to correct a mistake on the original ROE or to replace an ROE that was lost.

- Delete a paper ROE when you determine that the ROE is either a duplicate, in error, or unnecessary.

- Correct an ROE serial number after you issue the paper ROE and then determine that it is incorrect.

- Update the serial numbers for electronic ROEs. After you receive the serial numbers from the Canadian government, you can replace XMLS with the serial number.

When you issue electronic ROEs, you *cannot* reissue or delete an ROE from the Record of Employment Insurance menu (G77241). The system displays a message and prevents you from doing so. You must access electronic ROEs via ROE Web on the internet to make changes.

This chapter contains these topics:

- Section 48.1, "Reviewing ROEs"

- Section 48.2, "Reissuing an ROE"

- Section 48.3, "Deleting an ROE"

- Section 48.4, "Correcting a Serial Number for an ROE"

## 48.1 Reviewing ROEs

You review your ROEs online to ensure that your historical ROE information is correct. This is important because the government requires companies to keep complete and accurate records of ROEs.

JD Edward World recommends you locate an electronic ROE using the ROE Summary Inquiry program (P071711) program. You can then access the detail information for that ROE. Most electronic ROEs contain XMLS in the ROE Serial Number field. The only electronic ROEs that contain a serial number are those you manually update.

Reviewing ROEs includes:

- Reviewing Detailed ROEs

■ Reviewing Summary ROEs

## 48.1.1 Reviewing Detailed ROEs

To review all of the detail for an ROE, you use the Record of Employment Inquiry Only program (P07064) for a paper ROE and the ROE Summary Inquiry program (P07171)for an electronic ROE. The value in the processing option for P07064 determines which program displays.

The following task uses an electronic ROE as an example.

**Navigation**

**From Canadian Payroll Master (G77), choose Governmental Reports**

**From Governmental Reports (G7724), choose Record of Employment Menu**

**From Record of Employment Insurance (G77241), choose ROE Detail Inquiry**

**Before You Begin**

Set the processing option for Paper or Web ROE for the Record of Employment Inquiry program (J07064).

**To review detailed ROEs**

On ROE Detail Inquiry, complete one of the following fields and click Enter:

■ Employee Number

■ ROE Serial Number

*Figure 48–1 ROE Detail Inquiry screen*
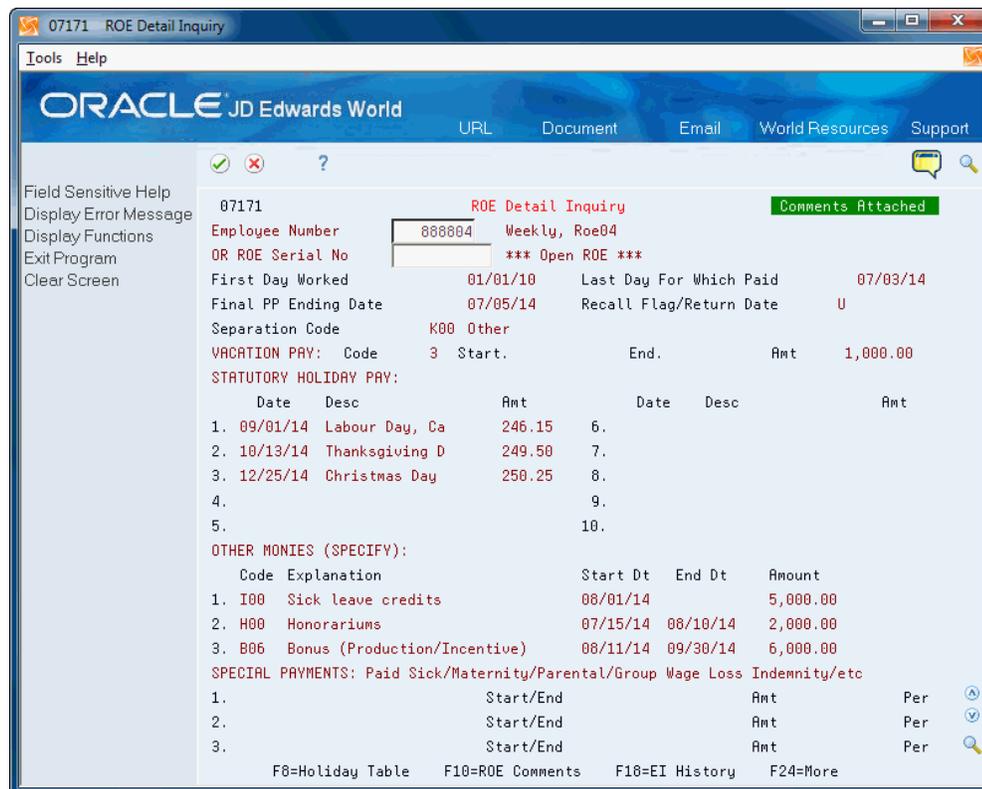
#### 48.1.1.1 Processing Options

See Section 58.4, "Record Of Employment Inquiry (J07064)"

## 48.1.2 Reviewing Summary ROEs

### Navigation

**From Canadian Payroll Master (G77), choose Governmental Reports**

**From Governmental Reports (G7724), choose Record of Employment Menu**

**From Record of Employment Insurance (G77241), choose ROE Summary Inquiry**

You use the Record of Employment Review program (P070711) to review the summary information for all ROEs that you issue to an employee.

The following task uses an electronic ROE as an example.

### To review summary ROEs

1. On ROE Summary Inquiry, complete one or more of the following fields and click Enter:

   - Employee Number

   - ROE Serial Number

   - ROE Date - From

   - ROE Date - Thru

*Figure 48–2   ROE Summary Inquiry screen*



2. Perform one of the following:

■ Choose More Details (F4) to review detailed information on ROE Summary Inquiry.

■ Enter 1 in the Option field next to the line you want to review.

Depending on the type of ROE, the system displays either ROE Inquiry - Paper (P07064) or ROE Inquiry - ROE Web (P07171). The system determines which program displays based on the XMLF flag in the record.

*Figure 48–3   ROE Inquiry - ROE Web*
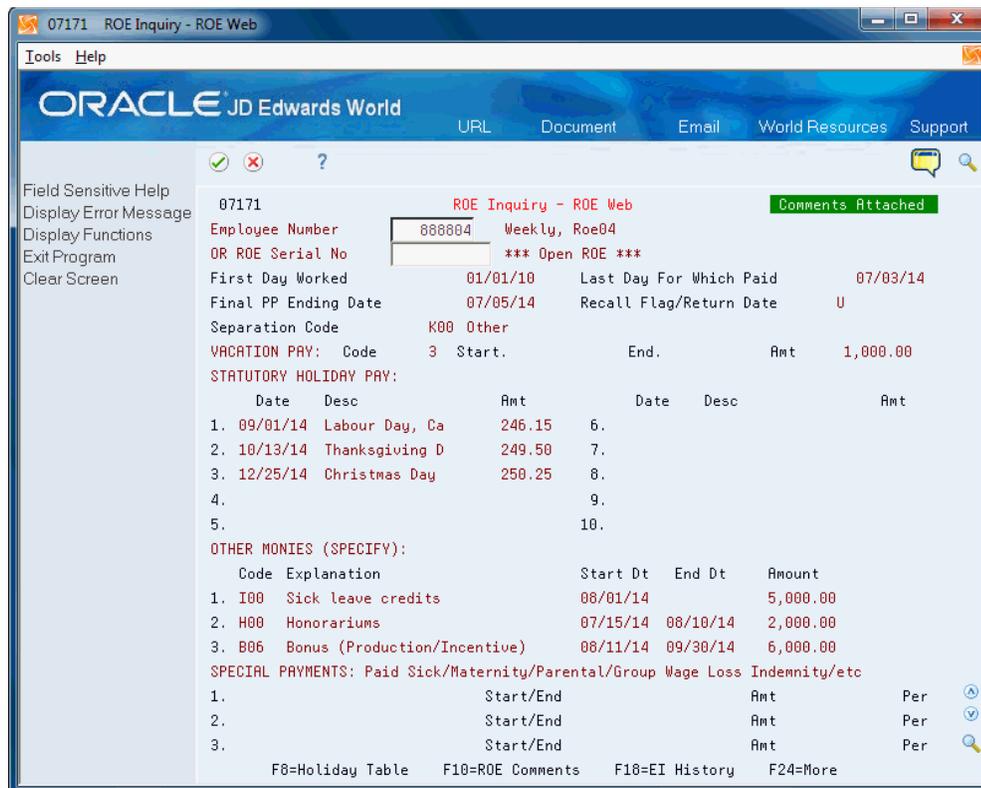


**3.** Continue to click Exit to access the menu.

| Field | Explanation |
|---|---|
| P (Flag - XML Processed Code) | Canadian ROE Processing: A flag that indicates if an ROE record is being processed on paper or electronically (ROE Web). |
| | Blank or 0 = This is a paper ROE. |
| | 1 = This is an electronic ROE (ROE Web). |
| | A = This is an electronic ROE and is actively being processed. |
| | S = This is an electronic ROE (ROE Web) and has been submitted to Canada. |

## 48.2  Reissuing an ROE

**Navigation**

**From Canadian Payroll Master (G77), choose Governmental Reports**

**From Governmental Reports (G7724), choose Record of Employment Menu**

**From Record of Employment Insurance (G77241), choose Re-Issue of Issued ROE**

You can use the Re-issue of Issued ROE program (P07065) to reissue *only* paper ROEs. This is helpful if you need to correct a mistake on the original ROE or to replace an ROE that has been lost. The system creates a new ROE from the old record and requires you to complete the validation, print, and update sequence again.

When you reissue an ROE, the system creates a duplicate record in the Employment Insurance History table (F06176). It stores the original ROE record with the original serial number and a notation that it has been reissued.

