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U.S. Payroll I Guide

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

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Preface

Welcome to the JD Edwards World U.S. Payroll I Guide.

Audience

This guide is intended for implementers and end users of the JD Edwards World U.S. Payroll system.

Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=docacc>.

Access to Oracle Support

Oracle customers that have purchased support have access to electronic support through My Oracle Support. For information, visit

<http://www.oracle.com/pls/topic/lookup?ctx=acc&id=info> or visit

<http://www.oracle.com/pls/topic/lookup?ctx=acc&id=trs> if you are hearing impaired.

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.
<i>italic</i>	Indicates book titles or emphasis.

Overview to U.S. 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 contains these 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	<p>You can use your Payroll system to:</p> <ul style="list-style-type: none"> ? Track information for an unlimited number of companies within your organization. ? Keep your payroll journal entries in balance when employees work in multiple companies. ? Set up default values for commonly used information. When necessary, you can override default values. ? Set up master pay cycles that define your organization's pay periods and corresponding check dates. ? Define an unlimited number of employee and employer payroll deductions, benefits, and accruals. ? Restrict access to confidential information. ? Process your payroll in a union environment.

Task	Description
Simplify tax calculations	<p>You can use your Payroll system to:</p> <ul style="list-style-type: none"> ? Identify an unlimited number of taxing entities. ? Take advantage of the payroll tax program that integrates with the Payroll system. This program, supplied by Vertex, calculates federal, state, and local taxes. ? Tax employees who work in more than one state during a single pay period.
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 check, automatic deposit, cash, or any combination of these forms of payment.
Choose from a variety of time entry methods	<p>To record employees' time, you can:</p> <ul style="list-style-type: none"> ? Choose from several methods of entering timecards, including by employee, by business unit, or by day. ? Simplify timecard entry by defining default job and pay information at the employee or group level. When necessary, you can override default values. ? Eliminate manual timecard entry for salaried employees and hourly employees who work standard hours. ? Automatically generate an extensive number of timecards for various reasons. ? Automatically create overtime pay from regular hours.
Process payments outside the payroll cycle	<p>When you need to process payments outside the payroll cycle, you can:</p> <ul style="list-style-type: none"> ? Use the interim check feature for special circumstances, such as terminations, pay advances, and vacation pay. ? Quickly calculate an employee's gross-to-net pay for a manual or computer-printed check.
Process payrolls efficiently	<p>When you process payrolls, you can:</p> <ul style="list-style-type: none"> ? Select the employees to include in a payroll. You can simultaneously process multiple payrolls for different groups of employees. ? Review employees' payroll information before you print payments and make any necessary last-minute changes. You can review (and, if necessary, rerun) the steps in the cycle. ? Control the sequencing of employees' checks to make it easier to distribute payments. ? Print time entry, pay, summary, and tax reports during a payroll processing cycle. ? Create journal entries automatically each time you process a payroll. When you integrate JD Edwards World Payroll and General Accounting systems, you can automatically post the journal entries to the general ledger.
Review payroll history	Review history for pay types, deductions, benefits, accruals, timecards, paychecks, taxes, and insurance. You can review historical information online, or print history reports.
Satisfy government reporting requirements	Print federal, state, and local tax reports, year-end forms for employees, and employee EEO reports.
Prepare required tax forms	Process pay period, monthly, quarterly, and year-end tax 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 (transactions)
 - ? Net pay instructions
- ? Transferring information to general accounting
 - ? Automatic Accounting Instructions (AAIs)
 - ? Payments outside the pay cycle
 - * Interim checks

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

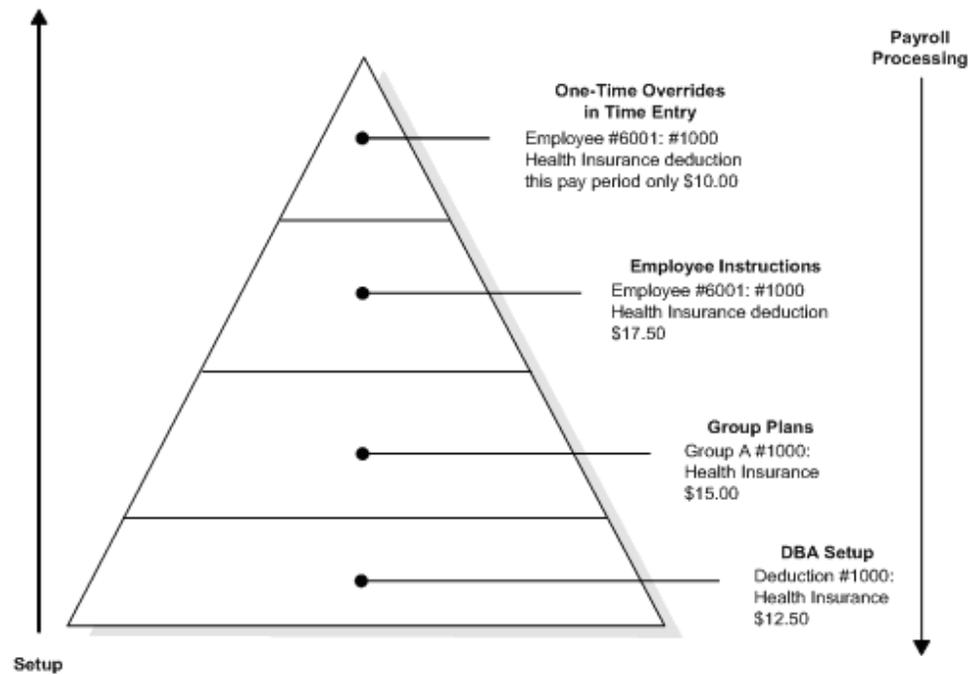
For each employee, the system stops searching when it finds an hourly rate.

1.2.2.3 Deductions, Benefits, and Accruals (Transactions)

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

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

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

Figure 1–1 DBA Setup

1.2.2.4 Net Pay Instructions

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

- ⤵ Check
- ⤵ Automatic deposit
- ⤵ Cash

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

1.2.3 Transferring Information to General Accounting

This section discusses transferring information to general accounting, including automatic accounting instructions (AAIs).

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 of the payroll cycle.

1.2.4.1 Interim Checks

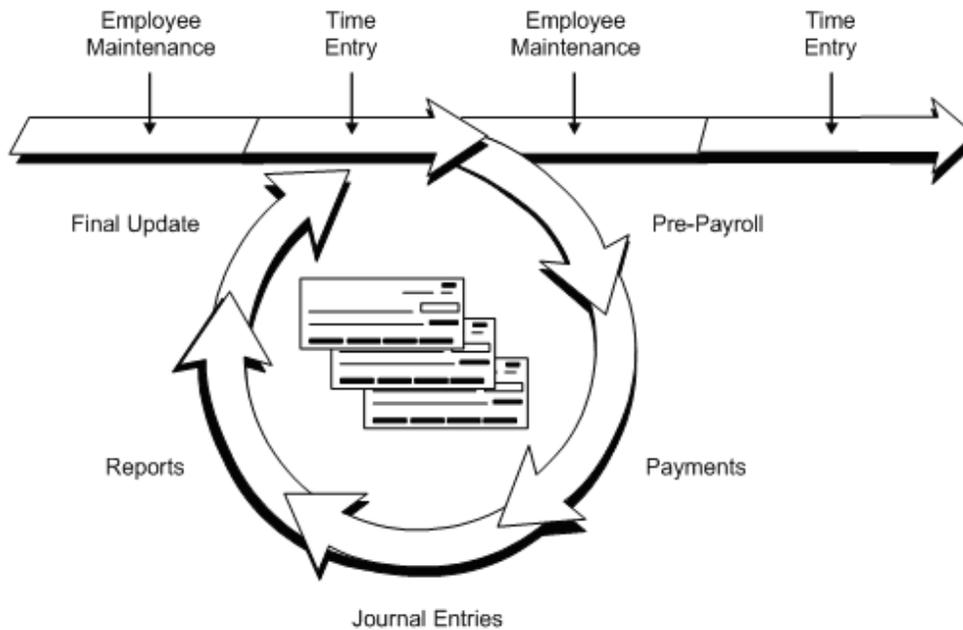
When you need to print a check between payroll cycles, you can print an interim check. You might print an interim check for an employee who is terminated, goes on vacation and misses payday, or receives a bonus.

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

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 employee names and addresses.

System	Description
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 labor accounts and summarize your liabilities and cash accounts.
Accounts Payable	You can set up your Payroll system to integrate with the Accounts Payable system, so that you can use payroll information to create vouchers for payroll taxes and other payroll liability amounts. The Payroll system creates vouchers for these payees for employee-paid and company-paid benefits and taxes and for employee obligations, such as wage attachments.
Job Cost	You can use the Payroll system to enter labor and equipment time by day. Then, you can use the Job Cost system to analyze the labor and equipment costs for a job.
Service Billing	You can use the Payroll system to enter labor and equipment time by job (business unit). Then, you can use the Service Billing system to bill customers for the labor and equipment expenses associated with that job. You can also use Service Billing to charge customers for payroll burden expenses.
Equipment/Plant Management	You can use the Payroll system to enter labor and equipment time. Then, you can use the Equipment/Plant Management system to: <ul style="list-style-type: none"> ? Charge a job for use of equipment ? Track labor for equipment maintenance ? Track labor for work orders
Contract Billing	You can use the Payroll system to enter labor and equipment time by job (business unit). Then, you can use the Contract Billing system to bill customers for that time.
Work Orders	You can use the Payroll system to enter labor and equipment time against a work order. You can use the Work Orders system to identify specific costs of a task or to track equipment repair costs. You can create work orders for small projects and service calls.

Part I

Employee Information

This part contains these chapters:

- [Chapter 1, "Overview to U.S. Payroll,"](#)
- [Chapter 2, "Overview to Employee Information"](#)
- [Chapter 3, "Enter Employee Information"](#)
- [Chapter 4, "Enter Employee Instructions"](#)
- [Chapter 5, "Enter Additional Employee Information"](#)
- [Chapter 6, "Enter Information for Multiple Jobs"](#)
- [Chapter 7, "Work with Employee Profile Data"](#)
- [Chapter 8, "Review Employee Information"](#)
- [Chapter 9, "Revise Employee Information"](#)

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 labor distribution instructions or deductions and benefits assignments.

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

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

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

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.

Enter Employee Information

This chapter contains these topics:

- ? [Section 3.1, "Entering Employee Master Information,"](#)
- ? [Section 3.2, "Attaching a Contract Calendar."](#)

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.

As an alternative to entering data manually, you can use the Basic Employee ---- Initial Entry Z File program (P060101Z) to import an extensive amount of data into your system. See Import Mass Data into Payroll in the *JD Edwards World U.S. Payroll II Guide* for more information.

3.1 Entering Employee Master Information

Navigation

From Payroll Master (G07), choose Employee Information From Employee Information (G0711), 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 withholding and override information
- ? Enter tax information

Some examples of employee identification include name and social security 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.

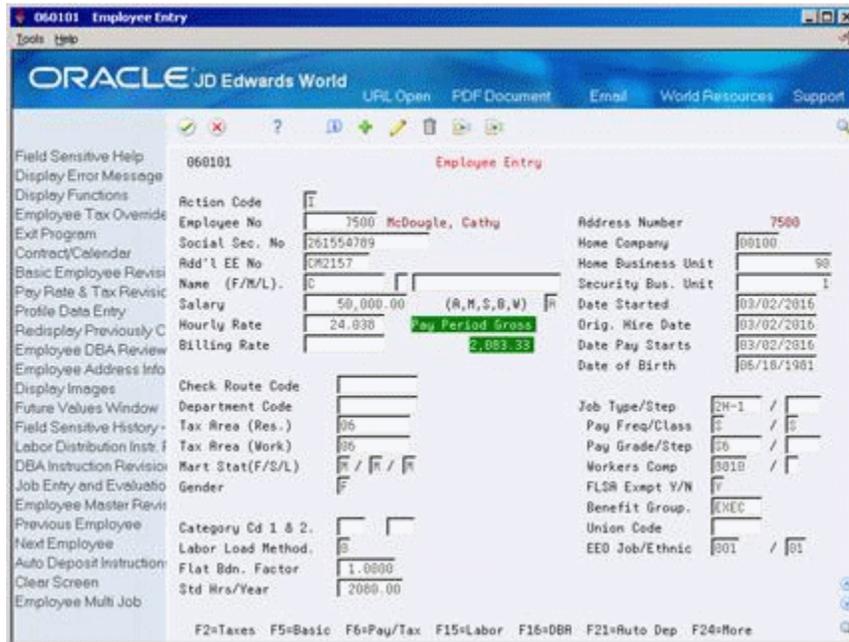
Job-related information identifies characteristics about an employee's work assignment. You can assign employees to a tax area, union, or benefit group. For example, you can assign the same union code to all employees who belong to the same union.

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 screen



1. To assign a specific employee number, complete the following field:
 - ⌘ Employee number
2. To enter employee identification, complete the following fields:
 - ⌘ Social Security 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
 - ⌘ EEO Category
 - ⌘ Ethnic Category
- 3.** To include additional identification, complete the following optional fields:
- ⌘ Additional Employee Number
 - ⌘ Check Route Code
 - ⌘ Category Code 1
 - ⌘ Category Code 2
- 4.** To identify job-related information, complete the following fields:
- ⌘ Pay Frequency
 - ⌘ Pay Class
 - ⌘ FLSA Exempt Y/N
 - ⌘ FLSA Exempt
 - ⌘ 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
 - ⌘ Labor Load Method
 - ⌘ Union Code
 - ⌘ Flat Burden Factor
- 6.** To enter pay rate information, complete one of the following fields:
- ⌘ Salary
 - ⌘ Hourly Rate
 - ⌘ Billing Rate
- 7.** To enter tax credit information, complete the following fields:

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

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

Field	Explanation
Tax Area (Work)	<p>A code that identifies a geographical location and the tax authorities for the employee's work site. Authorities include both employee and employer statutory requirements. In Vertex payroll tax terminology, this code is synonymous with GeoCode. Refer to Vertex System's Master GeoCode List for valid codes for your locations.</p> <p><i>Form-specific information</i></p> <p>You can use either the two-digit state code or the nine-digit locality code. It is recommended that you use the two-digit code if no state or city code is required.</p>
EEO Job/Ethnic	<p>A user defined code (07/J) that specifies classifications established by the U.S. Equal Employment Opportunity Commission (EEOC), or the Canadian Employment Equity Occupational Group (EEOG) for use in reporting levels of minority employment. Do not change any of the codes provided by JD Edwards World and Company. You can add codes if needed.</p>
Ethnic Code	<p>A user defined code (07/M) that designates minority classifications according to U.S. Equal Employment Opportunity Commission (EEOC) and Canadian Employment Equity standards. The predefined codes provided by JD Edwards World are hard coded and are used by the system to generate EEO reports. Do not change these values. You can add codes if needed.</p>
Add'l EE No	<p>An alternate employee number, typically the number from the employee tracking system that your organization used prior to converting to the JD Edwards World system.</p> <p>When you search using this number, preface the number with a slash (/).</p>
Check Route Code	<p>A user defined code (07/CR) that specifies the check routing or mail stop code. Use this code to sequence the printing of payroll checks to facilitate their handling and delivery.</p>
Category Cd 1 & 2	<p>Use this category code to fit the needs of your organization. For example, you can set up a category code for any of the following categories:</p> <ul style="list-style-type: none"> ⌘ Division ⌘ Supervisor ⌘ Branch Office ⌘ Health Insurance Plan ⌘ Stock Plan <p>Category Code 1 is used for time entry.</p> <p>You can use this category code for reporting purposes on timecard and human resources job information.</p> <p>The JD Edwards World Payroll, Human Resources, and Time Accounting systems use this category code. If your company uses more than one of these systems, coordinate the use of this category code.</p>

Field	Explanation
Pay Freq/Class	<p>A user defined code (07/PF) that indicates how often an employee is paid. Codes are:</p> <p>B – Bi-weekly W – Weekly S – Semi-monthly M – Monthly A – Annually C – European Annualized</p> <p>The system uses the value in the Description-2 field on user defined codes to calculate the amount per pay period for a salaried employee.</p>
Pay Class (H/S/P)	<p>A code that indicates how an employee is paid. Valid codes are:</p> <p>" " – Blank H – Hourly S – Salaried P – Piecework</p>
FLSA Exmpt Y/N	<p>A code that indicates whether the employee fits the rules of the Fair Labor Standards Act and thus does not have to be paid for working overtime. Valid codes are:</p> <p>Y – Yes, the employee fits the rules and does not have to be paid for working overtime. N – No, the employee does not fit the rules and is to be paid for working overtime.</p>
Exempt Y/N	<p>A code that indicates whether the employee fits the rules of the Fair Labor Standards Act and thus does not have to be paid for working overtime. Valid codes are:</p> <p>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.</p>
Std Hrs/Year	<p>The number of work hours in the year. When you do not set your payroll company constants to use the Pay Grade Step table as the pay rate source, the system uses this number to compute the hourly rate when you supply the annual salary (or to compute the annual salary when you supply the hourly rate).</p> <p>When you set your constants to use the Pay Grade Step table as the pay rate source, the system uses the following sequence to search for the standard number of hours that it uses to calculate the salary or hourly rate per pay period:</p> <ul style="list-style-type: none"> ⌚ 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	<p>A user defined code (07/G) that defines the jobs within your organization. You can associate pay and benefit information with a job type and apply that information to the employees who are linked to that job type.</p>

Field	Explanation
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.
Pay Grade/Step	<p>A code that designates a category for grouping employees according to pay ranges. For each pay grade, you enter a pay range that includes a minimum, a midpoint, and a maximum pay rate. The system uses these pay ranges to calculate compa-ratios for the employees that you assign to pay grades. After you enter a pay grade for an employee, the system displays an error or warning message if you enter a rate for the employee that is not within the pay range for the employee's pay grade.</p> <p>To set up pay grades, use Pay Grades by Class (P082001).</p> <p><i>Form-specific information</i></p> <p>In the Payroll system, this field is for information only. The Human Resources system performs all calculations on pay grade and step.</p>
Pay Grade Step	<p>A code that identifies a pay grade and pay step. You can use this code to determine an employee's pay rate.</p> <p>If you have set 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:</p> <ul style="list-style-type: none"> ? 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	<p>The benefit group to which the employee is assigned. Benefit groups facilitate employee enrollment by categorizing benefit plans and allowing enrollment rules for those categories. For example, assigning an employee to an executive (EXEC) benefit group automatically links the employee to the benefits available to executives in your organization. This feature is only applicable if your benefit plans are linked to benefit categories which, in turn, are linked to benefit groups.</p> <p><i>Form-specific information</i></p> <p>Note: If you are not using the JD Edwards World Human Resources system, this field is for information only.</p>
Labor Load Method	<p>A code indicating that flat burden is to be calculated. Valid codes are:</p> <p>0 – Flat burden percentage will always be 1.000 and, therefore, the flat burden amount will equal zero. Basically, this means that there is no distribution.</p> <p>1 – Flat burden percentage will always be greater than 1.000. Choose this option when distributing the percentage.</p> <p>There are various places within the Payroll system where flat burden rules and percentages can be defined, such as:</p> <ul style="list-style-type: none"> 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 labor costs with burden. For example, a factor of 1.32 loads every dollar of labor cost with 32 cents worth of burden.
Salary	<p>The amount that an employee is paid in one year, provided that the employee is paid every pay period of the year. For the employee's primary job, the system stores the annual salary in both the Employee Master table (F060116) and the Employee Multiple Job table (F060118). For secondary jobs, the system stores the annual salary in the Employee Multiple Job table (F060118).</p> <p>Depending on how the Display Salary (Annual/Effective) field is set in the History Constants table (F08040), this field displays one of the following:</p> <ul style="list-style-type: none"> ⌚ 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) <p>For employees whose jobs are associated with a contract calendar, the system recalculates the effective salary if you enter a mid-calendar salary adjustment for the employee. After you enter a mid-calendar adjustment, the effective salary equals the salary that is to be paid to the employee from the time of the adjustment to the end of the contract.</p> <p><i>Form-specific information</i></p> <p>When you enter a value in this field for a salaried employee, the system calculates the hourly rate based on one of the following:</p> <ul style="list-style-type: none"> ⌚ Hours in a year specified in Payroll Company Constants ⌚ Annual hours entered at the employee level
Hourly Rate	<p>The employee's hourly rate, which is retrieved during time entry. If you enter a rate in this field on any other form, that rate can override the value in the Employee Master table.</p> <p>In the Employee Master table, this is the employee's base hourly rate. In the Union Rates table, this is the straight time rate.</p> <p>Note: If you change the number of the data display decimal digits for this field, you must also change fields Rate - Base Hourly (BHRT) and Rate - Hourly (SHRT) so that they have exactly the same number of data display decimal digits.</p>

Field	Explanation
Billing Rate	<p>A rate used for the billing of labor services. This rate is often referred to as the billing or recharge rate. The extended amount based on this rate will be charged to the primary distribution account on the timecard with an offset being made to an account derived from the Accounting Rules table. This rate will not affect the employee's payroll. To allow billing rates in time entry, you must set the employee's record type as either 2 or 3 on the Basic Employee Entry form.</p> <p>A rate entered on any of the following forms overrides the rate in the Employee Primary Job table:</p> <ul style="list-style-type: none"> ? Pay Rate Information ? Employee Labor Distribution ? Occupational Pay Rates ? Time Entry by Employee ? Time Entry by Job or Business Unit ? Daily Timecard Entry ? Time Entry by Employee with Equipment ? Time Entry by Shop Floor Control

3.1.1 What You Should Know About

Topic	Description
An alternative entry method	<p>You can also use the Basic Employee Data form to enter employee information. You might use the alternative method if you are entering only non-confidential data.</p> <p>See Section 5.1, "Entering Basic Employee Data"</p>
Deleting employee records	<p>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:</p> <ul style="list-style-type: none"> ? Correct the field value on the appropriate form ? Correct the history information
Entering future data changes	<p>You can use Employee Entry to enter a change for future update.</p> <p>See Chapter 9, "Revise Employee Information"</p>
Duplicate social security numbers	<p>Each time you enter a new employee, the system verifies that the social security number is unique. The system does not allow duplicate social security numbers.</p>
Salary and hourly rate	<p>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.</p>

3.1.2 Entering Employee Information in the Address Book

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.

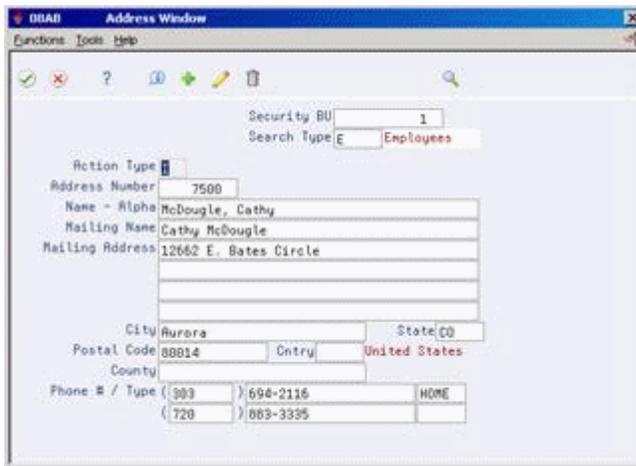
The system updates the Search Type field with an E for employee. It also updates the Employee Y/N field with a Y on Address Book Information. If you have not assigned an employee (address) number on Employee Entry, the system assigns one using the next numbers feature.

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

You can enter a maximum of five lines that you can use to print such items as Employee Master Labels of W-2 forms. 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

Figure 3–2 Address Window screen



Complete the following fields:

- ⌘ Mailing Address
- ⌘ Phone Number

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

3.1.3 What You Should Know About

Topic	Description
New employee address information	<p>When you add a new employee address number on Employee Entry, the system verifies the number to determine if it exists in the Address Book system. If necessary, it adds the information to the Address Book table (F0101). The system also updates the Human Resources Participant table (F08901).</p> <p>If you enter the employee information in error and want to delete the employee address number from the Address Book table, you must first delete it from the Participant table. You can only delete employee records if no transactions exist for that employee. Otherwise, to delete the employee information, the system requires that you purge the information.</p> <p>Full functionality of the Participant table is dependent on the Human Resources system.</p>

See Also:

- ? The *JD Edwards EnterpriseOne US Payroll Year-End Processing Guide* for information on W-2 reporting.

3.1.4 Entering History and Turnover Information

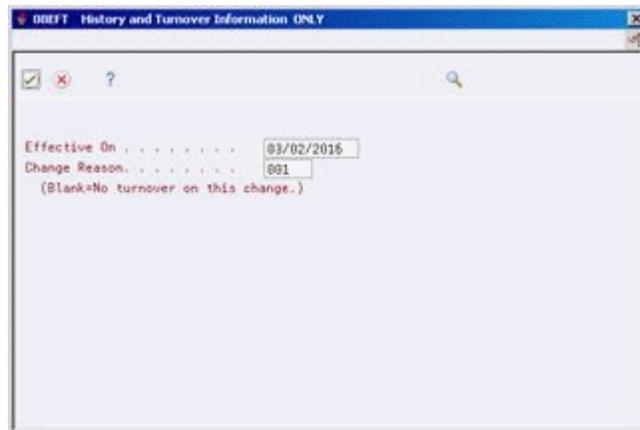
To enter history and turnover information

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

System constants enable you to track history and turnover information when you enter a record for a new employee or change existing employee information. You specify the data items for which you want to track history. Then, each time you change the information in those data items, the system updates the Human Resources History table (F08042). When you enter change reasons for turnover, the system updates the Employee Turnover Analysis table (F08045). For example, you can enter a code to denote that an employee has been promoted.

On History and Turnover Information

Figure 3–3 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	<p>The date that you want all the changes to take effect, or the date that the changes went into effect. If you are entering data and you do not enter a date in this field, the system uses the current date as the effective date.</p> <p><i>Form-specific information</i></p> <p>The effective date that you want to record all the changes to the HR History table (F08042) and the Employee Turnover Analysis table (F08045). The changes you make to the Employee Master table take effective immediately. If you are adding an employee record and you do not enter a date in this field, the system uses the Date Started as the effective date.</p>

Field	Explanation
Change Reason	<p>To record a reason for the change in the Employee Turnover Analysis table (F08045) and the HR History table (F08042), enter a value in this field. Completing this field also updates the Employee Master table (F060116) and the Employee Multiple Job table (F060118) with the new change reason. The change reason code indicates the following:</p> <ul style="list-style-type: none"> ? Why an active employee's master table record was changed ? Why an employee was terminated <p>When the HR Monitor reads the information on this form, it creates a turnover record only if you enter a change reason in this field. If you do not want to create turnover records for a data change, leave this field blank.</p> <p><i>Form-specific information</i></p> <p>Whenever you make a change and you want to record the reason for the change in the HR History table (F08042), you must enter a value in this field.</p> <p>When you enter a new employee, a default value of 001, New Hire, appears in the field.</p>

3.1.5 Transferring Employees to Another Company

When employees move from one company to another, the payroll system allows you to change their company designation while maintaining prior company information. For employees who have contributed to a 401k plan, the employee transfer program considers those balances. When an employee transfers from one company to another you can select to transfer the employee's 401k balance to the new company.

When you change the employee's home company through Employee Entry, the Balance Transfer window displays if the employee has 401 k history. This window gives transfer information such as "From" and "To" company numbers, 401k balance, and arrearage information, if any. You can continue with the 401k balance transfer or canceling to exit the window and return to the employee master record.

To transfer an employee's 401k balance to a different company

1. Enter employee number in the Employee No field
2. Complete the following fields:
 - ? Home Company
 - ? Home Business Unit
3. Change other information, as needed and press Enter.

The Balance Transfer window displays if the Employee has contributed to a 401k plan. The window displays information such as From Company number, To Company number, 401k deduction number, 401k balance, and arrearage information, if any.

Figure 3-4 Balance Transfer screen



4. Click OK to complete the 401k balance transfer, or click Cancel to return to the Employee Entry screen without transferring the balance.

3.1.6 Entering Tax Withholding and Override Information

Navigation

From Payroll Master (G07), choose Employee Information From Employee Information (G0711), choose Tax Withholding/ Overrides

3.1.7 Set up a Federal Supplemental Tax Override

For Federal Supplemental Override records (*FS), the Withholding Exemption field is used to specify the method to calculate federal supplemental taxes. Depending on the type of tax calculation you want, complete the W/H Exm field on Tax Withholding Overrides with a value 1-4. The codes 1-4 are translated to Vertex as follows:

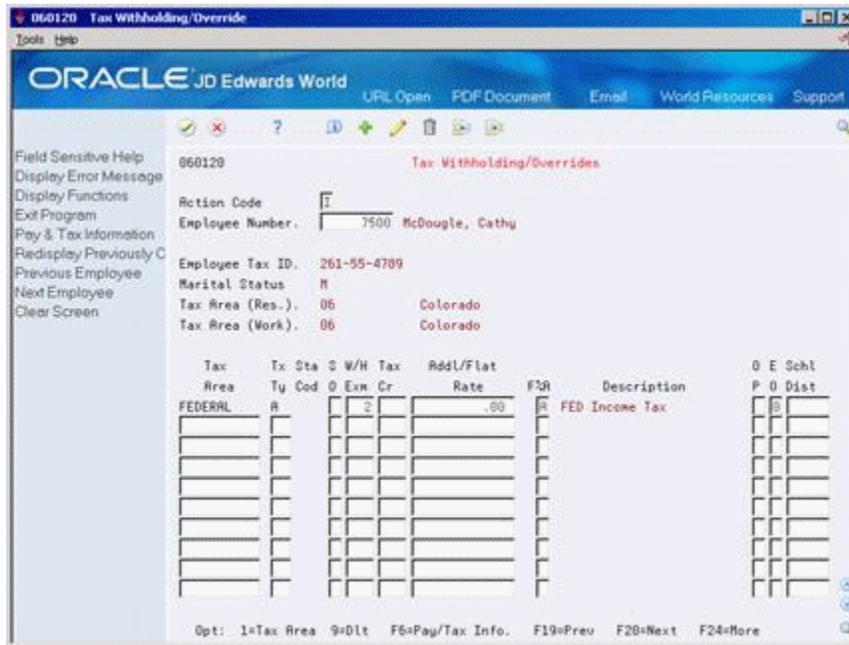
1. Flat Percentage Method (Default)
2. Concurrent Aggregation
3. Previous Aggregation
4. Cumulative Aggregation

To enter tax withholding and override information

After you enter history and turnover information, use the employee's W-4 form to enter an employee's tax withholding. The system provides the tax area and tax type for Federal income tax (tax type A) with no exemptions and no override withholding amount. If the employee's number of exemptions is any number other than zero, you must enter the number of exemptions. The system uses the number of federal exemptions to calculate all taxes, unless you enter separate records for state and local taxes.

Caution: If you use a flat dollar override of zero for the Federal A tax, the system marks the employee's W-2 as statutory exempt. To prevent the calculation of federal income taxes without indicating that the employee is exempt from the tax, change the employee's exemption to 99.

Figure 3-5 Tax Withholding/Overrides screen



1. Complete the following field:
 - ⌘ Withholding Exemptions
2. For state or local taxes, complete the following optional field:
 - ⌘ Tax Credit
3. Enter any additional withholding for federal and state income taxes as needed.

Field	Explanation
W/H Exm	<p>The number of payroll tax withholding exemptions claimed on the employee's W4. If this field is left blank on Federal exemptions, zero exemptions will be used. The number of Federal exemptions will also be used for State and Local tax calculations unless separate entries are created for State and Local tax areas.</p> <p>SPECIAL CONDITIONS:</p> <p>For the state of Arizona, this field is used to specify the level of tax: (Percentages of Federal Income Tax)</p> <p>For the state of Connecticut, leave this field blank.</p> <p>For the state of Louisiana, enter the number of credits.</p> <p>For more information about requirements for the states of Arizona, Connecticut, and Louisiana, see the documentation for the Payroll Tax Calculation System.</p> <p>For Federal Supplemental Override records (*FS) this field is used to specify the method to calculate federal supplemental taxes:</p> <ol style="list-style-type: none"> 1) – Flat Percentage Method (Default) 2) – Concurrent Aggregation 3) – Previous Aggregation 4) – Cumulative Aggregation

Field	Explanation
Tax Cr	<p>U.S.A. Payroll:</p> <p>For the state of New Jersey, this field is used to specify which withholding table to use:</p> <p>0 – table B 1 – table A 2 – table C 3 – table D 4 – table E</p> <p>For the state of Mississippi, this field represents the number of dependents claimed on form 62-420. You must enter 25 in the Tax Area field and F in the Tax Type field for this deduction to work.</p> <p>Note: If secondary credits are used in any other state, you may put a value here in combination with the state code and F tax type.</p>

3.1.8 What You Should Know About

Topic	Description
Supplemental pay	Vertex, the tax program that integrates with the Payroll system, currently supports percentages or additional dollar overrides (not flat dollar overrides) of federal tax calculations for supplemental pay. Flat dollar overrides add to the supplemental rate for federal taxes. All override methods are supported for state taxes. To override an employee's taxes on supplemental pay, leave the Tax Area and Tax Type fields blank. Tax overrides for supplemental pay functions only if the supplemental pay is a payment by itself.
Reciprocal agreements	Reciprocal agreements are agreements between the work and resident state concerning how to divide tax withholding. You must set up exemptions and additional withholding for the employee's work state even when the resident state taxes the employee. The situation also exists for localities with reciprocal agreements.
Federal supplemental tax overrides	<p>Federal tax calculation on bonuses and other supplemental pay accommodates a variety of taxation methods. In addition to the flat percentage method, the payroll system accommodates concurrent aggregation, previous aggregation, and cumulative aggregation.</p> <p>Cumulative Aggregation values can only be passed to Vertex in the pre-payroll process and cannot be performed via Interim Check Entry. All other methods, 1-3, can be used in a pre-payroll process as well as through Interim Check Entry.</p>

3.2 Attaching a Contract Calendar

Navigation

From Payroll Master (G07), choose Employee Information From Employee Information (G0711), 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.

3.2.1 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 the *JD Edwards World Human Resources Guide*.

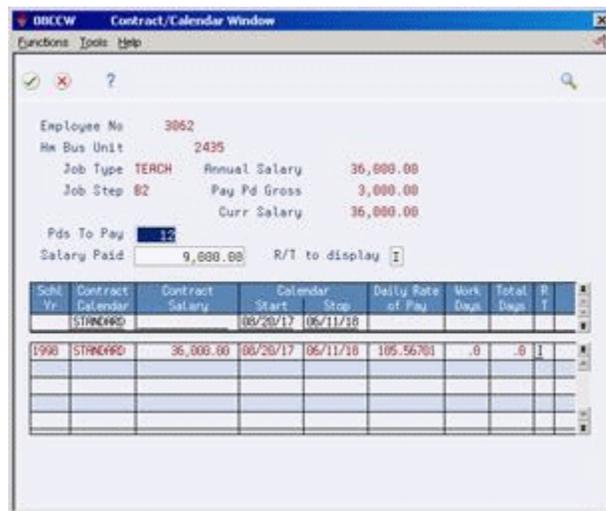
To attach a contract calendar

On Employee Entry

On HR Employee Entry or Employee Entry

1. Complete the steps to enter employee master information.

Figure 3-6 Contract/Calendar Window screen



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	<p>The number of periods in the year during which the employee will be paid the salary amount. The system uses this number to calculate the annual salary and pay period gross amount for a job that lasts for only part of a year.</p> <p><i>Form-specific information</i></p> <p>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.</p>
Contract Calendar	<p>A code that identifies a yearly contract that specifies the number of days that employees work. After you create a contract calendar, you can attach it to employee and position records.</p>
Contract Salary	<p>The annual salary an employee earns for a job attached to a Contract/Calendar.</p>
Calendar Start	<p>The date that an employee may begin participating in the company's benefit plans or may be included in payroll processing.</p> <p>You can also use this field to provide a beginning date for seasonal employees or for employees who work only part of the year (such as a teacher who works only nine months of the year).</p> <p><i>Form-specific information</i></p> <p>When you assign an employee a contract calendar enter one of the following;</p> <ul style="list-style-type: none"> ⌘ 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	<p>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.</p> <p>It may also be the date that a deduction, benefit, or instruction stops.</p> <p><i>Form-specific information</i></p> <p>When you assign an employee a contract calendar enter one of the following;</p> <ul style="list-style-type: none"> ⌘ 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	<p>The daily rate of pay earned by an employee attached to a Contract/Calendar.</p> <p>The system calculates the daily rate of pay as follows:</p> <p>Contract Salary / Number of work days in the contract calendar that fall between the start and stop dates</p>

Field	Explanation
Pay Pd Gross	<p>The actual gross pay amount for an employee. This is to be distinguished from the distributed gross pay amount used for labor distribution. See data item DPAY.</p> <p>When using Work Order Time Entry, this field is used to record miscellaneous pay for an employee, (i.e. piece rate bonus).</p> <p><i>Form-specific information</i></p> <p>To calculate the pay period gross amount, the system divides the annual salary by the pay frequency.</p> <p>For example, assume that:</p> <ul style="list-style-type: none"> ? 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 <p>The system calculates the following:</p> <p>$(3000 \text{ divided by } 3) \times 12 = 12000 = \text{annualized salary}$</p> <p>$12000 \text{ divided by } 12 = 1000 = \text{pay period gross salary}$</p> <p>For employees whose records are attached to contract calendars, payments are not based on the pay period gross amount.</p>

3.2.2 What You Should Know About

Topic	Description
Removing a contract calendar	<p>Choose the Detach function for either of the following reasons:</p> <ul style="list-style-type: none"> ? You attach a contract calendar to an employee in error ? 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	<p>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.</p>
Changing periods to pay	<p>To change the periods to pay information, make the corrections on Contract Calendar. Do not change this information on Employee Entry.</p>

3.2.3 Processing Options

See [Section 53.1, "Employee Initial Entry \(P060101\)"](#)

Enter Employee Instructions

This chapter contains these topics:

- ? [Section 4.1, "Entering Labor Distribution Instructions,"](#)
- ? [Section 4.2, "Working with Deduction, Benefit, and Accrual Instructions,"](#)
- ? [Section 4.3, "Entering Automatic Deposit 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.

4.1 Entering Labor Distribution Instructions

Navigation

From Payroll Master (G07), choose Employee Information From Employee Information (G0711), choose Labor Distribution

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

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

Use labor distribution instructions to:

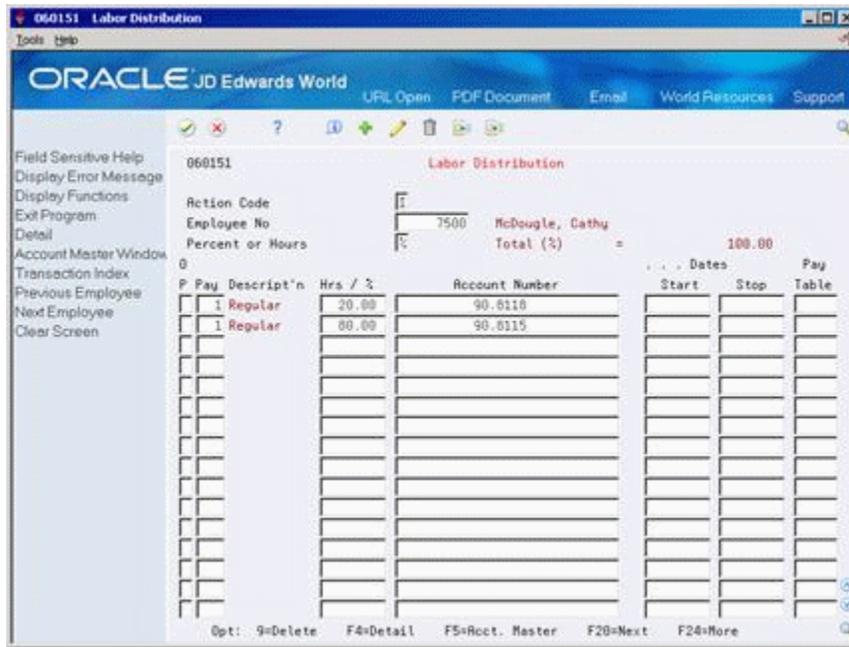
- ? Distribute time to multiple general ledger accounts
- ? Distribute time by either percentage or number of hours
- ? Set effective dates for distributions
- ? Create a template for time entry
- ? Specify job type information when using multiple jobs
- ? Override position ID and AAI accounts for an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

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 labor distribution instructions

On Labor Distribution

Figure 4–1 Labor Distribution screen



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	<p>This field represents the method of distribution used for employee labor (either percentage or hours). Valid codes are:</p> <p>% – Percentage (must equal to 100%)</p> <p>H – Hours</p> <p><i>Form-specific information</i></p> <p>If you enter H for hours in this field, you must enter a valid pay type in the Pay Type field and a general ledger account number in the Account Number field. You can, however, leave the number of hours blank, retrieve the distribution instruction during time entry, and enter the number of hours there.</p>
Pay	<p>A code to define the type of pay, deduction, benefit, or accrual.</p> <p>Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999.</p>
Account Number	<p>A field that identifies an account in the general ledger. You can use one of the following formats for account numbers:</p> <ul style="list-style-type: none"> ⌘ 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) <p>The first character of the account indicates the format of the account number. You define the account format in the General Accounting Constants program.</p>
Hours Worked	<p>The number of hours associated with each transaction.</p> <p>When you enter labor distribution with the hours method, this field can be blank. You must make an entry when using the percent method.</p> <p><i>Form-specific information</i></p> <p>When used in conjunction with the employee labor distribution instructions for an individual employee, you can use this field to enter a percentage. To account for all hours that an employee worked during the pay period, the sum of the percentages defined on all labor instruction entries must equal 100% for each job type, job step and home business unit. The system converts the percentages to hours when it copies the labor instruction records into actual time entry (timecard) records.</p>
Enhanced Subledger 1- 4	<p>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.</p>
Enhanced Subledger Types 1- 4	<p>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.</p> <p>User defined examples include:</p> <ul style="list-style-type: none"> A Alphanumeric field, do not edit N Numeric field, right justify and zero fill C Alphanumeric field, right justify and blank fill

4.1.1 What You Should Know About

Topic	Description
Workers compensation code	The processing options indicate where to find the workers compensation code.
Multiple active jobs	Labor distribution is used to override position ID accounts or AAIs both in the multiple job and single job environment. The percentage of each job 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 also Section 6.1, "Entering Employee Multiple Job Information"
Functionality for the Time Accounting system	The following fields are not applicable to Time Accounting: <ul style="list-style-type: none"> ? Include Autopay ? Annual Limit ? Position ID

See Also:

- ? [Section 11.7, "Copying Labor Distribution Instructions"](#).

4.1.2 Processing Options

See [Section 53.2, "Labor Distribution \(P060151\)"](#).

4.2 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 form 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.

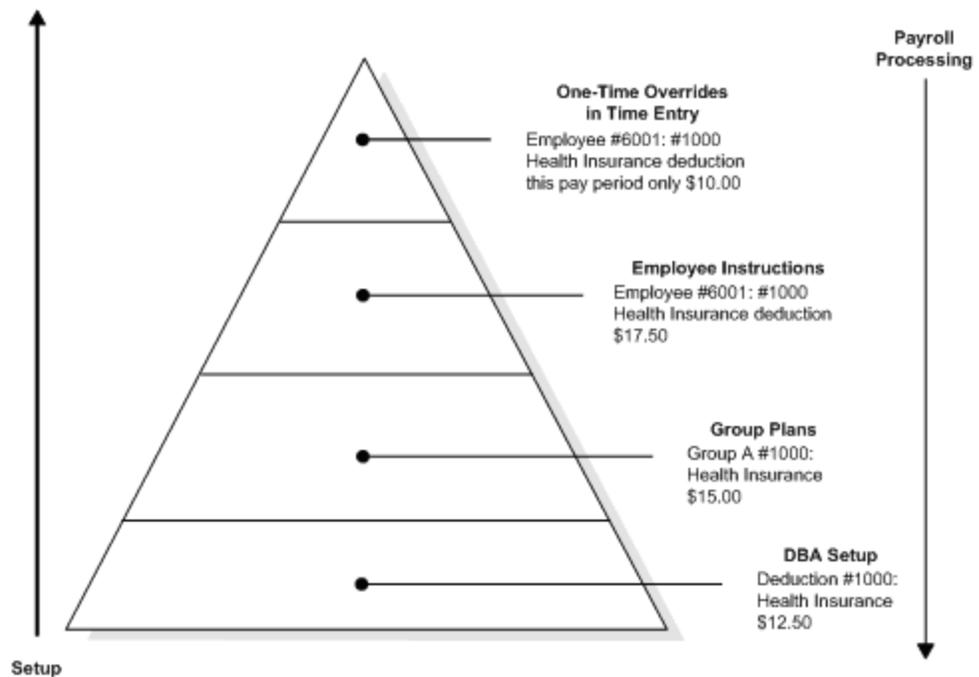
After you set up your DBA specifications, you can assign them. You can assign DBAs at four levels.

The following levels represent the DBA hierarchy:

- ⤵ One-time overrides in Time Entry
- ⤵ Employee instructions
- ⤵ Group plans
- ⤵ DBA setup

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

4.2.1 Assigning DBAs

Navigation

From Payroll Master (G07), choose Employee Information From Employee Information (G0711), 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.

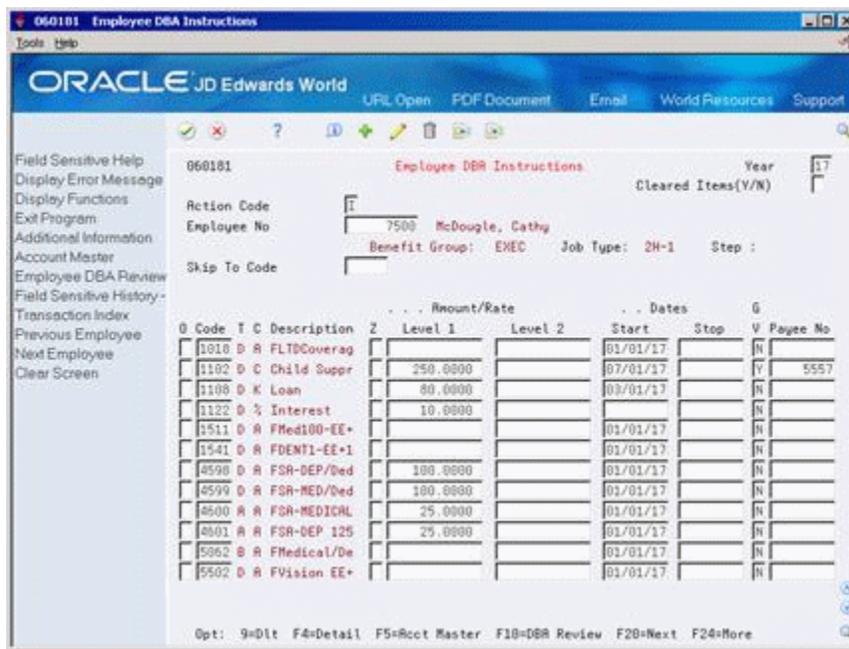
When you assign DBA instructions at the employee level, you can:

- ⌵ 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 Employee DBA Instructions screen



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 Employee DBA Instructions (Detail) screen

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

When you enter a deduction number set up for garnishment, levy, loan, or child support deduction, the system displays the Wage Attachment Window.

Figure 4–5 Wage Attachment Window screen

4.2.2 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.

4.2.3 Assigning DBAs

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

Field	Explanation
Level 1	<p>The value in this field is either a percentage, a monetary amount, or an hourly rate, depending on where it is used:</p> <ol style="list-style-type: none"> For a deduction, benefit, or accrual, the meaning of this field depends on the Method of Calculation. The method determines if the deduction is a flat dollar amount, a percentage, or a multiplication rate. Table method DBAs, depending on which table method they use, can either use this amount in the calculation or ignore it. If there are exceptions to the table calculation, you can override the table code in the fold area, set up a flat dollar DBA amount, or override the amount in One Time Overrides. For a pay type, amounts entered in this field override the hourly rate.
Start	<p>The date that an employee may begin participating in the company's benefit plans or may be included in payroll processing.</p> <p>You can also use this field to provide a beginning date for seasonal employees or for employees who work only part of the year (such as a teacher who works only nine months of the year).</p> <p><i>Form-specific information</i></p> <p>Enter the date an instruction starts, for example, the date the system should start a deduction.</p> <p>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.</p> <p>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.</p> <p>For a flat amount DBA, the system calculates the full DBA for any timecard that falls within the DBA start and stop dates.</p> <p>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.</p>

Field	Explanation
Stop	<p>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.</p> <p>It may also be the date that a deduction, benefit, or instruction stops.</p> <p><i>Form-specific information</i></p> <p>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.</p> <p>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.</p> <p>For a flat amount DBA, the system calculates the full DBA for any timecard that falls within the DBA start and stop dates.</p> <p>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.</p>
G V	<p>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:</p> <p>N – No, do not generate a voucher</p> <p>Y – Yes, generate a voucher</p>
Payee No	<p>The Address Book number for the supplier who receives the final payment.</p> <p>In Benefits Administration, this is the Address Book number of the company that issues the plan and receives premium payments for it.</p> <p>For Wage Attachments, Payee is the Address Book number of the agency, company, individual, or court who is to receive the payment of the check.</p>

4.2.4 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.

See Also:

- ? Entering Employee Wage Attachments in the *JD Edwards World U.S. Payroll II Guide*.

4.2.5 Processing Options

See [Section 53.16, "Employee DBA Instructions \(P06106D\)"](#)

4.2.6 Reviewing DBAs

Navigation

From Payroll Master (G07), choose **Employee Information From Employee Information (G0711)**, choose **DBA Instructions**

For any employee you can review:

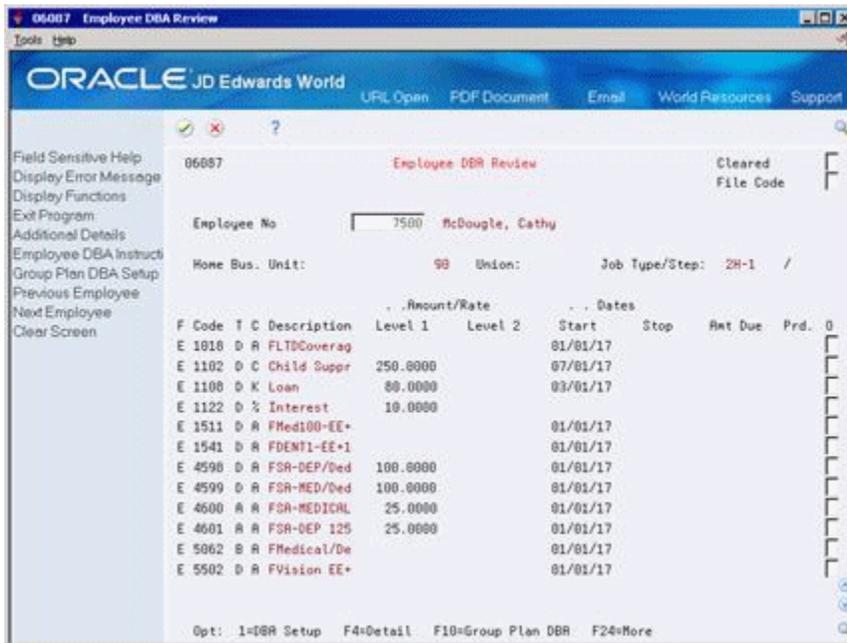
- ⌵ All the assigned DBAs
- ⌵ All the required DBAs
- ⌵ All parts of a group or union plan
- ⌵ DBAs unique to an employee

To review DBAs

On DBA Instructions

1. Choose the DBA Review function.

Figure 4–6 Employee DBA Review screen



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)

4.3 Entering Automatic Deposit Instructions

Navigation

From Payroll Master (G07), choose Employee Information From Employee Information (G0711), choose Auto Deposit Instructions

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

- ? Check
- ? Automatic deposit
- ? Cash

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

You can perform the following additional functions:

- ? Set up a combination of automatic deposit, check, or cash payment
- ? Set up multiple 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

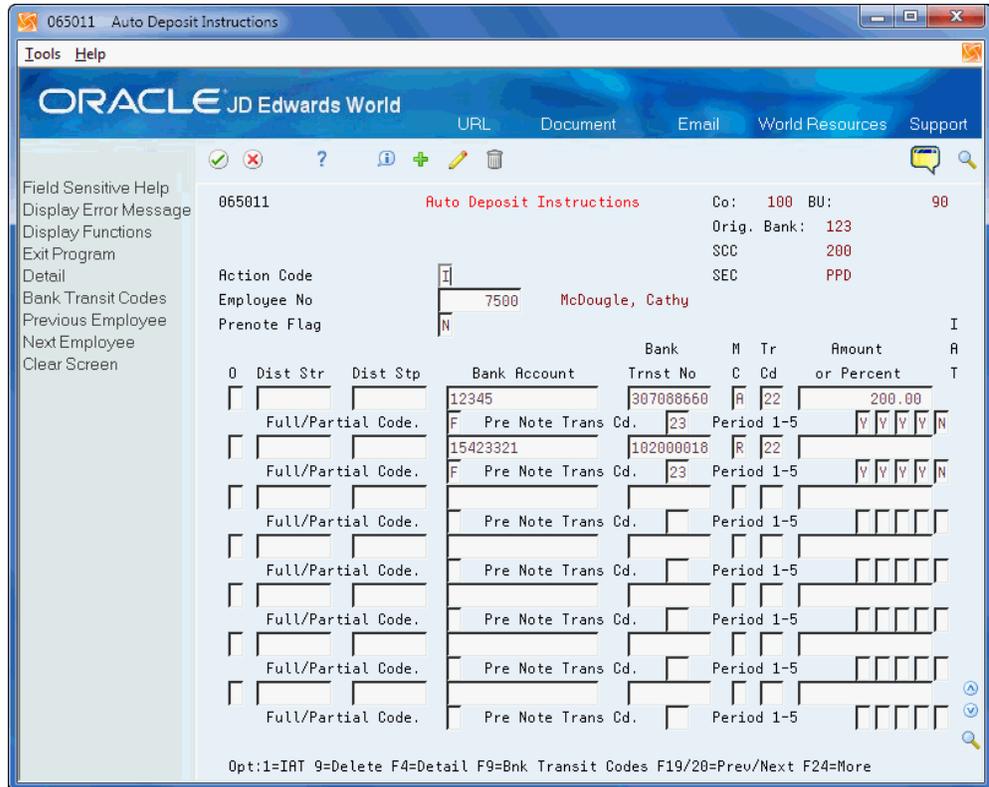
4.3.1 Before You Begin

- ? Set up the processing options that provide the originating bank number, service class code, and standard entry class
- ? If you need to process payments using the International Automated Clearing House (ACH) Transaction (IAT) format, see *Working with IAT in the JD Edwards World U.S. Payroll I Guide*

To enter automatic deposit instructions

On Auto Deposit Instructions

Figure 4-8 Auto Deposit Instructions (Detail) screen



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	<p>The employee's unique account number at the financial institution. You can obtain the number from the MICR line of a voided check or a deposit slip from the employee's account. You must include dash cue symbols in the field. However, they are recorded in a translated mode as a hyphen (-). 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.</p> <p>If you change this number, the system automatically prenotes the employee's auto deposit record again.</p> <p>Note: The Financial Organization Account Number (FOA#) is used as the company's unique bank account number rather than the employee's unique bank account number in the following tables:</p> <p>F06560 - Bank Reconciliation - Issue Table</p> <p>F06561 - Bank Reconciliation - Paid Table</p>

Field	Explanation
Bank Trnst No	<p>The transit routing number used to identify the financial organization in which the employee maintains an account. These numbers can be obtained from the employee's check or deposit slip. They are located between the MICR colons (:) at the bottom of the check. If nine digits are not present, the employee's financial organization must be contacted to obtain the correct nine-digit code.</p> <p>If you change this number for an employee, the system prenotes the employee's auto deposit record again.</p> <p><i>Form-specific information</i></p> <p>Bank might refer to this number as the ABA or routing number.</p>
M C	<p>An employee can in a variety of ways split up net pay. This code specifies the method(s) in which a segment is to be computed:</p> <p>A – A specific amount is to be deposited.</p> <p>% – A percentage of net pay is to be deposited. You must enter a whole number. Do not use decimals.</p> <p>C – A specific amount is to be generated as a payroll check.</p> <p>P – A specific amount is to be generated as cash.</p> <p>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.</p> <p>Q – The remainder of the net pay, after % and/or specific amount segments are processed, is to be generated as cash.</p> <p>D – The remainder of the net pay, after % and/or specific amount segments are processed, is to be generated as a payroll check.</p> <p>You can have only one R, Q, or D instruction per employee.</p> <p>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.</p>
Amount or Rate	<p>The value in this field is either a percentage, a monetary amount, or an hourly rate, depending on where it is used:</p> <ol style="list-style-type: none"> For a deduction, benefit, or accrual, the meaning of this field depends on the Method of Calculation. The method determines if the deduction is a flat dollar amount, a percentage, or a multiplication rate. Table method DBAs, depending on which table method they use, can either use this amount in the calculation or ignore it. If there are exceptions to the table calculation, you can override the table code in the fold area, set up a flat dollar DBA amount, or override the amount in One Time Overrides. For a pay type, amounts entered in this field override the hourly rate. <p><i>Form-specific information</i></p> <p>For auto deposit instructions using a percentage method, enter whole numbers. Do not use decimals.</p>

Field	Explanation
Prenote Flag	<p>A code that lets you test the deposit instructions for one pay period before actually processing a deposit. Adding an employee to this form automatically activates this person in the automated deposit system. The system prenotes this employee in the next applicable payroll run to test the auto deposit instructions you have set up before actually depositing a check. In the prenote 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 a check for this amount. After the test, the system changes this field to N. To repeat this test, enter P in this field.</p> <p>If you leave this field blank, the system uses the default value of P.</p> <p>You cannot use this field for Canadian employees.</p>
Tr Cd	<p>A code used to distinguish various types of bank accounts, for example, checking, savings, or credit union. Currently the following codes have been assigned:</p> <p>Demand Account Credits</p> <p>20 - Reserved</p> <p>21 - Credit entry to return automated deposit</p> <p>22 - Automated Deposit</p> <p>Savings Account Credits</p> <p>30 - Reserved</p> <p>31 - Credit entry to return automated deposit</p> <p>32 - Automated Deposit</p> <p>Demand Account Debits</p> <p>25 - Reserved</p> <p>26 - Debit entry to return automated payment</p> <p>27 - Automated Payment</p> <p>Savings Account Debits</p> <p>35 - Reserved</p> <p>36 - Debit entry to return automated payment</p> <p>37 - Automated Payment</p> <p>Note: If you leave this field blank, the system uses the default value of 22.</p>
Full/Partial Code	<p>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.</p> <p>If you leave this field blank, the system uses F as the default value.</p>

Field	Explanation
Pre Note Trans Cd	<p>A code used to distinguish various types of debit and credit non-dollar prenotification transactions that must precede the first actual automated paperless transaction with dollars for an employee.</p> <p>Demand Account Credits</p> <p>23 – Prenotification of Credit Authorization</p> <p>24 – Prenotification of Credit/Mailed Authorization</p> <p>Savings Account Credits</p> <p>33 – Prenotification of Credit Authorization</p> <p>34 – Prenotification of Credit/Mailed Authorization</p> <p>Debits are not currently handled by this Payroll system.</p> <p>Automatic prenoting is only done one time. Therefore, if your bank requires multiple prenote cycles, you can manually set the transaction code (TCOD) for this record to a prenote code and leave it that way for as long as necessary.</p>
Period 1-5	<p>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.</p>

4.3.2 What You Should Know About

Topic	Description
Changing auto deposit instructions	<p>If you change an employee's automatic deposit instructions, the system creates a prenote. If you do not want a prenote, you must change the value in the Prenote Flag field to N.</p>

See Also:

? [Section 24.1.4, "Printing Checks and Automatic Deposits"](#)

4.3.3 Processing Options

See [Section 53.4, "Auto Deposit Instructions \(P065011\)"](#)

Enter Additional Employee Information

This chapter contains these topics:

- [Section 5.1, "Entering Basic Employee Data,"](#)
- [Section 5.2, "Entering Pay and Tax Information,"](#)
- [Section 5.3, "Entering Dates, Eligibility, and EEO Information,"](#)
- [Section 5.4, "Entering International Employee Information,"](#)
- [Section 5.5, "Assigning Category and Geographic Data Codes."](#)

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 EEO information for reporting purposes or for any other business requirement. 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 or a U.S. employee's I9 status.

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

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

5.1 Entering Basic Employee Data

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

5.1.1 Entering Basic Employee Data for a New Employee

Navigation

From Payroll Master (G07), choose Employee Information

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

From Additional Employee Data & Reports (G07111), choose Basic Employee Data

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 Data

Figure 5–1 Basic Employee Data screen

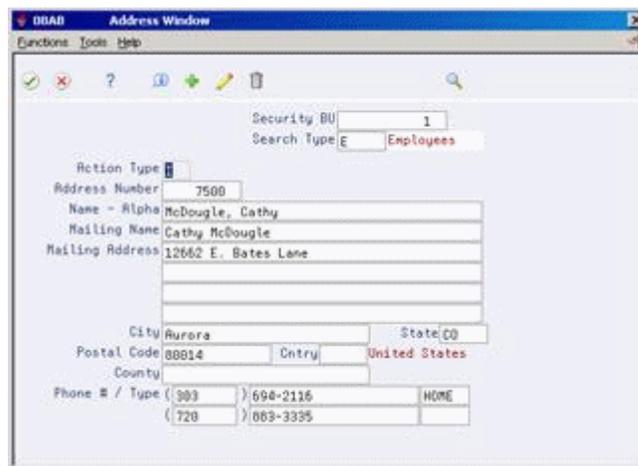
Field	Value	Description
Employee Number	7500	McDougle, Cathy
Social Sec. No.	261554789	
Home Co.	00100	Model Finan/Distr
Home BU	90	Administrative De
Job Title		
Pay Status	0	Active
Employment Status		Full-time Regular
Change Reason	001	New Hire
Supervisor	6001	Allen, Ray
Job Type / Step	2H-1 /	Human Resource Man
Pay Freq/Class	S / S	
Workers Comp	0010 /	Administrative
Benefit Group	EXEC	Executive Benefit Group
Union Code		
Pay Grade/Step	S5 /	No. Pay Steps
Locality		Headquarters (default)
Security BU	1	Last Job Worked
Pay Cycle Code	INT	Interim Run
Check Route Code		Department Code
Shift Code		No Shift
Work Schedule		Employee Class
Record Type	I	Tipped Employee.

1. To assign a specific employee number, complete the following field:
 - Employee Number
2. Complete the following fields:
 - Social Security Number
 - Home Company
 - Home Business Unit
 - Pay Status
 - Pay Frequency
 - Pay Classification
 - Security Business Unit

3. Complete the following optional fields and press Enter:

- ⌘ Employment Status
- ⌘ Supervisor
- ⌘ Workers Compensation
- ⌘ Pay Grade
- ⌘ Pay Step
- ⌘ Number of Pay Steps
- ⌘ Locality
- ⌘ Shift Code
- ⌘ Work Schedule Code
- ⌘ Record Type
- ⌘ Employee Classification Status
- ⌘ Dock Component Flag
- ⌘ Job Title
- ⌘ Tipped Employee

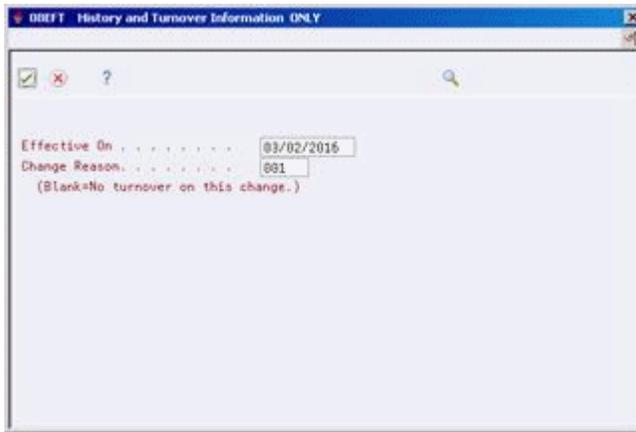
Figure 5–2 Address Window screen



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

- ⌘ Mailing Address
- ⌘ Phone Number

Figure 5–3 History and Turnover Information screen



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

Field	Explanation
Pay Status	<p>A code that indicates whether an employee's pay status is active or inactive.</p> <p>Codes for active pay status employees are numeric. Codes for inactive pay status employees are alphabetic. The system omits all employees with alphabetic pay status codes from the payroll run.</p> <p>To process an employee's last check, the pay status must contain a numeric code. After the system processes the check through final update, you can change the pay status to an alphabetic code.</p>
Employment Status	<p>A user defined code (07/ES) that identifies an employee's status within the company. You can change the default codes or set up new codes to meet the needs of your company. For example:</p> <ol style="list-style-type: none"> 1. Full-time temporary 2. Part-time temporary 3. Part-time regular 4. Seasonal 5. Casual
Supervisor	<p>The address book number of the supervisor.</p> <p>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.</p>
No. Pay Steps	<p>Indicates the number of optional pay increments, if any, available within each pay grade.</p> <p><i>Form-specific information</i></p> <p>This field is informational only.</p>
Locality	<p>A user defined code (07/SL) that defines the different salary localities within an organization. For example, you can compare salaries for employees on the East Coast with employees in the Midwest.</p>

Field	Explanation
Shift Code	<p>A user defined code (07/SH) that identifies daily work shifts. In payroll systems, you can use a shift code to add a percent or amount to the hourly rate on a timecard.</p> <p>For payroll and time entry:</p> <p>If an employee always works a shift for which a shift rate differential is applicable, enter that shift code on the employee's master record. When you enter the shift on the employee's master record, you do not need to enter the code on the timecard when you enter time.</p> <p>If an employee occasionally works a different shift, you enter the shift code on each applicable timecard to override the default.</p>
Work Schedule	<p>A user defined code to designate intra-pay period work schedules. This code can be used for reporting and to select employees to be included in a payroll run. For example:</p> <p>A – Monday through Friday</p> <p>B – Saturday through Wednesday</p> <p>C – Monday through Thursday (4 x 10 hrs)</p>
Record Type	<p>A code that identifies whether the employee is to be handled through the Recharge processing option for the Payroll Journal Entry program. Valid codes are:</p> <p>1 – Payroll Processing Only</p> <p>2 – Payroll and Recharge Processing</p> <p>3 – Recharge Processing Only</p> <p>After a timecard has been added, you cannot change its record type.</p>
Employee Class	<p>A code that represents the employee's classification status. Valid values are:</p> <p>Y – Contract labor (non-employee)</p> <p>N – Regular employee</p> <p>S – Employee to be included in step progression process</p>
Tipped Employee	<p>A code that specifies whether this employee receives or claims tips and should be included in any necessary Tip Processing programs. (This applies to U.S. Payroll Only.)</p> <p>This field must contain Y (yes) for tip processing. If you assign the employee a job type that is set up as a job that earns tips, that information defaults to this field and you do not need to manually enter it.</p>

5.1.2 What You Should Know About

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

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

5.1.3 Entering Additional Data for an Existing Employee

Navigation

From Payroll Master (G07), choose Employee Information

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

From Additional Employee Data & Reports (G07111), choose Basic Employee Data

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 Data

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 employees 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.

5.1.4 What You Should Know About

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

5.2 Entering Pay and Tax Information

Navigation

From Payroll Master (G07), choose Employee Information

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

From Additional Employee Data & Reports (G07111), 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.

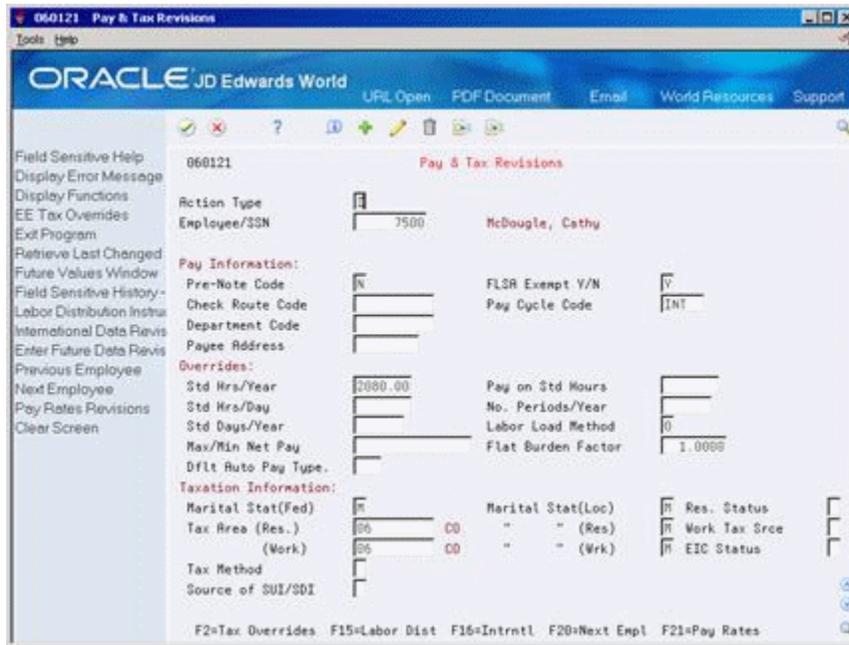
When you enter pay and tax information, you can:

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



1. To locate the employee, complete the following field:
 - ⌘ Employee Number
2. Complete any of the following optional fields:
 - ⌘ Vacation Factor
 - ⌘ Pay on Standard Hours
 - ⌘ Number of Pay Periods Per Year
 - ⌘ Maximum/Minimum Net Pay
 - ⌘ Default Auto Pay Type
 - ⌘ Tax Method
 - ⌘ Source of SUI Report (U.S. only)
 - ⌘ Residency Status (U.S. only)
 - ⌘ Work Tax Source (U.S. only)
 - ⌘ EIC (Earned Income Credit) Status (U.S. only)
 - ⌘ Source of SUI Report
 - ⌘ Residency Status
 - ⌘ Work Tax Source
 - ⌘ EIC (Earned Income Credit) Status

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

5.2.1 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.

5.2.2 Processing Options

See [Section 53.5, "Employee Pay & Tax Information \(P060121\)"](#)

5.3 Entering Dates, Eligibility, and EEO Information

Navigation

From Payroll Master (G07), choose Employee Information

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

From Additional Employee Data & Reports (G07111), 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 or a U.S. employee's I9 status.

You can enter date information such as:

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

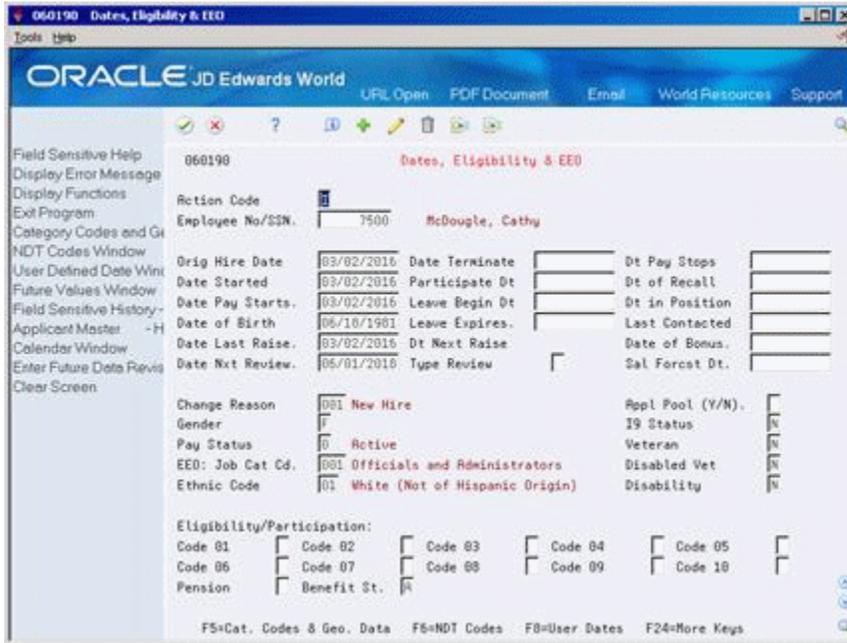
To enter eligibility information, you assign eligibility codes to employees. Eligibility codes are additional user defined codes that you define when you set up your Payroll system. Use these

codes when you want reporting capabilities for classifications not already defined by the system.

To enter dates, eligibility, and EEO information

On Dates, Eligibility, and EEO

Figure 5–5 Dates, Eligibility, and EEO 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

- ⌘ Pension (U.S. only)
 - ⌘ Oregon Insurance (U.S. only)
 - ⌘ Pension
 - ⌘ Oregon Insurance
 - ⌘ Employee Benefit Status
4. To enter EEO information, complete the following optional fields:
5. Complete the following optional fields:
- ⌘ Applicant Pool Y/N
 - ⌘ I9 Status (U.S. only)
 - ⌘ I9 Status
 - ⌘ 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. <i>Form-specific information</i> 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.
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 07, type RV.

Field	Explanation
Sal Forecast Dt	<p>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).</p>
Code 01	<p>A code to specify an employee's eligibility for or participation in various user defined plans or programs. For example, these codes can be used to designate the following:</p> <ul style="list-style-type: none"> Voluntary Accidental Death & Dismemberment Insurance Overtime Call Up Profit Sharing Political Action Committee Coffee Fund U.S. Citizen
Pension	<p>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.</p>
Oregon Ins	<p>A code to specify whether an employee is participating in the Oregon Industrial Insurance program. The Oregon SUI continuation report uses the code in this field to determine what to enter in the appropriate box on the tax return.</p>
Benefit St	<p>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.</p> <p>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.</p> <p>Do not change the codes that are hard-coded, such as A (Active) and X (Terminated). These are required codes in the system.</p>
Appl Pool (Y/N)	<p>You can enter a value in this field only when you terminate an employee (enter a termination date).</p> <p>Use this code to indicate whether the information entered for the terminated employee should be moved, by batch job, to the applicant database. Valid codes are:</p> <ul style="list-style-type: none"> Y – Yes, move the employee's information to the applicant database N – No, do not move the employee to the applicant database <p>When you enter Yes in this field, the system:</p> <ul style="list-style-type: none"> ⌚ Generates an applicant record for the employee ⌚ Retains an employee record for the employee ⌚ Changes the employee's search type to Applicant (A) <p>When you enter No in this field, the system changes the employee's search type to Terminated (X).</p>

Field	Explanation
I9 Status	<p>A code that indicates the method used to verify that this employee is eligible to work in the United States. Valid codes are:</p> <p>Y – I9 form on file</p> <p>P – Passport used for verification</p> <p>R – Resident alien or alien registration card</p> <p>S – Social Security card</p> <p>L – Driver's license and Social Security card</p> <p>V – Visa (worker's permit)</p> <p>B – Birth certificate</p> <p>N – Waiting for verification</p>
Veteran	<p>A user-defined code (05/HO) that indicates the veteran status of the employee or applicant. For example:</p> <p>N – Not a Veteran</p> <p>O – Other Protected Veteran</p> <p>A – Armed Forces Service Medal Veteran</p> <p>S – Recently Separated Veteran</p> <p>L – Other Protected Veteran - No Self-Identification</p>
Disabled Veteran	<p>A code that indicates whether the employee or applicant is a disabled veteran. Valid codes are:</p> <p>Y – Yes, this employee is a disabled veteran.</p> <p>N – No, this employee is not a disabled veteran.</p>
Disability	<p>A user-defined code (05/HQ) that indicates whether the employee or applicant has a mental or physical disability. Examples include:</p> <p>D – Do not wish to answer</p> <p>N – No</p> <p>U – Unknown</p> <p>Y – Yes</p>

5.3.1 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 in the *JD Edwards World U.S. Payroll II Guide*,
- ? Work with User Defined Codes in the *JD Edwards World Technical Foundation Guide* for information about user defined codes.
- ? Entering User Defined Information for Employees in the *JD Edwards World Human Resources Guide* to enter veteran and disability self-identification responses.

5.4 Entering International Employee Information

Navigation

From Payroll Master (G07), choose Employee Information

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

From Additional Employee Data & Reports (G07111), choose International Data

If your company has international employees, you can enter information, such as maiden name, alien registration number, and country code.

To enter international employee information, complete the following tasks:

- ⌘ Enter personal information for international employees

5.4.1 Before You Begin

- ⌘ 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. <i>Form-specific information</i> The standard JD Edwards World name field is 30 characters long. This field allows you to enter the complete legal name of an employee whose name is between 30 and 50 characters long. You can run a World Writer report on the Extended Alpha Name field to obtain a listing of the complete name of all your employees with names longer than 30 characters.
Preferred Name	The preferred name of the employee. For instance, an employee might have the legal name of Catherine, but she might be known as Cathy.
Suffix	A code that identifies the credentials for a given employee. Some examples are PhD, MD, CPA, and so on.

5.5 Assigning Category and Geographic Data Codes

Navigation

From Payroll Master (G07), choose Employee Information

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

From Additional Employee Data & Reports (G07111), 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

Complete the following fields as appropriate:

- ? Category Codes 1-20

- ? Home State
- ? Home City
- ? Standard Occupational Class
- ? Work State
- ? Work City
- ? Work County
- ? Region

Field	Explanation
Category Cds:	<p>Use this category code to fit the needs of your organization. For example, you can set up a category code for any of the following categories:</p> <ul style="list-style-type: none"> ? Division ? Supervisor ? Branch Office ? Health Insurance Plan ? Stock Plan <p>Category Code 1 is used for time entry.</p> <p>You can use this category code for reporting purposes on timecard and human resources job information.</p> <p>The JD Edwards World Payroll, Human Resources, and Time Accounting systems use this category code. If your company uses more than one of these systems, coordinate the use of this category code.</p>
Std Occ Class	<p>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.</p>
Region	<p>A region within a state. This field is intended for use in preparation of unemployment reports for Alaska.</p>

See Also:

- ? Setting Up User Defined Codes for Payroll in the *JD Edwards World U.S. Payroll II Guide*,
- ? Work with User Defined Codes in the *JD Edwards World Technical Foundation Guide* for information about user defined codes.

Enter Information for Multiple Jobs

This chapter contains these topics:

- ? [Section 6.1, "Entering Employee Multiple Job Information,"](#)
- ? [Section 6.2, "Defining Occupational Pay Rate Tables."](#)

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.

6.1 Entering Employee Multiple Job Information

Navigation

From Payroll Master (G07), choose Employee Information

From Employee Information (G0711), 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.

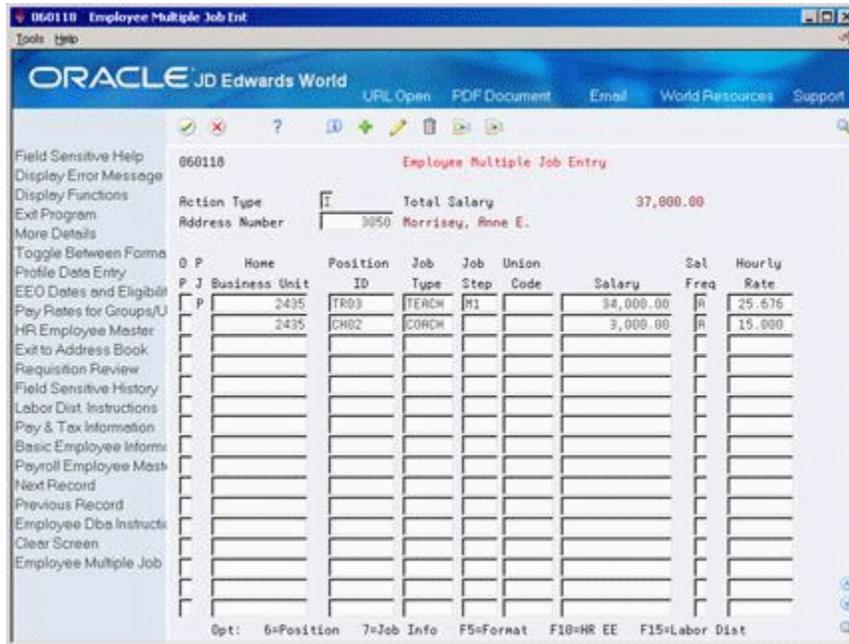
When you inquire on a specific employee, the system displays the total current salary for all jobs the employee holds.

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

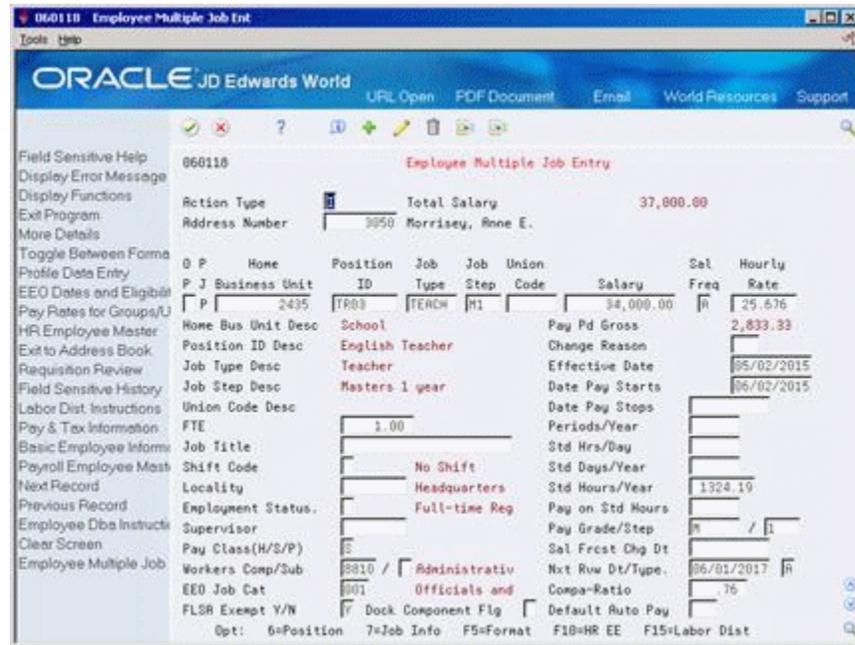
On Employee Multiple Job Entry

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 Employee Multiple Job Entry (Detail) screen



6. Complete the following fields:
 - ⌘ Change Reason
 - ⌘ Effective Date
 - ⌘ Pay Class
 - ⌘ FLSA Exempt
 - ⌘ EEO Job Category
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	<p>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.</p> <p>It may also be the date that a deduction, benefit, or instruction stops.</p> <p><i>Form-specific information</i></p> <p>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.</p>
Std Hrs/Day	<p>The number of hours in a day that the employee's normal work schedule is different from the standard. If you leave this field blank, the default is the standard number of hours per day as defined in the payroll company constants.</p> <p>For example, if the standard number of hours in a day is 8 and an employee is scheduled for 7 hours per day on a regular basis, enter 7 in this field.</p>
Std Days/Year	<p>The number of work days in a year. The number of standard days per year multiplied by the number of hours per day equals the standard hours per year. When you have set up the human resources constants to use the pay grade step table as the default pay rate source, the system calculates the salary for an employee by multiplying the standard days per year by the employee's hourly rate.</p>
FTE	<p>The full-time equivalent amount (FTE). This figure is the portion of a full-time worker that an employee represents within the business unit. For example, an employee who works 20 hours per week would represent .50 (1/2 FTE). This number cannot be greater than 1 for any employee.</p>

6.1.1 What You Should Know About

Topic	Description
Working with contract calendars	<p>If you set the contract calendar selection on Constants Information, Contract/Calendar Window automatically displays when you enter a new employee.</p> <p>If you need to change information on a job with a contract calendar attached, choose the Contract/Calendar Window option.</p> <p>You can attach a different calendar to different jobs, or you can use the same calendar for more than one job.</p> <p>See Section 3.2, "Attaching a Contract Calendar."</p> <p>Employees with contract calendars attached can accumulate wages for their primary job only. They cannot accumulate wages for secondary jobs.</p> <p>See Setting Up an Accrual DBA for Accumulated Wages in the <i>JD Edwards World U.S. Payroll II Guide</i>.</p>

Topic	Description
Updates to Employee Master information	When you add information using Employee Multiple Job Entry, the primary job information also updates the Employee Master table (F060116).
Accessing pay rates	Set processing options in time entry to access rates defined in these tables.
Functionality for the Time Accounting system	<p>The following programs are informational only. The full functionality for these programs is dependent on the Payroll system:</p> <ul style="list-style-type: none"> ? Pay and Tax Information ? Employee DBA Instructions <p>You must have the Human Resources system in order to access the following functions and options:</p> <ul style="list-style-type: none"> ? Position Information ? Job Information ? Human Resources Employee Entry ? Requisition Review <p>The full functionality of the Contract Calendar Window option is dependent on the Payroll or Human Resources system.</p>

6.1.2 Processing Options

See [Section 53.6, "Employee Job Entry \(P060118\)"](#)

6.2 Defining Occupational Pay Rate Tables

Navigation

From Payroll Master (G07), choose Employee Information

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

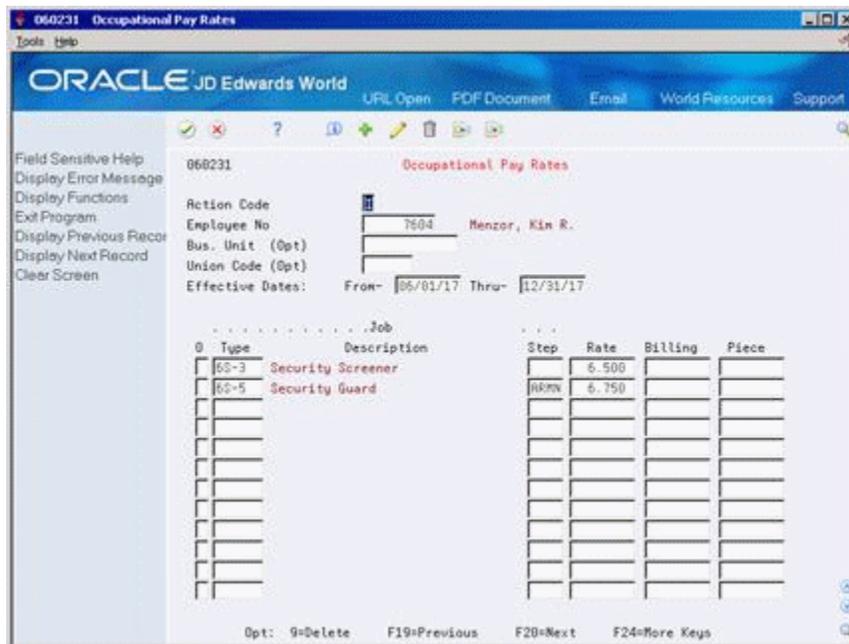
From Additional Employee Data & Reports (G07111), choose Occupational Pay Rates

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	<p>A rate used for the billing of labor services. This rate is often referred to as the billing or recharge rate. The extended amount based on this rate will be charged to the primary distribution account on the timecard with an offset being made to an account derived from the Accounting Rules table. This rate will not affect the employee's payroll. To allow billing rates in time entry, you must set the employee's record type as either 2 or 3 on the Basic Employee Entry form.</p> <p>A rate entered on any of the following forms overrides the rate in the Employee Primary Job table:</p> <ul style="list-style-type: none"> ? Pay Rate Information ? Employee Labor Distribution ? Occupational Pay Rates ? Time Entry by Employee ? Time Entry by Job or Business Unit ? Daily Timecard Entry ? Time Entry by Employee with Equipment ? Time Entry by Shop Floor Control
Piece	<p>The rate paid for the type of component (piece) produced. If you enter a rate in this field, this rate overrides the rate in the Employee Master table.</p>

6.2.1 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	<p>Set the processing options in time entry to access the rates defined on the occupational pay rate tables. The system derives the hourly rate for an employee using information you enter in the following forms:</p> <ol style="list-style-type: none"> 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 6.1, "Entering Employee Multiple Job Information."](#)

Work with Employee Profile Data

This chapter contains these topics:

- ? [Section 7.1, "Overview,"](#)
- ? [Section 7.2, "Entering Profile Data,"](#)
- ? [Section 7.3, "Copying Profile Data,"](#)
- ? [Section 7.4, "Changing Profile Data,"](#)
- ? [Section 7.5, "Reviewing Profile Data,"](#)
- ? [Section 7.6, "Reviewing Profile Reports."](#)

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

7.1 Overview

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 the *JD Edwards World Human Resources - Benefits Guide*.

See Also:

- ? *Purging Profile Data* in the *JD Edwards World U.S. 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 form in data type sequence for each type of data you chose. When you exit from one form, the system displays the form for the next type of data that you chose.

7.2.2 Entering Profile Data in Narrative Format

Navigation

From Payroll Master (G07), choose Employee Information

From Employee Information (G0711), 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

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	<p>The format of a data type. This code determines the display mode for supplemental data. Valid codes are:</p> <p>C – Code format, which displays the form for entering code-specific information. These codes are associated with User Defined Codes table (F0005).</p> <p>N – Narrative format, which displays the form for entering narrative text.</p> <p>P – Program exit, which allows you to exit to the program you specified in the Pgm ID field.</p> <p>M – Message format, which displays the form for entering code-specific information. However, the system can edit the code values you enter against values in the Generic Rates and Messages table (F00191). This code is not used by the Human Resources or Financials systems.</p>

7.2.2.1 What You Should Know About

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

7.2.3 Entering Profile Data in Code Format

Navigation

From Payroll Master (G07), choose Employee Information

From Employee Information (G0711), choose Profile Data Entry

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

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

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

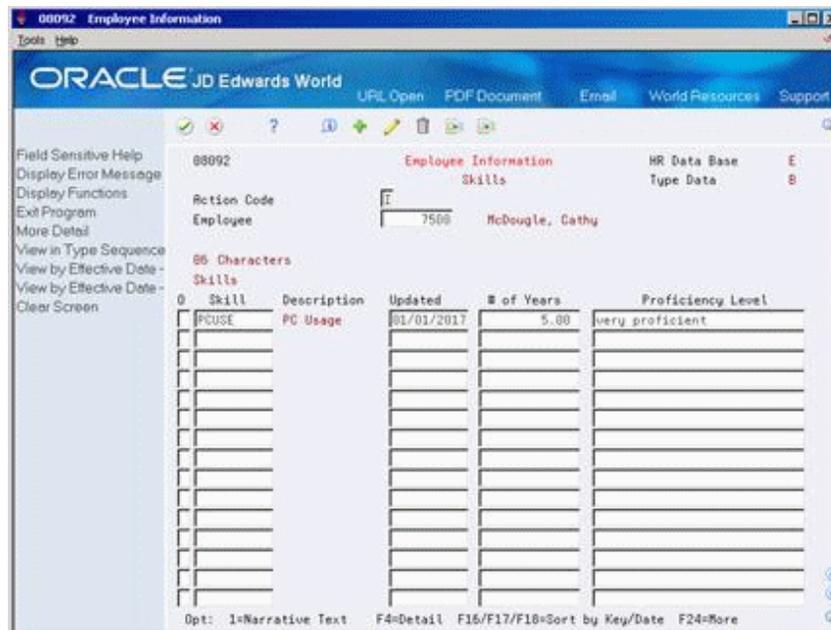
To enter profile data in code format

On Profile Data Entry

1. 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

- Choose the Select and Update option for one or more types of code format information.
The system displays the form for the first type of data you choose.

Figure 7–3 Employee Information (Skills) screen



- Enter the appropriate information.
- To add additional information in narrative format, use the Change action and choose the Narrative Text Option.
- Enter the additional information and press Enter twice.
- Choose the Field Exit function to advance to the next type of data you chose.

7.2.3.1 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.

7.2.4 Processing Options

See [Section 53.7, "Employee Information \(P08092\)"](#)

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 Payroll Master (G07), choose Employee Information

From Employee Information (G0711), 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:

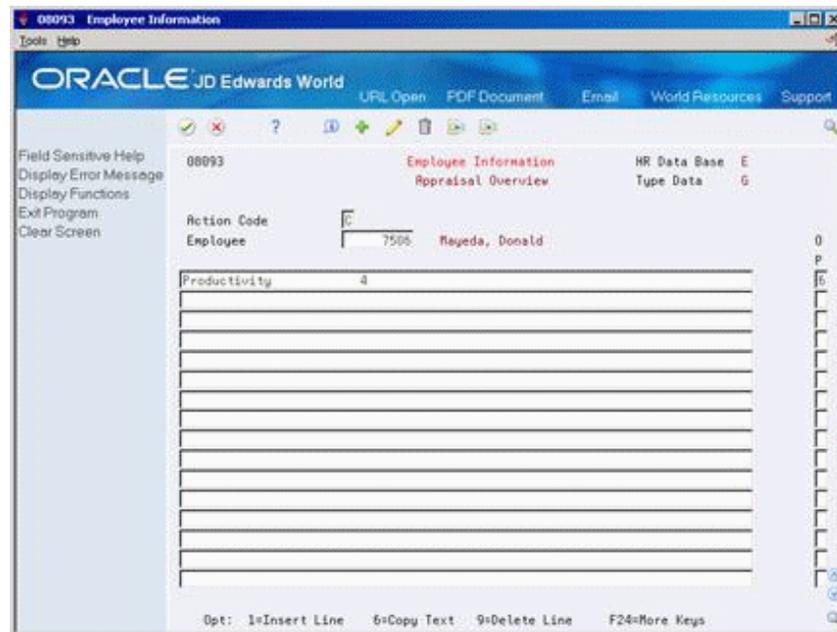
- ? A group of employees attended the same training class
- ? You track training information in code format
- ? You need to enter a description of the class as narrative text

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

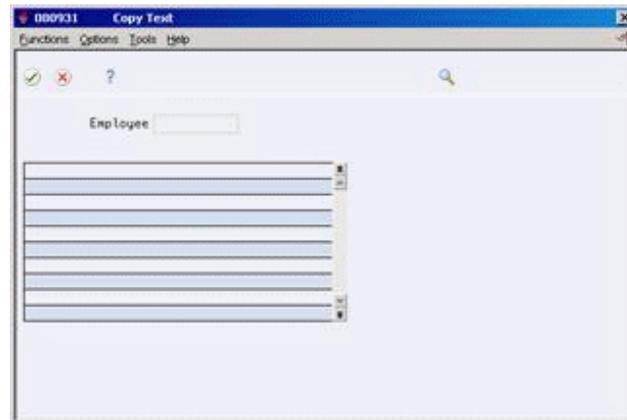
1. Locate the employee for whom you want to copy information.
2. Choose the Select and Update option to access the data type into which you want to copy narrative format information.

Figure 7–4 Employee Information (Appraisal Overview) screen



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

Figure 7–5 Copy Text screen

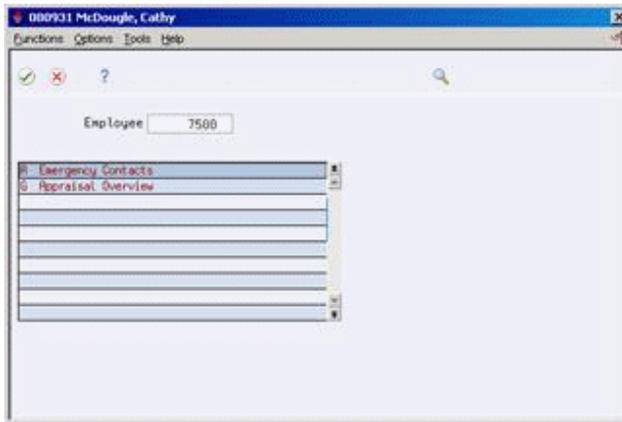


4. On Copy Text, complete the following field with the employee number of the employee from whom you want to copy information:

Employee

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

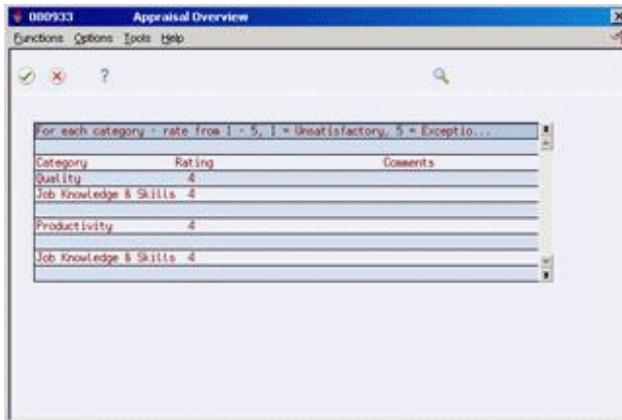
Figure 7-6 Copy Text (Profile Data) screen



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

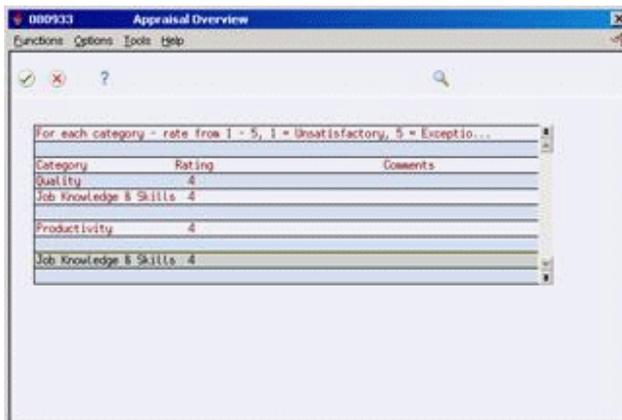
The system displays the narrative information for that employee and data type.

Figure 7-7 Appraisal Overview screen



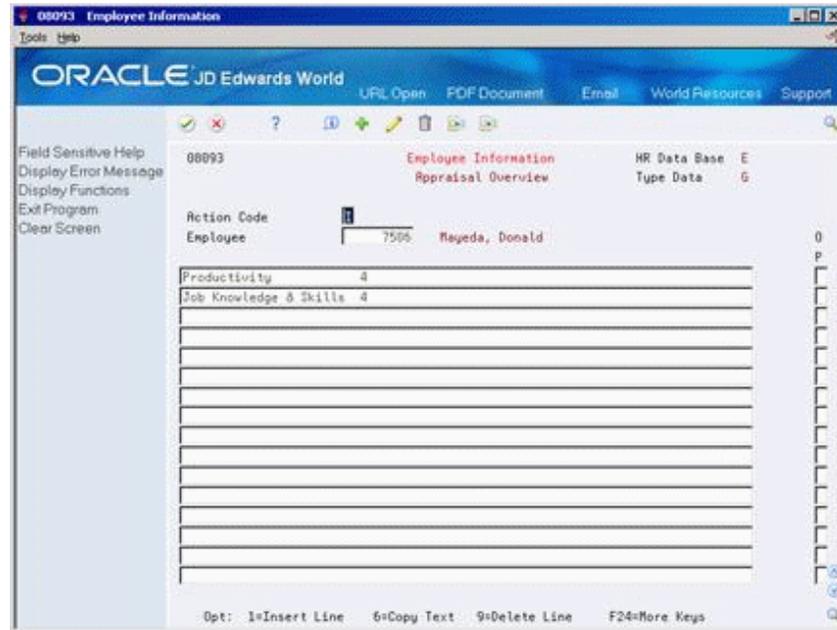
6. On the data type form, choose the Select option to specify the lines of text you want to copy.

Figure 7-8 Appraisal Overview (Select) screen



The system copies the text.

Figure 7–9 Employee Information (Appraisal Overview, Detail) screen



7.3.1.1 What You Should Know About

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

7.3.2 Copying All Profile Data for an Employee

Navigation

From Payroll Master (G07), choose Employee Information

From Employee Information (G0711), choose Profile Data Entry

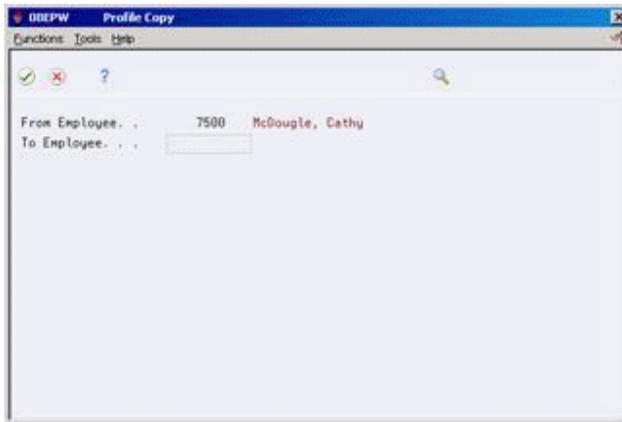
In some cases, you might want to copy all of the profile data for one employee into the record for another employee. You might do this when you need to enter very similar information for two employees. After you copy profile data, you can revise it as necessary.

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

7 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:

- 7 Reviewing profile data for a specific employee
- 7 Reviewing profile data by data type
- 7 Locating employees who meet multiple criteria

7.5.1 Reviewing Profile Data for a Specific Employee

Navigation

From Payroll Master (G07), choose Employee Information

From Employee Information (G0711), 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

Complete the following field:

- 7 Employee

7.5.1.1 Processing Options

See [Section 53.8, "Profile by Employee \(P080200\)"](#)

7.5.2 Reviewing Profile Data by Data Type

Navigation

From Payroll Master (G07), choose Employee Information

From Employee Information (G0711), 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

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.

7.5.2.1 Processing Options

See [Section 53.9, "Inquiry by Employee \(P080210\)"](#)

7.5.3 Locating Employees Who Meet Multiple Criteria

Navigation

From Payroll Master (G07), choose Employee Information

From Employee Information (G0711), 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.

7.5.3.1 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 this search criteria, the system completes the following steps:

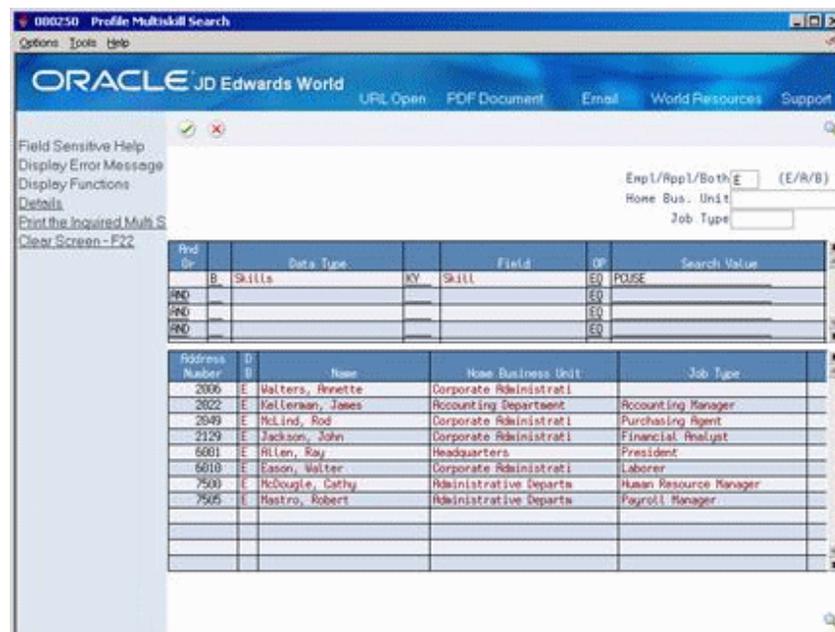
1. Locates the people who know C programming (For demonstration purposes, call this group of people group A.)
2. Searches group A for people who have degrees in computer science. (Call these people group B).
3. Searches group A for people who have degrees in mathematics. (Call these people group C).

