

JD Edwards EnterpriseOne Applications

Canadian Payroll Implementation Guide

9.2

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2 Introduction to JD Edwards EnterpriseOne Canadian Payroll

JD Edwards EnterpriseOne Canadian Payroll Overview

Processing payroll internally enables the organization to eliminate costly service bureau charges and to gain complete control of the payroll functions. The JD Edwards EnterpriseOne Payroll system offers simple yet complete solutions for the entire payroll processing needs. You can use this flexible system to efficiently manage the unique payroll needs of the organization, even as the business grows and the requirements change.

To streamline data entry between payroll and human resources users, you enter much payroll-related information into the JD Edwards EnterpriseOne Human Capital Management Foundation system. This system contains the central database for all of the information that human resources and payroll users typically share. For example, when a human resources clerk updates an employee's information, the employee's payroll information is also updated. A central database:

- Eliminates redundant data entry.
- Maintains current and accurate information across all of the business operations.
- Improves communication among departments.

You use the JD Edwards EnterpriseOne Human Capital Management Foundation system to track:

- Complete employee information.
- Job information.
- Pay type, deduction, benefit, and accrual (PDBA) information.
- Time and labor information.

The JD Edwards EnterpriseOne Payroll system contains the additional functions that you need to process payroll for employees.

Both human resources and payroll users can enter information into the foundation system. However, to prevent unauthorized access to confidential information, you can set up system security so that users can access only the information that they need for their jobs. Typically, the system administrator sets up system security during system implementation. The system administrator can set up security for an entire form or for specific fields on a form.

JD Edwards EnterpriseOne Canadian Payroll Business Processes

The process flow illustrates the JD Edwards EnterpriseOne Canadian Payroll business processes:

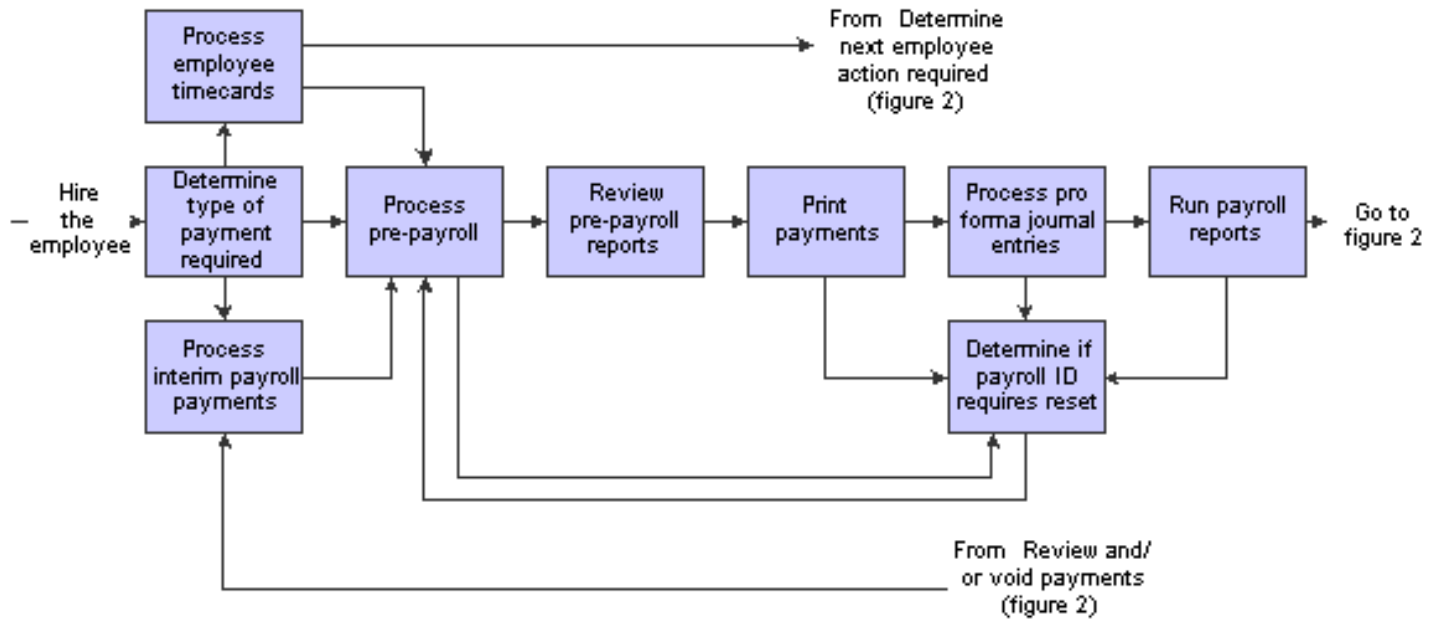
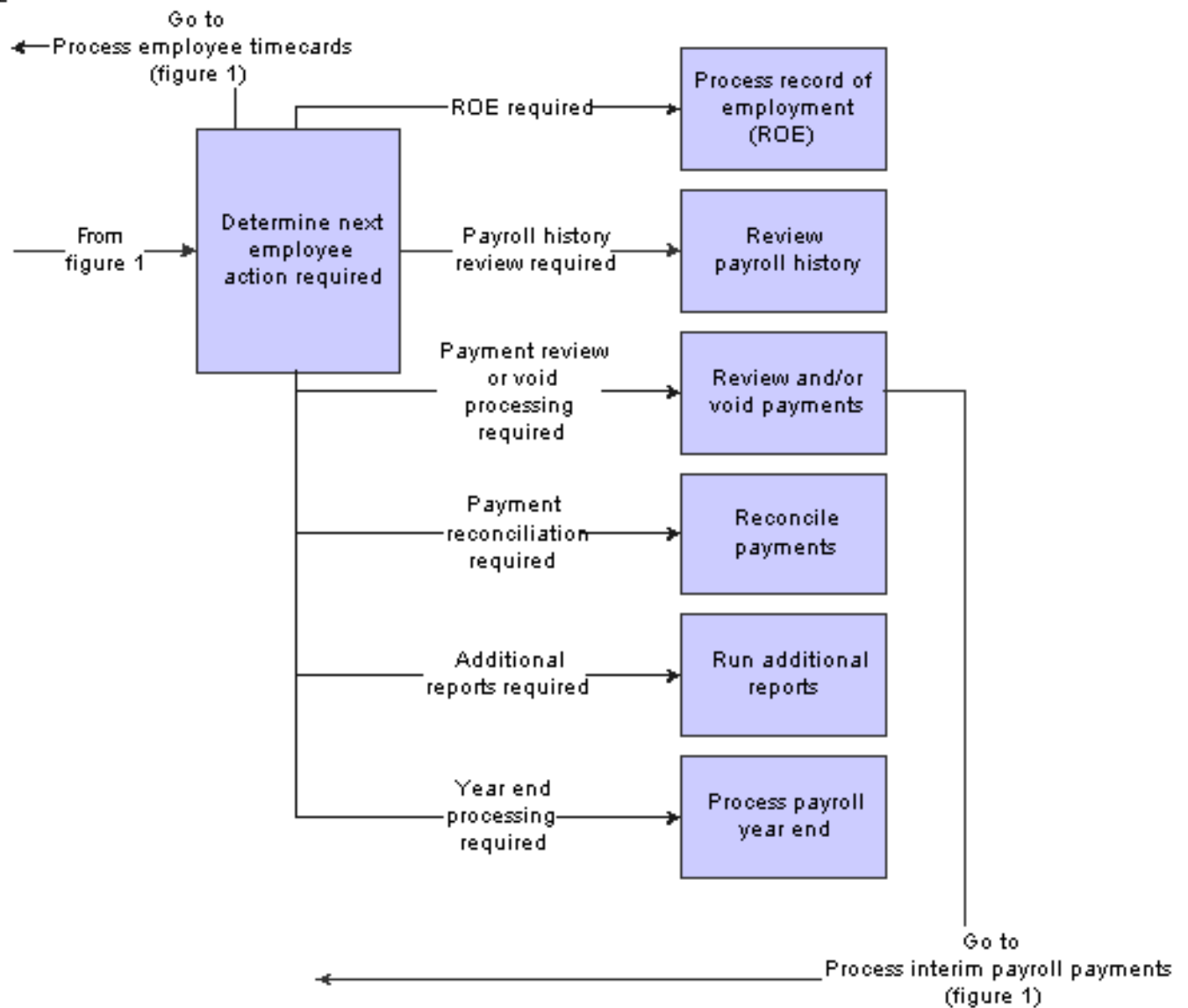


Figure 2



We discuss these business processes in the business process chapters in this implementation guide, and in the *JD Edwards EnterpriseOne Payroll 9.2 Implementation Guide*.

See *JD Edwards EnterpriseOne Applications Payroll Implementation Guide* .

JD Edwards EnterpriseOne Canadian Payroll Integrations

The JD Edwards EnterpriseOne Canadian Payroll system integrates with these JD Edwards EnterpriseOne products from Oracle:

- JD Edwards EnterpriseOne Asset Lifecycle Management
- JD Edwards EnterpriseOne Financial Management
- JD Edwards EnterpriseOne Human Capital Management
- JD Edwards EnterpriseOne Project Management
- JD Edwards EnterpriseOne Supply Chain Management

We discuss integration considerations in the implementation chapters in this implementation guide. Supplemental information about third-party application integrations is located on the Oracle | PeopleSoft Customer Connection website.

JD Edwards EnterpriseOne Asset Lifecycle Management

Payroll integrates with the Asset Lifecycle Management applications to streamline processes, improve operational and performance management, and allow the tracking of time and labor costs related to managing assets.

JD Edwards EnterpriseOne Financial Management

The JD Edwards EnterpriseOne Payroll system automatically creates vouchers for payroll taxes, insurance premiums, and other payroll liability amounts that must be paid to third parties. Accounts Payable integration automates the tasks of calculating the payments due to each third-party and of generating the associated accounts payable vouchers.

JD Edwards EnterpriseOne Payroll integrates with JD Edwards EnterpriseOne General Accounting to automatically update general ledger transactions and account balances. Payroll can create and post transactions to the general ledger using the automatic accounting instructions (AAIs) that you define. You can use full detail on the labor accounts and run a summary of the liabilities and cash accounts.

The JD Edwards EnterpriseOne Payroll system uses employee names and addresses that are stored in the JD Edwards EnterpriseOne Address Book.

JD Edwards EnterpriseOne Human Capital Management

Payroll integrates with the other JD Edwards EnterpriseOne Human Capital Management applications so that changes to employee, human resource, time and labor, and benefit information are immediately reflected throughout the system, ensuring that each paycheck and report is up to date.

JD Edwards EnterpriseOne Project Management

Project Management and Payroll integrate to recognize labor and overhead expenses as they occur, for precise planning and variance analysis.

JD Edwards EnterpriseOne Supply Chain Management

Payroll integrates with the Supply Chain Management applications to give insights into the connection between operations and human capital costs.

JD Edwards EnterpriseOne Canadian Payroll Implementation

This section provides an overview of the steps that are required to implement the JD Edwards EnterpriseOne General Accounting system.

In the planning phase of your implementation, take advantage of all JD Edwards EnterpriseOne sources of information, including the installation guides and troubleshooting information. A complete list of these resources appears in the preface in *About These Implementation Guides* with information about where to find the most current version of each.

When determining which electronic software updates (ESUs) to install for JD Edwards EnterpriseOne Canadian Payroll, use the EnterpriseOne and World Change Assistant. EnterpriseOne and World Change Assistant, a Java-based tool, reduces the time required to search and download ESUs by 75 percent or more and enables you to install multiple ESUs at one time.

See [JD Edwards EnterpriseOne Tools Software Updates Guide](#) .

Global Implementation Steps

This table lists the global implementation steps for the JD Edwards EnterpriseOne Canadian payroll system:

- Set up fiscal date patterns, companies, and business units.
See *"Setting Up Organizations" in the JD Edwards EnterpriseOne Applications Financial Management Fundamentals Implementation Guide* .
- Set up accounts.
See *"Creating the Chart of Accounts" in the JD Edwards EnterpriseOne Applications Financial Management Fundamentals Implementation Guide* .
- Set up General Accounting constants.
See *"Setting Up the General Accounting System" in the JD Edwards EnterpriseOne Applications General Accounting Implementation Guide* .
- Set up multicurrency processing, including currency codes and exchange rates.

See *"Setting Up General Accounting for Multicurrency Processing" in the JD Edwards EnterpriseOne Applications Multicurrency Processing Implementation Guide* .

See *"Setting Up Exchange Rates" in the JD Edwards EnterpriseOne Applications Multicurrency Processing Implementation Guide* .

- Set up ledger type rules.

See *"Setting Up Ledger Type Rules for General Accounting" in the JD Edwards EnterpriseOne Applications General Accounting Implementation Guide* .

- Enter Address Book records.

See *"Entering Address Book Records" in the JD Edwards EnterpriseOne Applications Address Book Implementation Guide* .

- Set up Human Capital Management fundamental information.

See *JD Edwards EnterpriseOne Applications Human Capital Management Fundamentals Implementation Guide* .

Core Implementation Steps

This table lists the core implementation steps for the JD Edwards EnterpriseOne Canadian payroll system:

- Set up the Payroll Cycle Workbench.

See *"Setting Up Payroll Cycle Information" in the JD Edwards EnterpriseOne Applications Payroll Implementation Guide* .

- Set up Master Pay Cycles.

See *"Setting Up Payroll Cycle Information" in the JD Edwards EnterpriseOne Applications Payroll Implementation Guide* .

- Create a payroll ID.

See *"Setting Up Payroll Cycle Information" in the JD Edwards EnterpriseOne Applications Payroll Implementation Guide* .

- Attach a Master Pay Cycle to a payroll ID.

See *"Setting Up Payroll Cycle Information" in the JD Edwards EnterpriseOne Applications Payroll Implementation Guide* .

- Set up payroll cycle control parameters.

See *"Setting Up Payroll Cycle Information" in the JD Edwards EnterpriseOne Applications Payroll Implementation Guide* .

- Set up pay cycle reports.

See *"Setting Up Payroll Cycle Information" in the JD Edwards EnterpriseOne Applications Payroll Implementation Guide* .