### To reissue an ROE

**1.** Press F6 to access Re-issue of Issued ROE.

*Figure 48–4  Reissue of Issued ROE screen*
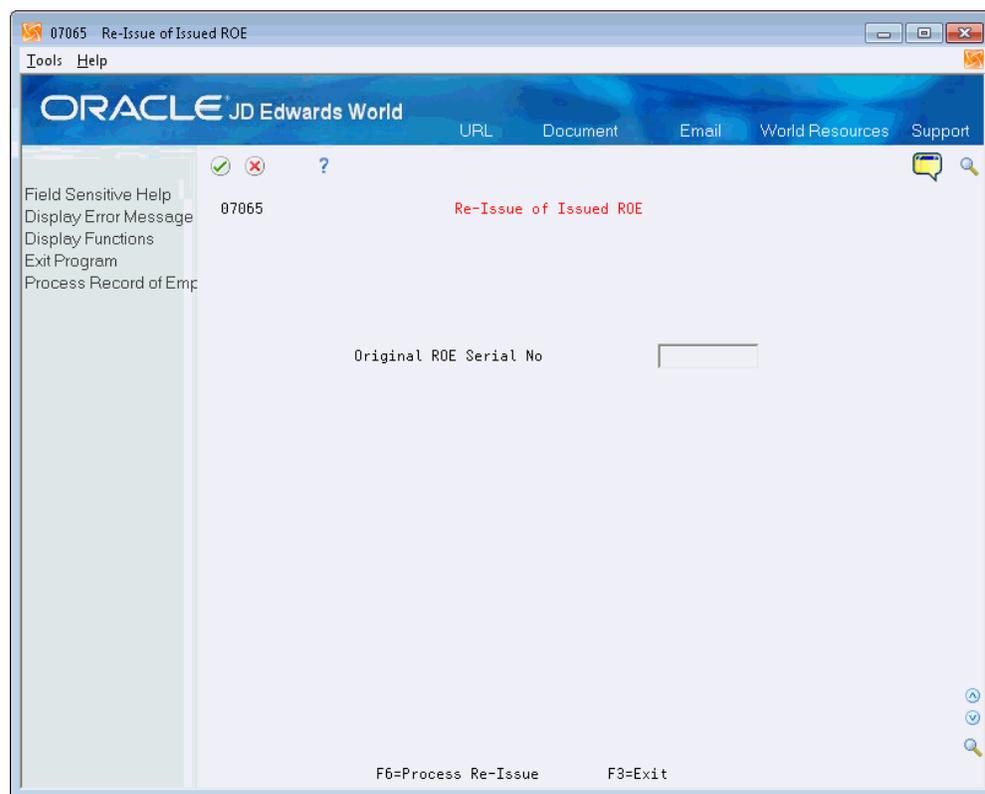


**2.** On Re-issue of Issued ROE, complete the Original ROE Serial Number field and click Enter.

**3.** Choose the Process Re-issue function (F6).

**4.** To correct any errors, follow the steps for entering a single ROE.

**5.** Follow the steps for updating and printing ROEs.

> **See Also:**
>
> ■ Chapter 46.1, "Entering a Single ROE"
>
> ■ Chapter 47.2, "Updating History Only"

## 48.3 Deleting an ROE

**Navigation**

**From Canadian Payroll Master (G77), choose Governmental Reports**

**From Governmental Reports (G7724), choose Record of Employment Menu**

**From Record of Employment Insurance (G77241), choose Deletion of Issued ROE**

You use the Delete of Issued ROE program (P07066) to delete *only* issued paper ROEs. This might be necessary if you discover the ROE is either a duplicate, in error, or unnecessary. An unnecessary ROE might be one that you created in anticipation of a layoff that did not subsequently occur.

When you delete an issued ROE, the system unlocks the record in the Employment Insurance History table (F06176) and deletes the ROE serial number. You use this procedure only after you update an ROE in the history.

You can delete an ROE before updating it to history. You cannot delete a reissued ROE.

### 48.3.1 Before You Begin

- Ensure that the ROE is eligible for deletion.

**To delete an ROE**

**1.** Press F6 to access Deletion of Issued ROE.

*Figure 48–5 Deletion of Issued ROE*



**2.** On Deletion of Issued ROE, complete the ROE Serial Number field and click Enter.

**3.** Choose the Delete Record of Employment function (F6).

## 48.4 Correcting a Serial Number for an ROE

**Navigation**

**From Canadian Payroll Master (G77), choose Governmental Reports**

**From Governmental Reports (G7724), choose Record of Employment Menu**

**From Record of Employment Insurance (G77241), choose Update ROE Serial Number**

You use the ROE Serial Number History Revisions program (P077065) to:

- Correct an ROE serial number when you issue a paper ROE to an employee and then discover that the serial number is incorrect. You can also correct the mailing date of the ROE if you need to mail the updated information.

- Enter the serial number for an electronic ROE with the serial number you receive from the Canadian government via ROE Web.

---

**Note:**

- Do *not* enter a mailing date on an electronic ROE because the history will be out of sync with the information you submitted to the Canadian government.

- Ensure you enter the correct serial numbers for electronic ROEs. The system cannot validate the numbers you enter against the numbers the Canadian government assigns.

---

**To correct an ROE serial number**

1. Press F6 to access Update ROE Serial Number.

*Figure 48–6   Update ROE Serial Number screen*
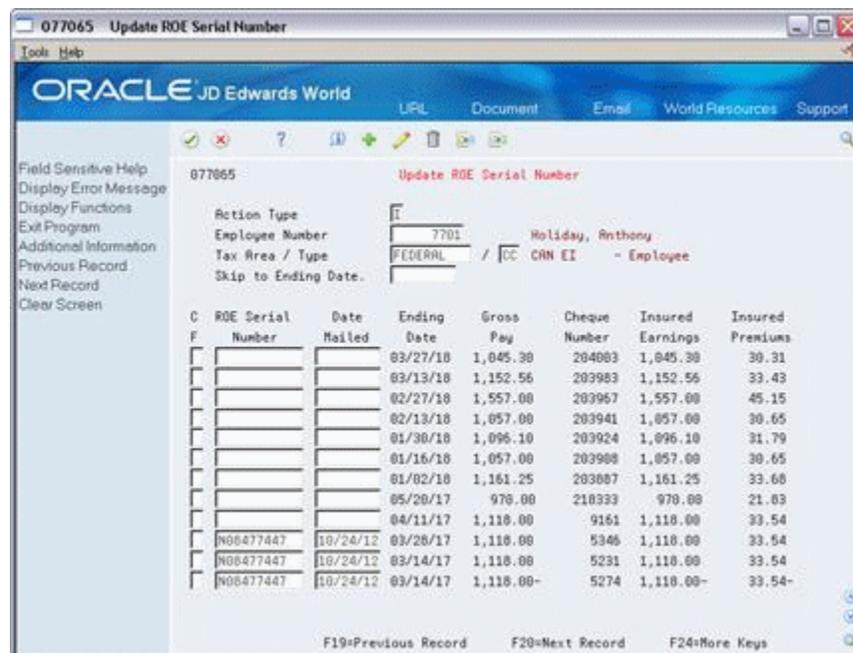
2. On Update ROE Serial Number, complete the Employee Number field and click Inquire.

3. Complete one or both of the following fields and click Change:

   ■ ROE Serial Number

   ■ Date Mailed

**What You Should Know About**

| Topic | Description |
|-------|-------------|
| **Copying ROE information** | You can copy serial number and mailing date information from one ROE record to another for an employee by using the Copy Function (CF) field. You can copy from only one record, but you can copy to one or more records. |

# Part IX

## Journal Entry Processing Prior to the Payroll Cycle

This part contains these chapters:

# 49

# Overview to Journal Entry Processing Prior to the Payroll Cycle

This chapter contains these topics:

- Section 49.1, "Objectives"
- Section 49.2, "About Journal Entry Processing Prior to the Payroll Cycle"

## 49.1 Objectives

- To process journal entries between payroll cycles

## 49.2 About Journal Entry Processing Prior to the Payroll Cycle

Labour intensive companies that want to monitor and analyze labour expenses on a daily basis typically process journal entries prior to the payroll cycle. The information for these journal entries comes directly from timecards.

# 50

# Process Journal Entries Prior to the Payroll Cycle

This chapter contains these topics:

## 50.1 Processing Journal Entries Prior to the Payroll Cycle

Labour intensive companies that want to monitor and analyze labour expenses on a daily basis typically process journal entries prior to the payroll cycle. Unlike the journal entries that are created during the final update step of the payroll cycle, the information for journal entries that are processed prior to the payroll cycle comes directly from timecards.

You can create and post labour distribution (T2s), flat burden (T2s), recharge (T4s), and equipment journals (T5s) to the General Accounting system daily, or any time between payroll cycles. You use the General Accounting system and the Job Cost system tools to report and analyze this information. The system processes any remaining unposted current timecards and any journals associated with payments in the next payroll cycle.

## 50.2 Generating Timecard Pro Forma Journal Entries

**Navigation**

**From Canadian Payroll Master (G77), choose Interim Cheques and Special Post**

**From Interim Cheques and Special Post (G7721), choose Generate Timecard Journals**

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

When you generate timecard pro forma journal entries you can do the following:

- Calculate monthly benefits only when you process the last timecards for the calendar month

■ Specify the G/L date for the journal entries

■ Select timecards based on a date range

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

*Figure 50–1   Timecard Journal Batch Proof report*



### 50.2.1 Processing Options

See Chapter 59.1, "Generate Timecard Journals (P062901)"

## 50.3 Rerunning the Timecard Journal Batch Proof Report

**Navigation**

**From Canadian Payroll Master (G77), choose Interim Cheques and Special Post**

**From Interim Cheques and Special Post (G7721), choose Print Journal Edit**

You rerun the Timecard Journal Batch Proof report when you want to print the report without creating journal entries. This is the same report that the system prints when you generate the pro forma journals for timecards. You can rerun this report as many times as necessary.

**To rerun the Timecard Journal Batch Proof report**

On Print Journal Edit

To submit the job for processing, complete the following field:

■ Enter Batch Number to Print

## 50.4 Reviewing Batch Information

**Navigation**

**From Canadian Payroll Master (G77), choose Interim Cheques and Special Post**

**From Interim Cheques and Special Post (G7721), choose Timecard Journal Batch Review**

You review a batch of pro forma journal entries to verify that the entries for the timecards within the batch do not have errors before you post them. You can display a

list of batches based on your user ID, the batch number, a posting status, or a specific date range.