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 7-11 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 7–12 Profile Multiskill Search (Detail) screen



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

Field	Explanation
OP	<p>A code that identifies the operands in Boolean logic. You can specify any of the following:</p> <p>EQ – Equal to</p> <p>LT – Less than</p> <p>LE – Less than or equal to</p> <p>GT – Greater than</p> <p>GE – Greater than or equal to</p> <p>NE – Not equal to</p> <p>NL – Not less than</p> <p>NG – Not greater than</p>
Search Value	<p>You must enter a search value based on the data you entered in the profile for the selected field.</p> <p>This field is case sensitive. For example, assume that you want to search for the word Active. If the data was originally entered into the database as Active, then you must enter the value into the search field as Active. Do not enter ACTIVE or active.</p> <p>You can also use the % wildcard character to search for data starting with, ending with, or containing one or more consecutive characters. For example:</p> <ul style="list-style-type: none"> ? 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.

7.5.3.2 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.

7.5.3.3 Processing Options

See [Section 53.10, "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 Payroll Master (G07), choose Employee Information

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

From Additional Employee Data & Reports (G07111), 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 7–13 Employee Profile report

080410		JD Edwards World Employee Profile in Alphabetical Sequence		Page Number 8
				Date 3/13/17
Employee Number	6002 Abbot, Dominique	Primary Job/Step. /	Pay Class/Freq . . H / B	
Home Company	00200 Model Manuf/Distrib Company	Date Of Birth	Pay Grade	
Home Bus. Unit	741 Accounting	Date Started	Pay Grade Step	
Benefit Group		Annual Salary	Pay Status 0	
Union Code			Change Reason 001	
			FLSA Exempt Y/N . . . Y	
Emergency Contacts				

Parents: (303) 671-6364				
Training				

Type	Trng Dte	Where Obtained	Certification Earned	Costs
LDSSH	02/15/16	Fred Pryor She has shown impressive leadership qualities.		150.00
PLTFRM	05/30/17	Local college		150.00
			Total	300.00
Appraisal Details				

Appraisal App.Date	Overall Results		Points Earned	Yrs Wrked
MR	03/15/17	Standard performance		

7.6.1.1 Processing Options

See [Section 53.11, "Employee Profile - Alphabetical Sequence \(P080410\)"](#)

7.6.2 Reviewing the Employees by Data Type Report

Navigation

From Payroll Master (G07), choose Employee Information

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

From Additional Employee Data & Reports (G07111), 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 7–14 Employees by Data Type report

Professional Licenses/Certif		JD Edwards World Employee Information by Data Type Alphabetical Sequence			Page Number	2
Employee	Name	Updated	State/Province	Status	Date	6/21/17
License	CPF	Certified Data Processing				
6010 Eason, Walter		09/01/08	Nebraska			
7704 Rivard, Jacques		01/01/02				250.00
				Total for: Certified Data Proce		250.00
License	CFP	Cert. Financial Planner				
2022 Kellerman, James		01/01/17				
				Total for: Cert. Financial Plan		
License	CMA	Certified Management Acct				
2057 D'Angelo, Susanne		01/01/17				
				Total for: Certified Management		
License	CPA	Certified Public Accountant				
6002 Abbot, Dominique		06/15/17	Colorado			250.00
6001 Allen, Ray		06/01/00				
2022 Kellerman, James		01/01/17				
				Total for: Certified Public Acc		250.00
License	CPF	Certified Payroll Professional				
6002 Abbot, Dominique		06/12/05	Colorado			150.00
7505 Mastro, Robert		10/15/17	Colorado			
7500 McDougale, Cathy		01/01/17	Colorado			250.00
2006 Walters, Annette		10/13/03	Colorado			
				Total for: Certified Payroll Pr		400.00
License	HRM	Certified HR Manager				
7500 McDougale, Cathy		01/01/17	Colorado			150.00
2006 Walters, Annette		10/13/03	Colorado			
				Total for: Certified HR Manager		150.00

7.6.2.1 Processing Options

See Section 53.12, "Employee Info by Data Type - Alpha Seq (P080400)"

7.6.3 Reviewing the Employee Profile Workfile

Navigation

From Payroll Master (G07), choose Employee Information

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

From Additional Employee Data & Reports (G07111), 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 7-15 Employee Profile Workfile report

82000				Employee Profile Using Work File T08092WF		Page - 1
						Date - 5/11/17
Address Number	User Def Code	Effective Date	User ID			
6002	XXXXXXXXXX	02/26/06	SS788627			
6002	MR	03/15/17				
6002	XXXXXXXXXX	02/26/06	SS788627			
6002	XXXXXXXXXX	02/26/06	SS788627			
6002	XXXXXXXXXX	02/26/06	SS788627			
6002	XXXXXXXXXX	02/26/06	SS788627			
6010	FCUSE	01/01/17				
6010	XXXXXXXXXX	02/26/06	SS788627			
6010	CDP	09/01/08				
6010	KEYOFC	01/10/01				
6010	XXXXXXXXXX	02/26/06	SS788627			
6010	XXXXXXXXXX	02/26/06	SS788627			
6010	XXXXXXXXXX	02/26/06	SS788627			
6010	XXXXXXXXXX	02/26/06	SS788627			
6010	ALCOHOL	10/10/01				
6010	COCAINE	10/10/01				

Review Employee Information

This chapter contains these topics:

- ? [Section 8.1, "Reviewing the Employee Roster,"](#)
- ? [Section 8.2, "Reviewing the Employee Roster with Rates,"](#)
- ? [Section 8.3, "Reviewing the Employee Labor Distribution Report,"](#)
- ? [Section 8.4, "Reviewing the Employee DBA Instructions Report."](#)

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.

8.1 Reviewing the Employee Roster

Navigation

From Payroll Master (G07), choose Employee Information

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

From Additional Employee Data & Reports (G07111), 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
- ? Federal and state tax exemption
- ? Net tax credit
- ? Job type and step
- ? Pay status
- ? EEO status
- ? EI Rate Code

Figure 8–1 Employee Roster report

064011										JD Edwards World										Page - 3	
										Employee Roster										Date - 7/12/17	
Alpha Name	Address	Employee Tax ID	Addition	Co	Home	Bus. Unit	Group	Typ	Step	S	M	Fd	St	.EEO.	Wrkr	...	Dates	...	P		
McDougle, Cathy	7500 261-55-4789		CM2157	00100			90	2H-2		F	M	02	02	01	8810	06/18/72	03/03/16	0			
Kraton, Ralph	7503 750-37-5037			00100			90	0A-10		M	M	02	02	01	8810	07/07/67	07/27/16	0			
Meade, Jane	7504 216-55-4789			00100			90	5J-8		F	M	04	04	01	8810	04/13/65	08/03/06	0			
Mastro, Robert	7505 215-55-4789			00100			90	3F-1		M	S	03	04	01	8810	05/13/68	01/03/16	0			
Mayeda, Donald	7506 516-55-4710			00100		90 7000		8M-3	2	M	S	00	02	01	5651	08/11/80	03/03/16	0			
Morales, Jesus	7510 217-45-4719			00100			90	4A-1		M	S	01	01	03	8810	03/01/78	12/01/16	0			
Administrative Department			6																		
Allen, Ray	6001 798-52-5841			00100			110	A1		M	S	02	02	01	8810	01/01/60	08/15/00	0			
Headquarters			1																		
Ebby, Chester A.	5127 577-12-3142			00100			419	2H-5		M	M	00	00	01	8810	07/15/60	03/15/16	0			
Easter, Melvyn	6000 058-43-2559			00100			419	4A-2		M	M	04	04	02	8810	06/23/64	08/17/00	0			
Administration			2																		
Kellerman, James	2022 202-22-0222			00100		451 7000		0A-1		M	M	02	02	01	8810	07/27/64	07/01/16	0			
Accounting Department			1																		
Mai, Tien	7508 316-65-4710			00100			800	7H-1		F	M	02	02	04	5651	08/15/85	06/03/16	0			
Rockies Bar & Grill			1																		
Model Finan/Distrib Co (Mktg)			11																		
Grand Total			11																		

8.1.1 Processing Options

See Section 53.13, "Employee Roster (P064011)"

8.2 Reviewing the Employee Roster with Rates

Navigation

From Payroll Master (G07), choose Employee Information

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

From Additional Employee Data & Reports (G07111), 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
- ? Earned income credit status
- ? Residence status
- ? Tax method
- ? Pay frequency and class
- ? FLSA (Fair Labor Standards Act) exemption status

Figure 8–2 Employee Roster with Rates report

064021	JD Edwards World	Page	8																		
Employee Roster with Rate	Date	7/12/17																			
Employee Name	o	Salary	Rate	M Fed	Ex	Tax Areas	Residence	Work Loc.	P	Ch	E	C	E	R	T	Check	Pay E	Home	Bus. Unit		
				S					S	S	E	I	S	M	R	F	C	X	Co	Bus. Unit	
McDougle, Cathy	500	50,000.00	24.038	M	2	06	06		0	1	N					S	S	Y	00100	90	
				Loading	Bypass		Date of Last									U					
				L Factor	Ck	Em	Raise	Check								Security	F	User	Program	Date	
Kraton, Ralph	503	56,000.00	0 1.0000	00	00	03/03/17	04/30/17		0	01	N				1	Y	RS908297	P060533	07/11/17	90	
				26.923	M	2	06	06								S	S	Y	00100	90	
				Loading	Bypass		Date of Last									U					
				L Factor	Ck	Em	Raise	Check								Security	F	User	Program	Date	
Meade, Jane	504	35,000.00	0 1.0000	00	00				0	00	N				1	Y	DEMO	P0801	02/24/15	90	
				16.826	M	4	06	06								S	S	Y	00100	90	
				Loading	Bypass		Date of Last									U					
				L Factor	Ck	Em	Raise	Check								Security	F	User	Program	Date	
Mastro, Robert	505	37,750.00	0 1.0000	00	00	08/15/17	07/31/17		0		N				1	Y	AB709481T	P0801	05/01/17	90	
				18.149	S	3	06	06								S	S	Y	00100	90	
				Loading	Bypass		Date of Last									U					
				L Factor	Ck	Em	Raise	Check								Security	F	User	Program	Date	
Mayeda, Donald	506	15,600.00	0 1.0000	00	00	04/17/17			0	00	S				1	Y	DEMO	P08210	04/04/15	90	
				7.500	S	06	06	06								S	H	N	00100	90	
				Loading	Bypass		Date of Last									U					
				L Factor	Ck	Em	Raise	Check								Security	F	User	Program	Date	
Morales, Jesus	510	13,520.00	0 1.0000	00	00	08/31/17			0	00	N				1	Y	DEMO	P068901	09/01/15	90	
				6.500	S	1	06	06								S	H	N	00100	90	
				Loading	Bypass		Date of Last									U					
				L Factor	Ck	Em	Raise	Check								Security	F	User	Program	Date	
Allen, Ray	001	75,000.00	0 1.0000	00	00	01/15/17	06/30/17		0		N				1	Y	DEMO	P060131	06/26/15	110	
				0 1.0000	00	00	07/10/16									1	Y	RS908297	P0801	07/10/16	110
				36.037	S	2	47	47								S	S	Y	00100	110	
				Loading	Bypass		Date of Last									U					
				L Factor	Ck	Em	Raise	Check								Security	F	User	Program	Date	
Ebby, Chester A.	127	25,000.00	0 1.0000	00	00	06/01/17	04/15/17		0	09	N				1	Y	RS908297	P060161	7/12/16	419	
				12.019	M	05	05	05								S	S	Y	00100	419	
				Loading	Bypass		Date of Last									U					
				L Factor	Ck	Em	Raise	Check								Security	F	User	Program	Date	
Easter, Melvyn	000	57,131.36	0 1.0000	00	00	01/01/17			0	01	1	N			0	0	S	H	N	00100	419
				27.467	M	4	06	06								S	H	N	00100	419	
				Loading	Bypass		Date of Last									U					
				L Factor	Ck	Em	Raise	Check								Security	F	User	Program	Date	
Kellerman, James	022	30,000.00	0 1.0000	00	00	05/08/16	04/17/17		0	01	N				1	Y	DEMO	P060101	05/08/16	451	
				14.423	M	2	06	06								M	S	Y	00100	451	
				Loading	Bypass		Date of Last									U					
				L Factor	Ck	Em	Raise	Check								Security	F	User	Program	Date	
Mai, Tien	508	4,888.00	0 1.0000	00	00	05/31/17			0	09	N				1	Y	AB709481T	P0801	05/01/16	800	
				2.350	M	2	06	06								E	H	N	00100	800	
				Loading	Bypass		Date of Last									U					
				L Factor	Ck	Em	Raise	Check								Security	F	User	Program	Date	
				0 1.0000	00	00	07/01/17	06/12/17								1	Y	DEMO	P060131	06/26/15	90

8.2.1 Processing Options

See Section 53.14, "Employee Roster with Rate (P064021)"

8.3 Reviewing the Employee Labor Distribution Report

Navigation

From Payroll Master (G07), choose Employee Information

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

From Additional Employee Data & Reports (G07111), choose Employee Labor Distribution

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

Figure 8-3 Employee Labor Distribution report

06106P		JD Edwards World						Page -	2	
		Employee Labor Distribution						Date -	7/12/17	
Number	Name	M	T	Hrs./%	Account Number	Dates	Table	W/C	S	Gross Amount
Pay								Code	Tax Area	H Annual Limit
7500	McDougle, Cathy									
1	F Regular	20.00			90.8118					
						Withhold Period: 1- Y 2- Y 3- Y 4- Y 5- Y				Annual Limit
7500	McDougle, Cathy									
1	F Regular	80.00			90.8115					
						Withhold Period: 1- Y 2- Y 3- Y 4- Y 5- Y				Annual Limit
		100.00								
7504	Meade, Jane									
1	F Regular	50.00			141.8115			8810		
						Withhold Period: 1- Y 2- Y 3- Y 4- Y 5- Y				Annual Limit
7504	Meade, Jane									
1	F Regular	50.00			90.8115			8810		
						Withhold Period: 1- Y 2- Y 3- Y 4- Y 5- Y				Annual Limit
		100.00								
7505	Mastro, Robert									
1	F Regular	75.00			90.8115					
						Withhold Period: 1- Y 2- Y 3- Y 4- Y 5- Y				Annual Limit
7505	Mastro, Robert									
1	F Regular	25.00			90.8118					
						Withhold Period: 1- Y 2- Y 3- Y 4- Y 5- Y				Annual Limit
		100.00								
7600	Malwitz, Terry M.									
1	F Regular	100.00			6001.8110			7720		
						Withhold Period: 1- Y 2- Y 3- Y 4- Y 5- Y				Annual Limit
		100.00								

8.3.1 Processing Options

See [Section 53.15, "Employee Labor Distribution \(P06106P\)"](#)

8.4 Reviewing the Employee DBA Instructions Report

Navigation

From Payroll Master (G07), choose Employee Information

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

From Additional Employee Data & Reports (G07111), 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

06106D		JD Edwards World					Page	-				11
		Employee DBA Instructions					Date	-				7/12/17
Number	Name	Amount	Start	Pay Period	Monthly	Annual-LV 1	Hours	W/H	Periods			
D/B/A T	Description	LV-1/LV-2	Stop	Amt-Hrs /%	Quarter	Annual-LV 2	Min/Max	1	2	3	4	5
7500	McDougle, Cathy		01/01/17									
1018	D FLTDCoverage											
	Pred:	Calc Table						Number of Periods	. .			
	Group: Default Group Code	Payee						Remaining Balance	. .			
		250.0000							Y	Y	Y	Y
1102	D Child Supprt											
	Pred:	Calc Table						Number of Periods	. .			
	Group: Default Group Code	Payee	5557					Remaining Balance	. .			
		80.0000							Y	Y	Y	Y
1108	D Loan											
	Pred:	Calc Table						Number of Periods	. .			
	Group: Default Group Code	Payee						Remaining Balance	. .			
		10.0000							Y	Y	Y	Y
1122	D Interest											
	Pred:	Calc Table						Number of Periods	. .			
	Group: Default Group Code	Payee						Remaining Balance	. .			
			01/01/17									
1511	D FMed100-EE+1											
	Pred:	Calc Table						Number of Periods	. .			
	Group: Default Group Code	Payee						Remaining Balance	. .			
			01/01/17									
1541	D PDENT1-EE+1											
	Pred:	Calc Table						Number of Periods	. .			
	Group: Default Group Code	Payee						Remaining Balance	. .			
		100.0000	01/01/17									
4598	D FSA-DEP/Ded											
	Pred:	Calc Table						Number of Periods	. .			
	Group: Default Group Code	Payee						Remaining Balance	. .			

8.4.1 Processing Options

See Section 53.16, "Employee DBA Instructions (P06106D)"

Revise Employee Information

This chapter contains these topics:

- [Section 9.1, "Revising the Status of an Employee,"](#)
- [Section 9.2, "Entering Changes for Rates Only,"](#)
- [Section 9.3, "Processing Future Changes for Any Data Item,"](#)
- [Section 9.4, "Processing Mass Changes."](#)

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 in the *JD Edwards World Human Resources Guide*.](#)

9.1 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*,
- ? Rehire Employees in the *JD Edwards World Human Resources Guide*.

9.1.1 Terminating an Employee

Navigation

From Payroll Master (G07), choose Employee Information

From Employee Information (G0711), 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	<p>Enter the termination date and a numeric pay status if an employee is to continue receiving payments from your company for entered time or autopay. You can set up numeric statuses that determine processing for the last check for a terminated employee.</p> <p>A numeric pay status allows you to process any final payments for as long as necessary. A numeric pay status allows you to enter time, process a payroll, and create interim checks regardless of the actual termination date.</p> <p>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.</p>

Method	Description
Indicate a termination date and cease pay	An employee with an alpha pay status immediately stops receiving autopay if the pre-payroll version uses a data selection range for pay status greater than or equal to zero. Using an alpha pay status also prevents you from entering time, either in the time entry menu selections or in interim checks.

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 9.3.2, "Entering Future Changes."](#)

To terminate an employee

- To locate the employee you are terminating, complete the following field:
 - ? Employee
- Complete the following fields:
 - ? Date Terminated
 - ? Change Reason
 - ? Move to Applicant Pool
 - ? Pay Status
- Complete the following optional field:
 - ? Expected Recall Date
- Review the value supplied by the system for the following field:
 - ? Last Check Date
- 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. <i>Form-specific information</i> 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.
Change Reason	A user defined code (07/T) that indicates: <ul style="list-style-type: none"> ? 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. <p>Note: The default reason code for new hires is the default value for the Change Reason data item.</p>

Field	Explanation
Move to Appl Pool	<p>You can enter a value in this field only when you terminate an employee (enter a termination date).</p> <p>Use this code to indicate whether the information entered for the terminated employee should be moved, by batch job, to the applicant database. Valid codes are:</p> <p>Y – Yes, move the employee's information to the applicant database</p> <p>N – No, do not move the employee to the applicant database</p> <p>When you enter Yes in this field, the system:</p> <ul style="list-style-type: none"> ? Generates an applicant record for the employee ? Retains an employee record for the employee ? Changes the employee's search type to Applicant (A) <p>When you enter No in this field, the system changes the employee's search type to Terminated (X).</p>
Pay Status	<p>A code that indicates whether an employee's pay status is active or inactive.</p> <p>Codes for active pay status employees are numeric. Codes for inactive pay status employees are alphabetic. The system omits all employees with alphabetic pay status codes from the payroll run.</p> <p>To process an employee's last check, the pay status must contain a numeric code. After the system processes the check through final update, you can change the pay status to an alphabetic code.</p>
Last Check	<p>The date of the last payroll check issued to the employee. The system automatically updates this field when you run a payroll. If you leave this field blank, the system uses the check date as the default.</p>
Exp. Recall Date	<p>The date on which the employee can be recalled for employment.</p>

9.1.2 Rehiring an Employee

Navigation

From Payroll Master (G07), choose Employee Information

From Employee Information (G0711), 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
4. Complete the following fields:
- ? Date Started
 - ? Employment Status
5. Change the following fields from an alphabetic to a numeric code:
- ? Change Reason
 - ? Pay Status
6. Clear the information in the following fields and press Enter:
- ? Date Terminated
 - ? Move to Applicant Pool
- Depending on how your constants are set for history and turnover information, the system might display History and Turnover Information Only.
7. On History and Turnover Information ONLY, complete the following fields:
- ? Effective On
 - ? Change Reason

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

9.1.2.1 What You Should Know About

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

See Also:

- ? Setting Up Deductions, Benefits, and Accruals in the *JD Edwards World U.S. Payroll II Guide*.

9.1.3 Processing Options

See [Section 53.17, "Extended Employee - Termination/Rehire \(P060161\)"](#)

9.2 Entering Changes for Rates Only

Navigation

From Payroll Master (G07), choose Employee Information

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

From Additional Employee Data & Reports (G07111), 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, 2018. Because you will be on vacation for the entire month of May, you enter Cathy's increase on April 30, 2018, 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:

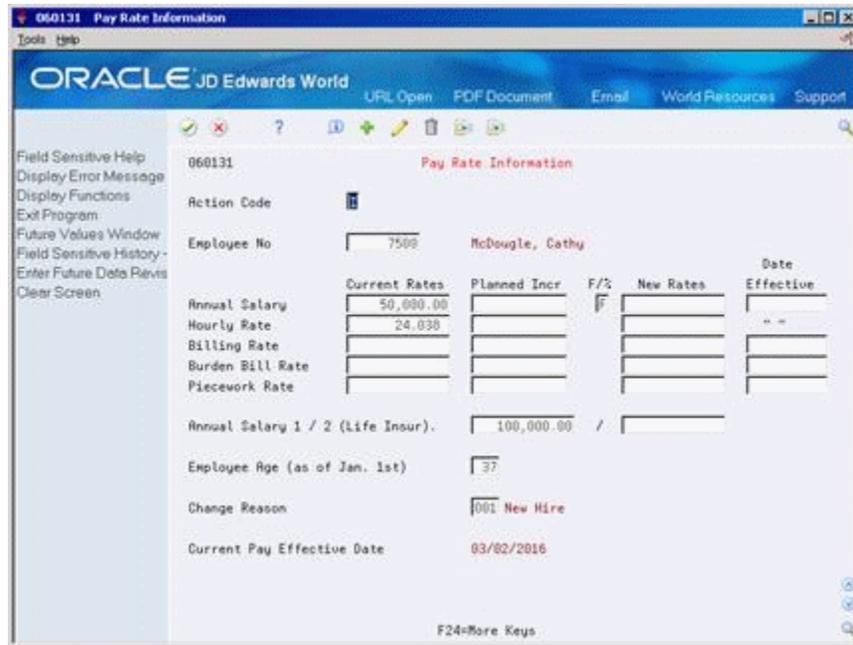
- ? Annual salary
- ? Hourly rate
- ? Billing rate
- ? Piecework rate

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 9–1 Pay Rate 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	<p>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.</p> <p><i>Form-specific information</i></p> <p>When you enter F as the method and a flat dollar amount in the New Rate field, the stem calculates and displays the planned increase.</p> <p>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.</p> <p>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.</p>
F/%	<p>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.</p> <p><i>Form-specific information</i></p> <p>Although you defined the method on the Annual Salary row, the system uses that method for all other rows.</p>
New Rates	<p>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.</p>
Effective	<p>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.</p> <p><i>Form-specific information</i></p> <p>Changes become effective as indicated below:</p> <p>All changes</p> <p>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.</p> <p>DBAs</p> <p>DBAs based on annual salary become effective at the next payroll after the effective date</p> <p>Hourly employees</p> <p>Time entry uses the changed information when the effective date is less than or equal to the time entry work date.</p> <p>Autopay employees</p> <p>The new rate applies when the effective date is less than or equal to the pay period end date of the payroll being processed.</p>
Annual Salary 1 / 2 (Life Insur)	<p>A value that the system uses to calculate deductions, benefits, and accruals (DBAs) for an employee's life insurance premium. Any table method that begins with an I (Insurance) uses this field.</p>
Annual Salary 1 / 2 (Life Insur)	<p>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 uses this field.</p>
Employee Age (as of Jan 1)	<p>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.</p>

9.2.1 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 Contract Calendar Window.

See Also:

- ? Changing the Current Rate in the Employee Master Table in the *JD Edwards World U.S. Payroll II Guide*.

9.3 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)

9.3.1 Before You Begin

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

See Also:

- ? Choosing Fields for Future Data Revisions in the *JD Edwards World U.S. Payroll II Guide*.

9.3.2 Entering Future Changes

Navigation

From Payroll Master (G07), choose Employee Information

From Employee Information (G0711), 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

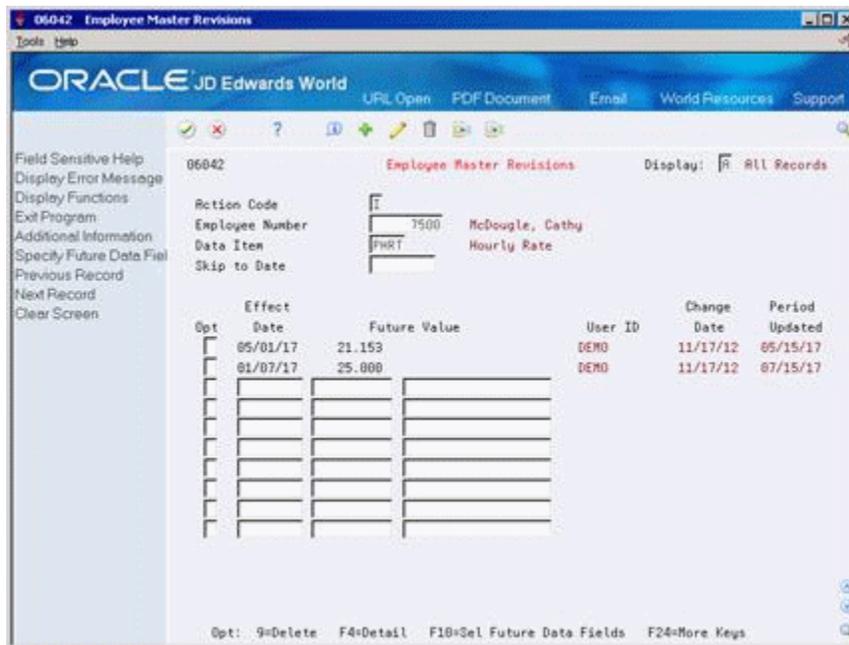
The system updates the Employee Master during the final update step of the appropriate payroll cycle or you can submit the program manually.

To enter future changes

On Employee Entry

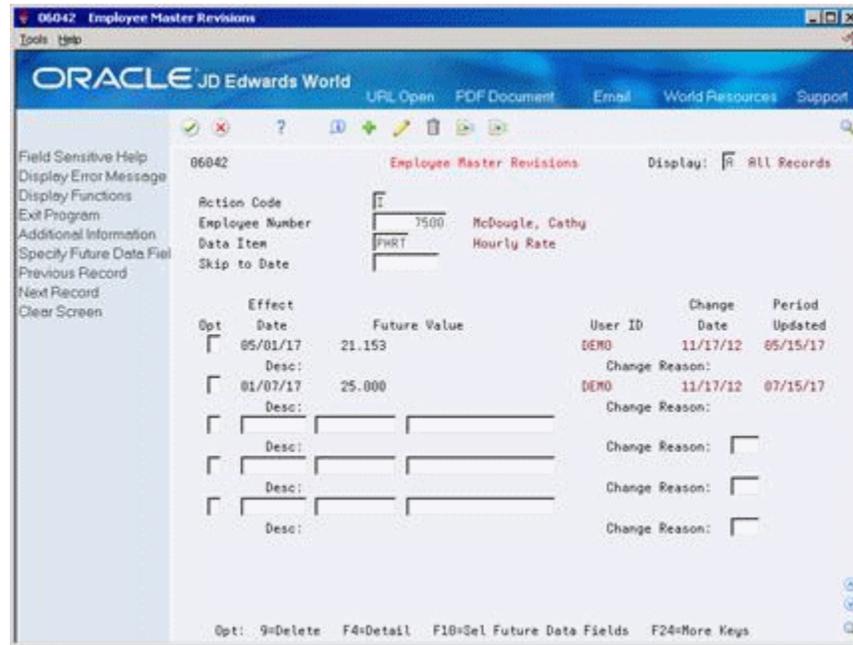
1. To locate the employee whose data item you want to change, complete the following field:
 - ⌘ Employee Number
2. Place your cursor on the field containing the value you want to change.
3. Choose the Enter Future Data Revisions function.
4. Choose the Automatic Employee Update Revisions function.

Figure 9-2 Employee Master Revisions screen



5. On Employee Master Revisions, review the following fields:
 - ⌘ Employee Number
 - ⌘ Data Item
 - ⌘ Display
6. Complete the following fields:
 - ⌘ Effective Date
 - ⌘ Future Value
7. Access the detail area.

Figure 9–3 Employee Master Revisions (Detail) screen



8. 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: A – All records will be displayed Y – Only Processed (Cleared) records will be displayed 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. Use Skip to Date on Enter Future Data Revisions to specify the first date to display in the detail area. <i>Form-specific information</i> 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. 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.

9.3.3 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 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	<p>Choose the Select Future Data Fields function to review previously entered changes for the field where your cursor is located.</p> <p>You cannot access Future Values if the value in the field is not specified as valid for future changes.</p> <p>Access to this window is also available on several other employee forms.</p> <p>See Choosing Fields for Future Data Revisions in the <i>JD Edwards World U.S. Payroll II Guide</i>.</p>
Future Data table (F06042)	<p>The Future Data table is a permanent table. Note the following information about this table and future data changes:</p> <ul style="list-style-type: none"> ⌚ 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.

9.3.4 Updating Employee Master Records

Navigation

From Payroll Master (G07), choose Employee Information

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

From Change Control & Monitoring (G07112), 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 9.2, "Entering Changes for Rates Only"](#) for an alternative rate change method.

9.3.4.1 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.

9.3.5 Processing Options

See [Section 53.18, "Employee Master Update \(P06394\)"](#)

9.4 Processing Mass Changes

Navigation

From Payroll Master (G07), enter 27

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

From Data Integrity/Global Updates (G0731), 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 check route code to indicate the location of employees, you must reassign the check route code for employees currently in Building 1.
- ? Your company is restructuring departments. You must change the category code for all employees currently in department 10 to department 110.

When you process mass changes, you can also:

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

- ? Apply changes immediately or at a later date

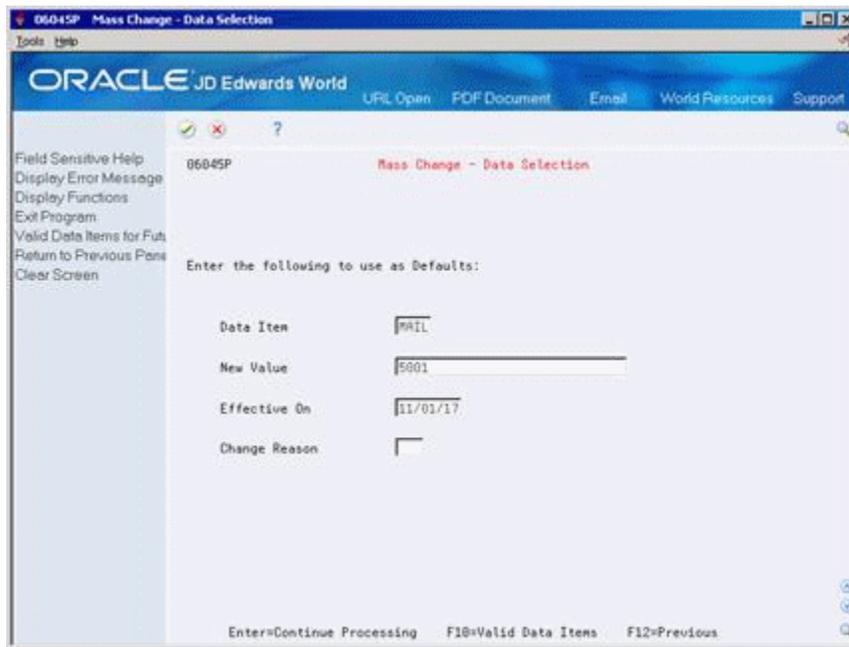
9.4.1 Before You Begin

- ? 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

1. Complete the following field:
 - ? Version of EE Master Mass Change

Figure 9-4 Mass Change - Data Selection screen



2. On Mass Change - Data Selection, complete the following fields and press Enter:
 - ? Data Item
 - ? New Value
 - ? Effective On Date
 - ? Change Reason
3. If you are revising a rate field, complete the following field:
 - ? Method

Figure 9-5 Mass Change - Employee Selection screen

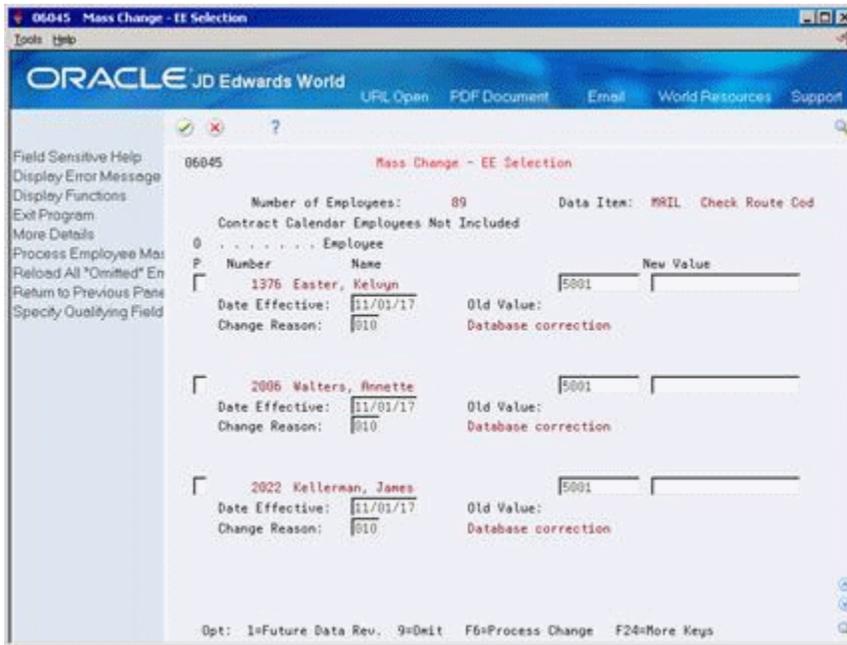
Number	Name	New Value
<input type="checkbox"/>	1376 Easter, Meloy	5001
<input type="checkbox"/>	2006 Walters, Annette	5001
<input type="checkbox"/>	2022 Kellerman, James	5001
<input type="checkbox"/>	2049 McLind, Rod	5001
<input type="checkbox"/>	2057 D'Angelo, Suzanne	5001
<input type="checkbox"/>	2111 Ingraham, Paul	5001
<input type="checkbox"/>	2129 Jackson, John	5001
<input type="checkbox"/>	2420 Escalante, Jorge	5001
<input type="checkbox"/>	2479 Ellis, Jody	5001
<input type="checkbox"/>	3050 Morrissey, Anne E.	5001
<input type="checkbox"/>	3062 Richman, Sarah L.	5001
<input type="checkbox"/>	3060 Pugh, James R.	5001
<input type="checkbox"/>	3072 Harris, Alan P.	5001
<input type="checkbox"/>	3076 O'Neil, Thelma P.	5001
<input type="checkbox"/>	3080 Hall, Ted	5001

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 9–6 Mass Change - Employee Selection (Detail) screen



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

9.4.2 What You Should Know About

Topic	Description
Applying changes	<p>If you answer yes to the prompt question:</p> <ul style="list-style-type: none"> ⌚ 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. <p>If you answer no to the prompt question:</p> <ul style="list-style-type: none"> ⌚ 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. <p>For locked employees:</p> <ul style="list-style-type: none"> ⌚ 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	<p>You can choose an option to omit an employee from the mass change.</p> <p>You can choose a function to reload all employees that you previously omitted from the mass change.</p>
Processing changes for contract calendar employees	<p>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.</p> <p>See Updating Employee Records for Contract Calendars in the <i>JD Edwards World Human Resources Guide</i>.</p>

Part II

Time Entry

This part contains these chapters:

- [Chapter 10, "Overview to Time Entry"](#)
- [Chapter 11, "Enter Timecards by Employee"](#)
- [Chapter 12, "Enter Timecards by Job or Business Unit"](#)
- [Chapter 13, "Enter Timecards by Day"](#)
- [Chapter 14, "Enter Timecards with Equipment Information"](#)
- [Chapter 15, "Enter Time and Sales for Tip Processing"](#)
- [Chapter 16, "Generate Mass Timecards"](#)
- [Chapter 17, "Work with Timecard Information"](#)
- [Chapter 18, "Generate Overtime Timecards Automatically"](#)
- [Chapter 19, "Generate Timecards for Accumulated Wages"](#)
- [Chapter 20, "Work with Uploaded Timecard Information"](#)

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
- ? Entering time and sales for tip processing
- ? Generating mass timecards
- ? 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.

Additionally, you can generate an extensive number of timecards for your employees at one time. You might find this helpful because it allows you to determine the number and type of employees for which you create a timecard.

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

- ⌘ By employee
- ⌘ By job or business unit
- ⌘ By day
- ⌘ By employee with equipment
- ⌘ By employee or business unit for tip processing

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).

Enter Timecards by Employee

This chapter contains these topics:

- ? [Section 11.1, "Entering Essential Timecard Information by Employee,"](#)
- ? [Section 11.2, "Calculating an Employee's Hourly Rate,"](#)
- ? [Section 11.3, "Entering a Bonus for an Employee,"](#)
- ? [Section 11.4, "Entering Work Order Information,"](#)
- ? [Section 11.5, "Overriding System-Supplied Information Temporarily,"](#)
- ? [Section 11.6, "Overriding DBA Amounts Temporarily,"](#)
- ? [Section 11.7, "Copying Labor Distribution Instructions."](#)

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

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 labor distribution instructions to save time during time entry.

Negative time processing lets you correct pay processing errors and provides a solid audit trail that eliminates the need for manual journal entries. You can process negative time through the payroll cycle for employees of any record type. When you enter a negative value in the Hours field on the by Employee screen, the system calculates associated DBAs and creates all reversing journal entries.

See Also:

- ? Timecard Derivation Sequence in the *JD Edwards World U.S. Payroll II Guide* for information about how the system derives timecard information.

11.1 Entering Essential Timecard Information by Employee

Navigation

From Payroll Master (G07), choose Time Entry

From Time Entry (G0712), 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	<p>The date used as the actual work date or pay period ending date.</p> <p><i>Form-specific information</i></p> <p>If you enter time on a weekly or bi-weekly basis, you can use any date within the pay period. If you enter time daily, use the specific date for that day's transactions.</p>
Pay	<p>A code to define the type of pay, deduction, benefit, or accrual.</p> <p>Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999.</p> <p><i>Form-specific information</i></p> <p>If you are using pay rate tables and have set the processing option to use union rates, you can:</p> <ul style="list-style-type: none"> ⌵ 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.

Field	Explanation
Batch Added:	<p>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.</p> <p><i>Form-specific information</i></p> <p>All timecards must be associated with a batch number.</p>

11.1.1 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.

11.2 Calculating an Employee's Hourly Rate

Navigation

From Payroll Master (G07), choose Time Entry

From Time Entry (G0712), 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	<p>This is the employee's hourly rate. If applicable, the system adds Pay Type Multiplier and Shift Differential values to the hourly rate.</p> <p>If you change the value of the data display decimals for this field, you must also change the Hourly Rate (PHRT) and Base Rate (BHRT) fields in Time Entry to have exactly the same data display decimals.</p> <p><i>Form-specific information</i></p> <p>Enter an amount in this field to override all rates that would have been derived elsewhere. The system uses this rate to calculate the employee's pay based on the hours you enter. Depending on where the system finds the rates, one of the following occurs:</p> <ul style="list-style-type: none"> ⌘ 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	<p>An amount that the system adds to an employee's base hourly rate. For example, you might enter a rate differential for equipment operators when they move from operating one piece of equipment to another piece. The system adds this amount directly to the base rate to calculate gross wages.</p> <p>The system adds the uprate amount to the base pay rate before it performs any other rate calculations, such as applying a shift differential or pay type multiplier.</p>

Field	Explanation
Sh/D/M	<p>A user defined code (07/SH) that identifies daily work shifts. In payroll systems, you can use a shift code to add a percent or amount to the hourly rate on a timecard.</p> <p>For payroll and time entry:</p> <p>If an employee always works a shift for which a shift rate differential is applicable, enter that shift code on the employee's master record. When you enter the shift on the employee's master record, you do not need to enter the code on the timecard when you enter time.</p> <p>If an employee occasionally works a different shift, you enter the shift code on each applicable timecard to override the default.</p>
Amount - Shift Differential	<p>An additional rate, expressed in dollars or percent, added to an employee's hourly rate, depending on the shift worked. This rate can be applied in one of two ways as defined by the Shift Differential Calculation Sequence (data item CMTH).</p>

See Also:

- ? [Section 11.1, "Entering Essential Timecard Information by Employee."](#)
- ? Timecard Derivation Sequence in the *JD Edwards World U.S. Payroll II Guide* for information about how the system derives timecard information.

11.3 Entering a Bonus for an Employee

Navigation

From Payroll Master (G07), choose Time Entry

From Time Entry (G0712), 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

11.4 Entering Work Order Information

Navigation

From Payroll Master (G07), choose Time Entry

From Time Entry (G0712), 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	<p>A field that identifies an account in the general ledger. You can use one of the following formats for account numbers:</p> <ul style="list-style-type: none"> ⌘ 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 <p>The first character of the account indicates the format of the account number. You define the account format in the General Accounting Constants program.</p> <p><i>Form-specific information</i></p> <p>If you leave this field blank, the system uses the employee's home company and home business unit to retrieve the object account and subsidiary from the accounting rules table.</p> <p>If you enter a business unit followed by a period (.), the system uses this business unit and retrieves the rest of the account number from the accounting rules. To specify a business unit and a subsidiary account, but have the system retrieve the object account from the accounting rules, enter business unit..subsidiary.</p> <p>For Work Orders speed code entry:</p> <p>You can use speed codes to reduce data entry when you enter work order information. When you enter a speed code, the system automatically enters account information that is stored elsewhere in the system. To enter a speed code, enter a back slash (\), the work order number, and a period (.) For example, work order 145648 is entered as \145648. in the Account Number field.</p> <p>When you add the timecard information, the system:</p> <ul style="list-style-type: none"> ⌘ Replaces the speed coding information with account number information ⌘ Uses the Charge to Business Unit number from the work order ⌘ Uses the Object Account number from the Automatic Accounting Instructions for Debit/Labor/Billing/Equipment for Journal Type LD ⌘ Enters the work order number in the Subledger field in the detail area ⌘ Enters W as the subledger type
Subldgr	<p>A value such as equipment number or work order number that you can attach to the end of an account number to further define an account and more easily track it.</p>
T	<p>A code identifying the type of subledger in the previous field. If you enter a subledger, you must also enter a subledger type.</p>
Sb.P	<p>A user defined code (00/W1) that indicates the current stage or phase of development for a work order. You can assign a work order to only one phase code at a time.</p> <p>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 form for which you have set this processing option, the system displays the value in the appropriate fields on any work orders that you create. The system also displays the value on the Project Setup form. You can either accept or override the default value.</p>

See Also:

- ? [Section 11.1, "Entering Essential Timecard Information by Employee."](#)

11.5 Overriding System-Supplied Information Temporarily

Navigation

From Payroll Master (G07), choose Time Entry

From Time Entry (G0712), 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
 - ? Tax Area
 - ? 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 11.1, "Entering Essential Timecard Information by Employee,"](#)
- ⌘ Timecard Derivation Sequence in the *JD Edwards World U.S. Payroll II Guide* for information about how the system derives timecard information.

11.6 Overriding DBA Amounts Temporarily

Navigation

From Payroll Master (G07), choose Time Entry

From Time Entry (G0712), 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 Import Mass Data into Payroll in the *JD Edwards World U.S. Payroll II Guide* for more information.

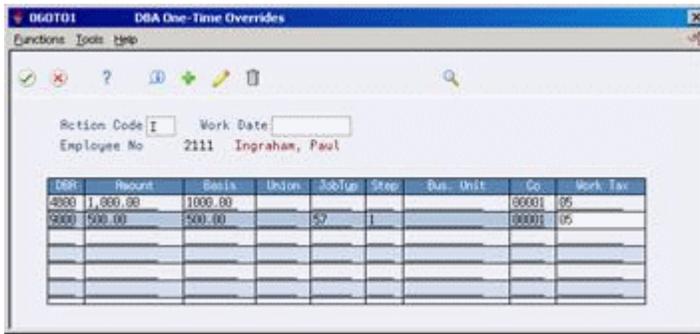
When you override DBA amounts temporarily, the system updates the DBA Transaction Detail table (F0609).

To override DBA amounts temporarily

On by Employee

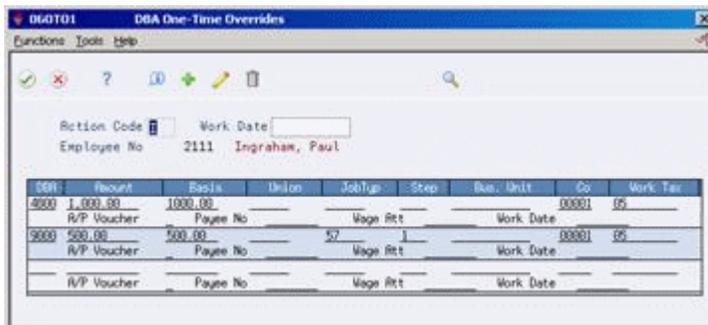
1. Complete the following fields:
 - ⌘ Employee
 - ⌘ Date
 - ⌘ Batch
2. Choose the One-Time Override option.

Figure 11–1 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.

Figure 11–2 DBA One-Time Overrides (Detail) screen



8. To override voucher information, complete the following fields:
 - ⌵ A/P Voucher
 - ⌵ Payee Number
9. For US payroll only, if you are overriding a wage attachment deduction, complete the following field:

10. If you are overriding a wage attachment deduction, complete the following field:

- ⌵ Wage Attachment

11.6.1 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.

11.7 Copying Labor Distribution Instructions

Navigation

From Payroll Master (G07), choose Time Entry

From Time Entry (G0712), choose by Employee

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

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

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

11.7.1 Before You Begin

- ⌵ Enter labor distribution instructions for the employee. See [Section 4.1, "Entering Labor Distribution Instructions."](#)

To copy labor distribution instructions

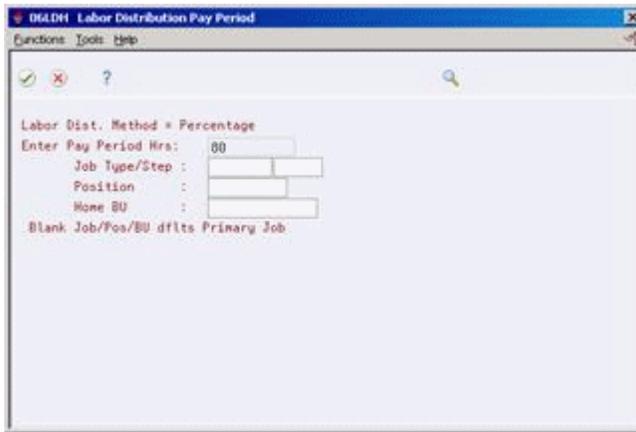
On by Employee

1. Complete the following fields:

- ⌵ Employee
- ⌵ Date
- ⌵ Batch

2. Choose the Copy Labor Distribution Instructions function.

Figure 11–3 Labor Distribution Pay Period screen



3. On Labor Distribution Pay Period, complete the following field:
 - Pay Period Hours
4. Choose the Continue function.
5. On by Employee, accept the information as displayed or make changes to any of the fields as needed for this entry.
6. Complete the steps to enter the timecard.

11.7.2 What You Should Know About

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

11.7.3 Processing Options

See [Section 54.1, "Time Entry by Individual \(P061121\)"](#)

Enter Timecards by Job or Business Unit

This chapter contains these topics:

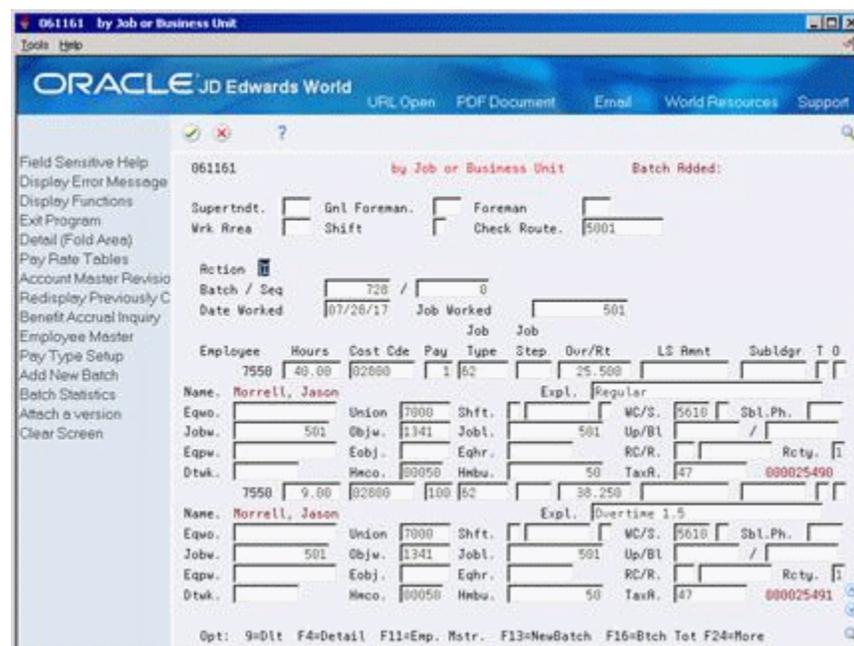
- 7 Section 12.1, "Entering Essential Timecard Information by Job or Business Unit,"
- 7 Section 12.2, "Entering Site Information."

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 check 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 By Job or Business Unit screen



See Also:

- ⌘ Timecard Derivation Sequence in the *JD Edwards World U.S. Payroll II Guide* for information about how the system derives timecard information.

12.1 Entering Essential Timecard Information by Job or Business Unit

Navigation

From Canadian Payroll Master (G07), choose Time Entry

From Time Entry (G0712), 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.

Field	Explanation
Cost Code	<p>A field that identifies an account in the general ledger. You can use one of the following formats for account numbers:</p> <ul style="list-style-type: none"> ? 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) <p>The first character of the account indicates the format of the account number. You define the account format in the General Accounting Constants program.</p> <p><i>Form-specific information</i></p> <p>To apply charges to a work order using speed code entry, enter a back slash, the work order number, and a period. For example enter \1919. for work order number 1919.</p>

12.1.1 What You Should Know About

Topic	Description
Features not available	<p>When you enter timecards by job or business unit, you cannot:</p> <ul style="list-style-type: none"> ? Copy labor distribution instructions ? Override DBA amounts <p>You must use by Employee to access these features.</p> <p>See also:</p> <ul style="list-style-type: none"> ? Section 11.6, "Overriding DBA Amounts Temporarily," ? Section 11.7, "Copying Labor Distribution Instructions."
Locating timecards	<p>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.</p>
Adding a timecard entry	<p>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.</p>
Copying timecard fields	<p>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.</p>

12.2 Entering Site Information

Navigation

From Canadian Payroll Master (G07), choose Time Entry

From Time Entry (G0712), 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 check route code for the job. You can also customize category code fields to meet the specific needs of your organization.

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

To enter site information

On by Job or Business Unit

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
 - ? Check Route

Field	Explanation
Check Route	A user defined code (07/CR) that specifies the check(s) routing or mail stop code. Use this code to sequence the printing of payroll checks to facilitate their handling and delivery.

12.2.1 What You Should Know About

Topic	Description
Category codes	<p>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.</p> <p>See <i>Defining Category Codes for Human Resources</i> in the <i>JD Edwards World Human Resources Guide</i> for information about defining category codes.</p>

See Also:

- ? [Section 12.1, "Entering Essential Timecard Information by Job or Business Unit."](#)

12.2.2 Processing Options

See [Section 54.2, "Time Entry by Job \(Business Unit\) \(P061161\)"](#)

Enter Timecards by Day

This chapter contains the topic:

- [Section 13.1, "Entering Timecards by Day."](#)

13.1 Entering Timecards by Day

Navigation

From Payroll Master (G07), choose Time Entry

From Time Entry (G0712), 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 U.S. 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.

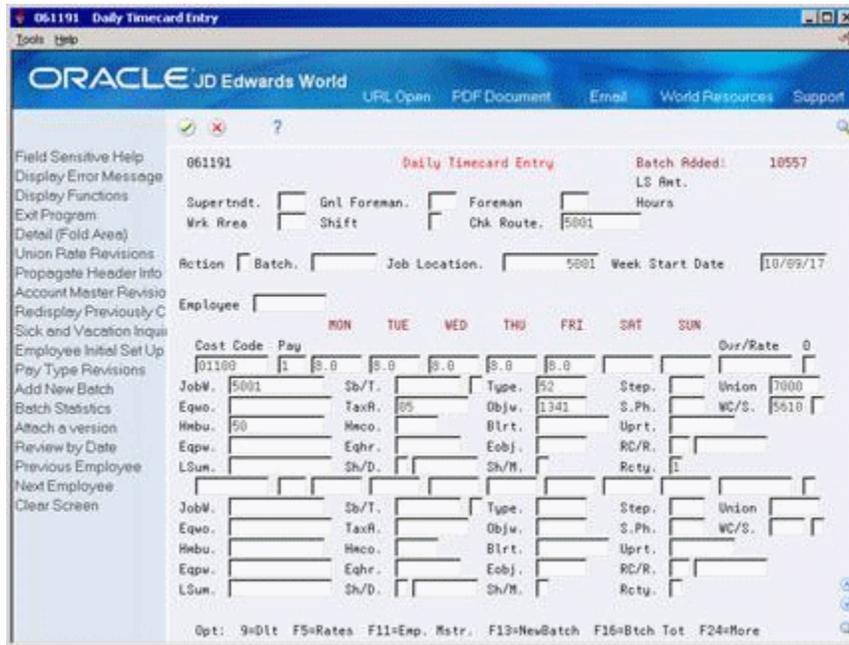
See Also:

- Timecard Derivation Sequence in the *JD Edwards World U.S. 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
 - ⌘ Check Route

Field	Explanation
Week Start Date	The date used as the actual work date or pay period ending date. <i>Form-specific information</i> The date you enter in this field must be a valid date for the day specified in the processing options as the beginning day of the week. For example, if the week is set to begin on Mondays, you can enter 02/06/17 because it is an actual Monday date. You cannot enter 02/11/17 because that date is a Saturday.

13.1.1 What You Should Know About

Topic	Description
Features not available	<p>When you enter timecards by day, you cannot:</p> <ul style="list-style-type: none"> · Copy labor distribution instructions · Override DBA amounts <p>You must use by Employee to access these features.</p> <p>See also:</p> <ul style="list-style-type: none"> · Section 11.6, "Overriding DBA Amounts Temporarily," · Section 11.7, "Copying Labor Distribution Instructions."
Adding a timecard entry	<p>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.</p>
Copying timecard fields	<p>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.</p>
Category codes	<p>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.</p> <p>See Defining Category Codes for Human Resources in the <i>JD Edwards World Human Resources Guide</i> for information about defining category codes.</p>
Reviewing timecards	<p>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.</p>

13.1.2 Processing Options

See [Section 54.3, "Daily Time Card Entry by Employee \(P061191\)"](#)

Enter Timecards with Equipment Information

This chapter contains the topic:

- [Section 14.1, "Entering Timecards with Equipment Information."](#)

14.1 Entering Timecards with Equipment Information

Navigation

From Payroll Master (G07), choose Time Entry

From Time Entry (G0712), 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 Set Up Equipment Billing in the *JD Edwards World Equipment Billing Guide*.
- Set up an AAI table for the equipment distribution journal type (ED). See Set Up AAIs for Labor, Billings, and Equipment Distribution in the *JD Edwards World U.S. Payroll II Guide*.

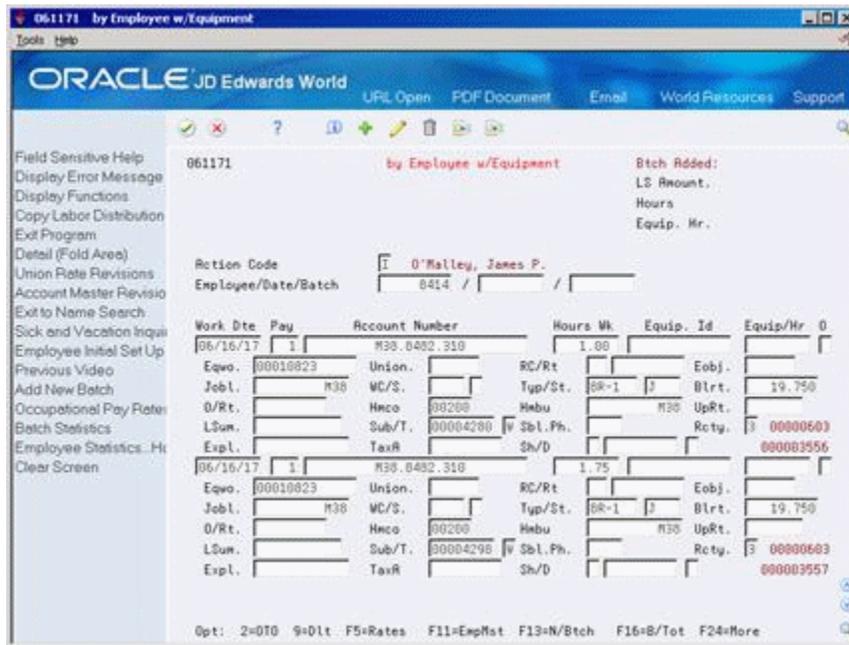
See Also:

- Timecard Derivation Sequence in the *JD Edwards World U.S. Payroll II Guide* for information about how the system derives timecard information,
- [Section 11.1, "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	<p>A user defined code (00/RC) that indicates a billing rate, such as DY for daily, MO for monthly, and WK for weekly. You can set up multiple billing rates for a piece of equipment.</p> <p>If you leave this field blank, the system searches for a valid billing rate in the following sequence:</p> <ol style="list-style-type: none"> 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	<p>The dollar amount for the equipment billing rate. Each equipment item can have numerous billing rates based on the rate code (see Equipment Billing Rate (00/RC) in the <i>JD Edwards World Equipment Billing Guide</i>). The equipment billing rate can consist of up to ten different rates. For example:</p> <p>Billing Rate = \$100</p> <p>\$20 – Rate 1 (Ownership Component)</p> <p>\$50 – Rate 2 (Operating Component)</p> <p>\$25 – Rate 3 (Maintenance Component)</p> <p>\$5 – Rate 4 (Other Costs Component)</p> <p>You can enter debits or charges to specific cost accounts using the total billing rate (for example, \$100). When these entries are posted to the general ledger, credits are recognized in revenue accounts for each of the rate components. This allows you to separate portions of the equipment billing by type of cost. You do not need to use the rate components concept unless it is appropriate to your business.</p>

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 [Section 54.1, "Time Entry by Individual \(P061121\)"](#)

Enter Time and Sales for Tip Processing

This chapter contains these topics:

- [Section 15.1, "Overview,"](#)
- [Section 15.2, "Entering Timecards for Employees Who Earn Tips,"](#)
- [Section 15.3, "Entering Timecards by Job for Employees Who Earn Tips,"](#)
- [Section 15.4, "Entering Sales,"](#)
- [Section 15.5, "Posting Sales for Tips,"](#)
- [Section 15.6, "Allocating Tips,"](#)
- [Section 15.7, "Generating Credit for Tips."](#)

Many companies hire employees who earn tips as part of their income. The Internal Revenue Service (IRS) requires special reporting of wages for employees who earn tips. You should obtain the current IRS publications for tip processing.

15.1 Overview

The following definitions apply to tip earnings and processing:

Item	Description
Reported or cash tips	<p>A tip is a voluntary payment from a customer, the amount of which is determined by the customer. The amount of the tip must not be dictated by company policy or subject to negotiation with the employer.</p> <p>IRS regulations contain specific information that an employer must report for employees who receive tips. For example:</p> <ul style="list-style-type: none"> · A minimum amount that an employee must receive per month in tips · When to handle tips as wages instead of cash tips
Directly tipped employee	An employee who receives the tip directly from the customer, for example, a waitperson or bartender.
Indirectly tipped employee	An employee who receives tips from a co-worker for helping provide the services to the customers, for example, a busperson or maitre d'.

Item	Description
Types of establishments	<p>The government requires 8027 reports and adherence to tip regulations from the following types of establishments:</p> <ul style="list-style-type: none"> ⌘ Those that serve evening meals only with or without alcohol ⌘ Those that serve evening and other meals with or without alcohol ⌘ Those that do not serve evening meals with or without alcohol ⌘ Those that are in the business of serving alcohol and serve food incidentally

15.1.1 Before You Begin

- ⌘ Ensure that the appropriate pay types for tip processing have been set up. See Setting Up Earnings Information in the *JD Edwards World U.S. Payroll II Guide*.

15.2 Entering Timecards for Employees Who Earn Tips

Navigation

From Payroll Master (G07), choose Tip Processing

From Tip Processing (G0728), choose by Employee

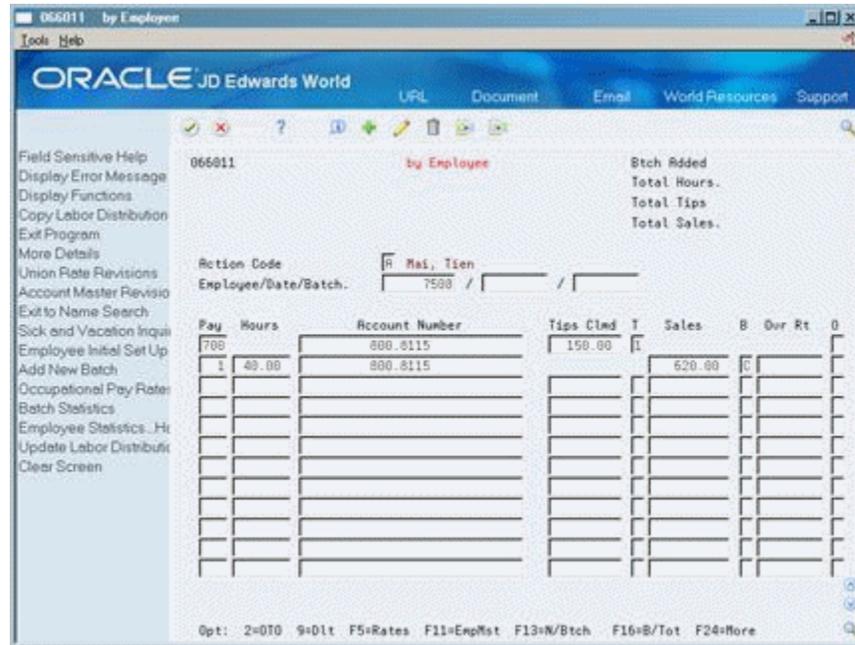
You can enter separate timecards for each employee. You can enter the specific sales the employee made and the actual tips the employee earned. You can enter reported tips and hours with the same entry. The system creates a separate line for the reported tips based on the pay type for tips that you entered in the processing options.

You must use a time entry programs for employees who receive tips to correctly account for sales and tip income. If your company has both employees who receive tips and employees who do not receive tips, you should not enter time for employees who do not receive tips on this time entry program.

To enter timecards for employees who earn tips

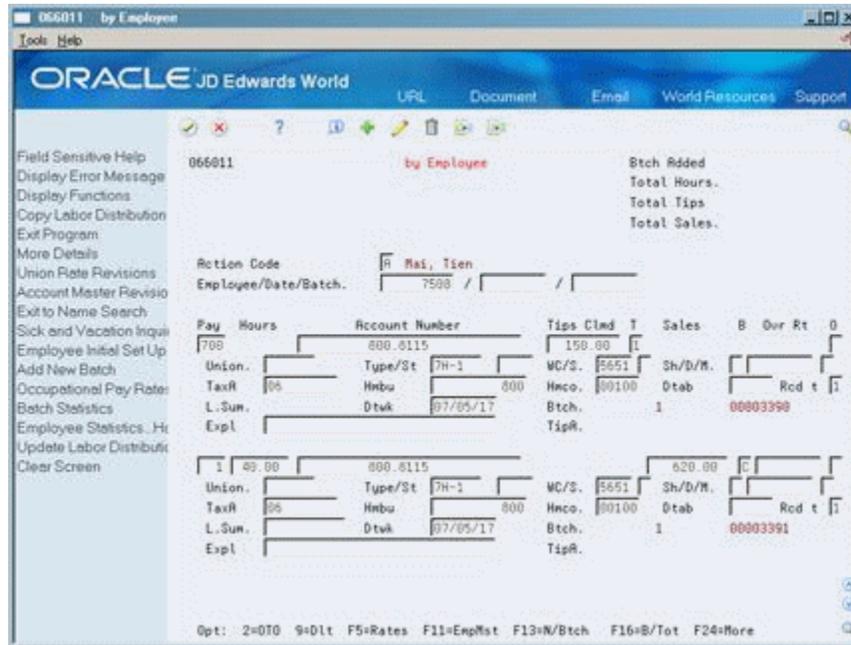
On by Employee

Figure 15–1 By Employee screen



1. Complete the following fields:
 - ? Employee
 - ? Date
 - ? Pay
 - ? Hours
 - ? Tips Claimed
 - ? T (Pay type for tips)
2. Complete the following optional field:
 - ? Sales
 - ? Sales Type (B)
3. To assign a specific batch number, complete the following field:
 - ? Batch Number
4. Access the detail area to temporarily override system-supplied information.

Figure 15–2 By Employee (Detail) screen



5. Complete the following optional fields:

- ⌘ Union
- ⌘ Job Type
- ⌘ Job Step
- ⌘ Workers Compensation
- ⌘ Workers Compensation Subclass
- ⌘ Shift Differential
- ⌘ Shift Differential Amount
- ⌘ Shift Method
- ⌘ Tax Area
- ⌘ Home Business Unit
- ⌘ Home Company
- ⌘ Table Code (Dtab)
- ⌘ Date Worked
- ⌘ Record Type
- ⌘ Tip Account

Field	Explanation
Tips Clmd	The amount of tips, whether direct or indirect, being claimed by the employee for the pay period.
T	A code which identifies the Pay Type to be used in generating the Tips Claimed time & pay record. The five(5) possible Tax Status Code, and their corresponding Pay Types are defined in the Processing Option for this program.

Field	Explanation
Sales	The amount of sales generated by the employee for the pay period. Sales amounts should be identified for a specific business unit (establishment), location and shift.
B	The following are the valid sale types: C – Cash G – Charge S – Sales O – Others

15.2.1 What You Should Know About

Topic	Description
Adding a timecard entry	Each line on by Employee 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 World software 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.

See Also:

- ? [Section 11.6, "Overriding DBA Amounts Temporarily"](#) for information about entering DBA amounts for an employee when you enter a timecard,
- ? [Section 11.7, "Copying Labor Distribution Instructions"](#) for information about copying labor distribution instructions during timecard entry.

15.2.2 Processing Options

See [Section 54.5, "Time Entry by Individual with Tips \(P066011\)"](#)

15.3 Entering Timecards by Job for Employees Who Earn Tips

Navigation

From Payroll Master (G07), choose Tip Processing

From Tip Processing (G0728), choose by Job

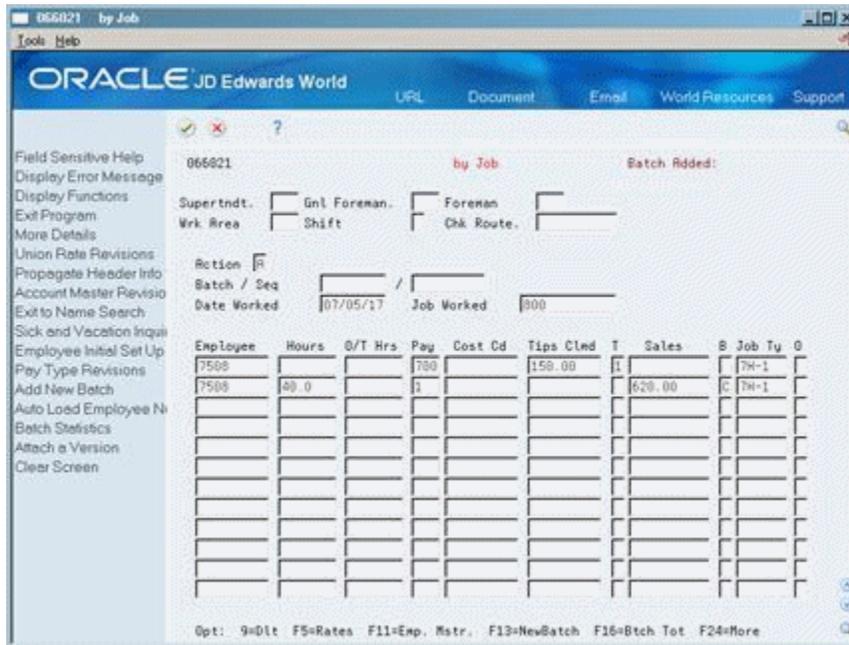
You can streamline time entry for a group of employees who work in the same business unit by entering time by job. When you use this method of time entry, you only enter information once that applies to the entire group of employees. Then, you can enter individual information for each employee in the group. You can also track detailed information about a job site, such as the superintendent, work area, and check route. You can enter reported tips and hours with the same entry, the system creates a separate line for the reported tips based on the pay type for tips that you entered in the processing options.

You must use one of the time entry programs for employees who receive tips to correctly account for sales and tip income. If your company has both employees who receive tips and employees who do not receive tips, you should not enter time for employees who do not receive tips on this time entry program.

To enter timecards by job for employees who earn tips

On by Job

Figure 15–3 By Job screen



1. To enter information about the work site, complete the following fields:
 - ⌘ Superintendent
 - ⌘ Foreman
 - ⌘ Work Area
 - ⌘ Shift
 - ⌘ Check Route
2. Complete the following fields:
 - ⌘ Batch
 - ⌘ Date Worked
 - ⌘ Job Worked
3. For each employee working on the job, complete the following fields:
 - ⌘ Employee
 - ⌘ Hours
 - ⌘ Pay
 - ⌘ Job Type
 - ⌘ Tips Claimed

4. For each employee working on the job, complete the following optional field:

- ⌘ Sales

15.3.1 What You Should Know About

Topic	Description
Features not available	<p>When you enter timecards by job, you cannot:</p> <ul style="list-style-type: none"> ⌘ Copy labor distribution instructions ⌘ Override DBA amounts <p>You must use by Employee to access these features.</p> <p>See also:</p> <ul style="list-style-type: none"> ⌘ Section 11.6, "Overriding DBA Amounts Temporarily," ⌘ Section 11.7, "Copying Labor Distribution Instructions."
Locating timecards	To locate a timecard for an employee using Time Entry by Job, you must know the job and batch number that includes the timecard.
Adding a timecard entry	Each line on by Job 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 World software 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	<p>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. You can change these codes to meet the needs of your business.</p> <p>See Defining Category Codes for Human Resources in the <i>JD Edwards World Human Resources Guide</i> for information about defining category codes.</p>

15.3.2 Processing Options

See [Section 54.6, "Time Entry by Job with Tips \(P066021\)"](#)

15.4 Entering Sales

Navigation

From Payroll Master (G07), choose Tip Processing

From Tip Processing (G0728), choose Sales Entry

Instead of entering sales during time entry, you can enter sales separately. If you enter all sales during time entry, do not enter the sales separately. The system does not update the tables with the sales you enter separately until you post the tip sales.

You can track sales by tipped employee through the actual cash register sales or allocate sales in proportion to the hours an employee worked divided by the total hours worked when tips were received. Choose the format to use based on the way you set up your company constants.

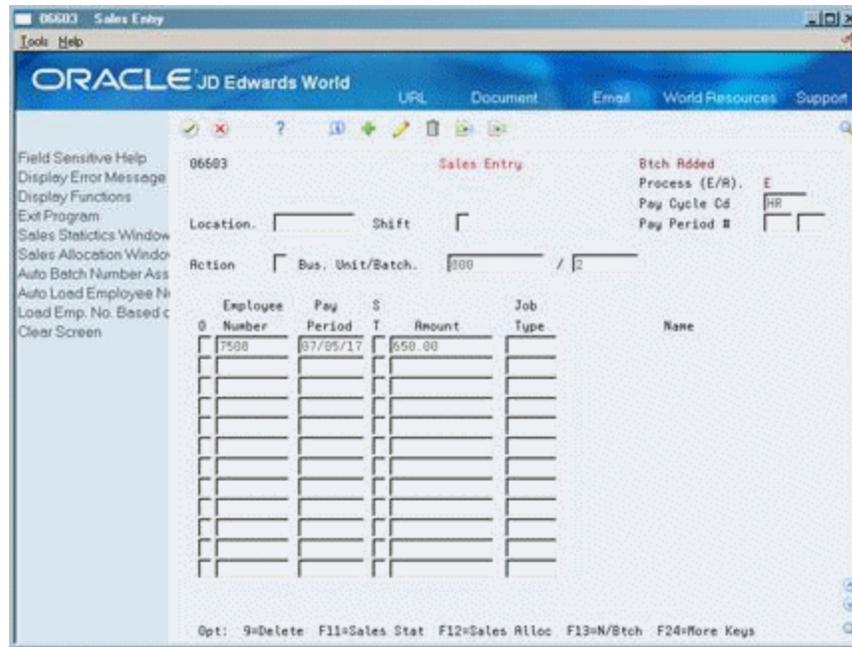
15.4.1 Before You Begin

- ⌘ Set up your business unit constants to identify the allocation method used by your company. See also Setting Up Business Unit Constants in the *JD Edwards World U.S. Payroll II Guide*.

To enter sales

On Sales Entry

Figure 15–4 Sales Entry screen



1. Complete the following field:
 - ⌘ Pay Cycle Code
2. Complete the following optional fields:
 - ⌘ Location
 - ⌘ Shift
3. For each employee working, complete the following fields;
 - ⌘ Employee Number
 - ⌘ Pay Period
 - ⌘ Amount
4. Complete the following optional fields:
 - ⌘ Sales Type
 - ⌘ Job Type

See Also:

- ? [Section 15.5, "Posting Sales for Tips,"](#).
- ? [Section 15.6, "Allocating Tips,"](#).
- ? [Section 17.4.3, "Reviewing the Sales Entry Register for Employees Who Earn Tips"](#) for information about verifying the accuracy of the sales information you entered.

15.4.2 Processing Options

See [Section 54.7, "Sales Entry / Allocation \(P06603\)"](#)

15.5 Posting Sales for Tips

Navigation

From Payroll Master (G07), choose Tip Processing

From Tip Processing (G0728), choose Post Tip Scales

After you enter sales, you must run the program to post sales. If you entered all sales during time entry, you do not need to post the sales separately. Use this program to post sales only if you entered sales separately from the timecards.

When you post sales, the system updates the following tables:

- ? Employee Tip History (F06216)
- ? Business Unit Tip History (F06226)

See Also:

- ? [Section 15.4, "Entering Sales."](#)

15.5.1 Processing Options

See [Section 54.8, "Tip Processing/Sales Posting \(P066901\)"](#)

15.6 Allocating Tips

Navigation

From Payroll Master (G07), choose Tip Processing

From Tip Processing (G0728), choose Allocate Employee Tips

You must update the files that hold the information for employees' hours, wages, sales, and tips. Companies can choose to allocate tips on a schedule convenient to their business purposes.

Some companies might want to allocate tips every pay period. Other companies allocate tips quarterly or annually only. When you allocate employee tips, the system updates the following tables:

- ? Employee Transaction History (F06146)
- ? Employee Tip History (F06216)
- ? Business Unit Tip History (F06226)

The government requires that all tips reported by employees must equal an established percentage (currently 8%) of total sales. If the employees report less than the required percent,

you must allocate, or apportion, the difference among all employees. The allocation must apply to all directly-tipped employees. Depending on the agreement between your company and the employees, the allocation may also apply to indirectly-tipped employees also. When you allocate tips, the system calculates the difference, or shortfall, and allocates each employee additional tip income for the employee's income tax reporting purposes. The system maintains the annual allocated tip amount to include in the Allocated Tips box on the W-2 form.

You can calculate tips either by hours worked or by sales. Currently, most companies allocate by the number of hours worked. When you allocate by hours, the system uses the following calculation:

Total sales x federally-set % = establishment's tips

Establishment's tips - reported tips = shortfall

You can use either a flat percent or the IRS method to calculate the amount allocated to each employee. After your company establishes a method, you should use the same method consistently with all employees.

Assume that your company has:

- ⌚ One employee who worked 40 hours and reported 100.00 in tips. A second employee who worked 40 hours and reported 120.00 in tips.
- ⌚ 5500.00 in total sales
- ⌚ Your establishment's tips should equal $5500.00 \times 8\% = 440.00$

Based on the government's current requirement that tips must be equal to or greater than 8%, you must allocate the shortfall equally between the two employees.

15.6.1 Example: Allocation by Flat Percent

To allocate by the flat percent method, the system uses the following calculations:

- ⌚ Employee's hours / total hours of all employees x establishment's tips = shortfall
- ⌚ Shortfall - reported tips = employee's allocation

The system calculates the allocation for each employee as follows:

- ⌚ Employee 1
 - ⌚ $40/80 \times 440 = 220$ shortfall
 - ⌚ $220 - 100 = 120$ employee's allocation

The system will report an additional 120.00 on the W-2 for Employee 1.

- ⌚ Employee 2
 - ⌚ $40/80 \times 440 = 220$ shortfall
 - ⌚ $220 - 120 = 100$ employee's allocation

The system will report an additional 100.00 on the W-2 for Employee 2.

15.6.2 Example: Allocation by IRS Method

To allocate by the IRS method, the system uses the following calculation:

- ⌚ Establishment's shortfall - (employee's shortfall / total shortfall) = employee's allocation

The system calculates the allocation for each employee as follows:

- ⌚ Employee 1

$$? \quad 220 \times (120/220) = 120.01$$

The system will report an additional 120.01 on the W-2 for Employee 1.

? Employee 2

$$? \quad 220 \times (100/220) = 99.99$$

The system will report an additional 99.99 on the W-2 for Employee 2.

15.6.3 Before You Begin

- ? Verify that the business unit constants include the method, hours (H) or sales (S), that your company uses to allocate tips. See also *Setting Up Business Unit Constants* in the *JD Edwards World U.S. Payroll II Guide*.
- ? Verify that the DBA used to accrue allocated tips is set up.

15.6.4 Processing Options

See [Section 54.9, "Tip Allocation Process \(P066201\)"](#)

15.7 Generating Credit for Tips

Navigation

From Payroll Master (G07), choose Tip Processing

From Tip Processing (G0728), choose Tip Credit Generation

You generate credit for tips in order to do the following:

- ? Determine if any employees are earning less than the minimum wage
- ? Generate a transaction to adjust earnings for employees who are earning less than the minimum wage
- ? Print a report of the earnings and adjusting transactions the system made during processing

You should generate the tip credit after you have entered all timecards, but before you process payroll. The system updates the employees' timecards with the tip credit and includes it in the employees' checks with the correct pay type.

The federal and state governments establish a minimum wage that companies must pay their employees. Employers are allowed to apply some or all of the tips their employees receive toward meeting the minimum wage. The system uses the minimum wage to calculate tip credit.

If an employee's wages and tips do not result in the employee receiving the minimum wage, the system adds a tip credit, or additional wages to the employee's timecard. The tip credit is any additional amount a company owes an employee in order to bring the employee up to the minimum wage.

For example, if the minimum wage for a state is 5.25 and the company pays the employee 2.25 an hour, the employee must receive at least 3.00 in tips for each hour worked. If the tips reported do not calculate to at least minimum wage, the company owes the employee additional wages.

You must run this program at the business unit level. If an employee works in more than one business unit in a pay period, you must process each business unit, or business unit, separately.

15.7.1 Example: Tip Credit Processing

Many states have unique requirements for minimum wage and the allowed percentage of tips that you can apply to meet the minimum wage. You must be familiar with the requirements for each jurisdiction in which you do business.

If a state minimum wage is 5.00 and allows you to apply only 25% of employee tips, you could apply no more than 1.25 of tips per hour worked to meet minimum wage.

The system uses the following calculation to determine tip credit:

Base rate + tips - any regulated maximums = employee wage

If you pay employees 3.00 an hour and an employee reports 2.00 an hour in tips, the system generates .75 tip credit based on the following calculation:

$3.00 + 2.00 - .75 = 4.25 - 5.00 = <.75>$ tip credit

15.7.2 Before You Begin

- ⌚ If you use job types, verify that user defined code list 07/G is correctly set up. You must have a D (Direct Tip) or I (Indirect Tip) in the second description of user defined code 07/G. See also *Setting Up User Defined Codes* in the *JD Edwards World Fixed Assets Guide*.
- ⌚ Verify that the pay type to credit tips is set up. See also *Setting Up Pay Types* in the *JD Edwards World U.S. Payroll II Guide*.

15.7.3 Processing Options

See [Section 54.10, "Tip Credit Generation \(P066101\)"](#)

15.7.4 Data Sequence for Tip Credit Generation

Do not change the data sequence and setup. The data sequence should be as follows:

1. Chargeout Business Unit: Total = 02, Page = Y
2. Employee Number: Total = 01, Page = N
3. Job Type: Total = 00, Page = N

Generate Mass Timecards

This chapter contains these topics:

- ? [Section 16.1, "Setting Up Mass Timecard Generation,"](#)
- ? [Section 16.2, "Generating Mass Timecards,"](#)
- [Section 16.3, "Printing the Mass Timecard Report,"](#)
- [Section 16.4, "Purging Mass Timecards."](#)

In addition to automatically generating timecards during payroll cycle processing, you can generate an extensive number of timecards using the Mass Timecard Generation program (P061506). Using this DREAM Writer allows you to generate an unlimited number of timecards for your employees at one time. You might find this helpful if you need to generate numerous timecards for bonuses or holidays.

You can run the generator from the Pre-Payroll Processing program (P06210) or from the menu, depending on the number and type of employees for which you want to create a timecard. You can also purge any timecards from your system that you generate in error.

When you generate mass timecards, the system stores the information in the Employee Transactions Detail File (F06116).

16.1 Setting Up Mass Timecard Generation

In order to generate a batch of mass timecards you must set up your system to accommodate the processing.

Setting up mass timecard generation includes the following tasks:

- ? Setting up User Defined Codes (UDCs)
- ? Setting up mass timecard tables
- ? Setting up additional payroll parameters (optional)

16.1.1 Setting Up UDCs

You must set up UDC 07/MT to generate mass timecards. This allows you to create different types of mass timecards. For example, you might want to include timecards for bonuses or holidays. See Set Up User Defined Codes for Payroll in the *JD Edwards World U.S. Payroll II Guide* for more information.

Navigation

From Payroll Master (G07), enter 29

From Payroll Setup (G074), choose General User Defined Codes

16.1.2 Setting Up Mass Timecard Tables

You use the Mass Timecard Table Setup program (P06915M) to create and maintain timecard tables or templates that define the mass timecards. The system creates the timecards based on the mass timecard tables. The key to the timecard table is the UDC 07/MT value that you enter in the Code field. Other key fields include the Year, Home Company, Business Unit, Union Code, Job Step, Job Type, Date, and Pay Class.

The system stores the mass timecard information in the Mass Timecard Generation Table File (F06915M).

There can only be multiple records with the same mass timecard code for the same date when those records have unique pay class values. If the pay class value of a record is blank there can be no other records in the F06915M with the same mass timecard code and date values because the system uses a blank pay class value to create timecards for all pay classes.

In order to generate mass timecards using the Mass Timecard Generation program (P061506), you *must* set the Automatic T/C Generation Flag field to Y.

16.1.2.1 Before You Begin

Set up UDC 07/MT to identify the codes for the type of mass timecard you want to generate.

Navigation

From Payroll Master (G07), enter 29

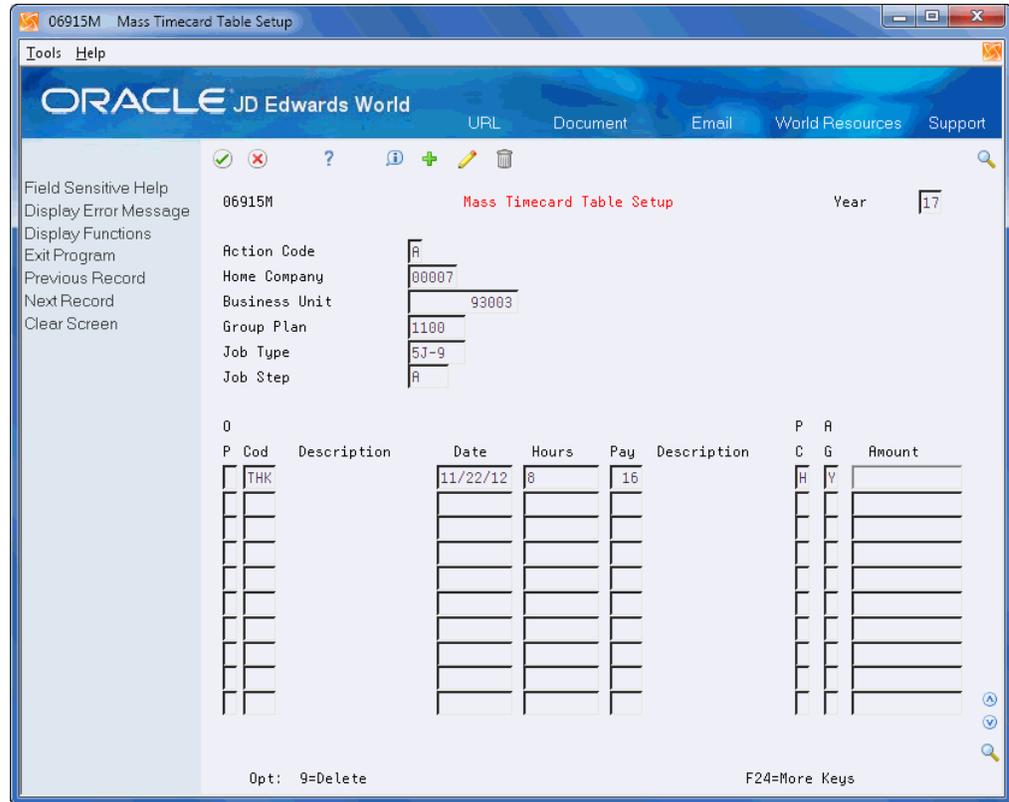
From Payroll Setup (G074), choose Mass T/C Generation Setup

From Mass T/C Generation Setup (G0750), choose Mass Timecard Table Setup

To set up mass timecards tables

1. On Mass Timecard Table Setup, complete the Home Company field.
2. Complete the following optional fields and click Add.
 - ? Year
 - ? Business Unit
 - ? Group Plan
 - ? Job Type
 - ? Job Step
 - ? Code
 - ? Date
 - ? Hours
 - ? Pay (Type)
 - ? Pay Class (PC)
 - ? Automatic T/C Generation Flag (AG)
 - ? Amount

Figure 16–1 Mass Timecard Table Setup screen



Field	Explanation
Group Plan	A user defined code (07/UN) that represents the union or plan in which the employee or group of employees work or participate.
Code	A user defined code (07/MT) that designates the type of timecards that will be created in Pre-Payroll by the MassTimecard Generation process.
Hours	The number of hours associated with each transaction.
Pay	A code that defines the type of pay, deduction, benefit, or accrual. Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999.
Pay Class (PC)	A code that indicates how an employee is paid. Valid codes are: Blank H Hourly S Salaried P Piecework
Automatic T/C Generation Flag (AG)	A flag which identifies whether these timecards are to be automatically generated in Pre-Payroll as part of the Mass Timecard Generation process.
Amount	A lump sum amount, an adjustment amount, or an amount that represents an employee's gross pay. This amount temporarily overrides any pay calculation that the system normally performs.

16.1.3 Setting Up Additional Payroll Parameters (Optional)

If you want to generate mass timecards from the Pre-Payroll Processing program (P06210), you must set up the program to do so. See [Chapter 22, "Process Pre-Payroll"](#) for more information about Pre-Payroll Processing.

Navigation

From Payroll Master (G07), choose Pay Cycle Processing

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

1. On the first Pre-Payroll Processing form, complete the Payroll ID field and press Enter.
2. On the second Pre-Payroll Processing form, choose Additional Pay Cycle Parameters (F5) to access the Additional Payroll Cycle Parameters form.
3. On Additional Payroll Cycle Parameters, complete the T/C Generation Version field and press Enter.
4. Click Enter to exit the program.

Field	Explanation
T/C Generation Version	Displays valid DREAM Writer Versions for a Program ID. A Version can be returned to the calling screen by entering the 'Select' option in the field next to it. To add or change a Version, press the Version List function key.

16.1.4 Processing Options

See [Section 55.2, "Pre-Payroll Processing - BiWeekly \(P06210\)"](#)

16.2 Generating Mass Timecards

You can generate mass timecards from either the Pre-Payroll Processing program (P06210) or from the DREAM Writer menu selection, depending on the number and type of employees for which you want to create a timecard. Mass Timecard Generation program (P061506) is a batch process that creates mass timecards based on the data in the Mass Timecard Generation Table File (F06915M) and creates timecards in the Employee Transactions Detail File (F06116).

16.2.1 Running from the Pre-Payroll Processing Program

JD Edwards World recommends that you use the Pre-Payroll Processing program (P06210) to generate mass timecards.

If you use this method, you must set up the DREAM Writer version and then ensure the version number is in the T/C Generation Version field on the Additional Payroll Cycle Parameters form.

When you use this method, the program processes all of the employees that you select for that pay cycle, unless you set the data selection in the DREAM Writer to use a subset of employees.

16.2.2 Running from the Menu Selection

Prior to running the mass timecards DREAM Writer, you must enter the dates in the processing options and you can set the data selection to narrow your selection. If you do not set the data selection, the process might create timecards for all active employees in the system depending on the dates you enter in the processing options and how you set up the mass timecard generation tables.

The program first examines the F06915M to determine whether the date for any of these records falls within the date range of the processing options. When any records fall within the date range, the processing continues. If the program does not locate F06915M records, processing stops.

The program then examines the F060116 and the data selection to determine if a subset of data exists for creating timecards for the employees.

This program creates a timecard in the F06116 for each employee if each record that it finds meets the following conditions:

- ⌘ If the Pay Class field in the Mass Timecard Table record:
 - Is blank, the program creates timecards for all pay classes.
 - Contains a value, the program creates timecards for all employees with that pay class.
- ⌘ The values in the Date Pay Starts, Date Pay Stops, and Date Terminated fields contain appropriate values for active employees in the Employee Master record.
- ⌘ The Auto Pay Generation Flag field is set to Y.

16.2.3 What You Should Know About

Topic	Description
Pay rates	The program uses pay rates from the employee master only, it does <i>not</i> use union or occupational rate tables.
Labor distribution	The program does <i>not</i> support this functionality and the program only creates timecards for an employees' primary job.
Changes only	The program deletes and recreates timecards under changes only conditions.

Navigation

From Payroll Setup (G074), choose Mass T/C Generation Setup

From Mass T/C Generation Setup (G0750), choose Mass Timecard Generation

Alternatively, from Pay Cycle Processing (G0713), choose Pre-Payroll Processing

16.2.4 Processing Options

See [Section 55.1, "Mass Timecard Generation \(P061506\)"](#)

16.3 Printing the Mass Timecard Report

You can print the Mass Timecards Report (P061516) from either the Pre-Payroll Processing program (P06210) or from the menu selection. This report lists the timecard records that the Mass Timecard Generation program (P061506) creates from the Employee Transactions Detail File (F06116).

You can enter the version in the Mass Timecard Generation program (P061506) Report Version processing option. If you leave this processing option blank, the system uses the default demo version for the report.

16.3.1 Printing the Report from the Pre-Payroll Processing Program

JD Edwards World recommends that you use the Pre-Payroll Processing program (P06210) to print the report.

If you use this method, you must set up the DREAM Writer version and then ensure the version number is in the T/C Generation Version field on the Additional Payroll Cycle Parameters form.

When you use this method, the report of prints only those records from the version of P061506 that you enter in the Report Version processing option.

16.3.2 Printing the Report from the Menu Selection

When you use this method, the report prints all timecard records that the system creates no matter which method you use when you run P061506.

Navigation

From Payroll Setup (G074), choose Mass T/C Generation Setup

From Mass T/C Generation Setup (G0750), choose Mass Timecard Generation Report

Alternatively, from Pay Cycle Processing (G0713), choose Pre-Payroll Processing

16.4 Purging Mass Timecards

After you create a mass amount of timecards, you might want to purge this data from the Employee Transactions Detail File (F06116). For example, you can purge those timecards that were created in error.

Purging mass timecards includes the following tasks:

- ? Purging mass timecards created from the Pre-Payroll Processing program
- ? Purging mass timecards created from a menu selection
- ? Purging select timecard records

To purge mass timecards created from the Pre-Payroll Processing program

Mass timecards that you create by running the Pre-Payroll Processing program (P06210) are locked to a pay cycle and you cannot delete them. You *must* reset the pay cycle to delete these records. See [Section 25.3, "Resetting the Payroll ID"](#) for more information.

To purge mass timecards created from a menu selection

You can use the Mass Timecard Purge (F06116) program (P00PURGE) to purge only those mass timecards records that the system creates when you run P061506 from the menu selection.

Note: There are no processing options and this batch process begins *immediately* when you press F6 at the menu message.

Navigation

From Payroll Setup (G074), choose Mass T/C Generation Setup

From Mass T/C Generation Setup (G0750), choose Mass Timecard Purge (F06116)

To purge select timecard records

If you want to delete a select group of mass timecard records, you must run a version of P00PURGE. See *Work with DREAM Writer in the JD Edwards World Technical Foundation Guide* for more information.

Navigation

From DREAM Writer (G81), choose Version List

1. On Version List, enter P00PURGE in the Form field.
2. Enter ZJDE0050 in the Skip to Version field and click Enter.
3. Enter 3 in the Option field and create a version.

16.4.1 Processing Options

See [Section 54.21, "Batch File Purge \(P00PURGE\)"](#)

16.4.2 Data Selection

Select only those records you want delete.

Work with Timecard Information

This chapter contains these topics:

- 7 [Section 17.1, "Reviewing Timecard Status,"](#)
- 7 [Section 17.2, "Reviewing Timecard Information by Batch,"](#)
- 7 [Section 17.3, "Reviewing Tip Summary,"](#)
- 7 [Section 17.4, "Reviewing Time Entry Reports,"](#)
- 7 [Section 17.5, "Printing Employee Time Sheets,"](#)
- 7 [Section 17.6, "Revising Timecards with the Payroll System."](#)

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.

17.1 Reviewing Timecard Status

Navigation

From Payroll Master (G07), choose Time Entry

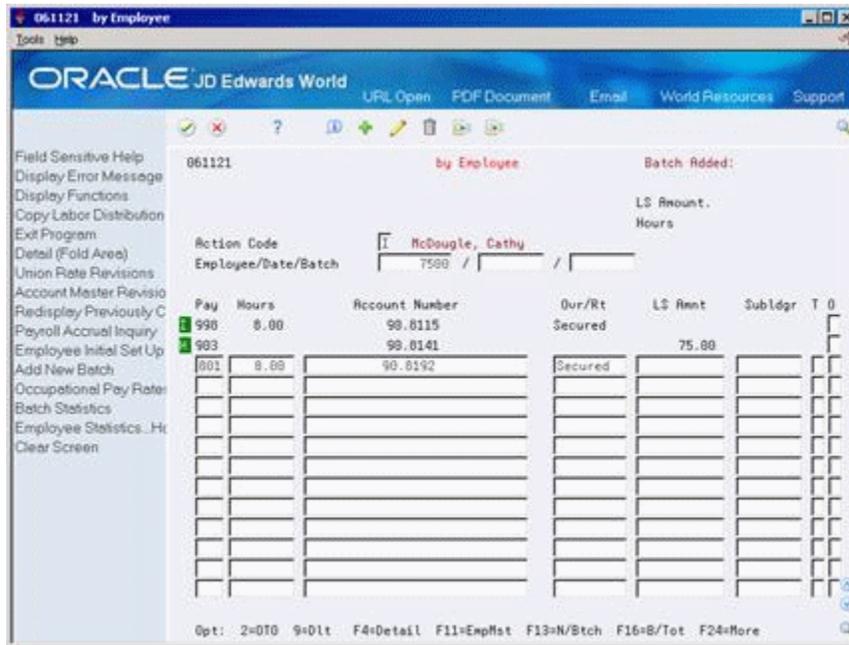
From Time Entry (G0712), choose a time entry option

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 17-1 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:	<p>A code indicating the status of timecards related to other payroll functions. Values are:</p> <p>A – A step of the payroll cycle is active. This timecard is protected.</p> <p>C – Checks have been printed for this payroll. This timecard is protected unless checks are reset.</p> <p>F – The final update for payroll is active. The timecard is protected.</p> <p>H – This timecard is created by the Human Resources System. This timecard is protected.</p> <p>I – This timecard belongs to an interim check. This timecard is protected. You can change it, but only through Interim Check Processing.</p> <p>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> <p>P – Journal entries have already been created (posted). This timecard is protected.</p> <p>! – You have attempted to enter a timecard into an active payroll. An entry is not allowed.</p> <p>R – Reversing timecard created by the Automatic Timecard Generator for a timecard posted by Special Timecard Post.</p>

17.2 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

17.2.1 Reviewing Timecards by Date

Navigation

From Payroll Master (G07), choose Time Entry

From Time Entry (G0712), 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 17–2 Review by Date screen

Work	Hours	Hours	Hours	Hours	Hours	Hours	Gross
P Date	Regular	O/T 1.50	O/T 2.00	Sick	Vac.	Other	Pay
07/10/17	15.00						309.20
07/11/17	51.00						1,275.00
07/15/17							425.00
07/20/17					8.00		334.61
07/28/17	480.00	100.00					12,961.20
07/31/17							1,000.00
08/15/17					8.00		267.30
08/14/24	3.00						
Totals:	558.00	100.00			8.00	8.00	15,972.31

Opt: 1=Batch Summary by Batch F5=T/E Indiv. F15=T/E Job F24=More

1. To limit your review to specific dates, complete one or both of the following fields:
 - ⌵ From Date
 - ⌵ Through Date

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

? Job

17.2.1.1 What You Should Know About

Topic	Description
Column headings	You can use vocabulary overrides to change the column headings on this form. See <i>Working with Vocabulary Overrides the JD Edwards World Technical Foundation Guide</i> for information about vocabulary overrides.

17.2.1.2 Processing Options

See [Section 54.11, "Batch Summary by Date \(P061201\)"](#)

17.2.2 Reviewing Batch Totals by Batch

Navigation

From Payroll Master (G07), choose Time Entry

From Time Entry (G0712), choose Batch Summary by Batch

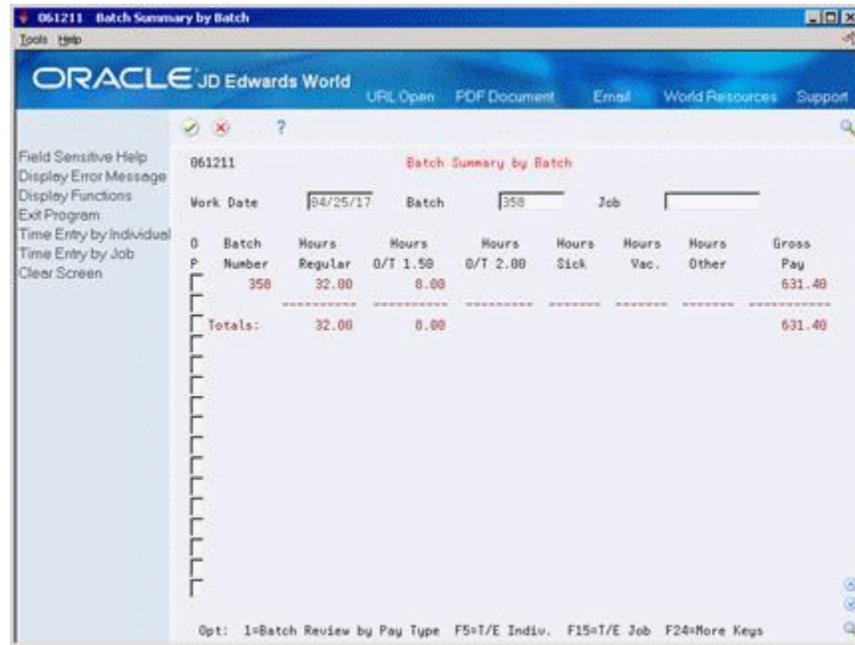
To verify that timecard information is correct, you can review batches of current timecards by work date, business unit, or job.

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 17-3 Batch Summary by Batch screen



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

17.2.2.1 What You Should Know About

Topic	Description
Column headings	You can use vocabulary overrides to change the column headings on this form. See Working with Vocabulary Overrides the <i>JD Edwards World Technical Foundation Guide</i> 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 form to display the hours and totals for batches for the entire work week through the pay period ending date.

17.2.2.2 Processing Options

See [Section 54.12, "Batch Summary by Batch \(P061211\)"](#)

17.2.3 Reviewing Timecards by Pay Type

Navigation

From Payroll Master (G07), choose Time Entry

From Time Entry (G0712), choose Batch Review by Pay Type

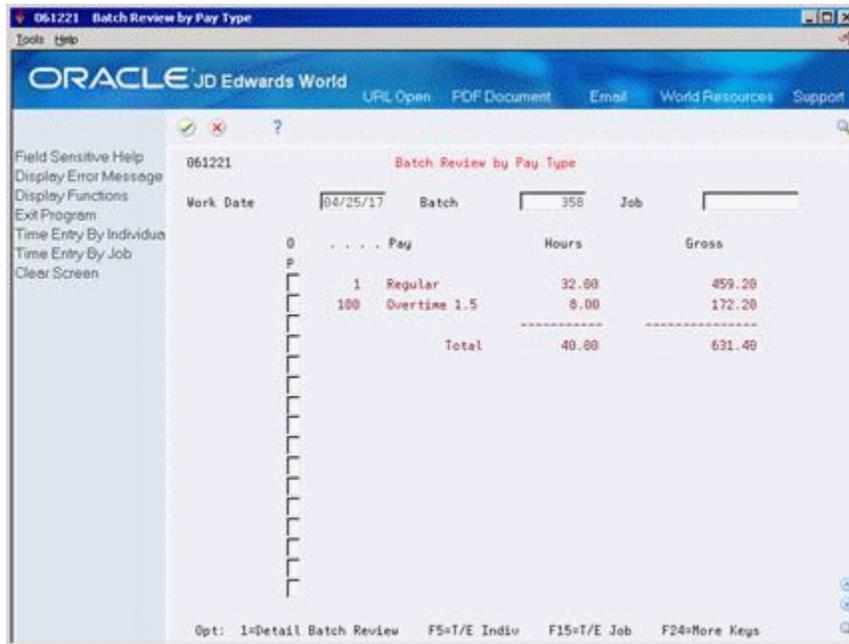
To verify that timecard information is correct, you can review the pay types included in batches of current timecards. You can also review the total hours and gross pay for each pay type. The work date can be either the actual date worked or the pay period ending date, depending on how you originally 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 17–4 Batch Review by Pay Type screen



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

17.2.3.1 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 form to display the hours and totals for batches for the entire work week through the pay period ending date.