- Set up payment information.
See *"Setting Up Payroll Cycle Information" in the JD Edwards EnterpriseOne Applications Payroll Implementation Guide* .
- Set up payment types.
See *"Setting Up Payroll Cycle Information" in the JD Edwards EnterpriseOne Applications Payroll Implementation Guide* .
- Set up debit account information for automatic deposits.
See *"Setting Up Payroll Cycle Information" in the JD Edwards EnterpriseOne Applications Payroll Implementation Guide* .
- (Optional) Set up multiple version processing.
See *"Setting Up Payroll Cycle Information" in the JD Edwards EnterpriseOne Applications Payroll Implementation Guide* .
- (Optional) Attach multiple version information to a payroll ID.
See *"Setting Up Payroll Cycle Information" in the JD Edwards EnterpriseOne Applications Payroll Implementation Guide* .
- Set up the Interims Workbench.
See *"Setting Up Interim Payments" in the JD Edwards EnterpriseOne Applications Payroll Implementation Guide* .
- Create an interim payroll ID.
See *"Setting Up Interim Payments" in the JD Edwards EnterpriseOne Applications Payroll Implementation Guide* .
- Roll pay period dates forward for an interim ID.
See *"Setting Up Interim Payments" in the JD Edwards EnterpriseOne Applications Payroll Implementation Guide* .
- Set up reports for an interim ID.
See *"Setting Up Interim Payments" in the JD Edwards EnterpriseOne Applications Payroll Implementation Guide* .
- Set up unemployment insurance rates.
See *"Setting Up Tax Information" in the JD Edwards EnterpriseOne Applications Payroll Implementation Guide* .
- Set up workers' compensation insurance-basis tables.
See *"Setting Up Tax Information" in the JD Edwards EnterpriseOne Applications Payroll Implementation Guide* .
- Set up workers' compensation insurance rates.
See *"Setting Up Tax Information" in the JD Edwards EnterpriseOne Applications Payroll Implementation Guide* .

- (Optional) Set up job step progression information for employees.
See *"Setting Up Job Step Progression Processing" in the JD Edwards EnterpriseOne Applications Payroll Implementation Guide* .
- (Optional) Set up job step progression parameters.
See *"Setting Up Job Step Progression Processing" in the JD Edwards EnterpriseOne Applications Payroll Implementation Guide* .
- (Optional) Set up timecard automation for stand-alone job step progression.
See *"Setting Up Job Step Progression Processing" in the JD Edwards EnterpriseOne Applications Payroll Implementation Guide* .
- (Optional) Set up rule sets for job step progression processing.
See *"Setting Up Job Step Progression Processing" in the JD Edwards EnterpriseOne Applications Payroll Implementation Guide* .
- Set up garnishment tables.
See *"Setting Up Tables for Wage Attachments" in the JD Edwards EnterpriseOne Applications Payroll Implementation Guide* .
- Set up standard annual exemption amounts and additional exemption amounts for disabilities.
See *"Setting Up Tables for Wage Attachments" in the JD Edwards EnterpriseOne Applications Payroll Implementation Guide* .
- Set up exemption calculation tables for exemption rules.
See *"Setting Up Tables for Wage Attachments" in the JD Edwards EnterpriseOne Applications Payroll Implementation Guide* .

JD Edwards Canadian Payroll Implementation Steps

This table lists the suggested application-specific implementation steps for the JD Edwards Canadian payroll system:

Step	Reference
Set up tax area information, corporate tax IDs, and employment insurance rates.	See <i>Setting Up Tax Information</i> .
Set up pay types, tax-deferred compensation deduction, and taxable fringe benefits.	See <i>Setting Up Pay Types, Deductions, Benefits, and Accruals</i> .
Enter country-specific employee information and additional tax information for an employee.	See <i>"Setting Up Employee Information" in the JD Edwards EnterpriseOne Applications Human Capital Management Fundamentals Implementation Guide</i> .

3 Understanding Payroll Processing for Canada

Understanding the JD Edwards EnterpriseOne Canadian Payroll Process

With JD Edwards EnterpriseOne Canadian Payroll, you can design payroll processes to meet the organization's specific requirements. You can define and establish earnings, deductions, taxes, and processes that fit the unique business needs. The JD Edwards EnterpriseOne Payroll system enables you to calculate gross-to-net or net-to-gross pay, leave accruals, and government-regulated tax information.

The payroll process is the same for all countries, and includes these steps:

1. Pre-Payroll Processing
2. Print Payments
3. Journal Entries
4. Payroll Reports
5. Final Update

To process employees in Canada through a payroll cycle, you must complete all of these steps. We recommend that, before you set up or process payroll information for employees Canada, that you have a thorough understanding of JD Edwards EnterpriseOne Payroll. This documentation discusses only those steps, features, and processes that are specific to processing payroll for employees in Canada, and is intended to be used in conjunction with the *JD Edwards EnterpriseOne Payroll 9.2 Implementation Guide*.

Translation Considerations for Multilingual Environments

The system can display menus, forms, and reports in different languages. All software is shipped with the base language of English. You can install other languages as needed. For example, if you have multiple languages installed in one environment to allow different users to display different languages, each user can work in his or her preferred language by setting up his or her user preferences accordingly.

In addition to the standard menus, forms, and reports, you might want to translate other parts of the software. For example, you might want to translate the names of the accounts that you set up for the company or translate the values in some UDCs.

You might want to translate the common software elements in this table if you use the software in a multinational environment:

Common Software Element	Details
Business Unit Descriptions	<p>You can translate the descriptions of the business units that you set up for the system.</p> <p>The system stores translation information for business units in the F0006D table.</p> <p>Print the Business Unit Translation Report (R00067) to review the description translations in the base language, and one or all of the additional languages that the business uses.</p>

Common Software Element	Details
Account Descriptions	<p>You can translate the descriptions of the accounts into languages other than the base language.</p> <p>After you translate the chart of accounts, you can print the Account Translation report. You can set a processing option to display account descriptions in both the base language, and one or all of the additional languages that the business uses.</p>
Automatic Accounting Instruction (AAI) Descriptions	<p>You can translate the descriptions of the automatic accounting instructions (AAIs) that you set up for the system.</p>
UDC Descriptions	<p>You can translate the descriptions of the UDCs that you set up for the system.</p>
Delinquency Notice Text	<p>Specify a language preference for each customer when you create customer master records. The language preference field on the Address Book - Additional Information form determines the language in which the delinquency notice and the text on the notice should appear when you use final mode. (In proof mode, the statements print in the language preference that is assigned to the client in the JD Edwards EnterpriseOne Address Book.)</p> <p>The base software includes the delinquency notice translated into German, French, and Italian. You should translate any text that you add to the bottom of the notice. To do this translation, follow the instructions for setting up text for delinquency notices, and verify that you have completed the Language field on the Letter Text Identification form.</p>

The translations that you set up for the system also work with the language that is specified in the user profile for each person who uses the system. For example, when a French-speaking user accesses the chart of accounts, the system displays the account descriptions in French, rather than in the base language.

Note:

- *JD Edwards EnterpriseOne Tools Foundation Guide* .
- *"Translating Business Units" in the JD Edwards EnterpriseOne Applications Financial Management Fundamentals Implementation Guide* .
- *"Translating Accounts" in the JD Edwards EnterpriseOne Applications Financial Management Fundamentals Implementation Guide* .
- *"Setting Up Letter Text for Statements and Delinquency Notices" in the JD Edwards EnterpriseOne Applications Accounts Receivable Implementation Guide* .
- *"1apv" in the JD Edwards EnterpriseOne Applications Payroll Implementation Guide* .

Features of JD Edwards EnterpriseOne Canadian Payroll Processing

To correctly update payroll records for employees in Canada, you must process those employees through a complete payroll cycle. Though the steps of the payroll cycle are the same for all supported countries, you can use these additional steps, features, and procedures to process country-specific information for employees in Canada:

Process	Usage
Payroll Cycle Reports	The system includes country-specific payroll reports that the organization can use to fulfill government reporting requirements, or to review and audit payroll information.
Payment History	The system includes country-specific payroll history tables to store payroll information that is specific to employees that work in Canada, such as employment insurance. The system also includes reports and forms that can be used to review this history information.
Records of Employment (ROEs)	The system provides programs to create and process ROE forms, which are required by the Canadian government. ROEs are used to track and report employees who are separated from employment.
Employee Information	The system provides form that enable you to enter information for Canadian employees during the employee entry process.
PDBA Information	The system enables you to set up pay types, benefits, and deductions that meet the requirements of the Canadian government.
Tax Information	The system enables you to set up taxes for Canadian local, state, provincial, and federal taxing authorities, and process and report those taxes accordingly.

Understanding User Defined Codes for Canada

Many fields throughout the software accept only user defined codes. You can customize the system by setting up and using user defined codes that meet the specific needs of the business environment.

Note: User-defined codes (UDCs) are central to JD Edwards EnterpriseOne software. You should be thoroughly familiar with UDCs before you change them.

To process payroll and ROEs in Canada, set up Canada-specific UDCs, in addition to the UDCs for JD Edwards EnterpriseOne Payroll and JD Edwards EnterpriseOne Human Capital Management.

National Occupational Classification Codes (05/NC)

You use National Occupational Classification (NOC) codes to identify jobs and employees. The Canadian government defines NOC codes.

See <https://noc.esdc.gc.ca/> for more information about NOC codes.

Workers' Compensation Basis Table Codes (06/IP)

Workers Compensation Basis Table codes define the names of the insured pay tables. These pay tables are used for ROE (Record of Employment) statutory holiday pay; vacation pay; sick, maternity, and paternity leave pay; and wage loss indemnity pay, in addition to workers' compensation.

ROE Work Stoppage Reason (06/RT)

Work Stoppage Reason codes identify the reason why an employee is no longer working. This code is used on ROEs (Records of Employment). Do not change these codes.

Recall Expectation (07/RE)

Recall Expectation codes are used to identify the likelihood that a terminated employee will be recalled. This code is used on ROEs (Records of Employment).

Note:

- *JD Edwards EnterpriseOne Tools Foundation Guide* .
- *"User-Defined Codes for Human Capital Management Systems" in the JD Edwards EnterpriseOne Applications Human Capital Management Fundamentals Implementation Guide* .

4 Setting Up Pay Types, Deductions, Benefits, and Accruals

Understanding PDBA Setup for Canada

You set up pay types to categorize various employee earnings so that direct labor costs can be directed to different accounts in the general ledger. You set up deductions, benefits, and accruals (DBAs) to automate the process of subtracting monies, calculating benefits, and tracking accruals when you run a payroll cycle. You must set up DBAs before you can assign them to employees.

If you use the JD Edwards EnterpriseOne Benefits module, you must also set up DBAs before you can enroll employees in benefit plans. You must set up at least one DBA for each benefit plan.

Setting Up a Pay Type

This section provides an overview of pay types for Canada, and discusses how to:

- Set up basic pay type information.
- Set up Canadian legislative information.

Understanding Pay Types for Canada

You set up pay types to categorize various employee earnings and to direct labor to different accounts in the general ledger. You can define up to 999 pay types. For example, most companies need to set up different pay types for holiday, sick, and vacation pay; or for personal leave pay.

When you set up pay types you can:

- Specify how different pay types are used when computing employee pay.
- Assign automatic pay methods for autopay employees.
- Specify whether a pay type is tax exempt.
- Define information to be printed on T4 forms for the associated pay type for payroll.
- Specify, for each pay type, whether hours, currency amounts, or both should be passed to the general ledger.

You can also attach a media object with explanatory notes or other information to a pay type. If you attach a text media object to the pay type, the first two lines of text that you enter appear on reports that include the pay type description.

Note: To ensure accurate year-end reporting, you should set up separate pay types for pensioners and separate pay types for nonresident workers.

Supplementary Pay Types

For Quantum for Payroll Tax to calculate taxes correctly on lump sums (such as ineligible retiring allowances, irregular commission payments, or bonuses), you must specify Auto Pay Method **B** and Pay Source **1**, **2**, or **3** for these pay types.

If an employee works on the statutory holiday, the pay is eligible for Employment Insurance (EI) withholding. However, the hours that are represented by this type of pay are not EI-reportable because these hours would have already been included in the payment of the statutory holiday-not-worked pay type. Statutory holiday-worked pay types should be assigned a tax exemption type of CI, which exempts hours but not pay from EI. To exempt both pay and hours from EI, use tax exemption types CC (for the employee portion), CD (for the employer portion), and CI (for exempt EI hours).

Note:

- [JD Edwards EnterpriseOne Tools Foundation Guide](#) .

Forms Used to Set Up Pay Types

Form Name	FormID	Navigation	Usage
Work With PDBAs	W059116A	Pay/Deductions/Benefits Setup (G05BD4), PDBA Setup	Access the revision forms.
Pay Type Revisions	W059116B	On the Work With PDBAs form, select the Pay Type option in the PDBA Type area, and then click Add.	Set up basic pay type information.
Canadian Legislative/Regulatory	W059116CA	On the Work With PDBAs form, select the pay type that you want to add legislative information to, and then select Canadian Legislative/Regulatory from the Row menu.	Set up Canadian legislative and regulatory information.

Setting Up Basic Pay Type Information

Access the Pay Type Revisions form.

On Pay Type Revisions, for tax-exempt pay types, select Tax Exemptions from the Form menu. On Tax Exemptions, specify the tax types that should not be computed for the pay type. To specify that the pay type is exempt from all taxes, enter * in the Tax Type 01 field.

Paystub Text and French CDN. Paystub Text

Enter the text that you want the system to print on the employee's paystub. If you are using JD Edwards EnterpriseOne Time and Labor, the system does not create payments. However, this field is required to complete the form. Generally, you enter a description of the PDBA.

Pay Type Category

Enter a user defined code (07/PC) that specifies the pay type categories that you want to use:

- For regular pay.
- To generate overtime.
- For reporting purposes on the Certified Payroll Register (U.S. only).

Effect on GL (effect on general ledger)

Enter a code that indicates whether the system writes journal entries from Payroll to the general ledger, and the method to use. Values are:

H: Write only hours to the general ledger. This code is valid for generating timecard journals. The code should not be used when journals are generated through the pay cycle.