The system uses batch types to group the various kinds of journal entries. You can review the batches of pro forma journal entries for the following:

- Those created during the special post when you generated timecard journals prior to the payroll cycle

- Those created during a standard pay period processing

The system processes the following batch types when you process journal entries prior to the payroll cycle:

| Batch Type | Description |
| --- | --- |
| Batch type 5 | Pro forma journal entries created when you generated timecard journals during a special post prior to the payroll cycle. |
| | You cannot review the actual detail of the journal entries for this batch type. You can review summary information only. |
| Batch type P | Actual journal entries created when the system posted journals to the general ledger. This batch type is equivalent to batch type 7 for standard pay cycle journal entries. |
| | To review the detail of these journal entries, choose the General Journal Review function. |

**To review batch information**

On Timecard Journal Batch Review

*Figure 50–2    Timecard Journal Batch Review screen*



Display all batches for all users, or limit your search by completing one or more of the following fields:

- User ID

- Batch Number

- Batch Date From

- Batch Date Thru

- Batch Status

| Field | Explanation |
| --- | --- |
| Batch Status | A user defined code (98/IC) that indicates the posting status of a batch. Valid codes are: |
| | Blank – Unposted batches that are pending approval or have a status of approved. |
| | A – Approved for posting. The batch has no errors, is in balance, but has not yet been posted. |
| | D – Posted. The batch posted successfully. |
| | E – Error. The batch is in error. You must correct the batch before it can post. |
| | P – Posting. The system is posting the batch to the general ledger. The batch is unavailable until the posting process is complete. If errors occur during the post, the batch status is changed to E (error). |
| | U – In use. The batch is temporarily unavailable because someone is working with it. |

**See Also:**

## 50.5 Posting Timecard Pro Forma Journal Entries to the General Ledger

**Navigation**

**From Canadian Payroll Master (G77), choose Interim Cheques and Special Post**

**From Interim Cheques and Special Post (G7721), choose Post Payroll Journals to G/L**

You post timecard pro forma journal entry batches to update your general ledger. When you post pro forma journal entries, the system creates the actual journal entries (F0911), then automatically posts them to the Account Balances table (F0902).

When you post journal entries, the system prints the following reports:

- Posting Edit report

- General Ledger Posting Journal

Review the Posting Edit report for any applicable posting errors. The General Ledger Posting Journal lists all journal entries. The column titles and information are similar to the Timecard Journal Batch Proof report. However, the General Ledger Posting Journal prints the journal entry number, general ledger date, and account descriptions instead of the document reference numbers.

The level of summarization on this report is controlled by the Journal Summarization Rules.

### 50.5.1 What You Should Know About

| Topic | Description |
|---|---|
| Posting errors | If this program encounters any errors, the system creates the actual journal entries in the Account Ledger table, but does not post them. After you have corrected the actual journal entries, you must resubmit the batch for posting. Since the batch contains actual journal entries, you must use a General Accounting post program.<br><br>See Section 27.5, "Posting Payroll Journal Entries Manually". |

**See Also:**

- Chapter 27.6, "Reviewing the Posting Edit Report" for a report sample

- Setting Up Journal Summarization Rules (P06914) in *JD Edwards World Canadian Payroll II Guide*

- Chapter 27.7, "Reviewing the General Ledger Posting Journal" for a report sample

### 50.5.2 Processing Options

See Chapter 59.2, "General Ledger Post (P09870)"

## 50.6 Deleting an Unposted Batch of Pro Forma Journal Entries

**Navigation**

**From Canadian Payroll Master (G77), choose Interim Cheques and Special Post**

**From Interim Cheques and Special Post (G7721), choose Delete Unposted Batch of Journals**

You delete an unposted batch of pro forma journals when the batch contains errors and you must correct the time entries before you rerun the batch.

**To delete an unposted batch of pro forma journal entries**

On Delete Unposted Batch of Journals

Complete the following field:

- Enter Batch Number to Delete

### 50.6.1 What You Should Know About

| Topic | Description |
|---|---|
| Timecards in an active payroll ID | If you mistakenly delete any pro forma batch containing timecards that are included in an active payroll ID, you must rerun the payroll journal entries step. |
| Benefit calculations | If you delete a pro forma batch that includes benefit calculations for employees who are part of the active payroll run, you must rerun pre-payroll processing for any active payroll ID. |

| Topic | Description |
|---|---|
| **Locked timecards** | All timecards selected for processing are coded with the batch number assigned by the system. If you try to access the timecards, they are locked and are displayed in protected mode. You can unlock them only if you delete the batch. |

# Part X

## Processing Options

This part contains these chapters:

# 51

# Employee Information Processing Options

This chapter contains these topics:

## 51.1 Employee Initial Entry (P070101)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| These Processing Options Control: | |
| P070101 = Employee Entry | |
| P070111 = Basic Employee Data | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 1. Security Business Unit will be updated to the employee's Address Book record.<br><br>Enter '1' for Yes<br><br>Enter ' ' for No | |
| 2. Choose the Edit for Workers Comp Code:<br><br>'1' = Edit against User Defined Codes<br><br>'2' = "Hard" Error if Blank<br><br>'3' = "Soft" Error if Blank (Default) | |
| 3. Display Social Insurance Number on Inquiry and Change.<br><br>Enter '1' for Yes<br><br>Enter ' ' for No | |
| 4. All new employees will be added to the COBRA Dep/Beneficiary file.<br><br>Enter '1' for Yes<br><br>Enter ' ' for No | |
| 5. Enter your display preference for the Salary and Hourly Rate.<br><br>'1' = Always Display<br><br>'2' = Do Not Display on Inquiry<br><br>'3' = Never Display | |
| 6. When adding new employees through the Employee Setup screen, enter the default format of the Mailing Name in the Address Book. (Optional)<br><br>' ' = Name entered in Employee Entry will not be used in the address book window. You must also enter the name in the window.<br><br>'1' = John Doe (No middle initial)<br><br>'2' = John R. Doe<br><br>'3' = Doe, John R. (Alpha Name value)<br><br>**Note**: For users who have the double byte flag turned on in the JDE System Values, a default of ' ' is used. | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 7. Enter the method for assigning Tax Areas.<br><br>' ' = Manually enter Work and Res Tax Areas. (Default)<br><br>'1' = Allow Work and Res. Tax Areas to be left blank.<br><br>'2' = Use GeoCoder to update Work and Res. Tax Areas.<br><br>*Note: For values (1-2), you must first install the Vertex GeoCoder system. If you do not install the system, the default value ' ' will be used for assigning Tax Areas. | The GeoCoder allows the system to assign the tax area based on the employee address. The GeoCoder is a combination of programs from JD Edwards World and Vertex that assigns a tax area to the Tax Area field in the employee master or Business Unit Constants tables. The Geocoder is a JD Edwards World Complementary Product and must be purchased separately.<br><br>For batch processing:<br><br>■ A DREAM Writer-driven program reads records that you select from the employee master or Business Unit Constants table.<br><br>■ The GeoCoder assigns employee master tax areas based on the employee's address. It assigns business unit tax areas based on the address of the associated address number.<br><br>■ The system prints a report for every employee or business unit detailing the tax area assignments.<br><br>For interactive processing:<br><br>■ Used for employee entry only<br><br>■ Possible tax areas are based on employee's address<br><br>■ Controlled by a processing option<br><br>Vertex programs are stored in a special library, such as VGEOLIB. The special library must be added to your library list. |
| 8. When an employee is deleted, the profile data will also be deleted.<br><br>Enter '1' for yes<br><br>Enter ' ' for no. | |
| * The following Processing Options * * are for HUMAN RESOURCES ONLY: * | |
| 9. The Job Information file (F08001) EDITS the Job Type and Step and DEFAULTS the Job Information and Category Codes on ADDS or CHANGES depending on which of the following options are selected.<br><br>' '= Edit Job Type/Step against UDCs & use Data Dictionary for defaults.<br><br>'1'= Default Job Info ONLY when blank.<br><br>'2'= Default Job Info & Category Codes ONLY when the field is blank.<br><br>'3'= Default Job Info WHETHER OR NOT the field is blank.<br><br>'4'= Default Job Info & Category Codes WHETHER OR NOT the field is blank. | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 10. Enter '1' when you are using the Job Information file, as specified in processing option 9, and want to override the default of the Benefit Group, Union Code, Worker's Comp Code and Subclass when changing the Business Unit or Job with those values defined in the Business Unit- Job Cross Reference file (F08005). | |
| If processing option 9 is set to 'Default Only When Blank', then the Cross Reference file values will 'Default Only When Blank'. Likewise, if processing option 9 is set to 'Always Default', the Cross Reference file values will 'Always Default'. | |
| 11. For an Add, enter the default value for the Benefit Status field which displays on the Dates, Eligibility & EEO screen. (**NOTE**: This code is used for Batch Enrollment in Benefits.) | |

## 51.2  Labor Distribution (P060151)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 1. Choose how you wish the Worker's Comp Code to default: | |
| '1' = From the Employee Master file regardless if the field in the Employee Labor Distribution fold area is Blank. | |
| '2' = From the Employee Master file Only if the field is left Blank | |
| '3' = From the Data Dictionary if the field is left Blank. (Default) | |
| FORMAT CONTROL: | |
| 2. Select the default screen format: | |
| ' ' = Standard Distribution | |
| '1' = Enhanced Subledger | |

## 51.3  Employee DBA Instructions Processing Opt (P070181)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| BENEFITS ADMINISTRATION: | |
| 1. Enter a '1' to allow changes on the employee DBA instructions screen for DBAs that are attached to benefit plans/options. A blank means changes may only be initiated through the benefits administration programs. | |
| EDIT/DEFAULT OPTIONS: | |

| Processing Option | Processing Options Requiring Further Description |
| --- | --- |
| 2. Enter '1' to default the job type from the employee master record. | |
| Enter '2' to default the job type AND the job step from the employee master record. | |
| The default is blank (' ') and will not default any employee job information from the employee master record. | |
| (**PLEASE NOTE**: Regardless of this processing option's setting, any DBA with a deduction method of 'B' will have the job type, job step, home business unit, and position defaulted from the employee master record or multiple job file primary job.) | |

## 51.4 Auto Deposit Instructions (P065011)

| Processing Option | Processing Options Requiring Further Description |
| --- | --- |
| 1. Enter the Originating Bank Number: | |
| 2. Enter the Service Class Code: | |
| 3. Enter the Standard Entry Class: | |

## 51.5 Employee Pay & Tax Information (P060121)

| Processing Option | Processing Options Requiring Further Description |
| --- | --- |
| 1. Enter the method for assigning Tax Areas. | |
| ' ' = manually enter Work and Res. Tax Areas. (Default) | |
| '1' = allow Work and Res. Tax Areas to be left blank. | |
| '2' = use GeoCoder to update Work and Res. Tax Areas. | |
| **NOTE**: For values (1-2), you must first install the Vertex GeoCoder system. If you do not install the system, the default value ' ' will be used for assigning Tax Areas. | |
| 2. Enter '1' to receive a warning message if Std Hrs/Day and the Std Days/Year is equal to Blank. | |