17.2.4 Reviewing Detail Batch Information

Navigation

From Payroll Master (G07), choose Time Entry

From Time Entry (G0712), choose Detail Batch Review

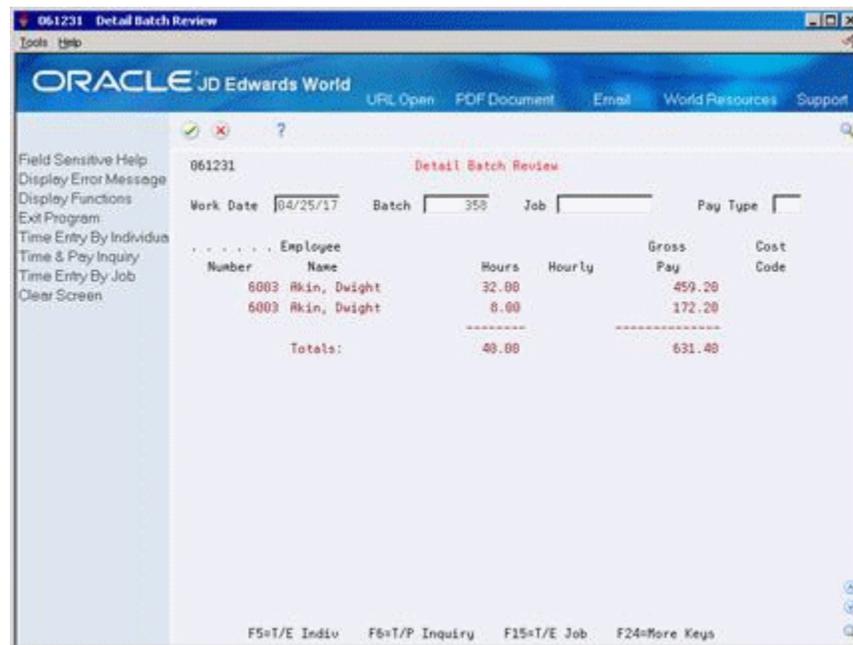
To verify that current timecard information is correct, you can review detailed timecard information for a specific employee. You can review employees by business unit or job, work date, batch number, and pay type.

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 17–5 *Detail Batch Review screen*



1. Complete the following fields:
 - ⌘ Work Date
 - ⌘ Batch
2. Complete the following optional fields:
 - ⌘ Job
 - ⌘ Pay Type

17.2.4.1 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 form to display the hours and totals for batches for the entire work week through the pay period ending date.

17.3 Reviewing Tip Summary

Navigation

From Payroll Master (G07), choose **Tip Processing**

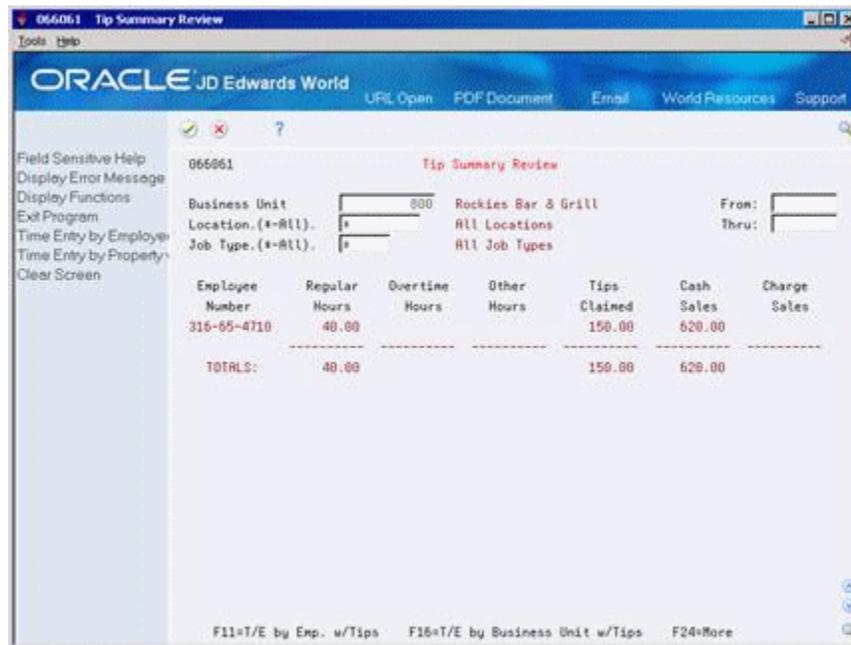
From Payroll Master Menu (G0728), choose **Tip Summary Review**

You can verify the hours, reported tips, and sales entered by reviewing a summary of tips. Depending on how you set the processing options, you can review specific pay types and interim check information.

To review tip summary

On Tip Summary Review

Figure 17–6 Tip Summary Review screen



- Complete the following field:
 - ? Business Unit
- To limit your search, complete one or more of the following fields:
 - ? Location
 - ? Job Type
 - ? From

? Thru

17.3.1 Processing Options

See [Section 54.13, "Tip Summary Review \(P066061\)"](#)

17.4 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 or Timecard Register
- ? Reviewing the Payroll Exception Report
- ? Reviewing the Sales Entry Register for employees who earn tips
- ? Reviewing the DBA Register

17.4.1 Reviewing the Time and Pay or Timecard Register

Navigation

From Payroll Master (G07), choose Time Entry

From Time Entry (G0712), choose Time & Pay Register

Alternatively, you can choose Time & Pay Entry Journal from the Tip Processing menu.

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 the *JD Edwards World General Accounting I Guide for more information* for more information.

Figure 17-7 Time and Pay or Timecard Register report

063001		JD Edwards World		Page	11					
Company Number 00100		Time & Pay Entry Register w/o Emp. Total		Date	7/03/17					
Company - Home 00100		Model Finan/Distrib Co (Mktg)								
		Model Finan/Distrib Co (Mktg)								
Labor Records										
Batch Number	Payroll Trans.	Work Date	Employee/Equipment Number Description	Pay Rb S Typ Cd H Shift Uprate	Hours Worked	Hourly Rate	Gross	Flat Burden P		
2022	21484	06/26/17	2022 Kellerman, James	811			32.00	14.423	461.54	
			Tax Area: 06 Colorado Acct No :	90.8115						
			Sub/T: PayM: 1.00							
568	9456	07/20/17	7500 McDougale, Cathy	998			8.00	16.826	134.61	
			Tax Area: 06 Colorado Acct No :	90.8115						
			Sub/T: PayM: 1.00							
5578	19191	08/15/17	7500 McDougale, Cathy	903					75.00	
			Tax Area: 06 Colorado Acct No :	90.8141						
			Sub/T: PayM: 1.00							
5774	19768	08/15/17	7500 McDougale, Cathy	801			8.00	24.038	192.30	
			Tax Area: 06 Colorado Acct No :	90.8192						
			Sub/T: PayM: 1.00							
572	26582	06/20/17	7500 McDougale, Cathy	904					75.00-	Y
			Tax Area: 06 Colorado Acct No :	.8142						
			Sub/T: PayM: 1.00							
1	3507	07/20/17	7510 Morales, Jesus	500					200.00	
			Tax Area: 06 Colorado Acct No :	90.8115						
			Sub/T: PayM: 1.00							
90 Administrative Department							48.00		988.45	

17.4.2 Reviewing the Payroll Exception Report

Navigation

From Payroll Master (G07), choose Time Entry

From Time Entry (G0712), 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 17-8 Payroll Exception Report

063191		JD Edwards World		Page	-	2
		Payroll Exception Report		Date	-	7/03/17
				From Date	-	
				To Date	-	00/00/00
Employee No	Employee	Hours Worked	Gross Pay	Message	Amt Over/Under	
2006	Walters, Annette		178.00	Hours less than minimum	88.00	
2022	Kellerman, James	32.00	461.54	Hours greater than maximum	32.00	
2111	Ingraham, Paul	211.00	3,967.16	Pay rate different than Employee Master Hours greater than maximum	8,174- 101.00	
2129	Jackson, John		75.00	Hours less than minimum	88.00	
6000	Easter, Melvyn	91.00-	2,364.25-	Pay rate different than Employee Master Overtime hours paid for this Employee Excessive Pay Rate Hours less than minimum	2,967- 11,750 179.00	
6001	Allen, Ray	40.00	1,632.28	Excessive Pay Rate Hours less than minimum	11,057 48.00	
6002	Akin, Dwight	80.00	1,280.40	Overtime hours paid for this Employee Hours less than minimum	8.00	
7500	McDougale, Cathy	16.00	326.91	Pay rate different than Employee Master Hours less than minimum	7,212- 72.00	
7508	Mai, Tien	40.00	150.00	Below minimum rate Hours less than minimum	3,000 40.00	
7510	Morales, Jesus		200.00	Hours less than minimum	88.00	
7544	Mubarak, Asaad	10.50	132.48	Below minimum rate Hours less than minimum	3,000 29.50	
7550	Morrrell, Jason	98.00	2,589.25	Overtime hours paid for this Employee Excessive Pay Rate	12,500	

See Also:

- [Section 22.4, "Reviewing Time and Pay Entry Reports After Pre-Payroll Processing"](#) for a list of exceptions.

17.4.2.1 Processing Options

See [Section 54.14, "Payroll Exception Report \(P063191\)"](#)

17.4.3 Reviewing the Sales Entry Register for Employees Who Earn Tips

Navigation

From Payroll Master (G07), choose Tip Processing

From Tip Processing (G0728), choose Sales Entry Register

Review the Sales Entry Register to verify the sales you have entered for employees who earn tips. It shows all sales entries such as cash, charge, and service associated with each employee. The register includes both the sales you entered on timecards and any sales you entered separately.

17.4.3.1 Before You Begin

- If you entered sales separate from the timecards, you must run the Post Tip Sales program to ensure an accurate reporting of all sales. See also [Section 15.5, "Posting Sales for Tips."](#)

Figure 17–9 Sales Entry Register report

063071	JD Edwards World			Page	-	3
	Sales Entry Register			Date	-	12/04/17
Business Unit . . .	800 Rockies Bar & Grill					
07/05/17	7508 Mai, Tien	7H-1	No Shift	C Cash Sales		620.00
				Mai, Tien		620.00
				Rockies Bar & Grill		620.00
				Report Total		620.00

17.4.3.2 Processing Options

See [Section 54.15, "Sales Entry Register \(P063071\)"](#)

17.4.4 Reviewing the DBA Register

Navigation

From Payroll Master (G07), choose Time Entry

From Time Entry (G0712), 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 checks
After pre-payroll, but before journal entries	The register includes the following information: ? One-time DBA overrides ? DBAs for outstanding interim checks ? DBAs generated during pre-payroll that were defined to calculate in pre-payroll processing
After journal entries	The register lists all DBAs, including non-cash benefits

Figure 17-10 DBA Register report

06306		JD Edwards World		Page - 1		
		DBA Register		Date - 7/03/17		
Employee #	Name	T	Work	Pay Per	Transaction	Arrear
Code	Description	T	Date	Table	Basis	M Rate
						Amount
6000	Easter, Melvyn					
1000	Health Ins.	D	01/24/17	01/17/17	25.00- \$	25.0000 25.00-
1010	Dental Ins.	D	01/24/17	01/17/17	5.50- \$	5.5000 5.50-
1016	LTD Coverage	D	01/24/17	01/17/17	4.90- \$	4.9000 4.90-
1017	STD Coverage	D	01/24/17	01/17/17	3.64- \$	3.6400 3.64-
4001	Med-\$100 ded	D	01/24/17	01/17/17	9.75- \$	9.7500 9.75-
Total Employee -						48.79-
6001	Allen, Ray					
1015	FAD4D - Flex	D	01/15/17	02/28/17	1.50 \$	1.5000 1.50
1018	FLYDCoverage	D	01/15/17	02/28/17	4.64 \$	4.6400 4.64
1521	FMed100-EE+2	D	01/15/17	02/28/17	191.57 \$	191.5700 191.57
1551	FIDENT1-EE-2+	D	01/15/17	02/28/17	25.09 \$	25.0900 25.09
4598	FSA-DEP/Ded	D	01/15/17	02/28/17	100.00 \$	100.0000 100.00
4599	FSA-MED/Ded	D	01/15/17	02/28/17	100.00 \$	100.0000 100.00
Total Deduction Type - D						422.80
4600	FSA-MEDICAL	A	01/15/17	02/28/17	25.00 \$	25.0000 25.00
4601	FSA-DEP 125	A	01/15/17	02/28/17	25.00 \$	25.0000 25.00
4800	Earnings	A	01/15/17	02/28/17	1442.28 \$	1.0000 1,442.28
Total Deduction Type - A						1,492.28
5050	FMedical/Den	B	01/15/17	02/28/17	253.38 \$	253.3800 253.38
Total Deduction Type - B						253.38
5105	FLife 10k	D	01/15/17	02/28/17	05401	3 1.35
5503	Fvision EE2+	D	01/15/17	02/28/17	4.61 \$	4.6100 4.61
Total Deduction Type - D						5.96
6002	FAddl Flex \$	B	01/15/17	02/28/17	9.25 \$	9.2500 9.25
Total Deduction Type - B						9.25
Total Employee -						2,193.67
6003	Akin, Dwight					
5000	Union Dues	D	04/18/17		.01 \$	75.00 4000
Total Employee -						75.00

17.5 Printing Employee Time Sheets

Navigation

From Payroll Master (G07), choose Time Entry

From Time Entry (G0712), 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 17–11 Employee Time Sheets report

06338		JD Edwards World		Page	-							12
		Employee Time Sheets		Date	-							4/03/17
Check Route :		- Default value		Pay Period Ending -							4/09/17	
Job/Bus. Unit :		701 - Corporate Administration										
Contract Number :		-										
Employee Number	Employee Name	Type	Step	Union Code	04/03	04/04	04/05	04/06	04/07	04/08	04/09	Tot Hrs
					Reg	OT	Reg	OT	Reg	OT	Reg	OT
6002	Abbot, Dominique	0A-3										
	Hourly Rate	18.269										
6010	Eason, Walter	67	1									
	Hourly Rate	15.000										
2006	Walters, Annette	2H-1										
	Hourly Rate	21.635										
2129	Jackson, John	0A-3										
	Hourly Rate	24.038										
2111	Ingraham, Paul	67	1									
	Hourly Rate	25.000										
6003	Akin, Dwight	5J-5										
	Hourly Rate	14.350										
6005	Ellis, Fred	63		4000								
	Hourly Rate	18.770										
5651	Rothchild, Abigail	1M-2										
	Hourly Rate	21.634										

17.5.1 Processing Options

See [Section 54.16, "Employee Time Sheets - Active Employees \(P06338\)"](#)

17.6 Revising Timecards with the Payroll System

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

See Also:

- ? [Section 26.1, "Creating the Workfile for Pro Forma Journal Entries"](#) for information about rerunning journal entries without regenerating the batch.

17.6.1 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.

When you need to change a timecard attached to an interim check, you must use the Interim Check program.

See Also:

- ? [Section 13.1, "Entering Timecards by Day."](#)

17.6.2 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:

Program	Description
by Employee	Use this method for <ul style="list-style-type: none">? One employee? Several employees who work in different business units
by Job or Business Unit	Use this method for <ul style="list-style-type: none">? 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.

17.6.2.1 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:

- ? [Chapter 11, "Enter Timecards by Employee,"](#).
- ? [Chapter 12, "Enter Timecards by Job or Business Unit,"](#).
- ? [Section 22.10, "Processing Pre-Payroll for Changes Only"](#)

Generate Overtime Timecards Automatically

This chapter contains the topic:

- 7 [Section 18.1, "Generating Overtime Timecards Automatically."](#)

18.1 Generating Overtime Timecards Automatically

Navigation

From Payroll Master (G07), choose Time Entry

From Time Entry (G0712), 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 the timecard post cycle or the 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.

18.1.1 Before You Begin

- ⌘ Enter timecards for employees. See:
 - [Chapter 11, "Enter Timecards by Employee,"](#)
 - [Chapter 12, "Enter Timecards by Job or Business Unit,"](#)
 - [Chapter 13, "Enter Timecards by Day,"](#)
 - [Chapter 14, "Enter Timecards with Equipment Information."](#)
- ⌘ Create versions of the timecard generation program (P061501) and the Automatic Overtime Calculation report (P061511).

18.1.2 What You Should Know About

Topic	Description
FLSA Exempt employees	The system does not generate overtime timecards for employees who are exempt according to the Fair Labor Standards Act (FLSA). You use the Employee Entry form to indicate that an employee is FLSA exempt.
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.
Functionality for the Time Accounting System	When you choose the Pay Cycle Constant function, the system displays the Master Pay Cycle form. This form is not applicable to the Time Accounting system. It applies to the Payroll system only.

To enter overtime information
 On Automatic Timecard Generator

Figure 18-1 Automatic Timecard Generator screen

1. Complete the following field:
 - ⌘ Version Number for Timecard Generation
2. To print a report of the timecards generated, complete the following field:
 - ⌘ Version Number for Report - P061511
3. To specify pay information, complete the following fields:
 - ⌘ Type of Timecard Generation
 - ⌘ Pay Frequency
 - ⌘ Pay Type Category Codes
 - ⌘ Allocation Category Codes
4. If you are calculating daily overtime, complete the following field:
 - ⌘ Hours Per Day Regular
5. If you are calculating weekly overtime, complete the following field:
 - ⌘ Hours Per Week Regular
6. If you pay double time when overtime exceeds a certain number of hours in a day, complete the following field:
 - ⌘ Hours Per Day Overtime
7. If you pay double time when overtime exceeds a certain number of hours in a week, complete the following field:
 - ⌘ Hours per Week Overtime
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 following field:
- Column to Retrieve the Rate from
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	<p>A code that specifies the type of timecard generation processing to be executed. Valid values are:</p> <p>D – Daily Overtime Processing - In this mode, the program checks if daily hours exceeds user defined regular hours. Anything in excess of regular hours will be changed into overtime.</p> <p>W – Weekly Overtime Processing - In this mode the program checks if weekly hours exceed user defined regular hours. Anything in excess of regular hours will be changed into overtime.</p> <p>7 - 7th Day Overtime Processing - In this mode, the program determines whether overtime pay is greater when overtime is calculated on a daily basis or a weekly basis, and then pays the greater amount. Time and a half is paid for hours worked in excess of eight per work day. Double time is paid for hours worked in excess of twelve per work day. Time and a half is paid for the first eight hours worked on the seventh consecutive work day in a work week. Double time is paid for hours worked in excess of eight on the seventh consecutive work day in a work week. Time and a half is paid for hours worked in excess of 40 hours in a single work week.</p> <p>8 – 8/80 Overtime Processing - In this mode, the program determines whether overtime is greater when calculated on a daily basis or for the full period.</p>
Enter the pay frequency - (Weekly only)	<p>A user defined code (07/PF) that indicates how often an employee is paid. Codes are:</p> <p>B – Bi-weekly</p> <p>W – Weekly</p> <p>S – Semi-monthly</p> <p>M – Monthly</p> <p>A – Annually</p> <p>C – European Annualized</p> <p>The system uses the value in the Description-2 field on user defined codes to calculate the amount per pay period for a salaried employee.</p> <p><i>Form-specific information</i></p> <p>To generate overtime timecards automatically, you must enter W in this field.</p>

Field	Explanation
Enter Pay Type Category Codes	<p>A user defined code (07/PC) that specifies the pay type categories you want to use:</p> <ul style="list-style-type: none"> ? For regular pay ? To generate overtime ? For reporting purposes on the U.S. Certified Payroll Register.
Enter Allocation Category Codes	<p>Codes that specify which pay types you want to include in the allocation of overtime. For example, overtime typically is not calculated from holiday or sick time, but only from regular pay.</p>
Enter hours per day	<p>The number of regular hours in a day. When you process overtime timecards daily, the system uses the value in this field to determine when to generate overtime hours. Hours in excess of this value (8, for example) are eligible for a form of overtime pay.</p>
Hours Worked - Overtime Per Day	<p>The number of overtime hours in a day. When you process overtime timecards daily, the system uses the value in this field to determine when to generate doubletime hours. The system uses the total of regular and overtime hours to determine doubletime hours. Hours in excess of this total become doubletime hours. For example, if you enter 8 in the field for regular hours per day and 2 in the field for overtime hours per day, an employee receives doubletime pay for any hours worked in excess of 10 per day.</p>
Enter pay type number	<p>A code that designates the pay type the system uses during automatic overtime generation.</p>
Enter the type of Re-Calculation (0/1)	<p>A code that specifies whether the program will generate overtime timecards or recalculate the hourly rates. Valid values are:</p> <ul style="list-style-type: none"> 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	<p>A code that specifies how the overtime hourly rate is calculated. Codes are:</p> <ul style="list-style-type: none"> 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.

Field	Explanation
If '3', Column to retrieve the rate from	<p>A code that specifies the column in the Union Pay Rate table that is used when retrieving the rate for overtime. If you enter 3 in the Enter the Type of Automatic Overtime field, you must enter a code in this field.</p> <p>You can define the acceptable values for this field. For example:</p> <ul style="list-style-type: none"> 1 – Regular Overtime 2 – Double Overtime 3 – Triple Overtime 4 – Holiday Pay
Include Posted Time Cards	<p>A code that specifies whether the program is to include posted timecards in the allocation of overtime hours. To include posted timecards, enter 1.</p> <p>If you include posted timecards when you use the Automatic Timecard Generator program, the system does not change original timecards. Instead, it creates three new timecards for each posted timecard.</p> <p>For example, if you include a posted timecard for 42 regular hours, the system creates the following timecards:</p> <ul style="list-style-type: none"> ? 40 regular hours ? 2 overtime hours ? - 42 to reverse the posted timecard <p>This option is available for timecards that have been posted using the Generate Timecard Journals program (P062901) for special timecard post. It is not available after time cards have been included in a payroll processing cycle.</p>
Labor Dist. Acct. - '='=All, '1'=Last	<p>A code that specifies the accounts to which you want to allocate the overtime amounts.</p> <p>To divide the overtime amounts among all labor distribution accounts for all work dates included, leave this field blank. To allocate the overtime amounts to the last timecard entered, enter 1.</p>
Overtime Account Number	<p>This code determines how the account number is derived for overtime. Valid values are:</p> <ul style="list-style-type: none"> 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 18–2 Automatic Overtime Calculation report

JD Edwards World										Page	2
Automatic Overtime Calculation										Date	7/03/17
A Model Financial Co (Trng)											
Employee	Work	Pay	Union	Job	Job	Step	Hourly	Hours	R		
Number	Name	Date	Type	Code	Type	h	Account Number	Rate	Hours	Gross	
2111	Ingraham, Paul	07/11/17	1	67	1		701.8115	25.000	40.00	1,000.00	1
2111	Ingraham, Paul	07/11/17	110	67	1		701.8115	50.000	1.00	50.00	1
2111	Ingraham, Paul	07/11/17	100	67	1		701.8116	37.500	10.00	375.00	1
								Ingraham, Paul	51.00	1,425.00	
								Corporate Administration	51.00	1,425.00	
								A Model Financial Co (Trng)	51.00	1,425.00	

18.1.3 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.

18.1.4 Processing Options

See [Section 54.17, "Auto Overtime Calculation \(P061501\)"](#)

Generate Timecards for Accumulated Wages

This chapter contains the topic:

- 7 [Section 19.1, "Generating Timecards for Accumulated Wages."](#)

19.1 Generating Timecards for Accumulated Wages

Navigation

From Payroll Master (G07), choose Interims and Special Post

From Interims and Special Post (G0721), 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.

19.1.1 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 29.1, "Running the Final Update"](#)
- ? [Section 3.2, "Attaching a Contract Calendar,"](#)
- ? Updating Employee Records for Contract Calendars in the *JD Edwards World U.S. Payroll II Guide*.

19.1.2 Processing Options

See [Section 54.18, "Generate Accumulated Wages Timecards \(P063910\)"](#)

19.1.3 Data Selection

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

Work with Uploaded Timecard Information

This chapter contains these topics:

- 7 [Section 20.1, "Overview,"](#)
- 7 [Section 20.2, "Revising Uploaded Timecard Information,"](#)
- 7 [Section 20.3, "Reviewing the Batch File Register,"](#)
- 7 [Section 20.4, "Creating a Version of the Batch Server,"](#)
- 7 [Section 20.5, "Creating Timecards from Uploaded Information,"](#)
- 7 [Section 20.6, "Purging Processed Payroll or Time Accounting Batches."](#)

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

- 7 A remote PC time entry program
- 7 Custom systems
- 7 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 or for labor information in the Time Accounting system.

20.1 Overview

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.

20.1.1 Before You Begin

- Upload timecard information

20.2 Revising Uploaded Timecard Information

Navigation

From Payroll Master (G07), choose Time Entry

From Time Entry (G0712), 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 20–1 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.

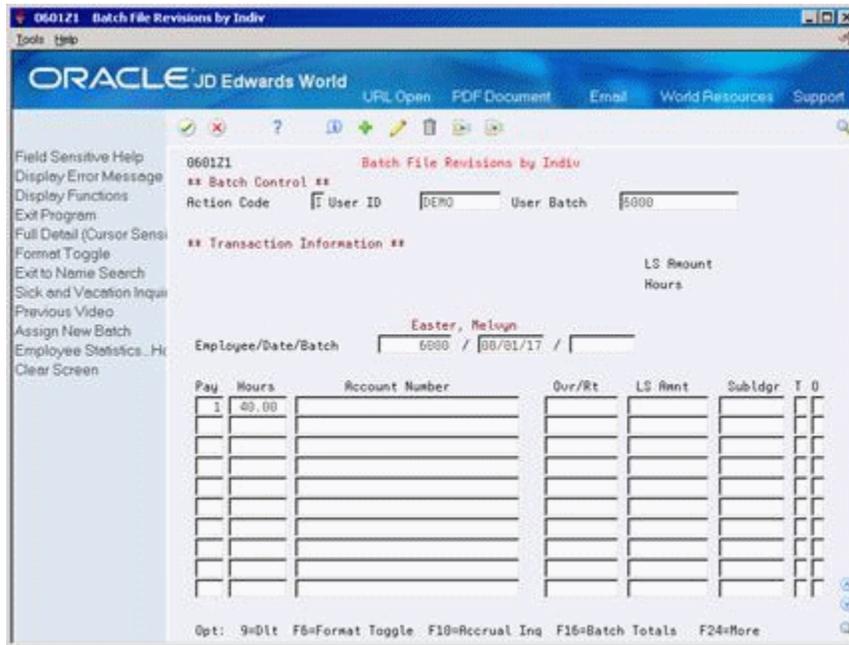
Figure 20–2 Payroll Batch File Review (Detail) screen

The screenshot shows the Oracle JD Edwards World interface for the 'Payroll Batch File Review' screen. The window title is '0601Z Payroll Batch File Review'. The main area displays the 'Payroll Batch File Review' form for batch 0601Z. It has input fields for 'User ID', 'Batch Number', 'From Date', and 'Thru Date'. A 'Processed (B/I)' field is set to '1'. Below these fields is a table with columns 'User ID', 'Batch Number', and 'Transmit Date'. The table contains one row: 'DEMO', '6000', and an empty date field. Below the table, it says 'Lines: 1'. A status bar at the bottom shows 'Opt: 1=Batch Revisions/Trans. 2=Batch Stats F4=More Detail F24=More'.

4. Review the following field to see the number of lines in each batch:
 - ⌵ Lines
5. Enter 1 in the Option field for the batch you need to review.

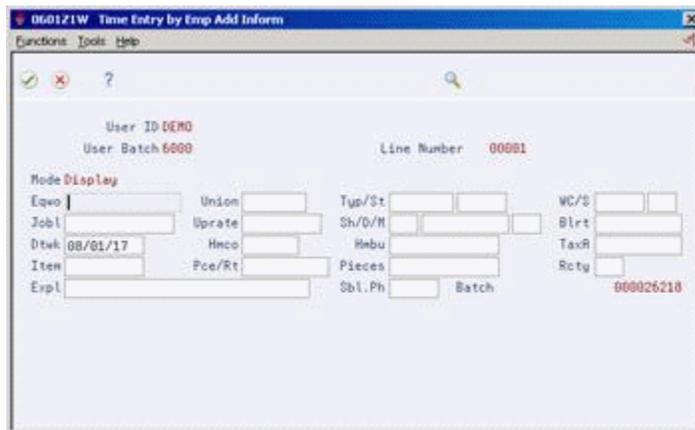
Based on how you set the processing options, the system displays either Batch File Revisions by Individual or Batch File Revisions by Job. These forms are similar to the regular time entry forms. You can add, change, or delete records in an unprocessed batch.

Figure 20–3 Batch File Revisions screen



6. On Batch File Revisions, review the following field:
 - 7. User Batch
7. To review detail information for an employee, choose the Full Detail function on the employee's record line.

Figure 20–4 Time Entry by Employee Additional Information screen



8. On Time Entry by Employee Additional Information, choose the Display/Update Mode Toggle (F13) until Update displays in the Mode field.
9. Enter corrections or override information only in any of the fields.
The server fills in blank fields during the program processing.
10. To review and revise another batch, choose the Return (F3).

Field	Explanation
Processed (0/1)	<p>An indicator to mark records as successfully processed through the batch processing system. After a record has been marked as processed, it can no longer be updated through the batch processing program.</p> <p>Valid values are:</p> <p>Y – Unprocessed only</p> <p>N – Processed and unprocessed</p>
User Batch	<p>The number that the transmitter assigns to the batch. During batch processing, the system assigns a new batch number to the JD Edwards World transactions for each control (user) batch number it finds.</p> <p><i>Form-specific information</i></p> <p>The user batch number is the identification number for the uploaded records. It does not correspond to the batch number that you assign when you enter timecards.</p>
Enhanced Subledger 1 - 4	<p>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.</p>
Enhanced Subledger Types 1 - 4	<p>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.</p> <p>User defined examples include:</p> <p>A Alphanumeric field, do not edit</p> <p>N Numeric field, right justify and zero fill</p> <p>C Alphanumeric field, right justify and blank fill</p>

20.2.1 What You Should Know About

Topic	Description
Reviewing printed information	<p>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.</p> <p>See Section 20.3, "Reviewing the Batch File Register."</p>
Revising processed information	<p>You cannot use Payroll Batch File Review and Revisions to revise processed batches. Instead, use the regular Time Entry forms.</p>

20.2.2 Processing Options

See [Section 54.19, "Payroll Batch File Revisions \(P0601Z1\)"](#)

See Also:

- Chapter 11, "Enter Timecards by Employee" or Chapter 12, "Enter Timecards by Job or Business Unit" for the information required on timecards.

20.3 Reviewing the Batch File Register

Navigation

From Payroll Master (G07), choose Time Entry

From Time Entry (G0712), 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 the JD Edwards World General Accounting I Guide* for more information.

See Also:

- Setting Up the Time and Pay Register in the *JD Edwards World U.S. Payroll II Guide*.

20.4 Creating a Version of the Batch Server

Navigation

From Payroll Master (G07), choose Time Entry

From Time Entry (G0712), 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 (XT06116Z1). 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.

20.4.1 Processing Options

See [Section 54.22, "Payroll Batch Server \(XT06116Z1\)"](#)

20.5 Creating Timecards from Uploaded Information

Navigation

From Payroll Master (G07), choose Time Entry

From Time Entry (G0712), 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 labor. After you have reviewed and revised a batch of uploaded timecard information, you can use it to create timecards. You can then include those timecards in your usual processing.

You use the batch file processing to:

- ? Edit the uploaded transactions against other constants tables in the 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 20.2, "Revising Uploaded Timecard Information"](#) for information about making corrections.

20.5.1 Processing Options

See [Section 54.20, "Payroll Batch File Processing \(P06110Z\)"](#)

20.6 Purging Processed Payroll or Time Accounting Batches

Navigation

From Payroll Master (G07), choose Time Entry

From Time Entry (G0712), 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, 2017, the system creates a file in a library called

JDE013117. 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 20.5, "Creating Timecards from Uploaded Information."](#)

20.6.1 Processing Options

See [Section 54.21, "Batch File Purge \(P00PURGE\)"](#)

Part III

Payroll Cycle

This part contains these chapters:

- 7 [Chapter 21, "Overview to Payroll Cycle"](#)
- 7 [Chapter 22, "Process Pre-Payroll"](#)
- 7 [Chapter 23, "Review Payroll Cycle Information"](#)
- 7 [Chapter 24, "Work with Payments"](#)
- 7 [Chapter 25, "Reset Payroll Cycle Steps"](#)
- 7 [Chapter 26, "Process Pro Forma Journal Entries"](#)
- 7 [Chapter 27, "Reclassify Labor Records"](#)
- 7 [Chapter 28, "Work with Payroll Cycle Reports"](#)
- 7 [Chapter 29, "Processing the Final Update"](#)
- 7 [Chapter 30, "Work with Journal Entries"](#)
- 7 [Chapter 31, "Correct Errors in Pre-Payroll Processing"](#)

Overview to Payroll Cycle

This chapter contains these topics:

- ? [Section 21.1, "Objectives,"](#)
- ? [Section 21.2, "About the Payroll Cycle."](#)

21.1 Objectives

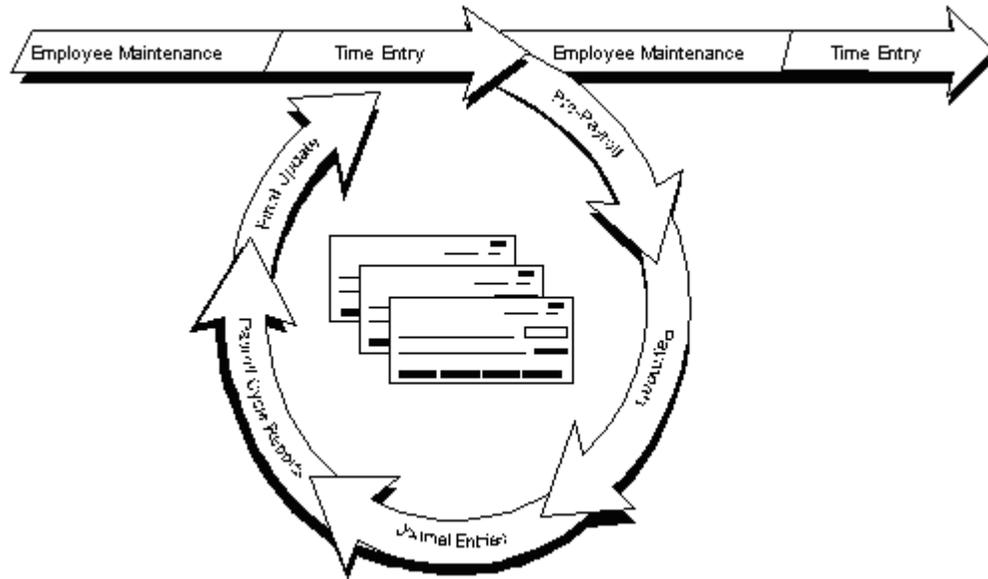
- ? To process employees through a payroll cycle

21.2 About the Payroll Cycle

The payroll cycle is a process you complete to pay your employees. As shown in the following graphic, 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

Figure 21–1 Payroll Cycle



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, paychecks, and payslips.

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.

21.2.1 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.

21.2.2 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 25.3, "Resetting the Payroll ID"](#)

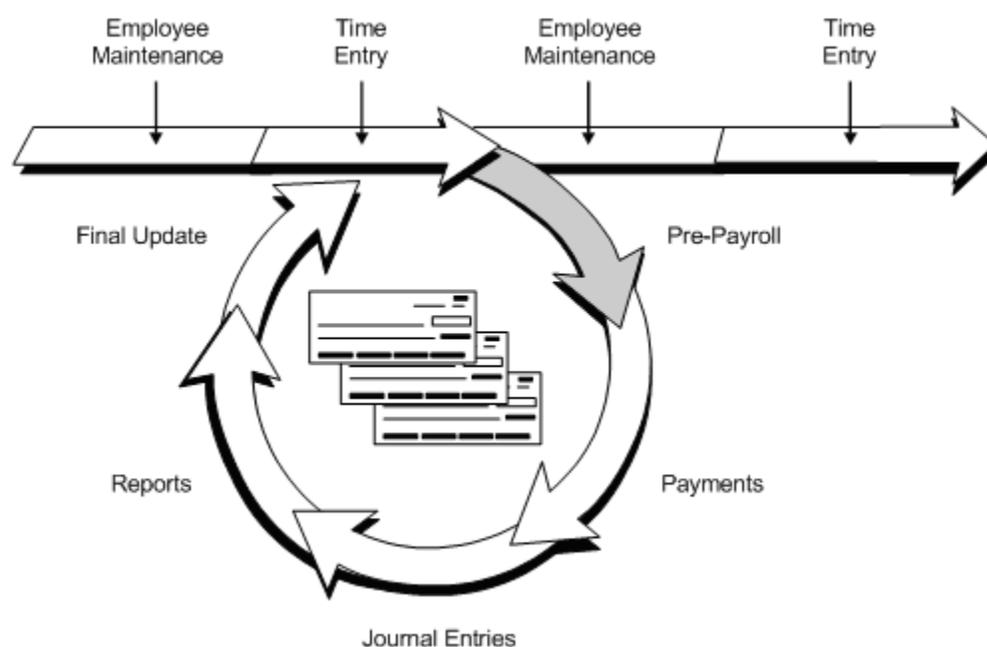
Process Pre-Payroll

This chapter contains these topics:

- 7 [Section 22.1, "Overview,"](#)
- 7 [Section 22.2, "Running Pre-Payroll,"](#)
- 7 [Section 22.3, "Reviewing Payroll Registers,"](#)
- 7 [Section 22.4, "Reviewing Time and Pay Entry Reports After Pre-Payroll Processing,"](#)
- 7 [Section 22.5, "Reviewing the Audit Report for Federal Sick and FMLA Timecards"](#)
- 7 [Section 22.6, "Reviewing the Federal Tax Distribution Summary Report,"](#)
- 7 [Section 22.7, "Reviewing Payment Reports,"](#)
- 7 [Section 22.9, "Reviewing Tax Recalculation Reports,"](#)
- 7 [Section 22.10, "Processing Pre-Payroll for Changes Only,"](#)
- 7 [Section 22.10, "Processing Pre-Payroll for Changes Only."](#)

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 22-1 Pre-Payroll in the Payroll Cycle



22.1 Overview

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.

22.1.1 Before You Begin

- ? Enter new and updated employee information, such as new hire information, pay increases, and so on. See [Chapter 3, "Enter Employee Information."](#)
- ? Print a roster to review job and pay information for current employees. See [Chapter 8, "Review Employee Information."](#)
- ? Enter timecards for employees whose timecards are not automatically generated. See [Chapter 11, "Enter 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 the *JD Edwards World U.S. 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 *Work with DREAM Writer* in the *JD Edwards World Technical Foundation Guide* for information about creating a version.

22.1.2 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 28.1, "Printing Payroll Cycle Reports"
Setting up reports	You can select the reports from a menu selection on the Paycycle 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 Reports in the *JD Edwards World U.S. Payroll II Guide*, for information about fiscal and anniversary rollovers,
- ? Technical Overview of Payroll Cycle in *JD Edwards World U.S. Payroll II Guide* for information about the tables affected by pre-payroll processing.

22.2 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.

22.2.1 Creating a New Payroll ID

Navigation

From Payroll Master (G07), choose Pay Cycle Processing

From Pay Cycle Processing (G0713), 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 version can be assigned to only one payroll ID. If no suitable version exists, you can add a new version when you create the new payroll ID.

Caution: Verify 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 25.4, "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.

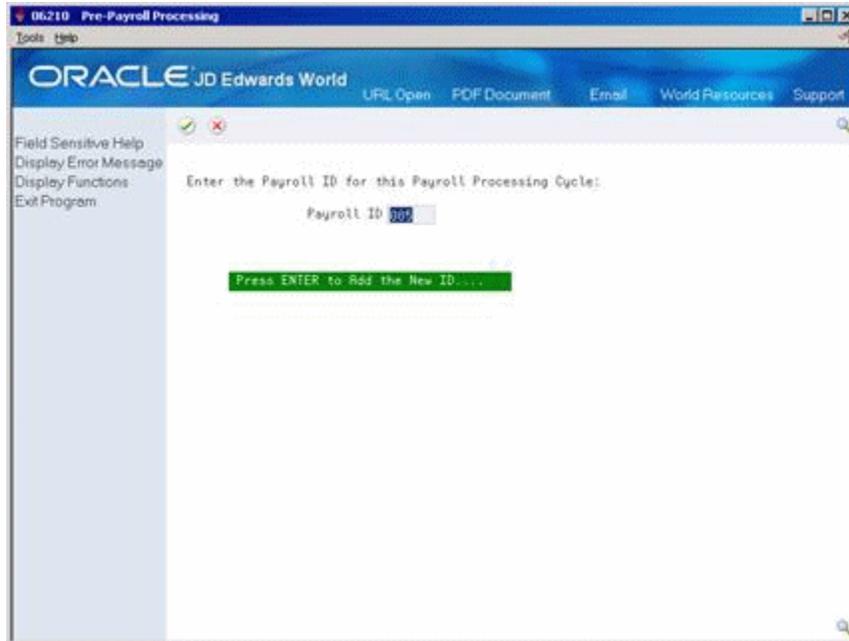
In addition to entering the basic information you need to process pre-payroll, you can enter additional parameters such as:

- ⌘ A minimum payment amount
- ⌘ Tip information
- ⌘ Intercompany settlement information
- ⌘ Job step progression information

To create a new payroll ID

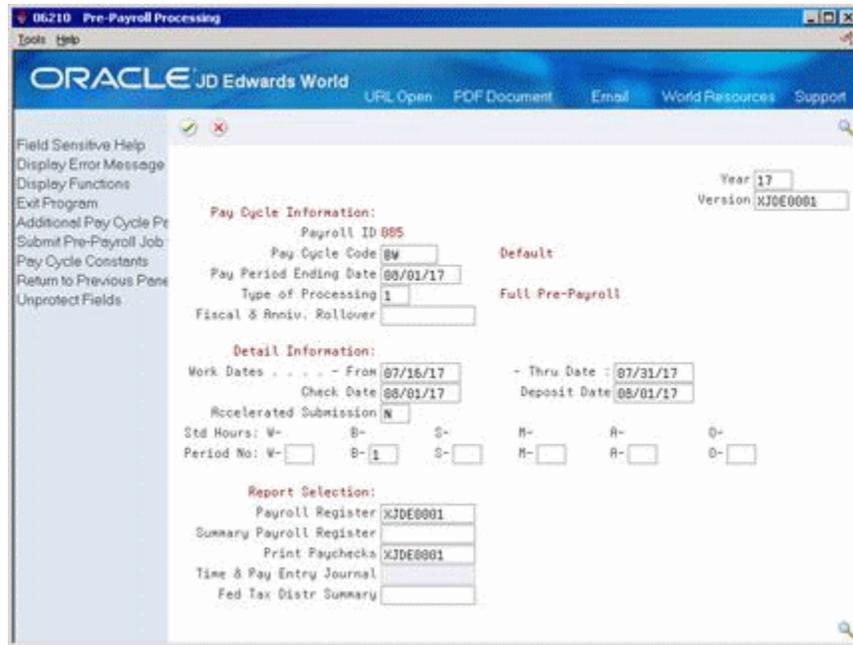
On the first Pre-Payroll Processing form

Figure 22–2 Pre-Payroll Processing screen



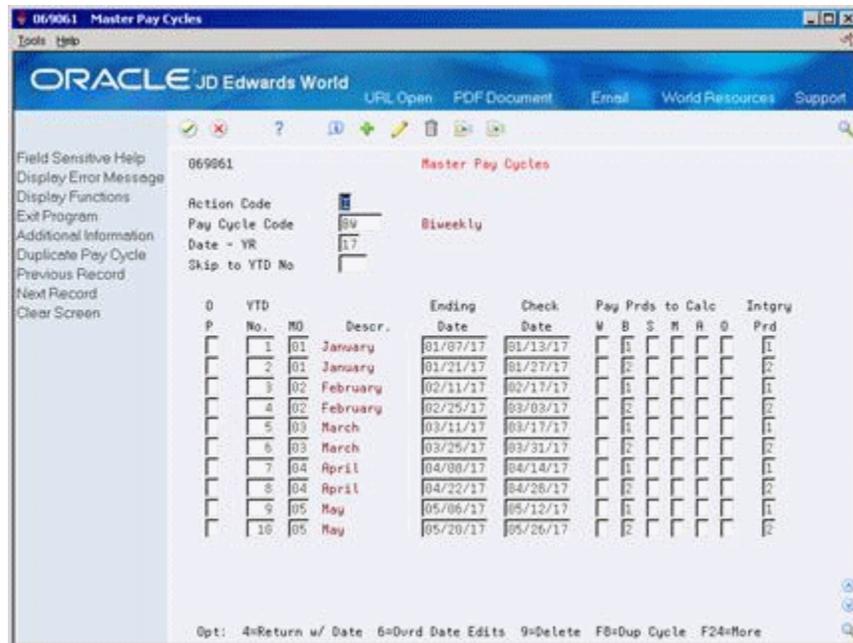
1. Complete the following field and press Enter:
 - ⌘ Payroll ID

Figure 22–3 Pre-Payroll Processing (Payroll ID) screen



2. On the second Pre-Payroll Processing form, to assign a program version to the Payroll ID, complete the following field:
 - ⌘ Version
3. Complete the following field:
 - ⌘ Pay Cycle Code
4. Choose the Cycle Constants function.

Figure 22–4 Master Pay Cycles screen



5. On Master Pay Cycles, use the Return with Date option to choose a pay period for the payroll cycle.
6. On the second Pre-Payroll Processing form, the system displays the dates that correspond to the pay period you selected. Review the following fields:
 - ? Pay Period Ending Date
 - ? Work Dates
 - ? Check Date
 - ? Standard Hours
 - ? Period Number
7. Review the default information in the following fields and revise if necessary:
 - ? Year
 - ? Type of Processing
 - ? Deposit Date
8. Enter a report version for the following required report:
 - ? Print Paychecks
9. Enter a report version for at least one of the following required 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.
10. Enter a report version for the following optional reports:
 - ? Time and Pay Entry Journal
 - ? Federal Tax Distribution Summary
11. To process fiscal and anniversary rollovers during the payroll cycle, enter a program version in the following field:
 - ? Fiscal and Anniversary Rollover
12. To enter additional parameters, choose the Additional Parameters function (F5).

Figure 22–5 Additional Payroll Cycle Parameters screen

062102 Add'l Payroll Cycle Parameter

Tools Help

ORACLE JD Edwards World URL Document Email World Resources Support

Field Sensitive Help
Display Error Message
Display Functions
Exit Program

062102 Add'l Payroll Cycle Parameters Year 08

Pay Cycle Information:

Pre-Payroll Version	017	Pre-Payroll Processing - BiWee
Pay Cycle Code	SEMI	Semi-Monthly
Pay Period Ending Date	01/15/08	
Type of Processing	1	Full Pre-Payroll

Additional Parameters:

Company Number	<input type="text"/>
Pay Cycle Group Code / Type.	<input type="text"/> / <input type="text"/>
Bank Account Number	<input type="text"/>
Minimum Check Amount	<input type="text"/>
Denomination Minimum	<input type="text"/>

Misc. Information:

Calc. Monthly D/B/A's (Y/N).	<input type="text"/>
Override Auto Deposit	<input type="text"/>
Process Step Prog. History	<input type="text"/>
Group Plan Override	<input type="text"/>
Intercompany Settlements	<input type="text"/>

Tipped Information:

Date for Updating Tips File	<input type="text"/>
Use Full or Abbreviated Key	<input type="text"/>
Mass Timecard Generation:	
T/C Generation Version	<input type="text"/>

F3=Exit

13. On Additional Payroll Cycle Parameters, complete any of the following optional fields and press Enter:

- ? Company Number
- ? Pay Cycle Group Code
- ? Type
- ? Bank Account Number
- ? Minimum Check Amount
- ? Denomination Minimum
- ? Calculation Monthly DBAs
- ? Override Auto Deposit
- ? Process Step Progression History
- ? Group Plan Override
- ? Intercompany Settlements
- ? Date for Updating Tips File
- ? Use Full or Abbreviated Key
- ? T/C Generation Version

14. To enter paycheck transparency details, choose the Paycheck Transparency function (F8).

15. On the Paycheck Transparency screen, complete the following fields and press Enter:

- ? Processing Flag
- ? Certified Jobs Only
- ? Source Business Unit
- ? Certified Category Code
- ? Certified Category Code Val.
- ? Custom Line Detail Level
- ? Autopay Weekly Detail

See Also:

- ? [Section 43.2.1, "Entering Paycheck Transparency Details"](#)

16. Return to the second Pre-Payroll Processing form.

17. Choose the Submit job function.

The system prints the reports for which you entered report versions.

Field	Explanation
T/C Generation	<p>Displays valid DREAM Writer Versions for a Program ID. A Version can be returned to the calling screen by entering the 'Select' option in the field next to it. To add or change aVersion, press the Version List function key.</p> <p><i>Form-specific information</i></p> <p>You can enter a version of the Mass Timecard Generation DREAM Writer (P061506) to execute when you run the Pre-Payroll process. You must first set up data in the Mass Timecard Table Setup program (P06915M) on the Mass Timecard Generation menu (G0750) for this process to work properly. If mass timecard tables do not exist or if the table record dates do not fall within the work date range of the pay cycle, then the system does not create mass timecards.</p>

22.2.2 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 paychecks version	<p>The version number you enter for the Print Paychecks report must match the version numbers that control other types of payments, such as checks, auto deposits, payslips, attachments, and the check register.</p> <p>See Setting up Payroll Cycle Reports in the <i>JD Edwards World U.S. Payroll II Guide</i> for more information on setting up these versions.</p>
Inactive field	The Accelerate Submission field is currently inactive.
Standard hours	The second Pre-Payroll Processing form displays the number of hours for which autopay employees will be paid.

Topic	Description
Printing mailing labels	When you are ready to print and mail checks 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.
Overriding auto deposits	You can enter Y in the Override Auto Deposit field to turn off auto deposit for all employees in this pre-payroll processing version and print checks instead of automatic deposit advice slips. This field allows you override auto deposit instructions in one place instead of changing auto deposit instructions individually for each employee in the version. You can also enter a P to override auto deposit instructions during interim payment processing or an R to override all auto deposit instructions and direct the entire payment to the remainder method code instruction (R, Q or D).

See Also:

- ? Processing Fiscal and Anniversary Rollovers During Pre-Payroll in the *JD Edwards World U.S. Payroll II Guide*,
- ? Setting Up Intercompany Settlements for a Payroll ID in the *JD Edwards World U.S. Payroll II Guide*,
- ? Creating a Payroll ID that Uses Step Progression in the *JD Edwards World U.S. Payroll II Guide*.

22.2.2.1 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.

22.2.2.2 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 (P06210), 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 (P06210).

22.2.3 Choosing an Existing Payroll ID**Navigation**

From Payroll Master (G07), choose Pay Cycle Processing

From Pay Cycle Processing (G0713), 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 Additional Payroll Cycle Parameters function.
4. On Additional Payroll Cycle Parameters, make any necessary revisions and press Enter.
5. Choose the Submit Job function.

22.3 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 in the JD Edwards World U.S. Payroll II Guide,*
- ? [Section 31.1, "Correcting Errors in Pre-Payroll Processing"](#) for information about correcting errors listed on the Payroll Register reports.

22.3.1 Reviewing the Payroll Register After Pre-Payroll Processing

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
- ⌘ Grand totals by pay type for each company
- ⌘ Check 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.

When you select this report as a menu selection from the setup menu, it is available only for the purpose of report setup. You cannot run the reports directly from this menu.

Figure 22–6 Payroll Register report

Employee		Type	Earnings	Hours	Rate	Curr. Amt	YTD Amount	Type	Deductions	Curr. Amt	YTD Amount
063012 JD Edwards World Page - 1 Payroll Register Date - 7/22/17 Company - 00100 Model Finan/Distrib Co (Mk BU - 90 Administrative Department) Period - 08/15/17 Payroll ID- 692											
750-37-5037	Kraton, Ralph	7503 001 Regular	80.00	26.923	2,333.33	2,333.33	2,333.33	** Gross Wages	2,333.33	2,333.33	2,333.33
		3000 Life Ins/Co.			49.28	49.28		FKD Income T	311.26	311.26	311.26
								FKD FICA w/h	144.06	144.06	144.06
								FKD Medicare	33.69	33.69	33.69
								CO Department	98.37	98.37	98.37
								1010 Dental Ins.	5.50	5.50	5.50
								1104 Garnishment	200.00	200.00	200.00
								L Life Insuran	24.64	24.64	24.64
								4002 Med-EE	9.75	9.75	9.75
								*** Total Ded's	827.27	827.27	827.27
		*** Total:	80.00		Gross: 2,333.33	2,333.33	2,333.33	*** Total Ded's	827.27	827.27	827.27
					Taxbl: 2,323.58	2,323.58					
- 1	Auto Deposit				Document Amt	1,356.06					
- 2	Auto Deposit				Document Amt	150.00					
	Route:	Ck Cntrl #:	173930	-				** Net Pay **	1,506.06		
216-55-4789	Meade, Jane	7504 001 Regular	80.00	16.826	1,458.33	13,124.52	13,124.52	** Gross Wages	1,458.33	13,393.74	13,393.74
		805 Holiday Pay			269.22	269.22		FKD Income T	102.11	1,471.85	1,471.85
		3000 Life Ins/Co.			30.80	154.00		FKD FICA w/h	89.67	821.32	821.32
								FKD Medicare	20.97	192.08	192.08
								CO Department	41.07	537.43	537.43
								1010 Dental Ins.	5.50	94.50	94.50
								1104 Garnishment	274.67	1,422.86	1,422.86
								1120 Fees, Admin	10.00	26.00	26.00
								L Life Insuran	15.40	138.60	138.60
								4003 Med-EE+1	12.00	36.00	36.00
								4004 Med-EE+Fam	90.00	90.00	90.00
								7000 401(k)	72.92	662.94	662.94
		*** Total:	80.00		Gross: 1,458.33	13,393.74	13,393.74	*** Total Ded's	644.31	644.31	644.31
					Taxbl: 1,373.41	12,604.80					
	Route:	Ck Cntrl #:	173948	-	Computer Check			** Net Pay **	814.02		
215-55-4789	Mastro, Robert	7505 001 Regular	80.00	18.149	1,572.92	10,720.06	10,720.06	** Gross Wages	1,572.92	11,010.44	11,010.44
		300 Sick Pay			145.19	145.19		FKD Income T	194.18	1,486.40	1,486.40
		805 Holiday Pay						FKD FICA w/h	96.91	682.04	682.04
		3000 Life Ins/Co.			12.92	48.64		FKD Medicare	22.67	159.51	159.51
		Sick Accrual *Taken*	8.00	**Available**	8.00-	8.00-		CO Department	55.76	393.26	393.26
								1010 Dental Ins.	13.00	91.00	91.00
								1016 LTD Coverage	4.90	34.30	34.30
								L Life Insuran	6.46	42.18	42.18
								4002 Med-EE	9.75	68.25	68.25
		*** Total:	80.00		Gross: 1,572.92	11,010.44	11,010.44	*** Total Ded's	403.63	403.63	403.63
					Taxbl: 1,563.17	10,942.19					
	Route:	Ck Cntrl #:	173956	-	Computer Check			** Net Pay **	1,169.29		

22.3.2 Reviewing the Summary Payroll Register After Pre-Payroll Processing

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.
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:

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.

When you select this report as a menu selection from the setup menu, it is available only for the purpose of report setup. You cannot run the reports directly from this menu.

Figure 22–7 Summary Payroll Register report

Number	Name	Hours	Wages	Benefits	Gross Pay	Deductions	Taxes	Net Pay	Check Control	I Err C Msg
7503	Kraton, Ralph	80.00	2,333.33	102.92	2,333.33	239.89	587.38	1,506.06	173930	N
7504	Meade, Jane	80.00	1,458.33	120.90	1,458.33	390.49	253.82	814.02	173948	N
7505	Mastro, Robert	80.00	1,572.92	86.22	1,572.92	34.11	369.52	1,169.29	173956	N
7506	Mayeda, Donald	80.00	616.00		616.00	230.19	125.39	260.42	173964	N
7510	Morales, Jesus	80.00	520.00	11.44	520.00	13.80	103.73	402.47	173972	N
Total		400.00		321.48		908.48	1,439.84	4,152.26		
			6,500.58		6,500.58		1,439.84			

22.4 Reviewing Time and Pay Entry Reports After Pre-Payroll Processing

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
- ⌘ No timecards entered for the pay period
- ⌘ Excessive pay rates
- ⌘ Regular pay bypassed because of interim checks
- ⌘ Benefits or deductions bypassed because of interim checks
- ⌘ No pay rates entered in one or more timecards

When you select this report as a menu selection from the setup menu, it is available only for the purpose of report setup. You cannot run the reports directly from this menu.

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

Figure 22–8 Time and Pay Entry Journal report

063051		JD Edwards World Time and Pay Entry Journal						Page - 2
								Date - 7/22/17
								From - 08/01/17
								Thru - 08/15/17
Employee	Pay Type	Work	Account Number	Hours	Rate	Gross Pay		
Number	Name	No. Description	Date					
7503	Kraton, Ralph	1 Regular	08/15/17	90.8115	80.00	26.923	2,333.33	
					80.00		2,333.33	
7504	Meade, Jane	1 Regular	08/15/17	141.8115	80.00	16.826	2,333.33	
					40.00	16.826	729.17	
					40.00	16.826	729.16	
					80.00		1,458.33	
7505	Mastro, Robert	1 Regular	08/15/17	90.8115	80.00	18.149	1,458.33	
					60.00	18.149	1,179.69	
					20.00	18.149	393.23	
					80.00		1,572.92	
7506	Mayeda, Donald	1 Regular	08/15/17	90.8115	80.00	7.700	1,572.92	
					80.00		616.00	
					80.00		616.00	
7510	Moralez, Jesus	1 Regular	08/15/17	90.8115	80.00	6.500	616.00	
					80.00		520.00	
					80.00		520.00	
					80.00		520.00	
					400.00		6,500.58	

See Also:

- ⌘ Setting Up the Time and Pay Register in the *JD Edwards World U.S. Payroll II Guide*.

22.5 Reviewing the Audit Report for Federal Sick and FMLA Timecards

To comply with the Families First Coronavirus Response Act (FFCRA) legislation passed by the US government, employers are required to provide paid leave to all of its eligible employees. This new federal legislation mandates paid sick leave and paid FMLA leave for the first time. This legislation is effective April 1, 2020 through December 31, 2020. Employers under the below categories need to comply with the legislation:

- ? Public employers; including some federal employers.
- ? Private employers with less than 500 employees.

The paid leaves covered by the FFCRA are described in the Emergency Paid Sick Leave Act and the Emergency Paid Medical Leave Act.

The Federal Sick/FMLA Timecard Audit report (R063003) assists in monitoring the wages paid under the FFCRA. Run this report to list the wages paid for the Paid Sick Leave and FMLA Expansion pay types by employee. The report presents the following data:

- ? Wages paid for the pay types by employee.
- ? Audits for timecards that exceed daily time limits.
- ? Audits for employee totals that exceed the aggregate hours limits.
- ? Audits for employee totals that exceed the aggregate wage limits.

This report is based on timecards that are stored in the Employee Transactions Detail table (F06116) and the timecard history that is stored in the Employee Transaction History table (F0618). You can run this report after time entry as stand-alone, or after the pre-payroll step. The total wages paid amounts in this report help you to determine your allowable tax credits.

When you select this report as a menu selection from the setup menu, it is available only for the purpose of report setup. You cannot run the reports directly from this menu.

Note: For the report to generate accurate error messages on the daily limits, you must enter daily timecards.

Note: You can also run this report with error messages set to less than 80 hours for your part-time employees. Oracle JD Edwards World does not provide a provision for you to calculate the six month average hours per employee to calculate eligibility hours for part-time employees.

22.5.1 Emergency Paid Sick Leave Act

The Emergency Paid Sick Leave is in addition to any existing sick leaves and benefits that the employees are already entitled to. This act applies to all employees irrespective of their duration of employment. However, employers may apply for exceptions for an employee who is a healthcare provider or an emergency first responder.

Under this act, a full-time employee may take up to 80 hours of Emergency Paid Sick Leave. A part-time employee may take up to the amount of hours they work in an average two-week period. Employee eligibility for this leave requires one of these conditions to be met:

- ? Employee needs to comply with a quarantine or an isolation order.
- ? Employee is advised by a healthcare provider to self-quarantine.
- ? Employee is experiencing symptoms and seeking a medical diagnosis.

Note: The next three conditions pertain to an employee's family.

- 7 The employee is caring for an individual under quarantine or medical self-quarantine.
- 7 Employee is caring for a child whose school or place of care has been closed or is unavailable.
- 7 Employee is experiencing any substantially similar condition to the above two conditions.

Employees taking leave under the Emergency Paid Sick Leave Act for any of the first three circumstances listed above, must be paid at their regular rate of pay up to a maximum of \$511 per day or an aggregate of \$5,110. However, employees taking leave under the Emergency Paid Sick Leave Act for any of the last three circumstances listed above must be paid at two thirds their regular rate of pay up to a maximum of \$200 per day or an aggregate of \$2,000. The regular rate of pay is defined by the Fair Labor Standards Act (FLSA) as the average pay over the last six months.

Note: Rates of pay may be subject to federal, state, or local minimum wage requirements. For the first three reasons, normal minimum wage rate may apply, if this is greater than the regular rate of pay. For the last three reasons, two-thirds the applicable minimum wage may apply, if this is greater than two-thirds the regular rate of pay.

The total sick leave taken under this act is limited to two weeks, for any combination of the six reasons stated above.

Emergency Paid Sick Leave expires on December 31, 2020, and the unused leaves in this category are not rolled over to the following year. You are not required to pay for unused leaves in the Emergency Paid Sick Leave category at the end of employment.

The pay for the leaves under this act are taxed as normal income, except that they are exempt from the employer portion of the Social Security tax. You may receive refundable tax credits to offset the cost of providing employees with Emergency Paid Sick Leave.

22.5.2 Emergency Family and Medical Leave Expansion Act

The Emergency Family and Medical Leave Expansion Act applies to all employees who have completed 30 days of employment. Employers may apply for exceptions for an employee who is a healthcare provider or an emergency first responder.

An employee who needs to care for a child under 18 because the child's school or place of care is either closed or is unavailable is eligible for this leave. Under this act, an eligible employee may take up to 12 weeks of Emergency Family Medical Leave. The first 10 days of this leave may be unpaid, but the employee must be allowed to use accrued paid leave to receive pay during the first 10 days. The employee may use Federal Sick Leave, accrued company sick leave, vacation or any other accrued leave. An employee who has already taken 12 weeks of leave under the already existing Family and Medical Leave Act (FMLA) within the last 12 months is not eligible for an additional 12 weeks of Emergency Family Medical Leave. If an employee has taken less than 12 weeks under FMLA, this will accordingly reduce the Emergency Family Medical Leave to have the total of leaves in these two categories to be a maximum of 12 weeks.

Compensation under this act is paid at two-thirds the normal rate of pay, up to a maximum of \$200 per day and an aggregate of \$10,000. Two-thirds the normal federal, state or local minimum wage requirement may apply, if the amount is greater than the normal rate of pay.

The employee does not need to take these leaves in a single block of time or in whole days. This leave ends at the end of hour limit exhaustion or when the qualifying need ends. The Emergency Family Medical Leave expires on December 31, 2020, and the unused leaves in this category are not rolled over to the following year. You are not required to pay unused leaves in the Emergency Family Medical Leave category at the end of employment.

Leave taken under this act is taxed as normal income, except that the wages are exempt from the employer portion of the Social Security tax.

22.5.3 Understanding Pay Type Setup for FFCRA

To identify wages paid under the FFCRA and report on them separately, set up new pay types. These wages cannot be considered under the regular sick time. To set different limit requirements, you should set up a minimum of three new pay types:

- ⌘ Paid Sick Leave- Employee
- ⌘ Paid Sick Leave- Family
- ⌘ FMLA Expansion

In addition to these, you may want to consider setting up pay types to override rates and define minimums and maximums for the above categories, such as:

- ⌘ Paid Sick Leave- Employee- Minimum
- ⌘ Paid Sick Leave- Employee- Maximum
- ⌘ Paid Sick Leave- Family - Minimum
- ⌘ Paid Sick Leave- Family - Maximum
- ⌘ FMLA Expansion- Minimum
- ⌘ FMLA Expansion- Maximum

While setting up pay types using the PDBA Setup program (P069117), enter the maximum hour limit for a pay type in the Hours Limit field. Enter a value in Edit Flag to specify whether to display a warning or an error message when the Paid Sick Leave exceeds the maximum hour limit.

Use the Tax Exemptions form of the PDBA Setup program to set the value E in the Tax Type field for each of the pay types for Paid Sick Leave and FMLA Expansion to exempt them from the employer portion of the Social Security Tax.

22.5.3.1 Pay Type for Paid Sick Leave - Employee

While setting up the pay type for Paid Sick Leave - Employee, you enter the pay type multiplier as 1 because the employee is paid at the regular rate. For setting up the pay type for minimum and maximum, you can enter the respective values in the Amount or Rate field. For maximum, you need to specify 63.875 in the Amount or Rate field. Enter 80 for the maximum hour limit for the pay type in the Hours Limit field.

22.5.3.2 Pay Type for Paid Sick Leave - Family

While setting up the pay type for Paid Sick Leave - Family, you may want to enter the pay type multiplier as .67 because it is paid at two-thirds of the regular pay.

For setting up the pay type for minimum and maximum, you can enter the respective values in the Amount or Rate field. For maximum, you need to enter 25 in the Amount or Rate field. This value takes priority over the value in the Pay Type Multiplier field, so you can leave the value in that field as 1.

Enter 80 as the maximum hour limit for the pay type in the Hours Limit field.

22.5.3.3 Wage Limit Tracking DBA

You may also want to set up benefit or accrual DBAs for tracking wage limits on the pay types that you create for Paid Sick Leave and Family Expansion. These DBAs are optional, but you can set them to help you record data for future use. After setting up a DBA, you can specify all three Paid Sick Leave pay types as the basis of calculation for this DBA. For example, for the Paid Sick Leave - Employee, enter the basis of calculation for Paid Sick Leave- Employee, Paid Sick Leave- Employee- Maximum, and Paid Sick Leave - Employee - Minimum, and so on for the other pay types.

The DBA tracking limit for different pay types under FFCRA are:

- ⤵ All three Paid Sick Leave - Employee pay types: \$5110
- ⤵ All three Paid Sick Leave - Family pay types: \$2000
- ⤵ All three FMLA - Expansion pay types: \$10000.

While setting up this benefit, you must set up the Additional DBA rule to calculate for all employees.

22.5.3.4 Hours Limit Tracking DBA

You may also want to set up a benefit or accrual DBA to track and limit hours paid to an employee under FFCRA for both Paid Sick Leave - Employee and Paid Sick Leave - Family. This DBA is optional, but you can set it to track the total hours that an employee takes under either of the two categories to ensure the limit of 80 hours is not exceeded.

For this, the Method of Calculation should be H, and the Annual Limit should be set to 80. While setting up this benefit, you must set up the Additional DBA rule to calculate for all employees.

After setting up the DBA, you can specify all six Paid Sick Leave pay types as the basis of calculation for this DBA.

22.5.3.5 Pay Type for FMLA - Expansion

While setting up the pay type for FMLA - Expansion, you may want to specify the pay type multiplier as .67 because it is paid at two-thirds of the regular pay.

For setting up the pay type for the minimum and maximum limits, you can enter the respective values in the Amount or Rate field. For maximum, you need to enter 25 in the Amount or Rate field. This value takes priority over the value in the Pay Type Multiplier field, so you can leave the value in that field as 1.

Enter 400 as the maximum hour limit for the pay type in the Hours Limit field.

22.6 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.

When you select this report as a menu selection from the setup menu, it is available only for the purpose of report setup. You cannot run the reports directly from this menu.

Figure 22–9 Federal Tax Distribution Summary report

063170		JD Edwards World				Page	2
		Federal Tax Distribution Summary				Date	7/22/17
Company . . 00100 Model Finan/Distrib Co (M						Period End-	08/15/17
Tax ID . . 270065655							
Tax	Tax Description	*** Current	Period ***	*** Month-To-Date ***	Qtr-To-Date	Year-To-Date	
		Taxable Wages	Tax Amount	Taxable Wages	Tax Amount	Tax Amount	Tax Amount
A	Federal Income Tax	6,396.16	713.27	7,672.96	841.05	1,740.79	7,309.94
C	Federal Unemployment	2,843.58	22.75	4,096.70	32.77	45.16	351.28
D	Social Security Withheld	6,469.08	401.07	7,745.88	480.23	975.12	4,118.23
E	Social Security Paid	6,469.08	401.07	7,745.88	480.23	975.12	4,118.23
Total SOCIAL SECURITY			802.14		960.46	1,950.24	8,236.46
P	Medicare Withheld	6,469.08	93.81	7,745.88	112.32	228.06	963.13
Q	Medicare Paid	6,469.08	93.81	7,745.88	112.32	228.06	963.13
Total MEDICARE			187.62		224.64	456.12	1,926.26
Total FEDERAL			1,725.78		2,058.92	4,192.31	17,823.94
Federal Deposit Information:							
	Federal Income Tax		713.27				
	Social Security Taxes		802.14				
	Medicare Ins. Taxes		187.62				
Total Deposit Due			1,703.03				
GRAND TOTALS:							
Federal Deposit Information:							
	Federal Income Tax		713.27				
	Social Security Taxes		802.14				
	Medicare Ins. Taxes		187.62				
Total Deposit Due			1,703.03				

22.7 Reviewing Payment Reports

The reports related to the version you entered in the Print Paychecks field during pre-payroll processing 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 24.1, "Printing Payments"](#) to review payment reports.

22.8 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 22–10 Terminated Employees Being Paid report

063501		JD Edwards World				Page	1
		Terminated Employees Being Paid				Date	7.25.18
						Date - Endi	08.31.18
***** Employee *****	Term	Chg.	Int	Clk	I	Check	
516554710	Mayeda, Donald	08.31.18	RT	Retirement	5.00		08.31.18

See Also:

- [Section 9.1.1, "Terminating an Employee."](#)

22.9 Reviewing Tax Recalculation Reports

The system automatically processes a pre-payroll only for changes when one or more employees have pre-tax deductions that are too large to be withheld. The system runs the processing only for changes up to three times in order to resolve these situations.

When the system recalculates taxes for employees who did not earn enough to pay their deductions, it prints additional reports during pre-payroll processing.

Reviewing tax recalculation reports includes:

- ⌘ Reviewing the Payroll Register for Changes Only
- ⌘ Reviewing the Deductions Not Taken report
- ⌘ Reviewing the Deduction Arrearage report

See Also:

- ⌘ [Section 31.1, "Correcting Errors in Pre-Payroll Processing"](#) for more information on how the system recalculates taxes for employees who do not earn enough to pay their deductions,
- ⌘ [Section 22.10, "Processing Pre-Payroll for Changes Only."](#)

22.9.1 Reviewing the Payroll Register for Changes Only

The system prints this type of payroll register when you rerun pre-payroll processing for employees with changed information only. You can use this register to review all the payroll information for the employee records that you changed.

22.9.2 Reviewing the Deductions Not Taken Report

When employees do not have enough gross earnings to pay for their deductions, the system either adjusts the deductions or puts them in arrears, depending on how you set up the DBA. The Deductions Not Taken report lists those employees whose deductions were adjusted. You can use this report to verify that your DBAs are set up correctly, as well as to verify that the employees' information is correct.

Figure 22–11 Deductions Not Taken report

062021		JD Edwards World		Page - 1						
		Deductions Not Taken		Date - 7/24/17						
				Period End- 08/31/17						
Number	Employee Name	Deduction No	Description	Prior	R	Amount Not Taken	Union	Craft	Step	Trustee No
7506	Mayeda, Donald	2000	Savings %	00001	P	.20	7000			
		2000	Savings %	00001	P	.05	7000			
		1000	Health Ins.	00000	P	22.88				
		1000	Health Ins.	00000	P	1.10				
Employee Total Not Taken						24.23				

22.9.3 Reviewing the Deduction Arrearage Report

When employees do not have enough gross earnings to pay for their deductions, the system either adjusts the deductions or puts them in arrears, depending on how you set up the DBA. The Deductions Arrearage report lists those employees whose deductions were arrearaged. You can use this report to verify that your DBAs are set up correctly, as well as to verify that the employees' information is correct.

Figure 22–12 Deduction Arrearage Report

062023		JD Edwards World Deduction Arrearage Report				Page - 1
***** Employee *****		Deduction ***	Current	Deduction	Arrears	Total
						Amount Total
7506	Mayeda, Donald	1010 Dental Ins.		11.00		11.00
				-----	-----	-----
				11.00		11.00

22.10 Processing Pre-Payroll for Changes Only

Navigation

From Payroll Master (G07), choose Pay Cycle Processing

From Pay Cycle Processing (G0713), 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 check (based on the dates of the interim checks)

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 labor, 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.

The system automatically processes a pre-payroll for changes only when one or more employees have pre-tax deductions that are too large to be withheld. The system will run the processing for changes only up to three times in order to resolve these situations.

See Also:

- ⌘ [Section 25.3, "Resetting the Payroll ID"](#)
- ⌘ [Section 31.1, "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).

22.10.1 What You Should Know About

Topic	Description
Changes only processing after printing payments	<p>If you need to process a pre-payroll after you have printed payments, you must:</p> <ul style="list-style-type: none"> ? Reset the print payments workfile ? Process the pre-payroll for the changes ? Reprint the payments ? Rerun the payroll cycle reports ? Process the pro forma journal entries

Review Payroll Cycle Information

This chapter contains the topic:

- ? [Section 23.1, "Reviewing Payroll Cycle Information."](#)

23.1 Reviewing Payroll Cycle Information

Navigation

From Payroll Master (G07), choose Pay Cycle Processing

From Pay Cycle Processing (G0713), 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 labor distribution journal entries
- ? The pay period dates for the payroll cycle
- ? The beginning and ending numbers assigned to the checks, automatic deposit slips, and payslips printed
- ? Current status of payments and the autodeposit workfile

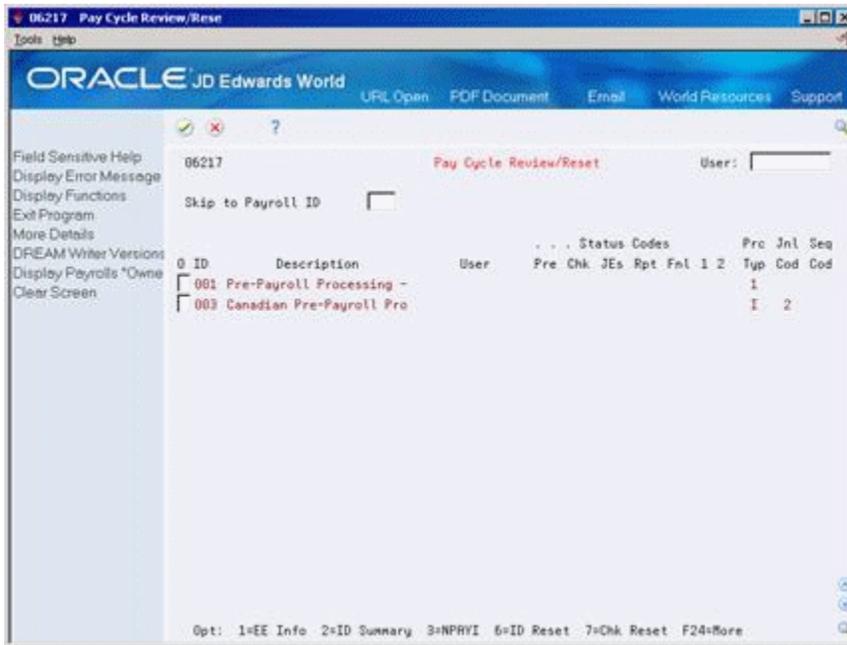
You use this information to determine when it is safe to proceed to the next step in the cycle. This information can also help you determine whether any errors occurred during the processing that would require you to rerun a step.

Pay cycle review information is stored in the Payroll Cycle Parameters table (F06210).

To review payroll cycle information

On Payroll Cycle Review/Reset

Figure 23-1 Payroll Cycle Review/Reset screen



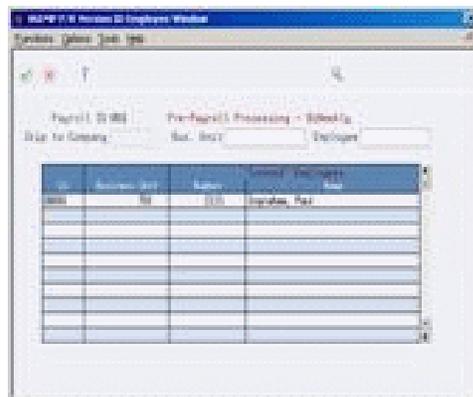
1. Review the information in the following fields:
 - Status Codes - Pre-Payroll Processing (Pre)
 - Status Codes - Print Payroll Checks (Chk)
 - Status Codes - Payroll Journal Entries (JEs)
 - Status Codes - Reports Only (Rpt)
 - Status Codes- Final Update (Fnl)
 - Status Codes - Payroll01 (1)
 - Status Codes - Payroll02 (2)
 - Type of Processing (Prc Typ)
 - Payroll Expense Type (Jnl Cod)
 - Sequence Code (Seq Cod)
2. Access the detail area.

Figure 23–2 Payroll Cycle Review/Reset (Detail) screen



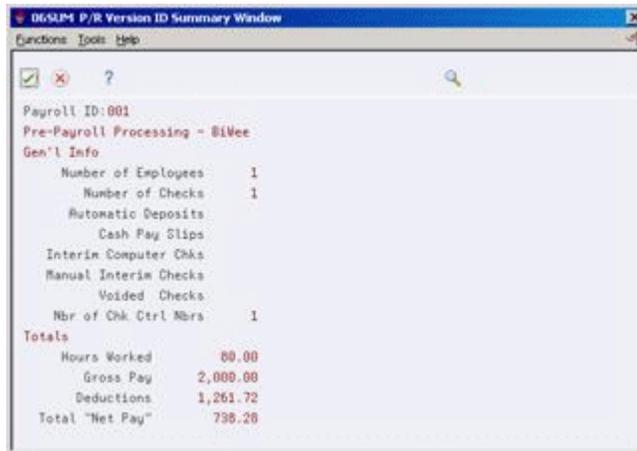
3. Review the information in the following fields:
 - ⌘ Pay Period Date
 - ⌘ Check Date
 - ⌘ Work Dates
 - ⌘ Pay Cycle Code
4. Enter 4 in the Option field to review a list of employees locked by this payroll ID.

Figure 23–3 Payroll Cycle Review/Reset screen



5. Exit the window.
6. Enter 2 in the Option field to access summary information about a payroll cycle.

Figure 23–4 ID Summary Window screen



7. Exit the window.
8. Enter 3 in the Option field to access information about net pay instructions.

Figure 23–5 Net Pay Instructions screen



Field	Explanation
Pre	<p>A code that indicates the status of the Pre-Payroll Processing for this version. Valid codes are:</p> <ul style="list-style-type: none"> 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 <p>You cannot change the pre-payroll processing status to complete.</p>

Field	Explanation
Chk	<p>A code that indicates the status of the Print Payroll Checks for this version. Valid codes are:</p> <p>Blank – Not executed for payroll ID</p> <p>A – Active or on job queue</p> <p>1 – Completed</p> <p>S – Schedule lock</p> <p>You cannot change the print checks status on the Reset Payroll Parameters form. To reprint payments, you must reset the payment workfile.</p>
JEs	<p>A code that indicates the status of the Payroll Journal Entries for this version. Valid codes are:</p> <p>Blank – Not executed for payroll ID</p> <p>A – Active or on job queue</p> <p>1 – Completed</p> <p>S – Schedule lock</p>
Rpt	<p>A code that indicates the status of the Payroll Reports Only for this version. Valid codes are:</p> <p>Blank – Not executed for payroll ID</p> <p>A – Active or on job queue</p> <p>1 – Completed</p> <p>S – Schedule lock</p>
FnI	<p>A code that indicates the status of Payroll Final Update for this version. Valid codes are:</p> <p>Blank – Not executed for payroll ID</p> <p>A – Active or on job queue</p> <p>When the final update is complete, the system clears all status codes.</p> <p>You cannot change the final update status to complete.</p>
APW	<p>A code that indicates whether changes have been made that require pre-payroll to be rerun. Valid codes include:</p> <p>Blank – Not necessary to rerun pre-payroll</p> <p>1 – Must rerun pre-payroll for changes only</p> <p>This code indicates if the system must run a pre-payroll for changes only before proceeding to another step in the payroll cycle.</p>
2	<p>A code which indicates the current status of the various Print Form options. This is an internal control field and can not be changed by the user.</p> <p>2 – Payslips have been requested</p> <p>3 – Payslips have completed</p> <p>4 – Checks have been requested</p> <p>5 – Checks have completed</p> <p>6 – Deposit Advices have been requested</p> <p>7 – Deposit Advices have been completed - indicates that all net pay instructions have completed</p>

Field	Explanation
Jnl	<p>This code determines the G/L date for labor and burden entries. The system uses document types T2 and T4 to record labor and T3 to record burden. Valid codes are:</p> <p>1 – Work Date. The G/L date is the timecard work date.</p> <p>2 – Period Ending Date. The G/L date is the pay period end date for the payroll cycle currently being run.</p> <p>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.</p>
Seq Cod	<p>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:</p> <p>A – Active</p> <p>S – Scheduling Lock. This version is already being accessed by another user.</p> <p>Note: You should change this code only under extreme circumstances.</p>

23.1.1 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	<p>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.</p> <p>To correct a scheduling lock error, see Section 25.4, "Correcting a Scheduling Lock Error" for more information.</p>

See Also:

- Chapter 25, "Reset Payroll Cycle Steps" for information about resetting and rerunning steps in the payroll cycle.

Work with Payments

This chapter contains these topics:

- 7 [Section 24.1, "Printing Payments,"](#)
- 7 [Section 24.2, "Positive Pay Processing,"](#)
- 7 [Section 24.3, "Reviewing the Payroll Check Register,"](#)
- 7 [Section 24.4, "Reviewing the Automatic Deposits Bank Register,"](#)
- 7 [Section 24.5, "Reviewing the Denominations Report,"](#)
- 7 [Section 24.6, "Reviewing the Positive Pay Work File Report."](#)

Payments are the forms employees receive when they get paid.

You can set up employees to receive any of the following types of payments:

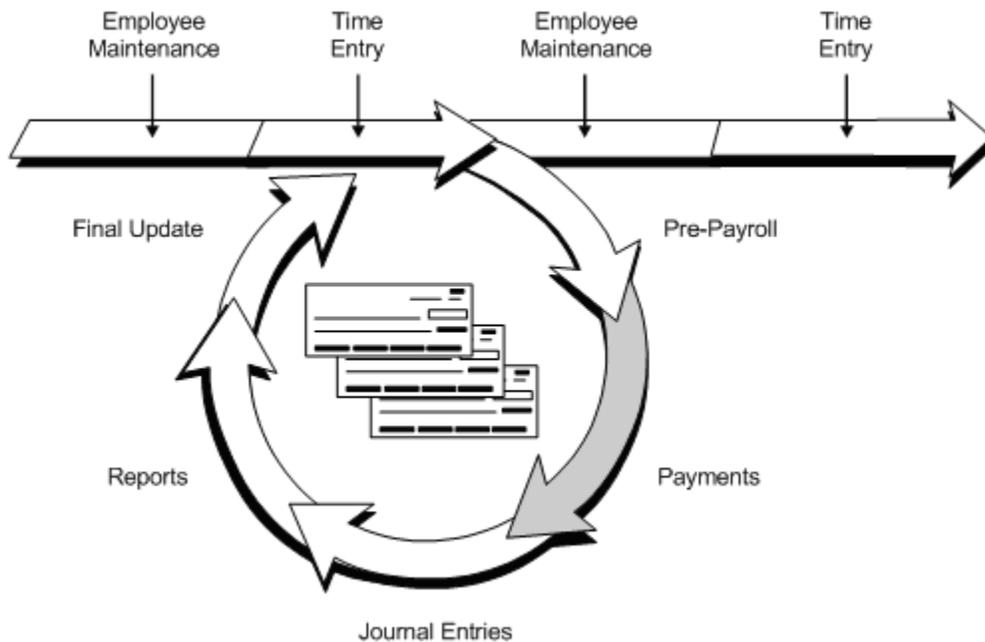
Type	Description
Paychecks	A written order to a bank to pay the employee a sum from the company's account.
Automatic deposit advice slips	A non-negotiable form that shows an employee's earnings and deductions. The system prints this form for employees who are set up for automatic deposit.
Pay slips	The form you use when you pay an employee in cash. It lists the type of money (bills and coins) that the employee receives.

Employees who are set up to receive different types of payments can be included in the same payroll ID. For example, a payroll ID might include some employees who are paid by check and some who are paid by automatic deposit.

After you process pre-payroll, you can print payments for employees.

The following graphic illustrates the location of the payments step in the cycle of payroll processing.

Figure 24–1 Payments in the Payroll Cycle



See Also:

- ? Technical Overview of Payroll Cycle in the *JD Edwards World U.S. Payroll II Guide* for information about the tables that are affected when you print payments,
- ? Creating an Automatic Deposit Tape in the *JD Edwards World U.S. Payroll II Guide*.

24.1 Printing Payments

A payroll ID can include employees who are set up to receive any of the following types of payments:

- ? Paychecks
- ? Automatic deposit advice slips
- ? Pay slips

Typical tasks you perform when you print payments include:

- ? Printing checks only
- ? Printing checks and automatic deposits
- ? Correcting printer errors

Employees who are set up to receive different types of payments can be included in the same payroll ID. For example, a payroll ID might include some employees who are paid by check and some who are paid by autodeposit.

You use the Print Paychecks program to print all types of payments. When a payroll ID includes employees who are set up for different types of payments, the Print Paychecks program prompts you to print each type of payment.

When your payroll ID includes autodeposit employees, you must also instruct the system to generate an autodeposit external workfile, which contains the information that the bank needs

to transfer funds to the employees' bank accounts. You can generate the autodeposit workfile when you print payments, or you can generate the workfile separately.

While printing payments, if the payroll ID has paycheck transparency details in F063502, then the Print Paychecks program will also print the paycheck transparency weekly detail stub lines at the bottom of the paystub.

After you print a type of payment, and before you either continue to the next type of payment or exit the Print Paychecks program, you should inspect the payments to verify that they printed correctly. If printer problems, such as a paper jam, prevented one or more payments from printing correctly, you can reprint them.

24.1.1 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

24.1.2 What You Should Know About

Topic	Description
Print Paychecks version	The version number you enter for the Print Paychecks report on the pre-payroll form must match the version numbers that control other types of payments, such as automatic deposits, pay slips, and attachments. See <i>Setting Up Payroll Cycle Reports</i> in the <i>JD Edwards World U.S. Payroll II Guide</i> for more information on setting up these versions.
Reprinting payments	If you complete the Print Paychecks program and later need to reprint payments, you must reset the paycheck workfile before you can reprint the payments. See Chapter 25, "Reset 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.
Weekly detail stub lines	The report also displays the paycheck transparency weekly detail stub lines on the paystub if the payroll ID has the paycheck transparency information in F063502.
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 25.5, "Resetting the Payment Workfile"

24.1.3 Printing Checks Only

From Payroll Master (G07), choose Pay Cycle Processing

From Pay Cycle Processing (G0713), choose Print Paychecks

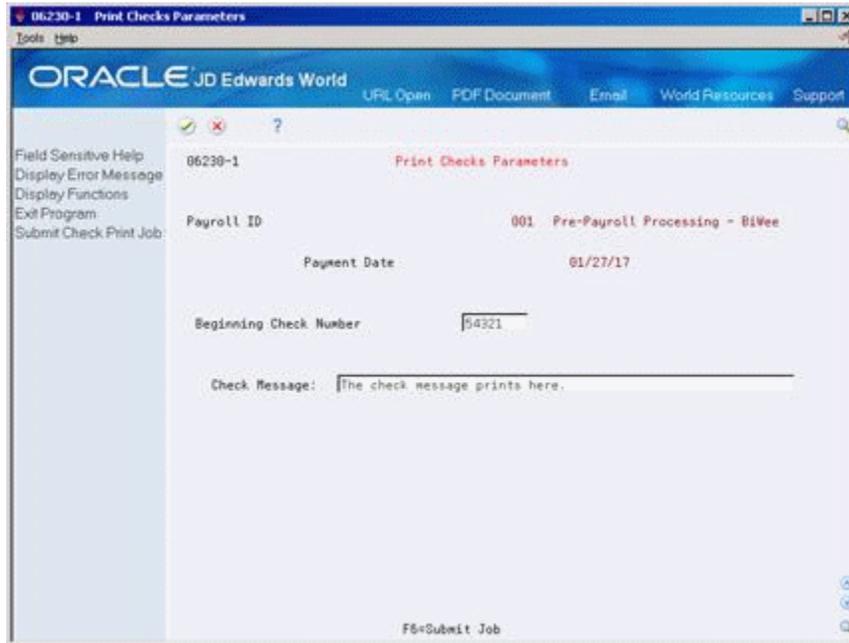
You use the Print Paychecks program to print all types of payments. When all of the employees included in a payroll ID are paid by check, the Print Paychecks program prompts you to print checks only.

To print checks only

On the first Print Paychecks form

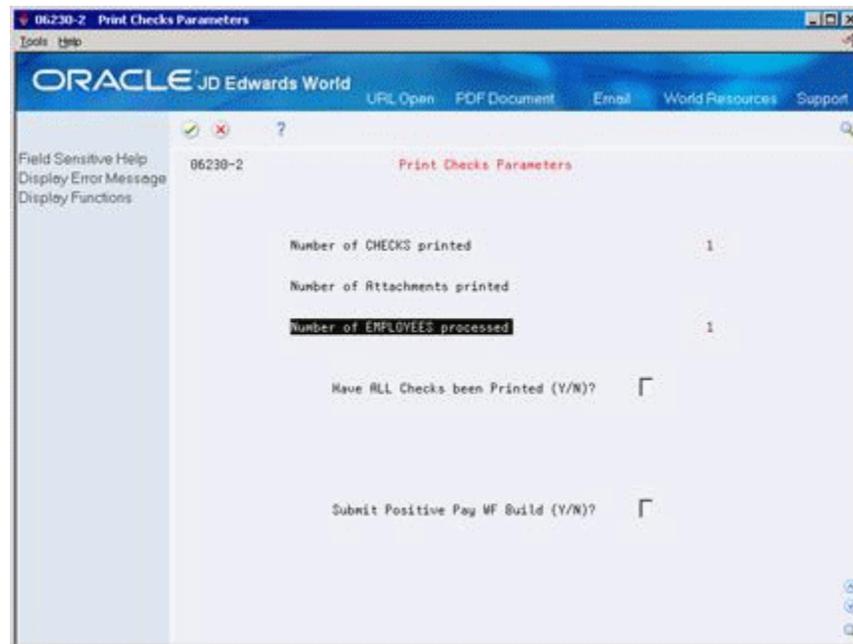
1. Complete the following field:
 - Payroll ID
2. Choose the Submit Job function.

Figure 24–2 Print Checks Parameters screen



3. On the first Print Checks Parameters form, complete the following field:
 - Beginning Check Number
4. Choose the Submit Job function.

Figure 24–3 Print Checks Parameters (Beginning Check Number) screen



5. On the second Print Checks 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 checks to verify that they printed correctly.
9. On the second Print Checks Parameters form, complete the following field:
 - Have All Checks Been Printed
 To correct printer errors, enter N.

Field	Explanation
Beginning Check Number	Enter the beginning payment number for the payment run. If the system restarts, a new payment number is assigned from the first run.
Have ALL Checks been Printed (Y/N)?	You must respond to the system operator's message queue before responding to this question. Enter Y if all checks have printed correctly. Enter N if one or more checks did not print correctly because the printer was misaligned, has jammed, or has damaged a check. If you enter N, the system allows you to reprint the checks. You can reprint a single check, a range of checks, or all checks. You must manually track any unusable checks, because the system does not write them to history.

See Also:

- [Section 24.1.5, "Correcting Printer Errors."](#)

24.1.4 Printing Checks and Automatic Deposits

From Payroll Master (G07), choose Pay Cycle Processing

From Pay Cycle Processing (G0713), choose Print Paychecks

You use the Print Paychecks program to print all types of payments. When a payroll ID includes some employees who are set up to receive checks, and others who are set up for automatic deposit, the Print Paychecks program prompts you to print each of these types of payments separately. The program creates separate spool files for checks, automatic deposit advice forms, pay slips, 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 Paychecks to generate this file.

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.

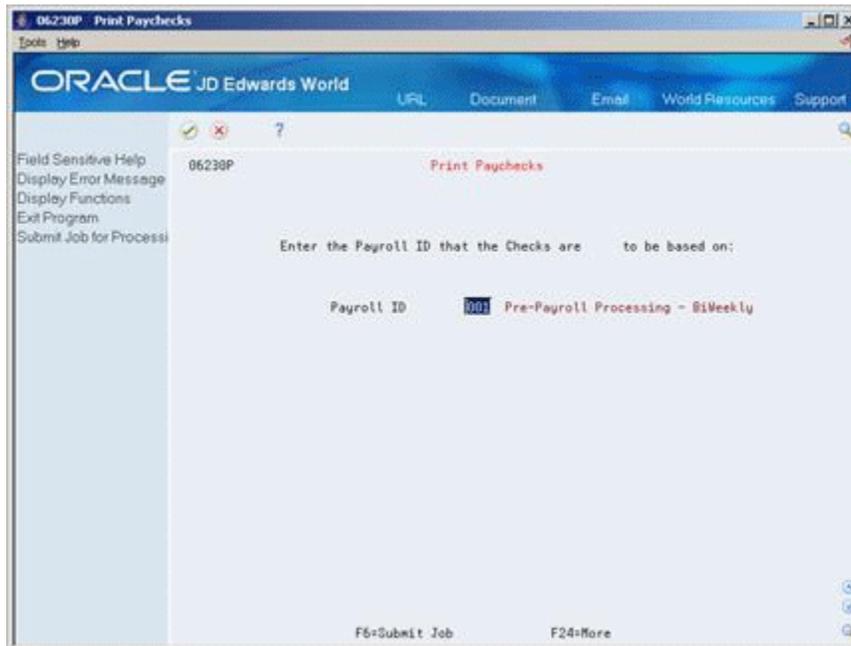
The automatic deposit workfile build remains on hold until you release it from the job queue. After you generate the automatic deposit workfile, you (or someone in your MIS department) must copy the workfile to tape and send it to the bank.

The following steps describe how to create the automatic deposit workfile, as well as how to print checks and automatic deposits.

To print checks and automatic deposits

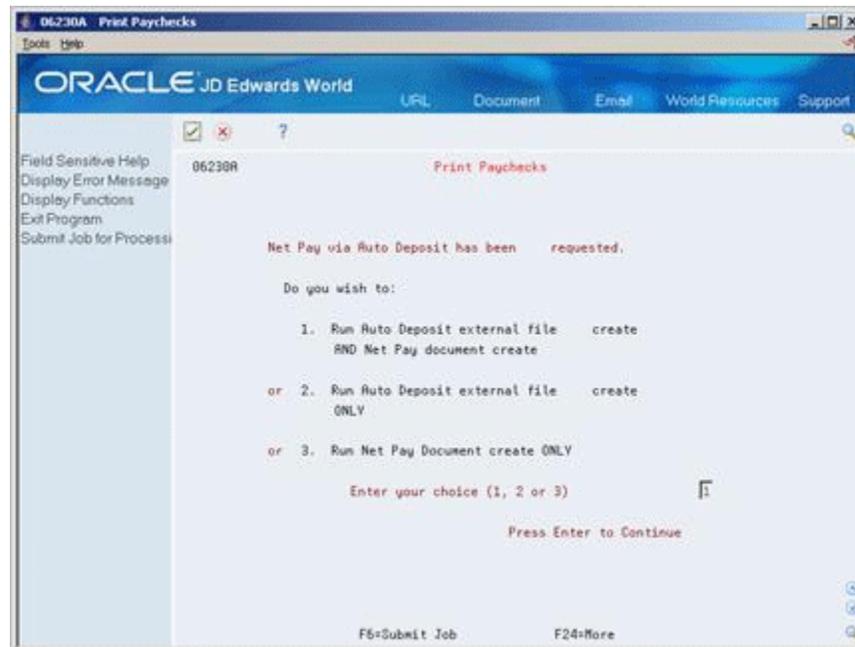
On the first Print Paychecks form

Figure 24–4 *Print Paychecks screen*



1. Complete the following field:
 - Payroll ID
2. Choose the Submit Job function.

Figure 24–5 Print Paychecks (Payroll ID) screen



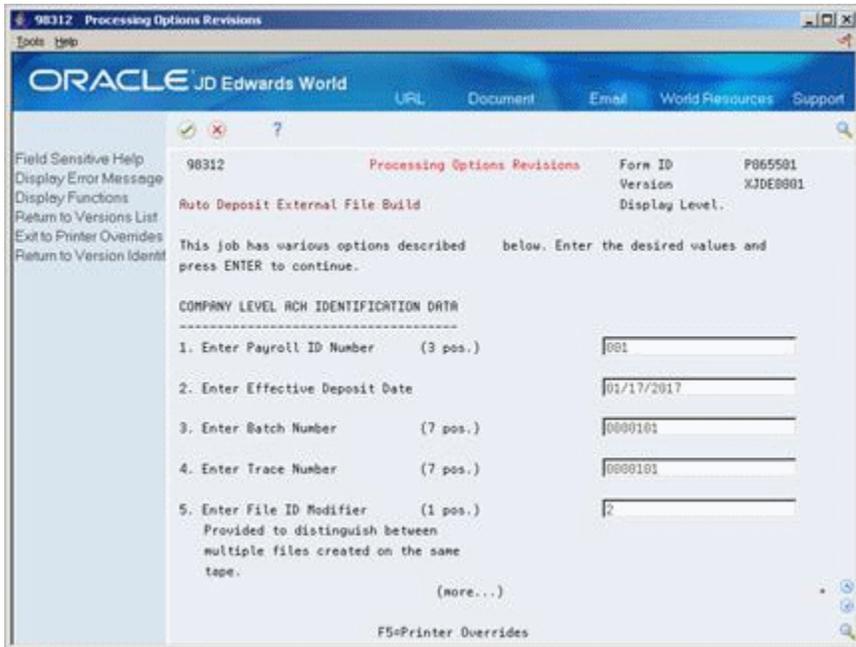
3. On the second Print Paychecks form, choose Run Auto Deposit external file create AND Net Pay Document create.

Figure 24–6 Version Selection screen



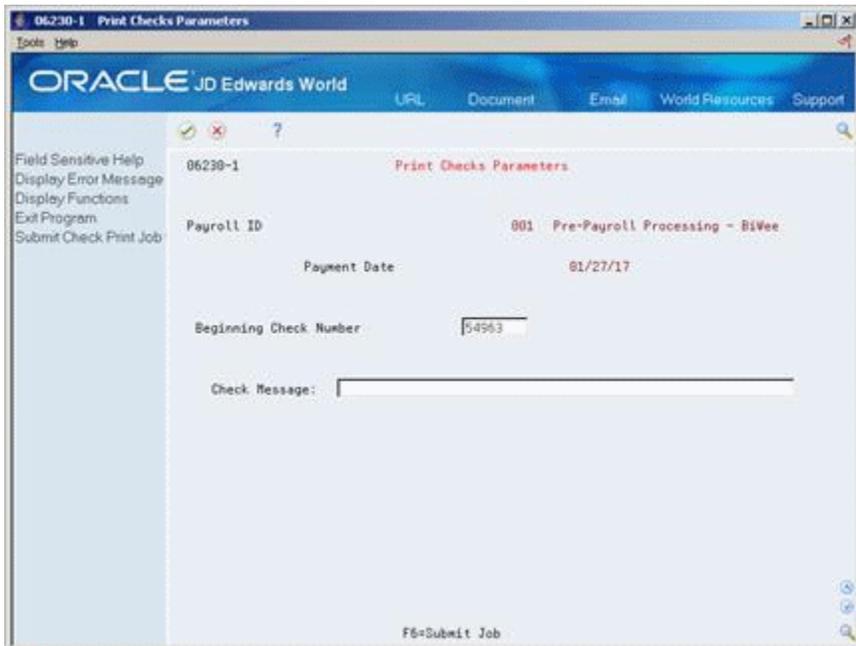
4. On the Version Selection form, choose the Run option.

Figure 24–7 Processing Options Revisions screen



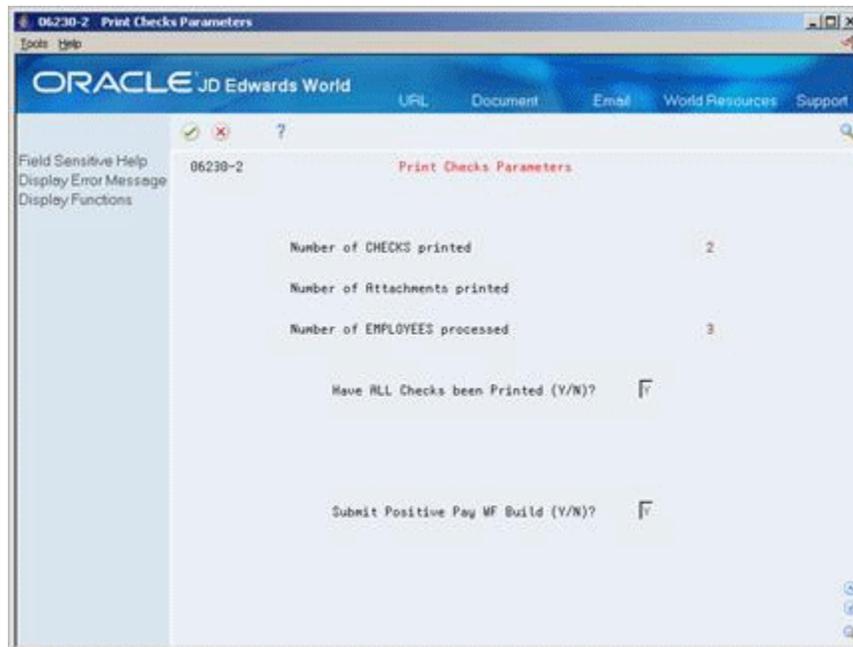
5. Update the processing options.
6. Press Enter to submit the version.
7. Exit from Version Selection.

Figure 24–8 Print Checks Parameters (Detail) screen



8. On the Print Checks Parameters screen, enter the Beginning Check Number and a Check Message, if applicable, and choose the Submit Job function.