M: Do not write monetary amounts or hours to the general ledger. Do not calculate workers' compensation and general liability.

N: Write monetary amounts and hours to the general ledger.

Y: Write only monetary amounts to the general ledger.

W: Do not write monetary amounts or hours to the general ledger, but calculate workers' compensation and general liability. Workers' compensation and general liability amounts will be written to the general ledger.

Pay Source

Enter a user defined code (07/PB) that defines the value upon which the system bases the employee's pay. The default value is **H** (hours worked). Other values exist for tip and piecework processing, and for Canadian lump-sum amounts, irregular commissions, and bonuses. Use **E**, estimated pay, for an advance pay interim check. The Interim Check program (Format 2) automatically deletes this type of timecard so that you can enter the actual time when it is known.

Pay Type Multiplier

Enter a factor by which the base hourly rate is multiplied to obtain the actual payment hourly rate. For example, you could use **1.5** to designate time-and-one-half for overtime pay. **0** is not a valid multiplier. The default value is **1.00**.

Shift Differential Method

Enter a code that specifies how the system calculates shift differential information. Values are:

1: Applies the pay type multiplier to the shift differential: $\text{Gross} = (\text{rate} + \text{shift differential}) \times (\text{multiplier}) \times \text{hours}$.

2: Applies the pay type multiplier only to the hourly rate and does not include the shift differential: $\text{Gross} = (\text{rate} \times \text{multiplier}) + (\text{shift differential}) \times \text{hours}$.

Blank: The system follows the shift differential method that is associated with the pay type from the F059116 table.

The multiplier is the pay rate multiplier from the Payroll Transaction Constants table.

When the pay rate is derived from the Union Rate table, the multiplier is assumed to be **1** because it is built into the table. In this case, all methods produce the same result.

Shift Differential

Enter a monetary amount that is 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).

The system does not calculate percentage amounts for shift differentials that you enter at the pay type level.

Auto Pay Methods

Enter a code that determines how the system treats this pay type when computing automatically generated pay (typically for salaried employees). It also identifies supplemental pay. Values are:

Y: The dollars with this pay type are part of the employee's base pay (for example, regular, holiday, sick, and vacation pay).

N: The dollars with this pay type are in addition to the employee's base pay (for example, overtime pay and time off without pay).

S: The hours with this pay type are subtracted from the employee's base pay at standard rate and added back at the entered pay rate.

B: The dollars with this pay type are in addition to the employee's base pay and are treated as supplemental pay (for example, bonuses, commissions, and payoffs) for taxation purposes. Canadian bonuses, irregular commissions, and lump sums use auto pay method **B**.

C: The hours or dollars entered using this pay type override all auto pay instructions.

Amount or Rate

Enter a value that specifies a percentage, a monetary amount, or an hourly rate, depending on where it is used. Values are:

1: For a deduction, benefit, or accrual, the meaning of this value depends on the method of calculation. The method determines whether the deduction is a flat monetary amount, a percentage, or a multiplication rate. Table method DBAs, depending on which table method they use, can either use this amount in the calculation or ignore it. If there are exceptions to the table calculation, you can override the table code in the detail area, set up a flat monetary DBA amount, or override the amount with a one-time override for a timecard.

2: For a pay type, amounts entered in this field override the hourly rate.

Effect on Gross Pay and Effect on Net Pay

Enter a code that indicates whether the pay type is added to, subtracted from, or does not affect the employee's gross pay. Values are:

Positive: Pay type will be added to the employee's gross pay.

Negative: Pay type will be subtracted from the employee's gross pay.

Blank: Pay type will not have an effect on the employee's gross pay.

A pay type should not have a negative effect on gross pay. If you set up a pay type to have a negative effect on gross or net pay, gross-to-net errors appear on the Payroll Register. It is recommended that you set up a deduction instead of a pay type that would have a negative effect on gross pay.

When you set up a pay type with no effect on gross pay and a positive effect on net pay, do not create a separate check. Creating a separate check will cause a gross-to-net error.

Tax Type 01

Enter up to 15 tax types for which the respective payroll tax is not to be computed for a pay, deduction, or benefit code.

If you enter * in the first element of this list, no taxes are computed.

Do Not Allow for Future Entry

Select a value to specify whether you can enter the pay type in advance. Values are:

Allow for Future Entry: Pay type can be entered in advance.

Do Not Allow for Future Entry: Pay type cannot be entered in advance. This is the default value.

Setting Up Canadian Legislative Information

Access the Canadian Legislative/Regulatory form.

To designate the pay type as a lump sum, an irregular commission payment, or a bonus, set up Canadian Legislative/Regulatory information.

A Lump Sum Payment, An Irregular Commission payment, A Bonus payment, and None of the Above.

Enter a user defined code (07/PB) that defines the value upon which the system bases the employee's pay. The default value is **H**. Other values exist for tip and piecework processing, and for Canadian lump-sum amounts, irregular commissions, and bonuses. Use **E**, estimated pay, for an advance pay interim check. The Interim Check program (Format 2) automatically deletes this type of timecard so that you can enter the actual time when it is known.

To calculate taxes correctly, you must indicate whether the pay type is for a lump sum payment, an irregular commission payment, a bonus payment, or none of the above.

Setting Up Tax-Deferred Compensation Deductions

This section provides an overview of tax-deferred compensation, lists prerequisites, and discusses how to:

- Set up a tax-deferred compensation deduction.
- Set up limits for a tax-deferred compensation deduction.

Understanding Tax-Deferred Compensation

You set up a tax-deferred compensation deduction to deduct an amount from an employee's pay for compensation programs that defer taxes until the funds are distributed or until the funds are removed from the plan. A Registered Retirement Savings Plan (RRSP) is an example of a tax-deferred compensation deduction. A tax-deferred compensation deduction is generally based on a percentage of employee gross pay. For example, an employee might contribute 10 percent of gross pay to an RRSP.

Note: Do not change the taxable status for any DBA in the middle of the year. Previously calculated taxable amounts and taxes do not automatically change as the taxable status changes. You must enter an end date to the current DBA and create a new DBA with the new taxable status. If necessary, add the new DBA to the group plan and employee level DBAs with an appropriate start date.

Prerequisite

Review the steps for setting up DBA information.

See *"Setting Up Deductions, Benefits, and Accruals" in the JD Edwards EnterpriseOne Applications Human Capital Management Fundamentals Implementation Guide* .

Forms Used to Set Up Tax-Deferred Compensation Deductions

Form Name	FormID	Navigation	Usage
Work With PDBAs	W059116A	Pay/Deductions/Benefits Setup (G05BD4), PDBA Setup	Access the revision forms.
Basic DBA Information	W059116E	On the Work With PDBAs form, select the Deduction option in the PDBA Type area, and then click Add.	Set up a tax-deferred compensation deduction.
Canadian Legislative/Regulatory	W059116CA	On the Work With PDBAs form, select the deduction and then select Canadian Leg/Reg from the Form menu.	Set up a tax-deferred compensation deduction.
Advanced DBA Information	W059117A	On the Basic DBA Information form, select Advanced DBA Info. from the Form menu.	Set up limits for a tax-deferred compensation deduction.

Setting Up a Tax-Deferred Compensation Deduction

Access the Basic DBA Information form.

1. Complete the steps for setting up essential DBA information and click OK.
2. Click Cancel to close the Basic DBA Information form.
3. On the Work With PDBAs form, locate the deduction that you just added, and then click Select.
4. On the Basic DBA Information form, select Canadian Leg/Reg from the Form menu.
5. On the Canadian Legislative/Regulatory form, select an option:
 - o Union Dues
 - o Registered Pension Plan
 - o Registered Pension Plan (No Withholding)
 - o Group Term Life
 - o None of the Above.

6. To indicate that the current pay-period amount of employee-paid CPP or QPP contributions should be used to reduce the current pay-period Registered Pension Plan deduction, select the Should CPP/QPP be deducted? option and then click OK.

- o **Union Dues, Registered Pension Plan, and Registered Pension Plan (No Withholding)**

Enter a user defined code that enables Vertex to use current tax laws in various jurisdictions to determine whether a DBA is pretax for a specified tax area.

The 401 option specifies all deferred compensation plans (401k, 403b, 408k, 457, and 501c). The 125 option specifies Section 125 plans. Specifying either of these options eliminates the need to set up tax-exempt status in the system or to create multiple deductions to accommodate pretax status in certain states.

For Canadian applications, these options are available:

- RPP (Registered Pension Plans)
- RPN (Registered Pension Plan (No Withholding))
- RRSP (Registered Retirement Savings Plans)
- UN (Union Dues)

For the U.S. and Canada, the GTL option specifies the Fringe Benefit for Group Term Life.

- **None of the Above.**

Enter a user defined code (07/PB) that defines the value upon which the system bases the employee's pay. **H**, hours worked, is the default value. Other values exist for tip and piecework processing, and for Canadian lump-sum amounts, irregular commissions, and bonuses. Use **E**, estimated pay, for an advance pay interim check. The Interim Check program (Format 2) automatically deletes this type of timecard so that you can enter the actual time when it is known.

To calculate taxes correctly, you must indicate whether the pay type is for a lump sum payment, an irregular commission payment, a bonus payment, or none of the above.

- **Should CPP/QPP be deducted?** (Should Canadian pension plan/Quebec pension plan be deducted?)

Enter a user defined code (07/DB) that indicates whether the current amount of employee-paid CPP or QPP contributions should be used to reduce the registered pension plan deduction for this particular DBA.

Setting Up Limits for a Tax-Deferred Compensation Deduction

Access the Advanced DBA Information form.

Pay Period Limit

Enter the maximum amount that can be withheld or accrued in a pay period for a deduction, benefit, or accrual. This amount is expressed in dollars for deductions and benefits. For accruals, this amount is expressed in hours.

Monthly Limit

Enter the maximum amount that can be withheld or accrued in a month for a deduction, benefit, or accrual. This amount is expressed in dollars for deductions and benefits. For accruals, this amount is expressed in hours.

Quarterly Limit

Enter the maximum amount that can be withheld or accrued in a calendar quarter for a deduction, benefit, or accrual. This amount is expressed in dollars for deductions and benefits. For accruals, this amount is expressed in hours.

DBA For Prior Limit (deduction, benefit, accrual for prior limit)

Enter a code that identifies another DBA whose limit must be met first before this DBA calculates. For example; deduction 1400 has an annual limit of 2,000.00 CAD.

After this limit is met, deduction 1500 begins calculation and withholding.

The DBA number of the predecessor must be lower than the successor's number.

Group Limit Code

Enter a code that is common to all deductions or benefits that share the same limitations, such as pay period currency amount, percentage, monthly, and annual. The system takes these limits from the first deduction encountered in the group and withholds for all deductions until the limit is reached for the aggregate.

Example:

Deduction 6400, Group A, Annual Limit equals 1000 CAD, No Pay Period Limit.

Deduction 6430, Group A, No Annual or Pay Period Limit.

Deduction 7700, Group A, No Annual or Pay Period Limit.

Deduction 9400, Group B, No Annual or Pay Period Limit.

Deduction 7550, Group B, No Annual Limit, Pay Period Limit equals 50 CAD.

For this example, the system determines the deductions that are assigned to Group A, and applies a 1000 CAD annual limit for all three deductions. The system continues to take the deductions from an employee's paycheck until a total of 1000 CAD has been deducted between all entities in Group A for the year. For deductions in Group B, the system deducts no more than 50 CAD per pay period for the two deductions.

Limit Method

Enter a code that indicates the history file that the system uses for DBA limits. Values are:

Blank (default): The system applies monthly, quarterly, and annual limits to calendar month history. The system stores fiscal and anniversary history by pay period ending date. The system updates the F06145 table.

1: Applies monthly, quarterly, and annual limits to payroll month history. Use this method for retirement plans, such as 401(k) or RRSP. The system stores fiscal and anniversary history by check date. The system updates the F06146 table.

2: Applies monthly and quarterly limits to calendar month history and updates the Calendar Month DBA Summary History File. The system applies annual limits to fiscal and anniversary history. Fiscal and anniversary history, by pay period ending date, is saved in the F06147 table.

Calendar Month Method

Enter a method to determine how transition months are stored for calendar month history. Transition months occur when the pay period crosses into another month. Values are:

Blank: This is the default. DBAs are prorated to the pay period ending date and the last day of the previous month if timecards exist for both months.

1: DBAs are allocated to the pay period ending date.

Limit on Pay Period Percent - Minimum

Enter the minimum percentage amount that can be specified for the DBA. The amount of the transaction can never be less than this minimum.

Limit on Pay Period Percent - Maximum

Enter the maximum percentage of pay that the calculated deduction or benefit amount may not exceed. This percentage works in conjunction with the dollar limits of the deduction or benefit, so whichever limit is reached first stops the calculation. For accrual transactions, this field represents an hour's limit.

Minimum Hours

Enter the minimum number of hours worked or pieces produced for a DBA to be calculated. If the number of hours worked or pieces produced is less than this amount, the system assumes zero hours when it calculates the DBA. The system uses this field only if the method of calculation is **H** or **I**.

Maximum Hours

Enter the maximum number of hours worked or pieces produced that a DBA can be based on. If the actual hours worked or pieces produced are greater than the specified maximum, the system bases the calculation on the maximum. The system uses this field only if the method of calculation is **H** or **I**.

Setting Up a Taxable Fringe Benefit for Canada

This section provides an overview of taxable fringe benefits and discusses how to set up a taxable fringe benefit for Canada.

Understanding Taxable Fringe Benefits

You set up a taxable fringe benefit DBA when you want Quantum for Payroll Tax to calculate appropriate taxes for a benefit such as Group Term Life Insurance. For example, the taxable fringe benefit function in the JD Edwards EnterpriseOne software provides Group Term Life Insurance amounts to Quantum for Payroll Tax, and then retrieves the taxable or subject amounts for each tax. Subject amounts are wages that are included in the subject gross but are not included in the adjusted current gross.