## 51.6 Employee Job Entry (P060118)

| Processing Option | Processing Options Requiring Further Description |
| --- | --- |
| SET VIDEO DISPLAY: | |
| 1. Enter your display preference for the Salary and Hourly Rate. | |
| ' ' or '1' = Always Display | |
| '2' = Do not Display on Inquiry | |
| '3' = Never Display | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 2. Enter a '1' next to each to suppress its display: | |
| Workers Comp/Sub | |
| FLSA Exempt | |
| Union Code | |
| EEO Job Category | |
| Shift Code | |
| Job Step | |
| Hourly Rate | |
| 3. To display the Address Book European Tax ID Number in the Address Book window select '1' for Yes. | |
| Enter '1' for Yes. | |
| Enter ' ' for No. | |
| EDIT/DEFAULT OPTIONS: | |
| 4. The Job Information file (F08001) EDITS the Job Type and Step and DEFAULTS the Job Information and Category Codes on ADDS or CHANGES, depending on which of the following options are selected. | |
| ' '=Edit Job Type/Step against UDC's and use DD for defaults. | |
| '1'=Default Job Info ONLY when blank | |
| '2'=Default Job Info and Category Codes ONLY when blank. | |
| '3' Always default Job Information. | |
| '4' Always default Job & Cat. Codes | |
| 5. Enter '1' when you are using the job Information File, as specified in processing option 4, and want to override the default of the Benefit Group, Union Code, Worker's Comp Code and Subclass when changing the Business Unit or Job with those values defined in the Business Unit - Job Cross Reference file (F08005). | |
| If processing option 4 is set to 'Default Only When Blank', then the Cross Reference file values will 'Default Only When Blank'. Likewise, if processing option 4 is set to 'Always Default', the Cross Reference file values will 'Always Default'. | |
| 6. Enter a '1' if you want F18 to exit to Canadian Payroll Employee Setup program (P070101). | |
| Default of blank will exit to US Payroll Employee Setup program (P060101). | |
| WHEN CHANGING AN EMPLOYEE JOB: | |
| 7. Enter a '1' to automatically redisplay the information. | |

## 51.7 Employee Resume Information (P08091)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| Enter the Profile Data Base name for the type of information you wish to revise, as follows:<br><br>A = Applicants<br><br>E = Employees (default value)<br><br>J = Jobs<br><br>H = Health & Safety Cases<br><br>P = Dependents/Beneficiaries<br><br>R = Requisitions | |

## 51.8 Profile by Employee (P080200)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 1. Enter the Record Code for the type of information that you wish to review as follows:<br><br>A = Applicants<br><br>E = Employees (default value)<br><br>H = Injury/Illness Case Number<br><br>J = Jobs<br><br>P = Dependents/Beneficiaries<br><br>R = Requisitions | |
| 2. For Detailed Employee Inquiry Only:<br><br>Enter a '1' if you do not wish to display the employee's salary information.<br><br>(Default of blank will display the information.) | |
| 3. For Detailed Employee Inquiry Only:<br><br>Enter a '1' if you do not wish to display the employee's Social Security Number.<br><br>(Default of blank will display the number.) | |

## 51.9 Inquiry by Employee (P080210)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 1. Enter the Profile Data Base name for the type of information you wish to review as follows:<br><br>A = Applicants<br><br>E = Employees (default value)<br><br>J = Jobs<br><br>H = Case Number<br><br>P = Dependents/Beneficiaries<br><br>R = Requisitions | |
| 2. Enter the specific Type of Data on which to inquire within the chosen database. | |

| Processing Option | Processing Options Requiring Further Description |
| --- | --- |
| 3. Enter a '1' to see inactive employees (Employee Pay Status not numeric) in addition to active employees. | |
| Default of blank will show active employees only (Pay Status numeric). | |

## 51.10  Employee Profile Multiskills Search (P080250)

| Processing Option | Processing Options Requiring Further Description |
| --- | --- |
| INITIAL SEARCH CRITERIA: | |
| 1. Enter the search criteria code you want to direct your search: | |
| A = Search for Applicants | |
| E = Search for Employees | |
| B = Search for both types. | |
| A default of blank will display both Applicants and Employees . . . . . . | |
| ACTIVE EMPLOYEE CRITERIA: | |
| 2. To limit the search to only active employees, enter the Pay Statuses, separated by commas, that define an active employee. | |
| A blank will search for all employees. | |
| EMPLOYMENT STATUS CRITERIA: | |
| 3. To limit the search to specific employment statuses, enter the employment statuses, separated by commas, or *ALL for all employment statuses. | |
| The typical default for full time regular is a blank, so a blank followed by a comma must be entered to include this in the search. | |
| APPLICANT STATUS CRITERIA: | |
| 4. To limit the search to specific application statuses, enter the application statuses, separated by commas, or blank for all application statuses. Since this field is two characters wide, you should always enter two characters between commas including a blank if necessary. For example, to search for 5 and 99, the entry would be: 5 ,99 (NOT 5,99). | |
| APPLICATION DATE CRITERIA: | |
| 5. Enter the earliest application date to limit the search. Only applications on or after this date will be included in the list. | |
| A blank will search through all applications, regardless of date. | |

## 51.11 Employee Profile - Alphabetical Sequence (P080410)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 1. Enter a '1' to bypass printing text information on the report.<br><br>(Default of blank will print the text.) | |
| 2. Enter a '1' if you wish to bypass printing the employee's salary information.<br><br>(Default of blank will print the information.) | |
| 3. Enter a '1' if you wish to bypass printing the Social Security number.<br><br>(Default of blank will print the number.) | |

## 51.12 Employee Profile - Numerical Sequence (P080410)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 1. Enter a '1' to bypass printing text information on the report.<br><br>(Default of blank will print the text.) | |
| 2. Enter a '1' if you wish to bypass printing the employee's salary information.<br><br>(Default of blank will print the information.) | |
| 3. Enter a '1' if you wish to bypass printing the Social Security number.<br><br>(Default of blank will print the number.) | |

## 51.13 Employee Info by Data Type - Alpha Seq (P080400)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 1. Enter '1' to bypass printing text information on the report. | |

## 51.14 Employee Info by Data Type - Numerical Seq (P080400)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 1. Enter '1' to bypass printing text information on the report. | |

## 51.15 Employee Info by Employee - Alpha Seq (P080400)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 1. Enter '1' to bypass printing text information on the report. | |

## 51.16 Employee Info by Employee - Numerical Seq (P080400)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 1. Enter '1' to bypass printing text information on the report. | |

## 51.17 Canadian Employee Roster (P074011)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| Print full Employee Address Information (Y/N) | |

## 51.18 Canadian Employee Pay Profile (P074021)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| Select which Employee Number you wish to print on the report: A = Address Book Number S = Social Insurance Number O = Third Employee Number | |

## 51.19 Employee DBA Instructions (P06106D)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 1. Select the employee number you wish to print. A = Address Book Number (Default) S = Social Security Number O = Additional Employee Number | |
| 2. Enter a year for a prior year Remaining Balance. Blank is the default for the current year Remaining Balance. ***Note**: If it is January, and you have not run Year End Processing (Rollover), you must enter the previous year. | |

## 51.20 Extended Employee - Termination/Rehire (P070161)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 1. Enter the candidate requisition status, with a status of type 'DET', for the system to use when you terminate an employee. This will detach the employee from all reqs that the employee has a candidate requisition status type of 'FIL'. (The candidate requisition status type is defined in the special handling code of the user defined code 08/CN) | |

| Processing Option | Processing Options Requiring Further Description |
| --- | --- |
| 2. Enter a '1' to have the termination date default into the date pay stops field.<br><br>Leave this blank if the termination date should not default into the date pay stops field.<br><br>(**NOTE**: If FSA claims are being used, leave this field blank so that the employee will not have a date in the date pay stops field and will still be included in the payroll.) | |

# 52

# Time Entry Processing Options

This chapter contains these topics:

## 52.1 Time Entry by Individual - Canadian (P061121)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 1. Enter 'E' to use the Employee Occupational Pay Rate Table or Enter 'U' to use the Union Rate Table. <br><br> If neither 'E' nor 'U' is entered, blank is the default and the Hourly Rate from Employee Multiple Job File will be used. | The processing options for multiple jobs operate in conjunction with each other. If you are not using multiple jobs, the system reads all information, except the hourly rate, from the Employee Master table (F060116). The hourly rate in the primary multiple job record is the same as the hourly rate in the Employee Master record. |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 2. If the Union Table is selected, enter ONLY the Pay Type codes associated with the entries you made in your Union Table. <br><br> If you entered Regular Pay Rate in Union Table, enter Pay Type code here. <br><br> If you entered Premium Amounts in Union Table, enter their Pay Type codes here also. <br><br> If the Occupational Table is selected, ONLY enter the Pay Type code for "Regular". <br><br> Regular - Blank <br><br> Overtime - A <br><br> Doubletime - B <br><br> Tripletime - C <br><br> Holiday - D <br><br> **NOTE**: If you have entered codes in fields A, B, C, or D; Time Entry will retrieve amounts from table before applying overrides, such as Shift Differential. If Union Table premiums are NOT found, but you entered Pay Type codes in A, B, C, or D, the Pay Type Multiplier will also be applied before Shift Differential overrides. | |
| 3. Enter '1' if using Multiple Jobs feature. <br><br> (Please refer to program helps for information about this processing option). | The processing options for multiple jobs operate in conjunction with each other. If you are not using multiple jobs, the system reads all information, except the hourly rate, from the Employee Master table (F060116). The hourly rate in the primary multiple job record is the same as the hourly rate in the Employee Master record. |
| 4. Enter '1' to have batch numbers automatically assigned. <br><br> (F13 will be Invalid.) | |
| 5. Enter '1' to have date and batch loaded from the first timecard for this employee. | |
| 6. Enter '1' to display batch statistics on request. | |
| 7. Enter '1' to prevent changes and deletes to records locked to another user. | The time entry records for employees who are included in an active payroll cycle display a message that the employee is locked. Typically, only the person who initiated payroll cycle processing should change locked timecards. Leave this processing option blank to give other users access to locked timecards. <br><br> When you change a locked timecard, you must run a pre-payroll only for the changes. <br><br> See Processing Pre-Payroll for Changes Only |
| 8. Enter '1' to edit Pay Type with job type and step from the Classification/Pay Cross Reference screen. | |
| 9. Enter '1' to use Zero Billing Rate. | |
| 10. Enter '1' to load Pay Type Desc. into Explanation field (YTEXR). | |
| 11. Enter '1' to request Canadian Employee Entry. <br><br> Default is ' ' to request US Employee Entry. | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 12. Enter '1' to automatically split time based on Labor Distribution or Position Account Distribution instructions.<br><br>Default is ' ' and time will not be split unless F2 is used during Time Entry. | |
| 13. Enter '1' to default Equipment Worked On (EQWO) from referenced Work Order. | |
| 14. Enter one of the following values to set the default display format:<br><br>    Blank = Do not display Enhanced Subledgers (Default)<br><br>'1'   = Display Enhanced Subledgers | |