Figure 24–9 Print Checks Parameters (Check Message) screen



9. On the first Print Checks Parameters form, complete the fields for printing checks.

Caution: After you complete the steps to print checks, the system displays the Check Print Parameters form 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 checks.
11. From the Payroll Cycle Processing Menu, use hidden selection 33 to release the automatic deposit external workfile build program (J065501) from your job queue.

24.1.4.1 What You Should Know About

Topic	Description
Submitting the workfile build separately	If you do not submit the external workfile build when you print automatic deposit forms, use the Print Checks program to submit the workfile build only.

See Also:

- 7 [Section 24.1.3, "Printing Checks Only,"](#)
- 7 Creating an Automatic Deposit Tape in the *JD Edwards World U.S. Payroll II Guide*.

24.1.4.2 Processing Options

See [Section 55.3, "Auto Deposit \(P06233\)"](#)

See [Section 55.4, "Print Checks \(P06231\)"](#)

24.1.5 Correcting Printer Errors

From Payroll Master (G07), choose Pay Cycle Processing

From Pay Cycle Processing (G0713), choose Print Paychecks

After you print a type of payment, and before you either continue to the next type of payment or complete the Print Paychecks program, you should inspect the payments to verify that they printed correctly. If printer problems, such as a paper jam, prevented one or more payments from printing correctly, you can reprint them.

If you have completed the Print Paychecks program and need to reprint payments, you must reset the paycheck workfile before you can reprint the payments.

To correct printer errors

On the second Print Checks Parameters form

1. Complete the following fields:
 - ? Void Check Numbers Beginning With
 - ? Ending With
2. Choose the Submit Job function.
3. Complete the steps for printing payments.

Field	Explanation
Void Check Numbers Beginning With	A range of check numbers may be entered to void when restarting the check run. The value entered in this field must be less than the beginning check number and represents the beginning of the range of check numbers to be voided.
Ending 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.

24.1.5.1 What You Should Know About

Topic	Description
Voided payments	On the check register, the system prints Void Doc for voided payments.

See Also:

- ? [Section 24.1.3, "Printing Checks Only."](#)

24.2 Positive Pay Processing

From Payroll Master (G07), choose Pay Cycle Processing

From Pay Cycle Processing (G0713), choose Positive Pay Processing Menu

The positive pay process is initiated by selecting this option on the Check Print Parameters and Interim Check Print Parameters screens. The positive pay process is designed to help you minimize the risk of check-cashing fraud.

Note: The term "work file" appears as one word or two based on menu, program, or screen headings, as well as usage in other JD Edwards World documentation.

During the print payment process, you can choose to generate a positive pay workfile that contains data about every check 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 checks 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 checks
- ⌚ 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

24.2.1 Before You Begin

- ⌚ Verify that the Bank Transit Number and Bank Account information on the Bank Account Information screen (P04130) from menu G03111 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).

24.2.2 Submitting the Positive Pay Work File Build Process After Printing Checks

When you print regular or interim payroll checks, the system displays a Yes/No (Y/N) option to submit (build) a positive pay workfile. This option displays on the Print Checks Parameters and Print Interim Checks Parameters screens. When submitted, the positive pay workfile is built in a batch job from the print checks program.

If you choose to bypass (not to submit) the positive pay workfile submission, a warning message will display stating that the checks just printed will not be captured in the Positive Pay Work File.

See Also:

- ⌚ [Section 24.1.3, "Printing Checks Only,"](#)
- ⌚ [Section 45.1, "Running a Regular Payroll Cycle that Includes Interim Checks"](#)
- ⌚ [Section 45.2, "Running a Payroll Cycle for Interim Checks Only"](#)

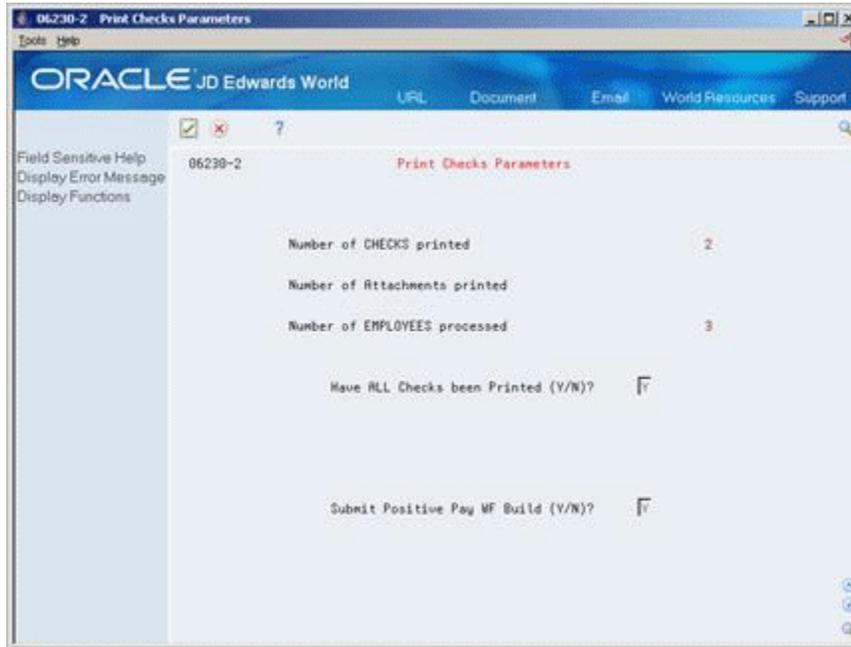
24.2.3 Building the Positive Pay Work File

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 Check Print Parameters and Print Interim Checks Parameters

screens. The workfile contains information about all regular, interim, and void paper checks that were printed.

Note: Autodeposits are not included in the positive pay workfile.

Figure 24–10 *Print Checks Parameters (Positive Pay) screen*



The positive pay workfile build program determines if a record should be written to the file using the check control number as a unique identifier.

The positive pay workfile is the source for the positive pay bank transmittal file, and it includes the check types listed below with their ICC/ICS indicators:

- ⌘ N, C - Computer check
- ⌘ Y, C - Interim computer check
- ⌘ Y, M - Interim manual check
- ⌘ Y, M - Interim manual voids
- ⌘ Y, V - Void paycheck

Note: Computer and interim checks should only be included in the positive pay workfile if they have been printed. However, since interim manual checks, 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 checks will be prompted to submit positive pay information as part of the normal check-printing parameters step during payroll processing.
- ⌘ When you respond Yes (Y) to the positive pay option, paycheck records are written to the positive pay workfile, and the Positive Pay Work File 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 checks 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 checks are printed, records in the positive pay workfile will be cleared for that payroll ID. If paychecks are reset, and then rerun, the system updates the positive pay workfile automatically.

Option 5 directs the system to 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 check 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 25.6, "Resetting the Positive Pay Workfile"](#)

24.2.4 Generating the Positive Pay Work File 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 Payroll Positive Pay Processing menu for you to run this report on demand, as needed.

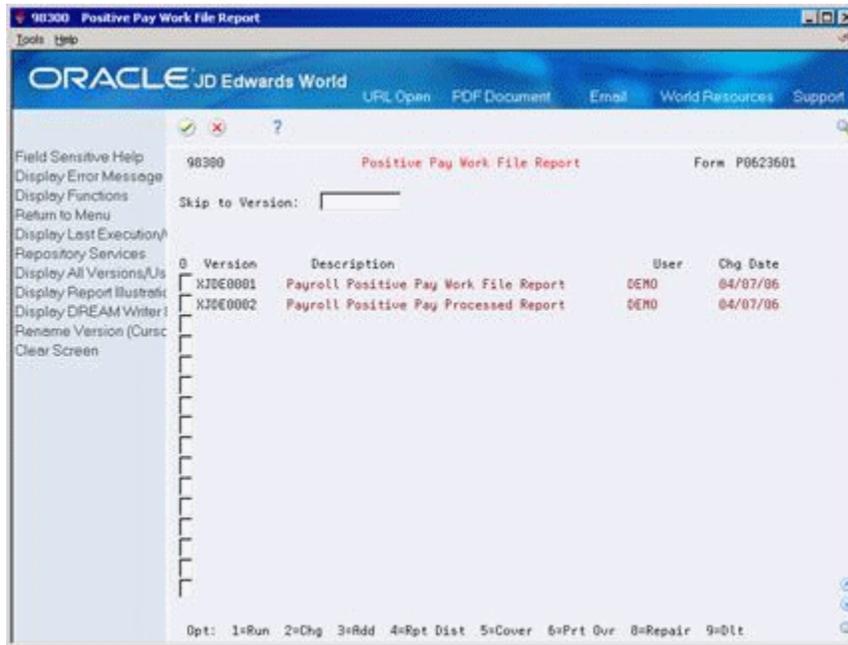
You can create alternative DREAM Writer versions of the report to allow more data selection options, such as:

- ⌚ Check number
- ⌚ Check date
- ⌚ Net pay
- ⌚ Payee number
- ⌚ Member ID
- ⌚ Processed flag
- ⌚ Check 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 work file report

On Positive Pay Work File Report

Figure 24–11 Positive Pay Work File 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.

24.2.5 Building the Positive Pay Bank Transmittal Work File

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 check 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 checks after the bank transmittal file has been created, it is recommended that the Positive Pay Work File be reset as well.

After the check 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 25.6, "Resetting the Positive Pay Workfile"](#)

24.2.5.1 Processing Options

See [Section 55.5, "Payroll Positive Pay Bank Work File Build \(P062361\)"](#)

24.3 Reviewing the Payroll Check 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 24–12 Payroll Check Register report

Employee		Check / Advice / Payslip		Period End-		Check SB		Check		
Name/Address	Number	Number	Amount	Date	Acct	T	Description.	Control	CN	Route
Kraton, Ralph	7503	98765	1,356.06	08/14/17	20261	A	Auto Deposit	173930	1	
Kraton, Ralph	7503	98765	150.00	08/14/17	20261	A	Auto Deposit	173930	2	
2 Auto Deposits for			1,506.06							
Mastro, Robert	7505	12345	1,169.29	08/14/17	20261	C	Computer Che	173956		
Mayeda, Donald	7506	12346	260.42	08/14/17	20261	C	Computer Che	173964		
Meade, Jane	7504	12347	814.02	08/14/17	20261	C	Computer Che	173948		
Morales, Jesus	7510	12348	402.47	08/14/17	20261	C	Computer Che	173972		
Total Report										
4 Computer Checks for			2,646.20							
2 Auto Deposits for			1,506.06							
Total Report										
6 Total Report Docs for			4,152.26							

24.4 Reviewing the Automatic Deposits Bank 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 generate an automatic deposit workfile, the system prints the Automatic Deposits Bank Register. Use the register as an audit trail of the deposit information you send to the bank clearing house. The register contains key information about the payroll transactions that are copied to magnetic media for direct deposit. There is no setup for this report.

Figure 24–13 Automatic Deposits Bank Register report

069051		JD Edwards World		Page	-	2
00007		Auto Deposits Bank Register		Date	-	10/14/17
File Header Information						
Immediate Destination	102000018 /First Interstate					
Immediate Origin	1840728700 JD EDWARDS WORLD					
File Creation Date and Time	10/14/17 15:17					
File Id Modifier	0					
Reference Code	1					
Company/Batch Header Information						
Service Class Code/Std. Entry Class	200 / PFD					
Company Identification & Name	1840728700 JD EDWARDS WORLD					
Company Discretionary Data	DISCRETIONARY					
Company Entry Description	123456790					
Company Descriptive Date	081790					
Effective Entry Date	10/14/17					
Originating DFI Identification	102000018					
Batch Number	1					
TC Empl Bank Empl Account Nbr	Amount	ID Number	Name			Trace Number
23 102000018 8182133132		821-11-2131	Burns, Frank A.			0000001
23 102000076 8482131		821-22-2131	Sanders, Cindy S.			0000002
23 001088970 8315541		318-21-2331	Wilson, Jane E.			0000003
Company/Batch Control Information						
Service Class Code	200					
Entry Count	3					
Entry Hash Count	0,508,878					
Total Debit Entry						
Total Credit Entry						
Company Identification (TIN)	1840728700					
Originating DFI Identification	102000018					
Batch Number	1					
File Control Information						
Batch Count	1					
Block Count	1					
Entry Count	3					
Entry Hash Count	0,508,878					
Total Debit Entry						
Total Credit Entry						
File Control Information						
Batch Count	9,999					
Block Count	9,999					
Entry Count	9,999					
Entry Hash Count	9,999,999					
Total Debit Entry	9,999,999.99					
Total Credit Entry	9,999,999.99					
File Control Information						
Batch Count	9,999					
Block Count	9,999					
Entry Count	9,999					
Entry Hash Count	9,999,999					
Total Debit Entry	9,999,999.99					
Total Credit Entry	9,999,999.99					
File Control Information						
Batch Count	9,999					
Block Count	9,999					
Entry Count	9,999					
Entry Hash Count	9,999,999					
Total Debit Entry	9,999,999.99					
Total Credit Entry	9,999,999.99					

24.5 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.

24.6 Reviewing the Positive Pay Work File Report

The Positive Pay Work File Report provides information about regular, interim, and void checks 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 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
- ⌵ Check number
- ⌵ Subtotal and total on G/L bank account

Make sure all paycheck 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 Purging Processed Positive Pay Information in the *JD Edwards World Accounts Payable Guide* for details.

Figure 24–14 Positive Pay Work File Report

JD Edwards World													Page No.	1
Payroll Positive Pay Work File													Date	10/09/17
G/L Bank Account	Check Number	Check Date	Met Pay	Payee Number	Payee Name	Member ID	Proc Stat	Interim Chk Code	Interim Chk Status	Account ID	Crt/Upd User ID	Crt/Upd Date	Crt/Upd Time	
1.1110	1	01/27/17	4,242.27	600007	MN SUI, SEAN			N	C	00000104	SF7055223	08/01/17	2:57:42	
													:00:00	
								N	C	00000104	SF7055223	08/01/17	4:02:11	
													:00:00	
								N	C	00000104	SF7055223	08/01/17	4:04:48	
													:00:00	
								N	C	00000104	SF7055223	08/08/17	:20:31	
													:00:00	
								N	C	00000104	SF7055223	08/08/17	:22:04	
													:00:00	
								N	C	00000104	SF7055223	08/08/17	:23:00	
													:00:00	
								N	C	00000104	SF7055223	08/08/17	:26:14	

Reset Payroll Cycle Steps

This chapter contains these topics:

- ? [Section 25.1, "Overview,"](#)
- ? [Section 25.2, "Resetting Individual Employee Records,"](#)
- ? [Section 25.3, "Resetting the Payroll ID,"](#)
- ? [Section 25.4, "Correcting a Scheduling Lock Error,"](#)
- ? [Section 25.5, "Resetting the Payment Workfile,"](#)
- ? [Section 25.6, "Resetting the Positive Pay Workfile,"](#)
- ? [Section 25.7, "Resetting Status Codes."](#)

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.

25.1 Overview

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.

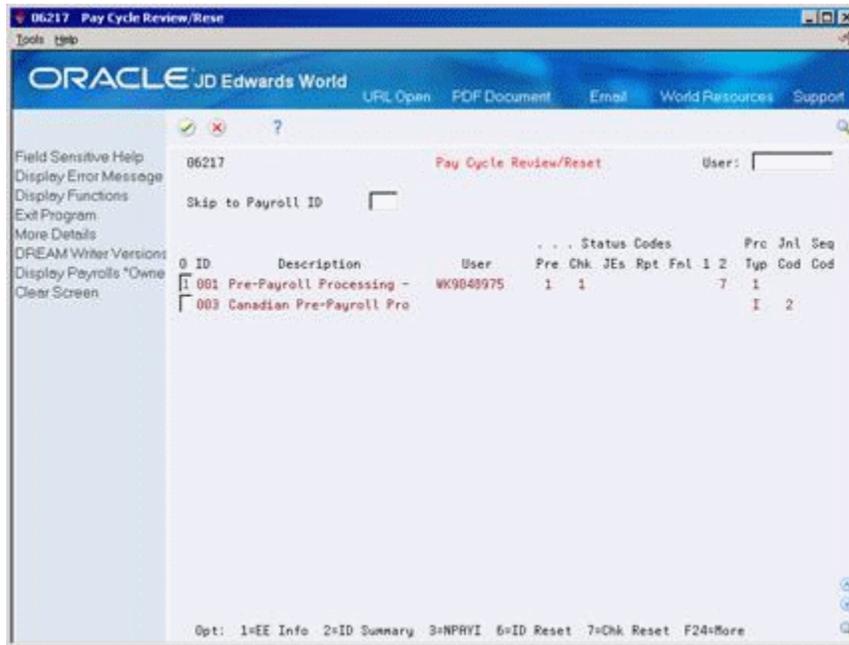
When you perform a reset, the system updates the status code for the step in the payroll cycle affected by the reset.

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 25–1 Pay Cycle Review/Reset screen



25.1.1 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.

25.2 Resetting Individual Employee Records

From Payroll Master (G07), choose Pay Cycle Processing

From Pay Cycle Processing (G0713), 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 terminated.

You can use the employee reset option to remove an employee from a payroll ID without rerunning pre-payroll. You can reset only one employee at a time.

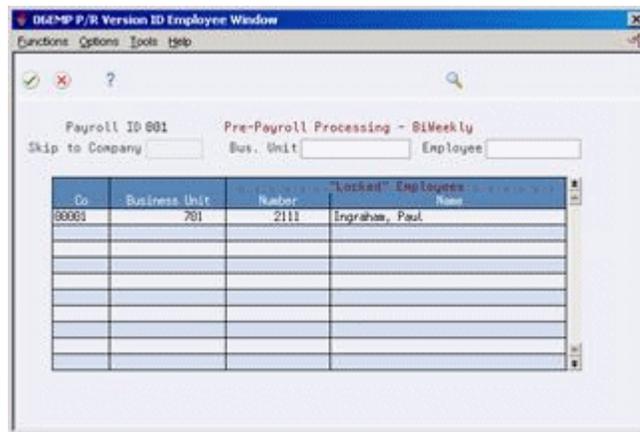
When an employee is included in a payroll ID, the system locks the employee's record. Resetting an employee unlocks the employee's record. When you reset an employee's record, the system deletes all transactions for the employee, except for those you added to the system, such as timecards.

After you print payments or process pro forma journal entries, you cannot reset an employee record.

To reset an individual employee record

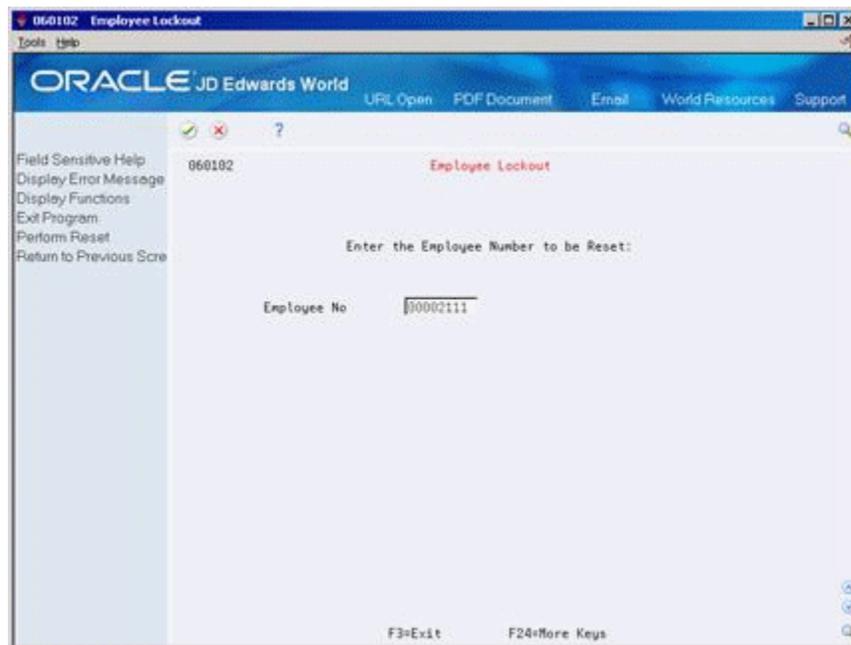
On Pay Cycle Review/Reset

1. Choose the Employee Information option for the payroll ID that includes the employee you want to reset.

Figure 25–2 P/R Version ID Employee Window screen

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 25–3 Employee Lockout screen

25.2.1 Resetting Individual Employee Records

1. On Employee Lockout, press Enter to verify the employee.
2. Choose the Perform Lockout function.
3. Reprint any reports you printed during pre-payroll processing to verify that the updated totals are correct.

See Also:

- ⌘ [Section 28.1, "Printing Payroll Cycle Reports"](#)

25.3 Resetting the Payroll ID

From Payroll Master (G07), choose Pay Cycle Processing

From Pay Cycle Processing (G0713), 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.

See Also:

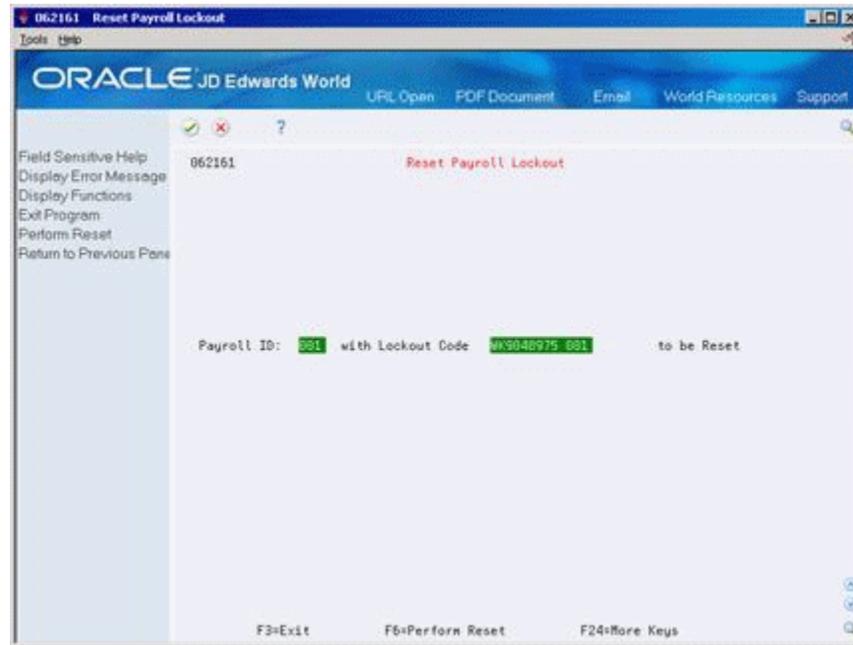
- ⌘ [Section 25.5, "Resetting the Payment Workfile"](#) for information about reprinting payments without rerunning pre-payroll,
- ⌘ [Section 22.10, "Processing Pre-Payroll for Changes Only"](#) for information about rerunning pre-payroll when you have changed employee personal and salary information.

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 25–4 Reset Payroll Lockout screen



2. On Reset Payroll Lockout, choose the Perform Reset function.

25.3.1 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.

25.4 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:

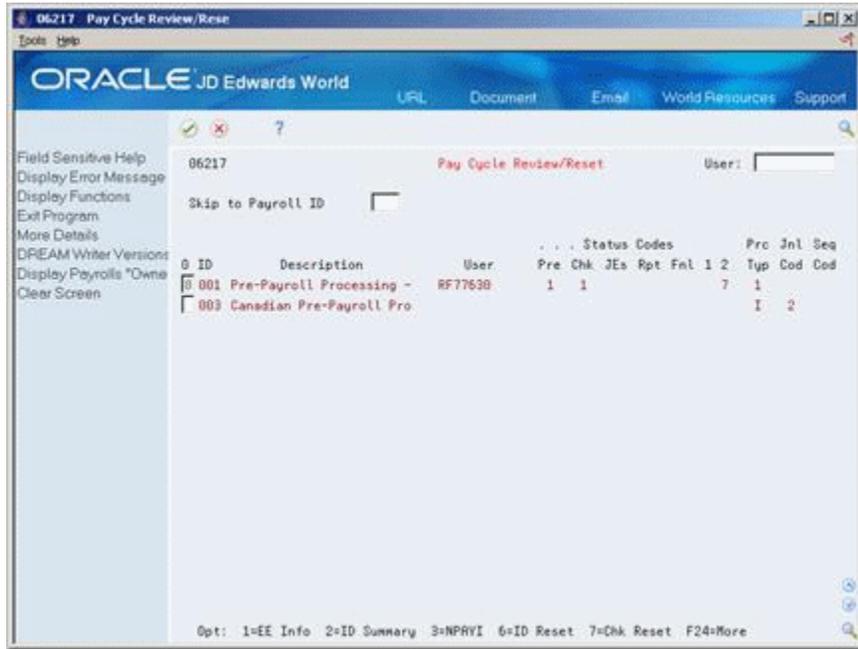
- Two users try to submit the same payroll.
- Two users try to submit the same payroll ID at the same time.
- One or more users are working in a time entry screen for an employee who is locked to a payroll. This is monitored by active time entry sessions.
- Payroll is being used in two separate environments.

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.

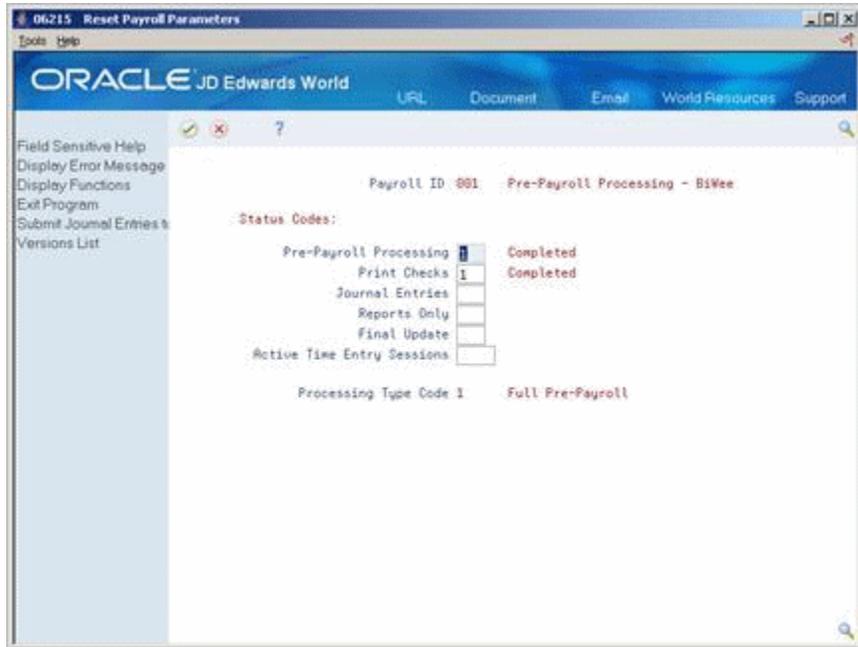
To view and/or clear active time entry sessions
From Payroll Master (G07), choose Pay Cycle Processing
From Pay Cycle Processing (G0713), choose Pay Cycle Review/Reset
 On Pay Cycle Review/Reset

Figure 25-5 Pay Cycle Review/Reset (Active Time Entry) screen



1. Enter 8 in the Option field for the Payroll ID that has the scheduling lock error.

Figure 25-6 Reset Payroll Parameters screen



2. On the Reset Payroll Parameters screen, make sure the value in the Active Time Entry Sessions field is zero (0) or blank.

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.

25.5 Resetting the Payment Workfile

From Payroll Master (G07), choose Pay Cycle Processing

From Pay Cycle Processing (G0713), choose Pay Cycle Review/Reset

During the print payments step in the payroll cycle, the system allows you to reprint checks if the printer is misaligned, jams, or destroys a check.

In some cases, you might need to reprint an entire batch of payments after you complete the print payments step. You do this, for example, if the 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 25–7 Pay Cycle Review/Reset (Reset) screen



1. Choose the Paycheck Workfile Reset option for the payroll ID for which you need to reprint checks.

Figure 25–8 Print Checks Parameters (Reset) screen



2. On the first Print Checks Parameters form, enter the type of reset you want to process.

Figure 25–9 Print Checks Parameters (Type of Reset) screen

063504-2 Print Checks Parameters

Cash Pay Slip status is:
Cash Pay Slips were not requested.
Last slip number was
Beginning slip number was
Do you wish to restart Cash Pay Slips ? Y/N

Check status is:
Checks are complete.
Last check number was 5166
Beginning check number was 5165
Do you wish to restart Checks ? Y/N

Bank Auto Deposit status is:
Auto Deposits are complete.
Last deposit number was 516517
Beginning deposit number was 516516
Do you wish to restart Auto deposits ? Y/N

F3=Terminate job without Reset or Clear F24=More Keys

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 25–10 Print Checks Parameters (Type of Payments) screen

063504-3 Print Checks Parameters

The following has been requested:

Restart of Checks.
Restart of Auto Deposits.

Is this correct ? Y/N

Type "Y", and then F6 to process request.

F3=Terminate job without Reset or Clear F24=More Keys

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	<p>Indicate if all checks have printed successfully.</p> <p><i>Form-specific information</i></p> <p>When using this field to reset pre-payroll checks, the values are:</p> <p>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.</p> <p>R – Restart Net Pay Creation from a specific point in the selected process.</p>

See Also:

- ? [Section 24.1, "Printing Payments."](#)

25.6 Resetting the Positive Pay Workfile

From Payroll Master (G07), choose Pay Cycle Processing

From Pay Cycle Processing (G0713), choose Pay Cycle Review/Reset

If it becomes necessary to reset/reprint checks 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 checks are printed, records in the positive pay workfile will be cleared for that payroll ID. If paychecks are reset, and then rerun, the positive pay workfile will automatically update accordingly.

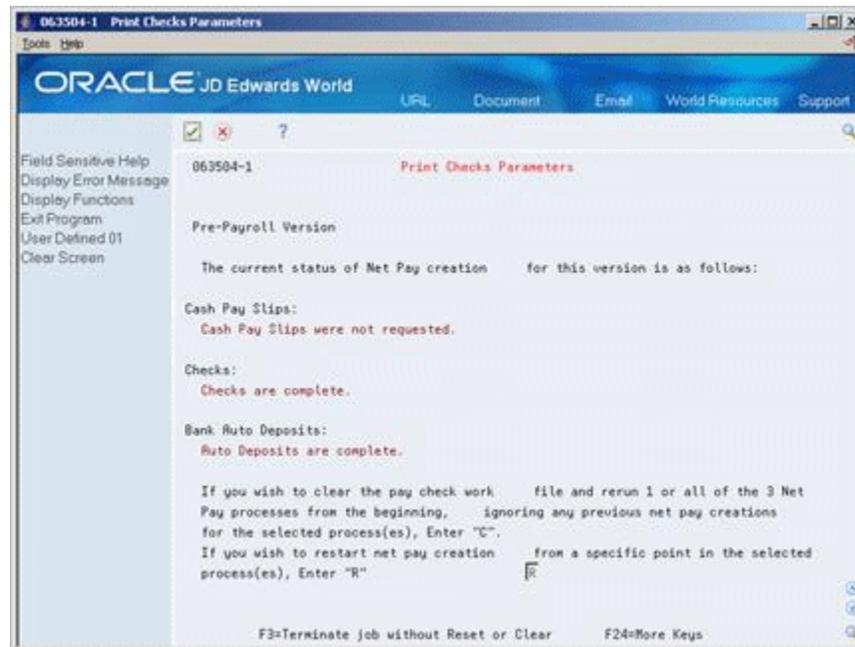
To reset the positive pay workfile

On Pay Cycle Review/Reset

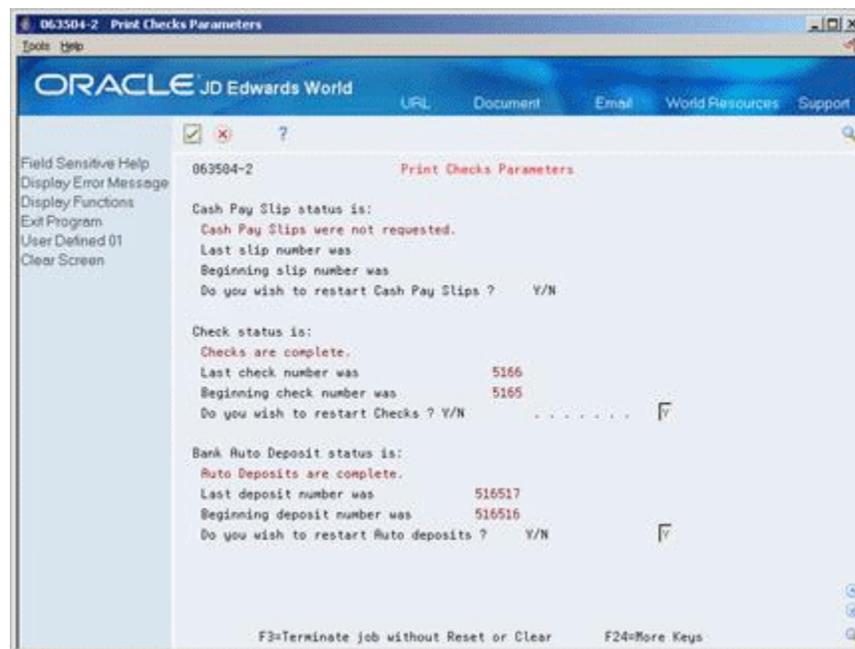
Option 7, Paycheck File Reset, will reset all records that were loaded to the bank transmittal file back to an unprocessed status. It will also delete the physical file member and the corresponding record in the Positive Pay Tape Attributes File table (F062362).

Then, you can submit the bank file build process again, after the check 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 checks.

Figure 25–11 Print Checks Parameters (Reset Positive Pay) screen

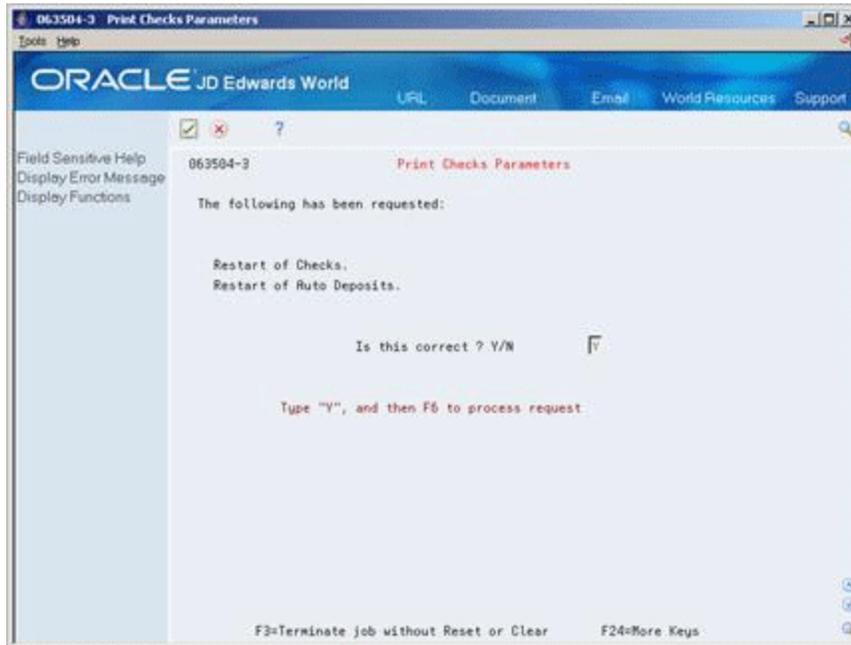
2. On the first Print Checks Parameters screen, enter the type of reset you want to process.

Figure 25–12 Print Checks Parameters (Positive Pay Reset Type) 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 25–13 Print Checks Parameters (Types of Positive Pay Documents) screen



- On the third Print Check Parameters screen, complete the following field:
 - Is this correct?
- Choose the Process Request function.
- Complete the steps for printing payments.

Field	Explanation
Do you wish to Reset/Clear Checks? Y/N	Indicate if all checks have printed successfully. <i>Form-specific information</i> When using this field to reset pre-payroll checks, 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 24.1, "Printing Payments."](#)

25.7 Resetting Status Codes

From Payroll Master (G07), choose Pay Cycle Processing

From Pay Cycle Processing (G0713), choose Pay Cycle Review/Reset

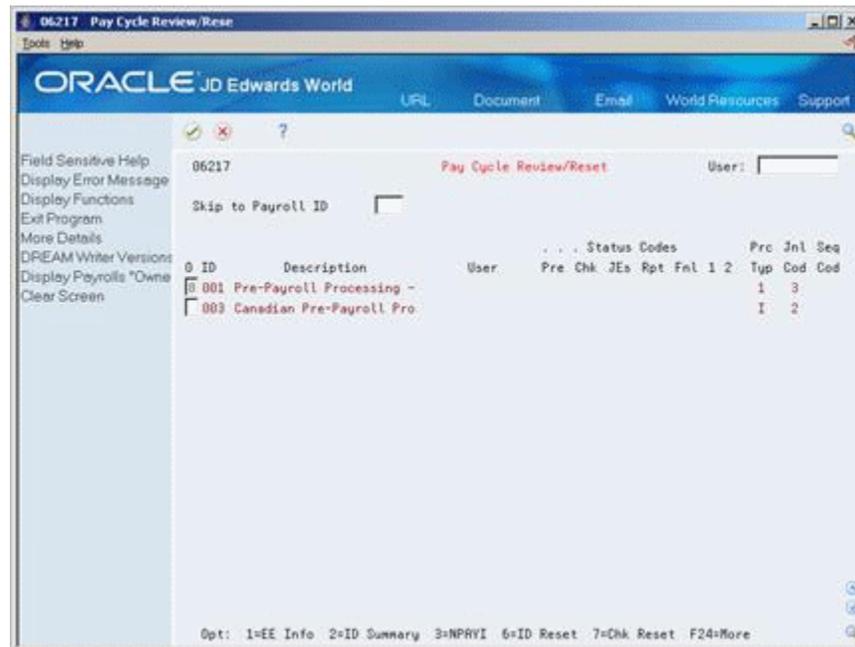
When a step in the payroll cycle is locked or has ended abnormally, you must change its status. A step might end abnormally when a machine or power failure occurs thus causing the status codes to remain active (A). A scheduling lock occurs when two people try to run the step at the same time. You typically use this form to change the Active status code to a blank so that you can rerun the abnormally terminated or locked step.

To reset status codes

On Pay Cycle Review/Reset

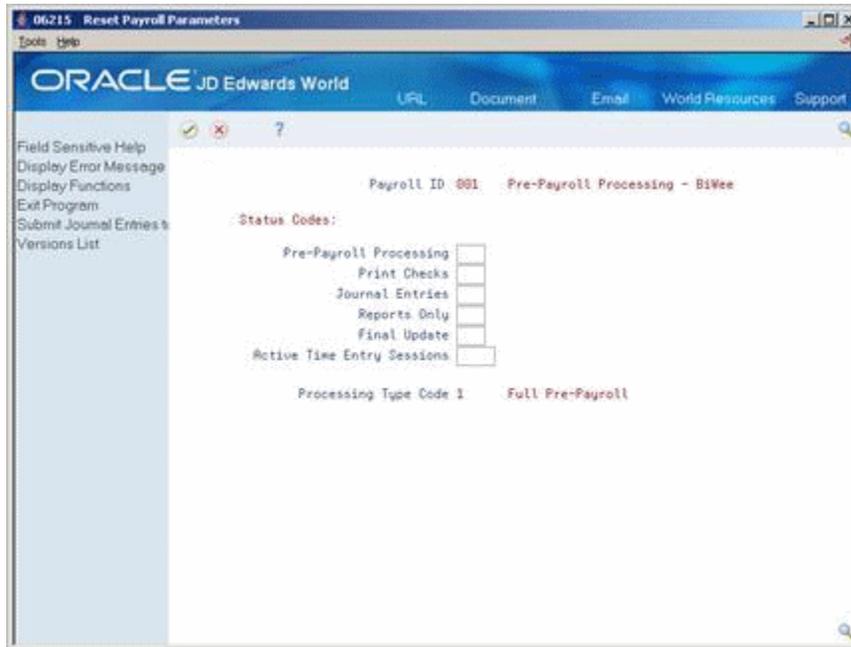
1. Locate the ID that corresponds to the payroll you are currently running.

Figure 25–14 Pay Cycle Review/Reset (Status Code Reset) screen



2. Choose the Reset Control Parameters option.

Figure 25–15 Reset Payroll Parameters (Status Codes) 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).

25.7.1 What You Should Know About

Topic	Description
Changing the status to complete (1)	You cannot change the status of pre-payroll processing, print checks, 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.

Topic	Description
Printing payments	You cannot change the status of Print Checks on the Reset Payroll Parameters form. To reprint payments, you must reset the payment workfile.

See Also:

? [Section 25.5, "Resetting the Payment Workfile."](#)

Process Pro Forma Journal Entries

This chapter contains these topics:

- 7 [Section 26.1, "Creating the Workfile for Pro Forma Journal Entries,"](#)
- 7 [Section 26.2, "Reviewing the Pay Period Journal Batch Proof Report,"](#)
- 7 [Section 26.3, "Rerunning the Journal Batch Proof Report."](#)

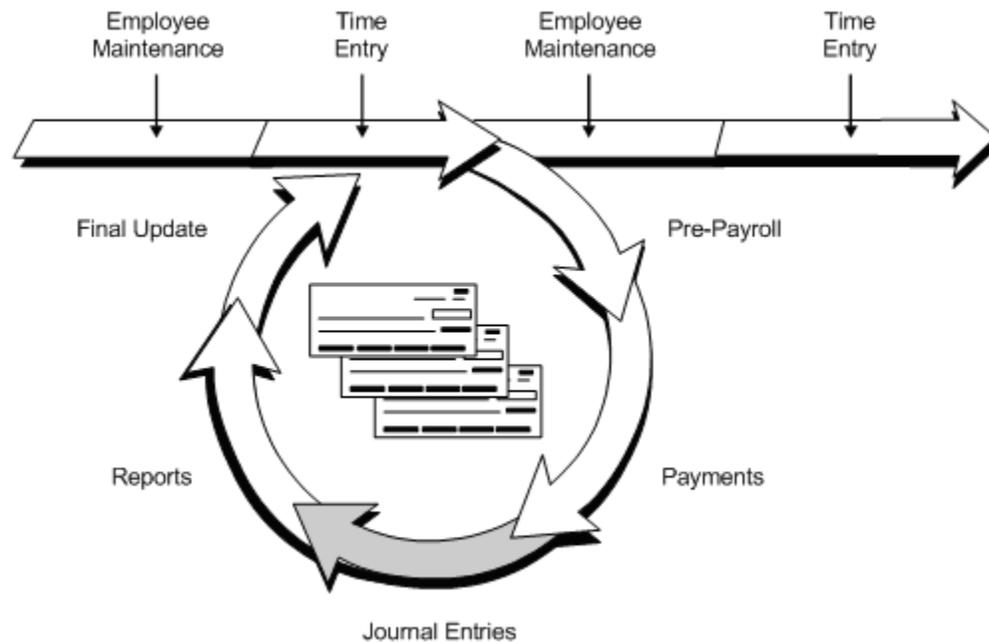
Pro forma journals entries are review-level entries that the system holds in the Summarized Journal Entry workfile (F06395) until you run final update. You create this workfile to prepare the journal entries for review and posting. When you create the workfile, the system generates the Pay Period Journal 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:

- 7 Process pre-payroll
- 7 Create payments
- 7 Process journal entries
- 7 Print payroll cycle reports
- 7 Run the final update

Figure 26–1 Journal Entries 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:

- ⌘ Technical Overview of Payroll Cycle in the *JD Edwards World U.S. Payroll II Guide* for information about tables affected by processing pro forma journals,
- ⌘ [Chapter 30, "Work with Journal Entries"](#)

26.1 Creating the Workfile for Pro Forma Journal Entries

From Payroll Master (G07), choose Pay Cycle Processing

From Pay Cycle Processing (G0713), 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

- ⌘ Intercompany settlements
- ⌘ Workers compensation

To create the workfile for pro forma journal entries

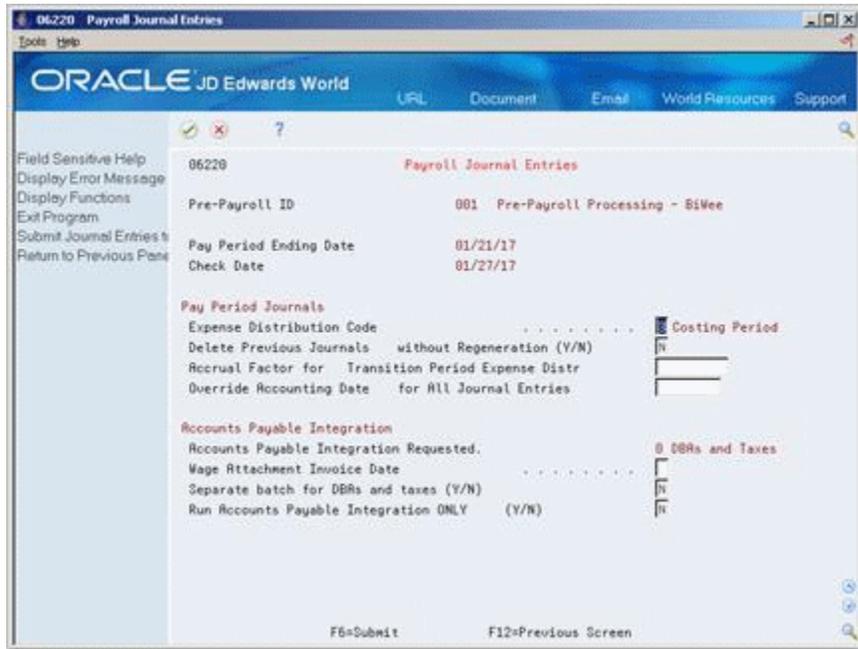
On the first Payroll Journal Entries form

Figure 26–2 Payroll Journal Entries screen



1. Complete the following field and press Enter:
 - ⌘ Pre-Payroll ID

Figure 26–3 Payroll Journal Entries (Pre-Payroll ID) 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:
 - ⌘ Wage Attachment Invoice Date (U.S. payroll only)
 - ⌘ Wage Attachment Invoice Date
 - ⌘ Separate Batch for DBAs and Taxes
 - ⌘ Run Accounts Payable Integration Only
5. Choose the Submit function.

Field	Explanation
Payroll Expense Type	<p>This code determines the G/L date for labor and burden entries. The system uses document types T2 and T4 to record labor and T3 to record burden. Valid codes are:</p> <p>1 – Work Date. The G/L date is the timecard work date.</p> <p>2 – Period Ending Date. The G/L date is the pay period end date for the payroll cycle currently being run.</p> <p>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.</p>

Field	Explanation
Delete Previous Journals without Regeneration (Y/N)	<p>This field applies when you rerun journal entries. If you are rerunning journal entries, the screen displays the batch number for the journals at the bottom of the screen.</p> <p>N – Delete the previous batch and create a new one (default).</p> <p>Y – Delete the existing 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.</p>
Enter the Accrual Factor to	<p>The accrual factor applies to payroll expenses and is normally used during a transition pay period where all timecards are entered with a work date equal to the pay period end date. In this case, you can use the accrual factor (for example, 25 for 25%) to accrue a portion of payroll expenses in the previous month and defer the expense in the following month.</p>
Enter the Absolute Override Accounting	<p>The date that the system creates payroll accounting journals. This is the check date unless you override it.</p> <p><i>Form-specific information</i></p> <p>In Payroll Journal Entries, the absolute override date is used as the G/L date for all journal entries generated for this payroll cycle (labor, burden, and check disbursement).</p>
Wage Attachment Invoice Date	<p>This code determines whether the invoice date on the voucher is the payroll check date or pay period end date. The invoice date can be printed on the check stub when the Accounts Payable system prints the payment for the payee. The invoice date is only filled for wage attachments. This feature is useful when the payee uses the employee's pay schedule to track payments.</p> <p>Valid codes are:</p> <p>blank – Create the voucher with check date in the invoice date. The invoice number will be blank.</p> <p>C – Create the voucher with check date in the invoice date. The invoice number will be the check date followed by the employee's case number.</p> <p>P – Create the voucher with pay period end date in the invoice date. The invoice number will be the pay period end date followed by the employee's case number.</p>
Separate batch for DBAs and taxes (Y/N)	<p>This field is a single-character entry field for a yes or no response. The default is No.</p> <p>Valid codes are:</p> <p><i>Form-specific information</i></p> <p>This code separates DBA and tax vouchers into two batches. This feature is useful when your payment schedule for taxes requires the batch to be approved and posted in accounts payable at a much earlier date than DBAs (or vice versa).</p> <p>N – Create one batch for both DBA and tax vouchers.</p> <p>Y – Create two batches, one for DBA vouchers and one for tax vouchers.</p>

Field	Explanation
Accounts Payable Integration	<p>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.</p> <p>N – No integration</p> <p>0 Create vouchers for both DBAs and taxes that have been setup with A/P integration</p> <p>1 – Create vouchers only for DBAs that have been setup with A/P integration</p> <p>2 – Create vouchers only for taxes that have been setup with A/P integration</p>

26.1.1 Processing Options

See [Section 55.6, "Create Payroll Journal Entries \(P06220\)"](#)

See Also:

- ⌘ Working with Vouchers in the *JD Edwards World U.S. Payroll II Guide*.

26.2 Reviewing the Pay Period Journal Batch Proof Report

From Payroll Master (G07), choose Pay Cycle Processing

From Pay Cycle Processing (G0713), 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:

- ⌘ 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

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 the *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 26–4 Pay Period Journal Batch Proof report

06229 JD Edwards World										Page -	2	
Payroll ID: 692 Batch 6068217										Date -	7/23/17	
Pay Period Journal Batch Proof												
Co	FY	FN	DT	Refn2	Account Description	Asset	G/L Account	Subldg-Ty-Phase	Debit	Credit	Units	LT
00100	18	08	T1		Payroll Disbursement Entries							
					AL083198 Miscellaneous Revenue		90.9160			10.00-		AA
								00007504 A				
					AL083198 Life Insurance		100.4310			49.30-		AA
					AL083198 Health Insurance		100.4315			300.22-		AA
					AL083198 Savings Bond		100.4316			33.88-		AA
								00007506 A				
					AL083198 401K Plan		100.4317			36.46-		AA
					AL083198 401K Plan		100.4317			72.92-		AA
								00007504 A				
					AL083198 Garnishee Wages		100.4325			475.96-		AA
					AT083198 Federal Payroll Tax W/H		100.4211			730.31-		AA
					AT083198 FICA Payroll Tax Payable		100.4212			816.24-		AA
					AT083198 Medicare Tax Pay		100.4213			190.92-		AA
					AT083198 Federal Unemp Tax Payabl		100.4214			23.17-		AA
					AT083198 SIT-Colorado		100.4221.CO			237.37-		AA
					AT083198 SUI-Colorado		100.4222.CO			28.59-		AA
					AT083198 Workers Comp.-Colorado		100.4305.CO			1.19-		AA
					AT083198 General Liab.-Colorado		100.4306.CO			1.73-		AA
					AW083198 Accrued Payroll		100.4205		6,614.18			AA
					CF083198 Actual Burden Clearing A		100.4333			225.68		AA
					CT083198 Actual Burden Clearing A		100.4333		558.26			AA
					DA083198 First Interstate - Payro		100.1110.PAYROLL			1,706.06-		AA
					DF083198 First Interstate - Payro		100.1110.PAYROLL			2,683.80-		AA
Document/Period Total									7,398.12	7,398.12-		

See Also:

- ? Setting Up Automatic Accounting Instructions in the *JD Edwards World Fixed Assets Guide*,
- ? Setting Up Deductions, Benefits, and Accruals in the *JD Edwards World U.S. Payroll II Guide*,
- ? [Section 22.10, "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.

26.2.1 Processing Options

See [Section 55.7, "Pay Period Journal Batch Proof \(P06229\)"](#)

26.3 Rerunning the Journal Batch Proof Report

From Payroll Master (G07), choose Pay Cycle Processing

From Pay Cycle Processing (G0713), 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.

Reclassify Labor Records

This chapter contains these topics:

- [Section 27.1, "Working with Labor Reclass Records,"](#)
- [Section 27.2, "Generating Labor Reclass Reports."](#)

You might have the need to reclassify a small number of payroll transactions infrequently or hundreds of payroll records each day in order to accommodate changes in your business operations. Using the Labor Reclass Maintenance program (P06099R) allows you to complete this process quickly.

Using this program, you can change account values for a specific transaction record in the Payroll Transaction History file (F0618) and the related records in the Burden History file (F0624). This updates the current record and results in a reversal and a new transaction record in both the F0618 and F0624. You can also split a single transaction record into multiple records, each with specific account values, and have one or more partial records with a remainder record. You can also reclassify multiple records at one time.

Reclassifying records is a three step process, you:

1. Reclassify or split records
2. Approve the records
3. Submit a batch of records to create:
 - A journal batch
 - Reclass history records

After you submit the batch, you can post the transactions and review and print the reclass history records.

27.1 Working with Labor Reclass Records

The Labor Reclass Maintenance program (P06099R) allows you to choose, review, reclassify, and maintain specific records from the Payroll Transaction History File table (F0618).

The system coordinates the reclassification process between Labor Reclass Maintenance and the Service Billing and Contract Billing systems. The system does not display a transaction record that is currently being reclassified in the Service Billing and Contract Billing systems. In addition, you can choose whether a transaction record, for which vouchers exist, displays on Labor Reclass Maintenance. The value in the BCI field (Billing Control ID) that displays in the detail area is from the first Billing Workfile (F4812) or Billing Workfile - History (F4812H) record of the current payroll transaction number.

You can use the processing options to choose the:

- ⌘ Format of the form
- ⌘ Fields in which you allow changes to the values
- ⌘ Field values the system recalculates during the batch process

The original values of each transaction record display on the Labor Reclass Maintenance form as well as the values for the Reclass Type and Approved fields.

When you reclassify records, the Labor Reclass Maintenance program enters a value in the Reclass Type field on the Labor Reclass Maintenance form. The value indicates the type of reclassification you chose for that record. The program also enters a reclass value in the new transaction records it creates. For consistency, R is the primary reclassification value in this program and in the original payroll reclassification programs, Transaction Ledger (P060999) and Payroll Transaction Reclassification (P060998).

You can use the function exits to perform an action on all of the records that display. These include:

- ⌘ Approve All (F5)
- ⌘ Reset Approval All (F8)
- ⌘ Reset Reclass All (F9) - deletes all reclass requests
- ⌘ Mass Reclass (F10) - allows you to reclassify all records that display

When you reclassify or split records, you only specify the changes or new information for the record and the program saves the record in a temporary file. After you reclassify records, the next step in the process is to approve the records. The program adds an approval value in the Approved field on the form and in the temporary file. When you finish approving records, you submit the batch to have the system process all of the approved records that display. The Create Reclass Journals and History (J06295R) and Process Journals of Reclassified Timecards - 2 (J06282R) programs create the batch members and save the records in the Payroll Transaction History File (F0618R), the Burden Distribution File (F0624R), the Reclass Transaction History File (F0618R), and the Reclass Burden History File (F0624R) tables.

The records in the F0618R and F0624R tables store the:

- ⌘ Transaction number of the original, reversal, and new records
- ⌘ Reclass Type field value
- ⌘ Other field values in which you made changes

Working with Labor Reclass includes the following labor reclass tasks:

- ⌘ Locating records
- ⌘ Reviewing burden information
- ⌘ Reclassifying a single record
- ⌘ Reclassifying multiple records
- ⌘ Splitting records
- ⌘ Approving individual records
- ⌘ Resetting records
- ⌘ Reclassifying en mass
- ⌘ Submitting a batch

Navigation

From Labor Reclass Processing (G0735), choose Labor Reclass Maintenance

27.1.1 Locating Records

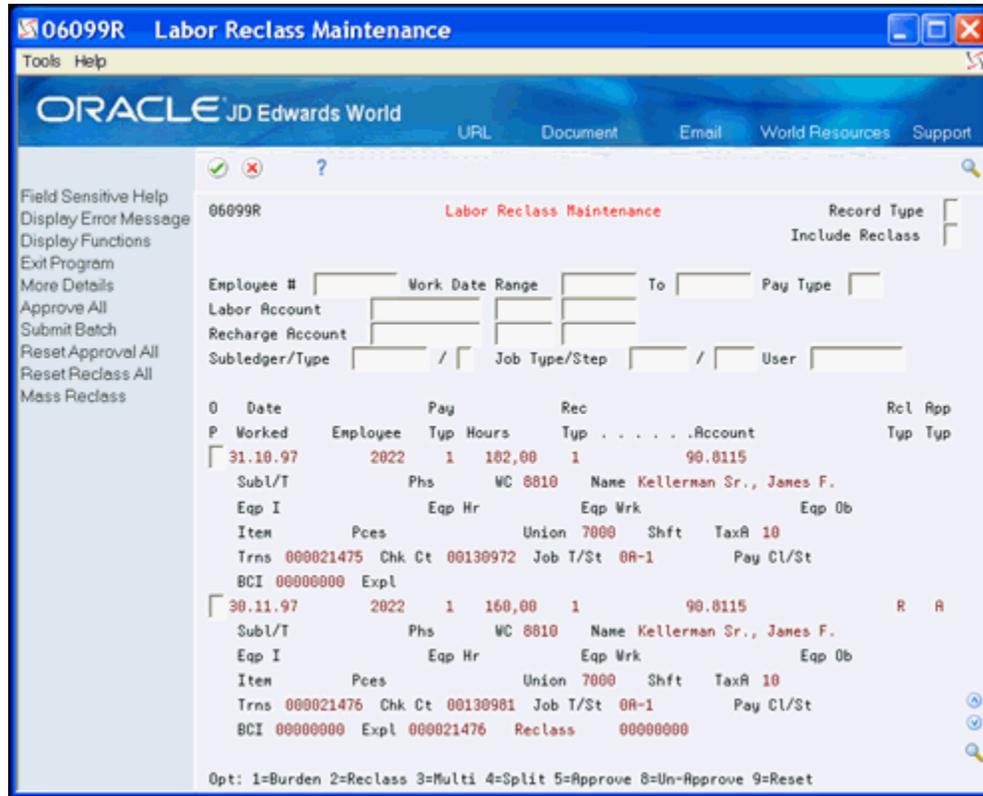
Use the Labor Reclass Maintenance form to review records from the Payroll Transaction History File table (F0618).

To locate records

On Labor Reclass Maintenance, perform one of the following:

- Click Enter to display all records.
- Complete any of the following fields and click Enter.
 - Employee #
 - Work Date Range/To
 - Pay Type
 - Record Type
 - Include Reclass
 - Labor Account
 - Recharge Account
 - Subledger/Type
 - Job Type/Step
 - User
 - Enhanced Subledger 1-4
 - Enhanced Subledger Types 1-4

Figure 27-1 Labor Reclass Maintenance screen



27.1.2 Reviewing Burden Information

Use the Current Burden Inquiry form to review burden information in the Burden Distribution File (F0624).

To review burden information

1. On Labor Reclass Maintenance, enter 1 in the Option field next to the record you want to review and click Enter.
2. On Current Burden Inquiry, review the burden information.

Figure 27-2 Current Burden Inquiry screen

06099B Current Burden Inquiry

Tools Help

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Field Sensitive Help
 Display Error Message
 Display Functions
 Exit Program
 More Details
 Approve All
 Submit Batch
 Reset Approval All
 Reset Reclass All
 Mass Reclass

06099B Current Burden Inquiry

Transaction # 000070936
 Employee # 30106
 Hours Worked 50.00
 Account 1.8115

PDBA		Tax		Amount	Business Unit	Object	Subsid	Subledger	Phase
Type	Code	Type							
BT	C			1.93	1	5449			
BT	E			14.91	1	5449			
BT	H			4.33	1	5449			
BT	Q			3.49	1	5449			

F3=Exit

27.1.3 Reclassifying a Single Record

The Labor Reclass - Single program (P06098R) allows you to change the account fields and other fields for a single record. Although similar to the Payroll Transaction Reclassification program (P060998), it is easier to use and allows you to change the business unit and object accounts. You can access and select values, fix errors, and then choose Reclassification (F6) to save values in the Reclass Transaction Temporary File table (T0618). When the Labor Reclass Maintenance form redisplay, the record that you reclassify includes an R in the Reclass Type field.

To reclassify a single record

1. On Labor Reclass Maintenance, enter 2 in the Option field next to the record you want to reclassify and click Enter.
2. On Single Labor Reclass, complete any of the fields and choose Reclassification (F6).

Figure 27-3 Single Labor Reclass screen

27.1.4 Reclassifying Multiple Records

The Labor Reclass - Multi program (P06098M) allows you to change multiple records which you choose on the Labor Reclass Maintenance form. You can choose one or multiple records on Labor Reclass Maintenance which have not been reclassified or approved. The Multi Labor Reclass program displays all of the information for each of the records, including the header selection information. You can change the data in the fields, including the account fields, and also delete a record. The program saves the records in the Reclass Preliminary Temporary File table (T06PRE) when you click Enter. When you choose Reclassification (F6) the program saves the changes in the Reclass Transaction Temporary File table (T0618). When the Labor Reclass Maintenance form redisplay, the records that you reclassify include an R in the Reclass Type field.

You can choose Toggle Format (F2) to display the labor account or recharge account information.

To reclassify multiple records

1. On Labor Reclass Maintenance, enter 3 in the Option field next to multiple employee records and click Enter.
2. On Multi Labor Reclass, complete any of the following appropriate fields for each employee record and click Enter.
 - ⌘ Business Unit (Labor or Recharge)
 - ⌘ Object (Labor or Recharge)
 - ⌘ Subsidiary (Labor or Recharge)
 - ⌘ Subledger

- ⌘ Subledger Type
 - ⌘ Workers Comp Insurance Code
 - ⌘ Subclass
 - ⌘ Phase
 - ⌘ Equipment Object
 - ⌘ Enhanced Subledger 1-4
 - ⌘ Enhanced Subledger Types 1-4
3. Choose Reclassification (F6).
 4. To remove a record, enter 9 in the Option field and click Enter.
This deletes or cancels the changes on the Multi Labor Reclass form and from the T06PRE and T0618 files.

Figure 27–4 Multi Labor Reclass screen

06098M Multi Labor Reclass

Tools Help

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Field Sensitive Help
Display Error Message
Display Functions
Toggle Format
Exit Program
More Details
Reclassification

06098M Multi Labor Reclass Record Type
GL Date

Employee # Work Date Range 01/01/09 To 06/01/09 Pay Type
Labor Account
Recharge Account
Subledger/Type / Job Type/Step / User

0 Date Pay Labor.
P Worked Employee Typ Hours Bus. Unit Object Subsid Subledgr T
01/03/09 29555 1 00.00 100 8115 Phs
WCMP/S Rechg Acct
Eq I Eq Hr Eq Wrk Eq Ob
Item Pces Name Teacher, Danielle TaxR 06
Union Shift Job T/St Pay Cl/St
Trns 000092644 Chk 00421091 BCI 00000000 Ex
01/03/09 29555 1 00.00 100 8115 Phs
WCMP/S Rechg Acct
Eq I Eq Hr Eq Wrk Eq Ob
Item Pces Name Teacher, Danielle TaxR 06
Union Shift Job T/St Pay Cl/St
Trns 000092645 Chk 00421104 BCI 00000000 Ex

Opt: 9=Delete F2=Toggle F3=Exit F6=Create Reclassification Records

27.1.5 Splitting Records

The Labor Reclass - Split program (P06098S) allows you to split one transaction record into multiple transaction records, each with different account values. The system allocates the amount from the original transaction record according to the percentages you enter. You can split by hours or by percent. The system displays one of three different formats of the form, depending on the transaction record type. After you enter all changes you choose Reclassification (F6) to save the records in the Reclass Transaction Temporary File table (T0618). When the Labor Reclass Maintenance form redisplay, the record you split includes one of the following in the Reclass Type field:

- ⌘ S for full split, if you create new records with a total equal to 100%
- ⌘ P for partial, if you create new records with a total below 100%

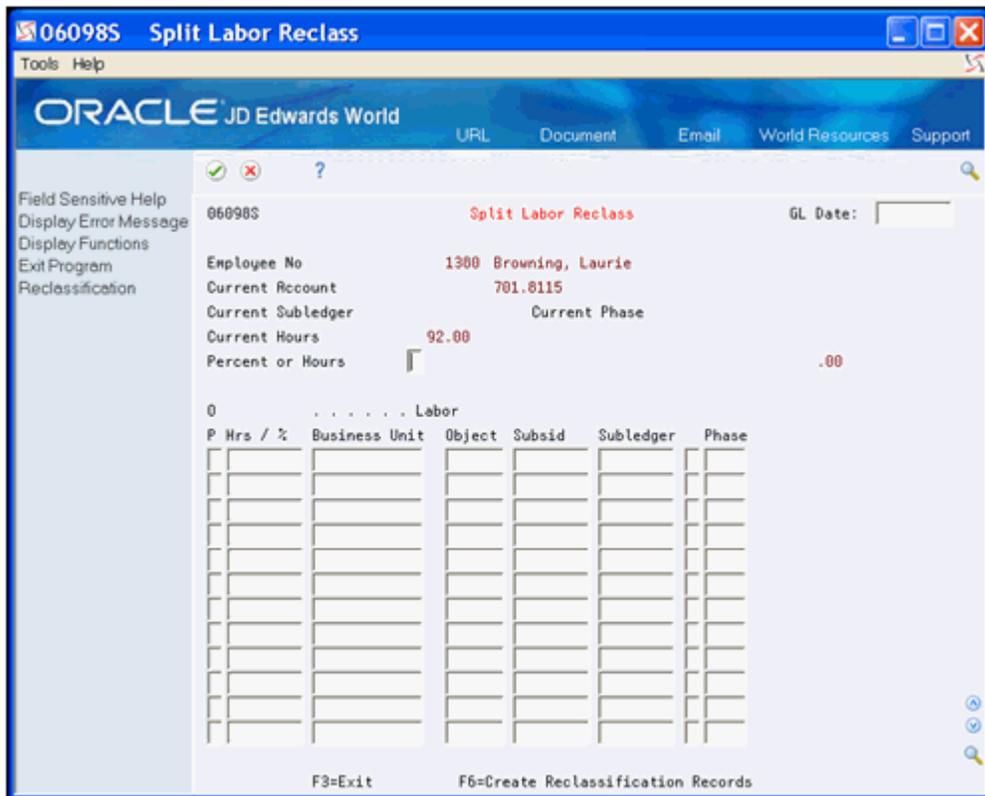
When you enter total hours less than 100% of the original transaction, the program creates a record with a reclass value of M, for the remaining hours. The program stores the M reclass record in the T0618 and the system also saves this record in the F0618 when you submit the batch.

To split records

1. On Labor Reclass Maintenance, enter 4 in the Option field next to the record you want to split and click Enter.
2. On Split Labor Reclass, complete the fields and choose Reclassification (F6).
 - ⌘ Hours/%
 - ⌘ Business Unit (Labor or Recharge)
 - ⌘ Object (Labor or Recharge)
 - ⌘ Subsidiary (Labor or Recharge)
 - ⌘ Subledger
 - ⌘ Subledger Type
 - ⌘ Phase
3. To remove a record, enter 9 in the Option field and click Enter.

The program deletes or cancels the changes for that record on Split Labor Reclass and in the T0618 table.

Figure 27-5 Single Labor Reclass (Split) screen



After you reclassify records, Labor Reclass Maintenance displays and the records include an S or P in the Reclass Type field.

Figure 27–6 Labor Reclass Maintenance (Split) screen

06099R Labor Reclass Maintenance

Tools Help

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Display Functions
Exit Program
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Approve All
Submit Batch
Reset Approval All
Reset Reclass All
Mass Reclass

06099R Labor Reclass Maintenance Record Type
Include Reclass

Employee # Work Date Range To Pay Type
Labor Account
Recharge Account
Subledger/Type / Job Type/Step / User

Date	Employee	Pay Typ	Hours	Rec Typ	.Account	Rcl Typ	App Typ
31.10.97	2022	1	182,00	1	90.0115		
Subl/T Phs WC 8810 Name Kellerman Sr., James F.							
Eqp I Eqp Hr Eqp Wrk Eqp Ob							
Item Pces Union 7000 Shift TaxA 10							
Trns 000021475 Chk Ct 00130972 Job T/St 0A-1 Pay Cl/St							
BCI 00000000 Expl							
30.11.97	2022	1	160,00	1	90.0115	R	A
Subl/T Phs WC 8810 Name Kellerman Sr., James F.							
Eqp I Eqp Hr Eqp Wrk Eqp Ob							
Item Pces Union 7000 Shift TaxA 10							
Trns 000021476 Chk Ct 00130981 Job T/St 0A-1 Pay Cl/St							
BCI 00000000 Expl 000021476 Reclass 00000000							

Opt: 1=Burden 2=Reclass 3=Multi 4=Split 5=Approve 8=Un-Approve 9=Reset

27.1.6 Approving Individual Records

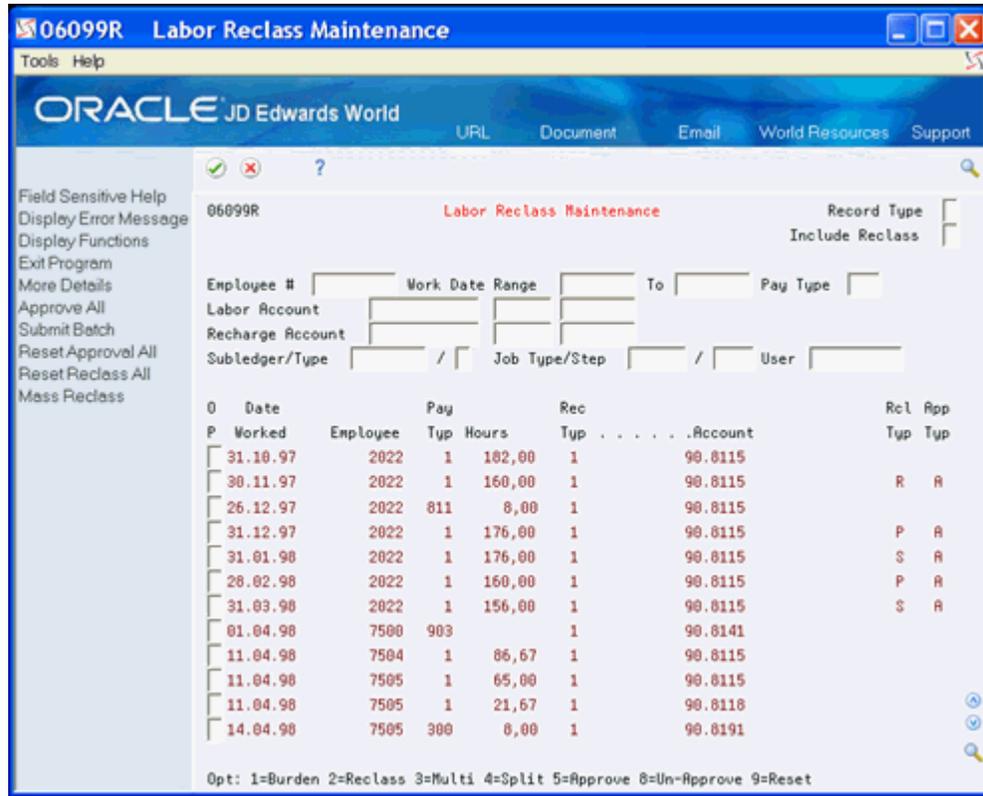
After you reclassify or split records, you can then approve the records. This is the second step in the reclassify process.

To approve individual records

On Labor Reclass Maintenance, enter 5 in the Option field next to the records you want to approve and click Enter.

After you approve records, Labor Reclass Maintenance displays and the records include an A in the Approval Type field.

Figure 27-7 Labor Reclass Maintenance (Approve) screen



27.1.7 Resetting Records

You might have the need to remove the approval or reclassify type value. You can do this on the Labor Reclass Maintenance form.

To reset records

On Labor Reclass Maintenance, next to the records you want to change, perform one of the following:

- To reset (remove) the approval, enter 8 in the Option field. This removes the approval from the record in the T0618 table, and the A from the Approval Type field.
- To reset (stop or delete) the reclassification, enter 9 in the Option field. This deletes the reclassification transaction record from the T0618 table and the value from the Reclass Type field.

27.1.8 Reclassify En Masse

The Mass Labor Reclass program (P06098T) allows you to change multiple or a massive amount of transaction records on the Labor Reclass Maintenance form to the same account values, excluding those that currently include a reclass value in the Reclass Type field. The program displays the Mass Labor Reclass form with the account fields for the record types and you can access and choose new values, and fix errors. The system saves the records in the Reclass Preliminary Temporary File table (T06PRE) when you click Enter. When you choose Reclassification (F6) the program saves the changes in the Reclass Transaction Temporary File table (T0618). When the Labor Reclass Maintenance form redisplay, all of the records you chose to reclassify include an R in the Reclass Type field.

To reclassify en masse

1. On Labor Reclass Maintenance, choose Mass Reclass (F10).
2. On Mass Labor Reclass, complete any of the following fields for Labor and Recharge and click Enter.
 - ? G/L Date
 - ? Business Unit
 - ? Object
 - ? Subsidiary
 - ? Subledger
 - ? Subledger Type

Figure 27–8 Mass Labor Reclass screen

06098T Mass Labor Reclass

Functions Tools Help

06098T Mass Labor Reclass

G/L Date

Description	Record Type 1	Record Type 2	Record Type 3
Labor			
Bus. Unit	<input type="text"/>	<input type="text"/>	
Object	<input type="text"/>	<input type="text"/>	
Subsidiary	<input type="text"/>	<input type="text"/>	* = blank
Subledger/T	<input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> * = blank
Recharge			
Bus. Unit		<input type="text"/>	<input type="text"/>
Object		<input type="text"/>	<input type="text"/>
Subsidiary		<input type="text"/>	<input type="text"/> * = blank

F3=Exit F6=Create Reclassification Records

3. Optionally, choose ESA (F5) to access Enhanced Subledger Accounting and change any of the enhanced subledgers or enhanced subledger types.
4. On Mass Labor Reclass, choose Create Reclassification Records (F6).

After you reclassify records, the Labor Reclass Maintenance displays and the records include an R in the Reclass Type field.

27.1.9 Submitting a Batch

The third step in the reclassify process is to submit the records in a batch process. You must submit the batch in order to complete the process and for the system to create and update records in the Payroll Transaction History table (F0618). When you submit the batch, the system creates one reversal record for each original transaction record that you reclassify and a new record for each set of changes that you enter for the original record. Both of these records have a new transaction number.

The system updates the following fields in the Payroll Transaction History table (F0618):

- ⌚ In the original transaction record:
 - G/L Posting Code - Alternate 0 (ALT0) with O (Original)
 - Explanation (EXR) field with the original transaction number, description of the reclassification type, and associated BCI number
- ⌚ In the new reversal record:
 - G/L Posting Code - Alternate 0 (ALT0) with V (reversal reclass value)
 - Explanation (EXR) field with the original Transaction No. - Payroll (PRTR), description of the reclassification type and associated BCI number
 - Amount fields all become negative amounts (reversals)
- ⌚ In each new reclass record:
 - G/L Posting Code - Alternate 0 (ALT0) with R, S, P, or M reclass value
 - Explanation (EXR) field with the original Transaction No. - Payroll (PRTR), description of the reclassification type, and associated BCI number
 - Account and other fields might contain the original transaction record values or changes
 - Amount fields might change depending on the type of reclassification, reclass changes, and processing option settings

27.1.9.1 Service Billing and Contract Billing System Reclass Records

In the Service Billing and Contract Billing systems, the system creates one reversal record and one new record in the Payroll Transaction History table (F0618) when you reclassify records in the Billing Workfile table (F4812). The system updates the Explanation (EXR) field with a description of the journal record type and the Transaction No. - Payroll (PRTR) of the original transaction record in the original, reversal, and new records. The system also performs the following updates:

- ⌚ Enters a B reclass value in the G/L Posting Code - Alternate 0 (ALT0) field of the original transaction record.
- ⌚ Enters a V reclass value in the G/L Posting Code - Alternate 0 (ALT0) field of the new reversal transaction record.
- ⌚ Enters a C reclass value in the G/L Posting Code - Alternate 0 (ALT0) field of each new record.

27.1.9.2 Labor Reclass Record Examples

You can review this description in the detail area of any transaction record on the Labor Reclass Maintenance form. Any original transaction records that you previously reclassified and their reversal records do not display on the Labor Reclass Maintenance form.

Examples of EXR field values after reclassification of a transaction record follow.

Original Transaction Number	Type of Reclass Record	BCI Number
000090255	Original	00039720
000090255	Reversal	00039720

Original Transaction Number	Type of Reclass Record	BCI Number
000090255	Reclass	00039720

Example of Partial Reclass:

Original Transaction Number	Type of Reclass Record	BCI Number
000091074	Original	00039864
000091074	Reversal	00039864
000091074	Partial	00039864
000091074	Partial	00039864
000091074	Remainder	00039864

Example of Split Reclass:

Original Transaction Number	Type of Reclass Record	BCI Number
000090256	Original	00039729
000090256	Reversal	00039729
000090256	Split	00039729
000090256	Split	00039729

Example of Reclass in Service Billing and Contract Billing systems:

- ⌘ T2 Labor Cost Adjust.000091067
- ⌘ T2 Labor Cost Adjust.000091067
- ⌘ T4 Labor Cost Adjust.000091102
- ⌘ T4 Labor Cost Adjust.000091102

27.1.9.3 Burden Records

The system performs similar steps when creating burden records in the Burden Distribution File (F0624) that are associated with the original transaction record. The system creates a reversal record for each burden record associated with the original transaction record and a new record for each set of changes you enter for the original record. The system calculates amounts for split and partial records and it retrieves a new burden account from the AAI tables when you change the labor account.

27.1.9.4 Journal Entries

The system creates journal records in the WF - Payroll Journal (Detail) (F06290), WF - Payroll Journal (Compressed) (F06395), and Account Ledger (F0911) tables. This process of creating journal batches is similar to the former versions of the reclass journal process and to the payroll journal process.

27.1.9.5 Reclass History Records

The system creates a record in the Reclass Transaction History File (F0618R) table for each record with new values in the Payroll Transaction History File (F0618). The system also creates records in the Reclass Burden History File (F0624R) table for each burden record associated with the original transaction and for each set of changes it saves in the Burden Distribution File (F0624) table. Each record in both files stores the following:

- ? Transaction number of the new record
- ? Transaction number of the original record
- ? Transaction number of the reversal record
- ? Reclass Type value
- ? Percentage of the original record
- ? Other process markers
- ? Changes to other values

The system does not store reversal records in the Reclass Transaction History File (F0618R) or Reclass Burden History File (F0624R) tables.

Prior to submitting the batch, ensure you set the Recalculate Flat Burden, Union Pay Rates, and Workers Compensation processing options as these determine how the Create Reclass Journals and History program (P06295R) processes flat burden and workers compensation/general liability. If you change the business unit, these processing options determine if you should also make changes to the flat burden and workers compensation/general liability. When reclassifying transactions, if you change the business unit this can change which workers compensation code and which labor distribution multiplier the system uses to calculate amounts.

27.1.9.6 What You Should Know About

Description	Summary
Workers Compensation Processing	<p>You can set up the Union Rates Pay table by business unit and assign a specific Workers Compensation code to a specific job within this table.</p> <p>If you set the Workers Compensation processing option to 1 and change the business unit while reclassifying, the system can assign a different workers compensation code to the employee's job code from the Union Rates Pay table. The Create Reclass Journals and History program (P06295R) recalculates the workers compensation premium and the general liability premium (if assigned) to the new reclass record in the Payroll Transaction History File (F0618).</p> <p>If you leave this processing option blank, the system does not recalculate either premium.</p> <p>If you set the Workers Compensation processing option to 1 and do not assign a specific Workers Compensation code to a specific job in the Union Rates Pay table, the system does not recalculate either premium.</p> <p>If you enter a specific worker's compensation code using either Single Reclass or Multi Reclass this value overrides the processing option value.</p>

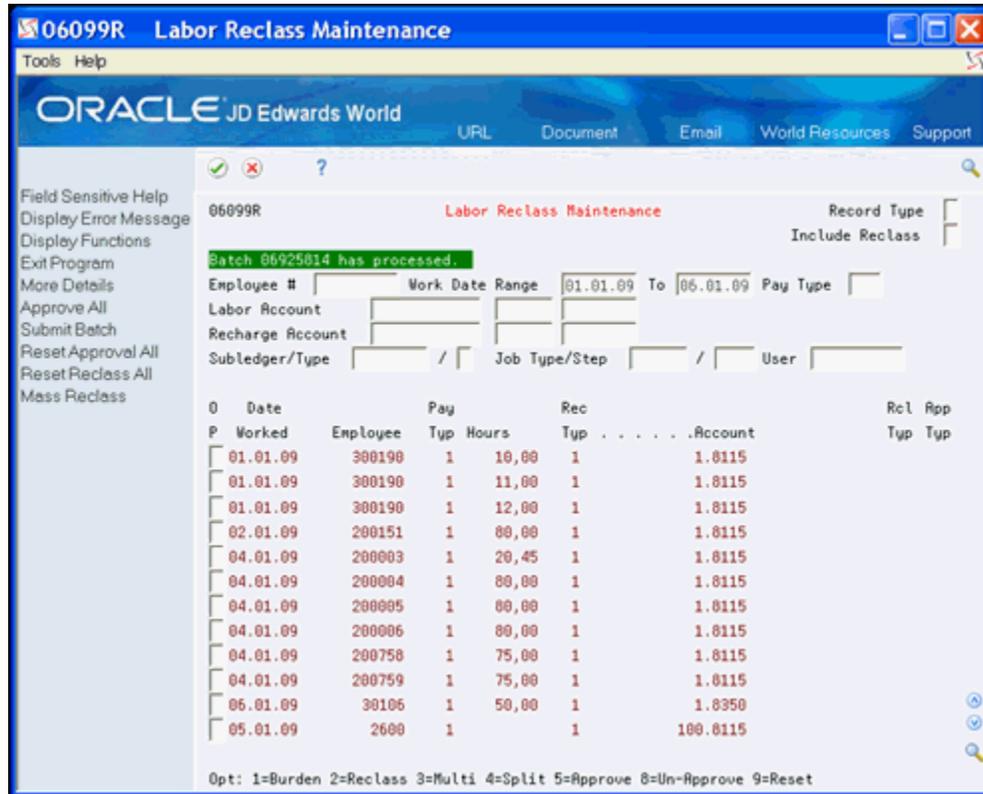
Description	Summary
Flat Burden Processing	<p>You can assign a flat burden rate in the following:</p> <p>"Employee Master table</p> <p>"Business Unit Constants (on Payroll General Constants, menu (G0741), choose Business Unit Constants)</p> <p>"Union Rates table. This is similar the Workers Compensation code, where you set up the Union Rates Table by business unit. This is in the detail area of the record with an employee job code.</p> <p>If you change the business unit when reclassifying a record, the Create Reclass Journals and History program (P06295R) searches in the sequence of flat burden hierarchy for the flat burden rate in the following tables:</p> <p>"Business Unit Constants</p> <p>"Union Rates table</p> <p>You can use either or both the Recalculate Flat Burden and the Union Pay Rates processing options to determine how to recalculate flat burden.</p> <p>If you enter 1 in both the Recalculate Flat Burden and Union Pay Rates processing options the program uses the same hierarchy as in time entry. The program first examines flat burden for the employee in the Employee Master table. If the Labor Distribution Method field is set to 1 and the Labor Distribution Multiplier field is greater than 1.00 (for example 1.20) then the program does not recalculate as the Employee Master overrides the processing options.</p> <p>If the Labor Distribution Method field is set to 0 and the Labor Distribution Multiplier field is 1.00, then the program examines the Union Rates table to determine if there is flat burden for the employee's job. If so, the program uses the rate in the detail area to recalculate flat burden. This is the amount over 1.00 (for example .20) multiplied by the gross. The system enters this in the Amount - Distributed Gross Pay field.</p> <p>If there is no flat burden for the employee's job in the Union Rates Table or the Union Pay Rates processing option is blank then the system examines the Business Unit Constants. If the Labor Distribution Method field is set to 1 and the Labor Distribution Multiplier field is > 1.00 then the program recalculates the Amount - Distributed Gross Pay field based on the rate in Business Unit Constants. If the Labor Distribution Method field is set to 0 and the Labor Distribution Multiplier field is 1.00 then the program does not recalculate.</p>

To submit a batch

On Labor Reclass Maintenance, choose Submit Batch (F6).

The batch number displays in the upper left-hand corner of the Labor Reclass Maintenance form when the process is complete. Note this number if you plan to review the records for the batch.

Figure 27–9 Labor Reclass Maintenance (Submit) screen



27.1.9.7 Processing Options

See Section 55.8, "Labor Reclass Maintenance (P06099R)"

27.2 Generating Labor Reclass Reports

You can use the Reclass History Reports to review

- Current reclass records (prior to submitting the batch)
- Reclass history records for transactions
- Reclass history records for burden

These reports (group Q07RCLS) include data from the Reclass Transaction Temporary File (T0618), Reclass Transaction History File (F0618R), and Reclass Burden History File (F0624R) tables, respectively.

Three World Writer reports include:

- Requested Reclass Changes ZJDE0001. This version utilizes the T0618 table. This report allows you to compare the values of the original transaction record to the reclass changes prior to submitting the batch. It displays the Reclass Type value, changes to other values, user that enters the reclass data, date, time, and whether it is approved. For split and partial records, each record includes the percent of the original record, the original transaction number, and the entry sequence number.
- Reclass Transaction History ZJDE0003. This version allows you to choose records in the F0618R. It can displays values such as, the new transaction number, Reclass Type value, changes to other values, original transaction number, reversal transaction number, user, date, time, and percent of original.

- 7 Reclass Transaction-Burden History ZJDE0005. This version allows you to select records from the F0618R table and associated burden records in the F0624R table. It displays time record information from the F0624R and burden information specific to each associated tax type or PDBA. Each burden record includes the same transaction number as in the associated F0618R record. It also displays values such as, the original, new, and reversal transaction numbers, user, Reclass Type value, changes to other values, date, and time.

Navigation

From Labor Reclass Processing (G0735), choose Reclass History Reports

Work with Payroll Cycle Reports

This chapter contains these topics:

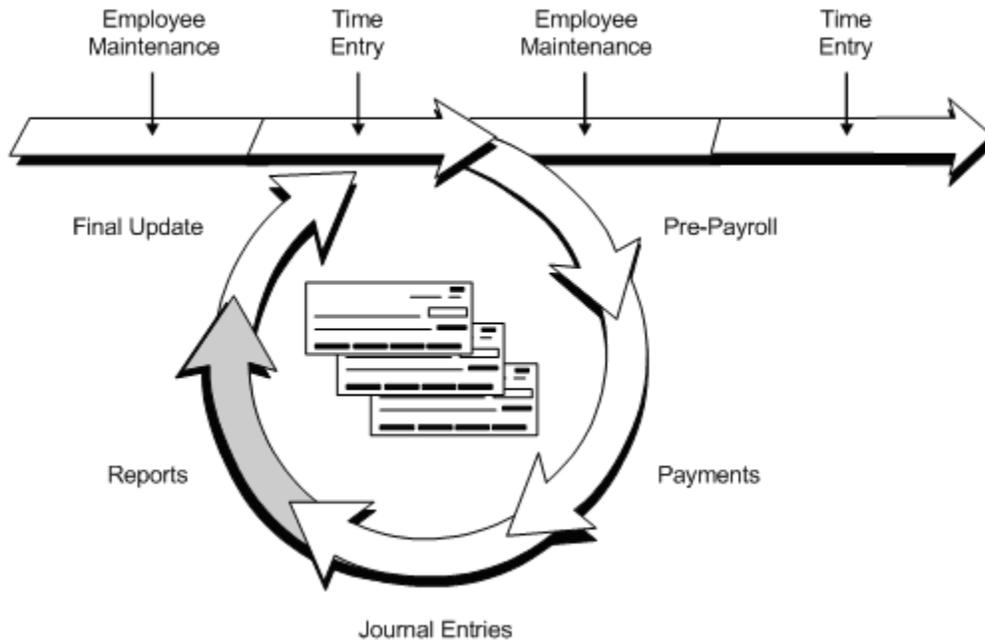
- 7 [Section 28.1, "Printing Payroll Cycle Reports,"](#)
- 7 [Section 28.2, "Reviewing the DBA Register,"](#)
- 7 [Section 28.3, "Reviewing the State Tax Distribution Summary Report,"](#)
- 7 [Section 28.4, "Reviewing the General Liability Insurance Register,"](#)
- 7 [Section 28.5, "Reviewing Unemployment Insurance Registers,"](#)
- 7 [Section 28.6, "Reviewing FICA and Medicare Registers,"](#)
- 7 [Section 28.7, "Reviewing Railroad Tax Registers,"](#)
- 7 [Section 28.8, "Reviewing the 415 Nondiscrimination Testing Report,"](#)
- 7 [Section 28.9, "Reviewing Other Reports."](#)

You can print reports after performing any of the following steps in the payroll cycle:

- 7 Process pre-payroll
- 7 Print payments
- 7 Process pro forma journal entries

The following graphic illustrates the steps in the payroll cycle:

Figure 28-1 Reports in the Payroll Cycle



The payroll cycle reports include only employees who are included in the payroll cycle.

28.1 Printing Payroll Cycle Reports

From Payroll Master (G07), choose Pay Cycle Processing

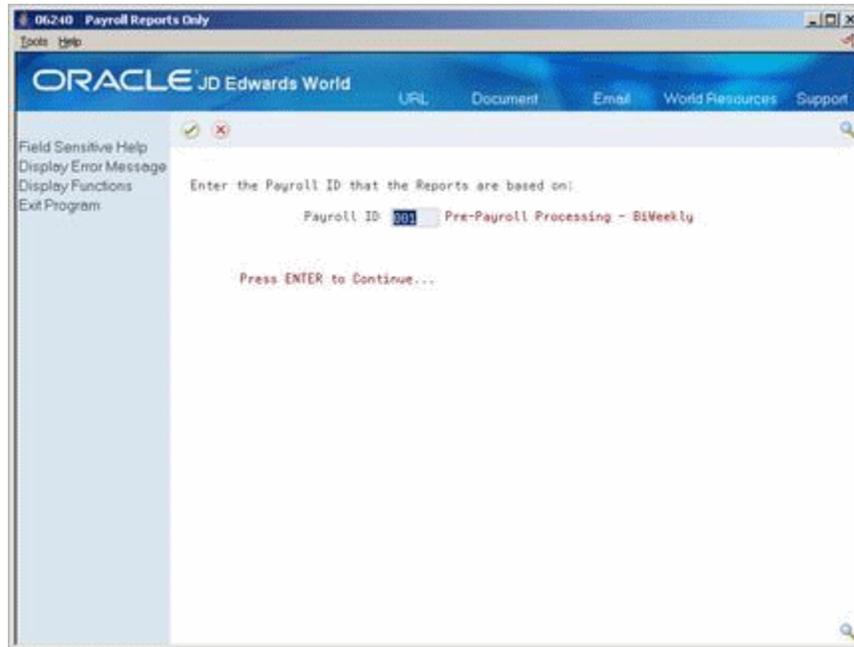
From Pay Cycle Processing (G0713), choose Payroll Reports Only

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 checks and create your journal entries. For example, even though the system automatically prints the Payroll Register when you process pre-payroll, the report lists check numbers only after you print paychecks.

To print payroll cycle reports

On the first Payroll Reports Only screen

Figure 28–2 Payroll Reports Only screen



1. Complete the following field:

- Payroll ID

Figure 28–3 Payroll Reports Only (Payroll ID) screen



2. On the second Payroll Reports Only form 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.

28.1.1 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.

28.2 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.

When you select this report as a menu selection from the setup menu, it is available only for the purpose of DREAM Writer setup. You cannot run the reports directly from this menu.

Figure 28-4 DBA Register report

063062	JD Edwards World	Page - 2
	D/B/A - Register	Date - 7/22/17
DBA Code 1000	Health Ins.	Pay Period - 08/15/17
Payee Number . .		Payroll ID - 692
.Employee.		
Number	Name	Amount

516-88-4710	Mayeda, Donald	28.60
Total for Provider/Trustee		28.60
Total for PDBA Code.		28.60

28.2.1 Processing Options

See [Section 55.9, "DBA Register \(P063062\)"](#)

28.3 Reviewing the State Tax Distribution Summary Report

The State Tax Distribution Summary report lists totals of taxable wages and state 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.

When you select this report as a menu selection from the setup menu, it is available only for the purpose of DREAM Writer setup. You cannot run the reports directly from this menu.

Figure 28-5 State Tax Distribution Summary report

063162	JD Edwards World	Page - 1					
	State Tax Distribution Summary	Date - 7/22/17					
	State Tax Distribution Summary	Period End- 08/15/17					
Company . . 00100	Model Finan/Distrib Co (Mktg)						
State . . . CO	Colorado						
	. . .Current PeriodMonth-to-Date.	Qtr-to-Date					
TT	Tax Description	Taxable Wages	Tax Amount	Taxable Wages	Tax Amount	Tax Amount	Year-to-Date
							Tax Amount
F	CO Department of Revenue	6,396.16	231.69	7,672.96	270.33	577.44	2,451.41
H	CO Unemployment Ins.	4,022.06	32.18	5,298.86	42.39	66.83	452.43

28.4 Reviewing the General Liability Insurance Register

The General Liability Insurance Register is similar to the Workers Compensation Register, but records general liability insurance information.

When you select this report as a menu selection from the setup menu, it is available only for the purpose of DREAM Writer setup. You cannot run the reports directly from this menu.

Figure 28–6 General Liability Insurance Register report

063651		JD Edwards World		Page	-	2				
		General Liability Ins. Register		Date	-	7/22/17				
				From	-	08/01/17				
				Thru	-	08/15/17				
Co . .	00100 Model Finan/Distrib Co (Mktg)									
St . .	06 CO Workers Comp Ins.									
Number	Employee Name	WCI Code	S C	Total Hours	Gross Pay	Excludabl Amount	O/T Prem. Amount	Reportable Amount	Base Rate	Genl. Liab Amount
7506	Mayeda, Donald	5651		80.00	616.00			616.00	.00190	1.17
	Laborer			80.00	616.00			616.00		1.17
7503	Kraton, Ralph	8810		80.00	2,333.33			2,333.33	.00122	.10
7504	Meade, Jane	8810		40.00	729.17			729.17	.00122	.05
7504	Meade, Jane	8810		40.00	729.16			729.16	.00122	.05
7505	Mastro, Robert	8810		60.00	1,179.69			1,179.69	.00122	.07
7505	Mastro, Robert	8810		20.00	393.23			393.23	.00122	.02
7510	Moralez, Jesus	8810		80.00	520.00			520.00	.00122	.10
	Administrative			320.00	5,884.58			5,884.58		.39
	Work State			400.00	6,500.58			6,500.58		1.56
	Model Finan/Distrib Co (Mktg)			400.00	6,500.58			6,500.58		1.56
	Grand Total			400.00	6,500.58			6,500.58		1.56

28.4.1 Processing Options

See [Section 55.10, "General Liability Insurance Register \(P063651\)"](#)

28.5 Reviewing Unemployment Insurance Registers

Use Unemployment Insurance Registers to print reports that list rates for federal and state unemployment insurance and state disability insurance. This register contains the information you need to prepare the Federal Unemployment Insurance Worksheet.

When applicable to the employees included in the payroll cycle, the following reports also print when you run this register:

- ⌘ State Unemployment Insurance (SUI) Register - Employee
- ⌘ State Unemployment Insurance (SUI) Register - Employer
- ⌘ State Disability Insurance (SDI) Register - Employee
- ⌘ State Disability Insurance (SDI) Register - Employer

These reports include the following information:

- ⌘ Social security number
- ⌘ Current wages
- ⌘ Any excludable wages or amounts paid in excess
- ⌘ Taxable wages
- ⌘ Insurance rate
- ⌘ Current tax amounts

When you select this report as a menu selection from the setup menu, it is available only for the purpose of DREAM Writer setup. You cannot run the reports directly from this menu.

Figure 28-7 Unemployment Insurance Registers report

063662	JD Edwards World		Page	-	1	
	SUI Register - Employer		Date	-	7/22/17	
Company Number:	100 Model Finan/Distrib		Period End-	08/15/17		
Work State ID :	06 CO Unemployment Ins.					
Tax Id. Number:	85225896336					
SUI Max. Base :	10,000.00					
***** *Employee* *****	Current	Excludable	Paid In	Taxable	SUI	Current Tax
SSN Name	Wages	Wages	Excess	Wages	Rate	
750-37-5037 Kraton, Ralph	2,333.33	9.75		2,323.58	.00800	18.59
216-35-4789 Meade, Jane	1,458.33	12.00	1,446.33		.00800	
215-35-4789 Mastro, Robert	1,572.92	9.75	1,000.69	562.48	.00800	4.50
516-35-4710 Mayeda, Donald	616.00			616.00	.00800	4.93
217-45-4719 Morales, Jesus	520.00			520.00	.00800	4.16
	6,500.58	31.50	2,447.02	4,022.06		32.18
Model Finan/Distrib Co (Mktg)	6,500.58	31.50	2,447.02	4,022.06		32.18
Grand Total	6,500.58	31.50	2,447.02	4,022.06		32.18

28.6 Reviewing FICA and Medicare Registers

The FICA and Medicare registers list the employee and employer portions of taxes withheld for FICA and Medicare.

Complete the following tasks:

- ? Reviewing the Employee FICA Register
- ? Reviewing the Employer FICA Register
- ? Reviewing the Employee Medicare Register
- ? Reviewing the Employer Medicare Register

28.6.1 Reviewing the Employee FICA Register

The Employee FICA Register includes the following:

- ? Social security number
- ? Current wages
- ? Any excludable or paid-in-excess amounts
- ? Taxable wages
- ? FICA rates
- ? Current tax amounts

When you select this report as a menu selection from the setup menu, it is available only for the purpose of DREAM Writer setup. You cannot run the reports directly from this menu.

Figure 28–8 Employee FICA Register report

063665		JD Edwards World		Page	-	1	
100 Model Finan/Distrib Co (Mktg)		Employee Soc. Sec. Register		Date	-	7/22/17	
Tax Id. No. : 270065655				Period End-	08/15/17		
Soc Sec Max Base: 62,700.00							
SSN	Name	Current Wages	Excludable Wages	Paid In Excess	Taxable Wages	Soc Sec Rate	Current Tax
750-37-5037	Kraton, Ralph	2,333.33	9.75		2,323.58	.06200	144.06
216-55-4789	Meade, Jane	1,458.33	12.00		1,446.33	.06200	89.67
215-55-4789	Mastro, Robert	1,572.92	9.75		1,563.17	.06200	96.91
516-55-4710	Mayeda, Donald	616.00			616.00	.06200	38.19
217-45-4719	Morales, Jesus	520.00			520.00	.06200	32.24
Model Finan/Distrib Co (Mktg)		6,500.58	31.50		6,469.08		401.07
Grand Total		6,500.58	31.50		6,469.08		401.07

28.6.2 Reviewing the Employer FICA Register

The Employer FICA Register includes the following:

- ⌘ Social security number
- ⌘ Current wages
- ⌘ Any excludable or paid-in-excess amounts
- ⌘ Taxable wages
- ⌘ FICA rates
- ⌘ Current tax amounts

Figure 28–9 Employer FICA Register report

063666		JD Edwards World		Page	-	1	
100 Model Finan/Distrib Co (Mktg)		Employer Soc. Sec. Register		Date	-	7/22/17	
Tax Id. No. : 270065655				Period End-	08/15/17		
Soc Sec Max Base: 62,700.00							
SSN	Name	Current Wages	Excludable Wages	Paid In Excess	Taxable Wages	Soc Sec Rate	Current Tax
750-37-5037	Kraton, Ralph	2,333.33	9.75		2,323.58	.06200	144.06
216-55-4789	Meade, Jane	1,458.33	12.00		1,446.33	.06200	89.67
215-55-4789	Mastro, Robert	1,572.92	9.75		1,563.17	.06200	96.91
516-55-4710	Mayeda, Donald	616.00			616.00	.06200	38.19
217-45-4719	Morales, Jesus	520.00			520.00	.06200	32.24
Model Finan/Distrib Co (Mktg)		6,500.58	31.50		6,469.08		401.07
Grand Total		6,500.58	31.50		6,469.08		401.07

28.6.3 Reviewing the Employee Medicare Register

The Employee Medicare Register includes the following information:

- ⌘ Current and taxable wages
- ⌘ Medicare rates
- ⌘ Current tax amounts for the employee portion of Medicare taxes

Figure 28–10 Employee Medicare Register report

063667		JD Edwards World			Page	-	1
100 Model Finan/Distrib Co (Mktg)		Employee Medicare Register			Date	-	7/22/17
Tax Id. No. : 270065655					Period End-	08/15/17	
Medicare Max. . .							
SSN	Name	Current Wages	Excludable Wages	Paid In Excess	Taxable Wages	Medicare Rate	Current Tax
750-37-5037	Kraton, Ralph	2,333.33	9.75		2,323.58	.01450	33.69
216-55-4789	Meade, Jane	1,458.33	12.00		1,446.33	.01450	20.97
215-55-4789	Mastro, Robert	1,572.92	9.75		1,563.17	.01450	22.67
516-55-4710	Mayeda, Donald	616.00			616.00	.01450	8.94
217-45-4719	Morales, Jesus	520.00			520.00	.01450	7.54
Model Finan/Distrib Co (Mktg)		6,500.58	31.50		6,469.08		93.81
Grand Total		6,500.58	31.50		6,469.08		93.81

28.6.4 Reviewing the Employer Medicare Register

The Employer Medicare Register lists the employer portion of Medicare taxes for each employee.

Figure 28–11 Employer Medicare Register report

063668		JD Edwards World			Page	-	1
100 Model Finan/Distrib Co (Mktg)		Employer Medicare Register			Date	-	7/22/17
Tax Id. No. : 270065655					Period End-	08/15/17	
Medicare Max. . .							
SSN	Name	Current Wages	Excludable Wages	Paid In Excess	Taxable Wages	Medicare Rate	Current Tax
750-37-5037	Kraton, Ralph	2,333.33	9.75		2,323.58	.01450	33.69
216-55-4789	Meade, Jane	1,458.33	12.00		1,446.33	.01450	20.97
215-55-4789	Mastro, Robert	1,572.92	9.75		1,563.17	.01450	22.67
516-55-4710	Mayeda, Donald	616.00			616.00	.01450	8.94
217-45-4719	Morales, Jesus	520.00			520.00	.01450	7.54
Model Finan/Distrib Co (Mktg)		6,500.58	31.50		6,469.08		93.81
Grand Total		6,500.58	31.50		6,469.08		93.81

28.7 Reviewing Railroad Tax Registers

The railroad tax registers print employer and employee tax information similar to the other payroll tax registers. However, the information on the railroad tax registers is specific to the railroad industry.

Complete the following tasks:

- ⌘ Review the Employer RUIA Tax Register
- ⌘ Review the Employer Supplemental Tax Register
- ⌘ Review the Employer Tier III Register
- ⌘ Reviewing the Employer Tier II Register
- ⌘ Reviewing the Employee Tier II Register
- ⌘ Reviewing the Employer Tier I Register
- ⌘ Reviewing the Employee Tier I Register

When you select these reports from the setup menu, they are available only for the purpose of DREAM Writer setup. You cannot run the reports directly from this menu.