You can use the PDBA Setup program (P059116) to create a new DBA for a taxable fringe benefit. After you create the DBA, you select the Group Term Life option (GTL) on the Canadian Legislative/Regulatory form that is available from the Row menu. For the U.S. and Canada, GTL represents the fringe benefit for Group Term Life. In the example illustrated in this table, gross pay equals 1000, and the fringe benefit for Group Term Life equals 20:

Tax	The Rule	Taxable Gross	Subject Gross	Adjusted Current Gross
Federal Withholding	Withholding not required but must be reported.	1000	1020	1020
Social Security/Medicare	Must be withheld.	1020	1020	1020
FUTA	Exempt.	1000	1000	1000

Subject amounts are wages that are included in the subject gross but not in the adjusted current gross. Taxable amounts are wages that are included in the subject gross and in the adjusted current gross. Exempt amounts are wages that are not included in the subject gross or the adjusted current gross.

Quantum for Payroll Tax calculates tax only on amounts that are taxable. Only taxable amounts are included in adjusted current gross.

Federal Withholding and FUTA display the gross pay. To account for the fringe benefit for Group Term Life, Quantum for Payroll Tax adjusts gross pay to 1020 for Social Security and Medicare. A taxable gross of 1020 is stored in the system.

Note: Depending on the organizational requirements, when you use the GTL function, you might need to add the GTL benefit amounts back for year-end processing. For state, local, SCI, and county taxes, you need to determine whether Vertex classifies GTL as Subject. You can then set up the DBA to track by tax area and refer to the year-end special handling instructions to add back to wages for W-2 reporting.

Note: *"Updating Vertex Information" in the JD Edwards EnterpriseOne Applications Human Capital Management Fundamentals Implementation Guide .*

Setting Up a Taxable Fringe Benefit for Canada

Access the Work With PDBAs form.

1. Select the Benefit option and then click Add.
2. On the Basic DBA Information form, complete the steps for setting up essential DBA information.
3. Enter **2** in the Effect on Gross/Net Pay field.
4. After you complete the steps for adding the benefit DBA, select Canadian Leg/Reg from the Form menu.
5. On the Canadian Legislative/Regulatory form, select the Group Term Life option and then click OK.

5 Processing Payroll Information for Canada

Setting Up the Payroll Workbench

This section provides an overview of the payroll workbench, and discusses how to set up the payroll workbench for Canada.

Understanding the Payroll Workbench

You process both Canadian and U.S. payroll from the Pay Cycle Workbench. To process a Canadian payroll, you must enter the country code for Canada and select Canadian employees for the payroll.

Country Code

To process a Canadian payroll, enter **CA** in the Country Code field on the Pre-Payroll Processing form.

Data Selection

You cannot include employees from multiple countries in the same payroll. To select only Canadian employees for a payroll, include the country code for Canada in the data selection for the pre-payroll program version. If all of the employees are Canadian, you do not need to include the country code in the data selection.

Forms Used to Set Up the Payroll Workbench

Form Name	FormID	Navigation	Usage
Work With Pay Cycle Workbench	W07210A	Payroll Workbench (G07BUSP11), Pay Cycle Workbench	Select a Payroll ID.
Pre-Payroll Processing	W07200A	On the Work the With Pay Cycle Workbench form, select a Payroll ID and then click Select.	Set up the Payroll Workbench for Canada

Setting Up the Payroll Workbench for Canada

Access the Pre-Payroll Processing form.

Pre-Payroll Processing

Form Tools

Payroll Parameters

Interim Only
 Merge Interims
 AutoPay
 Changes Only
 Leave Balance

Pay Cycle Information

Payroll ID: CANADA Submit Pre-Payroll
 Pay Cycle Code: BW *Biweekly*
 Country Code: CA *Canada*
 Pay Period End Date: 01/22/2005 Century/Year: 2005
 Version *: QACAFINAL Pay Period Number: 002

Date/Detail Info **Additional Parameters**

Dates

From: 01/09/2005 Thru: 01/22/2005
 Check Date: 01/28/2005 Auto Deposit Date: 01/28/2005

Detail Information

Period No	W	<input type="text"/>	B	<input type="text" value="2"/>	S	<input type="text"/>	M	<input type="text"/>	O	<input type="text"/>
Std. Hours	W	<input type="text"/>	B	<input type="text" value="80.00"/>	S	<input type="text"/>	M	<input type="text"/>	O	<input type="text"/>

Using Canadian Payment Types

This section provides an overview of Canadian payment types, and discusses how to:

- Set processing options for the Print Cheques - Canadian program (R77231).
- Set processing options for the Print Auto Deposit Advices Can program (R77233).
- Set processing options for the Create Auto Deposit Tape File program (R77235).

Understanding Canadian Payment Types

JD Edwards EnterpriseOne supplies these Canada-specific payment programs:

- The Print Cheques - Canadian program (R77231).
- The Print Auto Deposit Advices Can program (R77233).
- The Create Auto Deposit Tape File program (R77235).

To use these payment programs, enter them on the Print Payment Setup form, which is accessible from the Payroll Cycle Workbench (P07210).

Note:

- *"Setting Up Payroll Cycle Information" in the JD Edwards EnterpriseOne Applications Payroll Implementation Guide*

Setting Processing Options for the Print Cheques - Canadian Program (R77231)

Processing options enable you to specify the default processing for programs and reports.

Print Options

These processing options determine how certain information appears on checks as well as the translation that is used to convert the number amounts to words.

1. Translation Code

Specify whether to translate the amounts on the checks from numbers to words. Values are:

X00500: Translate U.S. dollar amounts.

X00500CH: Translate Chinese RMB amounts.

X00500FR: Translate French franc amounts.

X00500S1: Translate Spanish peso amounts (female).

X00500S2: Translate Spanish peso amounts (male).

2. Company Name and Address

Specify whether the company name and address appear on payroll checks. Values are:

Blank or **1:** Do not print company name and address.

2: Print company name only.

3: Print company name and address.

3. Company Number

Specify the company number of the company whose name and address appears on the payroll checks. This processing option applies only if you indicate in the company name and number processing option that prints this information

on the checks. If you leave this processing option blank, each check displays the name and address of the employee's home company.

4. Employee Identification Number

Specify the type of employee identification number that appears on the checks. Values are:

2: Tax ID number

3: Third employee number

Blank: Address book number

Setting Processing Options for the Print Auto Deposit Advices Can Program (R77233)

Processing options enable you to specify the default processing for programs and reports.

Print Options

Use these processing options to specify how certain information appears on auto deposit advice slips.

1. Company Name and Address

Specify whether the company name and address appear on automatic deposit advice slips. Values are:

Blank or 1: Do not print company name and address.

2: Print company name only.

3: Print company name and address.

2. Company Number

Specify the company number of the company whose name and address you want to appear on the automatic deposit advice slips.

This processing option applies only if you indicate in the Company Name and Number processing option that you want to print that information on the automatic deposit advice slips. If you leave this processing option blank, each automatic deposit advice slip displays the name and address of the employee's home company.

3. Employee Identification Number

Specify the type of employee identification number that appears on the automatic deposit advice slips. Values are:

2: Tax ID number

3: Third employee number

Blank: Address book number

Setting Processing Options for the Create Auto Deposit Tape File (R77235)

Processing options enable you to specify the default processing for programs and reports.

Company Options

These processing options identify the company and banking information to the bank data center.

1. Payroll ID

Specify the payroll ID for this group of automatic deposit transactions. This processing option is for information only.

2. Bank Data Centre Number

Specify the transit number of the bank data center that is processing these transactions. This processing option can contain as many as five characters.

3. Company Bank Number

Specify the bank number of the bank from which the amounts are debited. This processing option can contain as many as three characters.

4. Company Branch Number

Specify the branch transit number of the bank from which the amounts are debited. This processing option can contain as many as five characters.

5. Company Customer Number

Specify the company's customer number for the bank data center. This processing option must contain 10 characters. If the customer number contains fewer than 10 characters, you must add leading zeros. For example, enter the number 123456 as 0000123456.

6. Company Bank Account Number

Specify the company's bank account number from which the amounts are debited. This processing option must contain 12 characters. If the bank account number is less than 12 characters, you must add leading zeros. For example, enter the number 123456789 as 000123456789.

Versions

The Canadian Create Auto Deposit Tape File program (R77235) creates both an auto deposit tape file and a direct deposit register. This processing option determines the version of R77235 that the system uses to print a direct deposit register. You run one version of R77235 to create the auto deposit tape file. This version runs the version that you specify in this processing option to create the direct deposit register. You might create a different version of R77235 for the direct deposit register to use different data sequencing from the one you used for the auto deposit tape file.

7. Direct Deposit Register Version Number

Specify the version that the system uses to print the direct deposit register. If you leave this processing option blank, the program uses the XJDE0001 version.

Reviewing Payroll Cycle Reports

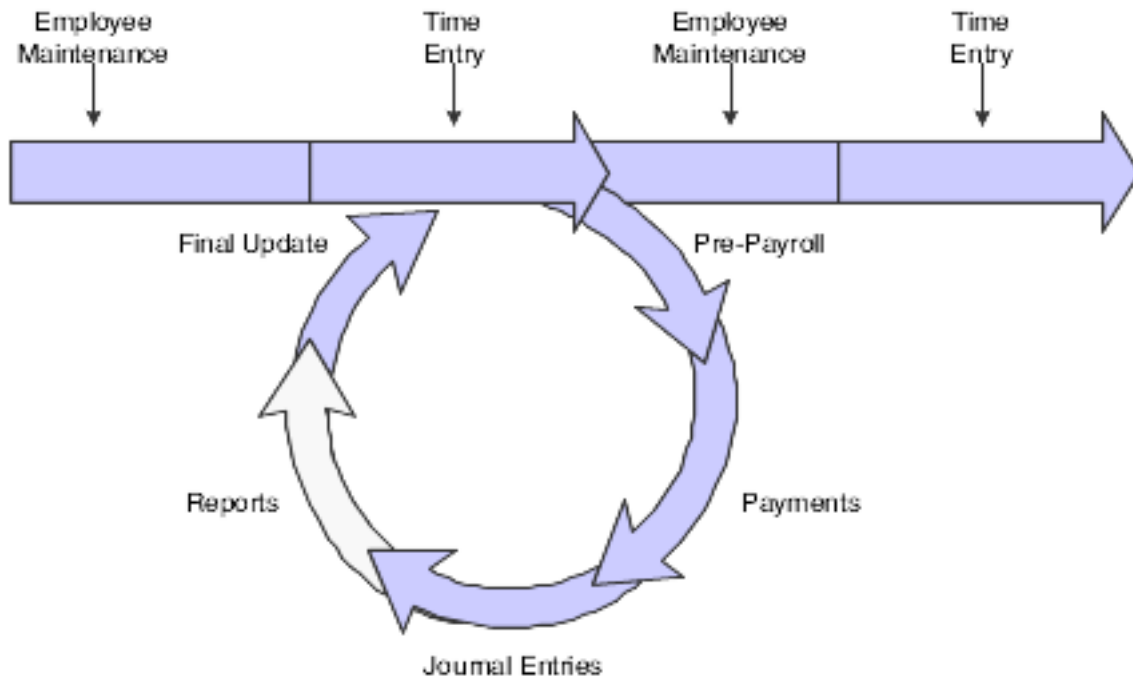
This section provides an overview of payroll cycle reports for Canada and lists a prerequisite.

Understanding Payroll Cycle Reports for Canada

During the payroll cycle, you can print reports that enable you to verify employee tax, earnings, and timecard information. When you set up reports, you can indicate the step in the payroll cycle at which you want the system to print each report. For example, you might print the Federal Tax Distribution Summary report (R073170) during pre-payroll processing. You can also create custom reports and set them up to print during the steps of a payroll cycle.

After you set up reports, they automatically print during the step of the payroll cycle that you indicate. After you process each step in the payroll cycle, you typically need to review the reports and make any necessary corrections before you continue to the next step in the cycle. Many reports are most valuable after you have processed pro forma journal entries. For this reason, the payroll cycle includes a reporting step, during which you can print any of the payroll cycle reports that are not set up to print during another step of the cycle.

The graphic illustrates the location of the reporting step in the payroll cycle:



Note:

- *JD Edwards EnterpriseOne Canadian Payroll Reports.*

Prerequisite

Set up the payroll-cycle reports that you want to print.

See *"Setting Up Pay Cycle Reports" in the JD Edwards EnterpriseOne Applications Payroll Implementation Guide* .

6 Understanding Canadian Wage Attachments

Canadian Wage Attachments

Each province and territory in Canada has its own legislation governing garnishments and support orders. The legislation requires all employers to comply with garnishment and support or maintenance orders. In most jurisdictions, compliance involves deducting the amount or percentage set out in the order and remitting it to the proper authority within a specified period of time.

For the protection of the debtor, every province has a law that specifies either a percentage of the employee's wages or a minimum amount that cannot be garnished. The various methods of calculating this exemption amount can be defined in the Wage Attachment application (P07107).

When you set up the exemption rules on the Wage Attachment application, you can also specify a minimum and maximum exemption amount. The minimum exemption amount is the minimum amount of pay that is exempt from the garnishment or child support, even when the exemption is calculated to a lower amount. The maximum exemption amount is the maximum amount of pay that is exempt from the garnishment or child support even when the exemption is calculated to a higher amount. You cannot specify a minimum or maximum exemption amount if you are using Exemption Method1, but it can be used for all other methods. When you enter a minimum or maximum exemption amount, the system calculated the exemption first, then applies the minimum or maximum amount that you specify. These amounts are dictated by local governing authorities on the order for the garnishment.

You can calculate exemptions using any of these methods:

- Flat dollar
- Percent
- Table method
 - E1: Single exemption range - \$.
 - E2: Single exemption range - %.
 - E3: Progressive exemption range - %.

To accommodate the exemption amount calculations from the various provinces, two types of exemption tables can be defined. The first type of exemption table, a single range table (E1 or E2), calculates the exemption by determining the range in which the employee's wages fall. Based on the range in which the employee's wages fall, the exemption amount can be calculated using either a percentage amount or a flat dollar amount.