## 52.2  Time Entry by Job (Business Unit) - Canadian (P061161)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 1. Enter 'E' to use the Employee Occupational Pay Rate Table or Enter 'U' to use the Union Rate Table.<br><br>If neither 'E' nor 'U' is entered, blank is the default and the Employee Master hourly rate will be used. | |
| 2. If the Union Table is selected, enter ONLY the Pay Type codes associated with the entries you made in your Union Table.<br><br>If you entered Regular Pay Rate in Union Table, enter Pay Type code here.<br><br>If you entered Premium Amounts in Union Table, enter their Pay Type codes here also.<br><br>If the Occupational Table is selected, ONLY enter the Pay Type code for "Regular".<br><br>Regular - Blank<br><br>Overtime - A<br><br>Doubletime - B<br><br>Tripletime - C<br><br>Holiday - D<br><br>**NOTE**: If you have entered codes in (more . . .) fields A, B, C, or D; Time Entry will retrieve amounts from table before applying overrides, such as Shift Differential. If Union Table premiums are NOT found, but you entered Pay Type codes in A, B, C, or D, the Pay Type Multiplier will also be applied before Shift Differential overrides. | |
| 3. Enter '1' to have batch numbers automatically assigned.(F13 Invalid) | |
| 4. Enter '1' to have header information, heading date and job loaded from the first time card for this batch. | |

| Processing Option | Processing Options Requiring Further Description |
| --- | --- |
| 5. Enter one of the following Header Info. Update Options:<br><br>(default = 0)<br><br>0 = Update time cards with header info. during an add only.<br><br>1 = Update time cards with header info. during an add and change.<br><br>**NOTE**: Header Info. Changes only allowed when proc opt 4 is set to load headings. | |
| 6. Enter one of the following Check Route Code Update Options:<br><br>0 = Update Master only if Blank<br><br>1 = Always Update Master<br><br>2 = Do Not Update Master | |
| 7. Enter one of the following Cost Code window formats:<br><br>(default=1)<br><br>1 = Business Unit.Object.Subsidiary<br><br>2 = Business Unit.Subsidiary.Object | |
| 8. Enter '1' to have heading fields clear when you press Enter. | |
| 9. Enter '1' to edit Pay Type with job type and step from the Classification Pay Cross-Reference screen. | |
| 10. Enter '1' to use Zero Billing Rate. | |
| 11. Enter '1' to default Equipment Worked on from the work order referenced in the Subledger field. | |
| 12. Enter '1' to have Pay Type Desc. moved to Explanation field in the fold area. | |
| 13. Enter '1' to request Canadian Employee Entry.<br><br>Enter ' ' to request US Employee Entry.<br><br>(default = ' ') | |
| 14. Enter one of the following values to set the default display format:<br><br>Blank = Do not display Enhanced Subledgers (Default)<br><br>'1' = Display Enhanced Subledgers | |

## 52.3  Daily Time Card Entry by Employee - Canadian (P061191)

| Processing Option | Processing Options Requiring Further Description |
| --- | --- |
| 1. Enter 'E' to use the Employee Occupational Pay Rate Table or<br><br>Enter 'U' to use the Union Rate Table.<br><br>If neither 'E' nor 'U' is entered, blank is the default and the Employee Master hourly rate will be used. | |

| Processing Option | Processing Options Requiring Further Description |
| --- | --- |
| 2. If the Union Table is selected, enter ONLY the Pay Type codes associated with the entries you made in your Union Table. | |

If you entered Regular Pay Rate in Union Table, enter Pay Type code here.

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

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

Regular - Blank

Overtime - A

Doubletime - B

Tripletime - C

Holiday - D

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

| | |
| --- | --- |
| 3. Enter '1' to have batch numbers automatically assigned. | |

(F13 will be Invalid)

| | |
| --- | --- |
| 4. Enter '1' to have header information, heading date and job loaded from the first time card for this batch. | |

| | |
| --- | --- |
| 5. Enter one of the following Header Info. Update Options: | |

(default = 0)

0 = Update time cards with header Info. during an add only.

1 = Update time cards with header Info. during an add and change.

**NOTE**: Header Info. Changes only allowed when Option No. 4 is set to load headings.

| | |
| --- | --- |
| 6. Enter one of the following Check Route Code Update Options: | |

0 = Update Master only if Blank

1 = Always Update Master

2 = Do Not Update Master

| | |
| --- | --- |
| 7. Enter one of the following Cost Code window formats: | |

(default=1)

1 = Business Unit.Object.Subsidiary

2 = Business Unit.Subsidiary.Object

| | |
| --- | --- |
| 8. Enter '1' to have heading fields clear when you press Enter. | |

| | |
| --- | --- |
| 9. Enter '1' to edit Pay Type with job type and step from the Classification Pay Cross-Reference screen. | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 10. Enter '1' to use Zero Billing Rate. | |
| 11. Enter the beginning day of the week where<br><br>Monday='1'<br><br>Tuesday='2', etc.<br><br>(Default or ' ' is Monday) | |
| 12. Select what day of the week should be in column one of the time entry screen. (Mon = 1, Tues = 2, etc.) | |
| 13. Enter '1' to have default cursor on action code.<br><br>Enter '0' to have default cursor on Employee Number field. | |
| 14. Enter '1' to request Canadian Employee Entry.<br><br>Default is ' ' to request US Employee Entry. | |
| 15. Enter '1' to default Equipment Worked On (EQWO) from referenced Work Order. | |
| 16. Enter '1' to have Labor Distribution on Accounts for this employee: | |
| 17. Enter '1' if using Multiple jobs features: | |
| 18. Enter one of the following values to set the default display format:<br><br>Blank = Do not display Enhanced Subledgers (Default)<br><br>'1'  = Display Enhanced Subledgers | |

## 52.4  Time Entry by Individual - Canadian (P061171)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 1. Enter 'E' to use the Employee Occupational Pay Rate Table or Enter 'U' to use the Union Rate Table.<br><br>If neither 'E' nor 'U' is entered, blank is the default and the Employee Master hourly rate will be used. | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 2. If the Union Table is selected, enter ONLY the Pay Type codes associated with the entries you made in your Union Table. If you entered Regular Pay Rate in Union Table, enter Pay Type code here. If you entered Premium Amounts in Union Table, enter their Pay Type codes here also.<br><br>If the Occupational Table is selected, ONLY enter the Pay Type code for "Regular".<br><br>Regular - Blank<br><br>Overtime - A<br><br>Doubletime - B<br><br>Tripletime - C<br><br>Holiday - D<br><br>NOTE: If you have entered codes in fields A, B, C, or D; Time Entry will retrieve amounts from table before applying overrides, such as Shift Differential. If Union Table premiums are NOT found, but you entered Pay Type codes in A, B, C, or D, the Pay Type Multiplier will also be applied before Shift Differential overrides. | |
| 3. Enter '1' to have batch numbers automatically assigned.<br><br>(F13 will be Invalid). | |
| 4. Enter '1' to have heading date and batch to be loaded from the first subfile record. | |
| 5. Enter '1' to display batch statistics on request. | |
| 6. Enter '1' to prevent changes and deletes to records locked to another user. | |
| 7. Enter '1' to edit Pay Type from<br><br>Classification/Pay X-Ref. | |
| 8. Enter '1' to load Pay Type Desc. into explanation field (YTEXR) | |
| 9. Enter '1' to request Canadian Employee Entry.<br><br>Default is ' ' to request US Employee Entry. | |
| 10. Enter '1' to default Equipment Worked On (EQWO) from referenced Work Order. | |
| DISPLAY FORMATTING: | |
| 11. Select the default screen format:<br><br>' ' = Standard Time Entry<br><br>'1' = Enhanced Subledgers | |

## 52.5  Batch Summary by Date (P061201)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 1. Enter Pay Types 001 thru 999. This will break out Hours (Regular, Overtime, etc.), based on the range of Pay Types you enter in each column. e.g. Regular From Pay Type - 001 " Thru Pay Type - 010 | |
| Regular Hours - From Pay Type | |
| " " - Thru Pay Type | |
| Overtime (1.5) - From Pay Type | |
| " " - Thru Pay Type | |
| Overtime (2.0) - From Pay Type | |
| " " - Thru Pay Type (more) | |
| Sick Hours - From Pay Type | |
| " " - Thru Pay Type | |
| Vacation Hours - From Pay Type | |
| " " - Thru Pay Type | |
| All Other Hours - From Pay Type | |
| " " " - Thru Pay Type | |
| **Note**: If All Other Hours Pay Types are left blank, system will pull in any previously undisplayed types. | |
| 2. To have Column 7 heading say "Gross Pay", enter an 'E'. | |
| To have it say "Equipment Units/Hours", enter a 'U'. | |

## 52.6  Batch Summary by Batch (P061211)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 1. Enter Pay Types 001 thru 999. This will break out Hours (Regular, Overtime, etc.), based on the range of Pay Types you enter in each column. e.g. Regular From Pay Type - 001 " Thru Pay Type - 010 | |
| Regular Hours - From Pay Type | |
| " " - Thru Pay Type | |
| Overtime (1.5) - From Pay Type | |
| " " - Thru Pay Type | |
| Overtime (2.0) - From Pay Type | |
| " " - Thru Pay Type | |
| Sick Hours - From Pay Type | |
| " " - Thru Pay Type | |
| Vacation Hours - From Pay Type | |
| " " - Thru Pay Type | |
| All Other Hours - From Pay Type | |
| " " " - Thru Pay Type | |
| **Note**: If All Other Hours Pay Types are left blank, system will pull in any previously undisplayed types. | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 2. To have the Column 7 heading say "Gross Pay", enter an 'E'. | |
| To have it say "Equipment Units/Hours", enter 'U'. | |