28.7.1 Reviewing the Employer RUIA Tax Register

You use the RUIA Tax Register to review information about the unemployment insurance taxes for railroad employees.

Figure 28–12 Employer RUIA Tax Register report

063676		JD Edwards World Employer RUIA Tax Register			Page - 1		
Company: 1 A Model Accounting Company					Date - 06/30/17		
Tax Id. No. :06123456					Period End- 06/30/17		
Maximum Base : 785.00							
*****Employee*****							
SSN	Name	Current Wages	Excludable Wages	Paid In Excess	Taxable Wages	Tax Rate	Current Tax
058-43-2559	Easter, Melvyn	1,384.61		599.61	785.00	.08000	62.80
798-52-5841	Allen, Ray	3,125.00		2,340.00	785.00	.08000	62.80
A Model Accounting Company		4,509.61		2,939.61	1,570.00		125.60
		4,509.61		2,939.61	1,570.00		125.60

28.7.2 Reviewing the Employer Supplemental Tax Register

You use the Employer Supplemental Tax Register to review information about the supplemental taxes railroad employers pay.

Figure 28–13 Employer Supplemental Tax Register

063675		JD Edwards World Employer Supplemental Tx Reg.			Page - 1		
Company: 1 A Model Accounting Company					Date - 06/30/17		
Tax Id. No. :06123456					Period End- 06/30/17		
Maximum Base :							
*****Employee*****							
SSN	Name	Current Wages	Excludable Wages	Paid In Excess	Taxable Wages	Tax Rate	Current Tax
058-43-2559	Easter, Melvyn	52.33			52.33	.31000	16.22
798-52-5841	Allen, Ray	88.00			88.00	.31000	27.28
A Model Accounting Company		140.33			140.33		43.50
		140.33			140.33		43.50

28.7.3 Reviewing the Employer Tier III Register

You use the Employer Tier III Register to review information about the tier III taxes railroad employers pay.

Figure 28–14 Employer Tier III Register report

063673		JD Edwards World Employer Tier II Register			Page - 1		
Company: 1 A Model Accounting Company					Date - 06/30/17		
Tax Id. No. :06123456					Period End- 06/30/17		
Maximum Base : 41,400.00							
*****Employee*****							
SSN	Name	Current Wages	Excludable Wages	Paid In Excess	Taxable Wages	Tax Rate	Current Tax
058-43-2559	Easter, Melvyn	1,384.61			1,384.61	.16100	222.92
798-52-5841	Allen, Ray	3,125.00			3,125.00	.16100	503.13
A Model Accounting Company		4,509.61			4,509.61		726.05
		4,509.61			4,509.61		726.05

28.7.4 Reviewing the Employer Tier II Register

You use the Employee Tier II Register to review information about the tier II taxes railroad employers pay.

Figure 28–15 Employer Tier II Register report

063673		JD Edwards World		Page - 1			
		Employer Tier II Register		Date - 06/30/17			
Company: 1 A Model Accounting Company				Period End- 06/30/17			
Tax Id. No. : 06123456							
Maximum Base : 41,400.00							
SSN	Name	Current Wages	Excludable Wages	Paid In Excess	Taxable Wages	Tax Rate	Current Tax
058-43-2559	Easter, Melvyn	1,384.61			1,384.61	.16100	222.92
798-52-5841	Allen, Ray	3,125.00			3,125.00	.16100	503.13
A Model Accounting Company		4,509.61			4,509.61		726.05
		4,509.61			4,509.61		726.05

28.7.5 Reviewing the Employee Tier I Register

You use the Employee Tier I Register to review information about the tier I taxes railroad employees pay.

Figure 28–16 Employee Tier I Register report

063670		JD Edwards World		Page - 1			
		Employee Tier I Register		Date - 06/30/17			
Company: 1 A Model Accounting Company				Period End- 06/30/17			
Tax Id. No. : 06123456							
Maximum Base : 55,500.00							
SSN	Name	Current Wages	Excludable Wages	Paid In Excess	Taxable Wages	Tax Rate	Current Tax
058-43-2559	Easter, Melvyn	1,384.61			1,384.61	.06200	85.85
798-52-5841	Allen, Ray	3,125.00			3,125.00	.06200	193.75
A Model Accounting Company		4,509.61			4,509.61		279.60
		4,509.61			4,509.61		279.60

28.8 Reviewing the 415 Nondiscrimination Testing Report

The 415 Nondiscrimination Testing report indicates whether employees are deferring more than allowed for the 401(k) deduction. This report is available only if you have the JD Edwards World Human Resources system.

When you select this report as a menu selection from the setup menu, it is available only for the purpose of DREAM Writer setup. You cannot run the reports directly from this menu.

Figure 28–17 415 Nondiscrimination Testing report

083676		JD Edwards World		Page - 2		
		415 Nondiscrimination Testing		Date - 04/13/17		
Maximum Deferral Amount (\$) 10,00		Selected on Address Book Number		Period End - 02/28/17		
		Sequenced by Addr Bk No, within Home Co.		P/R ID - 142		
Number	Name	Earnings Accrual	Deferral Accrual	Maximum Deferral	Excess Deferral	Report Msgs.
Home Company 001		A Model Accounting Company				
70500	Gimble, Gwen	5,000.00	680.00	500.00	180.00	** Failed**
A Model Accounting Company		5,000.00	680.00	500.00	180.00	
Grand Total		5,000.00	680.00	500.00	180.00	

See Also:

- [Section 28.8, "Reviewing the 415 Nondiscrimination Testing Report."](#)

28.9 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	<p>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.</p> <p>See Section 17.4, "Reviewing Time Entry Reports" for a sample report.</p>
Payroll Register	<p>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 and deductions. The report lists the following information:</p> <ul style="list-style-type: none"> ⌵ Pay type and deductions for each employee by business unit ⌵ Totals by pay type for each business unit ⌵ Grand totals by pay type for each company <p>JD Edwards World recommends printing this report after the print paychecks step. The report includes check numbers only after you have run Print Paychecks.</p> <p>See Section 22.3.1, "Reviewing the Payroll Register After Pre-Payroll Processing" for a sample report.</p>
Summary Payroll Register	<p>The Summary Payroll Register lists one line per check, and indicates which employees' gross-to-net calculations are incorrect. If you are processing payroll for a large number of employees, you might find it easier to use the Summary Payroll Register to review employees' gross-to-net earnings.</p> <p>See Section 22.3.2, "Reviewing the Summary Payroll Register After Pre-Payroll Processing."</p>
Time and Pay Exception Report	<p>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.</p> <p>See Section 22.4, "Reviewing Time and Pay Entry Reports After Pre-Payroll Processing" for a sample report.</p>
Federal Tax Distribution Summary	<p>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.</p> <p>See Section 22.6, "Reviewing the Federal Tax Distribution Summary Report" for a sample report.</p>

Report	Description
Transaction (DBA) Audit Report	<p>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.</p> <p>See Data Selection for Transaction History Integrity Report in the <i>JD Edwards World U.S. Payroll II Guide</i> for a sample report.</p>
Wage Attachment Voucher Report	<p>The Wage Attachment Voucher report lists all the amounts for wage attachments that were calculated in a payroll processing. This report lists the following information:</p> <ul style="list-style-type: none"> ⌘ Employees by social security number ⌘ Case number and date ⌘ Deduction amount ⌘ Pay period ⌘ Payee <p>Listings with an unspecified payee are for loans.</p> <p>See Reviewing the Wage Attachment Voucher Report in the <i>JD Edwards World U.S. Payroll II Guide</i> for a sample report.</p>
Payroll Voucher Journal Detail Report	<p>You can use the Payroll Voucher Journal Detail report to validate voucher entries before you run final update.</p> <p>See Overview to Accounts Payable Integration in the <i>JD Edwards World U.S. Payroll II Guide</i> for a sample report.</p>
Payroll Voucher Journal Summary	<p>You can use the Payroll Journal Voucher Summary report to validate voucher entries, tax types, and account numbers before you run final update.</p> <p>See Overview to Accounts Payable Integration in the <i>JD Edwards World U.S. Payroll II Guide</i> for a sample report.</p>
Workers Compensation Register	<p>The Workers Compensation Register lists detailed workers compensation information for all employees included in the pre-payroll processing. This report provides subtotals along with each employee's workers compensation code, work state, company, and grand totals.</p> <p>See Section 49.7, "Reviewing the Workers Compensation Registers" for a sample report.</p>
Positive Pay Work File Report	<p>Review this report to verify that regular and interim paychecks generated by the payroll system are valid before they are submitted to the bank and cashed.</p> <p>During the print payment process, you will be prompted to build the positive pay workfile as part of your pay cycle processing.</p> <p>If you opt to generate the positive pay workfile, the system will generate the Positive Pay Work File Report, which lists all printed checks and other pertinent information. You can then execute the bank transmittal file build program to create a new physical file member, which will contain check data that is properly formatted for submission to the bank.</p> <p>The Positive Pay Work File Report is available on the Payroll Positive Pay Processing menu (G0734).</p> <p>See Section 24.6, "Reviewing the Positive Pay Work File Report" for a sample report.</p>

Report	Description
Positive Pay Bank (Transmittal) File Build Report	<p>This report lists all bank file member records included in the positive pay transmittal file.</p> <p>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.</p> <p>This report is available on the Payroll Positive Pay Processing menu (G0734).</p> <p>See Section 24.2.5, "Building the Positive Pay Bank Transmittal Work File" for a sample report.</p>

Processing the Final Update

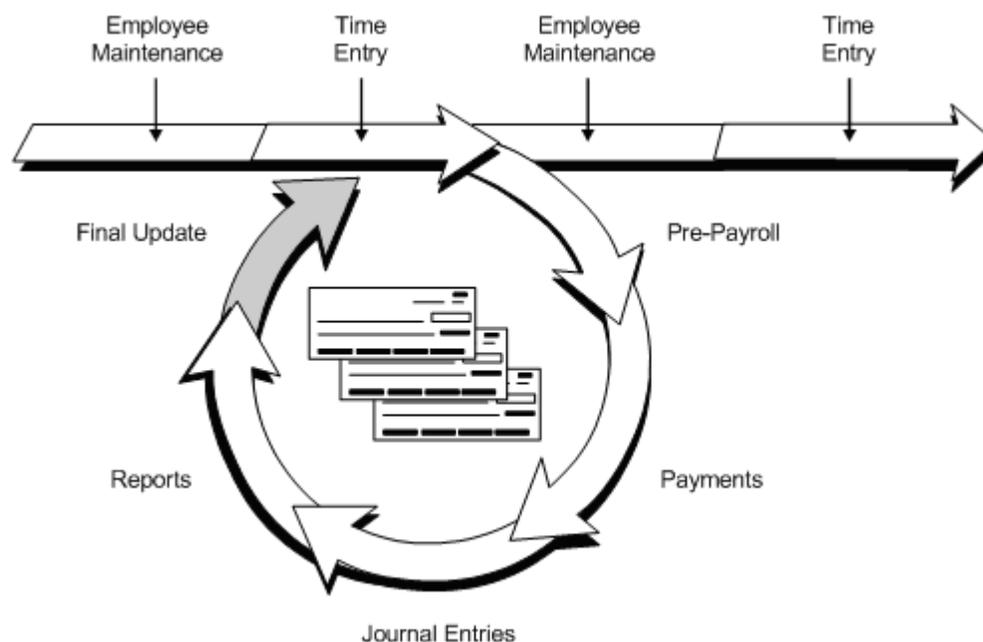
This chapter contains these topics:

- 7 [Section 29.1, "Running the Final Update,"](#)
- 7 [Section 29.2, "Reviewing Integrity Reports,"](#)
- 7 [Section 29.3, "Reviewing the Payroll Voucher Report."](#)

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 29–1 Final Update in the Payroll Cycle



29.1 Running the Final Update

From Payroll Master (G07), choose Pay Cycle Processing

From Pay Cycle Processing (G0713), 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 check history.
- ? Create journal entries.
- ? Post journal entries (optional).
- ? Update the Employee Master table (F060116).
- ? Unlock the payroll ID and prepare the system for another payroll cycle. Unlocking the payroll ID gives other users access to that payroll ID and the employee records it includes.

During the final update, you can print integrity reports that reveal discrepancies between the various history tables that the system updates. You should rarely encounter errors during final update. However, JD Edwards World recommends that you print and review these reports.

If you are using the Human Resources Benefits Administration system, the final update also creates pending claim amounts.

When the system completes the final update, it generates a completion message. If the system encountered no errors, you can use the history inquiry forms to review the results of the final update.

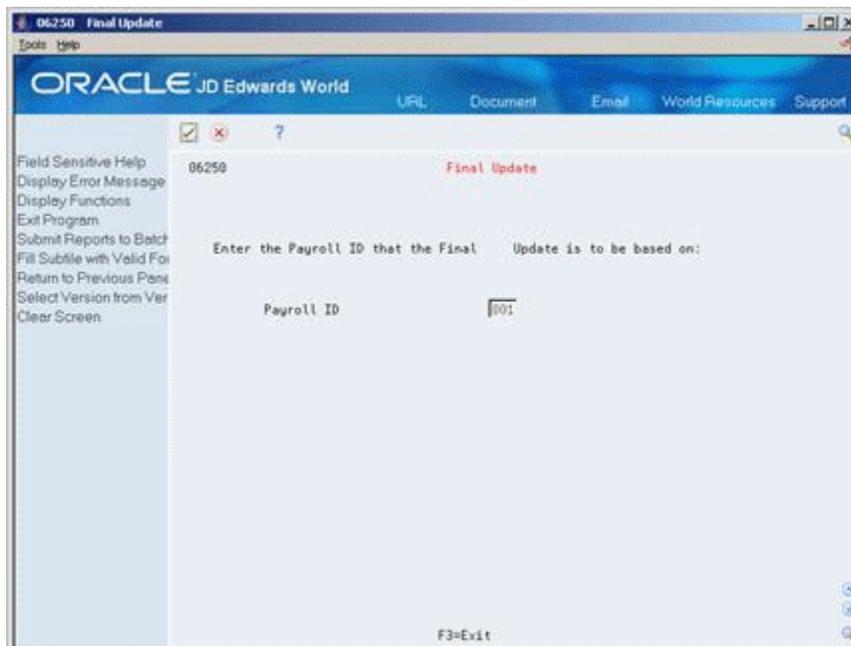
See Also:

- ? Working with Vouchers in the *JD Edwards World U.S. Payroll II Guide* for information about creating vouchers,
- ? Technical Overview of Payroll Cycle in the *JD Edwards World U.S. Payroll II Guide* for information on the tables affected by final update.

To run the final update

On the first Final Update form

Figure 29–2 Final Update screen



1. Complete the following field:
 - ⌘ Payroll ID

Figure 29–3 Final Update (Payroll ID) screen

2. On the second Final Update form, if you want to print integrity reports, enter a version in the following fields:
 - ⌘ Tax Integrity Report
 - ⌘ PDBA Integrity Report
 - ⌘ Final Update Integrity Reports
3. 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.
4. Choose the Submit Job function.

29.1.1 What You Should Know About

Topic	Description
Abnormal ending to the final update	<p>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.</p> <p>See Section 25.7, "Resetting Status Codes."</p> <p>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.</p>

See Also:

- [Section 19.1, "Generating Timecards for Accumulated Wages."](#)

29.2 Reviewing Integrity Reports

Use the integrity reports to check for errors that occurred during final update. These reports identify discrepancies between the Paycheck Workfile (F063501) and the history tables that the system updates during final update. Because you use these history tables to create year-end forms and governmental reports, it is critical that this information is correct.

Errors occurring during final update are rare. However, JD Edwards World recommends that you print and review these reports.

Reviewing integrity reports include:

- Reviewing tax and PDBA integrity reports
- Reviewing the Paycheck Control Report
- Reviewing the Transaction History Summary Control Report
- Reviewing the Tax History Control Report
- Reviewing the Timecard Control Report
- Reviewing the Tax Ledger Control Report
- Reviewing the Transaction History Detail Control Report

Each of these reports shows only those records that contain errors. The reports also show which table or workfile is in error. If the system finds no errors of the specified kind, the report prints a message that no records are in error.

Most errors can be determined by the error code, and corrected by directly editing the payroll tables. However, if you cannot determine the error by the error code, you can research the tables in question to determine which values must be corrected. You can then edit the tables accordingly. If you cannot determine the errors, you should call JD Edwards World for customer support.

29.2.1 Reviewing Tax and PDBA Integrity Reports

Use the Tax History Integrity Report and the PDBA Integrity Report to locate missing, inaccurate, or incomplete information in your summary history tables.

You can print the Tax History Integrity Report and PDBA Integrity Report during final update. These reports contain an update feature that you can use to automatically correct many of the errors that print on the report. When you run these reports during final update, you should choose versions that are set up to run the reports without updating the Taxation Summary History table (F06136) and Payroll Month PDBA Summary History table (F06146). If these reports reveal any errors, you must use the Data Integrity and Global Updates menu to rerun them in update mode.

In addition to printing integrity reports during final update, you should print them monthly, quarterly, and before you begin year-end processing.

See Also:

- ? Reviewing the Tax History Integrity Report in the *JD Edwards World U.S. Payroll II Guide*,
- ? Reviewing the PDBA Integrity Report in the *JD Edwards World U.S. Payroll II Guide*.

29.2.2 Reviewing the Paycheck Control Report

The Paycheck Control Report lists:

- ? Interim checks that were not removed from the interim workfiles during final update
- ? Discrepancies between the Paycheck Workfile (F063501) and the Paycheck History table (F06156)
- ? Payments written in the current payroll cycle that do not have corresponding records in the Paycheck History table

Figure 29–4 Paycheck Control Report

067050		JD Edwards World				Page - . . . 1	
		Paycheck Control Report				Date - . . . 10/29/17	
		Discrepancies Between Current Pay Cycle and Paycheck History.				Pay Period . 01/15/17	
						Payroll ID . 600	
Company - Home . . . 00007 A Model Payroll Company							
.Employee.Check. . . Int							
Number	Name	Control	Number	Date	Ch.	Net Pay	Error Code
9901	Brown, Joe	11084		01/15/17	Y		2,5
		12423		01/15/17	N	2,245.83	5
9902	Jones, Robert	12431		01/15/17	N	2,109.16	5
9908	Smith, David	12440		01/15/17	N	2,917.29	5

29.2.3 Reviewing the Transaction History Summary Control Report

The Transaction History Summary Control Report compares year-to-date PDBA amounts in the Paycheck Workfile (F063501) to the corresponding amounts in the Payroll Month PDBA Summary History table (F06146).

This report does not have error codes. The Variance column lists current DBA information that was not updated in the Payroll Month DBA Summary table.

Figure 29–5 Transaction History Summary Control Report

067051		JD Edwards World			Page - . . . 1	
		Transaction History Summary Control Rpt			Date - . . . 10/29/17	
		Discrepancies Between Current Pay Cycle			Pay Period . 01/15/17	
		and Transaction Summary History.			Payroll ID . 600	
Company - Home . . . 00007 A Model Payroll Company						
Employee No	Trans	Name	Paycheck YTD	History YTD	Variance	
P/D/B/A	Type	Description	Gross/Amt	Gross/Amt	Gross/Amt	
9901		Brown, Joe				
1	F	Regular	15,495.90	12,102.57	3,393.33	
8004	A	Sick Avail.	5.78		5.78	

9902		Jones, Robert				
1	F	Regular	9,999.99	6,666.66	3,333.33	
1000	D	Health Ins.	50.00	25.00	25.00	
7000	D	401(k)	333.34	166.67	166.67	
8801	A	Deferral 415	333.34	166.67	166.67	

29.2.4 Processing Options

See [Section 55.11, "Final Update Integrity Report \(P06705\)"](#)

29.2.5 Reviewing the Tax History Control Report

The Tax History Control Report compares year-to-date amounts in the Paycheck Workfile (F063501) to the corresponding amounts in the Taxation Summary History table (F06136).

This report does not have error codes. Instead, the amounts that do not match between the tables are displayed in the Variance column.

Figure 29–6 Tax History Control Report

067052		JD Edwards World			Page - . . . 1	
		Tax History Control Report			Date - . . . 10/29/17	
		Discrepancies Between Current Pay Cycle			Pay Period . 01/15/17	
		and Tax History.			Payroll ID . 600	
Company - Home . . . 00007 A Model Payroll Company						
Employee No	Name	YTD Paychecks		Tax History		Variance
Tax Area	TT Description	Gross	Tax	Gross	Tax	Gross Tax
9901	Brown, Joe					
FEDERAL	C FED Unemp In	16,666.65	434.00	13,333.32	434.00	3,333.33
06	H CO Unemploy	16,666.65	570.00	13,333.32	570.00	3,333.33
06	F CO Departmen	16,666.65	793.25	13,333.32	634.60	3,333.33 158.65
06	C CO FUI	16,666.65	434.00	13,333.32	434.00	3,333.33
FEDERAL	Q FED Medicare	16,666.65	241.67	13,333.32	193.33	3,333.33 48.34
FEDERAL	P FED Medicare	16,666.65	241.67	13,333.32	193.33	3,333.33 48.34
FEDERAL	E FED FICA Com	16,666.65	1,033.33	13,333.32	726.67	3,333.33 306.66
FEDERAL	D FED FICA w/h	16,666.65	1,033.33	13,333.32	826.67	3,333.33 206.66
FEDERAL	A FED Income T	16,666.65	3,369.25	13,333.32	2,695.40	3,333.33 673.85

9902	Jones, Robert					
FEDERAL	C FED Unemp In	9,999.99	434.00	6,666.66	413.33	3,333.33 20.67
06	H CO Unemploy	9,999.99	570.00	6,666.66	380.00	3,333.33 190.00
06	F CO Departmen	9,933.32	459.27	6,499.99	308.96	3,333.33 150.31
06	C CO FUI	9,999.99	434.00	6,666.66	413.33	3,333.33 20.67
FEDERAL	Q FED Medicare	9,999.99	145.00	6,666.66	96.67	3,333.33 48.33
FEDERAL	P FED Medicare	9,999.99	145.00	6,666.66	96.67	3,333.33 48.33
FEDERAL	E FED FICA Com	9,999.99	620.00	6,666.66	413.33	3,333.33 206.67
FEDERAL	D FED FICA w/h	9,999.99	620.00	6,666.66	413.33	3,333.33 206.67
FEDERAL	A FED Income T	9,833.32	1,928.23	6,499.99	1,301.04	3,333.33 627.19

9908	Smith, David					
FEDERAL	C FED Unemp In	4,166.67	258.33			4,166.67 258.33
44	H TX Unemploy	4,166.67	264.58			4,166.67 264.58
44	C TX FUTA	4,166.67	258.33			4,166.67 258.33
FEDERAL	Q FED Medicare	4,166.67	60.42			4,166.67 60.42
FEDERAL	P FED Medicare	4,166.67	60.42			4,166.67 60.42
FEDERAL	E FED FICA Com	4,166.67	258.33			4,166.67 258.33
FEDERAL	D FED FICA w/h	4,166.67	258.33			4,166.67 258.33
FEDERAL	A FED Income T	4,166.67	930.63			4,166.67 930.63

29.2.6 Reviewing the Timecard Control Report

This report displays discrepancies between the Paycheck Workfile (F063501) and the Payroll Transaction History table (F0618). The system verifies that:

- The Employee Transactions Detail (current) table (F06116) does not contain records that were processed this payroll cycle.
- The Payroll Transaction History table (F0618) was updated during final update.
- For each check control number, the total of the transaction type in the Payroll Transaction History table equals the corresponding total in the Paycheck Workfile.

Figure 29–7 Timecard Control Report

Company - Home . . . 00007 A Model Payroll Company		Employee		Check Control	FDBA	Description	Basis/Hr	Rate	Gross Pay	Trans Number	Error Code
9901	Brown, Joe	12423	1	Regular	86.67	38.461	3,333.33	3772	002		
		12423	1	Regular	86.67	38.461	3,333.33	3772	001		
		12423	1	Regular	86.67	38.461	3,333.33	3772	002		
		12423	1	Regular	86.67	38.461	3,333.33	3772	002		

9902	Jones, Robert	12431	1	Regular	86.67	38.461	3,333.33	3773	002		
		12431	1	Regular	86.67	38.461	3,333.33	3773	001		

9908	Smith, David	12440	1	Regular	86.67	48.076	4,166.67	3774	002		
		12440	1	Regular	86.67	48.076	4,166.67	3774	001		

29.2.7 Reviewing the Tax Ledger Control Report

The Tax Ledger Control Report shows discrepancies between the Paycheck Workfile (F063501) and the Tax Ledger History table (F06166). The system verifies that, for every check control number in the Paycheck Workfile, an identical record was created in the Tax Ledger table.

Figure 29–8 Tax Ledger Control Report

Company - Home . . . 00007 A Model Payroll Company		Employee		Check Control	Tax Area	Ty	Gross Pay	Excludable	Excess	Tax	Error Code
9901	Brown, Joe	11084	FEDERAL	E						100.00	002
		12423	FEDERAL	A			3,333.33			673.85	002
		12423	FEDERAL	C			3,333.33		3,333.33		002
		12423	FEDERAL	D			3,333.33			206.66	002
		12423	FEDERAL	E			3,333.33			206.66	002
		12423	FEDERAL	P			3,333.33			48.34	002
		12423	FEDERAL	Q			3,333.33			48.34	002
		12423	06	C			3,333.33		3,333.33		002
		12423	06	F			3,333.33			158.65	002
		12423	06	H			3,333.33		3,333.33		002

9902	Jones, Robert	12431	FEDERAL	A			3,333.33	166.67		627.19	002
		12431	FEDERAL	C			3,333.33		2,999.99	20.67	002
		12431	FEDERAL	D			3,333.33			206.67	002
		12431	FEDERAL	E			3,333.33			206.67	002
		12431	FEDERAL	P			3,333.33			48.33	002
		12431	FEDERAL	Q			3,333.33			48.33	002
		12431	06	C			3,333.33		2,999.99	20.67	002
		12431	06	F			3,333.33	166.67		150.31	002
		12431	06	H			3,333.33			190.00	002

9908	Smith, David	12440	FEDERAL	A			4,166.67			930.63	002
		12440	FEDERAL	C			4,166.67			258.33	002
		12440	FEDERAL	D			4,166.67			258.33	002
		12440	FEDERAL	E			4,166.67			258.33	002
		12440	FEDERAL	P			4,166.67			60.42	002
		12440	FEDERAL	Q			4,166.67			60.42	002
		12440	44	C			4,166.67			258.33	002
		12440	44	H			4,166.67			264.58	002

29.2.8 Reviewing the Transaction History Detail Control Report

The Transaction History Detail Control Report shows discrepancies between the Paycheck Workfile (F063501) and the following tables:

- ⌘ DBA Detail History table (F0619)
- ⌘ DBA Transaction Detail table (F0609)

Figure 29–9 Transaction History Detail Control Report

Transaction History Detail Control Rpt								Date - . . . 10/29/17	
Discrepancies Between Current Pay Cycle and Transaction Detail History.								Pay Period . 01/15/17	
								Payroll ID . 600	
Company - Home . . . 00007 A Model Payroll Company	Employee	Check	T Union					Work	Error
Number	Name	Control	FDBA Description	T Code	Basis/Hr	Rate	Amount	Date	Code
9902	Jones, Robert								
		12431	1000 Health Ins. D		25.00	250.000	25.00	01/15/17	004
		12431	1000 Health Ins. D				25.00	01/15/17	002
		12431	7000 401(k) D		3333.33	.500	166.67	01/15/17	004
		12431	7000 401(k) D				166.67	01/15/17	002
		12431	8801 Deferral 415 A		166.67	10.000	166.67	01/15/17	004
		12431	8801 Deferral 415 A				166.67	01/15/17	002

9908	Smith, David								
		12440	8004 Sick Avail. A		5.78	10.000	5.78	01/15/17	004
		12440	8004 Sick Avail. A				5.78	01/15/17	002

29.3 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 Actual Voucher Reports in the *JD Edwards World U.S. Payroll II Guide*.

Work with Journal Entries

This chapter contains these topics:

- 7 [Section 30.1, "Reviewing Batches of Payroll Journal Entries,"](#)
- 7 [Section 30.2, "Revising Payroll Journal Entries,"](#)
- 7 [Section 30.3, "Approving Payroll Batches for Posting,"](#)
- 7 [Section 30.4, "Posting Payroll Journal Entries Manually,"](#)
- 7 [Section 30.5, "Reviewing the Posting Edit Report,"](#)
- 7 [Section 30.6, "Reviewing the General Ledger Posting Journal."](#)

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.

30.1 Reviewing Batches of Payroll Journal Entries

From Payroll Master (G07), choose Pay Cycle Processing

From Pay Cycle Processing (G0713), 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:

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.

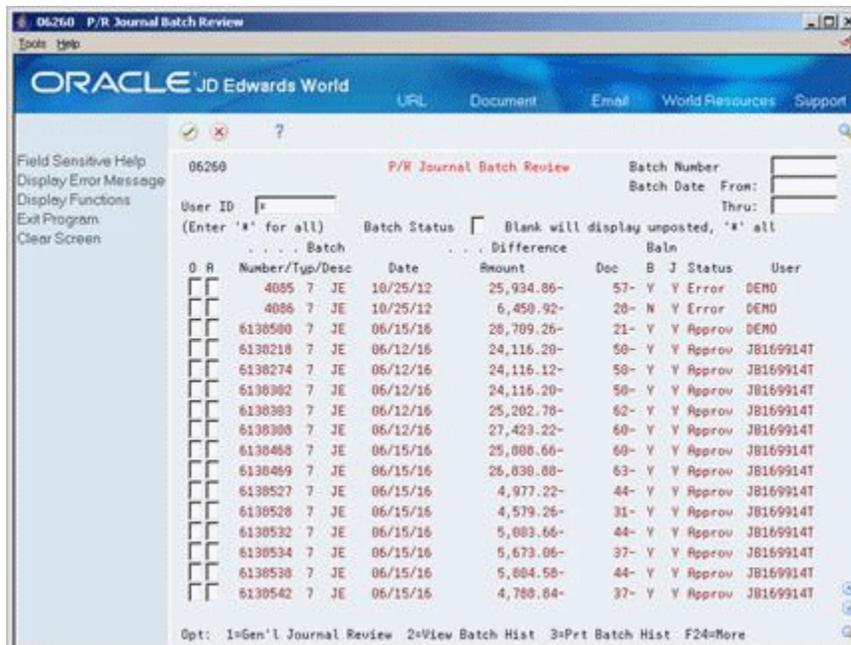
A special timecard post processes the following batch types:

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 30–1 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	<p>A user defined code (98/IC) that indicates the posting status of a batch. Valid codes are:</p> <p>blank – Unposted batches that are pending approval or have a status of approved.</p> <p>A – Approved for posting. The batch has no errors, is in balance, but has not yet been posted.</p> <p>D – Posted. The batch posted successfully.</p> <p>E – Error. The batch is in error. You must correct the batch before it can post.</p> <p>P – Posting. The system is posting the batch to the general ledger. The batch is unavailable until the posting process is complete. If errors occur during the post, the batch status is changed to E (error).</p> <p>U – In use. The batch is temporarily unavailable because someone is working with it.</p>

See Also:

- ? [Chapter 52, "Process Journal Entries Prior to the Payroll Cycle"](#)

30.2 Revising Payroll Journal Entries

From Payroll Master (G07), choose Pay Cycle Processing

From Pay Cycle Processing (G0713), 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:

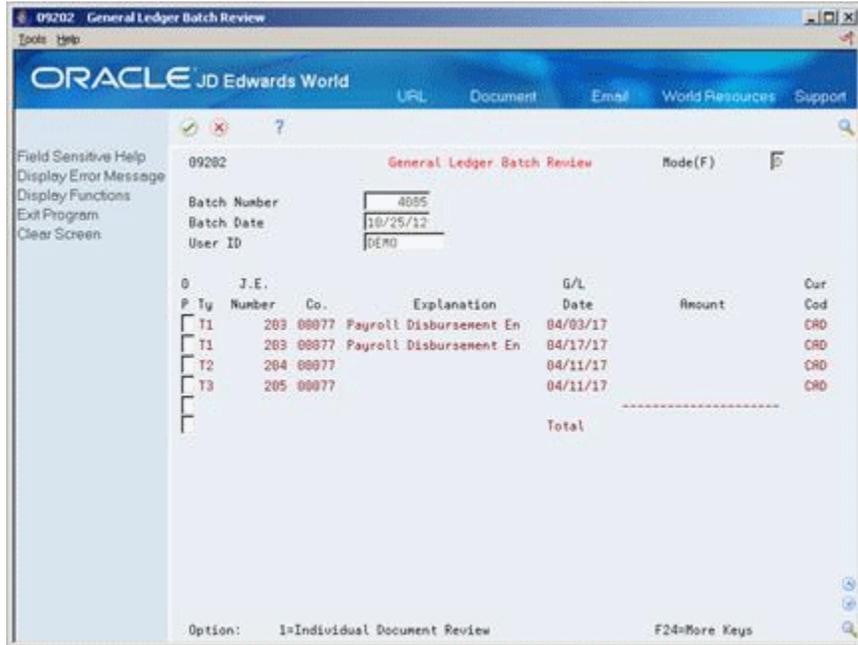
- ? Document type
- ? Document number
- ? Document company
- ? General ledger date

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 30–2 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 30–3 Journal Entries screen

Account No.	Amount	Explanation 2	P
77.4305	26.78		
77.4310	53.64		
77.4316	100.00		
77.4317	374.36		
77.4337	746.72		
707.1111	410.00		
707.1111	97.33		
77.4211	1,040.38		
77.4212	259.36		
77.4214	95.59		
77.4305_ON	17.49		
77.4205	4,991.46		

4. On Journal Entries, enter the necessary changes.
5. Complete the steps to manually post journal entries.

See Also:

• [Section 30.4, "Posting Payroll Journal Entries Manually."](#)

30.3 Approving Payroll Batches for Posting

From Payroll Master (G07), choose Pay Cycle Processing

From Pay Cycle Processing (G0713), 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	<p>A code that indicates whether a batch is ready for posting. Valid codes are:</p> <p>A – Approved, ready for posting.</p> <p>P – Pending approval. The batch will not post.</p> <p>If the system constants do not specify manager approval, the system automatically approves batches that are not in error.</p> <p><i>Form-specific information</i></p> <p>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.</p>

30.3.1 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 in the *JD Edwards World General Accounting I Guide*.

30.4 Posting Payroll Journal Entries Manually

From Payroll Master (G07), choose Pay Cycle Processing

From Pay Cycle Processing (G0713), choose Manual Payroll Journal Post

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 in the *JD Edwards World U.S. Payroll II Guide*.

30.4.1 Processing Options

See [Section 60.2, "General Ledger Post \(P09870\)"](#)

30.5 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 30–4 Posting Edit Report

09870	JD Edwards World				Page	5
	General Ledger Post - Payroll Vouchers				Date	7/23/16
	Posting Edit Report					
Create Intercompany Settlements: D						
Batch	Batch	Account Number - Input	G/L Date	Do Document	JE Line	
Number	Date	Account ID	Subldgr Ty	Number	Number	Error Messages

6068214	07/22/16					***NO ERRORS*** Batch will post.
*						

30.6 Reviewing the General Ledger Posting Journal

When you post journal entries, the system prints the Posting Edit and General Ledger Posting Journal reports for your review.

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 30–5 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	- 07/22/16						
Posting Journal							
Post Out of Balance :							
Create Intercompany Settlements: D							
Do Document	G/L	Co	Account Description	G/L Account Amounts		
Ty	Date		Explanation	Subldgr-Ty/Asset Number	Debit	Credit	

T1	3530	08/14/17	00100 Miscellaneous Revenue USD	90.9160		10.00- AA	
			Payroll Disbursement Entries	00007504 A			
T1	3530	08/14/17	00100 Life Insurance USD	100.4310		145.10- AA	
			Payroll Disbursement Entries				

See Also:

- Setting Up Journal Summarization Rules in the *JD Edwards World U.S. Payroll II Guide*.

Correct Errors in Pre-Payroll Processing

This chapter contains the topic:

- [Section 31.1, "Correcting Errors in Pre-Payroll Processing."](#)

31.1 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.

31.1.1 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 form should indicate that the employee is locked in pre-payroll.

Reviewing Selection Criteria

When the Employee Entry form does not indicate that the employee is locked in pre-payroll, the employee was not included in the data selection for the pre-payroll 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 check for the employee.

If you issue an interim check, you should change the pre-payroll selection criteria after you complete payroll cycle processing.

See Also:

- ? [Section 25.3, "Resetting the Payroll ID,"](#)
- ? [Chapter 43, "Enter Interim Checks"](#)

Reviewing Pay Start and Stop Dates

If the employee is locked in pre-payroll, review the employee's pay stop and pay start dates on the Employee Entry form.

When the pay starts date is after the pay period ending date, or the pay stops date is before the pay period beginning date, the system does not include the employee in the payroll cycle. For example, if the pay period dates are 4/26 - 5/09 and the pay starts date is 5/10, the system does not include the employee in that payroll cycle.

Reviewing Timecard Information for Hourly Employees Only

If the employee who was not included in pre-payroll is paid hourly, verify that you completed either of the following:

- ? Entered a timecard for the employee.
- ? Entered standard hours for the employee on the Pay and Tax Information form. (Entering standard hours causes the system to automatically generate timecards for the employee.)

If the employee does not have a timecard for this pay period, enter one and then rerun pre-payroll.

31.1.2 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.

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.

5. On the DBA Setup form, locate one of the DBAs that the system did not calculate.
6. Access the DBA Limits window.
7. Using the information in this window, determine whether the employee has reached the limit for this DBA.
8. Access the Basis of Calculation Table.
9. Review the information and make any necessary corrections.
10. If the DBA uses a calculation table, access the Calculation Tables form.
11. Review the information and make any necessary corrections.
12. Using the DBA One-Time Overrides window that you access from the Time Entry by Employee form, determine if a one-time override exists for the DBA.
13. Using the Interim Check Entry form, determine whether an interim check was issued for the employee this period.

If the DBA is set up to calculate once per period, and it is included on an interim check, the system does not calculate it during pre-payroll.

See Also:

- Benefits Administration in the *JD Edwards World Human Resources - Benefits Guide* if you are using the Human Resources system to enroll employees in benefit plans.

31.1.3 Example 3: Gross To-Net Error

When the gross wages less the taxes and deductions that printed on an employee's payment do not equal the net wages on the payroll register, you probably need to set up an additional tax area. For example, your organization might have recently started doing business in another state, but you did not enter a tax area for that state into your Payroll system.

Although Vertex calculates the tax, and it is subtracted from the gross wages, the system does not print the tax on the Payroll Register. Therefore, the gross wages less the deductions and printed taxes do not equal the net wages on the payroll register.

To ensure that the system creates the correct journal entries, you must correct the gross-to-net error. Depending on the way in which your company constants are set up, you might be required to correct this error before you can continue with payroll cycle processing.

The Summary Payroll Register, which you can print during pre-payroll processing or from the Reports Only menu selection, displays ERR next to each employee who has a gross-to-net error.

To correct the error, complete the following steps:

1. Set up a tax area for the new state.
2. Reset the payroll ID.
3. Rerun a full pre-payroll.

See Also:

- Setting Up Tax Area Information in the *JD Edwards World U.S. Payroll II Guide*,
- Setting Up Payroll Company Constants in the *JD Edwards World U.S. Payroll II Guide* for information about setting this error as a hard or soft error.

31.1.4 Example 4: An Employee's Taxes Must Be Recalculated

In some cases, the system identifies and corrects errors for you. Depending on how you set up your deductions, an employee who is a low wage earner might have one or more pre-tax (tax-deferred or tax-exempt) deductions reduced or placed in arrears. Reducing or arrearage pre-tax deductions changes the employee's taxable gross wages. When this condition occurs, the system automatically reduces the pre-tax deduction to zero and recalculates the employee's taxes using the new taxable gross wage amount.

To perform these recalculations, the system automatically submits a changes only pre-payroll and prints the following reports:

- ⌚ Changes Only Payroll Register
- ⌚ Deductions Not Taken report (if applicable)
- ⌚ Deduction Arrearage (if applicable)

During this processing, the system:

- ⌚ Places a pre-tax deduction entirely in arrears or fully reduces it (depending on the arrearage rule), if it cannot be fully deducted. The system does not partially arrear or reduce a pre-tax deduction to avoid negative pay. Two examples are:
 - A pre-tax deduction has an arrearage rule of Q (place the full or partial amount in arrears as needed and do not apply the limits when collecting). If the program cannot take the full amount of the pre-tax deduction, it uses rule G instead, placing the entire amount in arrears and listing the amount on a Deduction Arrearage report.
 - A pre-tax deduction has an arrearage rule of P (partially or fully reduce the deduction as needed, but do not collect the amount in the future). If the program cannot take the full amount of the pre-tax deduction, it uses rule F instead, taking none of the deduction. In this case, the amount is not placed in arrears. The system prints the amount on a Deductions Not Taken report. It does not hold the amount over to be collected in the future.
- ⌚ Marks the deduction as a One-Time Override with a zero amount. This excludes the deduction from the calculations in the automatic Changes Only cycle.
- ⌚ Sets pre-payroll to automatically cycle through a changes only pre-payroll at the end of the current processing, to recalculate taxable wages and net pay.
- ⌚ Prints a detailed Deductions Not Taken report, a Deduction Arrearage report, or both totaled by employee.

The system runs changes only processing up to three times to resolve these situations.

Subsequent Reductions to Mandatory Deductions

When the system automatically processes changes only pre-payroll, recalculation typically results in higher taxes. To avoid a negative check, the system might have to place one or more mandatory deductions in arrears according to its normal processing priorities.

Wages Lower than Total Pre-Tax Deductions

An employee has standard pre-tax deductions of \$100.00 and \$50.00, but earnings for this pay period are only \$95.00. During the full pre-payroll, the Payroll Register appears as follows:

Figure 31-1 Pre-Tax Deductions

Gross Wages	95.00
Exempt Deduction	50.00
Total Deductions	50.00
Net Pay	45.00

The system takes the \$50.00 pre-tax deduction but omits the \$100.00 pre-tax deduction, because wages do not cover it in its entirety. Because of the deduction's arrearage rule, the system does not place the amount in arrears. That is, the system will not try to deduct this amount in future pay periods. An omitted deduction with this type of arrearage rule is printed on a Deductions Not Taken report.

When the system subtracted pre-tax deductions from the gross wages, no taxable gross remained and no taxes were calculated. However, the \$100.00 deduction was not taken. Therefore, taxes must be recalculated on \$45.00 (gross wages minus only the pre-tax deduction that is being taken).

The employee listing on the Changes Only Payroll Register is as follows:

Figure 31-2 Changes Only Payroll Register

Gross wages	95.00
Federal FICA	2.79
Federal Medicare	0.65
CO Income Tax	0.95
Exempt Deduction	50.00
Total Deductions	54.39
Net Pay	40.61

Wages Plus Tips

An employee earns \$88.92 in hourly wages and \$500.00 in tips. This employee also has a pre-tax deduction of \$143.00. The system initially calculates taxes based on a taxable wage of \$445.92 (earnings of \$588.92 less a total pre-tax deduction of \$143.00).

During the full pre-payroll, the Payroll Register shows the following for the employee:

Figure 31-3 Wages Plus Tips

Gross Wages	588.92
Federal Income Tax	33.80
Federal FICA	27.68
Federal Medicare	6.47
CO Income Tax	21.00
Tips	500.00
Total Deductions	588.92

The system also prints a Deduction Arrearage report, showing this employee's pre-tax deduction of \$143.00 that the system could not deduct because the net was zero after the taxes and tips were deducted from the gross wages. This report also lists part of the taxes not fully covered before the net reached zero. The Deduction Arrearage report indicates that the system placed these deductions in arrears (because of their arrearage rules). The system will take the deductions in the next pay period if the employee's net pay covers them.

However, the system based the federal and state calculations shown above on \$445.92, the gross wages minus pre-tax deductions. Because the system could not take the pre-tax deduction, it must recalculate taxes based on the full gross wages.

This employee's listing in the Changes Only Pre-Payroll Payroll Register appears as follows:

Figure 31–4 Changes Only Pre-Payroll Payroll Register

Gross Wages	588.92
Federal Income Tax	15.72
Federal FICA	36.51
Federal Medicare	0.54
Colorado Income Tax	28.15
Tips	500.00
Total Deductions	588.92

The system recalculated the taxes based on \$588.92, the total gross without the pre-tax deduction. The taxes are therefore higher, except for the federal income tax. Again, the system places the federal income tax deduction in arrears because insufficient pay remains for the entire deduction. The changes only pre-payroll prints the amount in arrears on a Deduction Arrearage report.

31.1.5 What You Should Know About

Topic	Description
Interim checks	Automatic recalculation does not function in Interim Check processing.
Adjustment priorities	When a tax-exempt deduction is adjusted or placed in arrears, every deduction with a lower priority has already been adjusted or arrearred.

Part IV

Payroll History

This part contains these chapters:

- 7 [Chapter 32, "Overview to Payroll History"](#)
- 7 [Chapter 33, "Review Earnings and Tax Information History"](#)
- 7 [Chapter 34, "Review Transaction History"](#)
- 7 [Chapter 35, "Review Other Payroll History"](#)
- 7 [Chapter 36, "Work with Pay History Information"](#)
- 7 [Chapter 37, "Review Payroll History Reports"](#)
- 7 [Chapter 38, "Work with Information for Earnings and Tips"](#)
- 7 [Chapter 39, "Review History Reports for Earnings and Tips"](#)

Overview to Payroll History

This chapter contains these topics:

- ? [Section 32.1, "Objectives,"](#)
- ? [Section 32.2, "About Payroll History."](#)

32.1 Objectives

- ? To use payroll history for reporting needs
- ? To use online inquiries for quick access to payroll history

32.2 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
- ? Working with information for earnings and tips
- ? Reviewing history reports for earnings and tips

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
- ? Employees and companies that earn tips

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 (F06136)	Tax Ledger (F06166)
Payroll Month PDDBA Summary History (F06146)	Payroll Transaction History (F0618) DBA Detail History (F0619)
Fiscal/Anniversary Year History (F06147)	Payroll Transaction History (F0618) DBA Detail History (F0619)
Paycheck Summary (F06156)	Tax Ledger (F06166) Payroll Transaction History (F0618) DBA Detail 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.

32.2.1 What is Calendar Month and Payroll Month History?

The system maintains transaction (PDDBA) history by both payroll month, which is based on check dates, and calendar month, which is based on work dates. The balances for each type of transaction history are consistent except during 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).

Transaction (PDDBA) history is maintained by both payroll month, which is based on check dates, and calendar month, which is based on work dates. The balances for each type of transaction history are consistent except during 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 Typical DBAs in the JD Edwards World U.S. Payroll II Guide* for information about how the system maintains calendar month balances,
- *Verifying Integrity of Payroll Summary History in the JD Edwards World U.S. Payroll II Guide* for information about verifying payroll history for your employees,
- *Tables Used by Payroll in the JD Edwards World U.S. Payroll II Guide* and the *JD Edwards World World Writer Guide* for information you need to create custom reports for your specific business needs,
- [Chapter 49, "Work with Governmental Reports"](#) for information about printing reports that are required by the government.

Review Earnings and Tax Information History

This chapter contains these topics:

- [Section 33.1, "Reviewing Quarterly Tax Balances,"](#)
- [Section 33.2, "Reviewing Monthly Tax Balances,"](#)
- [Section 33.3, "Reviewing the Monthly Tax Ledger."](#)

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 (F06136)
- Detail Tax Ledger (F06166)

33.1 Reviewing Quarterly Tax Balances

From Payroll Master (G07), choose History Inquiries

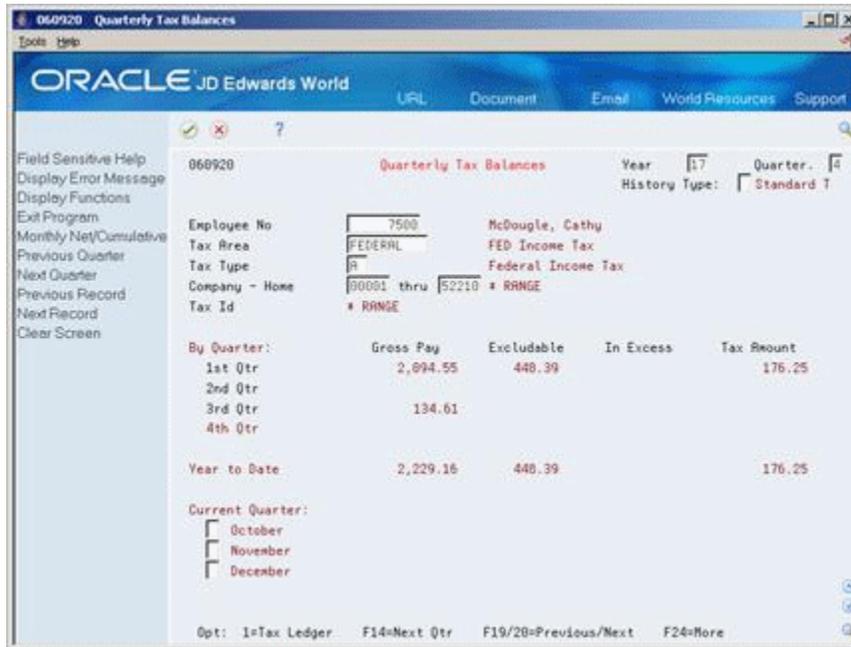
From History Inquiries (G0714), choose Quarterly Tax Balances

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 33–1 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.

33.2 Reviewing Monthly Tax Balances

From Payroll Master (G07), choose History Inquiries

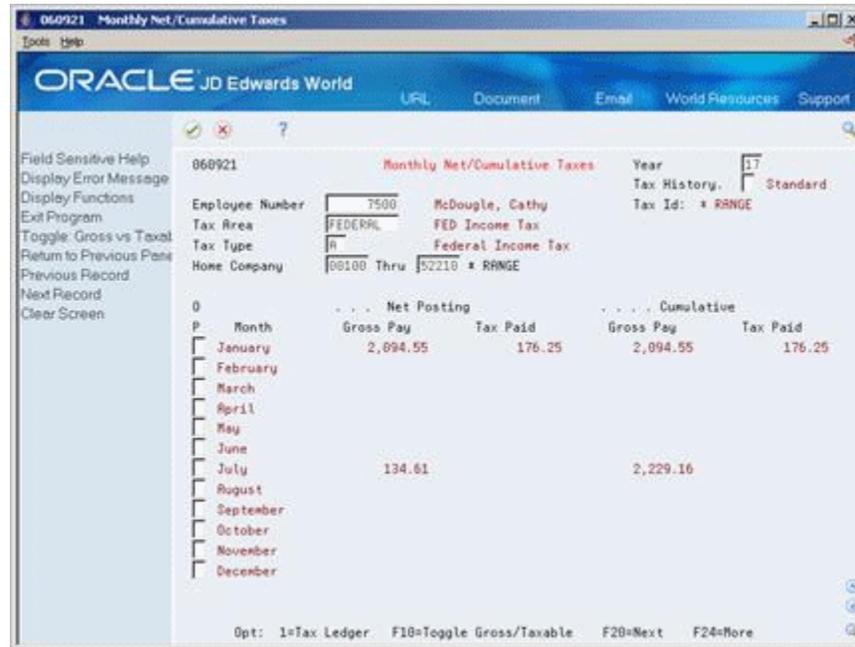
From History Inquiries (G0714), choose Monthly Net/Cumulative Taxes

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 33–2 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

33.3 Reviewing the Monthly Tax Ledger

From Payroll Master (G07), choose History Inquiries

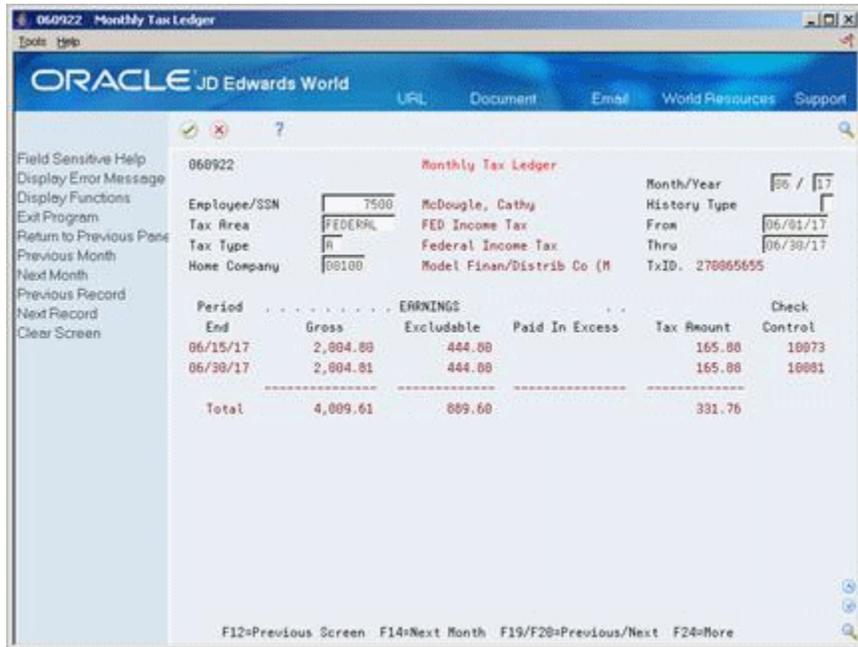
From History Inquiries (G0714), choose Monthly Tax Ledger

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 33–3 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

Review Transaction History

This chapter contains these topics:

- 7 [Section 34.1, "Reviewing Quarterly PDBA Balances by Payroll Month,"](#)
- 7 [Section 34.2, "Reviewing Quarterly DBA Balances by Calendar Month,"](#)
- 7 [Section 34.3, "Reviewing Monthly PDBA Balances by Payroll Month,"](#)
- 7 [Section 34.4, "Reviewing Monthly DBA Balances by Calendar Month,"](#)
- 7 [Section 34.5, "Reviewing the Calendar Transaction Ledger,"](#)
- 7 [Section 34.6, "Reviewing the Monthly Transaction Ledger,"](#)
- 7 [Section 34.7, "Reviewing Fiscal and Anniversary Balances."](#)

You can review PDBA balances online for any employee with payment history. This type of history is called transaction history. You can review transaction history by payroll month (based on check dates) or by calendar month (based on work dates).

You also can review year-to-date balances for PDBAs that have fiscal and anniversary history.

34.1 Reviewing Quarterly PDBA Balances by Payroll Month

From Payroll Master (G07), choose History Inquiries

From History Inquiries (G0714), 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 check 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.

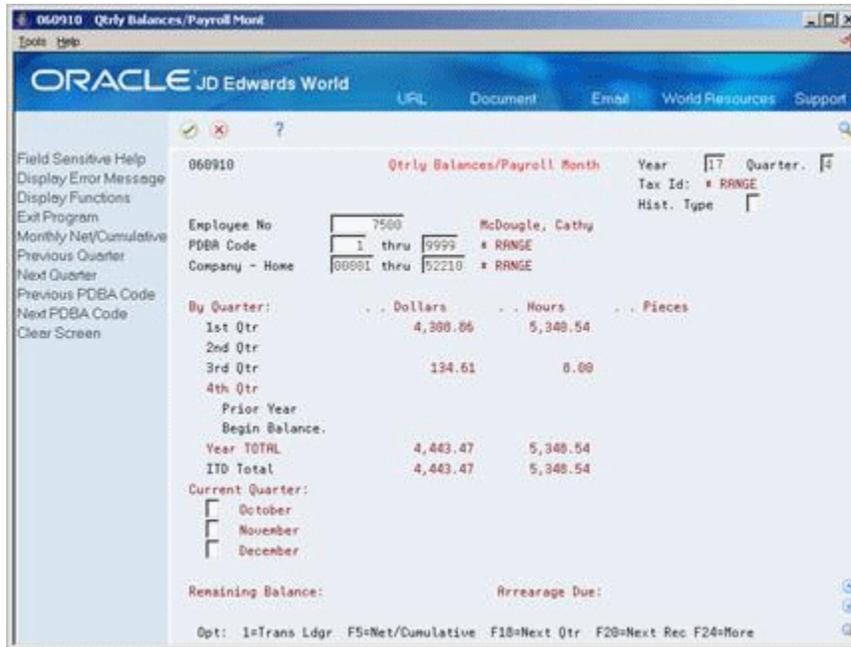
For the Payroll system, you review PDBA balances based on check dates. You can also determine whether an employee has a remaining balance, such as an outstanding balance for an advance or an arrearage due for a deduction.

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 34–1 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

34.1.1 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 form are set to sort by work date, the detail information on that form might not correspond to the information on the Quarterly Balances/Payroll Month form.

34.2 Reviewing Quarterly DBA Balances by Calendar Month

From Payroll Master (G07), choose History Inquiries

From History Inquiries (G0714), 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 34–2 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

34.3 Reviewing Monthly PDBA Balances by Payroll Month

From Payroll Master (G07), choose History Inquiries

From History Inquiries (G0714), 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.

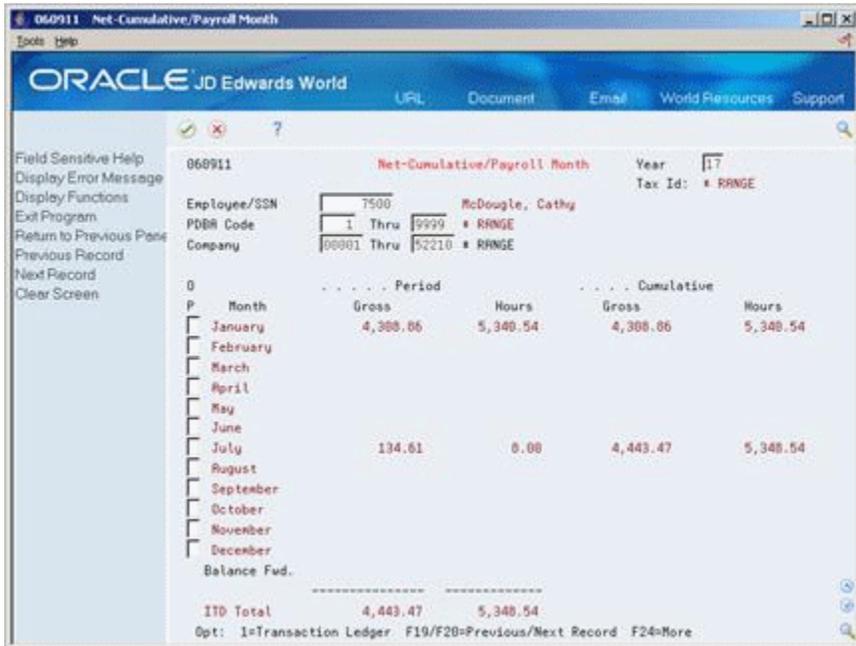
You can review cumulative monthly balances for any of the pay types and DBAs (PDBAs) for which an employee has history. In addition to monthly balances, you can review balances for a previous year and inception-to-date amounts, as well as the basis amount for the DBAs.

When you review PDBA balances by payroll month, the system retrieves information from the Payroll Month PDBA Summary History table (F06146) based on check dates.

To review monthly PDBA balances by payroll month

On Net-Cumulative/Payroll Month

Figure 34–3 Net-Cumulative/Payroll Month screen



1. Complete the following field:
 - ⌘ Employee Number

To review a year other than the current one, complete the following field:

 - ⌘ Year
2. To limit the information that appears, complete any of the following fields:
 - ⌘ PDBA Code
 - ⌘ Company

34.3.1 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 form are set to sort by work date, the detail information on that form might not correspond to the information on the Net-Cumulative/Payroll Month form.

34.3.2 Processing Options

See [Section 56.1, "Net Cumulative/Payroll Month \(P060911\)"](#)

34.4 Reviewing Monthly DBA Balances by Calendar Month

From Payroll Master (G07), choose **History Inquiries**

From **History Inquiries (G0714)**, choose **Net Cumulative/Calendar Month**

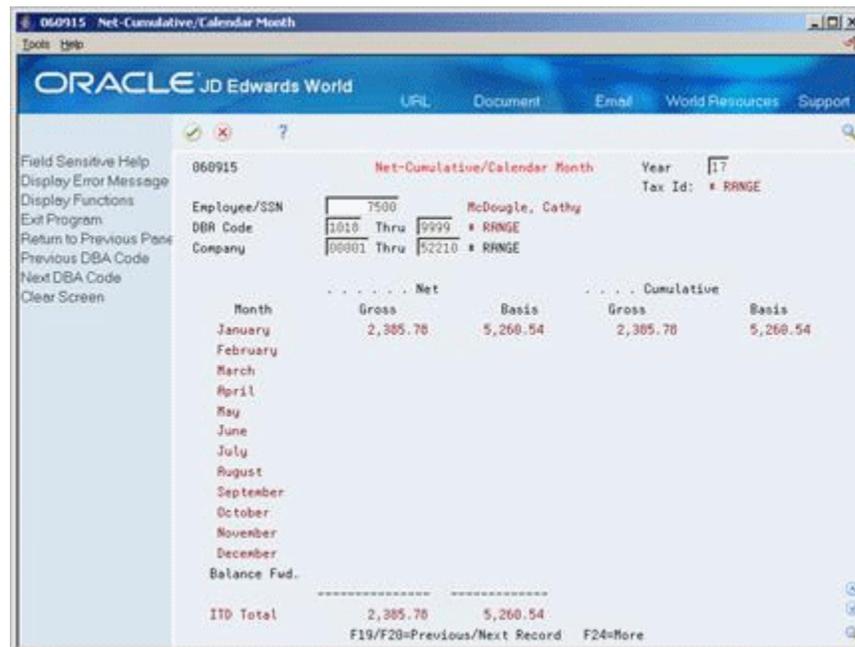
You can answer employees' questions about their cumulative monthly balances for any of the PDBAs for which they have history. In addition to monthly balances, you can review balances for a previous year and inception-to-date amounts, as well as the basis amount for the DBAs.

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 34–4 Net-Cumulative/Calendar Month (Review DBA Balances) 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

34.5 Reviewing the Calendar Transaction Ledger

From Payroll Master (G07), choose History Inquiries

From History Inquiries (G0714), choose Calendar Transaction Ledger

You can answer employees' questions about their PDBA history by reviewing detail transactions in the transaction ledgers. You can use processing options to specify whether to display information by work date or check date and to display gross pay or recharge amounts.

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

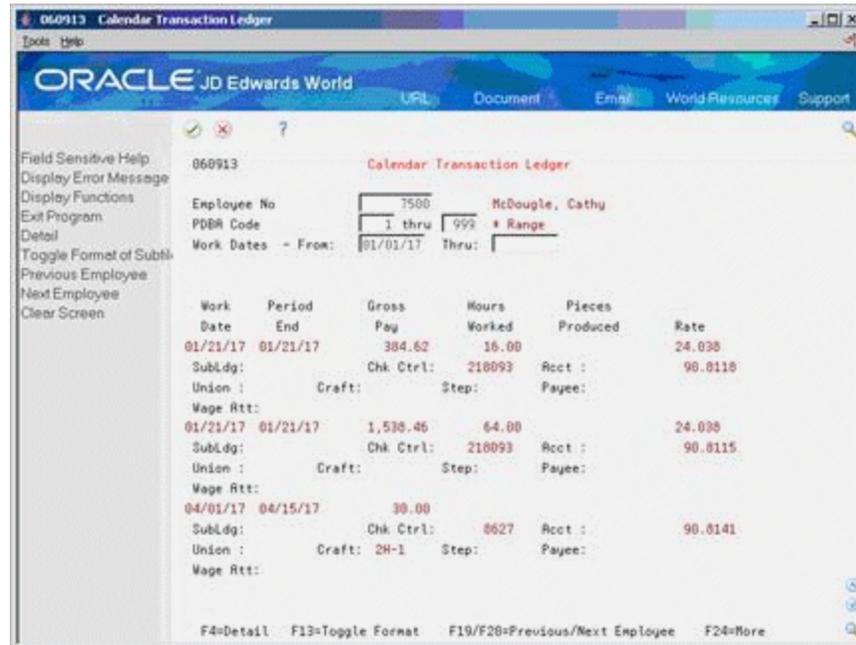
Figure 34–5 Calendar Transaction Ledger screen

Work Date	Period End	Gross Pay	Hours Worked	Pieces Produced	Rate
01/21/17	01/21/17	384.62	16.00		24.038
01/21/17	01/21/17	1,538.46	64.00		24.038
04/01/17	04/15/17	30.00			
04/15/17	04/15/17	354.17	17.60		20.432
04/15/17	04/15/17	1,416.67	70.40		20.432
04/15/17	04/15/17	291.67	17.60		16.026
04/15/17	04/15/17	1,166.67	70.40		16.026
04/16/17	04/30/17	105.00			
04/16/17	04/30/17	20.00			
04/16/17	04/30/17	75.00			
04/17/17	04/30/17	291.67-	17.60-		16.026
04/17/17	04/30/17	1,166.67-	70.40-		16.026

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.

Figure 34–6 Calendar Transaction Ledger (Detail) screen



34.5.1 Processing Options

See [Section 56.2, "Transaction Ledger Inquiry \(P060913\)"](#)

34.6 Reviewing the Monthly Transaction Ledger

From Payroll Master (G07), choose History Inquiries

From History Inquiries (G0714), choose Monthly Transaction Ledger

You can answer employees' questions about their PDBA history by reviewing detail transactions in the transaction ledgers. You can use processing options to specify whether to display information by work date or check date and to display gross pay or recharge amounts.

You can review detail transactions in the transaction ledgers. You can use processing options to specify whether to display information by work date or check date and to display gross pay or recharge amounts.

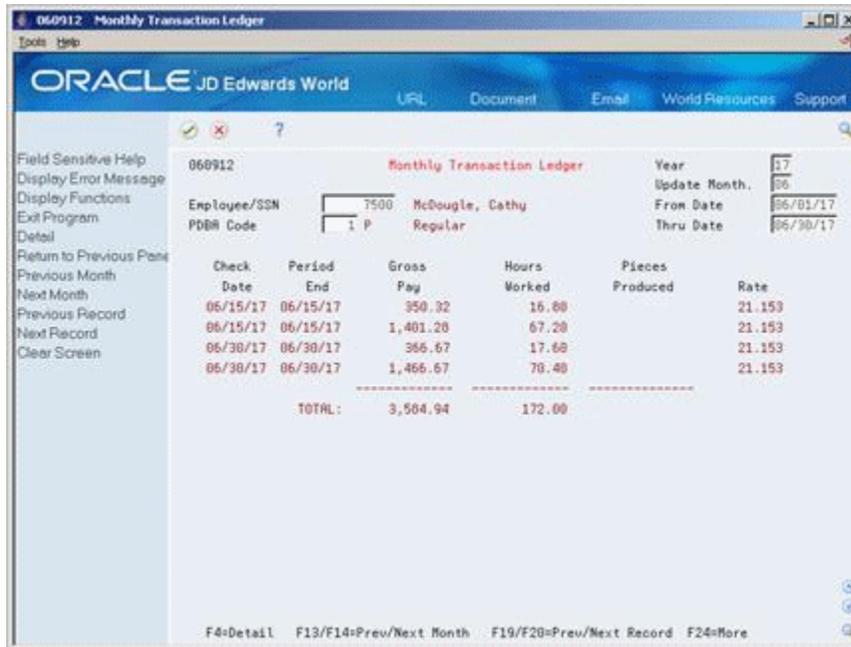
You can locate specific types of PDBA transactions for an individual employee for a single month. For pay types, you can also review detailed timecard history.

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 34–7 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

34.6.1 Processing Options

See [Section 56.3, "Transaction Ledger Inquiry \(P060912\)"](#)

34.7 Reviewing Fiscal and Anniversary Balances

From Payroll Master (G07), enter 27

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

From Data Integrity/Global Update (G0731), choose YTD Balances/Fiscal & Anniversary

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

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

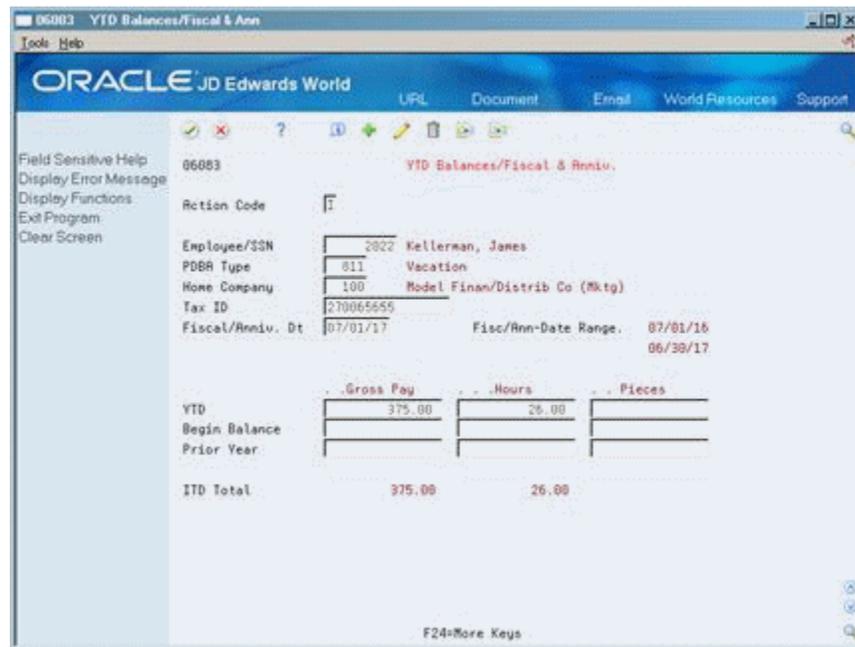
- ⌘ A balance that must be calculated using related PDBAs
- ⌘ An inception-to-date limit
- ⌘ An annual limit
- ⌘ A rollover date other than the end of the calendar year

The year-to-date amounts that this program displays might differ from the year-to-date amounts on the Payroll Register. 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 34–8 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:

- ⌘ [Section 35.3, "Reviewing Benefit and Accrual History"](#) for information about how to see the combined balances of the related PDBAs.

Review Other Payroll History

This chapter contains these topics:

- 7 [Section 35.1, "Reviewing Workers Compensation and General Liability History,"](#)
- 7 [Section 35.2, "Reviewing Time and Pay History,"](#)
- 7 [Section 35.3, "Reviewing Benefit and Accrual History,"](#)
- 7 [Section 35.4, "Reviewing Available Leave Information."](#)

The system provides a variety of information on employee payroll history. You can RCA RTD317Wreview:

- 7 Workers compensation and general liability history
- 7 Timecard history
- 7 Benefit and accrual history, such as vacation time earned, taken, and available

35.1 Reviewing Workers Compensation and General Liability History

From Payroll Master (G07), choose History Inquiries

From History Inquiries (G0714), choose Workers Comp/General Liability

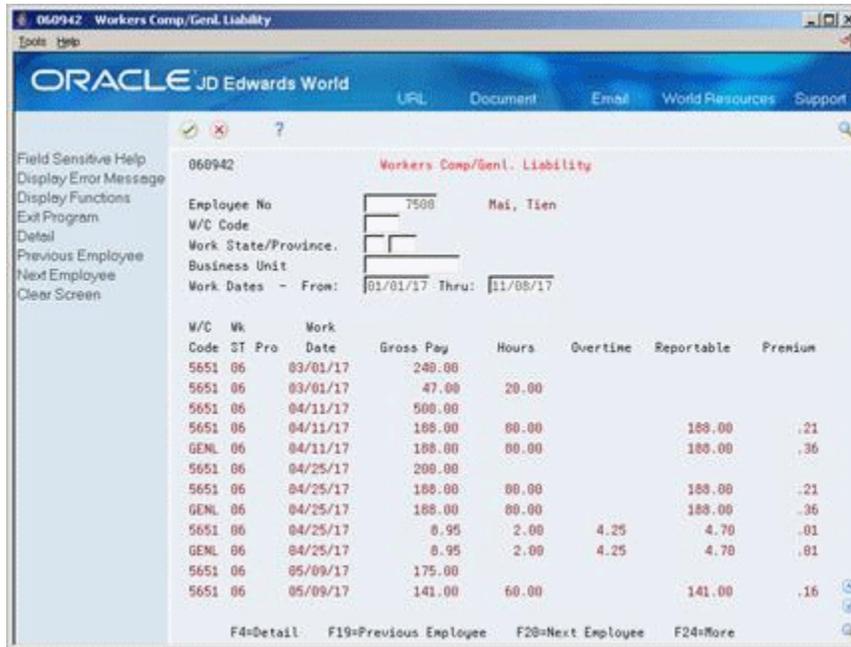
You can review workers compensation history for an employee and the general liability history associated with it in order to answer questions about worker compensation claims. You can also review the total amount of workers compensation and general liability insurance an employee has for a specified work date.

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

To review workers compensation and general liability history

On Workers Comp/General Liability

Figure 35–1 Workers Comp/General Liability 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

35.1.1 What You Should Know About

Topic	Description
General liability	<p>If the system has calculated general liability, you always see the general liability information associated with each workers compensation entry. This information appears even when you limit your search criteria with a workers compensation code.</p> <p>You cannot locate information by the general liability code only. You must specify additional search criteria.</p>

35.2 Reviewing Time and Pay History

From Payroll Master (G07), choose History Inquiries

From History Inquiries (G0714), 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 labor 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.

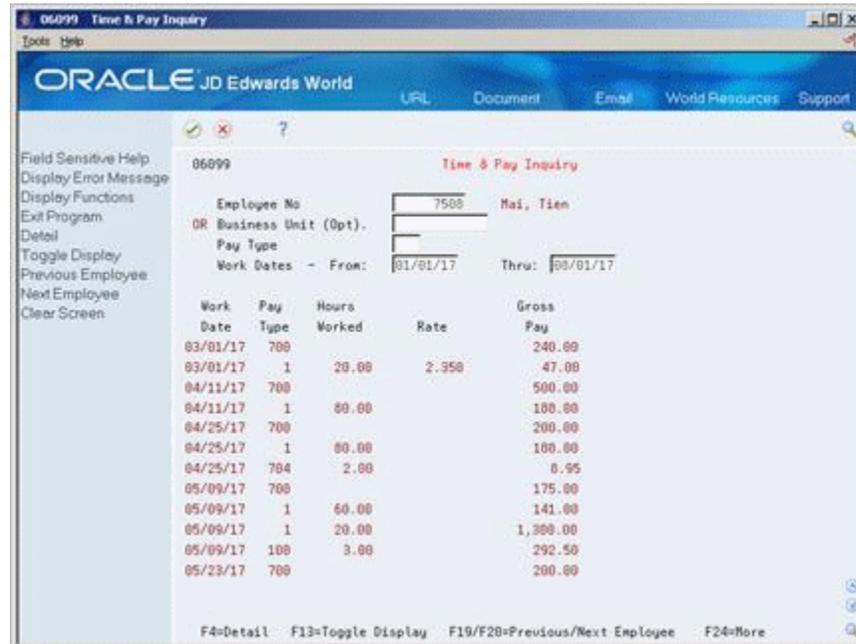
The system retrieves information from the Payroll Transaction History (F0618) table.

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 by employee

On Time and Pay Inquiry

Figure 35–2 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

35.2.1 What You Should Know About

Topic	Description
Reviewing additional information	Choose the Toggle Display function to review additional business unit and job information.

35.2.2 Processing Options

See [Section 56.4, "Time & Pay Inquiry \(P06099\)"](#)

35.3 Reviewing Benefit and Accrual History

From **Payroll Master (G07)**, choose **History Inquiries**

From **History Inquiries (G0714)**, 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

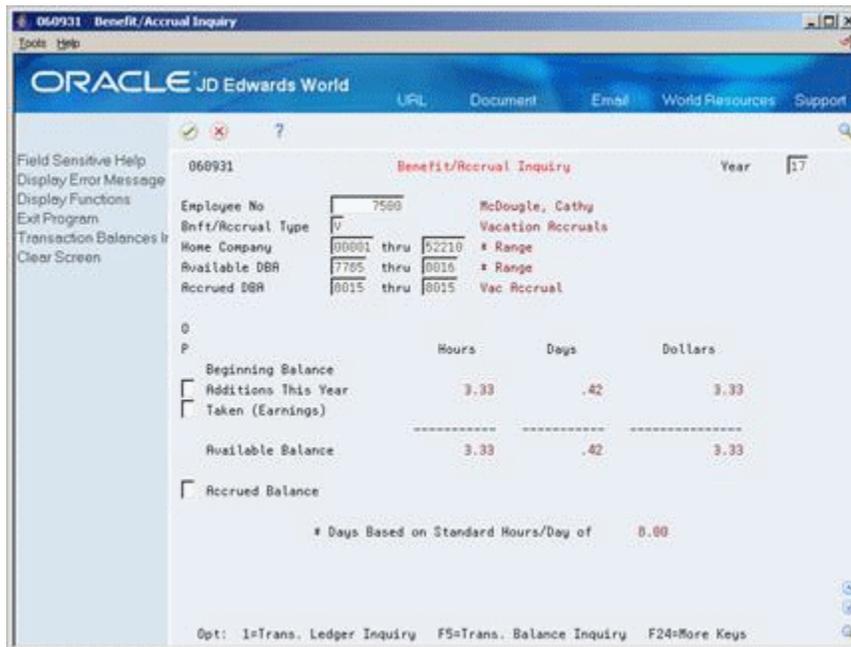
The system retrieves information from the following tables:

- ⌘ Payroll Month PDBA Summary History (F06146)
- ⌘ Fiscal/Anniversary Year History (F06147)

To review benefit and accrual history

On **Benefit/Accrual Inquiry**

Figure 35–3 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

35.3.1 Processing Options

See [Section 56.5, "Payroll Accrual Inquiry \(P060931\)"](#)

35.4 Reviewing Available Leave Information

From Payroll Master (G07), choose History Inquiries

From History Inquiries (G0714), 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 35-4 Available Leave Inquiry screen

1. Complete the following field:
 - ? Address Number
2. Complete the following optional fields:
 - ? Company

? Year

35.4.1 Processing Options

See [Section 56.6, "YTD Balances - Leave with Dock Pay \(P060932\)"](#)

Work with Pay History Information

This chapter contains these topics:

- 7 [Section 36.1, "Voiding Payments,"](#)
- 7 [Section 36.2, "Assigning a New Check Number and Date."](#)

You can review and void employee payment information. You can also assign a new check number to employee payment 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 Paycheck program.

The system retrieves the information from the Paycheck Summary table (F06156) when you review, void, or reissue employee payment information.

36.1 Voiding Payments

From Payroll Master (G07), choose History Inquiries

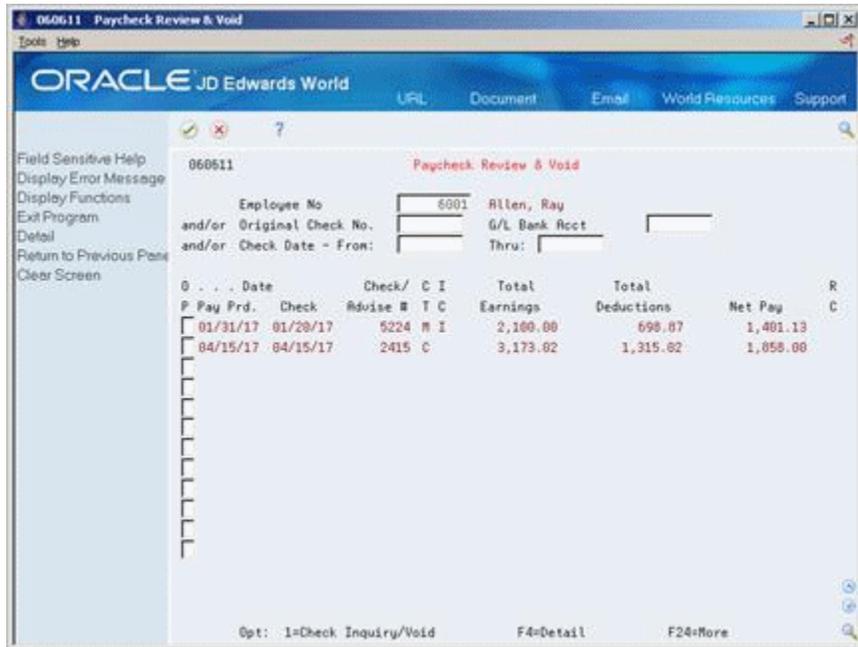
From History Inquiries (G0714), choose Paycheck Review and Void

When you need to issue a replacement check 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 check 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 Paycheck Review and Void

Figure 36-1 Paycheck 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 Check Number
 - ⌘ G/L Bank Account
 - ⌘ Check Date - From
 - ⌘ Check Date - Through
3. Choose the Check Inquiry/Void option for the payment you need to void.

Figure 36–2 Paycheck Review and Void (Check Inquiry/Void) screen

Type	Hrs/Pcs	Rate	Gross Net	Tax Area	Account Number
			2,100.00	47	701.0115

Tax Area	Tax	Description	Stat	Taxable Gross	Tax Result
FEDERL	A	FED Income Tax	E	2,100.00	413.02
FEDERL	D	FED FDR w/h	E	2,100.00	130.20
FEDERL	E	FED FDR Company Contr	C	2,100.00	130.20

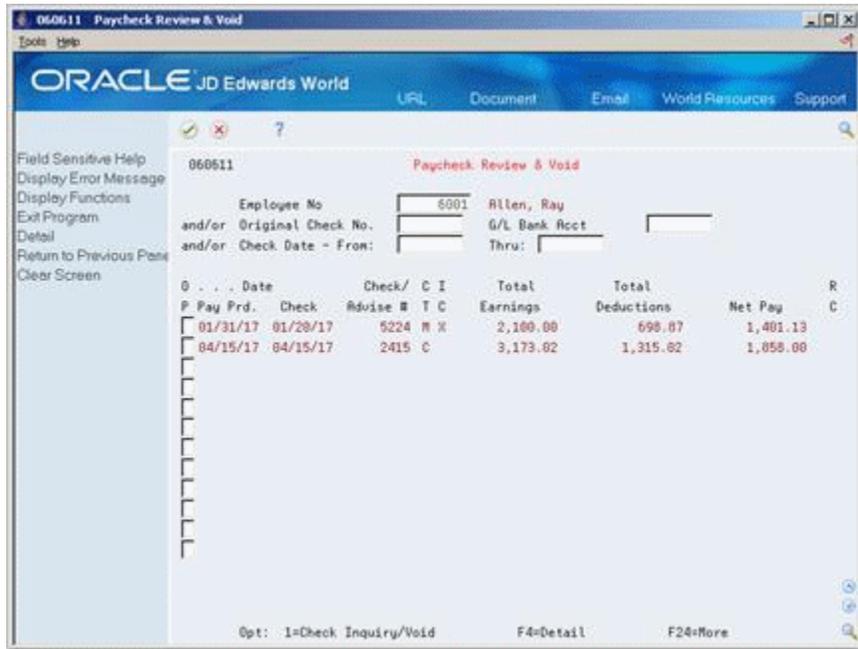
- On Paycheck Inquiry and Void, choose the Void Check function.

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 36–3 Void Check screen

- In the Void Check Information window, complete the following fields:
 - Check Date
 - Time Entry Date
- Choose the Update File function.

Figure 36–4 Paycheck Review and Void screen



7. On Paycheck Review and Void, review the information in the following field:

8. Review the information in the following field:

? IC

Field	Explanation
IC	<p>An internal code to indicate any one of the following conditions:</p> <ol style="list-style-type: none"> 1. The time and pay record was created by the interim check process. 2. The record in the check table was created by the interim check process. 3. An Employee has a record in the check file for the current period which was created by the interim check process. (Indicated by ICC in the employee's master file record). <p>Valid codes are:</p> <p>X – The check has been voided.</p> <p>V – The record is voiding a previously entered check.</p> <p>I – The check was processed through interim checks</p> <p>blank – The check was processed through the regular pay cycle.</p>

36.1.1 What You Should Know About

Topic	Description
Reversing general ledger entries	When you void a payment on 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 check. The system updates the reversing entries when you process the voided check in a payroll cycle.
Reviewing payment history	You also can use Paycheck Review and Void to review detail payment history, including tax and DBA information for an employee.

Topic	Description
Voiding a check or automatic deposit	<p>On Paycheck Inquiry and Void, choose the Void Check function to access the Void check window. The system uses the check date as the G/L date for reversing entries associated with the disbursement, such as reversing the credit to cash and tax liabilities.</p> <p>The system uses the time entry date as the G/L date for reversing entries associated with time cards, such as labor distribution.</p> <p>The system also uses the time entry date as the work date on the reversing timecard.</p>
Voiding an automatic deposit.	<p>When you void an automatic deposit, the system does not:</p> <ul style="list-style-type: none"> ? Update the automatic deposit tape ? Create an accounts receivable entry for the employee <p>When you void an automatic deposit, use dates that affect only the current accounting periods and current tax filing period.</p>
Unvoiding a check voided in error	<p>On Paycheck Inquiry and Void, you can "unvoid" a voided check. Choose the Unvoid function only:</p> <ol style="list-style-type: none"> 1. When the system has not yet updated the voided check to history 2. When you need to unvoid checks and automatic deposit advices and not cash payments <p>If you choose the Unvoid function following pre-payroll for an employee who is currently locked, you must run a pre-payroll for only the changes.</p>

36.1.2 Processing Options

See [Section 56.7, "Paycheck Review and Void \(P060611\)"](#)

36.2 Assigning a New Check Number and Date

From Payroll Master (G07), choose History Inquiries

From History Inquiries (G0714), choose Reissue Paycheck

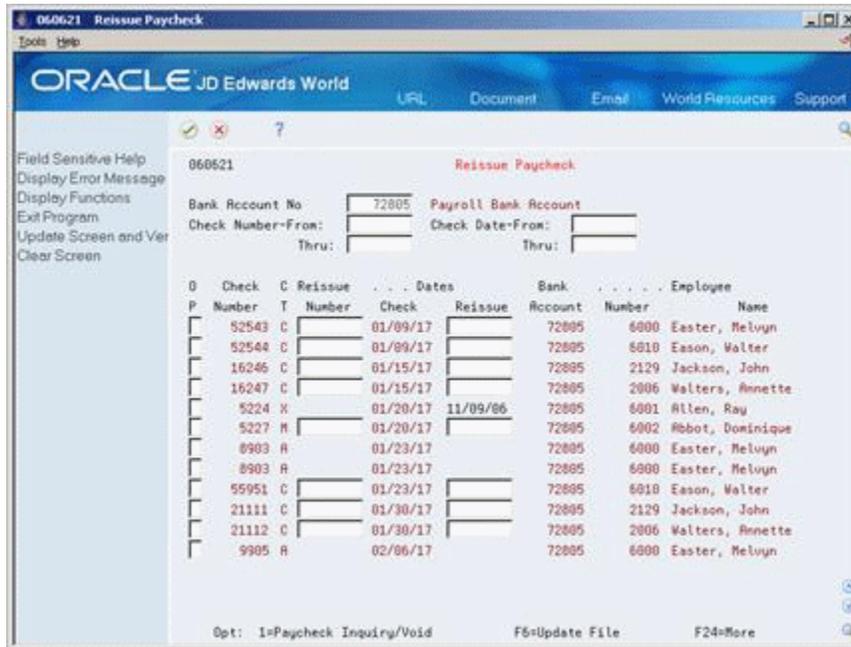
When you need to enter a replacement payment that contains the same information as the original payment, you do not need to void the original payment. Instead, you should assign a new payment number and date. For example, if an employee accidentally destroys a check, you can issue a replacement check and then change the employee's payment history so that it includes the number and date of the replacement.

You cannot assign a new check number for a reconciled or voided check, or for a payslip or automatic deposit.

To assign a new check number and date

On Reissue Paychecks

Figure 36–5 Reissue Paychecks screen



1. Complete the following field:
 - ⌘ Bank Account Number
2. To limit the information that appears, complete any of the following fields:
 - ⌘ Check Number - From
 - ⌘ Check Number - Through
 - ⌘ Check Date - From
 - ⌘ Check Date - Through
3. Complete the following fields for the payment you need to update:
 - ⌘ Reissue Number
 - ⌘ Reissue Date
4. Choose the Update File function.

36.2.1 What You Should Know About

Topic	Description
Locating all paychecks	You can review a list of all paychecks by check date. To do so, do not enter information in any of the search criteria fields.

Review Payroll History Reports

This chapter contains these topics:

- 7 [Section 37.1, "Reviewing Earnings and Tax History Reports,"](#)
- 7 [Section 37.2, "Reviewing DBA History Summary Reports,"](#)
- 7 [Section 37.3, "Reviewing the DBA Audit Report,"](#)
- 7 [Section 37.4, "Reviewing the Time and Pay Entry Register,"](#)
- 7 [Section 37.5, "Reviewing the PDBA History by Company Report,"](#)
- 7 [Section 37.6, "Reviewing the PDBA History by Employee Report,"](#)
- 7 [Section 37.7, "Reviewing the Paycheck History Detail Report,"](#)
- 7 [Section 37.8, "Reviewing the Analysis of Hours Report,"](#)
- 7 [Section 37.9, "Reviewing the Benefit Accrual Roster,"](#)
- 7 [Section 37.10, "Reviewing the Historical Payroll Register,"](#)
- 7 [Section 37.11, "Reviewing the Report of Available Leave."](#)

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:

- 7 Earnings and tax information history
- 7 Transaction history
- 7 Payment history
- 7 Benefit accrual history

37.1 Reviewing Earnings and Tax History Reports

To review employees' earnings and tax information history, you can:

- 7 Review the Tax History By Company report
- 7 Review the Tax History By Employee report
- 7 Review the Employee Pay and Tax Register
- 7 Review the Federal Taxation History report
- 7 Review the State and Local Taxation History report

At year end, you can use these reports to verify the information that you print on employees' year-end forms.

The U.S. Payroll system retrieves information from the Taxation Summary History (F06136) table for the earnings and tax and history reports. Additionally, it retrieves information from the Tax Ledger (F06166) table when you print the Employee Pay and Tax Register report.

37.1.1 Reviewing the Tax History by Company Report

From Payroll Master (G07), choose History Reports

From History Inquiries (G0715), 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.

Figure 37-1 Tax History by Company report

06416		JD Edwards World		Tax History by Company												Page: 1
Company: . . 00001		A Model Financial Co (Crng)												Date: 7/19/17		
Tax Area	Ty Desc.	January	February	March	April	May	June	July	August	September	October	November	December	Quarter 1		
														YTD Total		
FEDERAL	A Gross	16,724.23	14,718.29	15,001.72										46,444.24		
	Excl	233.02	233.02	233.10										699.14		
	Tx Wgt	16,504.21	14,485.27	14,768.62										45,741.10		
	Tax	2,559.72	2,184.41	2,240.39										6,984.52		
FEDERAL	C Gross	16,724.23	14,718.29	15,001.72										46,444.24		
	Excl	19.50	19.50	19.50										58.50		
	Excess		2,964.38	12,921.36										15,885.74		
	Tx Wgt	16,704.73	11,734.41	2,060.86										30,500.00		
	Tax	233.64	93.17	16.49										343.30		
FEDERAL	D Gross	16,724.23	14,718.29	15,001.72										46,444.24		
	Excl	19.50	19.50	19.50										58.50		
	Tx Wgt	16,704.73	14,698.79	14,982.22										46,385.74		
	Tax	1,035.69	911.34	928.89										2,875.92		
FEDERAL	E Gross	16,724.23	14,718.29	15,001.72										46,444.24		
	Excl	19.50	19.50	19.50										58.50		
	Tx Wgt	16,704.73	14,698.79	14,982.22										46,385.74		
	Tax	1,035.69	911.34	928.89										2,875.92		
FEDERAL	F Gross	16,724.23	14,718.29	15,001.72										46,444.24		
	Excl	19.50	19.50	19.50										58.50		
	Tx Wgt	16,704.73	14,698.79	14,982.22										46,385.74		
	Tax	342.22	213.13	217.25										772.60		
FEDERAL	G Gross	16,724.23	14,718.29	15,001.72										46,444.24		
	Excl	19.50	19.50	19.50										58.50		
	Tx Wgt	16,704.73	14,698.79	14,982.22										46,385.74		
	Tax	342.22	213.13	217.25										772.60		

37.1.1.1 Processing Options

See Section 56.8, "Tax History by Company (P06416)"

37.1.2 Reviewing the Tax History by Employee Report

From Payroll Master (G07), choose History Reports

From History Inquiries (G0715), 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.

Figure 37-2 Tax History by Employee report

064161		JD Edwards World		Page: 1										
Rome Company - 0001 A Model Financial Co (Firm)		Tax History by Employee		Date: 7/19/17										
Fiscal Year:	17					Quarter: 1								
Employee #	Employee Name						Quarter:							
Tax Area/Type	January	February	March	April	May	June	July	August	September	October	November	December	QTD	YTD
2006 Walters, Rosette														
FEDERAL	A	FED Income Tax												
Gross	3,333.32	3,333.32	3,333.32											
Tax	383.72	382.80	382.34											
Net	121.03	127.18	130.26											
FEDERAL	C	FED Unemp Insurance												
Gross	3,333.32	3,333.32	3,333.32											
Tax	26.67	26.66	2.67											
Excess			2,999.96											
FEDERAL	D	FED FICA w/h												
Gross	3,333.32	3,333.32	3,333.32											
Tax	206.67	206.66	206.67											
FEDERAL	E	FED FICA Company Contrib.												
Gross	3,333.32	3,333.32	3,333.32											
Tax	206.67	206.66	206.67											
FEDERAL	F	FED Medicare w/h												
Gross	3,333.32	3,333.32	3,333.32											
Tax	48.33	48.34	48.33											
FEDERAL	Q	FED Medicare Co. Contrib.												
Gross	3,333.32	3,333.32	3,333.32											
Tax	48.33	48.34	48.33											
06	C	CO	FYMA											
Gross	3,333.32	3,333.32	3,333.32											
Tax	26.67	26.66	2.67											
Excess			2,999.96											
06	F	CO Department of Revenue												
Gross	3,333.32	3,333.32	3,333.32											
Tax	129.36	129.05	128.90											
Net	121.03	127.18	130.26											
06	H	CO Unemployment Ins.												
Gross	3,333.32	3,333.32	3,333.32											
Tax	26.66	26.66	26.66											
06	I	CO Weeks Worked												
Gross	4.32	4.32	4.32											
Tax	176.00	160.00	176.00											
6002	A	FED Income Tax												
Gross	2,500.00													
Tax	489.33													
FEDERAL	C	FED Unemp Insurance												
Gross	2,500.00													
Tax	489.33													

37.1.2.1 Processing Options

See Section 56.9, "Tax History by Employee (P064161)"

37.1.3 Reviewing the Employee Pay and Tax Register

From Payroll Master (G07), choose History Reports

From History Inquiries (G0715), choose Employee Pay and 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 37-3 Employee Pay and Tax Register report

063231		JD Edwards World		Page No. . . 5					
Company . . 1 A Financial Company - for Trai		Employee Pay & Tax Register		Date - . . 7/19/17					
Tax Area	TT SCD	Description	Check Date	Mo.	Gross Pay	Excludable	Paid-In-Excess	Taxable Wages	Taxes
6000 Easter, Malvyn									
FEDERAL	A	FED Income Tax	JAN		4,324.25	19.50		4,304.75	603.63
FEDERAL	C	FED Unemp Insurance	JAN		4,324.25	19.50		4,304.75	34.44
FEDERAL	D	FED FICA w/h	JAN		4,324.25	19.50		4,304.75	266.89
FEDERAL	E	FED FICA Company Contr	JAN		4,324.25	19.50		4,304.75	266.89
FEDERAL	P	FED Medicare w/h	JAN		4,324.25	19.50		4,304.75	62.42
FEDERAL	Q	FED Medicare Co. Contr	JAN		4,324.25	19.50		4,304.75	62.42
06	C	CO	JAN		4,324.25	19.50		4,304.75	34.44
06	F	CO Department of Reven	JAN		4,324.25	19.50		4,304.75	170.62
06	H	CO Unemployment Ins.	JAN		4,324.25	19.50		4,304.75	34.44
06	I	CO Weeks Worked	JAN		4.00			4.00	171.00

37.1.3.1 Processing Options

See Section 56.10, "Employee Pay & Tax Register (P063231)"

37.1.4 Reviewing the Federal Taxation History Report

From Payroll Master (G07), choose History Reports

From History Inquiries (G0715), choose Federal Taxation Report

Use the Federal Taxation History report to review Federal tax and wage amounts for individual employees. You can review total earned income credits, as well as the Federal income, FICA, and Medicare wages and taxes for each employee.

Figure 37-4 Federal Taxation History Report

06347		JD Edwards World		Page - . . . 2					
Federal Taxation History Report				Date - . . . 7/12/17					
Tax ID	840792700								
Company	00001 A Model Financial Co (Trng)								
Calendar Year . . .	17								
Number	Name	HT	E.I.C.	Federal Tax	Federal Wage	SOC. SEC. Tax	SOC. SEC. Wage	Medicare Tax	Medicare Wage
2006	Walters, Annette			1,339.80	11,221.48	723.33	11,666.62	169.17	11,666.62
2129	Jackson, John			2,953.47	14,295.47	904.17	14,583.31	211.46	14,583.31
6000	Easter, Melvyn			2,303.63	16,596.21	1,028.97	16,596.21	240.65	16,596.21
6002	Abbot, Dominique			449.33	2,500.00	155.00	2,500.00	36.25	2,500.00
6010	Eason, Walter			1,206.76	10,215.00	633.33	10,215.00	148.12	10,215.00
A Model Financial Co (Trn				8,252.99	54,828.16	3,444.80	55,561.14	805.65	55,561.14

37.1.4.1 Processing Options

See Section 56.11, "Federal Taxation History Report (P06347)"

37.1.4.1.1 Data Selection for Federal Taxation History Report The demonstration version of the report includes tax type A in the data selection. You use tax type A to select federal tax history. Do not change or delete this data selection.

37.1.4.1.2 Data Sequence for Federal Taxation History Report Do not change the data sequence for the report.

37.1.5 Reviewing the State and Local Taxation History Report

From Payroll Master (G07), choose History Reports

From History Inquiries (G0715), choose State/Local Taxation Report

Use the State and Local Taxation History report to review totals of state and local taxes that employees paid. You can review the total state and local taxes each employee paid and the total wages on which the taxes were based.

Figure 37-5 State and Local Taxation History report

06348		JD Edwards World		Page - . . . 2			
State/Local Taxation History				Date - . . . 7/12/17			
Tax ID	06123456						
Company	00001 A Model Financial Co (Trng)						
Tax History Type . .	Standard Tax History						
Calendar Year . . .	17						
Number	Name	Tax Area	SCD	State/Local Wage	State/Local Tax	SUI	SDI
2006	Walters, Annette	06	CO	11,221.48	451.68		
2129	Jackson, John	06	CO	14,295.47	667.36		
6000	Easter, Melvyn	06	CO	16,596.21	651.34		
6002	Abbot, Dominique	06	CO	2,500.00	113.65		
6010	Eason, Walter	47	VA	10,215.00	437.19		
A Model Financial Co (Trng)				2,321.22			

37.1.5.1 Processing Options

See Section 56.12, "State/Local Taxation History (P06348)"

37.1.5.1.1 Data Selection for State/Local Taxation Report The demonstration version of the report includes tax type A in the data selection. You use tax type F to select state taxes or tax types K, L, M, or N to select local taxes. Do not delete this data selection.

37.1.5.1.2 Data Sequence for State/Local Taxation Report Do not change the data sequence for the report.

37.2 Reviewing DBA History Summary Reports

From Payroll Master (G07), choose History Reports

From History Inquiries (G0715), choose DBA Register/401K Reports

You can print the following DBA history summary reports:

- ⌘ Deduction Benefit Register
- ⌘ 401(k) Report
- ⌘ 401(k) 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.

Use the 401k Report to review employee and company contributions to individual employees' 401k plans. You can also review total contributions by company.

Use the 401k Detail Investment Report to review the percentages of their investments that each 401k participant allocates to fixed investments and the percentages they allocate to equity investments. You can also review total investment amounts by company. You can use the JD Edwards World Human Resources system to allocate percentages of 401k investments.

To compile the DBA history summary reports, the system retrieves information from the following tables:

- ⌘ Payroll Month PDBA Summary (F06146)
- ⌘ DBA Detail History (F0619)
- ⌘ Taxation Summary History (F06136)

37.2.1 Before You Begin

- ⌘ Create a version for each of the DBA history reports (form IDs P063102, P063221, and P063251)

Figure 37-6 DBA Register report

063102		JD Edwards World DBA Register				Page - 11
						Date - 7/19/17
						Period From - 03/01/17
						Period Thru - 03/31/17
Employee Number	Employee Name	DBA Code	DBA Description	Union	Job	Current Period
2022	Hellerman, James	4800	Earnings			2,500.00
2022	Hellerman, James	8011	Vacation			6.00
2022	Hellerman, James	1000	Health Ins.	7000		14.90-
2022	Hellerman, James	1010	Dental Ins.	7000		5.50-
2022	Hellerman, James	2000	Savings %	7000		125.00-
2022	Hellerman, James	8000	Union Dues	7000		28.80-
Kellerman, James						2,382.70

Figure 37-7 401K Report

063221		JD Edwards World 401K Report				Page - 2			
						Date - 7/19/17			
						Period From - 03/01/17			
						Period Thru - 03/31/17			
A Model Financial Co (Trng)						Current Amounts			
Employee #	Employee Name	F 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 37-8 Investment Report

063251		JD Edwards World Investment Report				Page - 3				
						Date - 7/19/17				
						Period From - 03/01/17				
						Period From - 03/31/17				
A Model Financial Co (Trng)						Invest. Employer				
Employee Number	Employee Name	Birth Date	Start Date	Qualifying Earnings	Def %	Fixed %	Equity %	Basic %	Employee Withheld	Employer Matching
2006	Walters, Annette	09/18/60	06/03/16	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	06/15/57	03/15/98	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

See Also:

- Work with 401(k) Fund Allocations in the *JD Edwards World Human Resources - Benefits Guide*.