The second type of exemption table, a progressive table (E3), calculates the exemption amount for each row in which the employee's wages exceed the upper limit or fall within the upper and lower limits. Each row is calculated progressively and the sum of all rows equals the exemption amount.

See *"Setting Up Tables for Wage Attachments" in the JD Edwards EnterpriseOne Applications Payroll Implementation Guide* *"Entering Wage Attachments for Employees" in the JD Edwards EnterpriseOne Applications Payroll Implementation Guide* .

Example: Exemption Rules Calculations

Suppose the employer receives a child support order for an employee who lives in Quebec. The child support order is in the amount of 500.00 CAD per month. The employee's monthly disposable wage equals 1,200.00 CAD. The system calculates the exemption amount as follows:

1. Flat dollar calculation.

If you use the flat dollar calculation and specify an amount of 1,000.00 , the system subtracts the 1,000.00 exemption from the 1,200 disposable wage and calculates the payment amount on the child support order as 200.00.

2. Percent calculation.

If you use the percent calculation and specify 50 percent, the exemption amount is 50 percent of 1,200.00 or 600.00. The system subtracts the 600.00 exemption from the 1,200.00 disposable wage and calculates the payment amount on the child support order as 600.00.

3. Table method calculation - E1.

If you use the table method calculation and specify a single exemption range - \$, you might set up ranges as shown in this table:

Lower Limit	Upper Limit	Amt./Rate
0.00	499.99	200.00
500.00	999.99	400.00
1,000	1499.99	600.00
1,500	1,999.99	800.00

The employee's disposable wage falls within the 1,000-1,499.99 range, so the exemption amount is 600.00. The system subtracts the 600.00 exemption from the 1,200.00 disposable wage and calculates the payment amount on the child support order as 600.00.

4. Table method calculation - E2.

If you use the table method calculation and specify a single exemption range - %, you might set up ranges as shown in this table:

Lower Limit	Upper Limit	Amt./Rate
0.00	499.99	50.00
500.00	999.99	40.00

Lower Limit	Upper Limit	Amt./Rate
1,000	1499.99	30.00
1,500	1,999.99	20.00

The employee's disposable wage falls within the 1,000-1,499.99 range, so the exemption amount is 30 percent of 1,200.00 or 360.00. The system subtracts the 360.00 exemption from the 1,200.00 disposable wage and calculates the payment amount on the child support order as 840.00.

5. Table method calculation - E3.

If you use the table method calculation and specify a progressive exemption range - %, you might set up ranges as shown in this table:

Lower Limit	Upper Limit	Amt./Rate
0.00	499.99	50.00
500.00	999.99	40.00
1,000	1,499.99	30.00
1,500	1,999.99	20.00

The system calculates a 50 percent exemption on the first 499.99 of the employee's disposable wage for an amount of 250.00; a 40 percent exemption on the disposable wage between 500.00 and 999.99 for an amount of 400.00; and a 30 percent exemption on the disposable wage between 1,000.00 and 1,499.99 (which in this case is 200.00) for an amount of 60.00. The system then adds these exemption amounts (200.00 + 400.00 + 60.00) for a total exemption amount of 660.00, subtracts the 660.00 exemption from the 1,200.00 disposable wage, and calculates the payment amount on the child support order as 540.00.

7 Setting Up Tax Information

Understanding Tax Information for Canada

In JD Edwards EnterpriseOne Payroll, federal and provincial tax amounts are calculated by a third-party software package.

You set up tax area information for the locations in which employees live and work, and for the taxes that must be withheld. Quantum for Payroll Tax calculates tax, based on the information that you set up. However, the system calculates the employee-paid amounts even if you do not set up the tax area information.

This table describes the two tax information areas in Payroll:

Tax Area Component	Description
Tax area code	The tax area code is an identifying number that Vertex, Inc. assigns to all taxing authorities in Canada. The system contains all federal and provincial income tax area codes. The tax area code, called the GeoCode, consists of up to nine characters (XXYYZZZZ) and three distinct parts. In Canada, the first two numbers (XX) identify the country (70), and the next three numbers (YYY) identify the province. The last four numbers do not apply.
Tax type code	The tax type code represents the type of tax that you are defining. These codes are predefined by the system. In Canada, for example, CA is for federal income tax and CC is for employee-paid employment insurance premiums.

In addition, the system provides two-digit statutory codes for provincial and federal income taxes.

Tax Area Codes for Canada

The GeoCode and the JD Edwards EnterpriseOne tax area and tax authority are synonymous. GeoCode uses up to nine digits (XXYYZZZZ) to structure JD Edwards EnterpriseOne Canadian Payroll.

These examples illustrate the tax area structure:

Tax Area Example	Description
700030000	British Columbia.
700190000	Quebec.
CFEDU01	Canadian federal employment insurance taxes.
Federal	All federal taxes.

Note: Tax area CFEDU01 for tax type CD is required for employment insurance. Tax area 700190000 for tax type CF is required for Quebec taxes. If the company has two Employment Insurance (EI) rates, you must set up a record for each EI rate (for example, CFEDU01 and CFEDU02).

You can also set up tax parameters to recognize tax limits for employees who change companies.

See *"Setting Up Common Paymaster" in the JD Edwards EnterpriseOne Applications Human Capital Management Fundamentals Implementation Guide* .

Prerequisites

Before you complete the tasks in this section:

- Install Quantum for Payroll Tax.
- Set up statutory codes in user defined code list 06/SC.

See *"User-Defined Codes for Human Capital Management Systems" in the JD Edwards EnterpriseOne Applications Human Capital Management Fundamentals Implementation Guide* .

Setting Up Tax Area Information

This section discusses how to set up tax area information.

You set up tax area information for the locations in which employees live and work, and for the taxes that must be withheld. Quantum for Payroll Tax calculates tax based on the information that you set up; however, the system calculates the employee-paid amounts even if you do not set up the tax area information.

Note:

- *"Setting Up Tax Information" in the JD Edwards EnterpriseOne Applications Human Capital Management Fundamentals Implementation Guide* .
- *"Integrating Accounts Payable" in the JD Edwards EnterpriseOne Applications Payroll Implementation Guide* .

Forms Used to Set Up Tax Area Information

Form Name	FormID	Navigation	Usage
Work With Tax Area Information	W069012C	Taxes and Insurance Setup (G07BPT14), Tax Area Information	Access the Tax Area Revisions form.

Form Name	FormID	Navigation	Usage
Tax Area Revisions	W069012B	On the Work With Tax Area Information form, click Add.	Set up tax area information.

Setting Up Tax Area Information

Access the Tax Area Revisions form.

Description 1

Enter a description for the data items.

If you are entering state or provincial taxes, it is recommended that you start the descriptions with the two-letter state or province abbreviation.

This naming convention provides you with an easier search because the system groups all taxes with the same abbreviation together.

Co/Empl Paid (company/employee paid)

Enter a code that indicates whether the payroll tax associated with the tax authority is paid by the company, as an expense, or by the employee, as a deduction (withholding). Values are:

C: Company paid

E: Employee withheld

Method of Printing

Enter a code that identifies whether the PDBA is to be printed on the paystub or whether it is to be printed on a payment that is separate from other PDBAs. Values for pay types and payroll taxes include:

Y: Print on paystub (default).

S: Print separate payment (one item per payment).

C: Print separate payment (C types combined)

N: Do not print on paystub.

Values for DBAs include:

Y: Print as total deductions (default).

S: Print separate payment (one item per payment).

C: Print separate payment (include detail).

N: Do not print on paystub.

I: Print individual DBA codes.

T: Print by DBA print group.

The separate payment feature is not available for any payroll taxes being withheld from the employee's payment.

Statutory Code

Enter an alpha code from user-defined code (UDC) table 07/SC that specifies the two-character or three-character state or province code that prints on statutory reports such as W-2s and T4s.

For example, on W-2s and T4s, instead of printing 06, which might be the taxing authority for the state of Colorado, the system prints the statutory code CO.

A/P Voucher (Y,N) (accounts payable voucher [yes, no])

Enter a code that determines whether the system should generate a voucher for the DBA, tax, or wage attachment during the final update phase of the payroll processing cycle. Values are:

N: No.

Y: Yes.

Setting Up Corporate Tax IDs

This section provides an overview of corporate tax IDs and discusses how to set up corporate tax IDs.

Understanding Corporate Tax IDs

You set up tax IDs for employment insurance (EI) to store EI tax history, for Quebec tax reporting purposes, and to process workers' compensation.

You must set up tax area CFEDU01 for the employer-paid portion of EI. If the company is eligible for any reduced rates for EI, you can set up as many as ten additional tax areas by using the naming convention CFEDUxx.

You must set up a tax ID record for each province for which you process workers' compensation. The record must consist of the correct tax area for the province, tax type W, and the appropriate tax number. For example, if you process workers' compensation for employees in Alberta and employees in Saskatchewan, you add lines in the detail area of the Corporate Tax ID Revisions form for each of these two provinces as illustrated in this table:

Province	Work Tax Area (TARA)	Tax Type (PTAX)	Tax ID (TAXX)
Alberta	700010000	W	Valid tax number
Saskatchewan	700210000	W	Valid tax number

Note: If you have records in the F0627 table that are incorrect because they were created before the tax IDs for workers' compensation were set up, you can use the Fix TAXX and CA TARA conversion program (R890627) to correct these records. You must set up the tax IDs for workers' compensation on the Corporate Tax ID Revisions form before you run the conversion program. You must set up a corporate tax ID for each Canada Customs and Revenue Agency (CCRA) and Ministère du Revenu du Québec business number that the company uses.

Forms Used to Set Up Corporate Tax IDs

Form Name	FormID	Navigation	Usage
Work With Corporate Tax IDs	W059081AA	Taxes and Insurance Setup (G07BPT14), Corporate Tax IDs	Access the Corporate Tax ID Revisions form.
Corporate Tax ID Revisions	W059081AB	On the Work With Corporate Tax IDs form, click Add.	Set up corporate tax IDs.

Setting Up Corporate Tax IDs

Access the Corporate Tax ID Revisions form.

Work Tax Area

You must enter a value in this field before you can exit the form. Use the Tax Area Information form on the Additional Constants and Tables menu to set up a tax area. If you are using JD Edwards EnterpriseOne Time and Labor without either JD Edwards EnterpriseOne Payroll or JD Edwards EnterpriseOne Human Resources, the system does not calculate taxes.

Parent Co Name (parent company name)

Enter the address book number of the parent company. The system uses this number to associate a particular address with a parent company or location. Any value that you enter in this field updates the F0150 table for the blank structure type. This address number must exist in the F0101 table for validation purposes. Examples of address book records that would have a parent number include:

- Subsidiaries with parent companies.
- Branches with a home office.
- Job sites with a general contractor.

For payroll year-end reporting, to report multiple companies with the same tax ID under one parent company, enter the address number for the parent (reporting) company for all child companies as well as for the parent company.

Setting Up Employment Insurance Rates

This section provides an overview of employment insurance, lists prerequisites, and discusses how to set up employment insurance rates.

Understanding Employment Insurance

Set up employment insurance rates to calculate company-paid federal employment insurance. You must set up employment insurance rates and the annual limit for each company. The rates that you use for tax type CD override the employer-paid tax rates that are provided by Quantum for Payroll Tax.

Prerequisites

Before you complete the task in this section:

- Define information about each company within the organization.
See *"Setting Up Company Options" in the JD Edwards EnterpriseOne Applications Human Capital Management Fundamentals Implementation Guide*.
- Define a valid tax-type code for each tax authority number (tax area) that you use.
See *Setting Up Tax Information*.

Forms Used to Set Up Employment Insurance Rates

Form Name	FormID	Navigation	Usage
Work With Unemployment Insurance Rate Revisions	W079221A	Taxes and Insurance Setup (G07BPTI4), Unemployment Insurance Rates	Access the Unemployment Insurance Rate Revisions form.
Unemployment Insurance Rate Revisions	W079221B	On the Work With Unemployment Insurance Rate Revisions form, click Add.	Set up employment insurance rates.

Setting Up Employment Insurance Rates

Access the Unemployment Insurance Rate Revisions form.

Company

Enter a code that identifies a specific organization, fund, or other reporting entity. The company code must already exist in the F0010 table and must identify a reporting entity that has a complete balance sheet. At this level, you can have intercompany transactions.

Note: You can use company 00000 for default values such as dates and automatic accounting instructions. You cannot use company 00000 for transaction entries.

Effective Dates Of Rates - From :

Enter the first date in a range of dates.

Thru :

Enter the last date in a range of dates.

Work Tax Area

Enter the code that identifies the tax authority for U.S. unemployment or Canadian employment insurance rates.

Rate

Enter the rate that the system uses to compute U.S. unemployment and Canadian employer-paid employment insurance premiums. This rate is represented as a decimal fraction.

Annual Earn Limit

Enter the annual limit for U.S. unemployment insurance premiums or Canadian EI insurable earnings.

Exc. Prm. (exclude premium)

Enter a code that indicates whether the premium portion of overtime pay should be excluded from the calculation. For workers' compensation rates, this field relates to only those pay types that are defined in the Workers' Compensation Insurance-Basis Table. For U.S. unemployment-insurance rates, this field relates to all pay types that are defined as taxable. For Canadian employment-insurance rates, this field should be set to **No** because premium pay such as overtime is not excluded from employment insurance in Canada.

For pay tables that are used for step progression processing, this field should be set to **No**.

Reporting Workers' Compensation with a Tax ID

This section provides an overview of Workers' Compensation for Canada and discusses how to report Workers' Compensation using a tax ID.

Understanding Workers' Compensation for Canada

Some Canadian provinces require that employers report and submit workers' compensation premiums on the same schedule that payroll taxes are submitted (for example, weekly or biweekly) and that the employer report the premium under a 15-digit CCRA tax ID.

Reporting Workers' Compensation Using a Tax ID

To report workers' compensation using a tax ID:

1. Add new tax type codes for workers' compensation in UDC 06/TX.

The codes are two characters long, and the first character must be a *W* (because the *W* is hard-coded in other applications). The second character can be any character (for example, *W1*).

2. Change UDC 00/W to display the Description 2 field.

3. Add workers' compensation insurance codes to UDC 00/W for each tax type code that you created in step 1, entering the corresponding tax type code from UDC 06/TX in the Description 2 field.