## 52.7 Payroll Exception Report (P063191)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 1. For weekly employees, enter | |
| Minimum hours. | |
| Maximum hours. | |
| 2. For biweekly employees, enter | |
| Minimum hours. | |
| Maximum hours. | |
| 3. For semimonthly employees, enter | |
| Minimum hours. | |
| Maximum hours. | |
| 4. For monthly employees, enter | |
| Minimum hours. | |
| Maximum hours. | |
| 5. Enter the maximum allowable pay rate. | |
| 6. Enter the minimum allowable pay rate. | |
| 7. Specify From and Thru date if being run stand alone. | |
| From date (MM/DD/YY) | |
| Thru date (MM/DD/YY) | |
| 8. Enter the type of Employee number to print. | |
| A = Address Book Number (Default) | |
| S = Social Security Number | |
| O = Additional Employee Number | |

## 52.8 Employee Time Sheets - Active Employees (P06338)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 1. Enter the day on which the pay period begins. | |
| 0 = Sunday | |
| 1 = Monday | |
| 2 = Tuesday | |
| 3 = Wednesday | |
| 4 = Thursday | |
| 5 = Friday | |
| 6 = Saturday | |
| 2. Enter the date on which this pay period begins. | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 3. Enter the pay period ending date. | |
| 4. Enter the number of additional lines to be printed per employee. | |
| 5. Enter the type of Employee Number to be printed: <br><br>A - Address Book Number <br><br>S - Social Security Number <br><br>O - Additional Employee Number | |
| 6. Print Hourly Rate (Y/N) | |

## 52.9 Auto Overtime Calculation (P061501)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 1. Enter '1' to have equipment information included on all overtime timecards. <br><br>If this is left blank, and the timecard is entirely overtime, the equipment information will remain on the overtime timecard. <br><br>If this is left blank, and the timecard is split, then the equipment information will be on the regular time split and the equipment information on the overtime timecard will be blank. | |

## 52.10 Generate Accumulated Wages Timecards (P063910)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| Enter Pay period beginning date. | |
| Enter Pay period ending date. | |
| Is this a payoff (Y/N)? | |
| If this is a payoff, enter the date to be paid through. | |

## 52.11 Payroll Batch File Revisions with Review (P0601Z1)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| BATCH FILE REVIEW: | |
| 1. Enter a '1' to view the Batch Review screen prior to working with the Payroll Batch File Revisions. <br><br>The default value of blank will take you directly to Time Entry. | |
| FORMAT CONTROL: | |
| 2. Enter the default screen format as follows: <br><br>1 - Time Entry by Individual <br><br>2 - Time Entry by Job | |
| BATCH NUMBER: | |

| Processing Option | Processing Options Requiring Further Description |
| --- | --- |
| 3. Enter a '1' to have the batch number automatically assigned. | |
| If set to '1', F13 will be invalid. | |
| HEADING FIELDS: | |
| 4. Enter a '1' to load heading fields from FIRST subfile record. | |
| 5. Enter a '1' to have heading fields clear with each update. | |
| If left blank, fields will not clear. | |
| TIME ENTRY BY JOB: | |
| 6. Enter the Cost Code Window Format as follows: | |
| 1 - BU.OBJ.SUB (Default) | |
| 2 - BU.SUB.OBJ | |
| SPECIAL EDITS: | |
| 7. Enter '1' to update Account Number or Business Unit, Object and Subsidiary fields while doing an add or change. | |
| '0' is the default and will not update the Account Number or Business Unit, Object and Subsidiary fields. | |
| *NOTE: If in Time Entry by Individual and you enter a blank Account Number, the Job Worked field will not be updated with blanks. | |

## 52.12  Payroll Batch Server (XT06116Z1)

| Processing Option | Processing Options Requiring Further Description |
| --- | --- |
| PAY RATES: | |
| 1. If you wish to use the Employee Occupational Pay Rate Table enter an (E). | |
| If you wish to use the Union Table enter a (U). | |
| If left blank, neither will be used. | |
| PAY TYPES: | |
| 2. If you selected Occupational Pay Rates, enter the pay type for Regular Pay. | |
| 3. If you selected Union Rates, enter the pay type to be used for each of the following categories: | |
| Regular - | |
| Overtime - A | |
| Double time - B | |
| Vacation - C | |
| Holiday - D | |
| 4. Enter a '1' to edit Pay Type from Classification Pay X-REF. | |
| If left blank, editing will not occur. | |

| Processing Option | Processing Options Requiring Further Description |
| --- | --- |
| BATCH NUMBER: | |
| 5. Enter a '1' to have batch numbers automatically assigned. | |
| If left blank, batch numbers will not be assigned by the program. | |
| RECORD LOCKS: | |
| 6. Enter a '1' to prevent changes and deletions to a record locked by another user. | |
| If left blank, changes and deletes will be allowed | |

## 52.13 Payroll Batch File Processing (P06110Z)

| Processing Option | Processing Options Requiring Further Description |
| --- | --- |
| PROOF OR FINAL MODE: | |
| 1. Enter a '1' to process the batch information in Final mode. | |
| If left blank, the batch processing will be performed in Proof mode and no file updates will occur. | |
| AUTOMATIC PURGE: | |
| 2. Enter a '1' to automatically purge processed transactions from the batch file. | |
| If left blank, transactions will be flagged as processed and will remain in the file. | |
| ERROR FILE: | |
| 3. Enter a '1' to write error messages out to the PC Batch Entry Error file (F0040). | |
| If left blank, no records will be written to the file. | |
| DW VERSION FOR PAYROLL BATCH SERVER: | |
| 4. Select the DREAM Writer version for Payroll Batch Server (XT06116Z1). | |
| The default value is XJDE0001. | |
| This should only be changed by persons responsible for system-wide setup. | |

## 52.14 Batch File Purge (P00PURGE)

| Processing Option | Processing Options Requiring Further Description |
| --- | --- |
| SAVE PURGED RECORDS: | |
| 1. Enter a '1' to save the purged records to a special purge library. | |
| (Default of blanks will NOT save any purged records.) | |
| REORGANIZE FILE: | |
| 2. Enter a '1' to reorganize the purged file. | |
| (Default of blanks will NOT reorganize the file.) | |

# 53

# Payroll Cycle Processing Options

This chapter contains these topics:

- Section 53.1, "Canadian Direct Deposit (P075501)"
- Section 53.2, "Create Payroll Journal Entries (P06220)"

## 53.1 Canadian Direct Deposit (P075501)

| Processing Option | Processing Options Requiring Further Description |
| --- | --- |
| Bank Direct Deposit Information | |
| Payroll ID Number | |
| Bank Data Centre Number - (5 pos.) | |
| Company's Customer Number with the Bank Data Centre - 10 pos., leading zeros required. | |
| Company Bank Number (3 Pos.) | |
| Company Branch Number (5 pos.) | |
| Company Bank Account Number - (leading zeros required) (12 pos.) | |
| Direct Deposit Register Version Number (10 char) Default = XJDE0001 | |

## 53.2 Create Payroll Journal Entries (P06220)

| Processing Option | Processing Options Requiring Further Description |
| --- | --- |
| 1. Enter a 'Y' to display the accrual factor and override accounting date. | |
| 2. Enter a '1' to copy labor hours to the units for premium labor entries. | |
| This only applies when the premium portion of overtime is split from the labor entry. | |

# 54

# Payroll History Processing Options

This chapter contains these topics:

## 54.1 Employee Pay & Tax Register (P07323)

| Processing Option | Processing Options Requiring Further Description |
| --- | --- |
| 1) Enter the type of employee number to print: | |
| A = Address Book Number (Default) | |
| S = Social Security Number | |
| O = Third Employee Number | |
| 2) Enter date for the end period (MMDDYY). | |
| 3) Enter the type of history to print = Month-to-Date | |
| 1 = Quarter-to-Date w/Mthly Balances | |
| 2 = Quarter-to-Date totals only | |
| 3 = Year-to-Date w/Monthly Balances | |
| 4 = Year-to-Date w/Quarterly Balances | |
| 5 = Year-to-Date totals only | |
| 4) Print detailed transactions associated with each balance (Y/N) | |
| 5) Enter '1' to print multiple employees per page. Enter '0' to print one employee per page. (Default = '0') | |
| **NOTE**: The detailed transaction will only print when requesting monthly totals; summary totals do not permit this type of detail. | |
| 6) Enter '1' to print company totals. | |
| A blank is the default and will print detail information and company. | |

## 54.2 DBA History Summary Report (P063101)

| Processing Option | Processing Options Requiring Further Description |
| --- | --- |
| 1. Enter current period from date thru date | |
| 2. Enter '1' to produce: | |
| Deduction/Benefit Report - P063102 | |
| 401-K Report - P063221 | |
| Investment Report - P063251 | |
| 3. Enter Version Number for: | |
| Deduction/Benefit Report - P063102 | |
| 401-K Report - P063221 | |
| Investment Report - P063251 | |
| 4. Enter Company No. to be processed : | |

## 54.3 Time & Pay Entry Register (P063002)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 1) Enter type of Time Cards that you wish to print: | |
| L = Labor Time Cards | |
| R = Recharge Time Cards | |
| E = Equipment Time Cards | |
| 2) If 'L', enter Employee Number you wish to print: | |
| A = Address Book Number | |
| S = Social Security Number | |
| O = Third Employee Number | |
| 3) Print the General Ledgers Account Number: (Y/N) | |

## 54.4 Transaction Ledger Inquiry (P060913)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| Select the following to Sort by: <br> '1' - to sort on the Work Dates <br> '2' - to sort on the Check Dates | For the Time Accounting system, the option to sort by check date is not applicable as the system only recognizes general ledger dates and work dates. <br><br> When you sort by work date, the line-by-line information on the Monthly Transaction Ledger form might not match the corresponding information that appears on Quarterly Balances/Payroll Month. |
| Select the following to Display: <br> '1' - to display Gross Pay (Wages) <br> '2' - to display the Recharge Amounts (Default Value) | |
| 3. Enter a '1' to display the Enhanced Subledgers (ESA). If left blank, no ESA fields will be displayed. | |

## 54.5 Canadian Transaction Ledger Inquiry (P070912)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| Select the following to Sort by: <br> '1' - to sort on the Work Dates * <br> '2' - to sort on the Check Dates | |
| Select the following to Display: <br> '1' - to display Gross Pay (Wages) * <br> '2' - to display the Recharge Amounts (* - Default Value) | |

## 54.6 Time & Pay Inquiry (P06099)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| Select the following to Display:<br>'1' - to display Gross Pay (Wages) *<br>'2' - to display the Recharge Amounts (* - Default Value) | |