37.2.2 Processing Options

- See [Section 56.13, "DBA Register \(P063102\)"](#)
- See [Section 56.14, "401K Report \(P063221\)"](#)
- See [Section 56.15, "Investment Report \(P063251\)"](#)

37.3 Reviewing the DBA Audit Report

From Payroll Master (G07), choose History Reports

From History Inquiries (G0715), choose DBA Audit Report

Figure 37-10 Time and Pay Entry Register report

063002		JD Edwards World				Page	7
Corporate Administration		Time & Pay Entry Register - Labor				Date	7/19/17
Work	Employee	Pay	Hours	Account	Hourly	Gross	Flat
Date	Number	Type		Number	Rate		Burden
					h	Sh.Dif	
01/01/17	2006 Walters, Annette	805	8.00	701.8115			153.84
01/02/17	2006 Walters, Annette	801	8.00	701.8192			153.84
01/15/17	2006 Walters, Annette	1	72.00	701.8115			1,358.98
01/01/17	2129 Jackson, John	805	8.00	701.8115			192.30
01/15/17	2129 Jackson, John	1	80.00	701.8115			1,891.03
01/31/17	2006 Walters, Annette	1	88.00	701.8115			1,666.66
01/31/17	2129 Jackson, John	1	88.00	701.8115			2,083.33
02/15/17	2006 Walters, Annette	1	80.00	701.8115			1,666.66
02/15/17	2129 Jackson, John	1	80.00	701.8115			2,083.33
02/16/17	2006 Walters, Annette	801	8.00	701.8192			153.84
02/28/17	2006 Walters, Annette	1	72.00	701.8115			1,512.82
02/28/17	2129 Jackson, John	1	80.00	701.8115			2,083.33
03/11/17	2006 Walters, Annette	300	4.00	701.8191			76.32
03/15/17	2006 Walters, Annette	1	76.00	701.8115			1,589.74
03/15/17	2129 Jackson, John	1	80.00	701.8115			2,083.33
03/31/17	2006 Walters, Annette	1	96.00	701.8115			1,666.66
03/31/17	2129 Jackson, John	1	96.00	701.8115			2,083.33
04/15/17	2006 Walters, Annette	1	88.00	701.8115			1,666.66
04/15/17	2129 Jackson, John	1	88.00	701.8115			2,083.33
12/24/17	6000 Easter, Melvyn	1	24.00	701.8115			588.00
12/25/17	6000 Easter, Melvyn	805	8.00	701.8115			196.00
12/26/17	6000 Easter, Melvyn	801	8.00	701.8115			196.00
12/31/17	6000 Easter, Melvyn	1	24.00	701.8115			588.00
01/01/17	6000 Easter, Melvyn	805	8.00	701.8115			196.00
01/02/17	6000 Easter, Melvyn	1	8.00	701.8115			196.00
01/09/17	6000 Easter, Melvyn	1	40.00	701.8115			980.00
01/09/17	6000 Easter, Melvyn	100	5.00	701.8115			183.75
01/16/17	6000 Easter, Melvyn	1	40.00	701.8115			980.00
01/16/17	6000 Easter, Melvyn	100	6.00	701.8115			220.50
01/23/17	6000 Easter, Melvyn	1	40.00	701.8115			980.00
01/23/17	6000 Easter, Melvyn	100	3.00	701.8115			110.25
01/30/17	6000 Easter, Melvyn	1	40.00	701.8115			980.00
02/06/17	6000 Easter, Melvyn	1	40.00	701.8115			1,058.40
02/13/17	6000 Easter, Melvyn	1	40.00	701.8115			1,058.40
02/13/17	6000 Easter, Melvyn	100	4.00	701.8115			158.76
02/20/17	6000 Easter, Melvyn	1	40.00	701.8115			1,058.40
02/27/17	6000 Easter, Melvyn	1	40.00	701.8115			1,058.40
03/06/17	6000 Easter, Melvyn	1	40.00	701.8115			1,058.40
03/06/17	6000 Easter, Melvyn	100	6.00	701.8115			238.14
03/13/17	6000 Easter, Melvyn	1	32.00	701.8115			846.72
03/12/17	6000 Easter, Melvyn	300	8.00	701.8115			211.68
03/20/17	6000 Easter, Melvyn	1	40.00	701.8115			1,058.40
03/20/17	6000 Easter, Melvyn	100	3.00	701.8115			119.07
03/27/17	6000 Easter, Melvyn	801	40.00	701.8115			1,058.40
04/03/17	6000 Easter, Melvyn	1	40.00	701.8115			1,058.40
04/03/17	6000 Easter, Melvyn	100	6.00	701.8115			238.14
01/20/17	6001 Allen, Ray	1		701.8115			2,100.00
01/20/17	6002 Abbot, Dominique	1		701.8115			2,500.00
04/15/17	6001 Allen, Ray	1	88.00	701.8115	36.057	S	3,173.02
01/03/17	7775 Deveny, Cindy L.	1	80.00	701.8115	34.872		2,615.38
01/03/17	7776 Gnerre, John M.	1	80.00	701.8115	18.154		1,361.54
01/03/17	7777 Bureau, Richard M.	1	80.00	701.8115	24.359		1,826.92
01/03/17	7778 Klanssen, Lisa M.	1	80.00	701.8115	21.218		1,591.35

37.4.1 Processing Options

See Section 56.16, "Time & Pay Entry Register (P063002)"

37.5 Reviewing the PDBA History by Company Report

From Payroll Master (G07), choose History Reports

From History Inquiries (G0715), 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.

Figure 37–11 PDBA History by Company report

06415		Edwards World										Page: 2		
Company 09001		PDBA History by Company										Data: 7/19/17		
Fiscal Year 17		A Model Financial Co (Fmg)										Quarter: 1		
PDBA T	January	February	March	April	May	June	July	August	September	October	November	December	QTD	YTD
1 P \$	14,512.00	13,822.94	13,844.98										42,179.92	42,179.92
H	576.00	632.00	660.00										1,868.00	1,868.00
100 P \$	404.25	741.51	868.14										2,013.90	2,013.90
H	11.00	28.00	34.00										73.00	73.00
300 P \$			288.60										288.60	288.60
H			12.00										12.00	12.00
801 P \$	829.84	153.84											983.68	983.68
H	48.00	8.00											56.00	56.00
895 P \$	978.14												978.14	978.14
H	48.00												48.00	48.00
1000 D \$	99.00	74.00	74.00										247.00	247.00
H	74.01	74.00	74.00										222.01	222.01
1095 B \$	180.00	180.00	180.00										540.00	540.00
H	180.00	180.00	180.00										540.00	540.00
1097 B \$	6.00	6.00	6.00										18.00	18.00
H	6.00	6.00	6.00										18.00	18.00
1098 B \$	34.56	34.56	34.56										103.68	103.68
H	34.56	34.56	34.56										103.68	103.68
1010 D \$	59.00	59.00	59.00										177.00	177.00
H	59.00	59.00	59.00										177.00	177.00
1011 B \$	93.74	93.74	93.74										281.22	281.22
H	7,499.90	7,499.90	7,499.90										22,499.94	22,499.94

37.5.1 Processing Options

See [Section 56.17, "PDBA History by Company \(P06415\)"](#)

37.6 Reviewing the PDBA History by Employee Report

From Payroll Master (G07), choose History Reports

From History Inquiries (G0715), 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.

Figure 37–12 PDBA History by Employee report

064151		JD Edwards World		Page: 2											
		PDBA History by Employee		Date: 7/19/17											
Home Company 00001 A Model Financial Co (Trng)				Quarter: 1											
Employee #	Employee Name	PDBA Typ \$/H	January	February	March	April	May	June	July	August	September	October	November	December	QTD
2006 Walters, Annette															
1	P	\$	3,025.64	3,179.48	3,256.40										9,461.52
	H		160.00	152.00	172.00										484.00
300	P	\$													76.92
	H					4.00									4.00
801	P	\$	153.84	153.84											307.68
	H		8.00	8.00											16.00
805	P	\$	153.84												153.84
	H		8.00												8.00
1005	B	\$	90.00	90.00	90.00										270.00
	H		90.00	90.00	90.00										270.00
1008	B	\$	17.28	17.28	17.28										51.84
	H		17.28	17.28	17.28										51.84
1010	D	\$	11.00	11.00	11.00										33.00
	H		11.00	11.00	11.00										33.00
1011	H	\$	41.66	41.66	41.66										124.98
	L		3,333.32	3,333.32	3,333.32										9,999.96
1016	D	\$	9.80	9.80	9.80										29.40
	H		9.80	9.80	9.80										29.40
3000	B	\$	21.60	21.60	21.60										64.80
	H		80.00	80.00	80.00										240.00
4002	D	\$	19.50	19.50	19.50										58.50
	H		19.50	19.50	19.50										58.50
7000	D	\$	121.03	127.18	130.26										378.47
	H		3,025.64	3,179.48	3,256.40										9,461.52

37.6.1 Processing Options

See [Section 56.17, "PDBA History by Company \(P06415\),"](#)

37.7 Reviewing the Paycheck History Detail Report

From Payroll Master (G07), choose History Reports

From History Inquiries (G0715), choose Paycheck History Detail

Use the Paycheck History Detail report to review the following information for individual employees:

- ⌵ Hours worked
- ⌵ Gross pay
- ⌵ Taxes
- ⌵ Deductions
- ⌵ Net pay

The report also totals this information by month, quarter, and year.

The system retrieves information from the Paycheck Summary table (F06156) to compile this report.

Figure 37–13 Paycheck History Detail report

063181 JD Edwards World Paycheck History Detail											Page	-	2
											Date	-	7/19/17
											Beginning	-	01/01/17
											Period End	-	03/31/17
Employee Number and Name:	2006 - Walters, Annette										Total		Net
Ck.No.	Total	Gross	Federal	Fica	Earned	State	Local	Other			Deductions		Pay
Date	Hours	Wages	Inc. Tax	Med	Inc. Cr.	Taxes	Taxes	Deductions			Deductions		Pay
16247	88.00	1666.66	192.78	127.50		64.99		74.51			459.78		1206.88
21112	88.00	1666.66	190.94	127.50		64.37		86.82			469.63		1197.03
01/30/17													
M-T-D :	176.00	3333.32	383.72	255.00		129.36		161.33			929.41		2403.91
Totals Checks . .		2											
27673	80.00	1666.66	190.94	127.50		64.37		86.82			469.63		1197.03
33991	80.00	1666.66	191.86	127.50		64.68		80.66			464.70		1201.96
02/27/17													
M-T-D :	160.00	3333.32	382.80	255.00		129.05		167.48			934.33		2398.99
Totals Checks . .		2											
39877	80.00	1666.66	191.40	127.49		64.53		83.74			467.16		1199.50
42679	96.00	1666.66	190.94	127.51		64.37		86.82			469.64		1197.02

37.7.1 Processing Options

See [Section 56.19, "Paycheck History Detail \(P063181\)"](#)

37.8 Reviewing the Analysis of Hours Report

From Payroll Master (G07), choose History Reports

From History Inquiries (G0715), 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 PDDBA Summary History (F06146) table to compile this report.

Figure 37–14 Analysis of Hours Report

063271 JD Edwards World Analysis of Hours Report											Page	-	2									
											Date	-	7/19/17									
											Month	-	12									
00002006 Walters, Annette										 Employee Pay Month to Date Year to Date		
Number	Name	Typ	Description	Hours	%	Earnings	%	Hours	%	Earnings	%	Hours	%	Earnings	%							
2006	Walters, Annette	1	Regular	.0		.0		1,144.00	97.6	22,256.36	97.6											
		300	Sick Pay	.0		4.00	.3	76.92	.3													
		801	Vacation	.0		16.00	1.4	307.68	1.3													
		805	Holiday Pay	.0		8.00	.7	153.84	.7													
Walters, Annette				.0		.0		100.0		22,794.80	99.9											
								1,172.00														

37.8.1 Processing Options

See [Section 56.20, "Analysis of Hours Report - Address Book Number \(P063271\)"](#)

37.9 Reviewing the Benefit Accrual Roster

From Payroll Master (G07), choose History Reports

From History Inquiries (G0715), choose Benefit Accrual Roster

Use the Benefit and Accrual Roster to review benefit and accrual information, such as employees' sick and vacation time accrued, for a specified time period. You can also review totals of all benefits and accruals. You can choose to print hours, dollars, or both.

The report indicates employees who have accrued more than the maximum number of hours or dollars that can be rolled over.

The system retrieves information from the Payroll Month PDBA Summary History (F06146) and the Fiscal/Anniversary Year History (F06147) tables to compile this report.

Figure 37–15 Benefit Accrual Roster report

064501		JD Edwards World Benefit Accrual Roster			Page - 5					
Company - Home . . . 00050		A Model Construction Mgmt Co			Date - 7/09/17					
Supervisor 00007550		Morrell, Jason			From - 01/01/17					
. Employee.					Thru - 12/31/17					
Number	Name	Type	Description	T	Beginning Balance	Earned	Available	Amount Taken	Balance Remaining	Amount Over Limit
7554	Machock, Kevin	8001	Vacation	H			20.00		20.00	
7560	Marchiano, Jay	8001	Vacation	H			3.33		3.33	
7558	Makos, David	8001	Vacation	H			26.68		26.68	
7552	Muha, Robert	8001	Vacation	H			26.68		26.68	
7556	Myerly, Floyd	8001	Vacation	H			26.68		26.68	

37.9.1 Processing Options

See [Section 56.21, "Benefit Accrual Roster \(P064501\)"](#)

37.10 Reviewing the Historical Payroll Register

From Payroll Master (G07), choose History Reports

From History Inquiries (G0715), 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. In addition to totals for pay types, deductions, and benefits, the report includes totals for accruals. This simplifies the process of reconciling the total accrual liability. You can print the reports in different formats:

- ? Full detail by check
- ? Summary per pay period
- ? Summary per month
- ? Summary per quarter
- ? Summary per year

You can cross payroll cycle boundaries by selecting dates and employees outside a payroll.

When you run the Historical Payroll Register, the system creates two Historical Payroll Register workfiles (F06345 and F063451).

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 paycheck workfiles (Form ID P06345), and the other prints the report (Form ID P06346). 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.

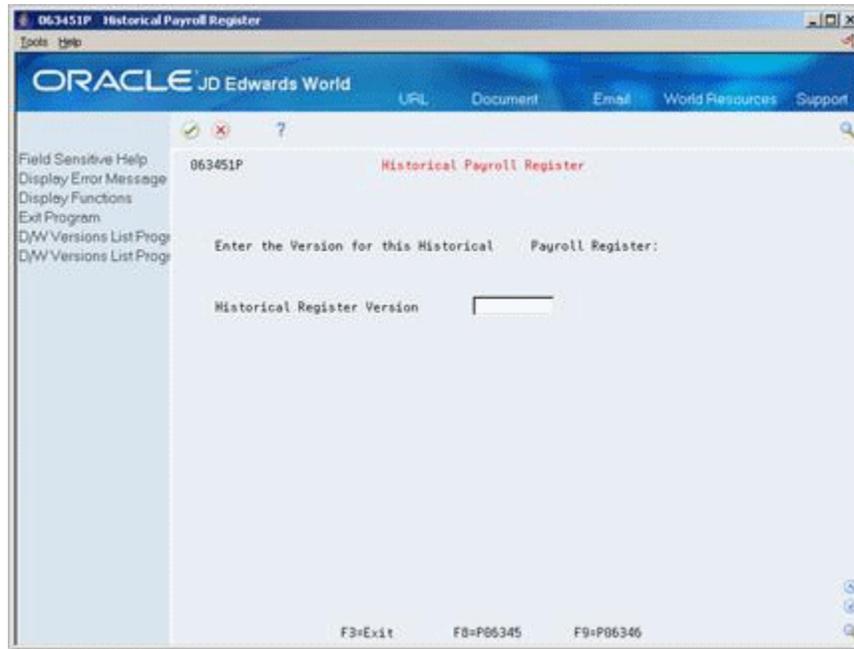
37.10.1 Before You Begin

- ? 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

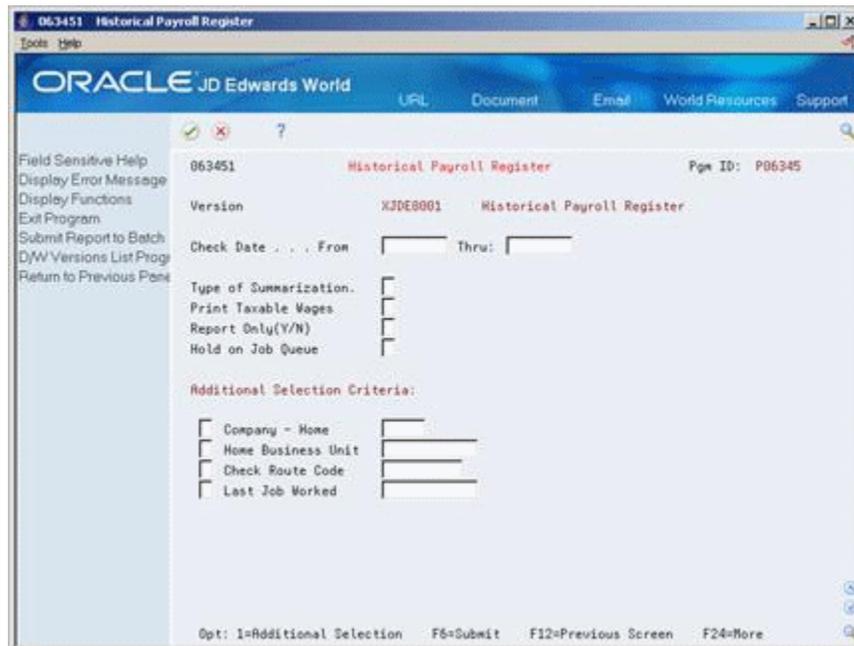
On the first Historical Payroll Register form

Figure 37–16 Historical Payroll Register screen



1. Complete the following field:
 - ⌘ Historical Register Version

Figure 37–17 Historical Payroll Register (Version) screen



2. On the second Historical Payroll Register form, complete the following fields:
 - ⌘ Check Date From

- Check 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 Check Date for this report.
Date - Pay Period Ending 2	This is the ending Check 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	<p>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.</p> <p>Note: The register is 132 characters wide WITHOUT the taxable wages. In order to print taxable wages, you must have a printer that will allow up to 160 characters per line. In addition, you must specify 160 as the Maximum Form Width in the Printer File Overrides for your version of the report (DREAM Writer Form ID = P06346). To do this, take option 6 (Prt Ovr) from the DREAM Writer versions list for your version of Form P06346.</p> <p>Canadian DREAM Writer Form ID = P07346</p>
Print Only Flag	<p>Enter N (No) if you want to create the workfile and run the report. Enter Y (Yes) if the workfile is built and you wish to rerun the report.</p> <p>When you enter N, the system performs the following functions:</p> <p>Stage 1</p> <p>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)</p> <p>Stage 2</p> <p>Prints the register from information in the workfiles. Uses the sequence criteria from Historical Payroll Register (P06345).</p>

37.10.2 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 10/17 through 10/19.

Figure 37-18 Historical payroll Register report

06346		JD Edwards World Historical Payroll Register				Page - . . . 2 Date - . . . 7/19/17 From Date . . 01/01/17 Through Date 01/31/17				
Company - Home . . . 00001 A Model Financial Co (Trng)										
Home Bus. Unit . . . 9 Corporate Administration										
PDPA	Current	Rate	Dollars	YTD	YTD	PDPA	Current	YTD	Current	YTD
Code Description	Hours			Dollars	Hours	Code Description	Amount	Amount	Taxable	Taxable

058-43-2559	6000	Easter, Melvyn								

1 Regular	56.00		1,372.00	1,372.00	56.00	** Gross Wages	1,960.00	1,960.00		
801 Vacation	8.00		196.00	196.00	8.00	FED Income Ta	245.22	245.22	1,950.25	1,950.25
805 Holiday Pay	16.00		392.00	392.00	16.00	FED FICA w/h	120.92	120.92	1,950.25	1,950.25
3000 Life Ins/Co.			17.34	17.34		FED Medicare	28.28	28.28	1,950.25	1,950.25
						CO Department	75.20	75.20	1,950.25	1,950.25
						1000 Health Ins.	25.00	25.00		
						1010 Dental Ins.	5.50	5.50		
						1016 LTD Coverage	4.90	4.90		
						1017 STD Coverage	3.64	3.64		
						4001 Med-\$100 dcd	9.75	9.75		
*** Total:	80.00		1,960.00	1,960.00	80.00	*** Total Ded's	518.41	518.41		
		Gross:								
		Taxbl:	1,950.25	1,950.25						

Route:	Ck Cntrl #:	4474 -	Computer Check	Ck #	52543	8001 Vacation	10.00	10.00		
						8004 Sick Avail.	6.40	6.40		
						** Net Pay **	1,441.59	Ck Dc 01/09/17	Acct #	

058-43-2559	6000	Easter, Melvyn								

1 Regular	80.00		1,960.00	3,332.00	136.00	** Gross Wages	2,364.25	4,324.25		
100 Overtime 1.5	11.00		404.25	404.25	11.00	FED Income Ta	358.41	603.63	2,354.50	4,304.75
801 Vacation				196.00	8.00	FED FICA w/h	145.97	266.89	2,354.50	4,304.75
805 Holiday Pay				392.00	16.00	FED Medicare	34.14	62.42	2,354.50	4,304.75
3000 Life Ins/Co.				17.34		CO Department	95.42	170.62	2,354.50	4,304.75
						1000 Health Ins.	25.00	50.00		
						1010 Dental Ins.	5.50	11.00		
						1016 LTD Coverage	4.90	9.80		
						1017 STD Coverage	3.64	7.28		
						4001 Med-\$100 dcd	9.75	19.50		
*** Total:	91.00		2,364.25	4,324.25	171.00	*** Total Ded's	682.73	1,201.14		
		Gross:								
		Taxbl:	2,354.50	4,304.75						
						8001 Vacation	10.00			

37.11 Reviewing the Report of Available Leave

From Payroll Master (G07), choose History Reports

From History Inquiries (G0715), choose YTD Balances - Leave with Dock Pay

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.

37.11.1 Processing Options

See Section 56.6, "YTD Balances - Leave with Dock Pay (P060932)"

Work with Information for Earnings and Tips

This chapter contains these topics:

- 7 [Section 38.1, "Reviewing Monthly Information by Employee,"](#)
- 7 [Section 38.2, "Reviewing Quarterly Information by Employee,"](#)
- 7 [Section 38.3, "Reviewing Annual Information by Employee,"](#)
- 7 [Section 38.4, "Reviewing Monthly Information by Business Unit,"](#)
- 7 [Section 38.5, "Reviewing Quarterly Information by Business Unit,"](#)
- 7 [Section 38.6, "Reviewing Annual Information by Business Unit,"](#)
- 7 [Section 38.7, "Revising Tip History by Employee,"](#)
- 7 [Section 38.8, "Revising Tip History by Business Unit."](#)

If you process tips, you can review information for employees who earn tips. If necessary, you can revise the history information to make corrections.

When you use these inquiry programs, the system provides information from either the Employee Tip History (F06216) table or the Business Unit Tip History (F06226) table. When you revise the history, you change the information in the appropriate table.

38.1 Reviewing Monthly Information by Employee

From Payroll Master (G07), choose Tip Processing

From Tip Processing (G0728), choose History Inquiry Menu

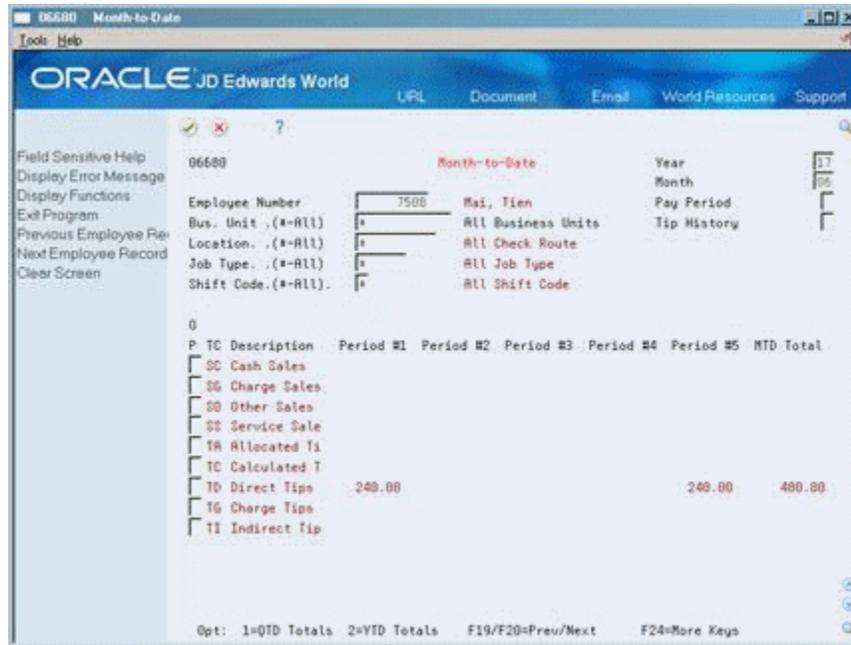
From History Inquiry - Employee Tip History (G07281), choose Month-to-Date

If you process tips, you can answer employees' questions about their earnings and tips for any month. The system provides information from the Employee Tip History table (F06216) summarized by pay period within any calendar month. You can review information for one employee at a time.

To review monthly information by employee

On Month-to-Date

Figure 38–1 Month-to-Date screen



1. To locate the employee, complete the following field:
 - ⌘ Employee Number
2. To review information not included in the current month, complete the following fields:
 - ⌘ Year
 - ⌘ Month
 - ⌘ Pay Period
3. To review tip history only, complete the following field:
 - ⌘ Tip History
4. To limit the information displayed, complete the following fields:
 - ⌘ Business Unit
 - ⌘ Location
 - ⌘ Job Type
 - ⌘ Shift Code
5. Chose the Next or Previous function to view another employee.

38.2 Reviewing Quarterly Information by Employee

From Payroll Master (G07), choose Tip Processing

From Tip Processing (G0728), choose History Inquiry

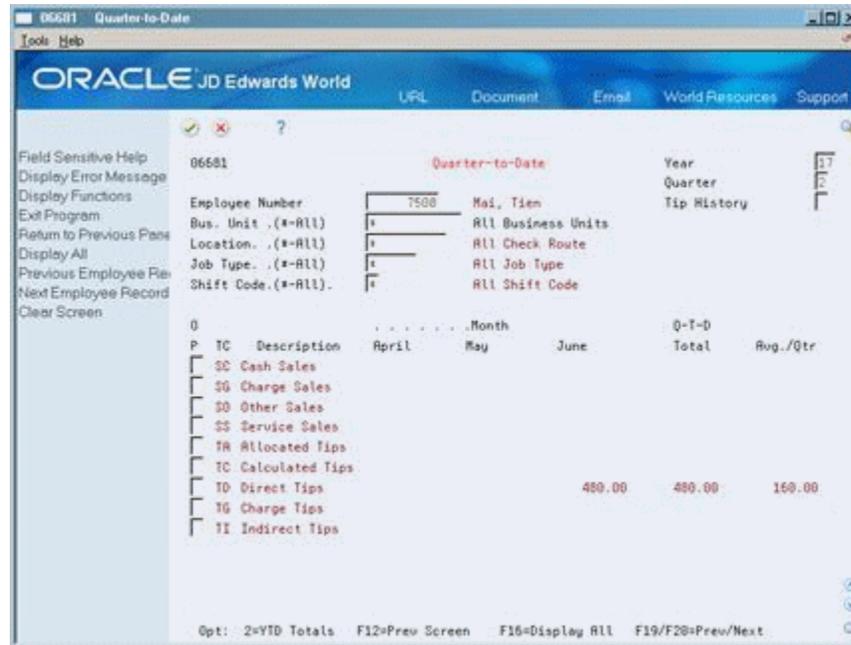
From History Inquiry - Employee Tip History (G07281), choose Quarter-to-Date

If you process tips, you can answer employees' questions about their earnings and tips for any three month, or quarterly, period. The system provides information from the Employee Tip History table (F06216) summarized by pay period within any quarter of the calendar year. You can review information for one employee at a time.

To review quarterly information by employee

On Quarter-to-Date

Figure 38-2 Quarter-to-Date screen



1. To locate the employee, complete the following field:
 - ? Employee Number
2. To review information not included in the current quarter, complete the following fields:
 - ? Year
 - ? Quarter
3. To review tip history only, complete the following field:
 - ? Tip History
4. To limit the information displayed, complete the following fields:
 - ? Business Unit
 - ? Location
 - ? Job Type
 - ? Shift Code
5. Chose the Next or Previous function to view another employee.

38.3 Reviewing Annual Information by Employee

From Payroll Master (G07), choose Tip Processing

From Tip Processing (G0728), choose History Inquiry

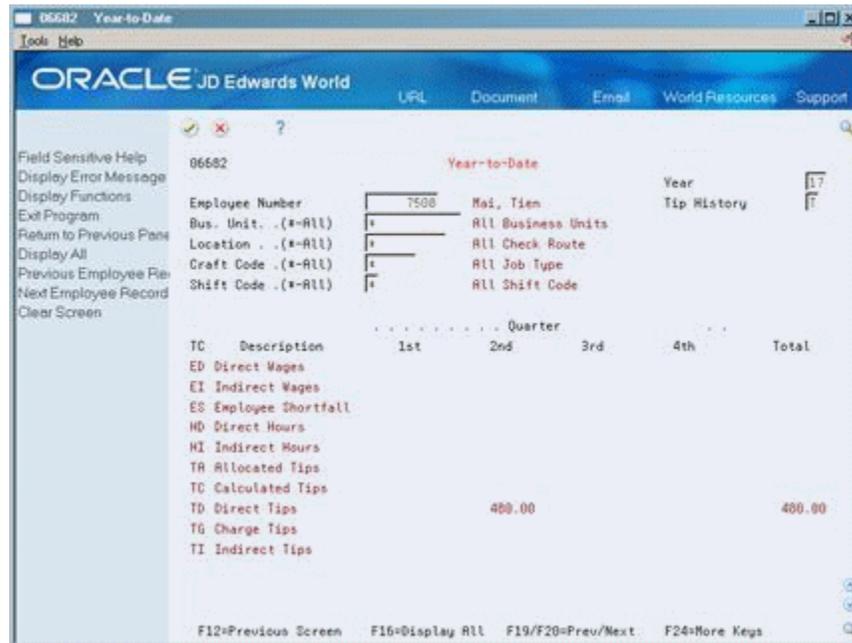
From History Inquiry - Employee Tip History (G07281), choose Year-to-Date

If you process tips, you can answer employees' questions about their earnings and tips for any calendar year. The system provides information from the Employee Tip History table (F06216) summarized by quarter. You can review information for one employee at a time.

To review annual information by employee

On Year-to-Date

Figure 38–3 Year-to-Date screen



1. To locate the employee, complete the following field:
 - ⌘ Employee Number
2. To review information not included in the current year, complete the following field:
 - ⌘ Year
3. To review tip history only, complete the following field:
 - ⌘ Tip History
4. To limit the information displayed, complete the following fields:
 - ⌘ Business Unit
 - ⌘ Location
 - ⌘ Job Type
 - ⌘ Shift Code
5. Chose the Next or Previous function to view another employee.

38.4 Reviewing Monthly Information by Business Unit

From Payroll Master (G07), choose Tip Processing

From Tip Processing (G0728), choose History Inquiry

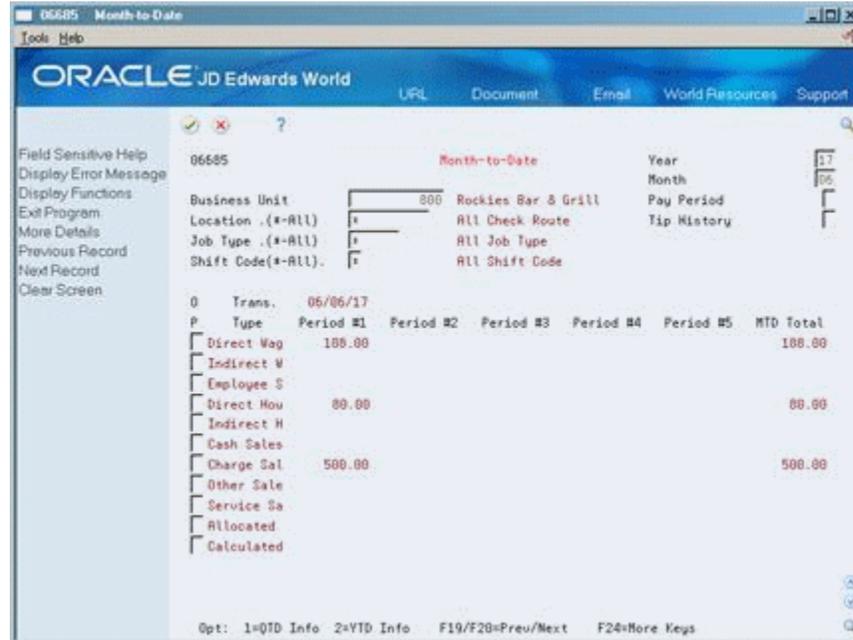
From History Inquiry-Business Unit Tip History (G07281), choose Month-to-Date

If you process tips, you can review and analyze earnings by business unit, including tips for all employees, for any month. The system provides information from the Business Unit Tip History table (F06226) summarized by pay period within any calendar month.

To review monthly information by business unit

On Month-to-Date

Figure 38–4 Month-to-Date (By Business Unit) screen



1. To locate the employee, complete the following field:
 - ⌘ Business Unit
2. To review information not included in the current month, complete the following fields:
 - ⌘ Year
 - ⌘ Month
 - ⌘ Pay Period
3. 3. To review tip history only, complete the following field:
 - ⌘ Tip History
4. To limit the information displayed, complete the following fields:
 - ⌘ Location
 - ⌘ Job Type
 - ⌘ Shift Code

38.5 Reviewing Quarterly Information by Business Unit

From Payroll Master (G07), choose Tip Processing

From Tip Processing (G0728), choose History Inquiry

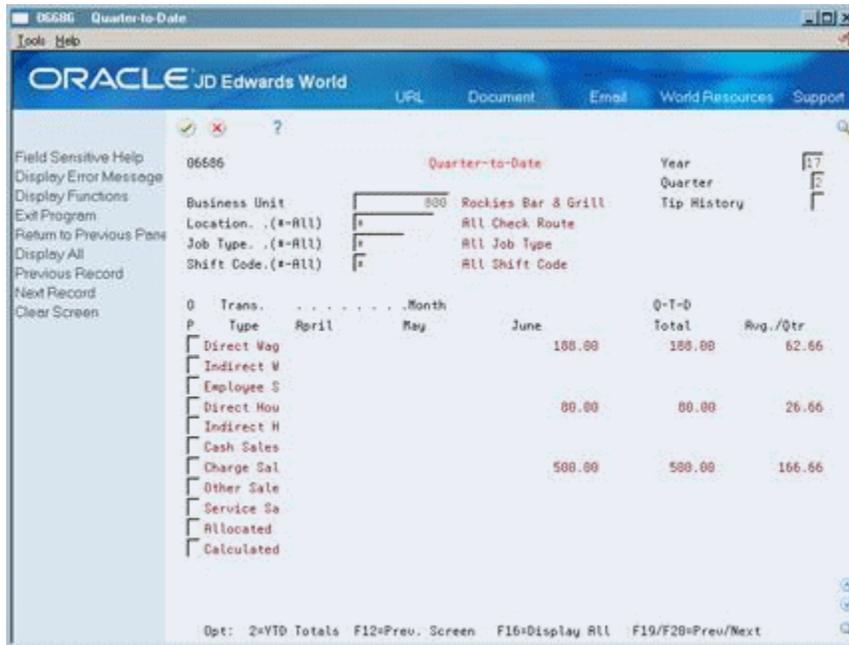
From History Inquiry-Business Unit Tip History (G07281), choose Quarter-to-Date

If you process tips, you can review and analyze earnings by business unit, including tips for all employees, for any three month, or quarterly, period. The system provides information from the Business Unit Tip History table (F06226) summarized by calendar month within any quarter of the calendar year.

To review quarterly information by business unit

On Quarter-to-Date

Figure 38-5 Quarter-to-Date (By Business Unit) screen



1. To locate the employee, complete the following field:
 - ⌘ Business Unit
2. To review information not included in the current month, complete the following fields:
 - ⌘ Year
 - ⌘ Quarter
3. To review tip history only, complete the following field:
 - ⌘ Tip History
4. To limit the information displayed, complete the following fields:
 - ⌘ Location
 - ⌘ Job Type
 - ⌘ Shift Code

38.6 Reviewing Annual Information by Business Unit

From Payroll Master (G07), choose Tip Processing

From Tip Processing (G0728), choose History Inquiry

From History Inquiry-Business Unit Tip History (G07281), choose Year-to-Date

If you process tips, you can review and analyze earnings by business unit, including tips for all employees, for any calendar year. The system provides information from the Business Unit Tip History table (F06226) summarized by quarter of the calendar year.

To review annual information by business unit

On Year-to Date

Figure 38–6 Year-to Date (By Business Unit) screen

Trans. Type	1st	2nd	3rd	4th	Total
Direct Wag		188.00			188.00
Indirect W					
Employee S					
Direct Hou		80.00			80.00
Indirect H					
Allocated					
Calculated					
Direct Tip		247.00			247.00
Charge Tip					
Indirect T					

- Complete the following field:
 - Business Unit
- To review information not included in the current month, complete the following field:
 - Year
- To review tip history only, complete the following field:
 - Tip History
- To limit the information displayed, complete the following fields:
 - Location
 - Job Type
 - Shift Code

38.7 Revising Tip History by Employee

From Payroll Master (G07), choose Tip Processing

From Tip Processing (G0728), choose History Inquiry

From History Inquiry - Tips History Revisions (G07281), choose By Employee

You can review and revise an employee's earnings and tip history information. You might need to do this if the information is inaccurate.

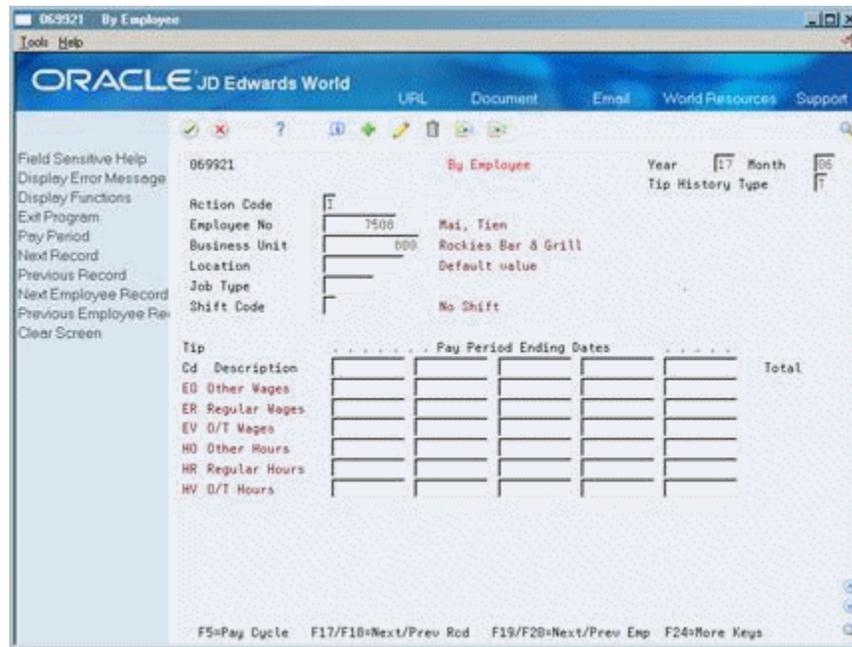
Caution: The system does not provide an audit trail of any changes you make to this history.

If you make changes to an employee's earnings history, you must also make the changes for the appropriate business unit.

To revise tip history by employee

On By Employee

Figure 38–7 By Employee (Revise Tip History) screen



1. Complete the following fields:
 - ⌘ Employee
 - ⌘ Business Unit
2. To review information not included in the current month, complete the following fields:
 - ⌘ Year
 - ⌘ Quarter
3. To review the tip history only, complete the following field:
 - ⌘ Tip History
4. To limit the information displayed, complete the following fields:
 - ⌘ Location
 - ⌘ Job Type
 - ⌘ Shift Code
5. To revise the tip history, complete one or more of the following fields:
 - ⌘ Pay Period Ending Date

38.8 Revising Tip History by Business Unit

From Payroll Master (G07), choose Tip Processing

From Tip Processing (G0728), choose History Inquiry

From History Inquiry - Tips History Revisions (G07281), choose By Business Unit

You can review and revise earnings and tip history information for any business unit that uses tip processing. You might need to do this if the information is inaccurate. The system displays history by pay period for any month in the calendar year.

Caution: The system does not provide an audit trail of any changes you make to this history.

To revise tip history by business unit

On By Business Unit

Figure 38–8 By Business Unit (Revise Tip History) screen

Pay Period No.	Date	Charge	Cash	Serv. Chg.	Other	Total
1	06/06/17	500.00				500.00

- Complete the following field:
 - Business Unit
- To review information not included in the current month, complete the following fields:
 - Year
 - Quarter
- To limit the information displayed, complete the following fields:
 - Location
 - Job Type
 - Shift Code
- To revise the tip history, complete one or more of the following fields:

- ⌵ Charge
- ⌵ Cash
- ⌵ Service Charge
- ⌵ Other

Review History Reports for Earnings and Tips

This chapter contains these topics:

- ? [Section 39.1, "Reviewing Tip Allocations,"](#)
- ? [Section 39.2, "Reviewing Detail Information for Employees Who Earn Tips,"](#)
- ? [Section 39.3, "Reviewing Summary Information for an Establishment,"](#)
- ? [Section 39.4, "Reviewing FICA Credit,"](#)
- ? [Section 39.5, "Reviewing the Federal Tip Report,"](#)
- ? [Section 39.7, "Reviewing the Business Unit Tip History Report,"](#)
- ? [Section 39.8, "Reviewing the Sales Information Report,"](#)
- ? [Section 39.9, "Reviewing the Sales Summary Report,"](#)
- ? [Section 39.10, "Reviewing the Average Hours Report,"](#)
- ? [Section 39.11, "Reviewing the Holiday Exceptions Report,"](#)
- ? [Section 39.12, "Reviewing a Time Sheet."](#)

If you process tips you can review additional reports that include history information on employees' earnings and tips.

39.1 Reviewing Tip Allocations

From Payroll Master (G07), choose Tip Processing

From Tip Processing (G0728), choose History Report Menu

From History Reports (G07282), choose Business Unit Tip Allocation

You can review information on how you have allocated tips to employees. You can review this information either by allocation or in a summary format. To calculate allocation and shortfall, the system uses:

- ? Gross sales
- ? Total hours
- ? Total tips reported

See Also:

- ? [Section 15.6, "Allocating Tips."](#)

39.1.1 Processing Options

See [Section 56.23, "Business Unit Tip Allocation by EE \(P066302\)"](#)

39.2 Reviewing Detail Information for Employees Who Earn Tips

From Payroll Master (G07), choose Tip Processing

From Tip Processing (G0728), choose History Report Menu

From History Reports (G07282), choose Employee Tips Earning Detail

If your company uses tip processing, you can print a report that lists the tips earned by each employee.

39.2.1 Data Selection for Employee Detail Information

Do not change the data selection for job type. The job type data selection must remain set at not equal to #Alloc or #Summ. You can use or change any other data selections.

39.2.2 Data Sequence for Employee Detail Information

Do not change the data sequencing for this report.

39.3 Reviewing Summary Information for an Establishment

From Payroll Master (G07), choose Tip Processing

From Tip Processing (G0728), choose History Report Menu

From History Reports (G07282), choose Establishment Summary Report

This report lists all the tip income information required by the Federal government. You must set up an establishment with a business unit number if you want to print it on a summary report.

39.3.1 Processing Options

See [Section 56.24, "Establishment Summary Report - Tips \(P066304\)"](#)

39.3.2 Data Selection for Establishment Summary Information

You can change the data selection to select only one business unit. Do not make any other data selection changes.

39.3.3 Data Sequence for Establishment Summary Information

Do not change the data sequence.

39.4 Reviewing FICA Credit

From Payroll Master (G07), choose Tip Processing

From Tip Processing (G0728), choose History Report Menu

From History Reports (G07282), choose FICA Credit

If your company uses tip processing, you can generate a report that lists each employee with any FICA credit amounts. The report includes the following information:

- ⌘ Total tips and wages earned
- ⌘ Minimum wage calculation based on the number of hours the employee worked
- ⌘ Credit amount or credit refund

39.4.1 Processing Options

See [Section 56.25, "Tip FICA Credit Generation \(P066110\)"](#)

39.4.2 Data Selection for FICA Credit

You can change any item except for Processed Code (JAYST).

39.4.3 Data Sequence for FICA Credit

Do not change the data sequence.

39.5 Reviewing the Federal Tip Report

From Payroll Master (G07), choose Tip Processing

From Tip Processing (G0728), choose History Report Menu

From History Reports (G07282), choose Federal Tip - 8027

Companies with employees who earn tips must report tips and earnings information. The Federal Tip Report includes all the information you need to compile this form for the federal reporting. You typically generate this report during your year-end processing.

The report lists summary information by business unit. It does not list the detail information for each employee. Depending on the business unit setup, the system calculates for allocated tips either by gross sales or hourly method.

Method	Description
Gross sales	Uses the tip percentage found in the business unit constants multiplied by the gross sales of the business unit. See also <i>Setting Up Business Unit Constants</i> in the <i>JD Edwards World U.S. Payroll II Guide</i> .
Hourly method	Uses the last record summarized for the business unit to report the amount of allocated tips. See also Section 15.6, "Allocating Tips."

39.5.1 Processing Options

See [Section 56.26, "Form 8027 - Federal Tip Report \(P066027\)"](#)

39.6 Reviewing the Employee Tip History Report

From Payroll Master (G07), choose Tip Processing

From Tip Processing (G0728), choose History Report Menu

From History Reports (G07282), choose Employee Tip History

If you process tips, you can generate a report that lists all earnings for employees who earn tips. Alternatively, you can generate the report in summary format. You can include one or more pay periods on the report.

39.6.1 Before You Begin

- To obtain the most recent pay period information, complete the final update step of payroll processing. See also [Chapter 29, "Processing the Final Update."](#)

39.6.2 What You Should Know About

Topic	Description
Check route code	If you set up business units to use check route code processing, the system sorts the report by check route and lists the code as the location in the report heading.

39.6.3 Processing Options

See [Section 56.27, "Employee Tip History \(P06640\)"](#)

39.7 Reviewing the Business Unit Tip History Report

From Payroll Master (G07), choose Tip Processing

From Tip Processing (G0728), choose History Report Menu

From History Reports (G07282), choose Business Unit Tip History

If you process tips, you can generate a report that lists all earnings by pay period and business unit. You can include one or more pay periods on the report.

39.7.1 Before You Begin

- To obtain the most recent pay period information, complete the final update step of payroll processing. See also [Chapter 29, "Processing the Final Update."](#)

39.7.2 What You Should Know About

Topic	Description
Check route code	If you set up business units to use check route code processing, the system sorts the report by check route and lists the code as the location in the report heading.

39.7.3 Processing Options

See [Section 56.28, "Business Unit Tip History Report \(P06641\)"](#)

39.8 Reviewing the Sales Information Report

From Payroll Master (G07), choose Tip Processing

From Tip Processing (G0728), choose History Report Menu

From History Reports (G07282), choose Sales Information

You can generate a report that lists sales information for all employees who earn tips. You can include one or more pay periods on the report. Depending on how you set the processing options, the report lists each employee or summarizes the information.

39.8.1 Before You Begin

- To obtain the most recent pay period information, complete the final update step of payroll processing. See also [Chapter 29, "Processing the Final Update."](#)

39.8.2 What You Should Know About

Topic	Description
Check route code	If you set up business units to use check route code processing, the system sorts the report by check route and lists the code as the location in the report heading.

39.8.3 Processing Options

See [Section 56.29, "Sales Information Report \(P066350\)"](#)

39.9 Reviewing the Sales Summary Report

From Payroll Master (G07), choose **Tip Processing**

From Tip Processing (G0728), choose **History Report Menu**

From History Reports (G07282), choose **Sales Summary**

If your company uses tip processing, you can generate a report that summarize sales by each business unit. The report lists the information by date worked.

39.9.1 Before You Begin

- To obtain the most recent pay period information, complete the final update step of payroll processing. See also [Chapter 29, "Processing the Final Update."](#)

39.9.2 What You Should Know About

Topic	Description
Check route code	If you set up the business units to use check route code processing, the system sorts the report by check route and lists the code as the location in the report heading.

39.9.3 Data Selection for Sales Summary Report

To identify the date range you want included in the report, use the pay period end date as a data selection.

39.10 Reviewing the Average Hours Report

From Payroll Master (G07), choose **Tip Processing**

From Tip Processing (G0728), choose **History Report Menu**

From History Reports (G07282), choose **Average Hours Worked**

Some companies who use tip processing allocate tips based on the average hours worked by employee. You can generate a report that lists the monthly average hours for each business unit. The report includes a grand total amount for all business units

39.10.1 Before You Begin

- ⌚ To obtain the most recent pay period information, complete the final update step of payroll processing. See also [Chapter 29, "Processing the Final Update."](#)

39.10.2 Data Selection for the Average Hours Report

To identify the date range you want included in the report, use the pay period end date as a data selection value.

The Processed Code value is pre-set to equal (EQ) T. Do not change this value.

39.11 Reviewing the Holiday Exceptions Report

From Payroll Master (G07), choose Tip Processing

From Tip Processing (G0728), choose History Report Menu

From History Reports (G07282), choose Holiday Exception

If your company uses tip processing, you can generate a report that lists information on each employee's hours worked. The report includes:

- ⌚ All hours worked such as regular, overtime and vacation
- ⌚ Weeks worked and the average hours per week based on the total hours
- ⌚ Date of hire and, if applicable, the termination and rehire dates

39.11.1 Processing Options

See [Section 56.30, "Holiday Exception Report \(P063401\)"](#)

39.12 Reviewing a Time Sheet

From Payroll Master (G07), choose Tip Processing

From Tip Processing (G0728), choose History Report Menu

From History Reports (G07282), choose Timesheets w/Tips (Generic)

If your company uses tip processing, you can print a report that lists information for each employee. The time sheet includes information for the pay period that you identify in the processing options. The time sheet includes:

- ⌚ Hours worked, both regular and overtime
- ⌚ Sales entered
- ⌚ Tips claimed
- ⌚ Other pay
- ⌚ Deductions

39.12.1 Processing Options

See [Section 56.31, "Print Employee Timesheets \(P066371\)"](#)

Part V

Tax Calculator

This part contains these chapters:

- 7 [Chapter 40, "Overview to Tax Calculator"](#)
- 7 [Chapter 41, "Calculate Tax Amounts"](#)

Overview to Tax Calculator

This chapter contains these topics:

- [Section 40.1, "Objectives,"](#)
- [Section 40.2, "About the Tax Calculator."](#)

40.1 Objectives

- To quickly test possible tax scenarios

40.2 About the Tax Calculator

You use the tax calculator to test possible tax scenarios. When you use the tax calculator, the calculations are for temporary inquiry purposes. The tax calculator allows you to calculate taxes for a specific gross amount.

You can also use the tax calculator to calculate gross wages from net pay. This process is also called gross up.

Calculate Tax Amounts

This chapter contains the topic:

- ? [Section 41.1, "Calculating Tax Amounts."](#)

41.1 Calculating Tax Amounts

From Payroll Master (G07), choose Interims and Special Post

From Interims and Special Post (G0721), choose JD Edwards World Tax Calculator

You use the tax calculator to quickly test possible tax scenarios. When you use the tax calculator, the calculations are for information purposes only.

You might calculate tax amounts for an employee when the following occurs:

- ? A move to a different state, which could affect tax deductions
- ? A change in enrollment status in pre-tax deduction benefit plans
- ? A change in marital status
- ? A change in the number of tax exemptions

You can calculate employee tax amounts for a specified gross amount. To calculate tax amounts you enter the following types of information on the tax calculator:

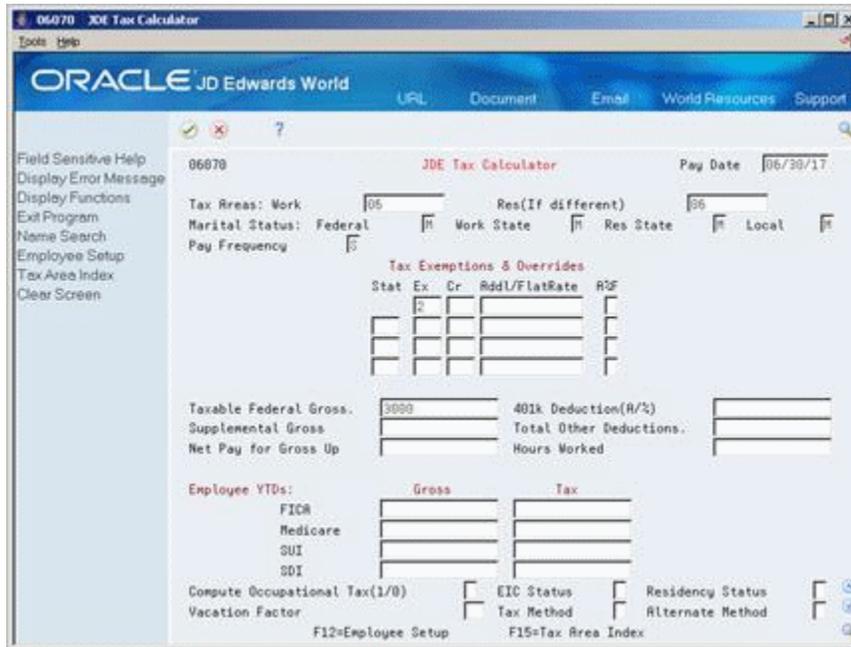
- ? Employee's taxable, federal gross pay
- ? Tax information
- ? Marital status
- ? Total of other deductions from the employee's gross pay

You can also use the tax calculator to calculate gross wages from net pay. This process is also called gross up. For example, use the gross up method when you want to determine the gross amount of a bonus paycheck that produces a 500.00 net payment for the employee.

To calculate tax amounts

On JD Edwards World Tax Calculator

Figure 41–1 JD Edwards World Tax Calculator screen



1. Depending on the type of tax calculation you want, complete one or more of the following fields:
 - ⌘ Pay Date
 - ⌘ Work Tax Area
 - ⌘ Federal Marital Status
 - ⌘ Pay Frequency
 - ⌘ Taxable Federal Gross
2. If entering separate state exemptions, enter the two-character postal code in the following field:
 - ⌘ Statutory (Stat)
3. Depending on the type of tax calculation you want, complete one or more of the following optional fields:
 - ⌘ Taxable Exemptions
 - ⌘ Tax Credits
 - ⌘ Additional Withholding
 - ⌘ 401k Deduction
 - ⌘ Supplemental Gross
 - ⌘ Total Other Deductions
 - ⌘ Hours Worked
4. To calculate the gross up, complete the following field:
 - ⌘ Net Pay for Gross Up
5. Press Enter to display the calculation results.

Figure 41–2 JD Edwards World Tax Calculator (Gross Up) screen

Field	Explanation
401K Deduction -	<p>This field represents the employee's contribution to the 401K Plan. This amount will be used to adjust Federal, State, and Local wages as required before performing any tax calculations. This amount must be based on the employee's normal wages when processing normal pay, and must be based on employee's vacation pay when processing Vacation Pay.</p> <p>When entering this field using the tax calculator, a value preceded by the percent character (%) will indicate that the 401K amount is this percentage of the gross pay. The 401K amount does not currently function with supplemental pay.</p>
Supplemental Gross +	This field represents the amount of supplemental wages to be paid (i.e. bonus, commission, etc.)
** Net Pay **	This field is used when you are calculating gross wages from net pay. To use the Gross Up function of the tax calculator, you must enter the net pay in this field. The system calculates gross wages, taxes, and deductions from net pay.

41.1.1 What You Should Know About

Topic	Description
Reciprocal tax agreements	If the residence tax area is different from the work tax area, you can enter the residence tax code to test reciprocal tax agreements.
Gross up	The gross up tax calculations use the supplemental tax rate. If there are no withholding amounts listed for state, FICA, and Medicare, the system still calculates the gross up. For an accurate gross up calculation, leave the 401k Deduction field blank.

Part VI

Interim Checks

This part contains these chapters:

- 7 [Chapter 42, "Overview to Interim Checks"](#)
- 7 [Chapter 43, "Enter Interim Checks"](#)
- 7 [Chapter 44, "Print Interim Checks"](#)
- 7 [Chapter 45, "Update Interim Checks"](#)

Overview to Interim Checks

This chapter contains these topics:

- ? [Section 42.1, "Objectives,"](#)
- ? [Section 42.2, "About Interim Checks."](#)

42.1 Objectives

- ? To process payments outside the normal payroll cycle
- ? To understand the different ways you can process interim payments

42.2 About Interim Checks

An interim check is any check that you prepare outside the normal payroll cycle, such as a bonus check, advance pay, a termination check, or vacation pay.

For Canadian payroll, you can enter interim checks at any time, but you must process them through a regular payroll cycle.

Interim checks consists of:

- ? Entering interim checks
- ? Printing interim checks
- ? Updating interim checks

When you enter an interim check, you can use existing timecard records or enter new timecard information specifically relating to the current interim check. The system uses these time entry records to calculate the gross pay, taxes, DBAs, and net pay amount for processing a mini pre-payroll for each check.

Entering interim checks includes:

- ? Entering check parameters
- ? Entering time or using previously entered timecard information
- ? Calculating all check details, including earnings, taxes, DBAs, and net pay

The system can calculate interim checks interactively. When you use interactive processing, the system displays the detail for each check one at a time as shown in the following graphic.

You can enter interim checks interactively. When you use interactive processing, the system displays the detail for each check one at a time.

Alternatively, you can enter several checks at a time and the system calculates all the checks as a batch job.

Alternatively, as shown in the following graphic, you can enter several checks at a time and the system calculates all the checks as a batch job.

The system generates a Payroll Register for both interactive and batch processing. The system stores all tax and DBA calculations for interim checks in workfiles to process later during a payroll cycle. Processing interim checks in a payroll cycle creates journal entries and updates history.

42.2.1 When Can You Print and Update Interim Checks?

You can print interim checks either by the computer or manually as a handwritten or typed check.

You can process interim computer checks in a payroll cycle or separately. When you print interim checks separately, you shorten processing time for checks that must meet deadlines, such as travel advances or termination checks.

When you update interim checks, the system:

- Creates journal entries
- Prints payroll cycle reports
- Updates history

The Payroll system provides alternatives for printing and updating interim checks:

Alternative	Description
Running a regular payroll cycle that includes interim checks	When you run a regular payroll cycle that includes interim checks, the system prints the interim checks along with the payroll checks. The system also prints the payroll cycle reports that include interim check information.
Running a payroll cycle for interim checks only	When you run a payroll cycle for interim checks only, the cycle includes printing of interim checks. You can print payroll cycle reports for the interim check information. If your organization processes a high volume of interim checks, this alternative might save you time and be more efficient.
Printing interactively and updating with the next payroll cycle	When you print interactively and update with the next regular payroll cycle, you can distribute checks quickly and update the information at a later time. The payroll cycle reports include interim check information along with regular check information.
Printing and updating interactively	When you print and update interim checks interactively, you can select which checks to process. This alternative provides for immediate updating of interim checks without locking employee records for an entire payroll cycle.

42.2.2 What Are the Purposes of Interim Checks?

You can use interim checks for the following:

Task	Description
Calculate gross to net from timecards	<p>You can calculate earnings, tax, and deduction detail. You can use the resulting calculations in one of these four ways:</p> <ul style="list-style-type: none"> ⌘ Save/No Check - To display the resulting check information and save it but write the check manually. You might use this method to create an interim check for a termination. ⌘ Save/Print Check - To display the resulting check information, save it, and print a computer check. For example to create a bonus check where you enter the information in advance and print the check during the next payroll cycle. ⌘ Display/Advance - To display the resulting check information in detail but save only the net amount as an advance. The system treats the advance as a deduction. When you process the next normal pay period, the system reduces the employee's gross pay for this amount. For example, you can create an interim check to pay an employee an advance on earnings-to-date. ⌘ Display Only - To display the resulting check information but not retain it. For example, for "what if" calculations. Note, however, that the JD Edwards World Tax Calculator is designed to calculate tax amounts, so you might prefer to use that selection from the Interim Checks and Special Post menu (G0721).
Enter information from manual checks (typed or handwritten)	<p>You can enter information from typed or handwritten manual checks, including earnings, tax, and deduction details. The system creates journal entries and merges this information into history when you complete the next payroll cycle.</p>
Adjust historical data for an employee	<p>You can adjust historical data for an employee, for example, if an employee was taxed incorrectly. This interim check process provides an audit trail for future reference.</p>
Enter a flat dollar advance on pay	<p>You can treat an advance as a flat dollar deduction to be subtracted from gross pay during normal payroll processing.</p>
Convert payroll history	<p>You can use interim checks to load historical data for conversion purposes and provide an audit trail for future reference.</p>

Enter Interim Checks

This chapter contains these topics:

- ? [Section 43.1, "Overview,"](#)
- ? [Section 43.2, "Entering a Standard Interim Check,"](#)
- ? [Section 43.3, "Changing an Interim Check,"](#)
- ? [Section 43.4, "Entering an Interim Check for a Termination,"](#)
- ? [Section 43.5, "Entering an Interim Check to Record Manual Calculations,"](#)
- ? [Section 43.6, "Entering an Interim Check for Vacation Pay,"](#)
- ? [Section 43.7, "Entering an Interim Check for a Flat Dollar Advance,"](#)
- ? [Section 43.8, "Deleting an Interim Check,"](#)
- ? [Section 43.9, "Entering an Interim Check for a Net Advance."](#)

You enter interim checks when you need to prepare paychecks outside the normal payroll cycle or to record manual calculations.

43.1 Overview

You can enter all types of interim checks and prepare them either on the computer or manually. Interim checks can include the following:

- ? 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.

You can enter interim checks in either a standard or an automatic advance format.

When you enter a standard interim check, 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 check in Format 1.

Alternatively, you can enter an interim check using Format 2. The system makes all calculations in temporary workfiles (QTEMP library). You can only use interactive mode to process checks that you enter in Format 2. You can use Format 2 for the following purposes:

- ? You can use Format 2 to test check 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)? (U.S. only) 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.

43.1.1 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). On Constants Information, use the Change action. The system updates the Master File in the Library field with the appropriate library.
- ⌘ Specify the program version for the appropriate time entry form in the processing options.
- ⌘ Specify the DBA code that processes advances as a declining balance deduction in the processing options.
- ⌘ If you want to enter interim checks for accumulated wages, generate the timecards for accumulated wages.

See Also:

- ⌘ [Section 19.1, "Generating Timecards for Accumulated Wages."](#)

43.2 Entering a Standard Interim Check

From Payroll Master (G07), choose Interims and Special Post

From Interims and Special Post (G0721), choose Interim Check Entry

Entering a standard interim check consists of entering the minimum requirements for paying an employee outside the normal payroll cycle.

A bonus is an example of a standard interim check. You enter an interim check for a bonus to pay an employee an amount over and above the regular payment.

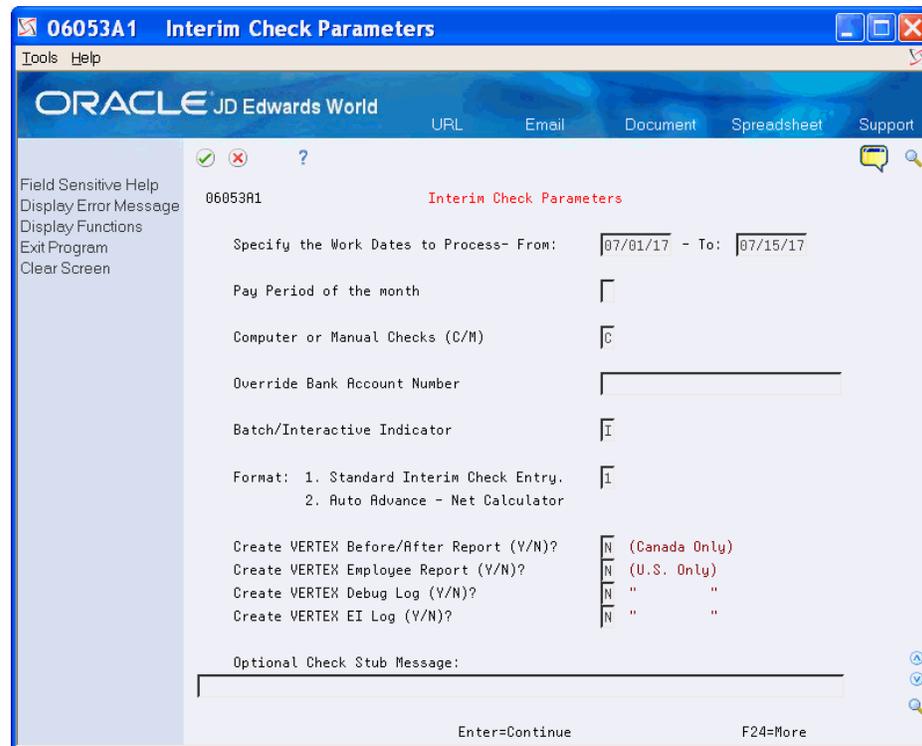
Entering a standard interim check includes the following tasks:

- ⌘ Entering interim check parameters
- ⌘ Entering interim check information
- ⌘ Reviewing interim check calculations
- ⌘ Entering paycheck transparency details

To enter interim check parameters

On Interim Check Parameters

Figure 43–1 Interim Check Parameters screen



1. Complete the following fields:
 - ? Work Date to Process From
 - ? Work Date to Process To
 - ? Computer or Manual Checks
 - ? 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 check, enter 1 in the following field and press Enter:
 - ? Format

After you enter the parameters, enter interim check information.

Field	Explanation
Specify the Work Dates to Process- From:	<p>The date that the payroll period starts.</p> <p><i>Form-specific information</i></p> <p>The beginning work date. To include previously entered but unprocessed timecards in the process, set From and To dates to include them.</p>
- To:	<p>Pay period date to be used to include time cards up to and including this date.</p> <p><i>Form-specific information</i></p> <p>The ending work date, which represents the pay period ending date and the check date for all computer interim checks. You can override the check data at a later point in the process.</p>
Pay Period of the month	<p>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.</p>
Computer or Manual Checks (C/M)	<p>Specifies the type of check you want to produce. Valid codes are:</p> <p>C – Produce computer checks during this session of interim check processing</p> <p>M – Produce or enter data for manual checks</p> <p>All checks that you enter during one session of interim check processing must have the same type code.</p>
Override Bank Account Number	<p>The input account number could be one of three different account numbers. These are:</p> <ul style="list-style-type: none"> ⌘ the preferred BU/Object/Subsidiary ⌘ the 25-digit unstructured number, ⌘ the 8 digit short account ID number <p>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).</p> <p>For example:</p> <p>/ – may represent the short account ID number</p> <p>* – may represent the long, unstructured, 25-digit, account number</p> <p>blank – may represent the standard business unit-object-subsidiary number</p> <p>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.</p> <p>IMPORTANT: SEE SPEED CODING (G0516).</p> <p><i>Form-specific information</i></p> <p>The override bank account number against which the system drafts the interim checks. If you leave this field blank, the system determines the bank account number from the payroll accounting rules table.</p>

Field	Explanation
Batch/Interactive Indicator	<p>A code indicating how you want to process interim checks. Valid codes are:</p> <p>B – Process all interim checks entered during this session when you exit from Interim Check Entry.</p> <p>I – Process each check entered individually in an interactive mode.</p> <p>Note: You cannot use the Batch mode when processing advances. This is a required field.</p>
Format:	<p>A code that indicates the format for interim checks. Valid values are:</p> <p>1 – To process a standard interim check</p> <p>2 – To either:</p> <ul style="list-style-type: none"> ⌘ Calculate an interim check for advance pay ⌘ Estimate an interim check for advance pay ⌘ Enter advance pay with no time entry records attached <p>Note: You can only use interactive processing with format 2. You cannot use batch processing for format 2.</p>
Create VERTEX Employee Report (Y/N)?	<p>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.</p>
Create VERTEX Debug Log (Y/N)?	<p>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.</p>
Create VERTEX EI Log (Y/N)?	<p>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.</p>
Create VERTEX XML Files (Y/N)?	<p>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.</p> <p>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.</p>
Optional Check Stub Message:	<p>A message of up to 80 characters that appears on the check stub only. This field is optional.</p>

43.2.1 Entering Paycheck Transparency Details

After you enter the check parameters, you can select the function F8 to enter paycheck transparency details for the interim entry.

To enter paycheck transparency details

Field	Explanation
Processing Flag	Enter a value from UDC 07/23 that determines whether paycheck transparency is turned on or off during pre-payroll and interim payment processing. It also determines how paycheck transparency processing should be applied to both non-exempt and exempt employees when the feature is turned on. Valid values are: Blank: Paycheck Transparency off 1: Print for all employees 2: FLSA Non-Exempt, Exempt Status 3: FLSA Non-Exempt, No Status
Pay Cycle Code	Enter the code that identifies the values for a master pay cycle.
Certified Jobs Only	Enter a value to specify whether all jobs or only certified jobs are processed when the Paycheck Transparency processing is turned on. If you enter 1, the system prints weekly totals for certified jobs only, and if you leave it blank, the system prints weekly totals for all jobs.
Source Business Unit	Enter a value from UDC 07/24 to control the business unit from the Timecard Detail (F06116) record that is to be used to determine whether the business unit has been defined as certified. Valid values are: Blank/Default: Chargeout Business Unit (MCUO) 1: Work Business Unit (MCU) 2: Home Business Unit (HMCU)
Certified Category Code	Enter a value from UDC 07/25 that represents the Business Unit Master (F0006) Category Code (RP01 - RP30) data item that identifies a business unit as certified. Enter a value between RP01 and RP30, such as RP05.
Certified Category Code Val.	Enter a value from UDC 00/02 that identifies the value for the certified category code.
Custom Line Detail Level	Enter a value from UDC 07/26 that determines the level of detail to be shown on Paycheck Transparency custom stub lines. Valid values are: Blank/Default: Display full detail (hours, rate and gross pay are all shown) 1: Display hours only (rate and gross pay are not shown)

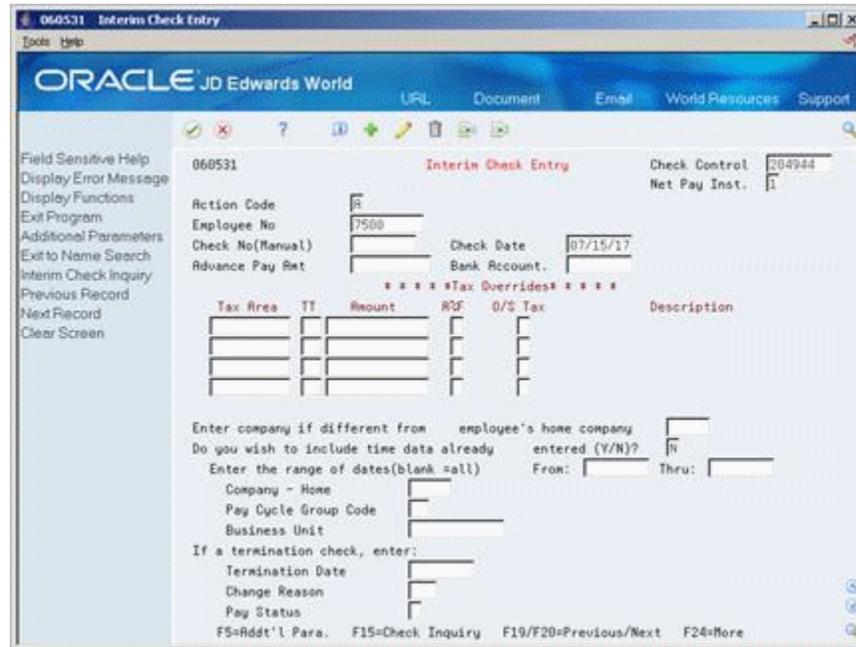
43.2.2 Entering Interim Check Information

After you enter the check parameters you can enter interim check information.

To enter interim check information

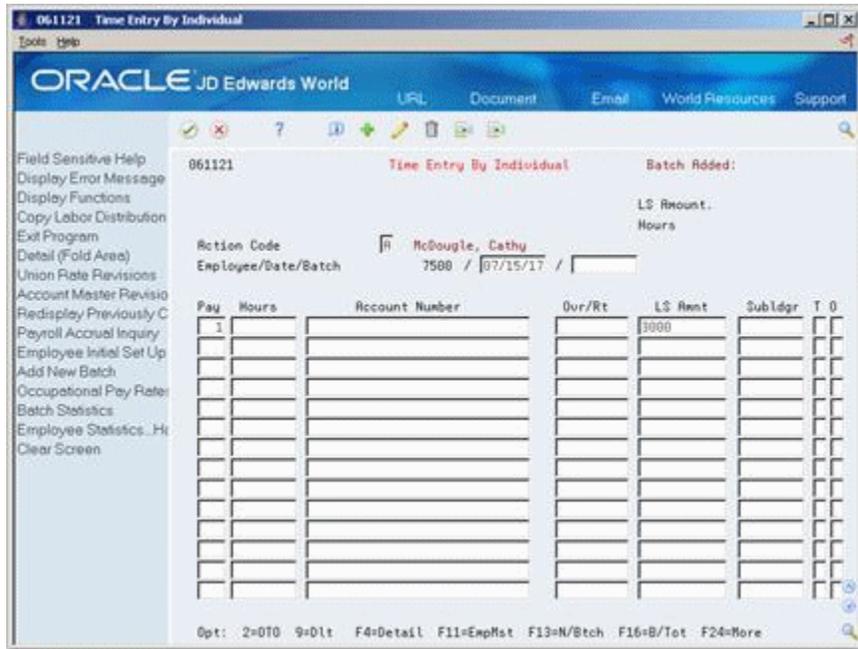
1. On Interim Check Entry, complete the Employee Number field.

Figure 43-2 Interim Check Entry screen



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 check, complete the following fields and use the Add action:
 - ⌘ Check Number (Manual)
 - ⌘ Check 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 43-3 Time Entry By Individual screen



6. On the time entry form, complete the steps for entering timecard information and click Add.
7. Exit the time entry form.
8. On Interim Check Entry or Interim Check Inquiry, review the value supplied by the system for the following field:
 - Check Control Number

For batch processing, the system returns to Interim Check Entry allowing you to enter the next check in the batch. The system submits a mini pre-payroll for all checks in the batch when you exit Interim Check Entry.

For interactive processing, the system processes the mini pre-payroll for this check and displays Interim Check Inquiry.

Field	Explanation
Check Control	<p>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 check number after it prints the payment. The system also uses the check control number to automatically void payments. The payment work file contains both the actual check number and the check control number. The system uses the check control number to automatically reverse all associated payment transactions.</p> <p>The check control number is not the actual check number.</p>

Field	Explanation
Net Pay Instructions	<p>An option that you use to specify whether you want to 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:</p> <p>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.</p> <p>1 The system creates a check for the employee, regardless of the employee's automatic deposit instructions.</p> <p>R Override all auto deposit instructions and direct the entire payment to the remainder method code instruction (R, Q or D).</p>
Check No (Manual)	<p>The number of the matching document, such as a receipt, payment, adjustment, or credit. You apply a matching document (DOCM) against an original document (DOC), such as an invoice or voucher.</p> <p><i>Form-specific information</i></p> <p>The number of the check, if you are entering manual check information. Leave this field blank if you are processing computer checks.</p>
Check Date	<p>This is the check or item date.</p> <p><i>Form-specific information</i></p> <p>For manual checks, the date of the check.</p> <p>For computer checks, the To date in the processing parameters.</p> <p>The system does not use this date to update history or print on the check. Instead, it uses the check date you enter on Print Interim Checks for these purposes.</p>
Do you wish to include time data already entered (Y/N)?	<p>A Yes/No field indicating the timecards the system will process. Valid values are:</p> <p>Blank – The system will only include the timecards you enter during this session.</p> <p>N – The system will only include the timecards you enter during this session.</p> <p>Y – The system includes all unprocessed timecards that meet the range of dates you enter in the date range fields.</p> <p>If you enter Y, the timecard dates you enter must be within the date range you entered on Interim Processing Parameters.</p> <p>You enter Y and still restrict prior timecards. To do this, enter values for the home company, pay cycle group, and business unit.</p>

43.2.2.1 What You Should Know About

Topic	Description
Employee locked in an active payroll	<p>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.</p> <p>The system displays a warning when the following occurs, but you are not required to run a pre-payroll for the changes:</p> <ul style="list-style-type: none"> ⌚ You enter an interim check with a check date less than the check date of the active payroll ⌚ You enter an interim check with work dates greater than the pay period end date ⌚ You enter an interim check with work dates and payment dates greater than the active payroll
Interim checks merged into the payroll cycle	<p>When you include interim checks in a payroll cycle, the system merges outstanding interim checks based on the check date. If the check date is the same as or earlier than the check date of the payroll run, the system merges the interim checks into the payroll.</p>
Tax Override for Federal C	<p>The system generates an error message when you attempt to enter a Tax Override for Federal C. Use the two digit state code in the Tax Area when overriding unemployment tax (tax type C).</p> <p>There are not two C taxes. Federal C and State C are the same tax. The system calculates C (FUTA) tax according to each state's particular rate so the system carries a Federal record and a state record and the amounts always match. When you perform an override, enter only the state C amount.</p>

See Also:

- ⌚ [Chapter 11, "Enter Timecards by Employee,"](#)
- ⌚ [Chapter 14, "Enter Timecards with Equipment Information."](#)

43.2.3 Reviewing Interim Check Calculations

To review interim check calculations

You should review each interim check that you enter. If you are using batch processing, after you enter the interim check you must choose the Check Inquiry function to review the calculations.

Figure 43–4 Interim Check Inquiry screen

1. On Interim Check Inquiry, 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. Choose the Continue Processing function.
5. On Interim Check Entry, do one of the following:
 - ⌘ Enter additional interim checks
 - ⌘ Exit the program

43.2.4 What You Should Know About

Topic	Description
Printing the pay stub detail	Use the Print Attachment (or Hard Copy) function to print the check detail on the paycheck stub.

43.2.5 Processing Options

See [Section 57.1, "Interim Check Entry \(P060531\)"](#)

43.3 Changing an Interim Check

From Payroll Master (G07), choose **Interims and Special Post**

From **Interims and Special Post (G0721)**, choose **Interim Check Entry**

You change an interim check 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 check or update a manual check, you can change any information that you originally entered on any of the forms.

To change an interim check

On Interim Check Parameters

1. Complete the following fields and press Enter:
 - ? Work Date to Process From
 - ? Work Date to Process Thru
2. On Interim Check Entry, locate the interim check.
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.

43.4 Entering an Interim Check for a Termination

From Payroll Master (G07), choose Interims and Special Post

From Interims and Special Post (G0721), choose Interim Check Entry

When an employee terminates between payroll cycles, you might need to pay the employee's last payment immediately. You can enter an interim check for this employee.

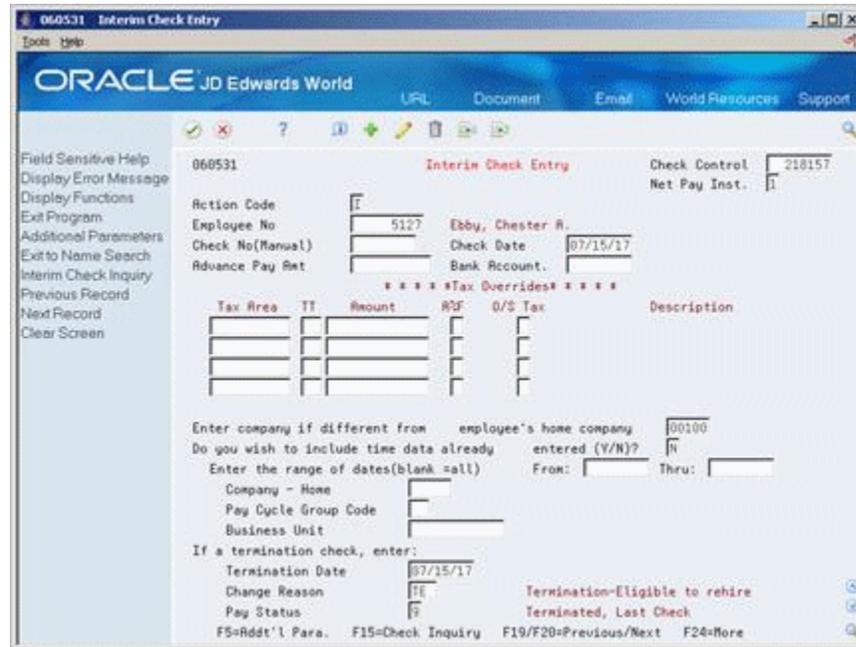
When you enter termination information, the system immediately updates the Employee Master table (F060116) with the reason for termination, the pay status, and the termination date.

To enter an interim check for a termination

On Interim Check Parameters

1. Complete the following fields:
 - ? Work Date to Process From
 - ? Work Date to Process To
 - ? Pay Period of the Month
 - ? Computer or Manual Checks
 - ? Override Bank Account Number
 - ? Batch/Interactive Indicator
 - ? Create VERTEX Employee Report (Y/N)? (U.S. only)
 - ? Create VERTEX Debug Log (Y/N)? (U.S. only)
 - ? Create VERTEX EI Log (Y/N)? (U.S. only)
 - ? Optional Check Stub Message
2. To designate that this is a standard interim check, enter 1 in the following field and press Enter:
 - ? Format

Figure 43-5 Interim Check Entry (Termination) screen



3. On Interim Check Entry, complete the following fields:
 - ⌘ Termination Date
 - ⌘ Change Reason
 - ⌘ Pay Status
4. Complete the remaining steps for entering a standard interim check.

Field	Explanation
Termination Date	The date that the employee was terminated, if applicable. <i>Form-specific information</i> If you enter a date, you must enter an alphabetical code in the Change Reason field.
Change Reason	A user defined code (07/T) that indicates: <ul style="list-style-type: none"> ⌘ 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.
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 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.

See Also:

- [Section 43.2, "Entering a Standard Interim Check."](#)

43.5 Entering an Interim Check to Record Manual Calculations

From Payroll Master (G07), choose Interims and Special Post

From Interims and Special Post (G0721), choose Interim Check Entry

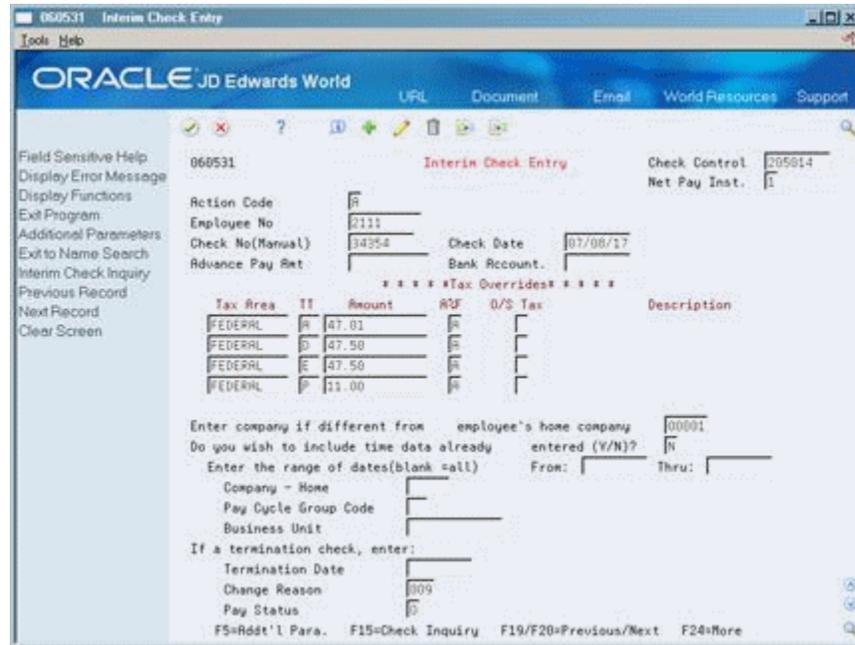
You enter a manual check to save tax calculations that you previously calculated by hand. When you enter a manual check, you prevent the system from recalculating the taxes. If you do not enter the tax information as you calculated it for the manual check, the system uses the tax withholding information from the Employee Master table. You can enter a maximum of eight tax overrides.

To enter an interim check to record manual calculations

On Interim Check Parameters

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
 - Create VERTEX Employee Report (Y/N)? (U.S. only)
 - Create VERTEX Debug Log (Y/N)? (U.S. only)
 - Create VERTEX EI Log (Y/N)? (U.S. only)
 - Optional Check Stub Message
2. Enter M in the following field:
 - Computer or Manual Checks
3. To designate that this is a standard interim check, enter 1 in the following field and press Enter:
 - Interim Processing Format

Figure 43–6 Interim Check Entry (Manual Calculations) screen



4. On Interim Check Entry, complete the following fields:

- ? Tax Area
- ? Tax Type (TT)
- ? Amount
- ? Additional/Flat Tax Amount (A%F)
- ? Occupational or School Tax (O/S)
- ? Occupational or School Tax (U.S. Payroll only)

5. Complete the remaining steps for entering information on a standard interim check.

Field	Explanation
A%F	Based on the value of this field the corresponding additional/flat amount field has one of the following functions: <ul style="list-style-type: none"> % – 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.
O/S Tax	The code for overriding the Occupational tax (type K) or School tax (type N). Valid codes are: <ul style="list-style-type: none"> blank – Calculate city tax as the override 1 – Calculate county tax as the override

See Also:

- ? [Section 43.2, "Entering a Standard Interim Check."](#)

43.6 Entering an Interim Check for Vacation Pay

From Payroll Master (G07), choose Interims and Special Post

From Interims and Special Post (G0721), choose Interim Check Entry

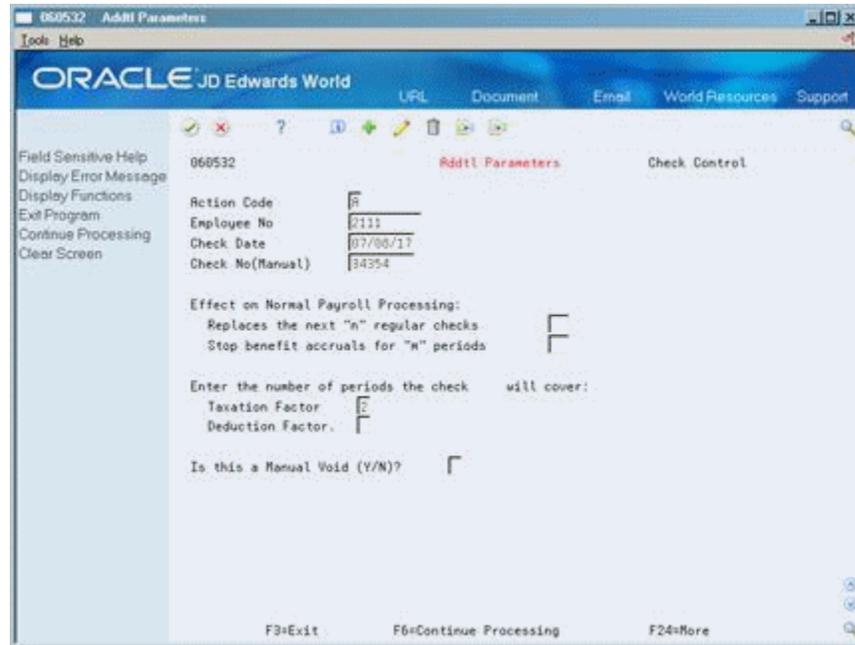
Some companies provide employees with vacation payments before they take a vacation leave. You can enter an interim check to pay an employee in advance of a regular pay period. This payment can replace the regular payment for one or more pay periods. If the payment spans one or more pay periods, you must enter a vacation, or taxation, factor to calculate the taxes for the each of the advance pay periods.

To enter an interim check for vacation pay

On Interim Check Parameters

1. Complete the following fields:
 - ? Work Date to Process From
 - ? Work Date to Process To
 - ? Pay Period of the Month
 - ? Computer or Manual Checks
 - ? Override Bank Account Number
 - ? Batch/Interactive Indicator
 - ? Create VERTEX Employee Report (Y/N)? (U.S. only)
 - ? Create VERTEX Debug Log (Y/N)? (U.S. only)
 - ? Create VERTEX EI Log (Y/N)? (U.S. only)
 - ? Optional Check Stub Message
2. To designate that this is a standard interim check, enter 1 in the following field and press Enter:
 - ? Interim Processing Format
3. On Interim Check Entry, complete the following fields:
 - ? Net Pay Instructions
 - ? Employee Number
4. Review the values in the following fields:
 - ? Include Time
 - ? Change Reason
 - ? Pay Status
5. Do not press Enter. Choose the Additional Parameters function.

Figure 43-7 Additional Parameters screen



43.6.1 Entering an Interim Check for Vacation Pay

1. On Additional Parameters, complete the following field:
 - ⌘ Taxation Factor
2. Complete the following optional fields:
 - ⌘ Replaces Next N Regular Checks
 - ⌘ Stop Benefit Accruals for M Periods
 - ⌘ Deduction Factor
 - ⌘ Is this a Manual Void
3. Choose the Continue Processing function.
4. Complete the steps for entering information for a standard interim check.

Field	Explanation
Stop benefit accruals for "m" periods	<p>Enter the number of pay cycles (paychecks) that you want the system to bypass the benefit calculations.</p> <p>Typically, you specify this information during the interim check process. If you leave this value blank when you enter an interim check, the system bypasses the same number of cycles that you enter in the Replace Next N Checks field. This number must be equal to or greater than the number of pay bypasses. If you specify less than this number, the system bypasses the same number of pay cycles that you entered in the Replace Next N Checks field.</p> <p>When you enter a value in this field, the system updates the employee's master record. If you change or delete the other information on the interim check, the system does not remove or adjust the bypass count. You must use the Change action on Additional Parameters to change the value in the Employee Master table.</p>

Field	Explanation
Taxation 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.
Deduction Factor	The number of periods that the check represents, and, therefore, the number of periods that the system applies the flat dollar deductions. The system multiplies this number by the standard deduction to calculate the amount to subtract from the employee's check.
Is this a Manual Void (Y/N)?	Use this field to indicate a manual check void. Y – Net pay can be negative. N – Net pay cannot be negative. (default)

43.6.2 What You Should Know About

Topic	Description
Changing employee master record values	When you enter values in either the Replaces Next N Regular Checks or the Stop Benefit Accruals for M Period fields, the system updates the employee master record. If you change or delete the other information on the interim check the system does not remove or adjust these values. You must use the Change action on the Additional Parameters form to change the values in these fields in the employee master.

See Also:

- ⌚ [Section 43.2, "Entering a Standard Interim Check,"](#)
- ⌚ [Section 43.2.2, "Entering Interim Check Information."](#)

43.7 Entering an Interim Check for a Flat Dollar Advance

From Payroll Master (G07), choose Interims and Special Post

From Interims and Special Post (G0721), choose Interim Check Entry

You enter a flat dollar amount advance interim check to pay an advance on an employee's wages. The system assigns the deduction to the employee's DBA instructions and deducts it from the employee's next payroll check.

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.

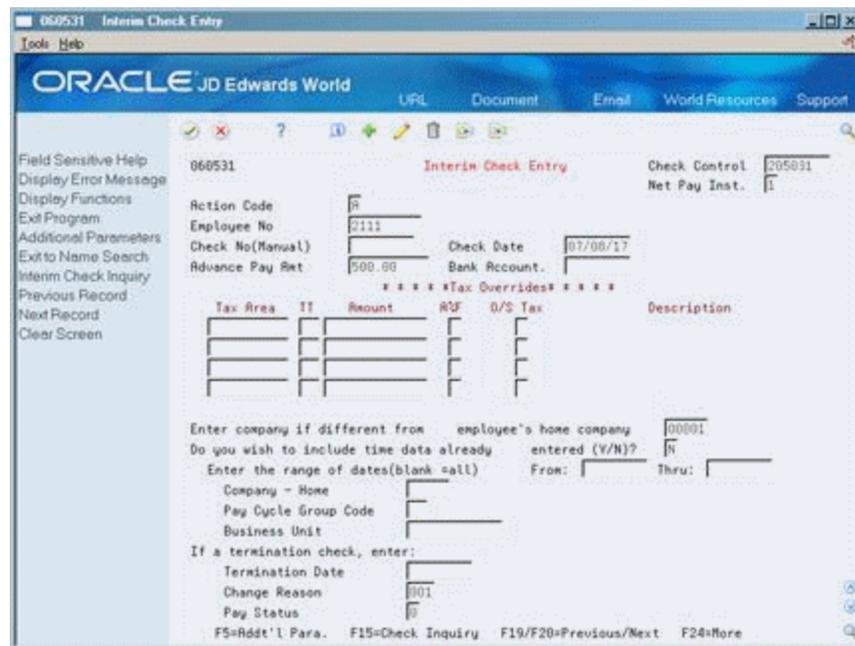
To enter an interim check for a flat dollar advance

On Interim Check Parameters

1. Complete the following fields:
 - ⌚ Work Date to Process From
 - ⌚ Work Date to Process To
 - ⌚ Pay Period of the Month
 - ⌚ Computer or Manual Checks

- ⌘ Override Bank Account Number
 - ⌘ Batch/Interactive Indicator
 - ⌘ Create VERTEX Employee Report (Y/N)? (U.S. only)
 - ⌘ Create VERTEX Debug Log (Y/N)? (U.S. only)
 - ⌘ Create VERTEX EI Log (Y/N)? (U.S. only)
 - ⌘ Optional Check Stub Message
2. To designate that this is a standard interim check, enter 1 in the following field and press Enter:
- ⌘ Interim Processing Format

Figure 43–8 Interim Check Entry (Flat Dollar Advance) screen



3. On Interim Check Entry, complete the following fields and use the Add action:
- ⌘ Employee Number
 - ⌘ Advance Pay Amount
4. On Interim Check Inquiry, review the check detail.

Field	Explanation
Advance Pay Amt	This amount represents an advance on the employee's future pay. <i>Form-specific information</i> Enter a flat dollar amount or leave the field blank to enter timecard data on a time entry form later in the interim check entry process.

See Also:

- ⌘ Setting Up an Advance Deduction in the *JD Edwards World U.S. Payroll II Guide*,
- ⌘ [Section 43.9, "Entering an Interim Check for a Net Advance"](#) for information about Format 2 to enter an advance interim check that does not include taxes or other deductions.

43.8 Deleting an Interim Check

From Payroll Master (G07), choose Interims and Special Post

From Interims and Special Post (G0721), choose Interim Check Entry

If the system has not yet merged an interim check into a payroll cycle, you can delete it. You cannot delete an interim check if the system is currently in the process of printing it or if you have already printed it.

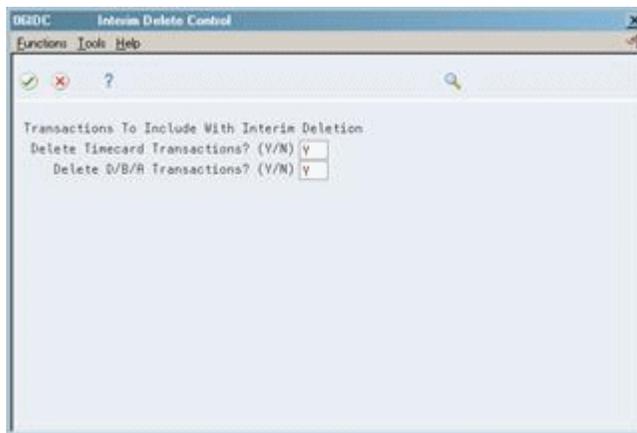
You should not confuse the process of deleting an interim check with voiding a historical paycheck. The system stores voided checks in the interim check work files, but you cannot change or delete them.

To delete an interim check

On Interim Check Entry

1. Locate the interim check you want to delete.
2. Use the Delete action.

Figure 43–9 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: Y – Delete all timecard transactions (default) N – Do not delete all timecard transactions

Field	Explanation
Delete D/B/A Transactions? (Y/N)	This allows you to delete D/B/A transactions. Y – Delete D/B/A transactions N – Do not delete D/B/A transactions The default is set to Y.

43.8.1 What You Should Know About

Topic	Description
Timecard status code	When you delete an interim check 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 check without deleting the associated DBA transactions, the system can include the transactions in future payrolls. When you delete an interim check, the system does not delete any timecards that you have posted to the general ledger during a special timecard post.

43.9 Entering an Interim Check for a Net Advance

From Payroll Master (G07), choose Interims and Special Post

From Interims and Special Post (G0721), choose Interim Check Entry

Use Format 2 to test possible check scenarios or to enter an automatic net advance. When you enter an interim check for a net advance, the system calculates the information in temporary work files and processes only the net check 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 check and withholds it from the employee's next payroll check.

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 paycheck.

You must use interactive mode to process an interim check with Format 2.

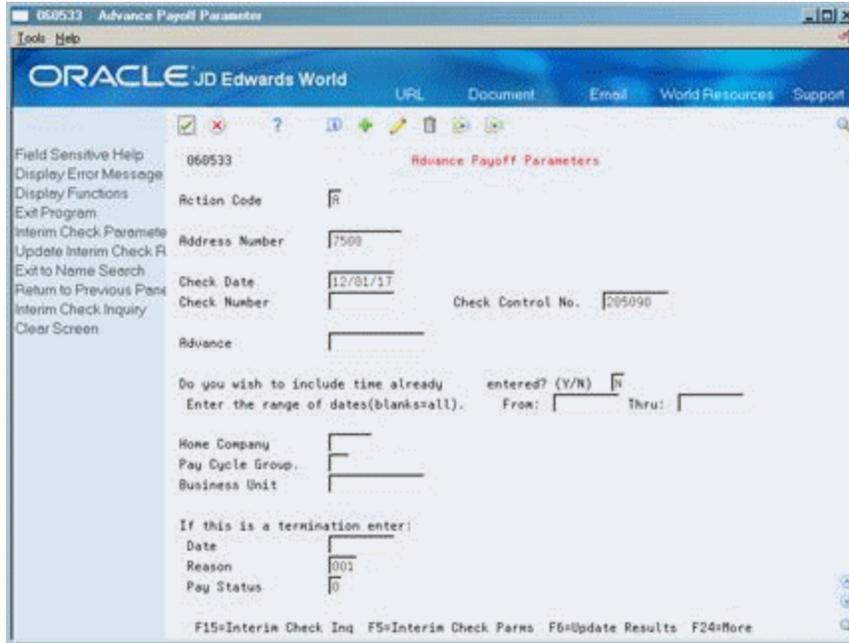
To enter a net amount advance interim check

On Interim Check Parameters

- Complete the following fields:
 - ? Work Date to Process From
 - ? Work Date to Process To
 - ? Pay Period of the Month
 - ? Computer or Manual Checks
 - ? Override Bank Account Number
 - ? Batch/Interactive Indicator
 - ? Create VERTEX Employee Report (Y/N)? (U.S. only)
 - ? Create VERTEX Debug Log (Y/N)? (U.S. only)
 - ? Create VERTEX EI Log (Y/N)? (U.S. only)

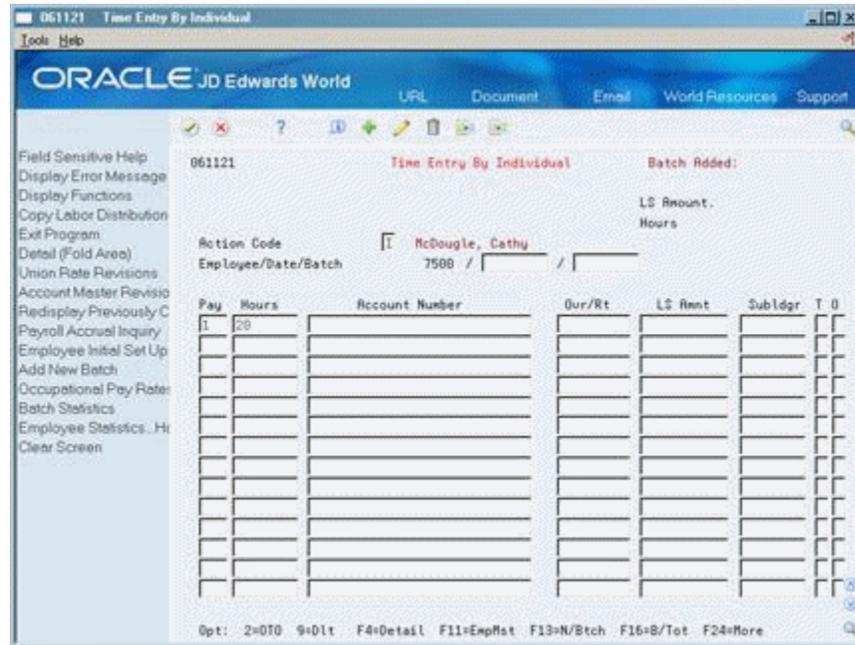
- ⌘ Optional Check Stub Message
- 2. Enter 2 in the following field and press Enter:
 - ⌘ Interim Processing Format

Figure 43–10 Advance Payoff Parameters screen



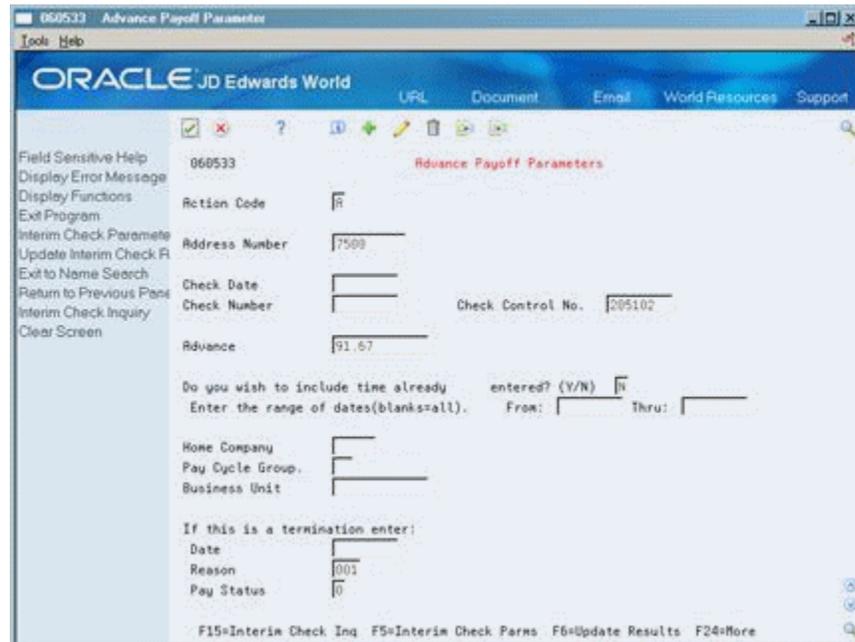
- 3. On Advance Payoff Parameters, complete the following fields:
 - ⌘ Address Number
 - ⌘ Check Date
- 4. Review the value in the following field:
 - ⌘ Include Time
- 5. To process manual interim checks, complete the following fields and press Enter:
 - ⌘ Check Number (Manual)

Figure 43–11 Time Entry By Individual



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 Check Inquiry, review the calculations.
9. Exit Interim Check Inquiry.

Figure 43–12 Advance Payoff Parameters (Update) screen



10. On Advance Payoff Parameters to save the net amount as an advance deduction, choose the Update Results function.

11. On Advance Payoff Parameters, choose the Update Results function to save the net amount as an advance deduction.

43.9.1 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	<p>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.</p> <p>When you use Format 2 for this type of advance, the system does not save the timecard.</p> <p>Enter E in the Source of Pay field on Pay Type Setup to define a pay type for estimated pay.</p> <p>See Setting Up Pay Types in the <i>JD Edwards World U.S. Payroll II Guide</i>.</p>
Multi-check processing	<p>Multi-check processing allows the system to track wages and taxes for any outstanding interim checks that the system has not yet updated to history. Newly calculated checks take the outstanding wages and taxes into account for limits purposes. Each time the system calculates a check, whether it is an interim check or a payroll check, the system verifies taxation history to determine if an employee has reached any earnings or tax limits for taxing purposes.</p> <p>The system updates the interim YTD wage amount and an interim YTD tax amount in the Taxation Summary History table (F06136 for U.S., F0713 for Canada) whenever you:</p> <ul style="list-style-type: none"> ? Add an interim check ? Delete an interim check ? Change an interim check ? Void and unvoid a check or autodeposit <p>When pre-payroll and interim check entry programs calculate taxes for subsequent checks, the system calculates the taxes based on the regular YTD amounts.</p> <p>The system clears the interim YTD amounts during the final update when it updates the interim check earnings and taxes to regular history. Multi-check processing uses tax limits, but not DBA limits.</p>

See Also:

- ? [Chapter 11, "Enter Timecards by Employee,"](#)
- ? [Chapter 14, "Enter Timecards with Equipment Information."](#)

Print Interim Checks

This chapter contains these topics

- 7 [Section 44.1, "Printing Interim Checks in a Payroll Cycle,"](#)
- 7 [Section 44.2, "Printing Interim Checks Interactively."](#)

You can print interim checks between payroll cycles or within a payroll cycle. You can print interim checks either by computer or manually (handwritten or typed). You can print interim checks in a payroll cycle or in a separate print program for interim checks only.