This table illustrates example values:

Field	Value
Code	NS1
Description 1	Nova Scotia
Description 2	W1
Hard Coded	N

4. Add a new tax area for each tax type code you created in step 1.

This table illustrates example values:

Field	Value
Tax Area	700130000
Description 1	Nova Scotia
Description 2	Workers' Comp
Tax Type	W1
Statutory Code	NS
Co/Empl Paid	C
Method of Printing	Y

Note: Activating vouchering does *not* automatically create a voucher for workers' compensation during the payroll process.

5. Add a tax ID number for each combination of tax area and tax type.

This table illustrates example values:

Field	Value
Work Tax Area	700130000
TT	W1
Description	Nova Scotia
CP	N
Tax ID	BINxxxxxxxxxxxx

6. For each affected employee, specify a workers' compensation insurance code that you created in step 3 in the Workers' Comp field (WCMP) on the National and Fiscal Data - Canada form.
7. Set up workers' compensation rates for the workers' compensation insurances codes that you created in step 3.

Specify these codes in the WCI Code field (WCMP) on the Workers' Compensation Insurance Revisions form.

8. Because vouchers are not automatically created for workers' compensation, run the Print Workers' Compensation Register report (R773601) during either the Journals or Reports Only step of the payroll cycle to find the premium amount, and then manually enter a voucher to pay the premium amount.

If any employee has multiple workers' compensation codes within a pay period, you must create a separate check for each workers' compensation code to pay the correct premium.

Note:

- [JD Edwards EnterpriseOne Tools Foundation Guide](#) .
- [Setting Up Tax Area Information.](#)
- [Setting Up Employment Insurance Rates.](#)

Running the Populate Vertex Filing Status Process Program (R0701730)

This section discusses how to set the processing options for the Populate Vertex Filing Status Process program.

When you install Vertex enhancements that affect pretax deductions, fringe benefits, or alternate calculation codes, you need to run the Populate Vertex Filing Status Process program (R0701730). This program saves taxable fringe

benefit and other information in the F0701730 table. When you run this UBE, you can set processing options to delete all records from the table before saving new information or just save new information.

You can access this program from batch versions.

Setting Processing Options for the Populate Vertex Filing Status Process Program (R0701730)

Processing options enable you to specify the default processing for programs and reports.

Default

Although processing options are set up during JD Edwards EnterpriseOne implementation, you can change processing options each time that you run a program.

1. Delete all records from F0701730 before running?

Specify whether the system deletes records from the F0701730 table before processing. Values are:

1: Yes, delete all records.

Blank or **0:** No, do not delete records.

8 Processing Records of Employment

Understanding ROEs

Human Resources Development Canada (HRDC) requires employers to issue an ROE when an employee has an interruption of earnings. An interruption of earnings occurs when an employee quits, is laid off or terminated, or has seven consecutive calendar days without both work and insurable earnings. Interruptions of earnings also occur when insurable earnings fall below 60 percent of normal weekly earnings due to situations such as illness, injury, and pregnancy.

The HRDC uses the ROE to calculate Employment Insurance benefits for the employee. The ROE that the system generates meets all of the HRDC reporting requirements.

All ROE processing originates on the ROE Workbench (P770631).

Setting Up Pay Tables for ROE Reporting

You can set up pay tables to calculate amounts that are reported on an ROE for vacation or statutory holiday pay. You set up these pay tables in the Workers Compensation Insurance Basis Table program (P079071). Similar to workers compensation tables, pay tables for ROE reporting refer to a range of PDBA codes.

To set up pay tables, follow the steps for setting up workers compensation insurance basis tables.

Note: You do not need to complete the Exclude Premiums field when you are setting up pay tables for ROE reporting.

You indicate the pay tables that you have set up for ROE reporting in the processing options for the ROE Workbench (P770631).

Prerequisite

Set up pay tables for ROE processing.

Setting Up a Holiday Table for ROEs

This section provides an overview of holiday tables, lists a prerequisite, and discusses how to set up a holiday table.

Understanding Holiday Tables

When you create ROEs, you must identify any statutory holidays for which the employee should be paid in the final payment or later. You can set up a holiday table that lists the dates of the paid statutory holidays for all provinces

and territories. On the ROE entry forms, you can select the holidays from the table and have the system enter the appropriate date on the ROE.

You do not need to create a new holiday table each year unless the dates that are covered in the table no longer apply. You can use the same holiday table information for all ROEs.

Prerequisite

Set up user-defined code list 06/HC (holiday codes) to identify the codes for each holiday that the company acknowledges.

Forms Used to Set Up a Holiday Table for ROEs

Form Name	FormID	Navigation	Usage
Work With Holidays	W776915A	System Setup (G07BUSP4), Holiday Table	Access the Revise Holiday Table form.
Revise Holiday Table	W776915B	On the Work With Holidays form, click Add.	Set up a holiday table.

Setting Up a Holiday Table

Access the Revise Holiday Table form.

Group Plan

Enter a user-defined code (06/UN) that represents the union or plan in which the employee or group of employees work or participate.

Code

Enter a user-defined code (06/HC) that designates the defined statutory holiday.

Date

Enter the date of the holiday.

Hours

Enter the number of hours that are associated with each transaction.

Pay

Enter 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.

Amount

Enter 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.

Creating ROEs

This section provides an overview of ROE creation, lists a prerequisite, and discusses how to:

- Create a single ROE.
- Create multiple ROEs.
- Set processing options for the ROE Workbench program (P770631).

Understanding ROE Creation

You can create single ROEs or multiple ROEs at the same time, depending on the needs of the organization.

Creating a Single ROE

You can enter a single ROE when an employee:

- Takes a leave of absence.
- Submits a resignation.
- Terminates employment for any reason.
- Requests an ROE, and a seven-day interruption of earnings has occurred.

Creating Multiple ROEs

You might need to process many ROEs at one time, for example, at the end of a seasonal employment period or during a layoff. When you create multiple ROEs, you enter information that applies to every employee who is receiving an ROE, such as the reason for the ROE and the expected recall date. You then use data selection to specify the employees who receive ROEs.

Prerequisite

Create a version of Create Multiple ROEs (R770631A) with data selection set to select the employees for whom you are creating ROEs.

See [JD Edwards EnterpriseOne Tools Foundation Guide](#) .

Forms Used to Create ROEs

Form Name	FormID	Navigation	Usage
Work With ROEs	W770631A	ROE Processing (G77BCAP16), ROE Workbench	Access the ROE Workbench.

Form Name	FormID	Navigation	Usage
Revise ROE	W770631B	On the Work With ROEs form, click Add.	Create a single ROE.
Create Multiple ROEs	W770631C	On the Work With ROEs form, select Create Multi ROEs (create multiple records of employment) from the Form menu.	Create multiple ROEs.

Creating a Single ROE

Access the Revise ROE form.

To attach comments to an ROE, select Comments from the Form menu.

First Day Worked

Enter the actual day that the employee started to work.

If you do not know the actual first day worked and the employee has worked for more than two years, enter the date that was exactly two years before the interruption of earnings.

If the employee has worked for the same organization on several occasions, enter the start of the most recent period in which the employee returned to work (since you last issued an ROE to this person).

Last Day Worked

Enter the last date for which the employee was paid.

If the employee has reached age 65 and continues to work, enter the date of the last day that was worked in the month in which the 65th birthday occurred.

Expected Recall Date

Enter the date on which the employee can be recalled for employment, if known.

Final PP Ending Date (final payroll processing ending date)

Enter the date that corresponds to the end of the payroll processing period during which the employee's last day worked occurred.

Reason for Issuing ROE (reason for issuing record of employment)

Designates the appropriate reason for the work stoppage or interruption when a record of employment is issued.

If you enter the reason code **K00** or **K15**, (Release 9.2 Update) you must use the Comments function from the ROE Workbench to attach explanatory comments to the ROE.

Code

Enter a code that specifies the statutory holiday.

ROE Holiday Pay 1 (record of employment holiday pay 1)

Enter the statutory holiday pay that is paid after the last day worked. The system automatically provides this amount based on the Statutory Pay table that is indicated in the processing options for ROE Workbench, Box 17/19. The Statutory Pay table is established in the Workers' Compensation Insurance Basis Tables program (P079071).

Note: The system allows up to 10 holiday information. (Release 9.2 Update)

Explanation

Enter a short description of the types of payments that are paid or payable in contemplation of, on, or after separation from employment. Examples of types of payments are pension payments, severance pay, retirement benefits, accumulated retirement or sick leave credits, bonuses or gratuities, wage in lieu of notice, retroactive wage increases, payments in kind, and all other monies. This code specifies the Other Monies option in box 17 on the ROE form (user-defined code table 77/OC).

Start Date (Release 9.2 Update)

Enter the Other Monies start date.

End Date (Release 9.2 Update)

Enter the Other Monies end date.

Note: The system allows up to 10 holiday information. (Release 9.2 Update)

Termination Other Pay 1

Enter the amount of the payments that are owed to the employee due to an interruption of earnings.

Special Payment Type (Release 9.2 Update)

Enter a code that specifies the sick, maternity, or parental leave, or group wage-loss indemnity payment.

Note: Prior to introducing this field on the form, you must enter the values for Special Payment Type through Payroll Category Code UDC. This provision is no longer available and values for Special Payment Types must be entered through this field.

Start Date

Enter the date that payments start for paid sick, maternity, or parental leave or group wage-loss indemnity payments.

End Date (Release 9.2 Update)

Enter the date that payments end for paid sick, maternity, or parental leave or group wage-loss indemnity payments.

Note: The system allows up to 4 Special Payment information.

Sick/Maternity/Vacation Amount

Enter the rate of the payments, either per day or per week, that an employee will receive for paid sick, maternity, or parental leave, or group wage-loss indemnity after the last day worked.

Vacation Code (Release 9.2 Update)

Enter a code that specifies how vacation pay is paid to an employee.

Start Date (Release 9.2 Update)

Enter a date for any vacation pay the employer has paid or will pay to the employee for a specific period of leave after the date entered in Block 11 on the ROE.

End Date (Release 9.2 Update)

Enter a date for any vacation pay the employer has paid or will pay to the employee for a specific period of leave after the date entered in Block 11 on the ROE.

Vacation Pay

Enter the amount of vacation pay that has been paid or is owed to the employee at the time of the interruption of earnings. The system automatically updates this amount, based on the Vacation Pay table that is indicated in the

processing options for ROE Workbench, Box 17/19. The Vacation Pay table is established in the Workers Compensation Insurance Basis Tables program (P079071).

Creating Multiple ROEs

Access the Create Multiple ROEs form.

Setting Processing Options for the ROE Workbench Program (P770631)

Processing options enable you to specify the default processing for programs and reports.

Defaults

These processing options specify values that the system uses when generating ROEs.

1. Recall Code

Specify whether the employees who are receiving ROEs are expected to be recalled.

The value that you enter for this processing option is useful if you are issuing a large number of ROEs to employees who are terminating or being laid-off and will likely be rehired together, such as seasonal workers. You can edit individual ROEs after they are created to specify a different return status. Values are:

Y: Yes, employee is expected to be recalled.

N: No, employee is not expected to be recalled.

U: It is unknown whether employee will be recalled.

These values are stored in user-defined code table 07/RE.

2. Reason For Issuing ROE

Specify the type of work stoppage or interruption for which multiple ROEs are being issued. Values for this processing option are stored in user-defined code table 77/SC.

If you enter the reason code **K00** or **K15**, you must use the Comments function from the ROE Workbench to attach explanatory comments to the ROE.

3. Expected Recall Date

Specify the date that you expect to recall the employees for whom you are creating ROEs using the Create Multiple ROEs program (R770631A). For example, you might use this processing option if you are issuing ROEs to seasonal workers who will return to work on a predetermined date. Entering a date in this processing option does not obligate you to rehire employees on this date.

4. Single-Print Version

Specify the version of the Print ROEs/Update History report (R770631B) that the system uses to print single ROEs. If this processing option is left blank, the system uses version XJDE0001.

Box 17

These processing options specify the codes that the system uses to supply values for vacation pay and statutory holiday pay on ROEs (box 17).

1. Vacation Pay Table

Specify the code that the company uses for vacation pay types. Values for this processing option are stored in user-defined code table 06/IP. You attach the appropriate pay types to the code using the Workers Compensation Insurance Basis Tables program (P079071).

Completing this processing option enables the system to calculate the amount of vacation pay that the employee who is receiving the ROE is being paid upon interruption of earnings. This amount is reported in box 17A on the ROE.

2. Holiday Pay Table

Specify the code that the company uses for Statutory Holiday pay types. Values for this processing option are stored in user-defined code table 06/IP. You attach the appropriate pay types to the code using the Workers Compensation Insurance Basis Tables program (P079071).

Completing this processing option enables the system to calculate the amount of statutory holiday pay that the employee who is receiving the ROE is paid on interruption of earnings. This amount is reported in box 17B on the ROE.

Contact/Issuer

These processing options specify default values that appear on all ROEs.

1. Contact Name

Specify the name of the individual who can be contacted with questions concerning the ROE. This name prints on the ROE.

2. Contact Telephone Number

Specify the phone number of the individual who can be contacted with questions concerning the ROE. This phone number prints on the ROE, and it must be entered in the following format:

aaa-ppp-nnnn-xxxx, where:

- *aaa* is the area code.
- *ppp-nnnn* is the prefix and telephone number.
- *xxxx* is the optional extension.

3. Issuer Name

Specify the name of the individual who is issuing the ROE. This name prints on the ROE.

4. Issuer Telephone Number

Specify the telephone number of the issuer or employer in Box 21. Enter the number in the format *aaa-ppp-nnnn-xxxx*, where *aaa* is the area code (required), *ppp-nnnn* is the prefix and telephone number (required), and *xxxx* is the extension (optional).

5. Preferred Language For Communication

Specify the language that is preferred by the individual who can be contacted with questions concerning the ROE. Values for this processing option are stored in user-defined code table 01/LP.

The contact's preferred language is printed on the ROE. This processing option does not determine the language of the ROE.