## 54.7 Payroll Accrual Inquiry (P060931)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 1. Enter a '1' to display accrued information. | |
| 2. Enter a '1' if you do not want dollar amounts displayed. | |
| 3. Enter a '1' to display Payroll Month history (F06146) for fiscal or anniversary DBAs.<br>A value of blank will display Fiscal Anniversary (F06147) history. | |

## 54.8 YTD Balances - Leave with Dock Pay (P060932)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 1. Enter a '1' to display Payroll Month history (F06146).<br>The default is to display history for the fiscal or anniversary year when it exists (F06147). | |

## 54.9 Tax History by Company (P07416)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 1. Enter Fiscal Year. (Enter the same year in Data Selection values.) | |
| 2. Enter Thru Period Number. | |
| 3. Enter the Company Number.<br>(Blank defaults to all companies) | |
| 4. Enter '1' to change report format to print amounts greater than 10 million dollars.<br>'0' is the default and will print format for amounts less than 10 million dollars. | |
| **NOTE**: This report is designed to print on a 198 column printer. An alternative is to print the report on a laser printer so that all columns may be displayed. | |

## 54.10  PDBA History by Company (P06415)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 1) Enter Fiscal Year | |
| 2) Enter Thru Period Number | |
| 3) Enter the Company Number (Blank defaults to all companies) | |
| 4) Show hours on the Report (Y/N) | |
| **Note**: This report is designed to print on a 198 column printer. An alternative is to print the report on a laser printer so that all columns may be displayed. | |

## 54.11  PDBA History by Employee (P064151)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 1. Specify the thru calendar quarter for this payroll report. '1' = 1st Calendar Quarter '2' = 2nd " " '3' = 3rd " " '4' = 4th " " Default = '1' | |
| 2. Enter the employee number you wish to print. (Default = 'A') A = Address Book Number S = Social Security Number O = Third Employee Number **Note**: This report is designed to print on a 198 column printer. An alternative is to print the report on a laser printer so that all columns may be displayed. | |

## 54.12  Paycheque History Detail (P073181)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| Enter the type of number you wish to print. A = Address Book Number S = Social Security Number O = Third Employee Number Enter the beginning date to be processed Enter the ending date to be processed. | |

## 54.13  Analysis of Hours Report - Address Book Number (P063271)

| Processing Option | Processing Options Requiring Further Description |
| --- | --- |
| 1. Enter a two digit month. | |
| If left blank the system will use the current month. | |
| 2. Enter the type of employee number to print. | |
| A = Address Book Number (Default) | |
| S = Social Security Number | |
| O = Third Employee Number | |

## 54.14  Benefit Accrual Roster (P064501)

| Processing Option | Processing Options Requiring Further Description |
| --- | --- |
| 1. Enter the FROM date for the range. | |
| 2. Enter the THRU date for the range. | |
| 3. Enter a '1' to process fiscal and anniversary history. | |
| A blank will process payroll month history. | |
| 4. Select the Employee Number to print: | |
| A = Address Book | |
| S = Social Security | |
| O = Third Employee | |
| 5. Enter a '1' to process vacation and sick benefits/accruals ONLY. | |
| 6. Enter a '1' to have vacation and sick dollar amounts printed on the report. | |
| **Note**: Dollars will not be printed for benefits/accruals that use certain table methods, regardless of whether there is a '1' in this processing option. See program helps for a list of these methods. | |
| 7. Enter a '1' to print the amount over limit. | |
| 8. Enter the DBA codes to process or leave blank to process all. | |
| 1. | |
| 2. | |
| 3. | |
| 4. | |
| 5. | |
| 6. | |
| 7. | |
| 8. | |
| 9. | |
| 10. | |

| Processing Option | Processing Options Requiring Further Description |
| --- | --- |
| 9. Enter a '1' to print current dollars or leave this processing option blank (' ') to print historical dollars. | |
| 10. Enter a '1' to print the vacation and sick hour amounts as days.<br><br>(Processing option 5 must be set to '1'.) | |

## 54.15  YTD Balance - Leave with Dock Pay Report (P064502)

| Processing Option | Processing Options Requiring Further Description |
| --- | --- |
| 1. Enter a '1' to display Payroll Month history (F06146) or Leave blank for Fisc/Ann history (F06147).<br><br>The default of blank displays Fisc/Ann history when it exists. | |
| 2. Enter Year for Report.<br><br>Enter Current YR for Payroll Month.<br><br>Enter End YR for Fiscal/Ann. | |

# 55

# Interim Cheques Processing Options

This chapter contains these topics:

- Section 55.1, "Interim Check Entry (CANADA) (P070531)"

## 55.1 Interim Check Entry (CANADA) (P070531)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 1. Enter the Job Queue name. | |
| 2. Enter the Deduction number for the Advance. | |
| 3. Enter the Version of the Payroll Register you are using. | |
| 4. Enter the Program Number for Time Entry. (P061121, P066011 or P068011)<br>**NOTE**:<br>P061121 - Time Entry By Individual<br>P066011 - With Tip Information<br>P068011 - With Piecework Information | |
| 5. Entering a '1' will allow you to verify the information entered on the Standard Interim Cheque Entry Screen.<br>'0' is the default and will bypass the redisplay of this information. | |
| 6. Enter the IFS path where the XML files will be stored, when requested.<br>Ex: /HOME/VERTEXXML/ | |

# 56

# Payment Reconciliation Processing Options

This chapter contains this topic:

- Section 56.1, "Payroll Bank Reconciliation (P063241)"

## 56.1 Payroll Bank Reconciliation (P063241)

This table lists the processing options for the Payroll Bank Reconciliation program.

| Processing Options | Processing Options Requiring Further Description |
|---|---|
| Print employees' names and number on the report. (Y or N) | |
| Select employee number to print: | |
| A = Address Book Number | |
| S = Social Security Number | |
| O = Third Employee Number | |
| **Note**: If employee's wages are deposited to more than one account, and you wish to print all accounts, you must specify Subsequent Check Control number EQ *ALL in the DREAM Writer data selection. | |

# 57

# Periodic Reports Processing Options

This chapter contains these topics:

## 57.1 Federal Tax Distribution Summary (P073171)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| Enter the period ending date to be processed. | |

## 57.2 Workers Compensation/General Liability Report - Canada (P06343)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| Enter type of report to be processed: | |
| W = Workers Compensation Ins. Report | |
| G = General Liability Ins. Report | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| Report Heading Date Stipulation: | |
| From - | |
| Thru - | |
| **Note**: Dates are for documentation only. | |
| Use DW selections for date range. | |
| Select which employee number to print: | |
| A = Address Book Number | |
| S = Social Security Number | |
| O = Other Employee Number If you wish to display County/Provincial Information enter 'Y'. (Y/N) Default = N | |

## 57.3 Workers Compensation/General Liability Summary - Canada (P06343)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| Enter type of report to be processed: | |
| W = Workers Compensation Ins. Report | |
| G = General Liability Ins. Report | |
| Report Heading Date Stipulation: | |
| From - | |
| Thru - | |
| **Note**: Dates are for documentation only. | |
| Use DW selections for date range. | |
| Select which employee number to print: | |
| A = Address Book Number | |
| S = Social Security Number | |
| O = Other Employee Number If you wish to display County/Provincial Information enter 'Y'. (Y/N) | |
| Default = N | |

## 57.4 Survey of Employment, Payroll and Hours (P07841)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| Process for Pay Period (Please make sure that these dates are consistent with your DATA SELECTION date range) | |
| 1. Starting Date | |
| 2. Ending Date | |
| **NOTE**: UDC Tables 07/VH (Overtime Pay) and 07/VI (Irregular Pay Types) must be set up before running this report. | |

## 57.5 Quebec Parity Monthly Report (P07843)

| Processing Option | Processing Options Requiring Further Description |
| --- | --- |
| Specify the FIRST Pay Period Ending Date to be included in this report | |
| Specify the SECOND Pay Period Ending Date to be included in this report | |
| Specify the THIRD Pay Period Ending Date to be included in this report | |
| Specify the FOURTH Pay Period Ending date to be included in this report | |
| Specify the FIFTH Pay Period Ending date to be included in this report | |
| Specify the Assessable Rate | |

## 57.6 Provincial Tax Distribution Summary (P073163)

| Processing Option | Processing Options Requiring Further Description |
| --- | --- |
| Enter the period ending date to be processed: | |

## 57.7 Create CCQ Report Workfile (P07100)

| Processing Option | Processing Options Requiring Further Description |
| --- | --- |
| 1. Enter the Employer registration number. | |
| 2. Enter the FROM date for the reporting period. | |
| 3. Enter the THRU date for the reporting period. | |
| 4. Enter the pay type category for regular pay. | |
| 5. Enter the pay type category for time and a half. | |
| 6. Enter the pay type category for double time. | |
| 7. Enter the number of the DBA category code (2-10) that contains the CCQ reporting code. | |
| 8. Enter the DBA category code for vacation and holiday pay. | |
| 9. Enter the DBA category code for union and field dues. | |
| 10. Enter the DBA category code for pension deductions and contributions. | |
| 11. Calculate assessable earnings as either the vacation/holiday pay DBAs basis of calculation OR accumulate pay types within the category codes entered in the next processing option. | |
| B = Basis of calculation | |
| C = Category codes | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 12. Enter the applicable pay type category codes if the preceding processing option is a 'C'. | |
| Pay type category code: | |
| Pay type category code: | |
| Pay type category code: | |
| Pay type category code: | |
| Pay type category code: | |

## 57.8  CCQ Report (P07110)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 1. Enter the DREAM Writer version for the CCQ work file build. | |

## 57.9  Job Billing Register (P063200)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 1. Enter range of Dates to be included in the processing: From - Thru | |
| 2. Enter type of date ranges as above:<br>Wrk Dt/PPED - ' ' = Work Dates<br>'1' = Pay Per. End | |
| 3. Enter '1' to produce :<br>Job Billing Register Detail P063201<br>Job Billing Register Summary P063211<br>Job Billing H & W Detail P063121<br>Job Billing H & W Summary P063122<br>Job Billing W/C by Job P063301<br>Job Billing PL & PD by Job P063302 | |
| 4. Enter version number for:<br>Job Billing Register Detail P063201<br>Job Billing Register Summary P063211<br>Job Billing H & W Detail P063121<br>Job Billing H & W Summary P063122<br>Job Billing W/C by Job P063301<br>Job Billing PL & PD by Job P063302 | |