When you print interim checks, the system also:

- 7 Prints attachments when required
- 7 Prints a register of all checks issued

44.1 Printing Interim Checks in a Payroll Cycle

From Payroll Master (G07), choose Pay Cycle Processing

From Pay Cycle Processing (G0713), choose Print Paychecks

When you enter an interim automatic deposit, you must process the payment through a payroll cycle. The print payments step of the payroll cycle creates the auto deposit workfile that the system uses to create the auto deposit bank tape.

When you merge interim checks into a payroll cycle, the system controls the merge with the following factors:

Factor	Description
Check dates	If the check date is the same as or earlier than the check date of the payroll, the system merges the interim checks in the payroll.

Factor	Description
Pre-payroll processing types	<p>Pre-payroll processing types control when interim checks are merged, as follows:</p> <p>Type 1</p> <ul style="list-style-type: none"> ⌘ Full Pre-Payroll. The system merges interim checks based on the check date for the payroll ID. <p>Type 3</p> <ul style="list-style-type: none"> ⌘ No Interim Pre-Payroll. The system does not merge interim checks. <p>Type 5</p> <ul style="list-style-type: none"> ⌘ No Autopay Pre-Payroll. The system merges interim checks based on the check date for the payroll ID. <p>Type I</p> <ul style="list-style-type: none"> ⌘ Interims Only Pre-Payroll. The system processes interim checks only based on the check date for the payroll ID.

44.1.1 What You Should Know About

Topic	Description
Printed checks	You cannot change or delete records of printed checks. You can reset a check by using interactive update.
Locked records	<p>The system locks an employee's interim check for any of the following reasons:</p> <ul style="list-style-type: none"> ⌘ The employee's interim check is currently merged in a payroll cycle, and therefore cannot be printed or updated interactively ⌘ You have voided the interim check ⌘ The check is a manual interim check

See Also:

- ⌘ [Section 24.1, "Printing Payments,"](#)
- ⌘ [Chapter 45, "Update Interim Checks"](#)
- ⌘ [Section 45.1, "Running a Regular Payroll Cycle that Includes Interim Checks"](#)

44.2 Printing Interim Checks Interactively

From Payroll Master (G07), choose Interims and Special Post

From Interims and Special Post (G0721), choose Print Interim Checks

When you print interim checks interactively, you can print interim computer checks without processing a payroll cycle and locking employee records. This shortens processing time for checks that must meet deadlines, such as travel advances or termination checks.

You print interim checks interactively when you are between payroll cycles and need to print interim checks before you run your next payroll cycle.

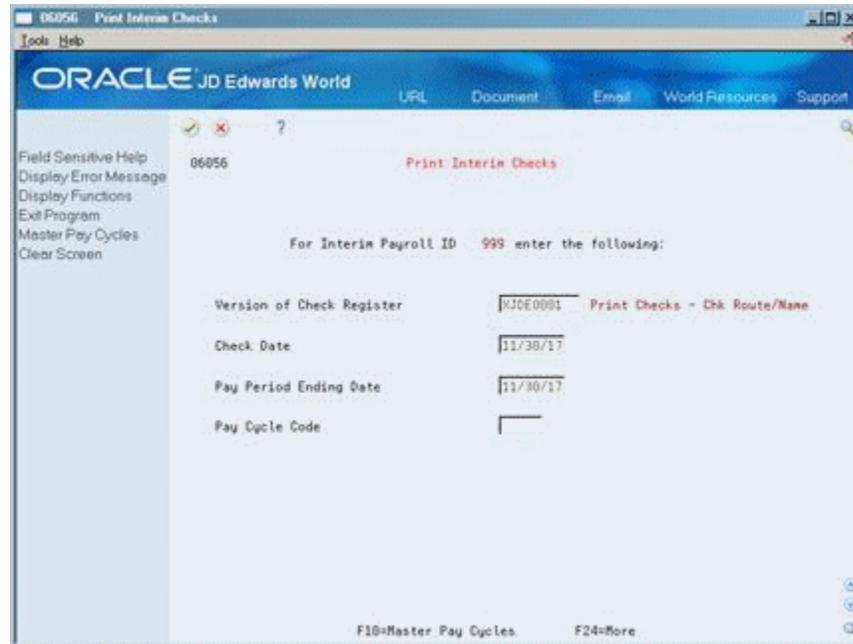
To avoid the need for a full payroll cycle, the interim print procedure creates a temporary payroll ID library and all the tables necessary to print checks. The system begins with payroll ID 999 and searches backwards until it finds an unused payroll ID. After printing, the system deletes the library, all associated tables, and the payroll ID.

Caution: You can print checks interactively and update interim checks in a payroll cycle. If you reset the payment workfile during the payroll cycle, the system resets and reprints previously printed interim checks.

To print interim checks interactively

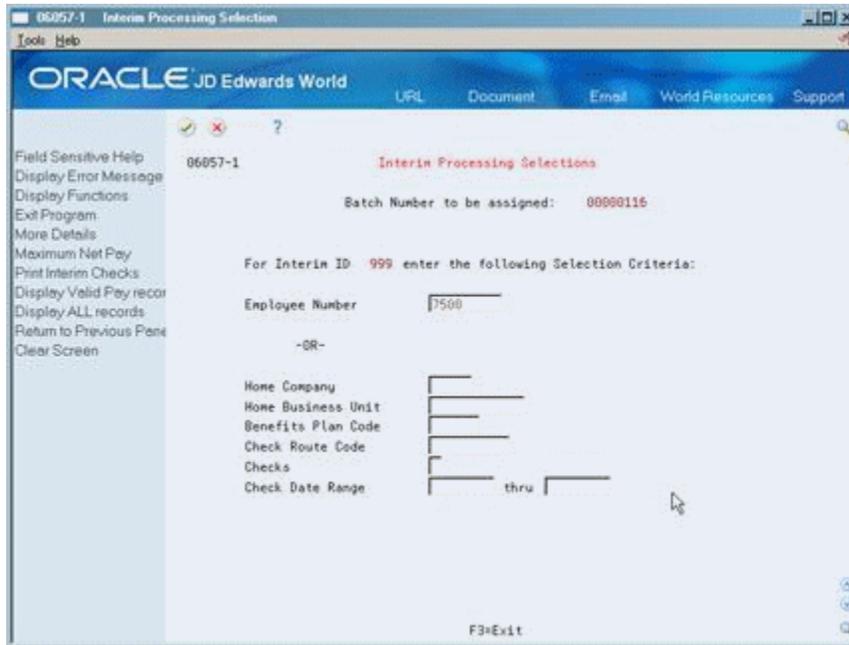
On Print Interim Checks

Figure 44–1 *Print Interim Checks screen*



1. Complete the following field:
 - ⌘ Version of Check Register
2. Use the Master Pay Cycles function to complete the following fields and press Enter:
 - ⌘ Pay Cycle Code
 - ⌘ Check Date
 - ⌘ Pay Period Ending Date

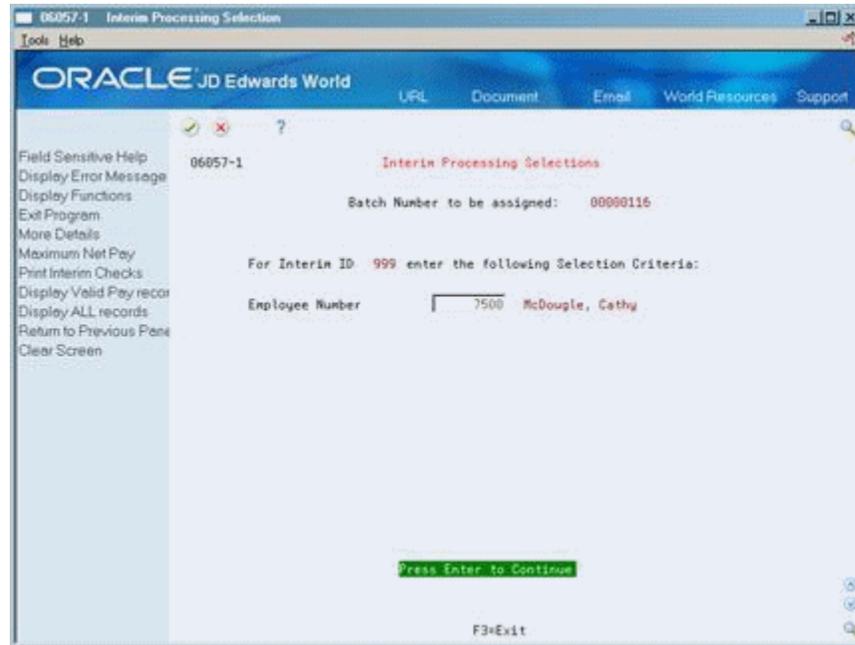
Figure 44-2 Interim Processing Selections screen



44.2.1 Printing Interim Checks Interactively by Employee

1. On the first Interim Processing Selections form, complete the following field to locate interim checks for an individual employee:
 - ⌘ Employee Number
2. To locate all interim checks available for printing, leave all fields blank and press Enter.
3. To locate interim checks for multiple employees, complete any of the following fields and press Enter:
 - ⌘ Home Company
 - ⌘ Home Business Unit
 - ⌘ Benefits Plan Code
 - ⌘ Check Route Code
 - ⌘ Checks
 - ⌘ Check Date Range From
 - ⌘ Check Date Range Thru

Figure 44-3 Interim Processing Selections (By Employee) screen



44.2.2 Omitting Interim Checks to Print Interactively

1. On the second Interim Processing Selections form, choose the Omit option for any check you do not want to print.
2. Choose the Process function.
3. On the Print Check Parameters forms, complete the steps to print the payments.
4. Confirm that your checks have printed.

Field	Explanation
Date - Pay Check	<p>The date associated with the various types of net pay instructions. This date can be related to a payroll check, a bank deposit advice, a pay slip (cash), or a claim reimbursement.</p> <p><i>Form-specific information</i></p> <p>The system uses the date you enter for the following:</p> <ul style="list-style-type: none"> ⌘ The printed date on the interim check ⌘ The date stored in the history table <p>The system does not use the check date you entered on Interim Check Entry for these purposes.</p>

44.2.2.1 What You Should Know About

Topic	Description
Omitting a check from the print process	When you use the Omit option, the system defers only the printing. It does not cancel or void a check.
Maximum net pay	To designate the maximum net pay, choose the Maximum Net Pay function. The system highlights all checks with a net amount greater than the entered amount.

Topic	Description
Locked records	<p>The system locks an employee's interim check for any of the following reasons:</p> <ul style="list-style-type: none">? The employee's interim check is currently merged in a payroll cycle, and therefore cannot be printed or updated interactively.? You have voided the interim check.? The check is a manual interim check.
Checks in processing	<p>The system does not display interim checks that it is currently processing in another interactive print job.</p>

See Also:

- ? [Section 24.1, "Printing Payments."](#)

Update Interim Checks

This chapter contains these topics:

- 7 [Section 45.1, "Running a Regular Payroll Cycle that Includes Interim Checks,"](#)
- 7 [Section 45.2, "Running a Payroll Cycle for Interim Checks Only,"](#)
- 7 [Section 45.3, "Updating Interim Checks Interactively,"](#)
- 7 [Section 45.4, "Restarting the Interim Check Update Process."](#)

When you update interim checks, the system:

- 7 Creates journal entries
- 7 Prints payroll cycle reports
- 7 Updates history

To update interim checks, you can do one of the following:

- 7 You can run a regular payroll cycle that includes interim checks. The system merges the computer interim checks with the payroll checks. The system includes the interim check information on the payroll cycle reports.
- 7 You can run a payroll cycle for interim checks only. The system prints payroll cycle reports that include interim check information only. If your organization processes a high volume of interim checks, you might find this alternative the most efficient.
- 7 You can update interim checks interactively. The system updates the information for the selected manual checks and computer checks that you have already printed.

45.1 Running a Regular Payroll Cycle that Includes Interim Checks

From Payroll Master (G07), choose Pay Cycle Processing

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

You can run a regular payroll cycle that includes interim checks. The system merges the computer interim checks with the payroll checks. The system includes the interim check information on the payroll cycle reports.

To run a regular payroll cycle that includes interim checks

On Pre-Payroll Processing

1. Enter 1 or 5 in the following field:
 - 7 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:

- ? [Chapter 22, "Process Pre-Payroll,"](#)
- ? [Chapter 24, "Work with Payments,"](#)
- ? [Chapter 26, "Process Pro Forma Journal Entries,"](#)
- ? [Chapter 29, "Processing the Final Update."](#)

45.2 Running a Payroll Cycle for Interim Checks Only

From Payroll Master (G07), choose Pay Cycle Processing

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

You can run a payroll cycle for interim checks only. The system prints payroll cycle reports that include interim check information only. If your organization processes a high volume of interim checks, you might find this alternative the most efficient.

The system prints the Payroll Register when you run a payroll. Review the register to verify that you entered the correct information and that the system included the interim checks in the payroll cycle. The report lists the number of interim computer checks, interim manual checks, and voided checks.

To run a payroll cycle for interim checks 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:

- ? [Chapter 22, "Process Pre-Payroll,"](#)
- ? [Chapter 24, "Work with Payments,"](#)
- ? [Chapter 26, "Process Pro Forma Journal Entries,"](#)
- ? [Chapter 29, "Processing the Final Update."](#)

Figure 45-1 Payroll Register report

063012		JD Edwards World				Page 11		
Company -		Payroll Register				Date -	7/10/17	
BU -						Period -	08/15/17	
						Payroll ID- 055		
Total Report								
Type	Earnings	Hours	Current Amount	YTD Amount	Type	Deduction	Current Amount	YTD Amount
0001	Regular	765.33	17,114.56	61,614.15	**	Gross Wages	18,138.20	54,144.76
0300	Sick Pay			226.92		FED Income T	2,201.44	7,320.68
0500	Bonus Pay			800.00		FED FICA w/h	1,059.09	3,878.34
0801	Vacation	8.00	192.30	694.20		CA Employmen	60.30	
0805	Holiday Pay			747.09		CO Departmen	357.25	2,115.34
0811	Vacation			230.77		VA Dept. of	209.49	209.49
0903	FSA-Med/Exec		75.00	100.00		CA SDI-Emple	22.33	
0904	FSA-Dep/Exec		75.00	200.00		FED Medicare	247.69	907.02
0998	Gross Pay Ad	8.00	134.61	134.61				
3000	Life Ins/Co.		43.72	202.64				
					1010	Dental Ins.	18.50	213.00
					1015	FADND - Flex	3.00	3.00
					1016	LTD Coverage	4.90	34.30
					1018	FLTDCoverage	13.92	46.40
5050	FMedical/Den		506.76	506.76	1102	Child Supprt	250.00	750.00
5062	FMedical/Den		162.22	1,297.76	1104	Garnishment	274.67	1,422.86
6002	FAddl Flex \$		27.75	92.50	1108	Loan	80.00	640.00
					1120	Fees, Admin	10.00	25.00
					1122	Interest	16.00	352.00
					1511	FMed100-EE+1	129.59	1,036.72
					1521	FMed100-EE+2	383.14	383.14
					1541	FDENT1-EE+1	16.58	132.64
					1551	FDENT1-EE-2+	50.18	50.18
					4002	Med-EE	9.75	68.25
					4003	Med-EE+1	12.00	36.00
					4004	Med-EE+Fam		90.00
					4598	FSA-DEP/Ded	300.00	1,000.00
					4599	FSA-MED/Ded	300.00	1,000.00
					5105	FLife 10k	2.70	2.70
					5502	FVition EE+1	3.05	24.40
					7000	401(k)	218.75	1,302.08
					L	life	21.86	180.78
					*	Sum Ded's W/H	9.22	9.22
						Total Ded's	6,285.40	
** Totals **		781.33	18,138.20			* Net Pay *	11,852.80	
			Taxbl:	16,600.97				
Total Employees	8	Tot Ck Cntrl #'s	12					
		Tot Computer Cks	8					
		Tot Interim Manual Cks	2					
		Tot Auto Deposits	2					
		Tot Voide	1					

45.3 Updating Interim Checks Interactively

From Payroll Master (G07), choose Interims and Special Post

From Interims and Special Post (G0721), choose Update/Reset Interim Checks

You can update interim checks interactively. The system can update manual interim checks and computer checks that you have already printed. You can choose to update one or all of these checks that you have already prepared.

Caution: You should only update interim checks interactively when you have processed pro forma journal entries in regular payroll cycles with no errors for an extended period of time. Use interactive update only for a small volume of interim checks.

If you frequently encounter errors when creating pro forma journal entries, JD Edwards World recommends updating interim checks by running a regular payroll cycle that includes interim checks.

The following table illustrates how the system uses the dates you enter for interim checks as you interactively print and update interim checks.

Data	Source	Pay Cycle Code	Pay Period Ending Date	Check Date
Interim Check Entry	You enter the information	N/A	Work Dates 1/10 to 1/12	1/16
Print Checks program	You enter the information	blank or code	1/13	1/15
On the check	System prints	N/A	1/12	1/15

Data	Source	Pay Cycle Code	Pay Period Ending Date	Check Date
On the Check Register	System prints	Default or code description	1/13	1/12
Update Checks program	You enter the information	HR	1/17	N/A
Journals	System prints			T1: 1/15
History F06156, Paycheck Summary table		N/A	1/17	1/15

You can choose to update one, some, or all of the checks. The system updates the manual check information and computer checks that have been printed. When you run the interactive update, you can immediately update the interim checks without locking employee records for an entire payroll cycle.

When you update interim checks, the system creates a temporary payroll ID library and all the tables necessary to complete the update as in a regular payroll cycle. The system begins with payroll ID 999 and searches backwards until it finds an unused payroll ID. When the update is finished, the system deletes the library, its tables, and the payroll ID.

When you run an interactive update for interim checks, the system:

- ? Creates journal entries
- ? Prints payroll cycle reports
- ? Updates the history tables

When the system creates the pro forma journal entries during an interactive update, you might encounter the following error conditions:

- ? Post Before Cut Off (PBCO) error
- ? Invalid account number
- ? Out of balance

If the system finds any errors in your journal batch during this process, it discontinues the process and deletes the library. You can make the necessary corrections and run the process again.

While the system processes the reports, it displays a message indicating how many reports remain. When the system completes the reports, it submits the final update and displays the message that the final update is in progress. The system locks employee records during the final update. Employee records remain in a lockout mode until the final update step is complete. When the system completes the final update, it removes all temporary tables and libraries and displays a message indicating that the final update completed successfully.

When you update interactively, the system does not:

- ? Update the Fiscal Anniversary Year History table (F06147)
- ? Update the pay cycle code and last check information in the Employee Master Table (F06116)
- ? Process voided checks in the interim work files
- ? Process step progression
- ? Process future data values

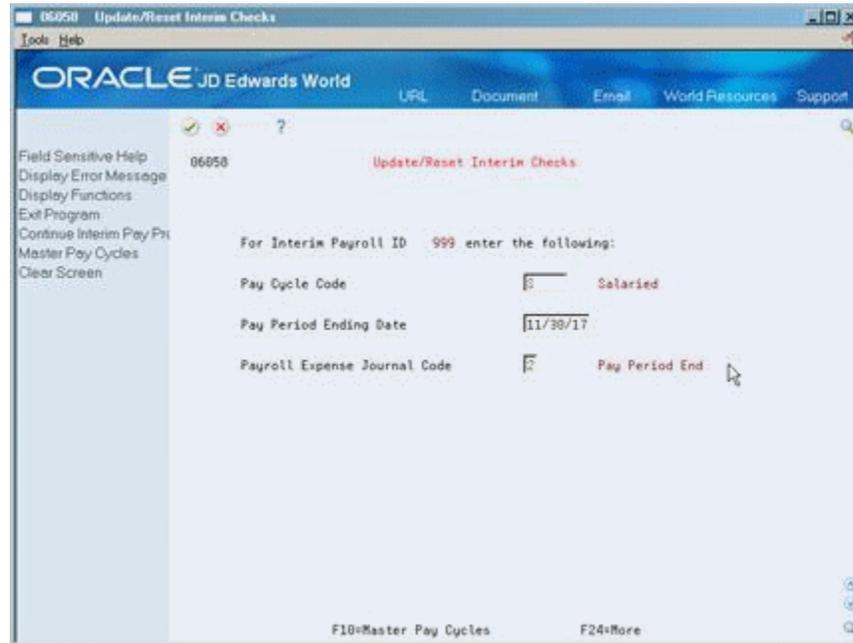
- Process pending claims, if you use the JD Edwards World Human Resources system

The system performs these updates and processing only when you update interim checks during a payroll cycle.

To update interim checks interactively

On Update/Reset Interim Checks

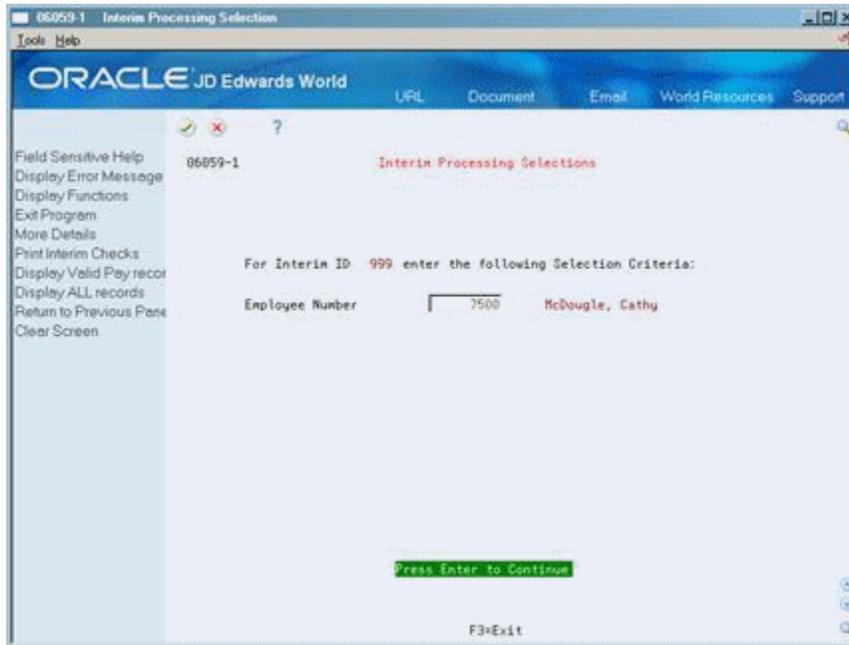
Figure 45–2 Update/Reset Interim Checks screen



1. Complete the following fields and press Enter:

- Pay Cycle Code
- Pay Period Ending Date
- Payroll Expense Journal Code

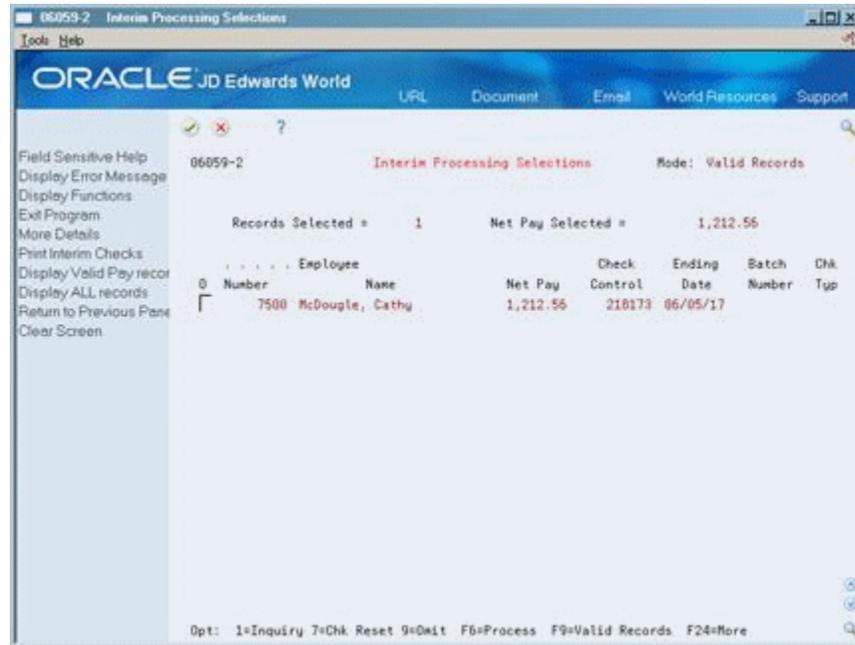
Figure 45-3 Interim Processing Selections screen



45.3.1 Updating Interim Checks Interactively by Employee

1. On the first Interim Processing Selections form, complete the following field to locate interim checks for an individual employee:
 - ⌘ Employee Number
2. To select all available interim checks, leave all fields blank and press Enter.
3. To locate interim checks for multiple employees, complete any of the following fields and press Enter:
 - ⌘ Home Company
 - ⌘ Home Business Unit
 - ⌘ Benefits Plan Code
 - ⌘ Check Route Code
 - ⌘ Checks
 - ⌘ Check Date Range

Figure 45–4 Interim Processing Selections (By Employee) screen



45.3.2 Omitting Interim Checks to Update Interactively

1. On the second Interim Processing Selections form, review the check information.
2. To exclude checks from the processing, select the Omit option for each check you want to exclude.
3. To continue the update procedure, select the Process function.
4. On Reports Only Parameters, choose the reports that you want to run.

Field	Explanation
Payroll Expense Journal Code	<p>This code determines the G/L date for labor and burden entries. The system uses document types T2 and T4 to record labor and T3 to record burden. Valid codes are:</p> <p>1 – Work Date. The G/L date is the timecard work date.</p> <p>2 – Period Ending Date. The G/L date is the pay period end date for the payroll cycle currently being run.</p> <p>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.</p>

45.3.3 What You Should Know About

Topic	Description
Resetting a check	On the second Interim Processing Selections form, you can reset an individual check by choosing the Check Reset option.
Batch number	On the second Interim Processing Selections form, the Batch Number column represents the batch number that the system assigned in the interactive print process. The batch number is blank for a manual check.

Topic	Description
Reports Only	<p>On Reports Only, the Reports Only portion of the update program remains interactive even though the individual reports are submitted to the job queue. This means that you cannot use your terminal while you are waiting for the reports to complete.</p> <p>To avoid this situation, you might want to use a unique job queue such as the one that you set up for batch interim checks.</p>

45.4 Restarting the Interim Check Update Process

From Payroll Master (G07), choose Interims and Special Post

From Interims and Special Post (G0721), choose Update/Reset Interim Checks

You might need to restart the interactive interim check update process to recover from problems that occurred during the update process. For example, restart if you experience a power failure or hardware malfunction during the interim check processing.

When the update ends abnormally, your employee records are still locked and the temporary PAYRLxxx library still exists. The restart program allows you to begin your update at the point where the problem occurred. You must know the payroll ID of the temporary interim payroll to use the reset process.

45.4.1 Before You Begin

- Identify the payroll ID you need to reset from Payroll Review/Reset on the Pay Cycle Processing menu (G0713)

To reset the interim checks update process

On Restart Update Interim Checks

Figure 45–5 Restart Update Interim Checks screen



- Complete the following field:

? Interim Update ID

2. Follow the steps to update interim checks interactively.

See Also:

? [Section 45.3, "Updating Interim Checks Interactively."](#)

Part VII

Payment Reconciliation

This part contains these chapters:

- 7 [Chapter 46, "Overview to Payment Reconciliation"](#)
- 7 [Chapter 47, "Reconcile Payments"](#)

Overview to Payment Reconciliation

This chapter contains these topics:

- [Section 46.1, "Objectives,"](#)
- [Section 46.2, "About Payment Reconciliation."](#)

46.1 Objectives

- To reconcile your payment history records with your bank records

46.2 About Payment Reconciliation

You reconcile payments so that your reconciliation information is consistent with your bank records.

Reconcile Payments

This chapter contains these topics:

- 7 [Section 47.1, "Reviewing Payment Reconciliation Status,"](#)
- 7 [Section 47.2, "Changing Payment Reconciliation Status Manually,"](#)
- 7 [Section 47.3, "Reconciling Payment History Automatically,"](#)
- 7 [Section 47.4, "Reviewing the Payroll Bank Reconciliation Register."](#)

You reconcile payments to make your information consistent with your bank records. You can reconcile your payment history manually or automatically.

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 check 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.

47.1 Reviewing Payment Reconciliation Status

From Payroll Master (G07), choose Paycheck Reconciliation

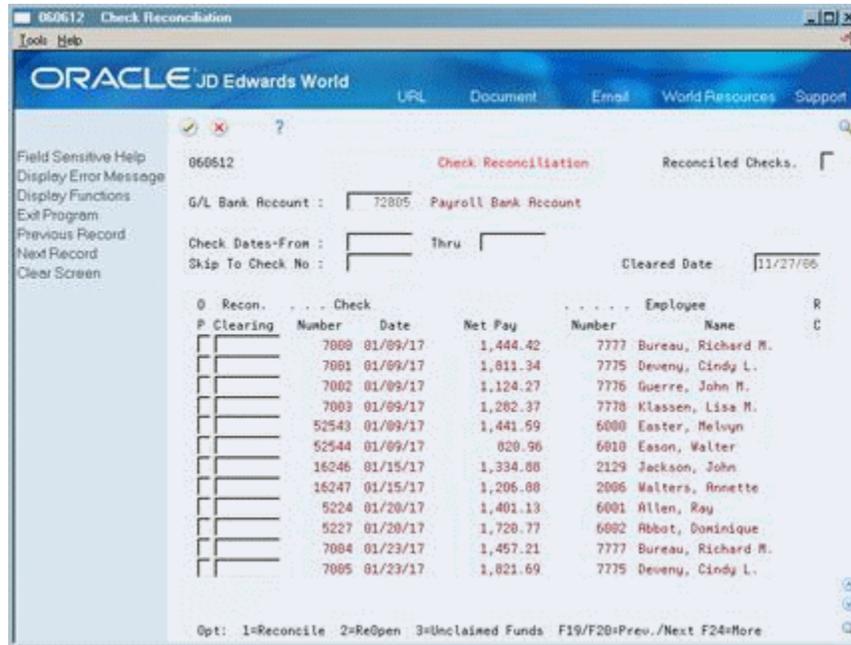
From Paycheck Reconciliation (G0722), choose Check Reconciliation

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 check 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 Check Reconciliation

Figure 47–1 Check Reconciliation screen



1. Complete the following field:
 - ⌘ G/L Bank Account
2. To limit your search, complete the following optional fields:
 - ⌘ Reconciled Checks
 - ⌘ Check Dates
 - ⌘ Skip to Check Number

Field	Explanation
G/L Bank Account :	<p>A field that identifies an account in the general ledger. You can use one of the following formats for account numbers:</p> <ul style="list-style-type: none"> ⌘ 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) <p>The first character of the account indicates the format of the account number. You define the account format in the General Accounting Constants program.</p> <p><i>Form-specific information</i></p> <p>The short ID number of the bank account for which you want to see outstanding checks.</p>
Reconciled Checks	<p>A value that lets you limit your inquiry. Values are:</p> <ul style="list-style-type: none"> blank – All checks R – Reconciled checks only C – Unclaimed checks only U – Unreconciled checks only

47.2 Changing Payment Reconciliation Status Manually

From Payroll Master (G07), choose Paycheck Reconciliation

From Paycheck Reconciliation (G0722), choose Check 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 Check 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

47.3 Reconciling Payment History Automatically

From Payroll Master (G07), choose Paycheck Reconciliation

From Paycheck Reconciliation (G0722), choose Check 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 Check Reconciliation - Update History report to verify that the information is correct.

You can set processing options to include any or all of the following types of payments in the paycheck reconciliation process:

- ? Computer-generated checks
- ? Manual checks
- ? Auto Deposits

The report lists the following information:

- ? Employee names and numbers
- ? Check numbers and dates
- ? Net pay figures per check
- ? Reconciliation indicator

47.3.1 Before You Begin

- ? Complete the steps for processing automated reconciliation tapes.

Figure 47-2 Automated Reconciliation Tapes report

065613		JD Edwards World				Page	7		
		Check Reconciliation - Update History				Date	4/17/17		
Employee	Name	Number	Sec-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

47.3.2 What You Should Know About

Topic	Description
Status field	On the Check 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 Check Reconciliation - Update History report, the T (Reconciled) field contains an R if the payment has been reconciled or an asterisk (*) if the system finds no record of the payment.

See Also:

- Processing Automatic Reconciliation Tapes in the *JD Edwards World U.S. Payroll II Guide*.

47.4 Reviewing the Payroll Bank Reconciliation Register

From Payroll Master (G07), choose Paycheck Reconciliation

From Paycheck Reconciliation (G0722), 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:

- Check numbers and dates
- Net pay figures per check
- Totals by check date
- Employee names and numbers

The information in this report is based on the Paycheck Summary table (F06156).

Figure 47-3 Payroll Bank Reconciliation Register report

063241		JD Edwards World				Page	4
		Payroll Bank Reconciliation				Date	7/07/17
Bank Acct No.:	7 1110	PAYROLL	Payroll Bank Account	Status	Employee		
R	Number	R	Date	Control	SB	Net Pay	I C Description Number Name
	52543	N	01/09/17	4474	1	1,441.59	C Computer Check 058-43-2559 Easter, Melvyn
	52544	N	01/09/17	4482		820.96	C Computer Check 475-65-4986 Eason, Walter
	7001	N	01/09/17	167193		1,811.34	C Computer Check 852-13-6886 Deveny, Cindy L.
	7002	N	01/09/17	167206		1,124.27	C Computer Check 081-56-0674 Guerre, John M.
	7000	N	01/09/17	167214		1,444.42	C Computer Check 084-56-0671 Bureau, Richard M.
	7003	N	01/09/17	167222		1,282.37	C Computer Check 856-13-6882 Klassen, Lisa M.
						7,924.95	Computer Check
	16247	N	01/15/17	4327		1,206.88	C Computer Check 523-78-5321 Walters, Annette
	16246	N	01/15/17	4335		1,334.88	C Computer Check 343-29-8761 Jackson, John
						2,541.76	Computer Check
	5224	N	01/20/17	4298		1,401.13	I M Manual Check 798-52-5841 Allen, Ray
	5227	N	01/20/17	4280		1,720.77	I M Manual Check 476-43-8269 Abbot, Dominique
						3,121.90	Manual Check
	8903	N	01/23/17	4491	1	1,629.52	X A Auto Deposit 058-43-2559 Easter, Melvyn
	55951	N	01/23/17	4503		845.96	C Computer Check 475-65-4986 Eason, Walter
	7005	N	01/23/17	167249		1,821.69	C Computer Check 852-13-6886 Deveny, Cindy L.
	7006	N	01/23/17	167257		1,137.06	C Computer Check 081-56-0674 Guerre, John M.
	7004	N	01/23/17	167265		1,457.21	C Computer Check 084-56-0671 Bureau, Richard M.
	7007	N	01/23/17	167273		1,295.16	C Computer Check 856-13-6882 Klassen, Lisa M.
						1,629.52	Auto Deposit
						6,557.08	Computer Check

47.4.1 Processing Options

See Section 58.1, "Payroll Bank Reconciliation (P063241)"

47.4.2 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 VIII

Periodic Reports

This part contains these chapters:

- [Chapter 48, "Overview to Periodic Reports"](#)
- [Chapter 49, "Work with Governmental Reports"](#)
- [Chapter 50, "Work with Job, Trust, and Union Reports"](#)

Overview to Periodic Reports

This chapter contains these topics:

- ? [Section 48.1, "Objectives,"](#)
- ? [Section 48.2, "About Periodic Reports."](#)

48.1 Objectives

- ? To satisfy federal, state, and local 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

48.2 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 state, local, and federal requirements. Job, trust, and union reports are mainly used to satisfy government and union reporting requirements. The job billing registers are designed for the construction industry and provide information such as the costs associated with a particular job or business unit.

Periodic reports consist of the following tasks:

- ? Working with governmental reports
- ? Working with job, trust, and union reports

Work with Governmental Reports

Governmental reports provide information that satisfies state, local, and federal requirements.

See Also:

- ? Reviewing Equal Opportunity Employment Reports in the *JD Edwards World U.S. Payroll I Guide*

This chapter contains these topics:

- ? Section 49.1, "Reviewing the Federal 941 Worksheet,"
- ? Section 49.2, "Reviewing the Federal 940 Quarterly Worksheet,"
- ? Section 49.3, "Reviewing the Federal 940 Annual Worksheet,"
- ? Section 49.4, "Reviewing the State Income Tax Report,"
- ? Section 49.5, "Reviewing the Local Income Tax Report,"
- ? Section 49.6, "Creating the New York Quarterly State Income Tax Tape,"
- ? Section 49.7, "Reviewing the Workers Compensation Registers,"
- ? Section 49.8, "Creating the Railroad Retirement BA-3a Report or Tape,"
- ? Section 49.9, "Running the New Hire Reports,"
- ? Section 49.10, "Creating Magnetic Media for New-Hire Reports,"
- ? Section 49.11, "Creating the EEO-1 Report,"
- ? Section 49.12, "Viewing EEO-1 Annual Data by Location,"
- ? Section 49.13, "Reviewing the EEO-4 Report,"
- ? Section 49.14, "Reviewing the EEO Staff Utilization Report,"
- ? Section 49.15, "Reviewing SUI Continuation Listings,"
- ? Section 49.16, "Reviewing SUI Summary Reports,"
- ? Section 49.17, "Processing Tax Information at Year-End,"
- ? Section 49.18, "Creating SUI Tapes,"
- ? Section 49.19, "Creating SUI Diskette/Electronic Media."
- ? Section 49.20, "Generating the Florida SUI Report in XML Format."
- ? Section 49.21, "Generating the California SUI Report in XML Format."

49.1 Reviewing the Federal 941 Worksheet

From Payroll Master (G07), choose Governmental Reports

From Governmental Reports (G0724), choose Federal/State/Local Reports

From Federal/State/Local Reports (G07241), choose 941 Worksheet

The 941 Worksheet contains the information for the employer's federal tax return. The worksheet provides the following information required by the federal government:

- ? Total wages
- ? Federal income tax
- ? Social Security and Medicare taxes

You have the option of printing a detailed wage list or a summary of the records in the Tax Reporting History table (F068500). The information provided in the federal tax return worksheets is based on the Taxation Summary History table (F06136).

Figure 49–1 Federal 941 Worksheet

941 Tax Return			
Name	: A Financial Company - For Trail	Date Quarter Ended:	09/31/17
Address:	7900 East Union Denver	Tax ID. Number	: 840782700
	CO 80237		
2.	Total Wages/Tips Subject to Withholding		45,761.10
3.	Total Income Tax Withheld		6,998.59
5.	Adjusted Total of Income Tax Withheld		6,998.59
	**** Calculated Amounts ****		
6a	Taxable Social Security Wages Paid	46,385.74 X .12400 *	5,751.83
b	Taxable Social Security Tips	X .12400 *	
7.	Taxable Medicare Wages and Tips	46,385.74 X .02900 *	1,345.19
8.	Total Social Security Taxes		7,097.02
	**** Actual Amounts Withheld		
6a	Taxable Social Security Wages Paid		5,751.84
b	Taxable Social Security Tips		
7.	Taxable Medicare Wages and Tips		1,345.20
8.	Total Social Security Taxes		7,097.04

9.	Adjustment of Social Security Taxes		
10	Adjusted Total of Social Security		7,097.02
11	Total Taxes		14,095.61
12	Advance Earned Income Credit		
13	Net Taxes		14,095.61

49.1.1 Processing Options

See [Section 59.1, "941 Worksheet \(P068500\) \(Release A9.4 Update\)"](#)

49.2 Reviewing the Federal 940 Quarterly Worksheet

From Payroll Master (G07), choose Governmental Reports

From Governmental Reports (G0724), choose Federal/State/Local Reports

From Federal/State/Local Reports (G07241), choose 940 Quarterly Worksheet

The 940 Quarterly Worksheet contains the quarterly unemployment tax information for the selected company. This worksheet is not required for government reporting. You can use this worksheet to assist in the preparation of the Federal Annual 940 Worksheet. You can use the totals from each quarterly worksheet to verify against the quarterly totals generated by the annual worksheet. You are required to provide quarterly totals to the government when the total Federal Unemployment Tax Act (FUTA) tax for the year exceeds 100.00.

The 940 Quarterly Worksheet lists the following information:

- ? Names of employees
- ? Social Security numbers of employees

- ⌘ Gross pay, excludable pay, excess pay, taxable wages, and taxes paid for each employee
- ⌘ Totals for each company
- ⌘ Grand totals for the tax identification number

The information provided in the federal tax return worksheets is based on the Taxation Summary History table (F06136).

Figure 49–2 Federal 940 Quarterly Worksheet

		JD Edwards World 940 Quarterly Worksheet			Page - 4	
					Date - 7/13/17	
					Qrt End Dte- 06/30/17	
Tax Identification Number: 270065655						
Company: 100 Model Finan/Distrib Co (Mktg)						
Employee	Employee Name	Gross Pay	Excludable	Excess	Taxable	Tax Paid
202-22-0222	Kellerman, James	5,000.00		5,000.00		
261-55-4789	McDougle, Cathy	10,074.03	1,857.35	2,609.63	5,607.05	44.86
216-55-4789	Meads, Jane	8,884.14		1,884.14	7,000.00	56.00
215-55-4789	Mastro, Robert	9,437.52		2,437.52	7,000.00	56.00
516-55-4710	Mayeda, Donald	4,198.13			4,198.13	33.59
316-65-4710	Mai, Tien	3,995.88			3,995.88	31.97
217-45-4719	Morales, Jesus	3,462.88			3,462.88	27.70
Model Finan/Distrib Co (Mktg)		45,052.58	1,857.35	11,931.29	31,263.94	250.12
Tax ID		45,052.58	1,857.35	11,931.29	31,263.94	250.12

49.2.1 Processing Options

See [Section 59.2, "940 Quarterly Worksheet \(P068502\)"](#)

49.3 Reviewing the Federal 940 Annual Worksheet

From Payroll Master (G07), choose Governmental Reports

From Governmental Reports (G0724), choose Federal/State/Local Reports

From Federal/State/Local Reports (G07241), choose 940 Annual Worksheet

The 940 Annual Worksheet lists annual unemployment tax information for the selected company. Most employers pay federal and state unemployment tax, which requires using the Employer's 940 Annual Federal Unemployment Tax Return.

The Federal Unemployment Tax Act (FUTA), together with state unemployment agencies, provides for payments of unemployment compensation to workers who have lost their jobs.

The information provided in the federal tax return worksheets is based on the Taxation Summary History table (F06136).

Figure 49-3 Federal 940 Annual Worksheet

A Model Financial/Distribution		Calendar year 18						
8055 East Tufts Avenue Suite								
Denver								
Denver CO 80237		Employer identification number						
		270065655						
A. Paid all required contributions to state unemployment funds by the due date?			Yes					
If Yes, enter the amount of contributions paid to state unemployment funds.		1,046.85						
B. Are you required to pay contributions to only one state?			Yes					
If Yes, 1. Enter the name of the state where you are required to pay.		Colorado						
2. Enter your state reporting number as shown on state unemployment returns.		00112345632						
C. Is any part of wages taxable for FUTA exempt from state unemployment tax?			No					
Part I. Computation of Taxable Wages								
1. Total payments			62,554.39					
2. Exempt payments	2,600.29							
3. Payments for services of more than \$7,000.	18,888.29							
4. Total exempt payments			21,488.58					
5. Total taxable wages			41,065.81					
Part II. Tax Due or Refund								
1. Gross FUTA tax			2,546.08					
2. Maximum Credit	2,217.55							
6. Credit Allowable	1,046.85							
7. Total FUTA tax			1,499.23					
8. Total FUTA tax deposited			328.53					
9. Balance due			1,170.70					
10. Overpayment			.Refunded					
Part II. Computation of Tentative Credit								
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)
CO 60112345632		19,033.78						1,046.85
Totals		19,033.78						1,046.85
Total Tentative Credit								1,046.85
Part III. Record of Quarterly Federal Tax Liability for Unemployment Tax								
Quarter	First	Second	Third	Fourth	Total for Year			
Liability for quarter	56.00	250.11	22.41	1,170.71	1,499.23			

49.3.1 Processing Options

See [Section 59.3, "940 Annual Worksheet \(P068503\)"](#)

49.4 Reviewing the State Income Tax Report

From Payroll Master (G07), choose Governmental Reports

From Governmental Reports (G0724), choose Federal/State/Local Reports

From Federal/State/Local Reports (G07241), choose State Income Tax Reports

The state income tax report provides a generic sample of a typical state income tax report. You can create new versions of this report to meet the specific requirements of your state. You can run this report as often as needed to satisfy government requirements. The system retrieves the following information from the Taxation Summary History table (F06136):

- ⌵ Listings for all state types
- ⌵ Gross and taxable wage information for each employee
- ⌵ Employee listing by company
- ⌵ Excludable wage amounts
- ⌵ Tax amounts for each employee
- ⌵ Totals for each state tax type

Figure 49–4 State Income Tax Report

.Employee.		Gross	Excludable	Taxable	Tax
Number	Name	Wages	Wages	Wages	Amount
523-78-5321	Walters, Annette	1,666.66	66.67	1,599.99	64.37
343-29-8761	Jackson, John	2,083.33	41.67	2,041.66	95.31
058-43-2559	Easter, Melvyn	3,532.41	19.50	3,512.91	131.03
A Model Financial Co		7,282.40	127.84	7,154.56	290.71
Employees		3			
Tax ID		7,282.40	127.84	7,154.56	290.71
Employees		3			

49.4.1 Processing Options

See [Section 59.4, "State Income Tax Report \(P068400\)"](#)

49.5 Reviewing the Local Income Tax Report

From Payroll Master (G07), choose Governmental Reports

From Governmental Reports (G0724), choose Federal/State/Local Reports

From Federal/State/Local Reports (G07241), choose Local Income Tax Reports

The local income tax report provides a generic sample of a typical local income tax report. You can create new versions of this report to meet the specific requirements of your locality. You can run this report as often as needed to satisfy government requirements. The system retrieves the following information from the Taxation Summary History table (F06136):

- 7 Listings for all local tax types
- 7 Gross and taxable wage information for each employee
- 7 Employee listing by company
- 7 Excludable wage amounts
- 7 Tax amounts for each employee
- 7 Totals for each local tax type

Figure 49–5 Local Income Tax Report

.Employee.		Gross	Excludable	Occupational Head Tax	Tax
Number	Name	Wages	Wages	Wages	Amount
798-52-5841	Allen, Ray	1,000.00		1,000.00	5.00
435-53-9836	Alton, Dan	1,131.86		1,131.86	5.65
565-65-5656	Nuberg, Amy A.	1,275.00		1,275.00	6.38
709-30-3860	Wagner, Norbert J.	100.00		100.00	.50
Employees		3,506.86		3,506.86	17.53
		4			

49.5.1 Processing Options

See [Section 59.5, "Local Income Tax Report \(P068401\)"](#)

49.6 Creating the New York Quarterly State Income Tax Tape

From Payroll Master (G07), choose Governmental Reports

From Governmental Reports (G0724), choose Federal/State/Local Reports

From Federal/State/Local Reports (G07241), choose New York Quarterly SIT

You can record quarterly state wages and taxes required for the state of New York on magnetic media. When you do this, the system generates a corresponding audit report.

The information on the tape and in the audit report is primarily based on the Taxation Summary History table (F06136).

The state of New York requires an external label on each magnetic tape. The label must contain:

- ? Employer name
- ? Reporting period (quarter and year)
- ? Tape serial number (six or fewer characters)

Figure 49-6 New York Quarterly State Income Tax Tape report

Employee		SIT Quarterly			W	Hired	Term
Number	Employee Name	Gross Wage	Taxable Wage	Paid in Excess	Taxes Paid	W	Date
111-11-1113	THOMAS CHRIS C	2,891.14	2,891.14		158.31	5	010190
111-11-1114	MATTHEW DILLON D	3,285.76	3,285.76		189.08	5	010190
122-20-0000	WILSON L T	1,041.67	1,041.67		50.69	2	010190 290502
122-30-0000	CARTER B B	833.33	833.33		34.27	2	010190 271003
Total Wages		8,051.90	8,051.90		432.35		
Total number of employees		8					

49.6.1 Data Selection for New York State Quarterly Income Tax Tape

Except for the year, do not change the data selection.

49.6.2 Data Sequence for New York State Quarterly Income Tax Tape

Do not change the data sequence parameters.

49.7 Reviewing the Workers Compensation Registers

From Payroll Master (G07), choose Governmental Reports

From Governmental Reports (G0724), choose Federal/State/Local Reports

From Federal/State/Local Reports (G07241), choose Workers Compensation Register

You can run the Workers Compensation and General Liability registers to review workers compensation insurance amounts or general liability insurance amounts. You can choose to print:

- ? Detailed reports that shows each line of time entry

- Summary reports that consolidate the information by employee, company, tax area, Workers Compensation code, job type, and job step

The information provided in the workers compensation registers is based on the Payroll Transaction History table (F0618). Set the processing options to indicate which report you want to print.

The Workers Compensation Insurance Report lists the rates paid by the company per employee for workers compensation insurance. The rates an employer pays for workers compensation insurance vary by job type.

The General Liability Insurance Report lists the rates paid by the company per employee for general liability insurance. The employer pays one standard rate for general liability insurance for each employee. The General Liability report is identical to the Workers Compensation report, except for the actual amounts printed in the Workers Compensation Amount field. The system bases the totals on the general liability rate.

In some states employees might pay these amounts instead of the employer. In these situations, the reports contain the employee-paid information.

The reports provide 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 work state and company
- Grand totals for the report

49.7.1 Detailed Report

Figure 49–7 Workers Compensation/General Liability Report

06343		JD Edwards World							Page -	2
		Workers Comp/Gen Lib Report							Date -	7/13/17
									From -	01/01/17
									Thru -	01/31/17
Company: 00001 A Model Financial Co (Trng)										
State: . . . 06 CO Workers Comp Ins.										
. Employee: WCI F Job										
Number	Name	Code C	Type/Step	Total Hours	Gross Pay	Excludable Amount	O/T Prem. Amount	Reportable Amount	Wrkrs Comp Amount	
2006	Walters, Annette	4511	IM-2	8.00	153.84			153.84	.21	
2006	Walters, Annette	4511	IM-2	8.00	153.84			153.84	.21	
2006	Walters, Annette	4511	ZH-1	72.00	1,358.98			1,358.98	1.83	
2006	Walters, Annette	4511	ZH-1	88.00	1,666.66			1,666.66	2.25	
2129	Jackson, John	4511	0A-3	8.00	192.30			192.30	.26	
2129	Jackson, John	4511	0A-3	80.00	1,891.03			1,891.03	2.55	
2129	Jackson, John	4511	0A-3	88.00	2,083.33			2,083.33	2.81	
6000	Easter, Melvyn	8810	61	8.00	196.00			196.00	.25	
6000	Easter, Melvyn	8810	61	8.00	196.00			196.00	.25	
6000	Easter, Melvyn	8810	61	40.00	980.00			980.00	1.23	
6000	Easter, Melvyn	8810	61	5.00	183.75		61.25	122.50	.15	
6000	Easter, Melvyn	8810	61	40.00	980.00			980.00	1.23	
6000	Easter, Melvyn	8810	61	6.00	220.50		73.50	147.00	.18	
6000	Easter, Melvyn	8810	61	40.00	980.00			980.00	1.23	
6000	Easter, Melvyn	8810	61	3.00	110.25		36.75	73.50	.09	
6000	Easter, Melvyn	8810	61	40.00	980.00			980.00	1.23	
6002	Abbot, Dominique	8810	0A-3		2,500.00			2,500.00	3.13	
Work State				542.00	14,826.48		171.50	14,654.98	19.09	

49.7.2 Summary Report

Figure 49–8 Workers Compensation/General Liability Summary report

06343		JD Edwards World				Page -		2		
		Workers Comp/Gen Lib Summary				Date -		7/13/17		
						From -		01/01/17		
						Thru -		01/31/17		
Company. 00001 A Model Financial Co (Trng)										
State. . . 06 CO Workers Comp Ins.										
. Employee. WCI F Job										
Number	Name	Code	C	Type/Step	Total Hours	Gross Pay	Excludable Amount	O/T Prem. Amount	Reportable Amount	Wrkrs Comp Amount
2006	Walters, Annette	4511		1M-2	16.00	307.68			307.68	.42
2006	Walters, Annette	4511		2H-1	160.00	3,025.64			3,025.64	4.08
2129	Jackson, John	4511		0A-3	176.00	4,166.66			4,166.66	5.62
Chemist/Lab Worker					352.00	7,499.98			7,499.98	10.12
6000	Easter, Melvyn	8810		61	190.00	4,826.50		171.50	4,655.00	5.84
6002	Abbot, Dominique	8810		0A-3		2,500.00			2,500.00	3.13
Administrative					190.00	7,326.50		171.50	7,155.00	8.97
Work State					542.00	14,826.48		171.50	14,654.98	19.09

49.7.3 What You Should Know About

Topic	Description
Special rate code	The FC (Special Rate Code) field indicates a different insurance rate based on work location. The special code is F.

49.7.4 Processing Options

See [Section 59.6, "Workers Compensation/General Liability Report \(P06343\)"](#)

See [Section 59.7, "Workers Compensation/General Liability Summary \(P06343\)"](#)

49.8 Creating the Railroad Retirement BA-3a Report or Tape

From Payroll Master (G07), choose Governmental Reports

From Governmental Reports (G0724), choose Federal/State/Local Reports

From Federal/State/Local Reports (G07241), choose Railroad Retirement BA-3a

You run the Railroad Retirement BA-3a to create a report or tape as required by the Railroad Unemployment Insurance Act (RUIA). The report or tape provides information on compensation that is subject to monthly limits for each month the employee works during the year.

The information provided in the report or tape is based on the Taxation Summary History table (F06136).

Figure 49-9 Railroad Retirement BA-3a report

068513		JD Edwards World										Page	2						
		RailRoad Retirement BA-3a										Date	4/01/17						
Calendar Year 18																			
Employer Number																			
Name of Employer A Model Core Company																			
Payroll Location Number																			
Payroll Location Number 9988																			
Employee E																			
S.S. Number	Employee First Letters	ICC Cde	RUI Act Creditable Amount	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	To Sr	RR Act Creditable Amount Tier I	Tier II	Last Daily Pay Rate
777-77-7777	Brown	001	765.00													1 01	1,153.85		14.423
777-77-7777	Brown	001	765.00													1 01		1,153.85	14.423
777-77-7777	Brown	001	765.00													1 01			14.423
888-88-8888	Smith	001	765.00													1 01	1,538.46		19.230
888-88-8888	Smith	001	765.00													1 01		1,538.46	19.230
888-88-8888	Smith	001	765.00													1 01			19.230
Sub Total																			
Rec count	6		RUI Totals	4,710.00												Tier I Totals	2,692.31	Tier II Totals	2,692.31
Grand Total																			
Rec count	6		RUI Totals	4,710.00												Tier I Totals	2,692.31	Tier II Totals	2,692.31

49.8.1 Processing Options

See [Section 59.12, "Railroad Retirement BA-3a \(P068513\)"](#)

49.8.2 Data Selection for Railroad Retirement BA-3a Report or Tape

Do not change the data selection unless you need to change the year or specify address numbers to limit the scope of your report.

49.8.3 Data Sequence for Railroad Retirement BA-3a Report or Tape

Do not change the data sequence parameters.

49.9 Running the New Hire Reports

From Governmental Reports (G0724), choose Federal/State/Local Reports

From Federal/State/Local Reports (G07241), choose New Hire Reporting

From New Hire Reporting (G072411), choose Generic Federal Requirements Only

Run the New Hire Report to comply with the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996, all employers must report certain information about newly hired employees to designated state agencies.

Working with new-hire reports includes:

- ⌘ Entering insurance information for new-hire reports (if necessary) See Entering Insurance Information for New-Hire Reports in the *JD Edwards World Human Resources Guide*.
- ⌘ Printing the generic new-hire report (You print the generic new-hire report when the employees in your organization work in states that have not yet finalized their new-hire reporting requirements.)
- ⌘ Printing the new-hire report for Alabama through Louisiana
- ⌘ Printing the new-hire report for Maine through Pennsylvania
- ⌘ Printing the new-hire report for Rhode Island through Wyoming
- ⌘ Creating magnetic media files for new-hire reports

Before you print new-hire reports, you must build a work file that includes all of the employee records that you need to include on the report. When you build the work file, the system automatically prints the report. When you need to print extra copies of a report for which you have already built the work file, you can print the report without rebuilding the work file.

However, if you discover an error on the report, you must correct the employee record that is in error and then rebuild the work file. If you print the report without rebuilding the work file, the report will not include any changes that you made to employee records after you last built the work file.

49.9.1 Before You Begin

- Create a DREAM Writer version of the New Hire report. In the data selection, include the work-tax-area codes in which the employees work.

49.9.2 Data Selection (All New Hire Reports)

- The data selection for the report must include the work-tax-area code for the state for which you are printing the report. If you want to include employees from multiple states on the report, the data selection for the report must include the work-tax-area code for each state whose employees you want to include on the report.
- If you want to print a report for employees who work in areas that have 9-digit tax-area codes, the data selection for the report must use the *RANGE parameter to include all work-tax-area codes for the state. For example, to print a report for Colorado, enter the range 06 through 069999999.

To print the generic new-hire report

On Generic - Federal req. only

Figure 49–10 Generic - Federal req. only screen



1. Complete the following fields and press Enter:
 - Version
 - 1: Create Work file and Report or 2: Create Report Only
2. To specify the date range for which you want to print the report, complete the following fields:

- ⌘ Beginning Date of Report
- ⌘ Ending Date of Report
- 3. Complete the following fields and press F6 twice:
 - ⌘ Work Tax Area
 - ⌘ Field that Identifies the Date Employees First Earned Wages
 - ⌘ Reporting Company Number

The Work Tax Area field determines the name that appears in the heading of the report. It does not determine the employee records that print on the report. Use the data selection to specify the work-tax-area codes for the states whose employee records you want to include on the report.

49.9.3 Printing the New Hire Report by State

Because reporting requirements vary from state to state, you use a separate program to print the report for each state. If your organization has employees in more than one state, you can fulfill your new-hire reporting requirements in either of the following ways:

- ⌘ Print a separate report for each state in which your organization has employees, and submit each report to the appropriate state.
- ⌘ Print a new-hire report for one of the states in which your employees work, and include employees from multiple states on that report. Submit the report only to that state for which you printed the report.

When you choose to print only one report and include employees from multiple states, the data selection for the report must include the work-tax-area code for each state whose employees you want to include on the report.

To print the new-hire report for Alabama through Louisiana

You must specify the state for which you want to print a new-hire report. The report functions the same way for each state.

1. Select the option for the state you are reporting and press Enter.
2. Read SET UP CONSIDERATIONS and press F6 to execute.
3. Create your own version from the Version list by copying the XJDE0001 version. Complete the following and press Enter:
 - ⌘ Version
 - ⌘ 1: Create Work file and Report, or 2: Create Report Only

Note: Be sure to enter the work tax area in the Data Selection.

4. To specify the date range for which you want to print the report, complete the following fields:
 - ⌘ Beginning Date of Report
 - ⌘ Ending Date of Report
5. Complete the mandatory fields beneath the heading, Please enter additional information.

Note: The number of mandatory fields beneath this heading varies by state. Complete all of the fields displayed, as needed.

To print the new-hire report for Maine through Pennsylvania

You must specify the state for which you want to print a new-hire report. The report functions the same way for each state.

1. Select the option for the state you are reporting and press Enter.
2. Read SET UP CONSIDERATIONS and press F6 to execute.
3. Create your own version from the Version list by copying the XJDE0001 version. Complete the following and press Enter:
 - ? Version
 - ? 1: Create Work file and Report, or 2: Create Report Only

Note: Be sure to enter the work tax area in the Data Selection.

4. To specify the date range for which you want to print the report, complete the following fields:
 - ? Beginning Date of Report
 - ? Ending Date of Report
5. Complete the mandatory fields beneath the heading. Please enter additional information.

Note: The number of mandatory fields beneath this heading varies by state. Complete all of the fields displayed, as needed.

To print the new-hire report for Rhode Island through Wyoming

You must specify the state for which you want to print a new-hire report. The report functions the same way for each state.

1. Select the option for the state you are reporting and press Enter.
2. Read SET UP CONSIDERATIONS and press F6 to execute.
3. Create your own version from the Version list by copying the XJDE0001 version. Complete the following and press Enter:
 - ? Version
 - ? 1: Create Work file and Report, or 2: Create Report Only

Note: Be sure to enter the work tax area in the Data Selection.

4. To specify the date range for which you want to print the report, complete the following fields:
 - ? Beginning Date of Report
 - ? Ending Date of Report
5. Complete the mandatory fields beneath the heading. Please enter additional information.

Note: The number of mandatory fields beneath this heading varies by state. Complete all of the fields displayed, as needed.

49.10 Creating Magnetic Media for New-Hire Reports

From Governmental Reports (G0724), choose Federal/State/Local Reports

From Federal/State/Local Reports (G07241), choose New Hire Reporting

From New Hire Reporting (G072411), choose New Hire Mag Media

To expedite the process of delivering new-hire reports to state agencies, some states allow you to use magnetic media to transmit the new-hire reports. After you print new-hire reports for those states, you can create the magnetic media file that you transmit to the agency. You cannot create a magnetic media file for the generic version of the new-hire report, or for any state that does not accept new-hire reports on magnetic media.

You use the same program (P064253) to create magnetic media for all of the states that accept this format. In the processing options for the report, you enter the work tax area code for the state to which you are submitting the magnetic media. This state should be the same state as the state for which you created the new-hire report.

49.11 Creating the EEO-1 Report

From Payroll Master (G07), choose Governmental Reports

From Governmental Reports (G0724), choose Federal/State/Local Reports

? **From Federal/State/Local Reports (G07241), choose EEO-1 Maintenance**

? **From Federal/State/Local Reports (G07241), choose EEO-1 Component 2**

You can use the EEO-1 Maintenance program (P05851) and the EEO-1 Component 2 program (P05851A) to comply with the changing requirements for different types of data and the formatting of the EEO-1 Report by the EEOC. The EEOC might require that you enter data online using their website or that you submit a data file to their website. The EEOC, in certain circumstances, does allow companies to submit a computer-generated report. The company must have permission and approval of their report prior to submitting the report. JD Edwards World recommends that you access the EEOC website or contact the EEOC each year prior to the EEO-1 filing process for specific directions for the file upload process as it can vary from year to year. For more information about EEO-1 or to procure your company login information, access www.eeoc.gov or call 1 866 286-6440. Additionally, technical support is available at e1.techassistance@eeoc.gov.

The EEO-1 Maintenance program (P05851) and the EEO-1 Component 2 program (P05851A) allow you to generate and store the count data the EEOC requires for each location (establishment) from year to year. You can update or delete this information and you can enter records for new locations. The program validates values you enter to assure consistency and correctness. You generate the count after you enter a record for each required report status.

The P05851 program generates the count from the Employee Master file (F060116) for each report status record and stores the data in a flat file record in the EEO-1 Upload File (F05852). It also updates the EEO-1 Annual Data file (F05850) with the total counts for each location.

(Release A9.4 Update) The P05851A program stores data in the EEO-1 Annual Data file (F05850) and the EEO-1 Upload File Layout Specifications for 2017 and 2018 file (F05854).

You can then transfer the EEO-1 Upload File (F05852) via IBM AS400 Client Access to an ASCII text file using the Receive Files from Host feature and defining the file type as .txt.

For Windows operating systems you can use either Note Pad or Word Pad to view the text file. You can then upload this text file to the EEOC website.

After you upload the data, you can view the data on the EEOC website to validate the values before you submit your confirmation. You can change the values on the EEOC website if the upload does not process the data as you expect. You can run a report for each location and use the report to validate the data you upload.

You can later view the totals for each location for gender and minority code using the EEO-1 Annual Data Inquiry program (P05850).

Working with governmental reports includes the following tasks:

- ? Setting Up the EEO-1 Report for Your Company
- ? Printing the EEO-1 Report for a Location
- ? Generating EEO-1 Counts for the Current Year (Component 1)
- ? Generating EEO-1 Component 2 Reports
- ? Uploading Data to the EEOC Website

49.11.1 Components of the EEO-1 Report (Release A9.4 Update)

The EEO-1 report has two components.

Component 1 contains employee count grouped by the employees' ethnicity, race, and sex, and then by job category. See "[Generating EEO-1 Counts for the Current Year.](#)"

Component 2 contains two sections for employee count. One section is for the number of employees and the other is for total number of hours worked by the employees. These numbers are grouped by the employees' ethnicity, race, and sex, and are further classified under the 12 pay bands for each of the 10 EEO-1 job categories.

- ? The employees' W-2 earnings reported in Box 1 of the W-2 form is used as a reference to categorize the employees into the 12 pay bands or salary compensation bands defined for each of the 10 EEO-1 job categories.
- ? The total number of hours worked annually by the employees is included in each of the EEO-1 pay band cells. The report also provides an aggregate of the total number of hours worked by employees in each category.

See "[Generating EEO-1 Component 2 Reports \(Release A9.4 Update\).](#)"

Note: The Component 2 EEO-1 reports for calendar years 2017 and 2018 must be submitted through the Component 2 EEO-1 Online Filing System or as electronically transmitted data file by September 30, 2019.

49.11.2 Setting Up the EEO-1 Report for Your Company

If you are a multi-establishment company and your EEO-1 reporting locations are a parent company with subsidiary companies, you must set the Parent Company with Subsidiary Company processing option to 1. This allows the system to process each subsidiary company location as a company. Leave this processing option blank if you are a single establishment company or a multi-establishment company and your EEO-1 reporting locations are a company with home business units.

Note: You must complete all of the set up for the EEO-1 Report. If you do not, you risk the EEOC rejecting your report.

You must complete all fields in the header portion of the EEO-1 Maintenance screen. You enter this information once for a company and it is identical for each report status record. You must enter:

- ⌘ A value for each field for each report status record
- ⌘ A record below the header for each report status for your company.

The system stores all values as one record per report status in the EEO-1 Setup File (F05851) file - EEO-1 Setup File. If you change any of the values in the header fields, the system changes the values for each report status record in the EEO-1 Setup File (F05851).

Prior to generating the counts for EEO-1 in EEO-1 Maintenance, you should verify the following data is accurate:

- ⌘ Minority and job codes. You must verify that the correct job and minority code for each employee is correct according to the current EEO requirements.
- ⌘ Address (first line), including city, state, zip code and county exist for each location. For report statuses 1, 2 and 3 the system reports values for the company location. You must ensure that this information is setup in the Address Book Revisions program (P01051) for each location or company.
- ⌘ Employee you enter in the Certifying Official Employee field must be set up with the following data in the Employee Entry program (P060101) for the system to retrieve:
 - ⌘ Name
 - ⌘ Job code
 - ⌘ Area code and phone number. The system retrieves the first phone record for the employee.

49.11.2.1 Processing Options

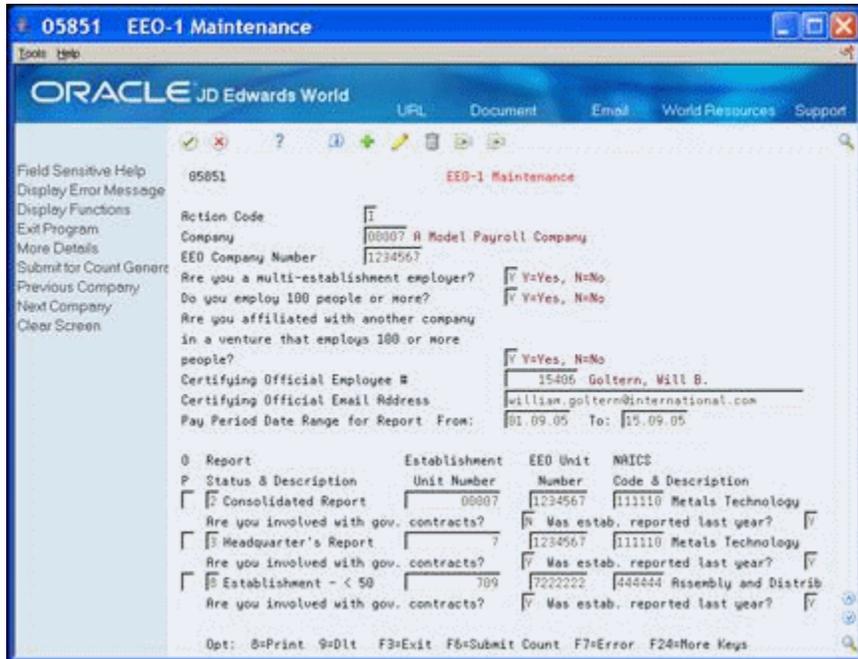
See [Section 59.8, "EEO-1 Maintenance & Survey \(P05851\)"](#)

To set up the EEO-1 report for your company

Alternatively, you can access this program on the EEO/Affirmative Action Reports menu (G08E12).

1. On EEO-1 Maintenance, complete the following fields:
 - ⌘ Company
 - ⌘ EEO Company Number
 - ⌘ Are you a multi-establishment employer?
 - ⌘ Do you employ 100 people or more?
 - ⌘ Are you affiliated with another company in a venture that employs 100 people or more?
 - ⌘ Certifying Official Employee
 - ⌘ Certifying Official Email Address
 - ⌘ Pay Period Date Range for Report From: To:

Figure 49–11 EEO-1 Maintenance screen

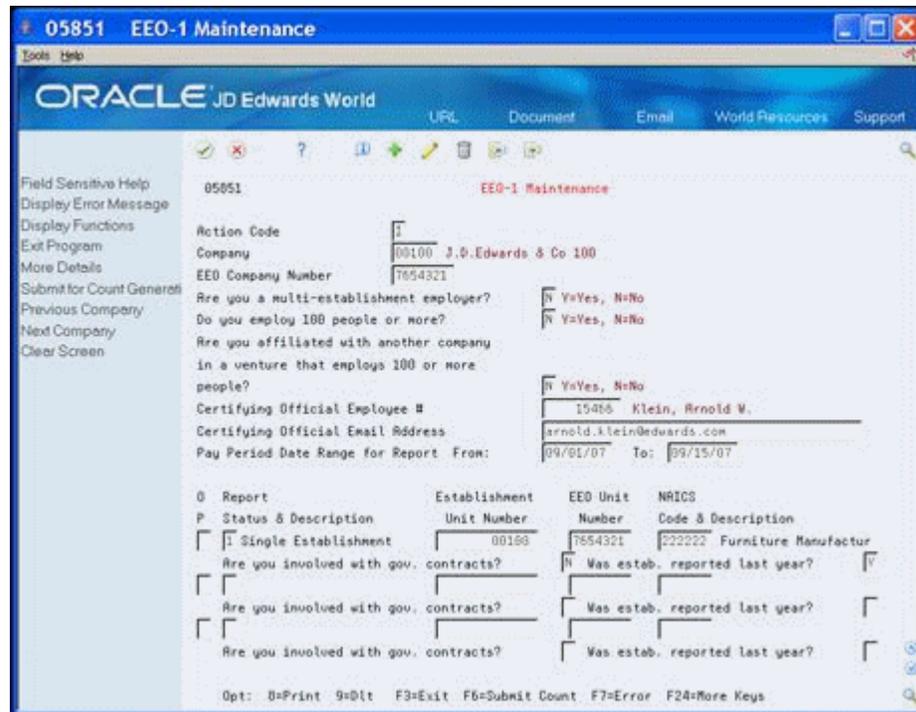


2. Complete the following fields:

- Report Status
- Establishment Unit Number
- EEO Unit Number
- NAICS Code
- Are you involved with government contracts?
- Was establishment reported last year?

Following is an example of a single establishment company.

Figure 49–12 EEO-1 Maintenance (Single Establishment) screen



Field	Explanation
Company	Enter the company number for which the EEO-1 report is to be created.
EEO Company Number	Enter the EEO company number. This is a specific 7 digit code assigned by the U.S. Equal Employment Opportunity Commission (EEOC) that identifies a specific organization, fund, entity, and so on. The code is used for government reports, such as EEO-1. Do not include dashes with keyed value.
Are you a multi-establishment employer	If the answer is 'yes', a value of 'Y' is placed in the field; otherwise the value is 'N'. The answer to this question is required for adding or changing records to the F05851 file. The answer 'No' or 'N' can be used by the single establishment employer only (report status '1'). If the answer is 'Y' or 'yes', the employer must add/change records for the Consolidated, Headquarters and Establishment status records (2, 3, 4, and 8 respectively).
Do you employ 100 people or more?	If the answer is 'yes' or 'Y', the value of 1 is placed in the uploaded data file; otherwise the value sent is 2. The answer to this question is required. The EEOC is most interested in the answer to this question for the Consolidated, Headquarters and Single Establishment status records.
Are you affiliated with another company in a venture that employs 100 people or more?	Is your company affiliated with another company in a venture that employs 100 people or more OR is it owned by another company? If the answer is 'yes' or 'Y' the value of 1 is placed in the uploaded data file; otherwise the value sent is 2. The answer to this question is required. The EEOC is most interested in the answer to this question for the Consolidated, Headquarters and Single Establishment status records.
Certifying Official Employee #	Enter the employee number for the person certifying the report.
Certifying Official Email Address	Enter the e-mail address for the person certifying the report.

Field	Explanation
Pay Period Date Range for Report From	Choose the Pay Period Date Range for the report. Only employees who are active during this pay period will be counted.
Report Status	Enter the record status or type of record for the specific location (UDC table for ESTT field). If you are a 'single establishment' employer, only a record for report status '1' is required. If you are a 'multi-establishment' employer, a record for report status '2' (Consolidated), '3' (Headquarters) and a record for each additional location within the United States is required. If the location employs 50 or more employees, the report status is '4'. If the location employs less than 50 employees the report status is '8'. If the location has not been reported to the EEOC before, the report status is '9'.
Establishment Unit Number	Enter the business unit number or location for this report status record. The number for the 'Consolidated' report status (2) must be identical to the company number. The number for the 'Headquarters' report status is entered as the number for the headquarters location or company (as in the Parent Company with Subsidiary Company processing option). Employees working at the headquarters location must have the correct home business unit or company number (as in the Parent Company with Subsidiary Company processing option) assigned. If it differs from the company number it is entered in the flat file (F05852 - F6) as identical to the company number. This is a requirement for upload to the EEOC.
EEO Unit Number	This location-specific number is established by the EEOC. It identifies a specific business unit, establishment and so on. It can be seen online using your logon information. The EEO Unit Number for report statuses 1, 2 and 3 must be identical to the EEO Company Number. If you are entering a record for a new establishment (report status '9'), leave the EEO Unit Number blank. Do not include dashes with keyed value.
NAICS Code	Enter an NAICS code that defines the major business of the specific location for the report status record. This is a six digit numeric code that classifies goods and services. It can be viewed and selected using F1 on the field.
Are you involved with government contracts?	Enter Y or N. Y is stored as a 1 and N is stored as 2 in the file field.
Was establishment reported last year?	Enter Y or N. Y is stored as a 1 and N is stored as 2 in the file field.

49.11.3 Printing the EEO-1 Report for a Location

You can print a report for each establishment and report status by entering 8 in the Option field after you locate the records for a company. However, you cannot print a report for report status 2 for a multi-establishment employer whose EEO-1 locations are a parent company with subsidiary companies. This report meets EEOC standards for EEO-1 reporting.

You can use this report as a reference when you enter the data on the EEOC website or as a guide to validate the data you upload to the EEOC. This report does not change the data in the EEO-1 Upload (F05852) or EEO-1 Annual Data file (F05850) files.

49.11.4 Generating EEO-1 Counts for the Current Year

When you choose Submit Count (F6) the system generates the counts for each report status record in the EEO-1 Setup File (F05851) which display in the subfile on the EEO-1 Maintenance screen. If the company is a multi-establishment employer the system generates a consolidated report status record last. The system stores the values the EEOC requires in the EEO-1 Upload File (F05852) and then retrieves them from this file, one record for each report

status. The system accesses the Employee Master file (F060116) for each location to generate the counts. The format of the data the system stores in the F05852 is identical to the format the EEOC requires. The program does not include the data for the prior year.

Additionally, the system stores new records in the EEO-1 Annual Data file (F05850). The system stores one record for each report status with the exception of the consolidated report status. You can view this data using the EEO-1 Annual Data Inquiry program on the Federal/State/Local Reports menu (G07241/21).

Note: The system clears the EEO-1 Upload File (F05852) before it generates the count and stores the data in the files. If the EEO-1 Annual Data file (F05850) contains records for the same company and year, the system deletes the records. This is due to the unique key status of the EEO-1 Annual Data file (F05850). JD Edwards World recommends that you exit the EEO-1 Annual Data Inquiry (P05850) program prior to submitting a count in the EEO-1 Maintenance program.

You can now upload the data in the EEO-1 Upload File (F05852) to a text file on a PC or network drive.

49.11.5 Generating EEO-1 Component 2 Reports (Release A9.4 Update)

From Federal/State/Local Reports (G07241), choose 19 EEO-1 Component 2 Maintenance program (P05851A)

When you select option 8, the system generates the counts for the total number of hours worked and the total employee count in the R05851A (EEO-1 Hours Data) and the R05851B (EEO-1 Employee Count) reports respectively.

The P05851A program stores all records in the EEO-1 Annual Data file (F05850) and the EEO-1 Upload File Layout Specifications for 2017 and 2018 file (F05854). The EEO-1 Component 2 Header file (F05854H) stores all the header field values.

49.11.6 Uploading Data to the EEOC Website

When your company has permission to submit the EEO-1 report using the EEOC website, locate the EEO-1 Filing Procedures on the website, and then choose Online Filing. Log on to the system using your company ID and password. On the web page for your company click the file upload process button. Locate the text file on your system and then upload the data. You can then view and correct the data if necessary. The certifying official must certify the data to complete the upload process.

The EEOC stores the data you enter and the reports you submit using their website for up to 10 years. You can view prior reports that you enter on the website or upload to the EEOC website.

49.11.7 Report Samples

EEO-1 Component 1 Report

This report is based on the Employee Master table (F060116). The first sample report is for report statuses 1 and 2 and includes blank lines for the certification signature and date. The second report is for report statuses 3, 4, 8 and 9 and does not include this information as it is included on report status 2 for a multi-establishment employer.

Figure 49-13 Equal Employment Opportunity Employer Information Report (1 of 2)

CO-7654321 U-7654321 NAICS=222222	EQUAL EMPLOYMENT OPPORTUNITY 2007 EMPLOYER INFORMATION REPORT EEO-1 SINGLE-ESTABLISHMENT EMPLOYER REPORT	Page 1													
SECTION B - COMPANY IDENTIFICATION		SECTION C - TEST FOR FILING REQUIREMENT													
1. A Model Financial/Dist Co 100 The Main Building line 1 denver Douglas CO 80237		1-N 2-N 3-N DUNS NO.:													
2. A Model Financial/Dist Co 100 The Main Building line 1 denver Douglas CO 80237		SECTION E - ESTABLISHMENT INFORMATION													
2.b. HI=		1-Furniture Manufacturer													
2.c. Y (WAS AN EEO-1 REPORT FILED FOR THIS ESTABLISHMENT LAST YEAR?)															
SECTION D - EMPLOYMENT DATA															
	* HISPANIC *	NON-HISPANIC OR LATINO										TOTAL			
	* M * * F *	FEMALE										A-N			
JOB CATEGORIES	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)	(N)	(O)
EXEC/SENIOR MGRS (1.1)	000004	000001	000189	000018	000000	000000	000007	000000	000095	000002	000000	000000	000001	000000	000317
FIRST/MID-LVL MGRS (1.2)	000001	000000	000000	000001	000001	000001	000001	000001	000000	000000	000000	000000	000000	000000	000006
PROFESSIONALS (2)	000000	000000	000057	000001	000000	000000	000007	000000	000023	000000	000000	000000	000001	000000	000089
TECHNICIANS (3)	000001	000000	000005	000012	000000	000000	000000	000000	000001	000000	000000	000000	000000	000000	000019
SALES WORKERS (4)	000001	000002	000002	000002	000001	000001	000001	000001	000004	000000	000000	000005	000000	000000	000020
ADMIN SUPPORT (5)	000000	000000	000002	000007	000001	000001	000001	000001	000000	000001	000000	000000	000000	000000	000014
CRAFT WORKERS (6)	000001	000000	000001	000001	000001	000001	000001	000001	000000	000000	000000	000000	000000	000000	000007
OPERATIVES (7)	000002	000000	000001	000022	000001	000001	000001	000001	000000	000001	000000	000001	000000	000000	000031
LABORERS & HELPERS (8)	000001	000000	000000	000001	000001	000001	000001	000001	000000	000000	000000	000000	000000	000000	000006
SERVICE WORKERS (9)	000001	000000	000000	000001	000001	000001	000001	000001	000000	000000	000000	000000	000000	000000	000006
TOTAL (10)	000012	000003	000257	000066	000007	000007	000021	000007	000123	000004	000000	000006	000002	000000	000515
PREV. YEAR TOTAL (11)															
* OTHER QUESTIONS *															
1 - 09/01/2007 THRU 09/15/2007 (DATE(S) OF PAYROLL PERIOD USED)															
SECTION G - CERTIFICATION															
CHECK 1-() ALL REPORTS ARE ACCURATE AND WERE PREPARED IN ACCORDANCE WITH THE INSTRUCTIONS (CHECK ON CONSOLIDATED REPORT ONLY)															
CHECK 2-() THIS REPORT IS ACCURATE AND WAS PREPARED IN ACCORDANCE WITH INSTRUCTIONS															
CERTIFYING OFFICIAL: Arnold Klein TITLE: Clerk SIGNATURE: _____ DATE: _____															
EMAIL: arnold.klein@oracle.com															
PERSON TO CONTACT REGARDING THIS REPORT: Arnold Klein STREET ADDRESS: 9343 S. Floyd Way															
TITLE: Clerk CITY/ST: Denver CO ZIP:80343 TELEPHONE/AREA CODE: 303 934-2922															
EMAIL: arnold.klein@oracle.com															

Figure 49-14 Equal Employment Opportunity Employer Information Report (2 of 2)

CO-1234567 U-1234567 NAICS=111110	EQUAL EMPLOYMENT OPPORTUNITY 2007 EMPLOYER INFORMATION REPORT EEO-1 HEADQUARTERS REPORT - TYPE 3	Page 1													
SECTION B - COMPANY IDENTIFICATION		SECTION C - TEST FOR FILING REQUIREMENT													
1. A Model Payroll Co 7 3834 Table Mesa Blvd. Boulder El Paso CO 80307		1-Y 2-Y 3-Y DUNS NO.:													
2. A Model Payroll Co 7 3834 Table Mesa Blvd. Boulder El Paso CO 80307		SECTION E - ESTABLISHMENT INFORMATION													
b. HI=		1-Metals Technology													
c. Y (WAS AN EEO-1 REPORT FILED FOR THIS ESTABLISHMENT LAST YEAR?)															
SECTION D - EMPLOYMENT DATA															
	* HISPANIC *	NON-HISPANIC OR LATINO										TOTAL			
	* M * * F *	FEMALE										A-N			
JOB CATEGORIES	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)	(N)	(O)
EXEC/SENIOR MGRS (1.1)	000006	000047	000313	000022	000000	000000	000023	000000	000026	000006	000000	000001	000002	000000	000646
FIRST/MID-LVL MGRS (1.2)	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000
PROFESSIONALS (2)	000000	000000	000136	000036	000000	000001	000001	000000	000134	000018	000000	000000	000008	000000	000334
TECHNICIANS (3)	000004	000005	000027	000001	000000	000000	000000	000000	000018	000002	000000	000000	000000	000000	000057
SALES WORKERS (4)	000000	000000	000000	000000	000000	000000	000000	000000	000004	000000	000000	000004	000000	000000	000008
ADMIN SUPPORT (5)	000000	000000	000003	000006	000000	000000	000000	000000	000008	000010	000000	000000	000002	000000	000029
CRAFT WORKERS (6)	000000	000001	000009	000003	000000	000000	000000	000000	000097	000001	000000	000000	000000	000000	000111
OPERATIVES (7)	000000	000000	000011	000042	000000	000000	000000	000000	000081	000000	000000	000002	000000	000000	000136
LABORERS & HELPERS (8)	000000	000000	000000	000000	000000	000000	000000	000001	000000	000000	000000	000000	000000	000000	000001
SERVICE WORKERS (9)	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000
TOTAL (10)	000010	000053	000499	000110	000000	000001	000024	000001	000568	000037	000000	000007	000012	000000	001322
PREV. YEAR TOTAL (11)															
* OTHER QUESTIONS *															
1 - 09/01/2005 THRU 09/15/2005 (DATE(S) OF PAYROLL PERIOD USED)															

EEO-1 Component 2 Reports (Release A9.4 Update)
R05851A Total Hours Count

This sample report is for the total number of hours worked annually by the employees included in each of the EEO-1 pay band cells and an aggregate of total number of hours worked by employees in each category.

Figure 49-15 Equal Employment Opportunity Employer Information Component 2 Total Number of Hours Report

JOB CATEGORIES		Salary Compensation Band	*****For Each cell provide the TOTAL Number of Hours worked in last year***** *****RACE/ETHNICITY*****														TOTAL
			* HISPANIC *										NON-HISPANIC OR LATINO				A-N
			MALE	FEMALE	WHITE	BLACK	PACIFC	ASIAN	INDIAN 2	RACE	WHITE	BLACK	PACIFC	ASIAN	INDIAN 2	RACE	
			(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)	(N)	(O)
EXEC/SENIOR MGRS (1.1)	1.	\$19,239 and under	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000
	2.	\$19,240 - \$24,439	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000
	3.	\$24,440 - \$30,679	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000
	4.	\$30,680 - \$38,999	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000
	5.	\$39,000 - \$49,919	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000
	6.	\$49,920 - \$62,919	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000
	7.	\$62,920 - \$80,079	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000
	8.	\$80,080 - \$101,919	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000
	9.	\$101,920 - \$128,959	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000
	10.	\$128,960 - \$163,799	000000	001200	000000	000000	000000	000000	000000	000000	000000	000000	001200	001200	001200	000000	000000
	11.	\$163,800 - \$207,999	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000
	12.	\$208,000 and over	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000
FIRST/MID-LVL MGRS (1.2)	1.	\$19,239 and under	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	
	2.	\$19,240 - \$24,439	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	
	3.	\$24,440 - \$30,679	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	
	4.	\$30,680 - \$38,999	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	
	5.	\$39,000 - \$49,919	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	
	6.	\$49,920 - \$62,919	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	
	7.	\$62,920 - \$80,079	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	
	8.	\$80,080 - \$101,919	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	
	9.	\$101,920 - \$128,959	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	
	10.	\$128,960 - \$163,799	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	
	11.	\$163,800 - \$207,999	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	

R05851B Employee Count

This sample report is for the employee count categorized into the 12 pay bands or salary compensation bands defined for each of the 10 EEO-1 job categories.

Figure 49-16 Equal Employment Opportunity Employer Information Component 2 Employee Count Report

SECTION B - COMPANY IDENTIFICATION		SECTION C - TEST FOR FILING REQUIREMENT															
1. Oracle - JD Edwards World 4700 S. Yosemite St. Bldg 2-10-C Greenwood Villa Denver CO 80111		1-N 2-N 3-N DUNS NO.:															
2. Oracle - JD Edwards World 4700 S. Yosemite St. Bldg 2-10-C Greenwood Villa Denver CO 80111		SECTION E - ESTABLISHMENT INFORMATION 1-Grain Farming															
2.b. EI- 2.c.- Y (WAS AN EEO-1 REPORT FILED FOR THIS ESTABLISHMENT LAST YEAR?)																	
SECTION D - EMPLOYMENT DATA		*****Number of Employees (Report employees in only one category)*****													TOTAL		
		*****RACE/ETHNICITY*****													A-N		
		* HISPANIC * ***** NON-HISPANIC OR LATINO *****													O		
		* M * * F * ***** MALE ***** ***** FEMALE *****															
JOB CATEGORIES		Salary Compensation Band	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)	(N)	(O)
EXEC/SENIOR MGRS (1.1)		1. \$19,239 and under	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000
		2. \$19,240 - \$24,439	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000
		3. \$24,440 - \$30,679	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000
		4. \$30,680 - \$38,999	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000
		5. \$39,000 - \$49,919	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000
		6. \$49,920 - \$62,919	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000
		7. \$62,920 - \$80,079	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000
		8. \$80,080 - \$101,919	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000
		9. \$101,920 - \$128,959	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000
		10. \$128,960 - \$163,799	000000	000001	000000	000000	000000	000000	000000	000000	000000	000000	000001	000001	000001	000000	000001
		11. \$163,800 - \$207,999	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000
		12. \$208,000 and over	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000
FIRST/MID-LVL MGRS (1.2)		1. \$19,239 and under	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000
		2. \$19,240 - \$24,439	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000
		3. \$24,440 - \$30,679	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000
		4. \$30,680 - \$38,999	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000
		5. \$39,000 - \$49,919	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000
		6. \$49,920 - \$62,919	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000
		7. \$62,920 - \$80,079	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000
		8. \$80,080 - \$101,919	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000
		9. \$101,920 - \$128,959	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000
		10. \$128,960 - \$163,799	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000
		11. \$163,800 - \$207,999	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000	000000

49.12 Viewing EEO-1 Annual Data by Location

From Payroll Master (G07), choose Governmental Reports

From Governmental Reports (G0724), choose Federal/State/Local Reports

From Federal/State/Local Reports (G07241), choose EEO-1 Annual Data Inquiry

The EEO-1 Annual Data Inquiry (P05850) displays the data that you generate from the EEO-1 Annual Data file (F05850) using the EEO-1 Maintenance program. The counts represent the total number of males and females across all job codes of each specific minority code by gender. Each set of counts is for a specific company and business unit or location.

This is the only program that you can use to view the number counts per establishment in the EEO-1 Report that you submit to the EEOC. You can add and change the numbers; however, JD Edwards World does not recommend you do so. You cannot print or upload the data in the EEO-1 Annual Data file (F05850). You can print a report for each establishment using the EEO-1 Maintenance program.

Alternatively, you can access this program on the EEO/Affirmative Action Reports menu (G08E12).

Click Page Up and Page Down to view records for each establishment.

Figure 49-17 EEO-1 Annual Data Inquiry screen

The screenshot shows the 'EEO-1 Annual Data Inquiry' screen. The window title is '05850 EEO-1 Annual Data Inquir'. The screen displays various input fields for company and establishment information, and a table of demographic data for males and females.

Males		Females	
Hispanic or Latino	10	Hispanic or Latino	53
White (Not Hispanic)	503	White (Not Hispanic)	571
Black/African-American	110	Black/African-American	37
Hawaiian/Pacific Islander	0	Hawaiian/Pacific Islander	0
Asian	1	Asian	7
American Indian/Alaskan	24	American Indian/Alaskan	12
Two or More Races	1	Two or More Races	0

49.13 Reviewing the EEO-4 Report

From Payroll Master (G07), choose **Governmental Reports**

From Governmental Reports (G0724), choose **Federal/State/Local Reports**

From Federal/State/Local Reports (G07241), choose **EEO-4 Employment Data**

49.13.1 Reviewing the EEO-4 Analysis Report

Employers must report specific employee information to the Equal Employment Opportunity Commission (EEOC) on an annual basis.

EEOC To verify that your organization meets the salary guidelines established by the EEOC, review use the EEO-4 Analysis report.

You submit the EEO-4 report at the end of the fiscal year using the Jurisdiction Control Number (JCN) assigned by the EEOC. The EEOC recommends using June 30 as the end of the fiscal year.

This report groups employees into the standard EEO job categories, and sorts them by EEO ethnic codes and salary ranges by gender. The EEO-4 report lists the number of employees in each salary range and ethnic group according to their job function. The report lists the information in the following combinations:

- ⌵ Ethnic and gender distribution by job category
- ⌵ Ethnic and gender distribution by job category and pay range
- ⌵ Totals for ethnic and gender representation by job function for full-time, part-time, and newly hired employees

The EEOC has defined job functions to use for grouping and reporting information. Set up one of the payroll category codes to track these job function codes for each of your employees. The following are the EEOC-defined job functions and their corresponding codes:

Category Code	Description
01	Financial Administration / General Control
02	Streets and Highways
03	Public Welfare
04	Police Protection
06	Natural Resources / Parks and Recreation
07	Hospitals and Sanitariums
08	Health
09	Housing
10	Community Development
11	Corrections
12	Utilities and Transportation
13	Sanitation and Sewage
14	Employment Security, State Governments Only
15	Other

The number of employees a jurisdiction or company has will determine how the report is formatted. For jurisdictions with fewer than 1000 full-time employees, the report lists all job functions with fewer than 100 employees separately and combines the numbers into one total. Job functions with more than 100 employees will be listed and totaled separately.

For jurisdictions with 1000 or more employees, the report lists and totals each job function separately regardless of how many employees are included in that job function.

The EEO-4 report contains the following sections for reporting information to the EEOC:

- Full-Time Employees
- Other Than Full-Time Employees
- New-Hire Employees

Employees who are active and have an employment status that is not considered full-time are included in the Other Than Full-Time Employees section of the report.

If an employee's start date falls within the range of dates that you are reporting, the employee is considered a new hire for EEOC reporting purposes. If the new hire is a full-time employee, information for that employee is included in both the New-Hire Employees and Full-Time Employees sections of the EEO-4 report. Part-time new-hire employees are included only in the New-Hire Employees section of the report and are not included in the Other Than Full-Time Employees section of the report.

The report prints the totals for each job category and for each home company or home business unit. It also prints totals by job description and company for full-time employees.

Information for this report is from the Employee Master table (F060116).

Contact the EEOC for more information about regulations for EEO-4 reporting.

Figure 49–18 EEO-4 Analysis Report

068514		JD Edwards World		Page - 3								
A Model Financial/Distribution		EEO-4 Report		Date - 6/24/17								
8055 East Tufts Avenue Suite		Full Time Employees										
Denver		By Company										
CO 80237		Reporting Period: 07/01/16 thru 06/30/17										
Job Categories	Annual Salary (thousands)	Total Empls	Male					Female				
			White	Black	Hisp.	Asian	Indian	White	Black	Hisp.	Asian	Indian
Officials and Managers	.0 - 15.9											
	16.0 - 19.9											
	20.0 - 24.9											
	25.0 - 32.9											
	33.0 - 42.9	2		1				1				
	43.0 - 54.9	1						1				
	55.0 - 69.9											
	70.0 - PLUS	1					1					
Job Category Total		4		1			1	2				2
			Total Male . . .	2				Total Female . .	2			
Professionals	.0 - 15.9											
	16.0 - 19.9											
	20.0 - 24.9											
	25.0 - 32.9	1	1									
	33.0 - 42.9											
	43.0 - 54.9	1	1									
	55.0 - 69.9											
	70.0 - PLUS											
Job Category Total		2	2									
			Total Male . . .	2				Total Female . .				

See Also:

- [Section 5.5, "Assigning Category and Geographic Data Codes"](#) for more information about assigning category codes.

49.13.1.1 Processing Options

See [Section 59.10, "EEO-4 Report \(P068514A\)"](#)

49.14 Reviewing the EEO Staff Utilization Report

From Payroll Master (G07), choose Governmental Reports

From Governmental Reports (G0724), choose Federal/State/Local Reports

From Federal/State/Local Reports (G07241), choose EEO Staff Utilization Report

The EEO Staff Utilization report lists information by job level, job description, and business unit. You can compile information by ethnicity and gender for each business unit and obtain totals and percentages. This report lists job categories by ethnic categories by the following:

- Total hours worked
- Hours worked by males
- Hours worked by females
- Total number of employees
- Male employees
- Female employees

This report is based on the EEO Staff Utilization workfile (T068902).

Figure 49–19 EEO Staff Utilization Report

068900		JD Edwards World EEO Staff Utilization Report					Page - 5
							Date - 5/08/17
							Beginning - 01/01/17
							Ending - 03/31/17
701 Corporate Administration							
EEO	Minority Description	Total Hours	Hours Male	Hours Female	Total Employees	Male Employees	Female Employees
GA-3	Financial Analyst						
	White (Not of Hispanic Origin)	256.00	256.00		2	1	
	02 Black	256.00		256.00			1
	03 Hispanic						
	04 Asian or Pacific Islander						
	05 American Indian/Alaskan Native						
	Total	512.00	256.00	256.00	2	1	1
Group	Total of Financial Analyst						
	White (Not of Hispanic Origin)	256.00	256.00		2	1	
	02 Black	256.00		256.00			1
	03 Hispanic						
	04 Asian or Pacific Islander						
	05 American Indian/Alaskan Native						
	Total Financial Analyst	512.00	256.00	256.00	2	1	1
	Total Minorities	1	Minority % 050	Total Females	1	Female % 050	

49.14.1 Processing Options

See [Section 59.11, "EEO Staff Utilization Report \(P068900\)"](#)

49.15 Reviewing SUI Continuation Listings

From Payroll Master (G07), choose Governmental Reports

From Governmental Reports (G0724), choose SUI Continuation Lists

From SUI Continuation Lists (G07246), choose the listing for the state you want to review

The SUI continuation listings report includes detailed information about unemployment insurance for state reporting purposes. You can use the generic form of the report or the specific program that meets your state's requirements. The information provided in the continuation listings report is based on the Taxation Summary History table (F06136). The reports include the following information:

- ⌘ Total gross and taxable wage information
- ⌘ Gross and taxable amounts by employee
- ⌘ Totals for each tax identification number

Figure 49–20 SUI Continuation Listings report (1 of 2)

STATE RETURN				
Tax Id. #	Quarter Ended	Pg #	Name of State	
00112845682	03/31/17	1	Colorado	
A Financial Company - for Trail 7900 East Union Denver				
CO 80287	GRAND TOTALS ALL WAGE REPORT SHEETS			
	Gross Wages	Table Wages	Excess Wages	
	38,141.74	32,499.96	5,682.28	
Soc Sec No	Name of Employee	Gross Wage	Table Wage	Excess
523-78-5221	Walters, Annette	9,999.96	9,999.96	.00
343-29-3761	Jackson, John	12,499.98	10,000.00	2,499.98
058-43-2559	Easter, Melvyn	13,141.80	10,000.00	3,082.30
476-43-3269	Abbot, Dominique	2,500.00	2,500.00	.00
Pg Tot		38,141.74	32,499.96	5,682.28

Figure 49–21 SUI Continuation Listings report (2 of 2)

Tax Id. # - 00112345632	Quarter Ended	Pg #	Name of State
A Financial Company - For Train	03/31/17	2	Colorado
7900 East Union			
Denver			
CO 80237			
Totals: Tax ID: 00112345632			

Gross Wages . . .	38,141.74		
Excludable . . .	58.50		
Gross Reportable	38,083.24		
Excess Wages . .	5,583.28		
Taxable Wages . .	32,499.96		
Tax Paid	259.99		
Total Employees.	4		

49.16 Reviewing SUI Summary Reports

From Payroll Master (G07), choose Governmental Reports

From Governmental Reports (G0724), choose SUI Continuation Lists

From SUI Continuation Lists (G07245), choose the listing for the state you want to review

The SUI summary report lists basic information about amounts due to the state for unemployment insurance and disability insurance. There is a generic form of the report that lists:

- ⋄ Employee and employer information
- ⋄ Total gross and taxable wage information
- ⋄ Excludable and excess wage amounts
- ⋄ Contribution rates
- ⋄ Totals for each state

The information provided in the summary report is based on the Taxation Summary History table (F06136).

Figure 49–22 Generic SUI Summary report

068200	JD Edwards World	Page -	6
	Generic SUI Summary	Date -	7/13/17
A Financial Company - for Training	Company No. : 00001	Quarter Ending : 03/31/17	
7900 East Union	Tax Id. No. : 00112345632	Name of State : Colorado	
Denver			
CO 80237			
		Employees Paid : 1 mo. -	4
		(each month) 2 mo. -	3
		3 mo. -	3
	Employee SUI	Employer SUI	Employee SDI
	-----	-----	-----
(1) Gross Wages Paid		38,141.74	
(2) Excludable Wages Paid		58.50	
(3) Gross In-Excess		5,583.28	
	-----	-----	-----
(4) Taxable Wages		32,499.96	
(5) Contribution Rates		.0080	
(6) Contributions Due		259.99	

(7) Total Amount Due		259.99	

49.17 Processing Tax Information at Year-End

From Payroll Master (G07), choose Governmental Reports

From Governmental Reports (G0724), choose Year End Processing

Each year, JD Edwards World sends out year-end processing instructions that contain the latest information on preparing for and running W-2s, T4s, and 1099s, as well as associated magnetic media.

To prepare for and perform year-end processing, you:

- ? Run your payroll history integrity reports
- ? Perform the year-end rollover closing procedures
- ? Review your system setup to ensure the accuracy of your constants and master table records
- ? Run the five steps of the year-end processing cycle

See Also:

- ? The current year-end processing guide for detailed procedures on performing successful year-end processing.

49.18 Creating SUI Tapes

The state unemployment insurance (SUI) magnetic media programs are specific to each state. Each state's program creates a magnetic tape with the state unemployment insurance data in the format required by the state. There is no generic magnetic media program.

When you create the tape, the system generates a corresponding audit report for your review. You typically run this program quarterly, but you can run it as often as required by your state. The information provided in the report and tape is based on the Taxation Summary History table (F06136).

49.19 Creating SUI Diskette/Electronic Media

From Payroll Master (G07), choose Governmental Reports

From Governmental Reports (G0724), choose SUI Diskette/Electronic Media

From SUI Electronic Media (G07242), choose an option

The state unemployment insurance (SUI) diskette/electronic file programs are specific to each state. Each state's program creates an electronic file with the state unemployment insurance data in the format required by the state. There is no generic electronic file program.

When you create the file or diskette, the system generates a corresponding audit report for your review. You typically run this program quarterly, but you can run it as often as required by your state. The information provided in the report and electronic file is based on the Taxation Summary History table (F06136).

49.20 Generating the Florida SUI Report in XML Format

The Florida Department of Revenue (FDOR) has established an electronic filing and payment process for state unemployment insurance taxes. This new format, which becomes available in April of 2007, enables organizations to submit tax and wage reports, along with payments, using Extensible Markup Language (XML) format.

You use the Florida SUI XML program (P068310X) during the SUI reporting process to generate data for the FDOR in XML format. When you run P068310X, you can process data in test or production mode. Many organizations choose to produce a test file, which they can submit to the FDOR for data structure validation. After the FDOR validates the data and format of the test file, the organization can then produce and submit the production file for actual tax filing purposes.