ROE Web

These processing options support ROE Web XML file processing.

1. File Path with File Name (Without Extension)

Enter the file path and file name. This is the location and name of the XML or flat file that the R770631B creates. Do not enter the file extension in this processing option. This example illustrates the format you use to complete this processing option:

```
drive:\{path}\export\WebRoe
```

If you leave this option blank, the system places files in the export folder of the enterprise server path.

2. Processing Method

Specify the mode for processing ROEs. You can process ROEs in draft or submission mode. After you process ROEs in submission mode, all revisions and reprints of the ROE must be done online using ROE Web. Values include:

Blank or **D**: Draft

S: Submission

3. 13 Weeks Pay Period

Use this processing option to specify the pay cycle code if 13 week processing is used.

4. Organization Number (Release 9.2 Update)

Use this processing option to identify the owner's organization number of the CRA Payroll Account Number. It is assigned by Canada once an organization is created in ROE Web. Consult your organizations' ROE Web profile to obtain this number. If you cannot find your organization number, contact the Employer Contact Centre (ECC) in Canada.

5. Folder Name (formerly divisions) (Release 9.2 Update)

Use this processing option to identify in which folder the ROE in the payroll extract file is to be filed.

Provide the FolderCD if your organization uses folders (formerly known as divisions).

ROE Laser Print

These processing options enable you to export ROE information to a text file so that you can later process it by using the ROE Laser Print program.

Note: The Canadian government no longer accepts laser ROEs.

1. Export ROE Information

Specify whether to export the ROE information to a text file so that it can later be processed through the ROE Laser Print program. If the information is exported, the file name will be EmployeeLastName-AddressNumber.roe, for example, CHRETIEN-1234.roe. New records are appended to existing records in the text files (that is, nothing is deleted and one ROE text file exists per employee).

Note: The directory where the files are written must be entered in the next processing option.

Values are:

Blank: Do not export

1: Export

2. Path And Directory Of Exported Files

Specify the path and directory where the exported ROE text files are written. This path must be recognized by the computer where the Print ROE/Update History report (R770631B) is run. This report is launched automatically when you print an ROE statement through the ROE Workbench program. For example, if R770631B is set up to run locally, you might enter C:\ROE_Files\

Note: You must enter a slash at the end of the path. In addition, the combined length of the file name plus the path name cannot be more than 255 characters.

Printing and Updating ROEs

This section provides an overview of ROE processing, lists prerequisites, and discusses how to:

- Print and update a single ROE.
- Print and update multiple ROEs.

Note: You can not use the EnterpriseOne system to print or update ROEs that have been submitted in final mode using ROE Web.

Understanding ROE Processing

You must print and issue ROEs to employees within five days of an interruption of earnings. Employees can use ROEs to submit claims for Employment Insurance (EI) benefits.

When you print ROEs, the system updates the F06176 table with ROE serial numbers so that the EI history is not included in any subsequent ROE records. The update also keeps a record of ROEs. ROE records must be complete and correct, particularly if the government requests an audit. After successfully printing the ROE, the system locks the employee records in table F06176.

In addition to updating history when you print ROEs, you can update history for ROEs that you have issued manually.

Each time that you print and update ROEs, the system generates a report if it encounters any of these errors:

- Employee number is not found in Address Book.
- Company number is not found in Address Book.
- Tax ID number is not found in the tax ID table.
- Insurable gross pay exceeds the yearly limit.
- EI rate for the yearly maximum is not set up.

If, while printing and updating a single ROE, the system detects an error, the system prints only the exception report. The update is not complete, and the system does not print an ROE.

If the system detects an error while printing and updating multiple ROEs, it prints and updates history only for ROEs that are not in error. The system lists each ROE that is in error on the exception report.

Note: If you submit ROEs using XML or flat files using ROE Web, the print and update options are disabled. All printing and updating for ROEs submitted through ROE Web must be done online.

Reissuing an ROE

You can reissue an ROE to correct a mistake on the original ROE or to replace an ROE that has been lost. The system creates a new ROE from the old record and requires that you print and update the ROE again.

When you reissue an ROE, the system creates a duplicate record in the F06176 table. The system stores the original ROE record with the original serial number and a notation that the ROE was reissued.

Note: If you submitted ROEs using ROE Web, you must use ROE Web to reissue the ROE.

Deleting an ROE

You can delete an ROE that was issued if you determine that the ROE is erroneous or unnecessary or that it is a duplicate. For example, an unnecessary ROE might be one that you created in anticipation of a layoff that did not occur.

When you delete an issued ROE, the system unlocks the record in the F06176 table and deletes the ROE serial number. You use this procedure only after an ROE has been updated to history.

You can delete an ROE before updating it to history. You cannot delete a reissued ROE. Additionally, you cannot delete an ROE that was submitted using ROE Web.

Prerequisites

Create a version of the Print ROEs/Update History (R770631B) program with data selection set to select the ROEs that you are printing and updating.

See *JD Edwards EnterpriseOne Tools Foundation Guide* .

Note:

- <http://www.hrdc.gc.ca> for information about ROEs..

Forms Used to Print and Update ROEs

Form Name	FormID	Navigation	Usage
Work With ROEs	W770631A	ROE Processing (G77BCAP16), ROE Workbench On the Work With ROEs form, select a record in the detail area and click Delete.	Access the ROE Workbench, and delete ROEs.
Print ROEs/Update History (single)	W770631I	On the Work With ROEs form, select a record in the detail area and select Print Single ROE from the Row menu.	Print or update a single ROE.

Form Name	FormID	Navigation	Usage
Print ROEs/Update History (multiple)	W770631I	On the Work With ROEs form, select Print Multi ROEs from the Form menu.	Print or Update multiple ROEs.
Re-issue of Issued ROE	W770631E	On the Work With ROEs form, select a record in the detail area and select Re-Issue Single ROE from the Row menu.	Reissue an ROE.

Printing and Updating a Single ROE

Access the Print ROEs/Update History form.

Printing and Updating Multiple ROEs

Access the Print ROEs/Update History form.

Pay Cycle Code

Enter a code that identifies the values for a master payroll cycle.

ROE Issue Date (record of employment issue date)

Enter the date on which the ROEs are mailed.

Version

Enter a user-defined set of specifications that control how applications and reports run. You use versions to group and save a set of user-defined processing-option values and data selection and sequencing options. Interactive versions are associated with applications (usually as a menu selection). Batch versions are associated with batch jobs or reports. To run a batch process, you must select a version.

Submitting ROEs using ROE Web

This section provides an overview of ROE Web, and discusses how to generate XML and flat files for ROE Web.

Note: ROE Web functionality requires that users are on JD Edwards EnterpriseOne tools release 8.96A1 or higher.

Understanding ROE Web

The Canadian government has recently begun accepting ROE submissions online using the ROE Web system. ROE Web also enables employers to submit XML or flat files that include batches of ROE information. Employers can choose, at their discretion, whether they submit XML or flat files.

Note: The Canadian government no longer accepts laser ROEs. Therefore, all employers who currently submit laser ROEs must revert to filing paper ROEs or using ROE Web.

ROE Web enables employers to submit ROE information in two ways:

- Enter ROE information online.
- Create batch XML or flat files to submit to the Canadian government.

Whichever method you choose, you must first create ROEs using the ROE workbench. The ROE creation process gathers the information that you need to enter ROE information online, or to create XML and flat files.

To enter ROE information online, you first complete the steps for creating an ROE. Once the ROE is created, you use the information to enter the ROE online. Contact your taxing authority to obtain the correct website, login credentials, and online entry instructions.

To create an XML or flat file that contains ROE information, you must first use the ROE Workbench to create the ROEs. After you have created the ROEs, you complete these steps:

1. Using Form menu options, generate XML and flat files for multiple ROEs.
2. Using Row menu options, generate XML and flat files for a single ROE.
3. Submit your files to the appropriate taxing authority.

When you select an option to generate flat or XML files for ROEs, the system launches the Print ROE/Update History program (R770631B). This program:

- Includes 53 weeks of data for each selected employee.
- Calls the R770631D program, which creates the XML and flat files for ROEs.
- Validates data against the XML file requirements.
- Updates the system with the processing status.

When you process files in draft mode, the system clears the DMT, PCT#, and ROEN fields in the F0717, F0717A, F0717I, and the F06176 tables, enabling users to continue to update the ROEs using the EnterpriseOne system. When you process files in final submission mode, the system updates the ROEN field with XMLS. This value specifies that the ROE(s) have been created in final submission mode, and users can no longer update or print the ROE from the EnterpriseOne system. All ROE maintenance after final submission processing must be done online using ROE Web.

Updating ROEs With ROE Web

When you generate XML and flat files for ROEs, you specify whether you are creating draft or submission (final) version ROEs. You specify draft or submission version processing using a processing option from the P770631 program.

If you create files for ROEs in draft mode, you can update the ROEs and regenerate the file as many times as necessary. Each time that you generate flat files in draft mode, the system appends the newly generated data to the existing file.

After you create files for ROEs in submission mode, you cannot update, revise, or print them from the EnterpriseOne system. All maintenance of the ROE must be done online using ROE Web.

Note: You can generate and submit draft files to the Canadian government for verification purposes. However, the Canadian government recommends that you do not submit a draft version for verification more than one time.

Generating XML and Flat Files for ROE Web

This section lists forms used to generate XML and flat files for ROE Web and discusses how to:

- Generate files for single ROEs.
- Generate files for multiple ROEs.

Prerequisites

Before creating files for ROE Web, you must:

- Create the ROEs that you want to include in the file.
- Set the processing options for the ROE Workbench to specify whether you are processing draft or submission files.

Forms Used to Generate XML and Flat Files for ROE Web

Form Name	FormID	Navigation	Usage
Work With ROEs	W770631A	ROE Processing (G77BCAP16), ROE Workbench	Access the ROE Workbench, and search for ROEs.

Generating Files for a Single ROE

Access the Work With ROEs form.

1. Select the record that contains the employee for which you want to generate ROE files, and then select Generate Single from the Row menu.
2. Select one of these options to specify which type of file to generate:
 - XML ROEWeb
 - Flat File ROEWeb
3. On the ROE Web Confirmation form, click OK.
4. On the Create Single {File Type} File ROE Build form, complete these fields and then click OK.

The system creates the file and stores it in the location that you specified in the processing options of the ROE Workbench.

- Pay Cycle Code
- ROE Issue Date

- Version of R770631B

Generating Files for Multiple ROEs

Before you complete this task, you must create a version of the R770631B program, and specify which employees to process using data selection. You will specify this version when completing the task.

Access the Work With ROEs form.

1. Generate Multi from the Form menu.
2. Select one of these options to specify which type of file to generate:
 - XML ROEWeb
 - Flat File ROEWeb
3. On the ROE Web Confirmation form, click OK.
4. On the Create Multiple {File Type} XML File ROE Build form, complete these fields and then click OK.

The system creates the file and stores it in the location that you specified in the processing options of the ROE Workbench.

- Pay Cycle Code
- ROE Issue Date
- Version of R770631B

Pay Cycle Code

Specify the pay cycle code to use for ROE processing.

ROE Issue Date

Specify the date on which the ROEs will be issued to the employees.

Version of R770631B

Specify the version of the Print ROE/Update History program to use during this process.

Note: Only the employees who are included in the data selection of this version will be included in the file.

9 Working with Payroll History

Understanding Payroll History

Each time that you process a payroll cycle, the system creates historical records of employees' earnings, deductions, benefits, accruals, and taxes. You can review this history to verify that it is correct and revise it, if necessary.

Payroll history includes detailed and summarized information for:

- Earnings and taxes.
- Transaction history for pay types, deductions, benefits, and accruals (PDBAs).
- Timecards.
- Accruals, such as vacation time earned, taken, and available.
- Individual payment information.

You use historical information to answer employees' questions, to print historical and government reports, and to process year-end forms for employees. You can also perform functions such as voiding a payment when you review individual payment information.

Common Fields Used in This Chapter

Cheque Date

Enter the date associated with the various types of net pay instructions. This date relates to a payroll check, an interim payment, a bank automatic-deposit advice slip, a payslip (cash), or a claim reimbursement.

Gross Pay

Enter the actual gross pay amount for an employee. This amount is different from the distributed gross pay amount used for labour distribution.

Working with Payment History

This section provides an overview of payment history, and discusses how to:

- Review payment history
- Void a payment
- Review tax history

Understanding Payment History

After you process a payroll cycle, you might need to review detailed information about an employee's payment to verify that the information is correct. For each payment that an employee received, you can review both summary

and detailed information regarding the employee's earnings, taxes, and deductions. If you discover an error in the employee's payment history, you can void a payment and issue a replacement.

Voiding Payments

Occasionally, you might need to void a payment and issue a replacement payment for it. For example, during the process of printing the reports for a payroll cycle, you might discover that an employee's pay rate is incorrect. You can finish processing the payroll cycle and then issue a replacement interim payment for that employee. To correct the employee's payroll history, you can void the payment that you printed for the employee during payroll cycle processing.

When you void a payment, the system reverses all of the associated transactions in the payroll history, including employee and employer-associated transactions. The check date is the general ledger date for reversing entries that are associated with the disbursement, such as the credit to cash and tax liabilities. The time entry date is the general ledger date for reversing entries that are associated with timecards, such as labor distribution. The time entry date is also the work date on the reversing timecard.

When you void a check, you can choose to reissue (reprint) the check. You should select the reissue option only if the replacement check contains the same information as the original check. For example, if an employee fails to receive a check in the mail or if a check is accidentally destroyed, you can reissue the check. The replacement check contains the same information as the original check, except that it has a new check number and date.

When you void an automatic deposit, use dates that affect only the current accounting periods and the current tax-filing period. You cannot reissue an automatic deposit; instead, you must contact the financial institution and request that the transaction be canceled. When you void an automatic deposit, the system does *not*:

- Update the automatic deposit tape.
- Create an accounts receivable entry for the employee.

The system stores the voided payment as an interim payment. When you process the voided payment in a payroll cycle, the system updates the reversing entries.

The system retrieves the information from the F06156 table when you void a payment.