## 57.10  Union Distribution Report (P063151)

| Processing Option | Processing Options Requiring Further Description |
| --- | --- |
| Specify the Pay Period Ending Date to be printed on this report.<br><br>**Note**: This date is informational; you need to specify the date range in data selection to be processed. | |
| 2) Select employee number to print:<br><br>A = Address Book Number<br><br>S = Social Security Number<br><br>O = Third Employee Number | |

## 57.11  Health & Welfare by Employee (P063112)

| Processing Option | Processing Options Requiring Further Description |
| --- | --- |
| 1) Enter range of dates to be included in the processing:<br><br>From -<br><br>Thru -<br><br>2) Enter type of date range as above Work/PPED -<br><br>' ' = Work Dates<br><br>'1' = Pay Per. End<br><br>3) Enter '1' for a total page by payee.<br><br>4) Select employee number to print:<br><br>A = Address Book Number<br><br>S = Social Security Number<br><br>O = Third Employee Number | |

## 57.12  Health & Welfare by Payee & Employee (P063132)

| Processing Option | Processing Options Requiring Further Description |
| --- | --- |
| 1. Enter Range of dates to be included in the processing:<br><br>From -<br><br>Thru -<br><br>2. Enter type of date ranges as above:<br><br>Wrk Dt/PPED- ' ' = Work Dates<br><br>'1' = Pay Per. End<br><br>3. Enter '1' for a total page by payee. | |
| 4. Select employee number to print:<br><br>A = Address Book Number<br><br>S = Social Security Number<br><br>O = Third Employee Number<br><br>5. Enter 'Y' to suppress print of wages. | |

## 57.13 Health & Welfare by Payee & Union (P063142)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 1) Enter range of dates to be included in the processing: | |
| From - | |
| Thru - | |
| 2) Above dates by Pay Period End, or Work Dates: | |
| ' ' = Work Dates | |
| '1' = Pay Per. End | |
| 2) Enter '1' for a total page by payee. | |

# 58

# Record of Employment Processing - Processing Options

This chapter contains this topic:

## 58.1 Create Multiple ROEs (J070620)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 1. Specify the type of ROE(s) you are creating. The default is paper.<br>0 - Paper ROEs<br>1 - Electronic ROEs (ROE Web) | |

## 58.2 Create Multiple ROE Requests (P070620)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 1. Enter the number of employees to process (Default is 100 employees): | |
| 2. Enter 'Y' to display those employees who already have an "open" ROE (Y/N):<br>(Default is 'N') | |
| 3. Enter 'Y' to display those employees who do not have any UI records (Y/N):<br>(Default is 'N') | |

## 58.3  Record Of Employment Entry (J070631)

| Processing Option | Processing Options Requiring Further Description |
| --- | --- |
| 1. Specify the type of ROE(s) you are entering. The default is paper.<br><br>0 - Paper ROEs<br>1 - Electronic ROEs (ROE Web) | |

## 58.4  Record Of Employment Inquiry (J07064)

| Processing Option | Processing Options Requiring Further Description |
| --- | --- |
| 1. Specify the type of ROE(s) you are inquiring on. The default is paper.<br><br>0 - Paper ROEs<br>1 - Electronic ROEs (ROE Web) | |

## 58.5  F0717 File Conversions (P0717X94)

| Processing Option | Processing Options Requiring Further Description |
| --- | --- |
| 1. Enter the special payment type to be updated on existing records. If more than one value applies, the user will need to run the conversion program multiple times and use data selection to select only the records that pertain to this special payment type. Default = Blank. | |
| 2. Enter the payment period to be updated on existing records. If more than one value applies, the user will need to use data selection just as for option 1 above. Default = 'W'. | |
| 3. Enter new 3 character Separation Code equivalents for existing 1 character Reason for Issuing ROE. The default is shown on the far right of each value:<br><br>A - Shortage of work       A00<br>B - Strike or Lockout      B00<br>C - Return to school       E03<br>D - Illness or Injury       D00<br>E - Quit       E00<br>F - Maternity       F00<br>G - Retirement       G00<br>H - Work sharing       H00<br>J - Apprentice Training    J00<br>K - Other (explain in Block 18)  K00<br>M - Dismissal       M00<br>N - Leave of absence      N00<br>P - Parental       P00<br>Z - Compassionate Care   Z00 | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 4. Enter new vacation code for any open ROEs with vacation amounts. | |
| 1 - Included with each pay (Default) | |
| 2 - Paid because no longer working | |
| 3 - Paid for vacation leave | |
| 4 - Anniversary (Pd on specific date) | |

## 58.6  ROE Process Program (P078511)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| ROE WEB XML FILE BUILD | |
| 1. Submission Mode (D/S) | |
| D = Draft (Default) | |
| S = Final Submission | |
| ISSUER CONTACT INFORMATION | |
| 2. First Name | |
| 3. Last Name | |
| 4. Area Code (3 digits only) | |
| 5. Telephone (7 digits only, no hyphen) | |
| 6. Extension (Up to 6 digits only) | |
| 7. Communication Preference | |
| E = English (Default) | |
| F = French | |
| CRA PAYROLL ACCOUNT NUMBER ATTRIBUTES | |
| 8. Organization Number | |
| 9. Folder Name (formerly division) | |
| ROE WEB BUILD REPORT | |
| 10. Enter a '1' to print all the details of each ROE. A default of blank will print only a summary of each ROE. | |

# 59

# Journal Entry Processing Prior to the Payroll Cycle Processing Options

This chapter contains these topics:

## 59.1 Generate Timecard Journals (P062901)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| This option will submit a batch job to generate daily timecard journals. | |
| 1. Enter G/L Date for Journal Entries: | |
| 2. Include Processing of Benefits:<br>A. Process non-monthly benefits.(Y/N)<br>B. Process monthly benefits. . .(Y/N)<br>**NOTE**: Include monthly benefits only when the last timecards for a calendar month are being processed. The month is always assumed to be the month of the G/L date. Monthly benefits will not be processed alone. Both A and B must be yes for monthly to be processed. | |
| 3. To process Intercompany Settlements<br>enter: Y/N | |
| 4. Enter a 'Y' if you wish to explode parent item time down to the assembly component level. Component billing rates will be used. | |
| 5. Enter a '1' to copy labor hours to the units for premium labor entries.<br>This only applies when the premium portion of overtime is split the labor entry. | |

## 59.2 General Ledger Post (P09870)

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| BATCH SELECTION: | |
| 1. Enter Batch Number or Batch Date or Batch User ID | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|

PRINT SELECTION:

2. Identify how to print amount fields on Post Journal:

'1' = to Millions (w/ commas)

'2' = to Billions (w/o commas)

Blank (Default) = No Journal Printed.

3. Identify which account number to print on report:

'1' = Account Number

'2' = Short Account ID

'3' = Unstructured Account

'4' = (Default) Number Entered During Input

FIXED ASSETS:

4. Enter a '1' to post F/A entries to Fixed Assets.

**Note**: DREAM Writer version ZJDE0001 of Post G/L Entries to Assets (P12800) is executed when this option is selected. All transactions selected from that DREAM Writer will be posted rather than just the current entries being posted to G/L.

5. Enter a 'Y' if you wish to explode parent item time down to the assembly component level. Component billing rates will be used. (This applies to batch type 'T' only.)

CASH BASIS ACCOUNTING:

6. Enter a '1' to create and post Cash Basis accounting entries. (Applies to batch type G, K, M, W, & R only.)

7. Enter units ledger type for Cash Basis Accounting entries.

(Default of blank will use "ZU" ledger type.)

ACCOUNTING FOR 52 PERIODS:

8. Enter a '1' for 52 Period Post.

**Note**: DREAM Writer data selection is used for 52 period posting ONLY. It is NOT used for the standard post to the F0902. Additionally, 52 period date patterns must be set up.

TAX FILE UPDATE:

9. Identify when to update the Tax Work file (F0018):

'1' = V.A.T. or Use Tax only

'2' = for All Tax Amounts

'3' = for All Tax Explanation Codes

Blank (Default) = No Update to File

**Note**: When using Vertex Taxes the Vertex Tax Register file will be updated instead of the Tax Work file for methods '1', '2', and '3'.

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 10. Adjust VAT Account for Cash Receipt Adjustments and Write Offs. Tax explanation must be a 'V'. | |
| '1' = update VAT amount only | |
| '2' = update VAT amount, extended price and taxable amount | |
| 11. Adjust VAT Account for Discount Taken. The Tax Rules file must be set to Calculate Tax on Gross Amount, including Discount and Calculate Discount on Gross Amount, including Tax. Tax explanation must be a 'V'. | |
| '1' = update VAT amount only | |
| '2' = update VAT amount, extended price and taxable amount | |
| PROPERTY MANAGEMENT: | |
| 12. Enter DREAM Writer version of Property Management G/L Transaction Creation to be executed. | |
| Default is version ZJDE0001. (This applies to batch types '2' and '/'.) | |
| UPDATE OPTION: | |
| 13. Enter '1' to update short ID number, company, fiscal year/period number, century, and fiscal quarter in unposted transaction records selected for posting. (May be required for custom input programs.) | |
| REPORT FORMAT: | |
| 14. Enter a '1' to print the Posting Journal in a 198 character format. | |
| The default of blank will print the format with 132 characters. | |
| DETAILED CURRENCY RESTATEMENT: | |
| 15. Enter a '1' to create currency restatement entries. This creates records in the XA, YA, and/or ZA ledgers depending on the version you are running. | |
| 16. Enter the version of the Detailed Currency Restatement (P11411) to execute. | |
| Default of blank will execute ZJDE0001. | |
| RECONCILIATION FILE PROCESSING: | |
| 17. Enter a '1' to update the Cross-Environment Reconciliation file. Blank will not update the reconciliation file. | |
| **Note**: The Cross-Environment Reconciliation file can also be updated through the stand-alone Cross-Environment File Creation program. | |
| REVERSING JOURNAL ENTRIES: | |

| Processing Option | Processing Options Requiring Further Description |
|---|---|
| 18. When normal number of periods = 12 or 13 and posting a reversing entry into period 12 or 13, enter a '1' to create reversing journal entries to the first period of the following year. This is to avoid posting reversing entries to an adjusting period.<br><br>Example: Normal number of periods = 12. Period 12 ends 12/30/xx and period 13 ends 12/31/xx. Journal Entry date of 12/30/xx will post reversing entry to period 01 of next year if processing option is set to '1'. | |
| BATCH TYPE SELECTION:<br><br>**Note**: This option should NOT be changed by User. | |

# Index

# Q

# R

## S

# Y