You can log in to the e-Services for Business website at <https://secure.bswa.net/BSWAWelcomeFloridaDOR.aspx> and upload the XML file that is generated when you run the P068310X program.

The P068310X program also enables organizations to remit payment to the FDOR along with the reports. Using the processing options in the payment section, you can specify the bank information to use for the payment.

49.20.1 Prerequisite

Before you perform the task in this section, set up the processing options for the P068310X report.

49.20.2 Running the P068310X Report

From Payroll Master (G07), choose **Governmental Reports**

From Governmental Reports (G0724), choose **SUI XML Reporting**

From SUI XML Reporting - 1 (G07252), choose **option 12**

49.21 Generating the California SUI Report in XML Format

The Employment Development Department (EDD) of California has stipulated that beginning April 1, 2013, organizations must submit the quarterly wage and withholding report electronically in XML format.

You use the California SUI XML program (P068305X) to generate data in XML format. You can log in to the e-Services for Business website at <https://eddservices.edd.ca.gov/index.html> and upload the XML file that is generated when you run the P068305X program.

49.21.1 Prerequisite

Before you perform the task in this section, set up the processing options for the P068305X report.

49.21.2 Running the P068305X Report

From Payroll Master (G07), choose **Governmental Reports**

From Governmental Reports (G0724), choose **SUI XML Reporting**

From SUI XML Reporting - 1 (G07252), choose **option 7**

Work with Job, Trust, and Union Reports

This chapter contains these topics:

- 7 [Section 50.1, "Creating the Job Billing Register Workfile,"](#)
- 7 [Section 50.2, "Reviewing the Job Billing Detail Register,"](#)
- 7 [Section 50.3, "Reviewing the Job Billing Summary Register,"](#)
- 7 [Section 50.4, "Reviewing the Job Billing Health and Welfare Detail Register,"](#)
- 7 [Section 50.5, "Reviewing the Job Billing Health and Welfare Summary Register,"](#)
- 7 [Section 50.6, "Reviewing the Job Billing Workers Compensation by Job Register,"](#)
- 7 [Section 50.7, "Reviewing the Job Billing General Liability by Job Register,"](#)
- 7 [Section 50.8, "Reviewing the Union Distribution Report,"](#)
- 7 [Section 50.9, "Reviewing the Health and Welfare Report by Employee,"](#)
- 7 [Section 50.10, "Reviewing the Health and Welfare Report by Payee and Employee,"](#)
- 7 [Section 50.11, "Reviewing the Health and Welfare Report by Payee and Union,"](#)
- 7 [Section 50.12, "Reviewing the Certified Payroll Register."](#)

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.

50.1 Creating the Job Billing Register Workfile

From Payroll Master (G07), choose Job, Trust, and Union Reports

From Job, Trust, and Union Reports (G0716), 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.

The system only uses actual timecards to create the workfile. Recharge timecard information does not apply.

The Time Accounting system does not calculate actual burden. Therefore, all reports contain only applicable flat burden amounts.

50.1.1 Before You Begin

- ? Create the Burden Distribution table (F0624). See *Setting Up Business Unit Burden Rules* in the *JD Edwards World U.S. Payroll II Guide*.
- ? Create report versions for each of the job billing reports you want to generate that are listed in the processing options.
- ? Set up the rules controlling the burden distribution records. See *Set Up AAIs for Time Accounting* in the *JD Edwards World Time Accounting Guide*.

50.1.2 Processing Options

See [Section 59.13, "Job Billing Register \(P063200\)"](#)

50.2 Reviewing the Job Billing Detail Register

The Job Billing Register Detail report lists each employee's hours and labor distribution amount. The register provides totals by business unit or job for the following:

- ? Hours
- ? Distributed amount
- ? Burden amount

This report corresponds to the entry you make for form ID number P063201 when you create the job billing workfile.

Figure 50–1 Job Billing Detail Register report

063201		JD Edwards World					Page - 2		
		Job Billing Register - Detail					Date - 8/02/17		
							From Date - 06/01/17		
							Thru Date - 06/30/17		
Bus. Unit	5001 Main Terminal Building	Employee	Job	Transaction			Distr.		
Number	Name	Craft	Step	Type	Description	Rate	Hours	Amount	Actual Burden
7560	Marchiano, Jay	63	A	1	Regular	18.250	16.00	292.00	44.90
					Marchiano, Jay		16.00	292.00	44.90
7558	Mekos, David	67	J	1	Regular	22.750	16.00	364.00	51.16
					Mekos, David		16.00	364.00	51.16
7550	Morrell, Jason	62		1	Regular	23.000	16.00	368.00	51.80
					Morrell, Jason		16.00	368.00	51.80
7552	Muha, Robert	67	A.2	1	Regular	13.650	16.00	218.40	45.18
					Muha, Robert		16.00	218.40	45.18
7560	Marchiano, Jay	63	A	1	Regular	18.250	32.00	584.00	77.96
					100 Overtime 1.5	27.375	2.00	54.75	7.30
					Marchiano, Jay		34.00	638.75	85.26
7558	Mekos, David	67	J	1	Regular	22.750	24.00	546.00	72.91
					100 Overtime 1.5	34.125	3.00	102.38	13.67
					Mekos, David		27.00	648.38	86.58
7550	Morrell, Jason	62		1	Regular	23.000	24.00	552.00	73.68
					Morrell, Jason		24.00	552.00	73.68
7552	Muha, Robert	67	A.2	1	Regular	13.650	24.00	327.60	64.06
					100 Overtime 1.5	20.475	3.00	61.43	12.01
					Muha, Robert		27.00	389.03	76.07
7560	Marchiano, Jay	63	A	1	Regular	18.250	8.00	146.00	19.49
					Marchiano, Jay		8.00	146.00	19.49
7558	Mekos, David	67	J	1	Regular	22.750	16.00	364.00	48.58
					Mekos, David		16.00	364.00	48.58
7550	Morrell, Jason	62		1	Regular	23.000	16.00	368.00	49.14
					Morrell, Jason		16.00	368.00	49.14
7552	Muha, Robert	67	A.2	1	Regular	13.650	16.00	219.40	42.70
					Muha, Robert		16.00	219.40	42.70
7560	Marchiano, Jay	63	A	1	Regular	18.250	24.00	438.00	58.47
					100 Overtime 1.5	27.375	1.00	27.38	3.66

50.2.1 Processing Options

See Section 59.14, "Job Billing Register - Detail (P063201)"

50.2.2 Data Selection for Job Billing Detail Register

You can change the data selection for this register.

50.2.3 Data Sequence for Job Billing Detail Register

Do not change the data sequence.

50.3 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)
- ⌵ Deduction amounts (only with the Payroll system)
- ⌵ Actual burden (optional only with the Payroll system)

This report corresponds to the entry you make for form ID number P063211 when you create the job billing workfile.

Figure 50–2 Job Billing Summary Register report

063211		JD Edwards World		3						
		Job Billing Register - Summary		Date - 8/02/17						
				From Date - 06/01/17						
				Thru Date - 06/30/17						
Business Unit. 5002 Automated Transit System										
Company. . . . 00050 A Model Construction Mgmt Co										
Pay Information		Burden Information								
Pay Description	Hours	Gross	Ben. TT	Description	Total Gross	Excludable	Taxable Gross	Rate	M	Amount
1 Regular	1104.00	24,904.90	C		25,945.86	24,021.63	1,924.23	6.200	1	119.30
105 Overtime .5	104.00	1,040.96	E	Social Secur	25,945.86		25,945.86	6.200	1	1,608.64
			H	State Unempl	25,945.86		25,945.86	5.700	1	1,478.89
			Q	Medicare Fai	25,945.86		25,945.86	1.450	1	376.20
				Health/Co.				45.000	\$	450.00
				Dental/Co.				8.640	\$	86.40
				Life Ins/Co.				2.000	3	283.84

Automated Trans										

50.3.1 Processing Options

See [Section 59.18, "Job Billing Register - Summary \(P063211\)"](#)

50.3.2 Data Selection for Job Billing Summary Register

You can change the data selection for this register.

50.3.3 Data Sequence Job Billing Summary Register

Do not change the data sequence.

50.4 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 form ID number P063121 when you create the job billing workfile.

Figure 50–3 Job Billing Health and Welfare Detail Register report

063121		JD Edwards World							Page	-			2
		Job Billing H & W - Detail							Date	-			8/02/17
									From	-			06/01/17
									Thru	-			06/30/17
Business Unit.	5001 Main Terminal Building												
Company	00050 A Model Construction Mgmt Co												
Union	Type	Step	Number	Employee Name	Pay Descrip	Hours	Gross Pay	Ben Descrip	Rate	M	Amount		
4000	Electricians	67	J	7558 Mekos, David	Regular	88.00	2,002.00	Flat Burden			32.76		
					Overtime 1.5	4.00	136.51						
				Mekos, David		92.00	2,138.51						
				Journeyman		92.00	2,138.51						
				Laborer		92.00	2,138.51						
				Electricians		92.00	2,138.51				32.76		
7000	Laborer	62		7550 Morrell, Jason	Regular	88.00	2,024.00	Flat Burden			33.12		
				Morrell, Jason		88.00	2,024.00						
						88.00	2,024.00						
				Foreman		88.00	2,024.00						
				7552 Muha, Robert	Regular	88.00	1,201.20						
					Overtime 1.5	6.00	122.86						
				Muha, Robert		94.00	1,324.06						
				Apprentice 2		94.00	1,324.06						
				Laborer		94.00	1,324.06						
				Laborer		182.00	3,348.06				33.12		
8000	Operators	63	A	7560 Marchiano, Jay	Regular	88.00	1,606.00	Flat Burden			26.28		
					Overtime 1.5	3.00	82.13						
				Marchiano, Jay		91.00	1,688.13						
				Apprentice		91.00	1,688.13						
				Operator		91.00	1,688.13						
				Operators		91.00	1,688.13				26.28		
				Main Terminal Building		365.00	7,174.70				92.16		

50.4.1 Processing Options

See [Section 59.16, "Job Billing Health & Welfare - Detail \(P063121\)"](#)

50.4.2 Data Selection Job Billing Health and Welfare Detail Register

You can change the data selection for this register.

50.4.3 Data Sequence Job Billing Health and Welfare Detail Register

Do not change the data sequence.

50.5 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 form ID number P063122 when you create the job billing workfile.

Figure 50–4 Job Billing Health and Welfare Summary Register report

063122		JD Edwards World		Page - 3	
		Job Billing H & W - Summary		Date - 8/02/17	
				From - 01/01/17	
				Thru - 12/31/17	
Business Unit	00050	5002	Automated Transit System		
Union Description		A Model	Construction Mgmt Co		
		66-2	Regular	596.00	7,658.60
			Overtime .5	42.00	269.88
				638.00	7,928.48
Purchasing Manager				638.00	7,928.48
		64	JR Regular	760.00	16,948.00
			Overtime .5	52.00	579.80
Junior				812.00	17,527.80
		64	SR Regular	608.00	17,024.00
			Overtime .5	52.00	728.00
Senior				660.00	17,752.00
Engineer				1472.00	35,279.80
		64-1	Regular	760.00	19,760.00
			Overtime .5	52.00	338.00
Designer				812.00	20,098.00
		64-5	Regular	104.00	1,248.00
Spec Typist				104.00	1,248.00
		65	Regular	768.00	18,124.80
			Overtime .5	60.00	708.00
Draftsperson				828.00	18,832.80
				828.00	18,832.80
				3854.00	83,387.08
Automated Transit System				3854.00	83,387.08

50.5.1 Processing Options

See [Section 59.17, "Job Billing Health & Welfare - Summary \(P063122\)"](#)

50.5.2 Data Selection Job Billing Health and Welfare Summary Register

You can change the data selection for this register.

50.5.3 Data Sequence Job Billing Health and Welfare Summary Register

Do not change the data sequence.

50.6 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 form ID number P063301 when you create the job billing workfile.

Figure 50–5 Job Billing Workers Compensation by Job Register report

063301		JD Edwards World Job Billing - W/C by Job				Page - 4	Date - 8/02/17	
Job . . . 6001 Protective Services						From - 01/01/17	Thru - 12/31/17	
Sub Cl								
Worker Comp Code	Empl. No.	Total Hours	Total Gross	Excludable Description	Excludable (Gross)	Reportable (Gross)	Base Rate	D Wkrs Comp M Amount
7720 Patrol Agency								
Malwitz, Terry M.	7600	300.00	2,747.50	O/T Premium	122.50	2625.00	.00004	11.10
McFadden, Jeanine F.	7602	292.00	2,132.00	O/T Premium	234.00	1898.00	.00004	8.03
Menzor, Kim R.	7604	328.00	2,523.75	O/T Premium	359.25	2164.50	.00004	9.15
Moylan, Joseph L.	7606	288.00	2,334.50	O/T Premium	246.50	2088.00	.00004	8.78
Patrol Agency		-----		-----		-----		
Protective Services		-----		-----		-----		

50.6.1 Processing Options

See [Section 59.15, "Job Billing - Work Center by Job \(P063301\)"](#)

50.6.2 Data Selection Job Billing Workers Compensation by Job Register

You can change the data selection for this register.

50.6.3 Data Sequence Job Billing Workers Compensation by Job Register

Do not change the data sequence.

50.7 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 form ID number P063302 when you create the job billing workfile.

Figure 50–6 Job Billing General Liability by Job Register report

063302		JD Edwards World				Page	-	4
		Job Billing - PL & PD by Job				Date	-	8/02/17
						From	-	01/01/17
						Thru	-	12/31/17
Job . . .	6001 Protective Services							
Wrk Comp Sub Class								
Genl Liability Code								
Employee Name	Empl. No.	Total Hours	Total Gross	Excludable Description	Excludable (Gross)	Reportable (Gross)	Base Rate	D M Genl Liab Amount

GENL General Liability								
Malwitz, Terry M.	7600	300.00	2,747.50	O/T Premium	122.50	2625.00	.00190	5.01
McFadden, Jeanine P.	7602	292.00	2,132.00	O/T Premium	234.00	1898.00	.00190	3.60
Menzor, Kim R.	7604	328.00	2,523.75	O/T Premium	359.25	2164.50	.00190	4.13
Moylan, Joseph L.	7606	288.00	2,334.50	O/T Premium	246.50	2088.00	.00190	3.97

General Liability								

Protective Services								

50.7.1 Processing Options

See [Section 59.19, "Job Billing - PL & PD by Job \(P063302\)"](#)

50.7.2 Data Selection Job Billing General Liability by Job Register

You can change the data selection for this register.

50.7.3 Data Sequence Job Billing General Liability by Job Register

Do not change the data sequence.

50.8 Reviewing the Union Distribution Report

From **Payroll Master (G07)**, choose **Job, Trust, and Union Reports**

From **Job, Trust, and Union Reports (G0716)**, 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 50–7 Union Distribution Report

063151		JD Edwards World Union Distribution Report					Page - 2	
							Date - 8/02/17	
							Period End - 04/26/17	
Union: 7000 Laborer	 Actual Hours Worked In Pay Period						
Employee Name	Employee No	Period 1	Period 2	Period 3	Period 4	Period 5	Total Hours	Gross Pay
Morrell, Jason	7550	24.00	40.00	40.00	40.00		144.00	3,312.00
Muha, Robert	7552	26.00	43.00	42.00	43.00		154.00	2,170.36
Laborer		50.00	83.00	82.00	83.00		298.00	5,482.36
Grand Totals		50.00	83.00	82.00	83.00		298.00	5,482.36

50.8.1 Processing Options

See [Section 59.22, "Union Distribution Report \(P063151\)"](#)

50.9 Reviewing the Health and Welfare Report by Employee

From Payroll Master (G07), choose Job, Trust, and Union Reports

From Job, Trust, and Union Reports (G0716), 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)

50.9.1 Before You Begin

- ⌘ Set the data selection the same for the following reports:
 - ⌘ Health and Welfare Report by Employee
 - ⌘ Health and Welfare Report by Payee and Employee
 - ⌘ Health and Welfare Report by Payee and Union

Figure 50–8 Health and Welfare Report by Employee report

063112		JD Edwards World Health & Welfare by Employee				Page	-		6
						Date	-		7/13/17
						From	-		04/01/17
						Thru	-		04/30/17
Union 4000	Electricians								
Number	Employee Name	No.	Description	Hours	Gross Pay	Code	Description	Rate	M Amount
7554	Machock, Kevin	1	Regular	24.00	609.60	1000	Health Ins.	13.5000	\$ 13.50
		100	Overtime 1.5	2.00	76.20	1010	Dental Ins.	5.5000	\$ 5.50
						2000	Savings %	.0500	\$ 34.29
						5000	Union Dues	30.0000	\$ 30.00
						7000	401(k)	.0500	\$ 34.29
						7001	401(k) Co.	.5000	\$ 17.15
						8001	Vacation	1.0000	2 3.33
FPED 04/05/17				26.00	685.80				138.06
7554	Machock, Kevin	1	Regular	40.00	1,016.00	1000	Health Ins.	13.5000	\$ 13.50
						1010	Dental Ins.	5.5000	\$ 5.50
						2000	Savings %	.0500	\$ 50.80
						7000	401(k)	.0500	\$ 50.80
						7001	401(k) Co.	.5000	\$ 25.40
FPED 04/12/17				40.00	1,016.00				146.00
7554	Machock, Kevin	1	Regular	40.00	1,016.00	1000	Health Ins.	13.5000	\$ 13.50
		100	Overtime 1.5	3.00	114.30	1010	Dental Ins.	5.5000	\$ 5.50
						2000	Savings %	.0500	\$ 56.52
						7000	401(k)	.0500	\$ 56.52
						7001	401(k) Co.	.5000	\$ 28.26
FPED 04/19/17				43.00	1,130.30				160.30
7554	Machock, Kevin	1	Regular	40.00	1,016.00	1000	Health Ins.	13.5000	\$ 13.50
						1010	Dental Ins.	5.5000	\$ 5.50
						2000	Savings %	.0500	\$ 50.80
						7000	401(k)	.0500	\$ 50.80
						7001	401(k) Co.	.5000	\$ 25.40
FPED 04/26/17				40.00	1,016.00				146.00
7554	Machock, Kevin	1	Regular	32.00	812.80	1000	Health Ins.	13.5000	\$ 10.90
		100	Overtime 1.5	1.00	38.10	1010	Dental Ins.	5.5000	\$ 4.44
						2000	Savings %	.0500	\$ 42.55
						5000	Union Dues	30.0000	\$ 24.22
						8001	Vacation	1.0000	2 2.69
FPED 05/03/17				33.00	850.90				84.80
Address Number				182.00	4,699.00				675.16
7558	Mekos, David	1	Regular	24.00	546.00	1000	Health Ins.	13.5000	\$ 13.50
		100	Overtime 1.5	2.00	68.25	1010	Dental Ins.	5.5000	\$ 5.50
						2000	Savings %	.0100	\$ 6.14
						5000	Union Dues	30.0000	\$ 30.00
						7000	401(k)	.0400	\$ 24.57
						7001	401(k) Co.	.5000	\$ 12.29

50.9.2 Processing Options

See [Section 59.23, "Health & Welfare by Employee \(P063112\)"](#)

50.10 Reviewing the Health and Welfare Report by Payee and Employee

From Payroll Master (G07), choose Job, Trust, and Union Reports

From Job, Trust, and Union Reports (G0716), 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 50–9 Health and Welfare Report by Payee report

063132		JD Edwards World		Page - 4						
		Health & Welfare by Payee & Employee		Date - 7/13/17						
Provid 5215				From - 04/01/17						
Fidelity Investments		Union Code .		Thru - 04/30/17						
143 Cambridge Circle West										
Boston		MA 02982								
Employee	Name	No.	Description	Hours	Gross Pay	Ded/Benefit Info.	Rate	M	H	Amount
2006	Walters, Annette	1	Regular	88.00	1,666.66	8023 401(k) Fund	.2500	%		25.00
	Pay Period Ending Date			88.00	1,666.66					25.00
	Address Number									
2129	Jackson, John	1	Regular	88.00	2,083.33	8023 401(k) Fund	.2500	%		15.63
	Pay Period Ending Date			88.00	2,083.33					15.63
	Address Number			88.00	2,083.33					15.63
	Provider/Trustee			176.00	3,749.99					40.63

50.10.1 Processing Options

See [Section 59.24, "Health & Welfare by Payee & Employee \(P063132\)"](#)

50.11 Reviewing the Health and Welfare Report by Payee and Union

From Payroll Master (G07), choose Job, Trust, and Union Reports

From Job, Trust, and Union Reports (G0716), 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 50–10 Health and Welfare Report by Payee and Union report

063142	JD Edwards World		Page	-	2
	Health & Welfare by Payee & Union		Date	-	7/13/17
Provider. 5151			From	-	04/01/17
Machinists, Local 1100			Thru	-	04/30/17
Union	Description	Pay Typ	Description	Hours	Gross Pay. . . No
1100	Machinists Local	1 Regular		40.00	600.00
			5000 Union Dues		25.0000
					\$ 25.00
			Pay Period Ending Date	40.00	600.00
					25.00
			Machinists Local	40.00	600.00
					25.00
			Provider/Trustee	40.00	600.00
					25.00

50.11.1 Processing Options

See [Section 59.21, "Health & Welfare by Payee & Union \(P063142\)"](#)

50.12 Reviewing the Certified Payroll Register

From Payroll Master (G07), choose Job, Trust, and Union Reports

From Job, Trust, and Union Reports (G0716), choose Certified Payroll Register

The Certified Payroll Register lists detailed information regarding certified jobs (typically government contracts). This register is essential for meeting government reporting requirements. The report lists detailed information by employee for the following:

- ? Total hours worked (regular, overtime, and other)
- ? Equal Employment Opportunity data
- ? Employee payment information
- ? Fringe benefits detail, if requested
- ? Totals for each certified job

The information provided in this register is based on the following tables:

- ? Business Unit Master (F0006)
- ? Employee Tax Exemptions/Overrides (F06017)
- ? Paycheck Summary (F06156)
- ? Tax Ledger (F06166)
- ? DBA Detail History (F0619)
- ? Payroll Transaction History (F0618)
- ? Burden Distribution (F0624)

You can identify combinations of job types and job steps that you want to print on the register.

50.12.1 Before You Begin

- ? Set the Certified Payroll Register flag to Y (Yes) for the business unit constants
- ? Set up job types and job steps that you need to print for reporting purposes

See Also:

- ? Setting Up Business Unit Constants in the *JD Edwards World U.S. Payroll II Guide*,
- ? Setting Up Job Classification Constants in the *JD Edwards World U.S. Payroll II Guide*.

Figure 50–11 Certified Payroll Register report

06371										JD Edwards World		Page - 2	
										Certified Payroll Register		Date - 7/13/17	
A Model Construction Mgmt Co.												Period End - 06/14/17	
2200 JD Edwards World Avenue												Period No. - 06	
Denver CO 80237													
										Job No.: 5001			
										Main Terminal Building			
										Master Project			
										\$2.7 Billion Budget			
Soc.Sec.No	FMS	Dep	S	Cat	Mn	Craft	Step	Regular	Overtime	Other	Total	Check Detail	Fringe Detail
Name/Address								Hours	Rate	Hrs.	Hours	Amount	Amount
								Description	Description	Amount			
489-44-5890	S	2	N	006	01	63	A						
Jay Marchiano								06/08/17	8.00	18.250	2.00	27.375	10.00
													200.75
2939								06/10/17	8.00	18.250			8.00
Marine													146.00
													Gross Pay
													1,012.88
Boulder								06/12/17	8.00	18.250			8.00
													146.00
													FED Income T
													192.39
CO 80224								06/13/17	8.00	18.250			8.00
													146.00
													FED FICA w/h
													62.79
													FED Medicare
													14.68
													CO Department
													44.63
													Health Ins.
													12.00
													Dental Ins.
													5.50
													Garnishment
													320.09
													Savings %
													40.52
													Net Pay
													320.08
								32.00		2.00			34.00
													638.75

50.12.2 Processing Options

See Section 59.20, "Certified Payroll Report (P06371)"

Part IX

Journal Entry Processing Prior to the Payroll Cycle

This part contains these chapters:

- [Chapter 51, "Overview to Journal Entry Processing Prior to the Payroll Cycle"](#)
- [Chapter 52, "Process Journal Entries Prior to the Payroll Cycle"](#)

Overview to Journal Entry Processing Prior to the Payroll Cycle

This chapter contains these topics:

- ? [Section 51.1, "Objectives,"](#)
- ? [Section 51.2, "About Journal Entry Processing Prior to the Payroll Cycle."](#)

51.1 Objectives

- ? To process journal entries between payroll cycles

51.2 About Journal Entry Processing Prior to the Payroll Cycle

Labor intensive companies that want to monitor and analyze labor expenses on a daily basis typically process journal entries prior to the payroll cycle. The information for these journal entries comes directly from timecards.

Process Journal Entries Prior to the Payroll Cycle

This chapter contains these topics:

- ? [Section 52.1, "Generating Timecard Pro Forma Journal Entries,"](#)
- ? [Section 52.2, "Rerunning the Timecard Journal Batch Proof Report,"](#)
- ? [Section 52.3, "Reviewing Batch Information,"](#)
- ? [Section 52.4, "Posting Timecard Journal Entries to the General Ledger,"](#)
- ? [Section 52.5, "Deleting an Unposted Batch of Journal Entries."](#)

Labor intensive companies that want to monitor and analyze labor 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 labor 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.

52.1 Generating Timecard Pro Forma Journal Entries

From Payroll Master (G07), choose Interims and Special Post

From Interims and Special Post (G0721), 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
- ? Calculate monthly benefits only when you process the last timecards for the calendar month (Payroll system only)

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 52–1 Timecard Pro Forma Journal Entries report

06229 JD Edwards World Page - 3											
Timecard Journal Batch Proof Date - 7/30/17											
Timecard Journals Batch 6068278											
Co	FY	FN	DT	Refn2	Account Description	Asset	G/L Account	Amounts		LT	
					Employee JBECB	JBST	Explanation	Subldg-Ty-Phase	Debit	Credit	Units
00050	18	07	T2		Payroll Labor Distribution						
					AW071017		Accrued Payroll	50.4205		1,893.86-	AA
					FB071017		Burden	5001.1343.01100	120.42		AA
					FC071017		Flat Burden Clearing Acc	50.4334		120.42-	AA
					LD071017		Regular	5001.1341.01100	1,893.86		92.00 AA
Document/Period Total									2,014.28	2,014.28-	92.00
Company Total									2,014.28	2,014.28-	92.00
Grand Total									2,014.28	2,014.28-	92.00

52.1.1 Processing Options

See [Section 60.1, "Generate Timecard Journals Batch Proof \(P06229\)"](#)

52.2 Rerunning the Timecard Journal Batch Proof Report

From Payroll Master (G07), choose Interims and Special Post

From Interims and Special Post (G0721), 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

52.3 Reviewing Batch Information

From Payroll Master (G07), choose Interims and Special Post

From Interims and Special Post (G0721), 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 Payroll 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 Payroll system processes the following batch types when you process journal entries prior to the payroll cycle:

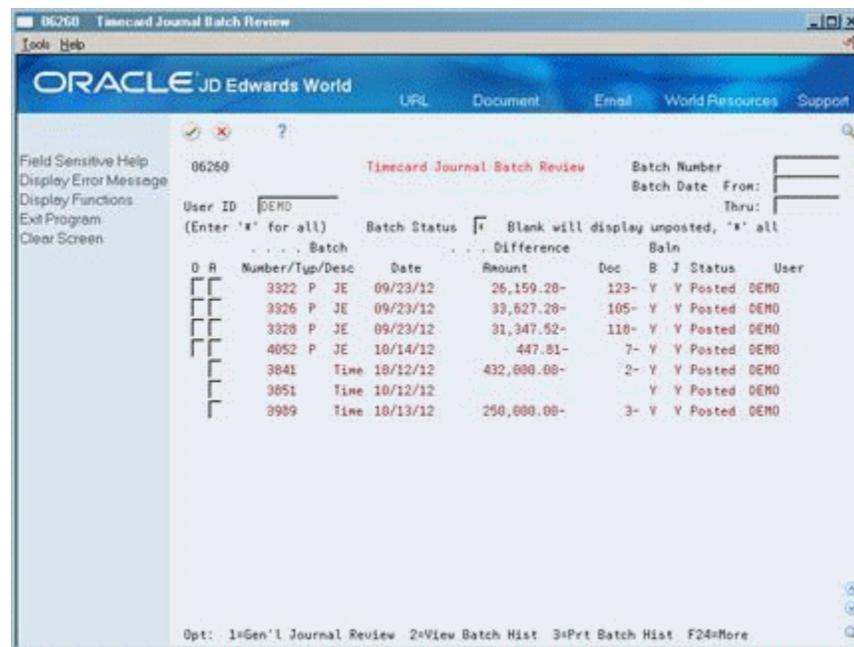
Type	Description
Batch type 5	Pro forma journal entries created when you generated timecard journals during a special post prior to the payroll cycle. You cannot review the actual detail of the journal entries for this batch type. You can review summary information only.
Batch type P	Actual journal entries 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.

The Time Accounting system uses only batch type 5 and a description of time to group the journal entries. You can review summary information only. You cannot review the detail for the journal entries that the system creates when you generate timecard journals. You must review the Timecard Journal Batch Proof report to locate any errors.

To review batch information

On Timecard Journal Batch Review

Figure 52–2 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	<p>A user defined code (98/IC) that indicates the posting status of a batch. Valid codes are:</p> <p>blank – Unposted batches that are pending approval or have a status of approved.</p> <p>A – Approved for posting. The batch has no errors, is in balance, but has not yet been posted.</p> <p>D – Posted. The batch posted successfully.</p> <p>E – Error. The batch is in error. You must correct the batch before it can post.</p> <p>P – Posting. The system is posting the batch to the general ledger. The batch is unavailable until the posting process is complete. If errors occur during the post, the batch status is changed to E (error).</p> <p>U – In use. The batch is temporarily unavailable because someone is working with it.</p>

See Also:

7 [Section 30.1, "Reviewing Batches of Payroll Journal Entries."](#)

52.4 Posting Timecard Journal Entries to the General Ledger

From Payroll Master (G07), choose Interims and Special Post

From Interims and Special Post (G0721), 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:

- 7 Posting Edit report
- 7 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.

52.4.1 What You Should Know About

Topic	Description
Posting errors	<p>If this program encounters any errors, the system creates the actual journal entries in the Account Ledger table, but does not post them. After you have corrected the actual journal entries, you must resubmit the batch for posting. Since the batch contains actual journal entries, you must use a General Accounting post program.</p> <p>See Section 30.4, "Posting Payroll Journal Entries Manually,"</p>

See Also:

- ? [Section 30.5, "Reviewing the Posting Edit Report"](#) for a report sample,
- ? [Section 30.6, "Reviewing the General Ledger Posting Journal"](#) for a report sample,
- ? Setting Up Journal Summarization Rules in the *JD Edwards World U.S. Payroll II Guide*.

52.4.2 Processing Options

See [Section 60.2, "General Ledger Post \(P09870\)"](#)

52.5 Deleting an Unposted Batch of Journal Entries

From Payroll Master (G07), choose Interims and Special Post

From Interims and Special Post (G0721), choose Delete Unposted Batch of Journals

You delete an unposted batch of pro forma, or preliminary, journal entries 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

52.5.1 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.
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:

- [Chapter 53, "Employee Information Processing Options"](#)
- [Chapter 54, "Time Entry Processing Options"](#)
- [Chapter 55, "Payroll Cycle Processing Options"](#)
- [Chapter 56, "Payroll History Processing Options"](#)
- [Chapter 57, "Interim Checks Processing Option"](#)
- [Chapter 58, "Payment Reconciliation Processing Options"](#)
- [Chapter 59, "Periodic Reports Processing Options"](#)
- [Chapter 60, "Journal Entry Processing Prior to the Payroll Cycle Processing Options"](#)

Employee Information Processing Options

This chapter contains these topics:

- 7 Section 53.1, "Employee Initial Entry (P060101),"
- 7 Section 53.2, "Labor Distribution (P060151),"
- 7 Section 53.3, "Employee DBA Instructions (P060181),"
- 7 Section 53.4, "Auto Deposit Instructions (P065011),"
- 7 Section 53.5, "Employee Pay & Tax Information (P060121),"
- 7 Section 53.6, "Employee Job Entry (P060118),"
- 7 Section 53.7, "Employee Information (P08092),"
- 7 Section 53.8, "Profile by Employee (P080200),"
- 7 Section 53.9, "Inquiry by Employee (P080210),"
- 7 Section 53.10, "Employee Profile Multiskills Search (P080250),"
- 7 Section 53.11, "Employee Profile - Alphabetical Sequence (P080410),"
- 7 Section 53.12, "Employee Info by Data Type - Alpha Seq (P080400),"
- 7 Section 53.13, "Employee Roster (P064011),"
- 7 Section 53.14, "Employee Roster with Rate (P064021),"
- 7 Section 53.15, "Employee Labor Distribution (P06106P),"
- 7 Section 53.16, "Employee DBA Instructions (P06106D),"
- 7 Section 53.17, "Extended Employee - Termination/Rehire (P060161),"
- 7 Section 53.18, "Employee Master Update (P06394)."

53.1 Employee Initial Entry (P060101)

Processing Option	Processing Options Requiring Further Description
* These Processing Options Control: * * P060101 = Employee Entry * * P060111 = Basic Employee Data *	

Processing Option	Processing Options Requiring Further Description
<p>1. Security Business Unit will be updated to the employee's Address Book record.</p> <p>Note: This must be set the same as P0801.</p> <p>Enter '1' for Yes or '' for No.</p>	
<p>2. Choose the Edit for Workers Comp Code</p> <p>'1' = Edit against User Defined Codes</p> <p>'2' = "Hard" Error if Blank</p> <p>'3' = "Soft" Error if Blank (Default)</p>	
<p>3. Display the Social Security Number (Tax ID) on Inquiry and Change.</p> <p>Enter '1' for Yes or '' for No.</p>	
<p>4. All new employees will be added to the COBRA Dep/Beneficiary file.</p> <p>Enter '1' for Yes or '' for No.</p>	
<p>5. Enter your display preference for the Salary and Hourly Rate.</p> <p>'' or '1' = Always Display</p> <p>'2' = Do Not Display on Inquiry</p> <p>'3' = Never Display</p>	
<p>6. When adding new employees through the Employee Setup screen, enter the default format for the Mailing Name in Address Book. (Optional)</p> <p>'' = Name entered in Employee Entry will not be used in the address book window. You must also enter the name in the window.</p> <p>'1' = John Doe (No middle initial)</p> <p>'2' = John R. Doe</p> <p>'3' = Doe, John R. (Alpha Name value)</p> <p>Note: For users who have the double byte flag turned on in the JDE System Values, a default of '' is used.</p>	
<p>7. Enter the method for assigning Tax Areas.</p> <p>'' = manually enter Work and Res.</p> <p>Tax Areas. (Default)</p> <p>'1' = allow Work and Res. Tax Areas to be left blank.</p> <p>'2' = use GeoCoder to update Work and Res. Tax Areas.</p> <p>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.</p>	
<p>8. When an employee is deleted, the profile data will also be deleted</p> <p>Enter '1' for yes or '' for no</p>	

Processing Option	Processing Options Requiring Further Description
<p>9. The Job Information file (F08001) EDITS the Job Type and Step and DEFAULTS the Job Information and Category Codes on ADDS and CHANGES depending on which of the following options are selected.</p> <p>' '= Edit Job Type/Step against UDCs & use Data Dictionary for defaults.</p> <p>'1'= Default Job Info ONLY when blank.</p> <p>'2'= Default Job Info & Category Codes ONLY when the field is blank.</p> <p>'3'= Default Job Info WHETHER OR NOT the field is blank.</p> <p>'4'= Default Job Info & Category Codes WHETHER OR NOT the field is blank.</p>	
<p>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).</p> <p>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'.</p>	
<p>11. For an Add, enter the default value for the Benefit Status field which displays on the Dates, Eligibility & EEO screen.</p> <p>Note: This code is used for Batch Enrollment in Benefits.</p>	

53.2 Labor Distribution (P060151)

Processing Option	Processing Options Requiring Further Description
<p>1. Choose how you wish the Worker's Comp Code to default:</p> <p>'1' = From the Employee Master file regardless if the field in the Employee Labor Distribution fold area is Blank.</p> <p>'2' = From the Employee Master file Only if the field is left Blank</p> <p>'3' = From the Data Dictionary if the field is left Blank. (Default)</p>	
<p>FORMAT CONTROL:</p>	
<p>2. Select the default screen format:</p> <p>' ' = Standard Distribution</p> <p>'1' = Enhanced Subledger</p>	

53.3 Employee DBA Instructions (P060181)

Processing Option	Processing Options Requiring Further Description
BENEFITS ADMINISTRATION:	

Processing Option	Processing Options Requiring Further Description
<p>1. Enter a '1' to allow changes on the employee DBA instructions screen for DBAs that are attached to benefit plans/options.</p> <p>A blank means changes may only be initiated through the benefits administration programs.</p>	
<p>EDIT/DEFAULT OPTIONS:</p>	
<p>2. Enter '1' to default the job type from the employee master record.</p> <p>Enter '2' to default the job type AND the job step from the employee master record.</p> <p>The default is blank (' ') and will not default any employee job information from the employee master record.</p> <p>(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.)</p>	

53.4 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:	

53.5 Employee Pay & Tax Information (P060121)

Processing Option	Processing Options Requiring Further Description
<p>1. Enter the method for assigning Tax Areas.</p> <p>' ' = manually enter Work and Res. Tax Areas. (Default)</p> <p>'1' = allow Work and Res. Tax Areas to be left blank.</p> <p>'2' = use GeoCoder to update Work and Res. Tax Areas.</p> <p>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.</p>	
2. Enter '1' to receive a warning message if Std Hrs/Day and the Std Days/Year is equal to Blank.	

53.6 Employee Job Entry (P060118)

Processing Option	Processing Options Requiring Further Description
SET VIDEO DISPLAY:	

Processing Option	Processing Options Requiring Further Description
<p>1. Enter your display preference for the Salary and Hourly Rate.</p> <p>' ' or '1' = Always Display</p> <p>'2' = Do not Display on Inquiry</p> <p>'3' = Never Display</p>	
<p>2. Enter a '1' next to each to suppress its display:</p> <p>Workers Comp/Sub</p> <p>FLSA Exempt</p> <p>Union Code</p> <p>EEO Job Category</p> <p>Shift Code</p> <p>Job Step</p> <p>Hourly Rate</p>	
<p>3. To display the Address Book European Tax ID Number in the Address Book window select '1' for Yes.</p> <p>Enter '1' for Yes.</p> <p>Enter ' ' for No.</p>	
<p>EDIT/DEFAULT OPTIONS:</p>	<p>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).</p>
<p>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.</p> <p>' '=Edit Job Type/Step against UDC's and use DD for defaults.</p> <p>'1'=Default Job Info ONLY when blank</p> <p>'2'=Default Job Info and Category Codes ONLY when blank.</p> <p>'3' Always default Job Information.</p> <p>'4' Always default Job & Cat. Codes</p>	
<p>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).</p> <p>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'.</p>	
<p>6. Enter a '1' if you want F18 to exit to Canadian Payroll Employee Setup program (P070101).</p> <p>Default of blank will exit to US Payroll Employee Setup program (P060101).</p>	
<p>WHEN CHANGING AN EMPLOYEE JOB:</p>	
<p>7. Enter a '1' to automatically redisplay the information.</p>	

53.7 Employee Information (P08092)

Processing Option	Processing Options Requiring Further Description
REVIEW SELECTION CRITERIA:	
1. Enter the Profile Data Base code for the type to be reviewed: A = Applicants E = Employees J = Jobs H = Case Numbers P = Dep/Beneficiaries R = Requisitions A default of blank will select Employees	
2. Enter the specific Type of Data on which to inquire. A default of blank will use the first data type within the data base.	

53.8 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: A = Applicants E = Employees (default value) H = Injury/Illness Case Number J = Jobs P = Dependents/Beneficiaries R = Requisitions	
2. For Detailed Employee Inquiry Only: Enter a '1' if you do not wish to display the employee's salary information. (Default of blank will display the information.)	
3. For Detailed Employee Inquiry Only: Enter a '1' if you do not wish to display the employee's Social Security Number. (Default of blank will display the number.)	

53.9 Inquiry by Employee (P080210)

Processing Option	Processing Options Requiring Further Description
<p>1. Enter the Profile Data Base name for the type of information you wish to review as follows:</p> <p>A = Applicants E = Employees (default value) J = Jobs H = Case Number P = Dependents/Beneficiaries R = Requisitions</p>	
<p>2. Enter the specific Type of Data on which to inquire within the chosen database.</p>	
<p>3. Enter a '1' to see inactive employees (Employee Pay Status not numeric) in addition to active employees.</p> <p>Default of blank will show active employees only (Pay Status numeric).</p>	

53.10 Employee Profile Multiskills Search (P080250)

Processing Option	Processing Options Requiring Further Description
INITIAL SEARCH CRITERIA:	
<p>1. Enter the search criteria code you want to direct your search:</p> <p>A = Search for Applicants E = Search for Employees B = Search for both types.</p> <p>A default of blank will display both Applicants and Employees</p>	
ACTIVE EMPLOYEE CRITERIA:	
<p>2. To limit the search to only active employees, enter the Pay Statuses, separated by commas, that define an active employee.</p> <p>A blank will search for all employees.</p>	
EMPLOYMENT STATUS CRITERIA:	
<p>3. To limit the search to specific employment statuses, enter the employment statuses, separated by commas, or *ALL for all employment statuses.</p> <p>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.</p>	
APPLICANT STATUS CRITERIA:	
<p>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).</p>	

Processing Option	Processing Options Requiring Further Description
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.	

53.11 Employee Profile - Alphabetical Sequence (P080410)

Processing Option	Processing Options Requiring Further Description
1. Enter a '1' to bypass printing text information on the report. (Default of blank will print the text.)	
2. Enter a '1' if you wish to bypass printing the employee's salary information. (Default of blank will print the information.)	
3. Enter a '1' if you wish to bypass printing the Social Security number. (Default of blank will print the number.)	

53.12 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.	

53.13 Employee Roster (P064011)

Processing Option	Processing Options Requiring Further Description
If you wish to print full employee address, enter a 'Y'. (Y/N)	

53.14 Employee Roster with Rate (P064021)

Processing Option	Processing Options Requiring Further Description
1. Select the employee number you wish to print. A = Address Book Number S = Social Security Number O = Additional Employee Number	

53.15 Employee Labor Distribution (P06106P)

Processing Option	Processing Options Requiring Further Description
1. Select the employee number to print A = Address Book Number S = Social Security Number O = Additional Employee Number	

53.16 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.	

53.17 Extended Employee - Termination/Rehire (P060161)

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)	
2. Enter the default value for Requisition Status when an employee is terminated and a requisition is created. (F1 for valid values)	
3. Enter a '1' to have the termination date default into the date pay stops field. Leave this blank if the termination date should not default into the date pay stops field. Note: If FSA claims are being used, leave this field blank so that the employee will not have a date in the date pay stops field and will still be included in the payroll.	

53.18 Employee Master Update (P06394)

Processing Option	Processing Options Requiring Further Description
Enter the Pay Period Ending Date that you would like the Future Values Records (in F06042) to be "tagged" with: (Today's date will be used if left blank.)	

Time Entry Processing Options

This chapter contains these topics:

- 7 Section 54.1, "Time Entry by Individual (P061121),"
- 7 Section 54.2, "Time Entry by Job (Business Unit) (P061161),"
- 7 Section 54.3, "Daily Time Card Entry by Employee (P061191),"
- 7 Section 54.4, "Time Entry by Individual (P061171),"
- 7 Section 54.5, "Time Entry by Individual with Tips (P066011),"
- 7 Section 54.6, "Time Entry by Job with Tips (P066021),"
- 7 Section 54.7, "Sales Entry / Allocation (P06603),"
- 7 Section 54.8, "Tip Processing/Sales Posting (P066901),"
- 7 Section 54.9, "Tip Allocation Process (P066201),"
- 7 Section 54.10, "Tip Credit Generation (P066101),"
- 7 Section 54.11, "Batch Summary by Date (P061201),"
- 7 Section 54.12, "Batch Summary by Batch (P061211),"
- 7 Section 54.13, "Tip Summary Review (P066061),"
- 7 Section 54.14, "Payroll Exception Report (P063191),"
- 7 Section 54.15, "Sales Entry Register (P063071),"
- 7 Section 54.16, "Employee Time Sheets - Active Employees (P06338),"
- 7 Section 54.17, "Auto Overtime Calculation (P061501),"
- 7 Section 54.18, "Generate Accumulated Wages Timecards (P063910),"
- 7 Section 54.19, "Payroll Batch File Revisions (P0601Z1),"
- 7 Section 54.20, "Payroll Batch File Processing (P06110Z),"
- 7 Section 54.21, "Batch File Purge (P00PURGE),"
- 7 Section 54.22, "Payroll Batch Server (XT06116Z1)."

54.1 Time Entry by Individual (P061121)

Processing Option	Processing Options Requiring Further Description
<p>1. Enter 'E' to use the Employee Occupational Pay Rate Table or Enter 'U' to use the Union Rate Table.</p> <p>If neither 'E' nor 'U' is entered, blank is the default and the Hourly Rate from Employee Multiple Job File will be used.</p>	<p>The processing options for multiple jobs operate in conjunction with each another. 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.</p>
<p>2. If the Union Table is selected, enter ONLY the Pay Type codes associated with the entries you made in your Union Table.</p> <p>If you entered Regular Pay Rate in Union Table, enter Pay Type code here.</p> <p>If you entered Premium Amounts in Union Table, enter their Pay Type codes here also.</p> <p>If the Occupational Table is selected, ONLY enter the Pay Type code for "Regular".</p> <p>Regular - Blank</p> <p>Overtime - A</p> <p>Doubletime - B</p> <p>Triplettime - C</p> <p>Holiday - D</p> <p>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.</p>	<p>3. Enter 'I' if using Multiple Jobs feature.</p> <p>(Please refer to program helps for information about this processing option).</p> <p>The processing options for multiple jobs operate in conjunction with each another. 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.</p>
<p>4. Enter 'I' to have batch numbers automatically assigned.</p> <p>(F13 will be Invalid.)</p>	
<p>5. Enter 'I' to have date and batch loaded from the first timecard for this employee.</p>	
<p>6. Enter 'I' to display batch statistics on request.</p>	
<p>7. Enter 'I' to prevent changes and deletes to records locked to another user.</p>	<p>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.</p> <p>When you change a locked timecard, you must run a pre-payroll only for the changes.</p> <p>See Section 22.10, "Processing Pre-Payroll for Changes Only."</p>
<p>8. Enter 'I' to edit Pay Type with job type and step from the Classification/Pay Cross Reference screen.</p>	

Processing Option	Processing Options Requiring Further Description
9. Enter '1' to use Zero Billing Rate.	
10. Enter '1' to load Pay Type Desc. into Explanation field (YTEXR).	
11. Enter '1' to request Canadian Employee Entry. Default is '' to request US Employee Entry.	
12. Enter '1' to automatically split time based on Labor Distribution or Position Account Distribution instructions. Default is '' and time will not be split unless F2 is used during Time Entry.	
13. Enter '1' to default Equipment Worked On (EQWO) from referenced Work Order.	
14. Enter one of the following values to set the default display format: Blank = Do not display Enhanced Subledgers (Default) '1' = Display Enhanced Subledgers	

54.2 Time Entry by Job (Business Unit) (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. If neither 'E' nor 'U' is entered, blank is the default and the Employee Master hourly rate will be used.	
2. If the Union Table is selected, enter ONLY the Pay Type codes associated with the entries you made in your Union Table. If you entered Regular Pay Rate in Union Table, enter Pay Type code here. If you entered Premium Amounts in Union Table, enter their Pay Type codes here also. If the Occupational Table is selected, ONLY enter the Pay Type code for "Regular". Regular - Blank Overtime - A Doubletime - B Triplettime - C Holiday - D NOTE: If you have entered codes in fields A, B, C, or D; Time Entry will retrieve amounts from table before applying overrides, such as Shift Differential. If Union Table premiums are NOT found, but you entered Pay Type codes in A, B, C, or D, the Pay Type Multiplier will also be applied before Shift Differential overrides.	
3. Enter '1' to have batch numbers automatically assigned. (F13 Invalid)	
4. Enter '1' to have header information, heading date and job loaded from the first time card for this batch.	

Processing Option	Processing Options Requiring Further Description
5. Enter one of the following Header Info. Update Options: (default = 0) 0 = Update time cards with header info. during an add only. 1 = Update time cards with header info. during an add and change.	NOTE: Header Info. Changes only allowed when proc opt 4 is set to load headings.
6. Enter one of the following Check Route Code Update Options: 0 = Update Master only if Blank 1 = Always Update Master 2 = Do Not Update Master	
7. Enter one of the following Cost Code window formats: (default=1) 1 = Business Unit.Object.Subsidiary 2 = Business Unit.Subsidiary.Object	
8. Enter '1' to have heading fields clear when you press Enter.	
9. Enter '1' to edit Pay Type with job type and step from the Classification Pay Cross-Reference screen.	
10. Enter '1' to use Zero Billing Rate.	
11. Enter '1' to default Equipment Worked on from the work order referenced in the Subledger field.	
12. Enter '1' to have Pay Type Desc. moved to Explanation field in the fold area.	
13. Enter '1' to request Canadian Employee Entry. Enter '' to request US Employee Entry. (default = '')	
14. Enter one of the following values to set the default display format: Blank = Do not display Enhanced Subledgers (Default) '1' = Display Enhanced Subledgers	

54.3 Daily Time Card Entry by Employee (P061191)

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

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	
Double time - B	
Triple time - 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.	
10. Enter '1' to use Zero Billing Rate.	

Processing Option	Processing Options Requiring Further Description
11. Enter the beginning day of the week where Monday='1' Tuesday='2', etc. (Default or '' is Monday)	
12. Select what day of the week should be in column one of the time entry screen. (Mon = 1, Tues = 2, etc.)	
13. Enter '1' to have default cursor on action code. Enter '0' to have default cursor on Employee Number field.	
14. Enter '1' to request Canadian Employee Entry. Default is '' to request US Employee Entry.	
15. Enter '1' to default Equipment Worked On (EQWO) from referenced Work Order.	
16. Enter '1' to have Labor Distribution on Accounts for this employee:	
17. Enter '1' if using Multiple jobs features:	
18. Enter one of the following values to set the default display format: Blank = Do not display Enhanced Subledgers (Default) '1' = Display Enhanced Subledgers	

54.4 Time Entry by Individual (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. If neither 'E' nor 'U' is entered, blank is the default and the Employee Master hourly rate will be used.	
2. If the Union Table is selected, enter ONLY the Pay Type codes associated with the entries you made in your Union Table. If you entered Regular Pay Rate in Union Table, enter Pay Type code here. If you entered Premium Amounts in Union Table, enter their Pay Type codes here also. If the Occupational Table is selected, ONLY enter the Pay Type code for "Regular". Regular - Blank Overtime - A Double time - B Triple time - C Holiday - D 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.	

Processing Option	Processing Options Requiring Further Description
3. Enter '1' to have batch numbers automatically assigned. (F13 will be Invalid).	
4. Enter '1' to have heading date and batch to be loaded from the first subfile record.	
5. Enter '1' to display batch statistics on request.	
6. Enter '1' to prevent changes and deletes to records locked to another user.	
7. Enter '1' to edit Pay Type from Classification/Pay X-Ref.	
8. Enter '1' to load Pay Type Desc. into explanation field (YTEXR)	
9. Enter '1' to request Canadian Employee Entry. Default is '' to request US Employee Entry.	
10. Enter '1' to default Equipment Worked On (EQWO) from referenced Work Order.	
DISPLAY FORMATTING:	
11. Select the default screen format: '' = Standard Time Entry '1' = Enhanced Subledgers	

54.5 Time Entry by Individual with Tips (P066011)

Processing Option	Processing Options Requiring Further Description
1. Enter the Pay Types to be used for the following Tax Status Types: 1 - xxx 2 - xxx 3 - xxx 4 - xxx 5 - xxx	
2. Enter the default 'Tax Status' code for Tips: (Allowed Values 1 to 5)	
3. Enter the default Pay Basis to be used when entering sales. C = Cash S = Sales G = Charge O = Others	
4. Enter 'E' to use the Employee Occupational Pay Rate Table or Enter 'U' to use the Union Rate Table. If neither 'E' nor 'U' is entered, blank is the default and the Employee Master hourly rate will be used	

Processing Option	Processing Options Requiring Further Description
5. If the Union Table is selected, Enter the Pay Type to be used for each of the following categories. If the Occupational Table is selected, only Enter the Pay Type for "Regular". Regular - Blank Overtime - A Doubletime - B Triplettime - C Holiday - D	
6. Enter '1' to have batch numbers automatically assigned. (F13 Invalid)	
7. Enter '1' to have heading dates and batch to be loaded from the first subfile record.	
8. Enter '1' to display batch statistics on request.	
9. Enter '1' to assign employee Job Type into the subsidiary.	
10. Enter '1' to prevent changes and deletes to records locked to another user.	
11. Enter '1' to use summarized Job Code based on Business Unit.	
12. Enter '1' to edit Pay Type from Classification/Pay X-Ref.	
13. Enter '1' to load Pay Type Desc. into Explanation field (YTEXR).	
14. Enter '1' to request Canadian Employee Entry. Enter '' to request US Employee Entry. (Default = '')	

54.6 Time Entry by Job with Tips (P066021)

Processing Option	Processing Options Requiring Further Description
1. Enter the Pay Types to be used for the following Tax Status Types: 1 - xxx 2 - xxx 3 - xxx 4 - xxx 5 - xxx	
2. Enter the default 'Tax Status' code for Tips: (Allowed Values 1 to 5)	
3. Enter the default Pay Basis to be used when entering sales. C = Cash S = Sales G = Charge O = Others	

Processing Option	Processing Options Requiring Further Description
4. Enter 'E' to use the Employee Occupational Pay Rate Table or	Enter 'U' to use the Union Rate Table.
If neither 'E' nor 'U' is entered, blank is the default and the Employee Master hourly rate will be used.	
5. If the Union Table is selected, Enter the Pay Types to be used for each of the following categories.	If the Occupational Table is selected, only Enter the Pay Type for "Regular".
Regular - Blank	
Overtime - A	
Doubletime - B	
Triplettime - C	
Holiday - D	
6. Enter the default tips overtime pay type:	
7. Enter '1' to have batch numbers automatically assigned. (F13 Invalid)	
8. Enter '1' to have header information, heading date and job loaded from the first time card for this batch.	
9. Enter one of the following Header Info. Update Options: (default = 0)	0 = Update time cards with header info during an add only. 1 = Update time cards with header info during an add and change.
NOTE: Header info. Changes only allowed when proc opt 8 is set to load headings.	
10. 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
11. Enter one of the following Cost Code window formats: (default=1)	1 = Business Unit.Object.Subsidiary 2 = Business Unit.Subsidiary.Object
12. Enter '1' to assign Employee Job Type into the subsidiary.	
13. Enter '1' to use summarized Job Code based on Business Unit.	
14. Enter '1' to have heading fields clear with each update.	
15. Enter '1' to edit Pay Type from Classification/Pay X-Ref.	
16. Enter '1' to request Canadian Employee Entry.	Enter '' to request US Employee Entry.
(Default = '')	

54.7 Sales Entry / Allocation (P06603)

Processing Option	Processing Options Requiring Further Description
Select Sales Entry or Allocation to be used for this screen. (E/A)	
To have the batch number automatically assigned select 'Y'. (Y/N) F13 Invalid	
To process Tip Emp. only enter a 'Y'.	
Select a 'Y' to load Employee and Hours Worked based upon Pay Types and Date Range. (Y/N)	
Required If = Y Pay Type:	
From:	
Thru:	
Date Worked:	
From:	
Thru:	

54.8 Tip Processing/Sales Posting (P066901)

Processing Option	Processing Options Requiring Further Description
1. Enter the two-digit YEAR to be posted (Example: 17)	
IMPORTANT NOTES	
A. The YEAR entered above must be the same year requested for Pay Period End Date in Data Selection.	
B. The DATE RANGE specified in Data Selection should not exceed one year. (Example: 1/1/17 - 12/3/17)	

54.9 Tip Allocation Process (P066201)

Processing Option	Processing Options Requiring Further Description
1. Enter the range of Pay Period End dates to be processed.	
From:	
Through:	
2. Enter the type of processing to be performed:	
'1' = Allocation Proof Reporting	
'2' = Update Transaction History File	
3. Enter 'Y' to exclude 'Other Sales' in Gross Receipts. (Y/N)	
4. Enter 'Y' to exclude 'Service Charge Sales' in Gross Receipts. (Y/N)	
5. Enter the method to be used to calculate Allocated Tips:	
' ' - IRS Allocation Method (default)	
'1' - Flat % Allocation Method	
6. If update Transaction History file, enter the Accrual Code where the tip allocation is to be posted.	

Processing Option	Processing Options Requiring Further Description
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7. Enter '1' to process a summarized time period.

(default = ' ' : process pay period)

8. If summarizing, enter the following information to put on allocation records:

Pay Period Month:

Period Number in the Month:

Pay Period End Date:

9. Enter '1' to replace existing allocations for the months specified.

CAUTION: The replace option will replace all the months' allocations for the month(s) in the from-through date range.

54.10 Tip Credit Generation (P066101)

Processing Option	Processing Options Requiring Further Description
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1. Enter the range of work dates which will be included in this process:

FROM work date:

THRU work date:

2. Enter '1' to Create 'Tip Credit' records. (1/0)

3. Enter the Pay Type to be used for the 'Tip Credit' records:

54.11 Batch Summary by Date (P061201)

Processing Option	Processing Options Requiring Further Description
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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.

Processing Option**Processing Options Requiring Further Description**

2. To have Column 7 heading say "Gross Pay", enter an 'E'.

To have it say "Equipment Units/Hours", enter a 'U'.

54.12 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.

2. To have the Column 7 heading say "Gross Pay", enter an 'E'.

To have it say "Equipment Units/Hours", enter 'U'.

54.13 Tip Summary Review (P066061)

Processing Option**Processing Options Requiring Further Description**

1. Enter the range of Pay Types to be included in each of the respective columns.

Do not enter any pay types defined as "Tips"; tips will be handled independently.

Regular Hours - From Pay Type

" " - Thru Pay Type

Overtime Hours - From Pay Type

" " - Thru Pay Type

Other Hours - From Pay Type

" " - Thru Pay Type (roll)

2. Enter a 1 to include Interim Check records in the column totals.

(Default = 0)

Processing Option	Processing Options Requiring Further Description
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3. For Employee display format enter:

"1" = Employee Number

"2" = Employee SSN

"3" = Additional Employee Number

54.14 Payroll Exception Report (P063191)

Processing Option	Processing Options Requiring Further Description
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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

54.15 Sales Entry Register (P063071)

Processing Option	Processing Options Requiring Further Description
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Select the type of employee number you wish to print on the report.

'A' = Address Book Number (Default)

'S' = Social Security Number

'O' = Third Employee Number

54.16 Employee Time Sheets - Active Employees (P06338)

Processing Option	Processing Options Requiring Further Description
1. Enter the day on which the pay period begins.	
0 = Sunday	
1 = Monday	
2 = Tuesday	
3 = Wednesday	
4 = Thursday	
5 = Friday	
6 = Saturday	
2. Enter the date on which this pay period begins.	
3. Enter the pay period ending date.	
4. Enter the number of additional lines to be printed per employee.	
5. Enter the type of Employee Number to be printed:	
A - Address Book Number	
S - Social Security Number	
O - Additional Employee Number	
6. Print Hourly Rate (Y/N)	

54.17 Auto Overtime Calculation (P061501)

Processing Option	Processing Options Requiring Further Description
1. Enter '1' to have equipment information included on all overtime timecards.	
If this is left blank, and the timecard is entirely overtime, the equipment information will remain on the overtime timecard.	
If this is left blank, and the timecard is split, then the equipment information will be on the regular time split and the equipment information on the overtime timecard will be blank.	

54.18 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.	

54.19 Payroll Batch File Revisions (P0601Z1)

Processing Option	Processing Options Requiring Further Description
BATCH FILE REVIEW:	
1. Enter a '1' to view the Batch Review screen prior to working with the Payroll Batch File Revisions.	
The default value of blank will take you directly to Time Entry.	
FORMAT CONTROL:	
2. Enter the default screen format as follows:	
1 - Time Entry by Individual	
2 - Time Entry by Job	
BATCH NUMBER:	
3. Enter a '1' to have the batch number automatically assigned.	
If set to '1', F13 will be invalid.	
HEADING FIELDS:	
4. Enter a '1' to load heading fields from FIRST subfile record.	
5. Enter a '1' to have heading fields clear with each update.	
If left blank, fields will not clear.	
TIME ENTRY BY JOB:	
6. Enter the Cost Code Window Format as follows:	
1 - BU.OBJ.SUB (Default)	
2 - BU.SUB.OBJ	
SPECIAL EDITS:	
7. Enter '1' to update Account Number or Business Unit, Object and Subsidiary fields while doing an add or change.	
'0' is the default and will not update the Account Number or Business Unit, Object and Subsidiary fields.	
Note: If in Time Entry by Individual and you enter a blank Account Number, the Job Worked field will not be updated with blanks.	

54.20 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.	

Batch File Purge (P00PURGE)

Processing Option	Processing Options Requiring Further Description
-------------------	--

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.

54.21 Batch File Purge (P00PURGE)

Processing Option	Processing Options Requiring Further Description
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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.)

54.22 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.

BATCH NUMBER:

Processing Option	Processing Options Requiring Further Description
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	

Payroll Cycle Processing Options

This chapter contains these topics:

- 7 [Section 55.1, "Mass Timecard Generation \(P061506\),"](#)
- 7 [Section 55.2, "Pre-Payroll Processing - BiWeekly \(P06210\),"](#)
- 7 [Section 55.3, "Auto Deposit \(P06233\),"](#)
- 7 [Section 55.4, "Print Checks \(P06231\),"](#)
- 7 [Section 55.5, "Payroll Positive Pay Bank Work File Build \(P062361\),"](#)
- 7 [Section 55.6, "Create Payroll Journal Entries \(P06220\),"](#)
- 7 [Section 55.7, "Pay Period Journal Batch Proof \(P06229\),"](#)
- 7 [Section 55.8, "Labor Reclass Maintenance \(P06099R\),"](#)
- 7 [Section 55.9, "DBA Register \(P063062\),"](#)
- 7 [Section 55.10, "General Liability Insurance Register \(P063651\),"](#)
- 7 [Section 55.11, "Final Update Integrity Report \(P06705\),"](#)

55.1 Mass Timecard Generation (P061506)

Processing Option	Processing Options Requiring Further Description
1. Enter the DW version for the Mass Timecard Generation Report. If blank the default demo version (XJDE0001) will be used.	
NOTE: The date range option is only valid when the process is submitted from the DW Versions List. If the version is used in pre-payroll, the date range below will be ignored and the process will use the work date range from the Pre-Payroll Processing parameters. (Date format: MM/DD/YY)	
2. Enter From Date:	
3. Enter Thru Date:	

55.2 Pre-Payroll Processing - BiWeekly (P06210)

Processing Option	Processing Options Requiring Further Description
1. Enter a '1' to generate the Vertex XML request and response files. These files are used for troubleshooting issues. They may be generated at the request of Oracle or Vertex Customer Support.	
2. Enter the IFS path where the XML files will be stored, when requested. Ex: /HOME/VERTEXXML/	

55.3 Auto Deposit (P06233)

Processing Option	Processing Options Requiring Further Description
AUTO DEPOSIT ADVICE PRINTING OPTIONS:	
1. Enter 'N' to OMIT printing of company name and address on payroll checks. Enter 'Y' to print company name only. Enter 'A' to print company name and address. (Default of blank will OMIT printing of company name or address.)	
2. Enter company number to use for printing a single company's name and (optionally) address. (Default of blank will use the employee's Home Company.)	
3. Enter Employee Number Identification option: blank = Address book No. 2 = Social Security No. 3 = Third Employee No.	
4. Select option #4 to only print the last four digits of employee bank account number on Auto Deposit Check Stub. Example: 12345678 will print ****5678 Enter value Y = Yes blanks = No Default will be blanks = No.	
5. Enter the value "Y" to only print the last (4) Positions of the Employee SSN number on the check. The remaining positions will be loaded with the value "X". Example '123456789' will display as XXXXX6789 Default option value will be 'N'	

55.4 Print Checks (P06231)

Processing Option	Processing Options Requiring Further Description
CHECK PRINTING OPTIONS:	

Processing Option	Processing Options Requiring Further Description
1. Enter the program name that translates check amounts from numbers to words. (See User Defined Codes, system code 98, record type "CT" for program numbers.)	
2. Enter 'N' to OMIT printing of company name and address on payroll checks. Enter 'Y' to print company name only. Enter 'A' to print company name and address. (Default of blank will OMIT printing of company name or address.)	
3. Enter company number to use for printing a single company's name and (optionally) address. (Default of blank will use the employee's Home Company to fulfill processing option 2 above's print instructions.)	
4. Enter Employee Number Identification option: blank = Address book No. 2 = Social Security No. 3 = Third Employee No.	
5. Enter the value 'Y' to only print the last (4) position of the Employee SSN number on the Check. The remaining positions will be loaded with the value 'X'. Example" 123456789 will display as XXXXX6789. Default value will be "N".	

55.5 Payroll Positive Pay Bank Work File Build (P062361)

Processing Option	Processing Options Requiring Further Description
PAYMENT INFORMATION:	
1. Enter a '1' to format the Check Date in Gregorian (MDY) format. If left blank, the date will be Julian.	
HEADER/TRAILER RECORDS:	
2. Enter a '1' to bypass writing the Header and Trailer records to the file. If left blank, Header and Trailer records will be written.	
REPORT OPTION:	
3. Enter a '1' to print a summary report. If left blank, a detail report will be printed.	
BANK TAPE:	

Processing Option	Processing Options Requiring Further Description
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4. Enter the following default values:

Device Name

Tape Density

Label Name

Blocksize

New Volume Name

New Owner ID

File Name

55.6 Create Payroll Journal Entries (P06220)

Processing Option	Processing Options Requiring Further Description
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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.

55.7 Pay Period Journal Batch Proof (P06229)

Processing Option	Processing Options Requiring Further Description
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This option will submit a batch job to print the Journal Proof for the specified Journal Batch.

ENTER BATCH NUMBER TO PRINT

55.8 Labor Reclass Maintenance (P06099R)

Processing Option	Processing Options Requiring Further Description
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1. Determine what record type will default to the header selection field, VDRCCD.

Blank - All record types

1 - Record type 1 only

2 - Record type 2 only

3 - Record type 3 only

2. Determine what value will default to the header selection field, VDRCLS

Blank - All transaction records

Y - including those reclassified previously, will display.

N - Only display transaction records not reclassified.

Processing Option	Processing Options Requiring Further Description
3. Choose key for display of transaction records. Enter a '1' by your preferred order. Date Worked - DWK, AN8, MCU Employee # - AN8, DWK, MCU Bus. Unit - MCU, DWK, AN8 Default = DWK, AN8, MCU	
4. Enter '1' to disallow change to the labor business unit (MCU) or recharge business unit (GMCU) of any transaction record.	
5. Enter '1' to disallow change to the labor object (OBJ) or recharge object (GOBJ) of any transaction record.	
6. Enter '1' to issue a hard error if the user tries to reclass a transaction record which exists in either the F4812 or F4812H. Default - Soft error will be issued.	
7. Enter '1' to allow the user to enter a specific GL date for the reclass. Default - today's date.	
8. Choose which record format will display upon entry to 'Multi' reclass program. 1 - Display format for Labor Account. 2 - Display format for Recharge Account. Default = Labor Account	
9. Enter a '1' to re-calculate flat burden. Flat burden rates in the Employee Master, Business Unit Constants, or Union Pay Rates table will be used following the hierarchy of time entry programs. Blank indicates do not re-calculate flat burden.	
10. Enter a '1' to allow use of the Union Pay Rates table when flat burden is re-calculated.	
11. Enter a '1' to recalculate the premiums for Workers Comp/Gen Liab. when the business unit is changed and a Workers Comp code is assigned in the Union Rates table.	

55.9 DBA Register (P063062)

Processing Option	Processing Options Requiring Further Description
Select the Employee Number to print. A - Address Book Number S - Social Security Number O - Third Employee Number Print the payee's address. (Y/N)	

55.10 General Liability Insurance Register (P063651)

Processing Option	Processing Options Requiring Further Description
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Which Employee No. do you wish to appear on the report:

A - Address Book

S - Social Security No.

O - Third Employee No.

55.11 Final Update Integrity Report (P06705)

Processing Option	Processing Options Requiring Further Description
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1. Enter the type of employee number to print.

A = Address Book Number (Default)

S = Social Security Number

O = Other (Third) Employee Number

Payroll History Processing Options

This chapter contains these topics:

- 7 Section 56.1, "Net Cumulative/Payroll Month (P060911),"
- 7 Section 56.2, "Transaction Ledger Inquiry (P060913),"
- 7 Section 56.3, "Transaction Ledger Inquiry (P060912),"
- 7 Section 56.4, "Time & Pay Inquiry (P06099),"
- 7 Section 56.5, "Payroll Accrual Inquiry (P060931),"
- 7 Section 56.6, "YTD Balances - Leave with Dock Pay (P060932),"
- 7 Section 56.7, "Paycheck Review and Void (P060611),"
- 7 Section 56.8, "Tax History by Company (P06416),"
- 7 Section 56.9, "Tax History by Employee (P064161),"
- 7 Section 56.10, "Employee Pay & Tax Register (P063231),"
- 7 Section 56.11, "Federal Taxation History Report (P06347),"
- 7 Section 56.12, "State/Local Taxation History (P06348),"
- 7 Section 56.13, "DBA Register (P063102),"
- 7 Section 56.14, "401K Report (P063221),"
- 7 Section 56.15, "Investment Report (P063251),"
- 7 Section 56.16, "Time & Pay Entry Register (P063002),"
- 7 Section 56.17, "PDBA History by Company (P06415),"
- 7 Section 56.18, "PDBA History by Employee (P064151),"
- 7 Section 56.19, "Paycheck History Detail (P063181),"
- 7 Section 56.20, "Analysis of Hours Report - Address Book Number (P063271),"
- 7 Section 56.21, "Benefit Accrual Roster (P064501),"
- 7 Section 56.22, "YTD Balances - Leave with Dock Pay (P060932),"
- 7 Section 56.23, "Business Unit Tip Allocation by EE (P066302),"
- 7 Section 56.24, "Establishment Summary Report - Tips (P066304),"
- 7 Section 56.25, "Tip FICA Credit Generation (P066110),"
- 7 Section 56.26, "Form 8027 - Federal Tip Report (P066027),"
- 7 Section 56.27, "Employee Tip History (P06640),"

- ⌚ [Section 56.28, "Business Unit Tip History Report \(P06641\),"](#)
- ⌚ [Section 56.29, "Sales Information Report \(P066350\),"](#)
- ⌚ [Section 56.30, "Holiday Exception Report \(P063401\),"](#)
- ⌚ [Section 56.31, "Print Employee Timesheets \(P066371\)."](#)

56.1 Net Cumulative/Payroll Month (P060911)

Processing Option	Processing Options Requiring Further Description
Do you wish to display Hours or Pieces	
H = Hours Worked	
P = Pieces Produced	

56.2 Transaction Ledger Inquiry (P060913)

Processing Option	Processing Options Requiring Further Description
DATA DISPLAY	
1. Select the following to Sort by:	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.
'1' - to sort on the Work Dates*	
'2' - to sort on the Check Dates	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.
2. Select the following to Display:	
'1' - to display Gross Pay (Wages)*	
'2' - to display the Recharge Amounts	
3. Enter a '1' to display the Enhanced Subledgers (ESA). If left blank, no ESA fields will be displayed.	

56.3 Transaction Ledger Inquiry (P060912)

Processing Option	Processing Options Requiring Further Description
DATA DISPLAY:	
Select the following to Sort by:	
'1' - to sort on the Work Dates*	
'2' - to sort on the Check Dates	
Select the following to Display:	
'1' - to display Gross Pay (Wages)*	
'2' - to display the Recharge Amounts	
(* - Default Value)	

56.4 Time & Pay Inquiry (P06099)

Processing Option	Processing Options Requiring Further Description
Select the following to Display:	
'1' - to display Gross Pay (Wages) *	
'2' - to display the Recharge Amounts	
(* - Default Value)	

56.5 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).	
Enter a 'blank' to display Fiscal or Anniversary history (F06147).	

56.6 YTD Balances - Leave with Dock Pay (P060932)

Processing Option	Processing Options Requiring Further Description
1. Enter a '1' to display Payroll Month history (F06146).	
The default is to display history for the fiscal or anniversary year when it exists (F06147).	

56.7 Paycheck Review and Void (P060611)

Processing Option	Processing Options Requiring Further Description
1. Enter a '1' to display the checks in descending order by check date.	

56.8 Tax History by Company (P06416)

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. (Blank defaults to all companies.) (Enter the same company or *ALL in Data Selection values.)	

Processing Option	Processing Options Requiring Further Description
-------------------	--

4. Enter '1' to change report format to print amounts greater than \$10 (Ten) million dollars.

'0' is the default and will print format for amounts less than \$10 (Ten) 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.

56.9 Tax History by Employee (P064161)

Processing Option	Processing Options Requiring Further Description
-------------------	--

1. Enter Calendar Year.

2. Enter Thru Period Number.

3. Enter the employee number you wish to print:

(Default = 'A')

A = Address Book Number

S = Social Security Number

O = Third Employee Number

NOTE: This report is designed to print on a 198 column printer. An alternative is to print the report on a laser printer so that all columns may be displayed.

56.10 Employee Pay & Tax Register (P063231)

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 = Third Employee Number

2. Enter the period end date. (MMDDYY)

NOTE: This field is REQUIRED.

3. Enter the type of history to print.

Blank = Month-to-Date

1 = Quarter-to-Date w/Monthly Balances

2 = Quarter-to-Date totals only

3 = Year-to-Date w/Monthly Balances

4 = Year-to-Date w/Quarterly Balances

5 = Year-to-Date totals only

4. Print the detailed transactions associated with each balance.

'Y' = Yes

' ' = No

(Dflt = ' ')

Processing Option	Processing Options Requiring Further Description
-------------------	--

5. Print multiple employees per page.

Blank is one employee per page.

'Y' = Yes

' ' = No

(Dflt = ' ')

NOTE: The detailed transaction will only print when requesting monthly totals; summary totals do not permit this type of detail.

6. Print Company totals.

A blank will print the detail information.

'Y' = Yes

' ' = No

(Dflt = ' ')

56.11 Federal Taxation History Report (P06347)

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

56.12 State/Local Taxation History (P06348)

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. If only one company is going to be used for this report, enter the company number.

The default is blank and all companies will be used.

56.13 DBA Register (P063102)

Processing Option	Processing Options Requiring Further Description
-------------------	--

1. Select the employee number you wish to print.

A = Address Book Number

S = Social Security Number

O = Other

Processing Option	Processing Options Requiring Further Description
-------------------	--

2. Print MTD, QTD, YTD information:

Y = Union, Job codes will not print.

N = Current period info ONLY.

3. Deductions to appear as negatives:

(Y/N)

56.14 401K Report (P063221)

Processing Option	Processing Options Requiring Further Description
-------------------	--

1. Select Type of Employee # to print:

'A' - Address Book

'S' - Social Security Number

'O' - Additional Employee Number

2. Select type of report required:

' ' - Current Amounts & MTD

'1' - Current Amounts & QTD

'2' - Current Amounts & YTD

'3' - Monthly Amounts & QTD

'4' - Monthly Amounts & YTD

'5' - Quarterly Amounts & YTD

3. Deductions to appear as negatives:

'1' = Yes

' ' = No

(Dflt = ' ')

4. DBA codes to be listed separately:

'1' = Yes

' ' = No

(Dflt = ' ')

56.15 Investment Report (P063251)

Processing Option	Processing Options Requiring Further Description
-------------------	--

1. Select the type of Detail you wish to print on the report.

P = Pay Period Detail

M = Monthly Detail

Q = Quarterly Detail

A = Annual Detail

2. Enter Employee Deduction Code.

Processing Option	Processing Options Requiring Further Description
3. Enter DBA Code ranges to be used for Employee Investments:	
Fixed Inv. - Range 1 from Type	" " thru "
Range 2 from "	" " thru "
Equity Inv.- Range 1 from Type	" " thru "
Range 2 from "	" " thru "
4. Enter the Basic Benefit Code.	
5. Enter DBA code ranges to be used for Employer Matching Inv.	
Fixed Inv. - Range 1 from Type	" " thru "
Range 2 from "	" " thru "
Equity Inv.- Range 1 from Type	" " thru " (More)
Range 2 from "	" " thru "
6. Employee Investments will appear as negatives.	
1 = Yes	
' ' = No	
(dflt = ' ')	
7. Enter the Employee Number to print:	
A = Address Book	
S = Social Security Number	
O = Third Employee Number	

56.16 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)	

56.17 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)	
<p>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.</p>	

56.18 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	
<p>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.</p>	

56.19 Paycheck History Detail (P063181)

Processing Option	Processing Options Requiring Further Description
1. Select the employee number you wish to print.	
A = Address Book Number	
S = Social Security Number	
O = Third Employee Number	
2. Enter the beginning date to be processed.	
3. Enter ending date to be processed.	

56.20 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	

56.21 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.

(Processing option 5 must be set to '1'.)

56.22 YTD Balances - Leave with Dock Pay (P060932)

Processing Option**Processing Options Requiring Further Description**

1. Enter a '1' to display Payroll Month history (F06146).

The default is to display history for the fiscal or anniversary year when it exists (F06147).

56.23 Business Unit Tip Allocation by EE (P066302)

Processing Option**Processing Options Requiring Further Description**

1. Select the Employee Number you wish to Print.

A = Employee Number (Default)

S = Social Security Number

2. Select the type of 'Sales' you wish to print on report.

' ' = Cash + Charge (Default)

'1' = Cash + Charge + Other

'2' = Cash + Charge + Other + Service

3. Enter the range of the Pay Period:

From:

Thru:

4. Enter the date range for gross sales.

No. Summ records from Jan 01 to present No. Alloc one pay period.

From:

Thru:

56.24 Establishment Summary Report - Tips (P066304)

Processing Option**Processing Options Requiring Further Description**

1. Enter the 'From' date for the report.

2. Enter the 'Thru' date for the report.

3. For Gross Calculation Enter:

"1" = Cash + Charge

"2" = Cash + Charge + Other

"3" = Cash + Charge + Service + Other

56.25 Tip FICA Credit Generation (P066110)

Processing Option	Processing Options Requiring Further Description
1. Enter the range of Pay Period End Dates that you require. From Date: Thru Date:	
2. Enter the current Federal Minimum Hourly Rate. i.e. 4.25	
3. Enter the current FICA tax rate. i.e. 7.65	

56.26 Form 8027 - Federal Tip Report (P066027)

Processing Option	Processing Options Requiring Further Description
1. Enter the year for which the report is to be processed. (2 characters)	
2. Enter "1" if the allocation of tips is based on good faith agreement. Default is blank.	
3. Enter the title of the person who will sign this report (15 characters)	
4. Enter the date you want to print next to the signer's title.	
5. Enter "1" for Final Return or "0" for Amended. Default = "1"	
6. Enter the company number that will represent the Corporate Headquarters address.	
7. Enter "1" if Tip Allocation is run other than calendar year.	
8. For Gross Calculation Enter: "1" = Cash + Charge "2" = Cash + Charge + Other "3" = Cash + Charge + Service + Other	
9. If tip allocation is based on hours- worked method, enter the number of days the business was open during the Calendar Year. NOTE: The total hours for the Cost Center will be divided by the number of days the business was open to derive the average number of employee hours worked per business day during the payroll period.	
10. Enter a "1" to combine charge tips and charge receipts in box 2.	

56.27 Employee Tip History (P06640)

Processing Option	Processing Options Requiring Further Description
1. Enter the range of pay periods to be included in this Report: FROM - THRU -	
2. To summarize pay period information at the monthly level select a '1'.	
3. To summarize employee history select a '1'.	
4. Print tip hours Information select a '1'.	

56.28 Business Unit Tip History Report (P06641)

Processing Option	Processing Options Requiring Further Description
1. Enter the range of pay periods to be included in this Report: FROM - THRU -	
2. To summarize pay period information at the monthly level enter a '1'. (1 / blanks)	
3. To summarize employee history enter a '1'. (1 / blanks)	

56.29 Sales Information Report (P066350)

Processing Option	Processing Options Requiring Further Description
Enter the range of pay periods to be included in this Report: FROM - THRU - To print a summary page select a 'Y'.(Y/N):	

56.30 Holiday Exception Report (P063401)

Processing Option	Processing Options Requiring Further Description
1. Enter the range of pay periods to be included in this Report: FROM - THRU -	
2. Minimum number of hours to be worked to qualify for Holiday pay:	
3. Holiday Exception codes to be used: Less than 'Minimum Hours' worked	

56.31 Print Employee Timesheets (P066371)

Processing Option**Processing Options Requiring Further Description**

1. Enter the Pay Period End Date for which the report is to cover.

2. Enter a '1' to include all pay rates or '0' to use Employee Master rates.

(Default = 1)

3. For Employee Display Format enter:

'A' = Employee Number

'S' = Employee SSN

'O' = Other Employee Number

Interim Checks Processing Option

This chapter contains the topic:

- [Section 57.1, "Interim Check Entry \(P060531\)."](#)

57.1 Interim Check Entry (P060531)

Processing Option	Processing Options Requiring Further Description
1. Enter your Job Queue name.	
2. Enter your Deduction number for Advances. (NOTE: This deduction MUST have the declining balance flag set to 'Y'.)	
3. Enter your Version Name or Number for Payroll Register (P063012).	
4. Enter the Program Number for Time Entry. (P061121, P066011 or P068011) NOTE: P061121 - Time Entry By Individual P066011 - With Tip Information P068011 - With Piecework Information	
5. Enter a '1' to verify the information entered on the Interim Check Entry screen. '0' is the default and will bypass the redisplay of this screen and will take you directly to Time Entry.	
6. Enter the IFS path where the XML files will be stored, when requested. Ex: /HOME/VERTEXXML/	

Payment Reconciliation Processing Options

This chapter contains the topic:

7 [Section 58.1, "Payroll Bank Reconciliation \(P063241\)."](#)

58.1 Payroll Bank Reconciliation (P063241)

Processing Option	Processing Options Requiring Further Description
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Print employees' names and number on the report. (Y or N)

Select employee number to print:

A = Address Book Number

S = Social Security Number

O = Third Employee Number

Note: If employee's wages are deposited to more than one account, and you wish to print all accounts, you must specify Subsequent Check Control number EQ *ALL in the DREAM Writer data selection.

Periodic Reports Processing Options

This chapter contains these topics:

- 7 Section 59.1, "941 Worksheet (P068500) (Release A9.4 Update),"
- 7 Section 59.2, "940 Quarterly Worksheet (P068502),"
- 7 Section 59.3, "940 Annual Worksheet (P068503),"
- 7 Section 59.4, "State Income Tax Report (P068400),"
- 7 Section 59.5, "Local Income Tax Report (P068401),"
- 7 Section 59.6, "Workers Compensation/General Liability Report (P06343),"
- 7 Section 59.7, "Workers Compensation/General Liability Summary (P06343),"
- 7 Section 59.8, "EEO-1 Maintenance & Survey (P05851),"
- 7 Section 59.10, "EEO-4 Report (P068514A),"
- 7 Section 59.11, "EEO Staff Utilization Report (P068900),"
- 7 Section 59.12, "Railroad Retirement BA-3a (P068513),"
- 7 Section 59.13, "Job Billing Register (P063200),"
- 7 Section 59.14, "Job Billing Register - Detail (P063201),"
- 7 Section 59.15, "Job Billing - Work Center by Job (P063301),"
- 7 Section 59.16, "Job Billing Health & Welfare - Detail (P063121),"
- 7 Section 59.17, "Job Billing Health & Welfare - Summary (P063122),"
- 7 Section 59.18, "Job Billing Register - Summary (P063211),"
- 7 Section 59.19, "Job Billing - PL & PD by Job (P063302),"
- 7 Section 59.20, "Certified Payroll Report (P06371),"
- 7 Section 59.21, "Health & Welfare by Payee & Union (P063142),"
- 7 Section 59.22, "Union Distribution Report (P063151),"
- 7 Section 59.23, "Health & Welfare by Employee (P063112),"
- 7 Section 59.24, "Health & Welfare by Payee & Employee (P063132)."

59.1 941 Worksheet (P068500) (Release A9.4 Update)

Processing Option	Processing Options Requiring Further Description
<p>1. Enter the number of quarter being processed.</p> <p>1st Quarter = 1</p> <p>2nd Quarter = 2</p> <p>3rd Quarter = 3</p> <p>4th Quarter = 4</p>	
<p>2. Lines 5a and 5b - Enter the employee Social Security tax rate as a decimal fraction (that is 6.2% entered as .062)</p>	
<p>3. Lines 5a and 5b - Enter the employer Social Security tax rate as a decimal fraction (that is 6.2% entered as .062)</p>	
<p>4. Lines 5a i- Qualified sick leave wage</p> <p>Paid Sick Leave Employee</p> <p>Pay Type 1</p> <p>Pay Type 2</p> <p>Pay Type 3</p>	
<p>5. Lines 5a ii- Qualified family leave wages</p> <p>FMLA Expansion</p> <p>Pay Type 1</p> <p>Pay Type 2</p> <p>Pay Type 3</p> <p>Paid Sick Leave - Family Care</p> <p>Pay Type 1</p> <p>Pay Type 2</p> <p>Pay Type 3</p>	
<p>6. Line 5c - Enter the Medicare tax rate as a decimal fraction (that is, 1.45% entered as .0145).</p> <p>The detail wage list will show employee withholding for Social Security and Medicare. These amounts will be doubled on the 941 tax return to reflect employee and employer taxes. For example, .062 will appear on the 941 report as .124 and .0145 will appear on the 941 report as .0290.</p>	
<p>7. Line 5d - Enter the additional Medicare tax rate as a decimal fraction (that is, .9% entered as .009).</p>	
<p>8. Line 5f - Enter the amount of tax due on unreported tips (Section 3121(q) Notice and Demand)</p>	
<p>9. Line 9 - Enter current quarter's adjustments for tips and group-term life insurance.</p> <p>If adjustment is already in tax history, leave blank.</p>	
<p>10. Line 11a - Qualified Small Business Payroll Tax Credit for Increasing Research Activities</p>	
<p>11. Line 11b - Nonrefundable portion of credit for qualified sick and family leave wages from Worksheet 1</p>	
<p>12. Line 11c - Nonrefundable portion of employee retention credit from Worksheet 1</p>	

Processing Option	Processing Options Requiring Further Description
13. Line 11d - Nonrefundable portion of credit for qualified sick and family leave wages for leaves taken after March 31, 2021	
14. Line 11e - Nonrefundable portion of COBRA premium assistance credit (See instructions for applicable quarters).	
15. Line 11f - Number of individuals provided COBRA premium assistance	
16. Line 13a - Enter total deposits for this quarter, including overpayment applied from a prior quarter and overpayment applied from Form 941-X or Form 944-X. (Format: 999999999.99)	
17. Line 13 b - Reserved for future	
18. Line 13 c - Refundable portion of credit for qualified sick and family leave wages for leaves taken before April 1, 2021	
19. Line 13 d - Refundable portion of employee retention credit from Worksheet 1.	
20. Line 13e - Refundable portion of credit for qualified sick and family leave wages for leaves taken after March 31, 2021	
21. Line 13 f - Refundable portion of COBRA premium assistance credit (See instructions for applicable quarters).	
22. Line 13 h- Total advances received from filing Form(s) 7200 for the quarter	
23. Enter 'Y' to create F068500 records. (941 Federal Tax History Summary) (Default is 'N')	
24. Enter 'Y' to receive a refund for overpayment. Answering 'N' will apply overpayments towards your next return. (Default is 'Y')	
25. Enter an 'M' if you were a monthly schedule depositor for the entire quarter - OR- enter an 'S' if you were a semiweekly schedule depositor for any part of this quarter. (Default is 'M')	
26. Enter 'Y' to print the Detail Wage List. (Default is 'N')	
27. Lines 21 - Qualified wages for the employee retention credit Pay Type 1 Pay Type 2 Pay Type 3	
28. Are you a qualified employer for the employee retention credit? Blank = No Y = Yes Enter 'Y' if you are a qualified employer eligible for the employee retention credit, as defined in the CARES Act.	

Processing Option	Processing Options Requiring Further Description
29. Employer Tax ID	
If you enter an Employer Tax ID, it will be used to select timecard history.	
30. Line 19 - Qualified health plan expenses allocable to qualified sick leave wages for leaves taken before April 1, 2021	
31. Line 20 - Qualified health plan expenses allocable to qualified family leave wages for leaves taken before April 1, 2021	
32. Line 22 - Qualified health plan for the employee retention credit	
33. Line 24 - Qualified health plan expenses allocable to qualified sick leave wages reported on Line 23	
34. Line 25 - Amounts under certain collectively bargained agreements allocable to qualified sick leave wages reported on Line 23	
35. Line 27 - Qualified health plan expenses allocable to qualified family leave wages reported on Line 26	
36. Line 28 - Amounts under certain collectively bargained agreements allocable to qualified family leave wages reported on Line 26	

59.2 940 Quarterly Worksheet (P068502)

Processing Option	Processing Options Requiring Further Description
1. Specify the calendar quarter to be included in this payroll report.	
Calendar Quarter 1 - Enter a 1	
" " 2 - Enter a 2	
" " 3 - Enter a 3	
" " 4 - Enter a 4	
2. Report inclusion/exclusions:	
'1' to include pension employees,	
'2' to include contract employees,	
'3' to include all employees.	
Default is '' for exclusion of pension and contract employees.	

59.3 940 Annual Worksheet (P068503)

Processing Option	Processing Options Requiring Further Description
1. Enter the state abbreviation if you were required to pay state unemployment tax in only one state.	
Otherwise leave blank.	
Enter the percentage used to calculate the following taxes.	
Example: If the percentage is 6.2%, enter .062	

Processing Option	Processing Options Requiring Further Description
2. The FUTA Tax rate. (The default is .006)	
3. The Gross FUTA Tax rate. (The default is .060)	
4. The Maximum Credit rate. (The default is .054)	
5. Enter 'Y' if all taxable FUTA wages you paid were excluded from state unemployment tax. Otherwise enter 'N' and enter an amount in #6. (The default is 'Y')	
6. If you entered 'N' for #5 fill out the worksheet in the Form 940 instructions and enter the amount from line 7. Otherwise leave blank. (Format: 9999999.99)	
7. Enter 'Y' to receive a refund for an overpayment. Answering 'N' will apply overpayments towards your next return. (The default is 'Y')	

59.4 State Income Tax Report (P068400)

Processing Option	Processing Options Requiring Further Description
1. Enter the range of dates to be included in this report in month and year format (MM/YY): From Date: Thru Date:	
2. Report inclusion/exclusions: '1' to include pension employees, '2' to include contract employees, '3' to include all employees. Default is '' for exclusion of pension and contract employees.	

59.5 Local Income Tax Report (P068401)

Processing Option	Processing Options Requiring Further Description
1. Enter the range of dates to be included in this report in month and year format - (MM/YY): From Date: Thru Date:	
2. Enter '1' to print the employees address. Default = ''.	

Processing Option**Processing Options Requiring Further Description**

3. Enter '1' to print employees with no wages.

Default = ''.

59.6 Workers Compensation/General Liability Report (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

59.7 Workers Compensation/General Liability Summary (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

59.8 EEO-1 Maintenance & Survey (P05851)

Processing Option	Processing Options Requiring Further Description
<p>1. Designate the relationship for your EEO-1 reporting locations:</p> <p>Blank = Company with home business units and reporting company assigned to employees in Employee Master</p> <p>1 = Parent company with subsidiary companies</p> <p>2 = Company with home business units and reporting company NOT assigned to employees in Employee Master</p>	

59.9 (Release A9.4 Update) EEO-1 Component 2 (P05851A)

Processing Option	Processing Options Requiring Further Description
<p>1. Designate the relationship for your EEO-1 reporting locations:</p> <p>Blank = Company with home business units and reporting company assigned to employees in Employee Master</p> <p>1 = Parent company with subsidiary companies</p> <p>2 = Company with home business units and reporting company NOT assigned to employees in Employee Master</p>	
<p>2. Year End ID for Component 2</p>	<p>The Year-End ID that the system should use to retrieve the employee's W-2 Box 1 information. The Component 2 report uses this data for pay band processing in the report.</p>
<p>3. Hours Worked Report Method for Exempt Employees</p> <p>1 = Proxy (20/40 hours x Weeks employed)</p> <p>2 = Actual hours worked</p>	<p>The number of hours worked by the exempt (salaried) employees.</p>
<p>4. Is Est Federal</p> <p>1 = Yes</p> <p>2 = No</p>	

59.10 EEO-4 Report (P068514A)

Processing Option	Processing Options Requiring Further Description
<p>1. Please enter starting salary for each salary range below. Enter real dollars, i.e., 8000 instead of 8,000 or 8.0.</p> <p>Beginning Salary for Range 1</p> <p>" Range 2</p> <p>" Range 3</p> <p>" Range 4</p> <p>" Range 5</p> <p>" Range 6</p> <p>" Range 7</p> <p>" Range 8</p>	

Processing Option	Processing Options Requiring Further Description
2. Enter Beginning Date of Report Period Enter Ending Date.	
3. Enter address book number of jurisdiction being reported.	
4. Enter Jurisdiction Control Number.	
5. Enter the Employment Status Code(s) to identify full time employees. (Enclose in quotes and separate with a space. Ex: '1' or '1' or '2')	
6. Enter the data item for the payroll category code (ex. P001 - P020) that contains the employee's function code	
7. Enter address book number of EE0-4 Contact Person.	
8. Enter address book number of Company EE0-4 Contact Person reports to.	
9. Enter address book number of Certifying Official.	
10. Enter 'U' to use the Employee Hourly Rate from the Union Pay Rate Table. Blank will default the rate from the Employee Master.	
11. Enter the Directory you would like your .TXT file to be written to. If left blank, it will go to a default location. Note: The Directory path should be specified with beg/end slashes. For example: /HOME/	

59.11 EEO Staff Utilization Report (P068900)

Processing Option	Processing Options Requiring Further Description
1. Enter From date:	
2. Enter To date:	
3. Enter non-ethnic code:	
4. To select only one business unit, enter the business unit number. (It must be right adjusted in the first twelve characters.) Leave blank to print all business units.	

59.12 Railroad Retirement BA-3a (P068513)

Processing Option	Processing Options Requiring Further Description
1. Enter Maximum RUIA Compensation.	
2. Enter Maximum Tier I Compensation.	
3. Enter Maximum Tier II Compensation.	

Processing Option	Processing Options Requiring Further Description
4. Enter the type of output desired:	
1 = Magnetic tape	
2 = Report	
3 = File (File name is F068513)	
5. Enter the Payroll Location number.	
6. If "3" for File was selected in Option 4 above, enter the name of the library where the file should reside.	

59.13 Job Billing Register (P063200)

Processing Option	Processing Options Requiring Further Description
1. Enter range of Dates to be included in the processing: From - Thru	
2. Enter type of date ranges as above:	
Wrk Dt/PPED - '' = Work Dates	
'1' = Pay Per. End	
3. Enter '1' to produce :	
Job Billing Register Detail P063201	
Job Billing Register Summary P063211	
Job Billing H & W Detail P063121	
Job Billing H & W Summary P063122	
Job Billing W/C by Job P063301	
Job Billing PL & PD by Job P063302	
4. Enter version number for:	
Job Billing Register Detail P063201	
Job Billing Register Summary P063211	
Job Billing H & W Detail P063121	
Job Billing H & W Summary P063122	
Job Billing W/C by Job P063301	
Job Billing PL & PD by Job P063302	

59.14 Job Billing Register - Detail (P063201)

Processing Option	Processing Options Requiring Further Description
1. Detail or summary:	
'' = Detail	
'1' = Summarize	
2. Select employee number to print:	
A = Address Book Number	
S = Social Security Number	
O = Third Employee Number	

Processing Option	Processing Options Requiring Further Description
-------------------	--

3. Enter '1' to include payroll burden costs.

'0' = No

'1' = Yes

Note: YOU MUST HAVE CREATED DETAILED BURDEN RECORDS (F0624) TO REPORT THEM.

59.15 Job Billing - Work Center by Job (P063301)

Processing Option	Processing Options Requiring Further Description
-------------------	--

1. Select employee number to print:

A = Address Book Number

S = Social Security Number

O = Third Employee Number

2. Include payroll burden costs:

' ' = No

'1' = Flat Burden

'2' = Actual Burden

Note: YOU MUST HAVE CREATED DETAILED BURDEN RECORDS (F0624) TO REPORT ACTUAL.

59.16 Job Billing Health & Welfare - Detail (P063121)

Processing Option	Processing Options Requiring Further Description
-------------------	--

1) Select employee number to print:

A = Address Book Number

S = Social Security Number

O = Third Employee Number

2) Include payroll burden costs:

' ' = No

'1' = Flat Burden

'2' = Actual Burden

Note: YOU MUST HAVE CREATED DETAILED BURDEN RECORDS (F0624) TO REPORT ACTUAL.

59.17 Job Billing Health & Welfare - Summary (P063122)

Processing Option	Processing Options Requiring Further Description
-------------------	--

1) Include payroll burden costs:

' ' = No

'1' = Flat Burden

'2' = Actual Burden

Processing Option

Processing Options Requiring Further Description

Note: YOU MUST HAVE CREATED DETAILED BURDEN RECORDS (F0624) TO REPORT ACTUAL.

59.18 Job Billing Register - Summary (P063211)

Processing Option

Processing Options Requiring Further Description

1. Include payroll burden costs:

' ' = No

'1' = Yes

NOTE: YOU MUST HAVE CREATED DETAILED:

BURDEN RECORDS (F0624) TO REPORT THEM.:

2. Summarize benefits:

' ' = Do not summarize

'1' = Summarize by benefit

'2' = Summarize all benefits

59.19 Job Billing - PL & PD by Job (P063302)

Processing Option

Processing Options Requiring Further Description

1. Select employee number to print:

A = Address Book Number

S = Social Security Number

O = Third Employee Number

2. Include payroll burden costs:

' ' = No

'1' = Flat Burden

'2' = Actual Burden

Note: YOU MUST HAVE CREATED DETAILED BURDEN RECORDS (F0624) TO REPORT ACTUAL.

3. General Liability set up as 'GENL' on Worker's Comp Table:

'1' = Yes

59.20 Certified Payroll Report (P06371)

Processing Option

Processing Options Requiring Further Description

1. Enter the Pay Period Ending Date to be processed.

2. Enter Period Number.

If left blank, the period number from the fiscal date patterns will be printed.

3. Enter '1' to display deductions in total or a default of blank will cause the deductions to display in detail.

Processing Option	Processing Options Requiring Further Description
4. Enter '1' to display "Fringe Detail"	
IF PRINTING "FRINGE DETAIL", THE FORM WIDTH MUST BE SET TO 162.	
5. Include Jobs that are closed or have not started (Posting edit code = 'N')	
Y = Yes - include in report	
N = No - omit from report	
Default is 'N' - omit from report	
6. Employee Social Security Number:	
Blank = Print entire SSN on report.	
1 = Print only last 4 digits of SSN.	
0 = Omit SSN from report.	
7. Employee address:	
Blank = Print employee address.	
1 = Omit employee address.	
8. Employee phone number:	
Blank = Print employee phone number	
1 = Omit employee phone number	

59.21 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	
3) Enter '1' for a total page by payee.	

59.22 Union Distribution Report (P063151)

Processing Option	Processing Options Requiring Further Description
Specify the Pay Period Ending Date to be printed on this report.	
Note: This date is informational; you need to specify the date range in data selection to be processed.	
2) Select employee number to print:	
A = Address Book Number	
S = Social Security Number	
O = Third Employee Number	

59.23 Health & Welfare by Employee (P063112)

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 range as above Work/PPED - ' ' = Work Dates '1' = Pay Per. End	
3) Enter '1' for a total page by payee.	
4) Select employee number to print: A = Address Book Number S = Social Security Number O = Third Employee Number	

59.24 Health & Welfare by Payee & Employee (P063132)

Processing Option	Processing Options Requiring Further Description
1. Enter Range of dates to be included in the processing: From - Thru -	
2. Enter type of date ranges as above: Wrk Dt/PPED- ' ' = Work Dates '1' = Pay Per. End	
3. Enter '1' for a total page by payee.	
4. Select employee number to print: A = Address Book Number S = Social Security Number O = Third Employee Number	
5. Enter 'Y' to suppress print of wages.	

Journal Entry Processing Prior to the Payroll Cycle Processing Options

This chapter contains these topics:

- ? [Section 60.1, "Generate Timecard Journals Batch Proof \(P06229\),"](#)
- ? [Section 60.2, "General Ledger Post \(P09870\)."](#)

60.1 Generate Timecard Journals Batch Proof (P06229)

Processing Option	Processing Options Requiring Further Description
-------------------	--

This option will submit a batch job to print the Journal Proof for the specified Journal Batch.

ENTER BATCH NUMBER TO PRINT

60.2 General Ledger Post (P09870)

Processing Option	Processing Options Requiring Further Description
-------------------	--

BATCH SELECTION:

1. Enter Batch Number or Batch Date or Batch User ID

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:

Processing Option	Processing Options Requiring Further Description
4. Enter a '1' to post F/A entries to Fixed Assets.	
<p>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.</p>	
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.	
<p>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.</p>	
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	
<p>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'.</p>	
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.)	

Processing Option	Processing Options Requiring Further Description
REPORT FORMAT:	
14. Enter a '1' to print the Posting Journal in a 198 character format.	
The default of blank will print the format with 132 characters.	
DETAILED CURRENCY RESTATEMENT:	
15. Enter a '1' to create currency restatement entries. This creates records in the XA, YA, and/or ZA ledgers depending on the version you are running.	
16. Enter the version of the Detailed Currency Restatement (P11411) to execute.	
Default of blank will execute ZJDE0001.	
RECONCILIATION FILE PROCESSING:	
17. Enter a '1' to update the Cross-Environment Reconciliation file. Blank will not update the reconciliation file.	
Note: The Cross-Environment Reconciliation file can also be updated through the stand-alone Cross-Environment File Creation program.	
REVERSING JOURNAL ENTRIES:	
18. When normal number of periods = 12 or 13 and posting a reversing entry into period 12 or 13, enter a '1' to create reversing journal entries to the first period of the following year. This is to avoid posting reversing entries to an adjusting period.	
Example: Normal number of periods = 12. Period 12 ends 12/30/xx and period 13 ends 12/31/xx. Journal Entry date of 12/30/xx will post reversing entry to period 01 of next year if processing option is set to '1'.	
SKIP SUSPENDED TAX POST	
19. Enter a '1' to bypass automatic submittal of the Suspended VAT post.	
BATCH TYPE SELECTION:	
Note: This option should NOT be changed by User.	

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