This table lists tasks that you might also need to complete:

Related Task	Description
Restoring a voided payment	<p>If you inadvertently void a payment that should not be voided, you can select Unvoid a Void from the Form menu on the Payment Review and Void form to cancel the void. When you unvoid a payment, the system removes the information in the following fields on the Work with Payment History form:</p> <ul style="list-style-type: none"> • IC (interim check code) • Check Replaced • Vd/ReDate (void/reissue date)
Voiding part of a payment	<p>You might occasionally need to void, or reverse, a specific amount that represents part of a payment, rather than the entire payment. This type of void is called a manual void. To enter a manual void, use the Interim Entry form. You cannot use the Void Cheque window to enter a manual void.</p>

See *"Entering Interim Payments" in the JD Edwards EnterpriseOne Applications Payroll Implementation Guide* .

Reviewing Tax History

To review information about employee taxes and taxable earnings, review the tax history for the employee. The information you can review includes:

- Gross pay.
- Excludable pay (pay that is not taxable).
- Pay that is in excess of the tax limit.
- Tax amount.

The system retrieves information from the F0713 table.

Forms Used to Work With Payment History

Form Name	FormID	Navigation	Usage
Work With Payment History	W770602E	Canadian History Inquiries (G77BCAP14), Payment History	Locate the payment that you want to review.
Payment Review and Void	W770602B	On the Work With Payment History form, select a record in the detail area, and then select Review Payment from the Row menu.	Review payment history.
Void Cheque window	W770602C	On the Work With Payment History form, select the payment that you want to void and then select Void and Reissue or Unvoid a Void from the Form menu	Void or unvoid a payment.
Work with Pay and Taxes By Month	W779901A	Canadian History Inquiries (G77BCAP14), Tax History	Locate the payment that you want to review.
Pay & Taxes By Month	W779901D	On the Work with Pay and Taxes By Month form, select a record in the detail area, and then click Select.	Review tax history.

Reviewing Payment History

Access the Payment Review and Void form.

On the Payment Review and Void form, click the Tax Detail bar to review detailed information about the taxes that are associated with the payment. To review detailed information about the DBAs that are associated with the payment, click

the DBA Detail bar. To review detailed information about the pay types that are associated with the payment, click the Earnings Detail bar.

Employee Identification

Enter the employee number, tax ID, or alternate number, depending on the employee number mode that is set up in the payroll constants for company 00000.

Payment/Item Number

Enter 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.

G/L Bank Account (general ledger bank account)

Enter the number of the bank account (general ledger account) to be updated automatically when receipts or disbursements are entered. The bank account number is assumed to be the same for every document in a batch. Therefore, it is not cleared from entry to entry. However, if you leave the bank account number blank, the system retrieves a default bank account number from the Automatic Accounting Instructions file (F0012), item number RB for Accounts Receivable and PB for Accounts Payable.

Voiding a Payment

Access the Void Cheque form.

After you complete the steps to void a payment, the system creates an interim payment for the void. To process the void, process interim payments.

Reissue?

Select the Reissue option only if all of the payments that you are voiding are checks and you want the new checks to contain the same information (except the check numbers and check dates) as the voided checks.

I C (interim check code)

Review this code to determine the status of the payment. The code indicates one of these conditions:

Blank: The payment was processed in a regular payroll cycle.

I: The payment was processed as an interim. Interim payments can include replacements for both regular voided payments and manually voided payments.

X: The payment is an original payment that has been voided.

I S (interim check status)

Enter a code that indicates the type of payment that the system generated. Values are:

A: Automatic deposit

C: Computer-generated payment

V: Voided regular payment

M: Manually-generated payment

Z: Voided manual payment

If the code is **M**, the automatic accounting instruction (AAI) for the payroll manual check bank are used to generate the cash entry. If the code is **C** or blank, the AAI for the normal payroll bank is used.

Cheque Replaced

Review this field to verify that it contains the number of the check that was voided and reissued as the current check. It was replaced by this check.

Vd/Re Date (void/reissue date)

Enter the date this check was voided or reissued.

Reviewing Tax History

Access the Pay & Taxes By Month form.

If the user account has the necessary security clearance, you can revise any of the information.

Company

Enter the company number where the employee records generally reside.

Gross Pay

Enter the gross amount of the transaction. The specific meaning depends on the type of transaction:

A: Pay types: The total amount of earnings related to the type of pay.

B: DBAs: The total amount of the deduction, benefit, or accrual.

C: Payroll taxes: The total amount of gross wages, before exclusions and paid-in-excess amounts.

This amount represents the total for the first month of either the payroll year or the calendar year, depending on the review form that you are using.

Payroll-month totals are stored in the F06146 table. Calendar-month totals are stored in the F06145 table.

Excludable Gross

Enter the amount of monthly gross pay excluded from the tax calculation. This amount includes deductions for retirement savings plans and other non-taxable accounts.

Excess Wage

Enter the amount of wages earned, but in excess of the annual limit, for tax calculation.

Tax

Enter the monthly amount of tax calculated.

Revising Employment Insurance History

This section provides an overview of employment insurance history, and discusses how to:

- Revise employment insurance history.
- Set processing options for the Employment Insurance History program (P776176).

Understanding Employment Insurance History

Use EI History Revisions to locate and revise the employment insurance history for individual employees. The EI History Revisions program revises the F06176 table.

If you have corrected a serial number on an ROE, you can use EI History Revisions to change the mailing date so that you can mail the updated ROE.

If you make changes to the EI history, you must also make the same changes in the tax history.

Forms Used to Revise Employment Insurance History

Form Name	FormID	Navigation	Usage
Work With EI History	W776176A	Canada History Inquiries (G77BCAP14), EI History	Select a record to update.
EI History Revisions	W776176B	On the Work With EI History form, select a record in the detail area, and then click Select.	Revise employment insurance history.

Revising Employment Insurance History

Access the EI Revisions form.

Depending on the security limitations of the user account, you can correct any of the information.

ROE Number (record of employment number)

Enter the serial number for the record of employment.

Date Mailed

Enter the date on which the ROEs are mailed.

Pay Period End Date

Enter the last day of a processing period (pay period, month, quarter or year).

Pay Frequency

Enter a user defined code (07/PF) that indicates how often an employee is paid. Values are:

B: Biweekly

W: Weekly

S: Semimonthly

M: Monthly

A: Annually

C: European Annualized

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

Hours Worked

Enter the number of hours associated with each transaction.

Insured Amount

Enter the amount that is subject to taxation or withholding.

Insured Premium

Enter the amount withheld from an employee's earnings that is used to pay employment insurance premiums.

Cheque Control

Enter a number that groups all payroll transactions for each payment or individual interim payment. This number is carried into the accounting journal entries and facilitates the update of the actual check number after payment printing is complete. This number is also used for automatically voiding payments. The payment work table contains both the actual check number and the check control number. All associated payment transactions are automatically reversed using the check control number.

This is not the actual check number.

Setting Processing Options for the Employment Insurance History Program (P776176)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Use this processing option to specify default values used by the EI History Revisions program.

1. Current EI for calculating Premiums

Specify current EI rate used to calculate the employee's portion of EI premiums. You should enter this number using a decimal. For example, enter 1.40 percent as 1.40.

If you leave this option blank, the system will NOT recalculate EI premiums when Insured Earnings is revised.

Verifying the Integrity of US Payroll Detail History

This section provides an overview of US payroll history integrity, and discusses how to:

- Run the US Payroll History Audit Report (R07703).
- Set processing options for the US Payroll History Audit Report (R07703).

Understanding US Payroll History Integrity

To ensure that the system records the correct amounts on the tax and year-end reports, you should run the US Payroll History Audit Report (R07703) each month and before you process year-end reports. You should correct any variances that appear on this report before you print tax or year-end reports.

The US Payroll History Audit Report compares detail history information with summary history information and produces an exception report listing any inconsistencies between the summary and detail history information. This report does not make any corrections to the summary or detail tables.

You use the processing options to specify whether this report compares basic history information, pay check history information, or both.

If you choose to compare basic history information, the report compares the information in these tables:

Summary Tables	Detail Tables
F06136	F06166
F06136A	F06166A
F06145	F0719
F06146	F0618 and F0719
F06147	F0618 and F0719

If you choose to compare pay check history information, the report compares the information in these tables:

Summary Tables	Detail Tables
F06156	F06166
F06156	F0618
F06156	F0719

Refer to UDC 77/ER for a list of error codes that might appear on the report.

Running the US Payroll History Audit Report (R07703)

Select Canada History Reports (G77BCAP15), Canadian Payroll History Audit Report.

Setting Processing Options for the US Payroll History Audit Report (R07703)

Processing options enable you to specify the default processing for programs and reports.

Process

Use these processing options to specify the month, year, and company for the report as well as which summary and detail tables to compare.

1. Enter Year for Audit Report.

Specify the year for which the report should audit history information.

Note: Enter the year using four digits (for example: 2010).

2. Enter Month for Audit Report

Specify the specific month for which the report should audit history information.

Note: Enter the month using two digits (for example: January equals 01).

3. Perform Basic History Audit.

Specify whether you would like to perform a basic history audit. The Basic Audit report compares these tables:

F06136 to F06166

F06145 to F0719

F06146 to F0618 and F0719

F06136A to F06166A

Values are:

1: Perform.

Blank: Do not run the Basic History Audit.

0: Do not perform comparison.

4. Perform Paycheque History Audit.

Specify whether you would like to perform a paycheck history audit. The paycheck history audit compares these tables:

F06156 to F0716

F06156 to F0618

F06156 to F0719

Values are:

1: Perform.

Blank: Do not run the Paycheck History Audit.

0: Do not perform comparison.

5. Company.

Specify the company for which to run the audit reports.

Note: If you leave this processing option blank, the system audits all companies.

Verifying Tax History Integrity

This section provides overviews of tax history integrity, the F0713 Integrity Report, and error codes for the F0713 Integrity Report, and discusses how to:

- Run the F0713 Integrity Report (R777011).
- Set processing options for the F0713 Integrity Report (R777011).

Understanding Tax History Integrity

Each time that you run the final update for a payroll cycle, the system creates payroll history records and stores them in history tables. The two types of history records are:

- Detail records
- Summary records

Detail history records contain each tax type, pay type, deduction, benefit, and accrual that the system calculated for each payment. The system stores these records in detail history tables.

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

Understanding the F0713 Integrity Report (R777011)

You use the F0713 Integrity Report (R777011) to identify errors in the F0713 table. You use the information in this table to produce governmental, year-end forms for employees and people such as former employees or contractors to whom you pay pensions, retiring allowances, or other payments for income. Keeping this table error free simplifies year-end processing tasks.

The F0713 Integrity Report identifies the following types of information:

- Errors that you must correct manually.
- Errors that the program corrects when you run the report in update mode.
- Situations that are not really errors.

You can prevent specific errors from appearing on the report by listing the codes for those errors in the processing options.

Note: You must specify the CPP/QPP annual wage limit, basic yearly exemption, and employee contribution rate in the processing options. These amounts and rates are defined by the Canada Customs and Revenue Agency (CCRA).

Understanding Error Codes for the F0713 Integrity Report (R777011)

This table lists and discusses the error codes, which are stored in UDC 77Y/EC, that might appear on the F0713 Integrity Report (R777011):

Error	Description
0101 - Total gross is less than tax withheld	<p>The gross amount is less than the amount of tax withheld or paid on the same earnings.</p> <p>Determine whether taxable wages should be less than tax. For example, the amount might include a refunded tax or voided check from a prior year. If an error occurs, you can leave it alone, repost the F0716 table, or manually adjust the F0713 table using the Tax History program (P779901) from the Canada History Inquiries menu (G77BCAP14).</p>
0102 - Gross minus excludable is less than tax withheld	<p>The amount of taxable wage [gross less excludable] is less than the amount of tax withheld.</p> <p>Manually change the excludable or tax amount, if necessary.</p>
0103 - Excludable is greater than gross	<p>The excludable amount is greater than the gross wage.</p> <p>Determine why the excludable amount is greater than the gross amount and decide which is correct. You can either repost the F0716 table or manually adjust the F0713 table using the Tax History program (P779901) from the Canada History Inquiries menu (G77BCAP14).</p>
0104 - Sign mismatch on gross and tax	<p>A mismatch exists between the taxable wages and the tax. Either the taxable wage amount is positive and the tax amount is negative, or the taxable wage amount is negative and the tax amount is positive.</p> <p>Determine why a sign mismatch exists between the two numbers and decide which is correct. For example, someone might have manually entered the tax as a negative number. You can leave the mismatch alone, repost the F0716 table, or manually adjust the F0713 table using the Tax History program (P779901) from the Canada History Inquiries menu (G77BCAP14).</p>
0105 - Sign mismatch on gross and excludable	<p>A mismatch exists between the gross wages and the excludable amount. Either the gross wage amount is positive and the excludable amount is negative, or the gross wage amount is negative and the excludable amount is positive.</p> <p>Determine why a sign mismatch exists between the two numbers and decide which is correct. For example, someone might have manually entered the tax as a negative number. You can leave the mismatch alone, repost the F0716 table, or manually adjust the F0713 table using Tax History (P779901) from the Canada History Inquiries menu (G77BCAP14).</p>
0106 - Mismatch state/county/city	<p>The tax area in the tax summary record does not match the country (work state) or province (work county) in the same record.</p> <p>Determine whether the province is correct in the F0713 table. If it is not, enter a new tax summary record by choosing Tax History (P779901) from the Canada History Inquiries menu (G77BCAP14), and then choosing Add Tax Summary from the Form menu.</p>
0107 - Quebec gross is greater than Federal gross	<p>The total of the wages for Quebec records is greater than the federal wages.</p>

Error	Description
	<p>Manually review the transactions and each Quebec record, and determine whether these totals should match. For example, if an employee lives in one province and works in another, both records are updated with total gross wages. You must manually adjust the discrepancy using the Tax History program (P779901) from the Canada History Inquiries menu (G77BCAP14).</p>
0108 - Employee number not in F060116	<p>The employee number does not exist or has been deleted from the F060116 table.</p> <p>Manually add the employee back into the master file.</p>
0109 - F0713 SIN does not match F060116	<p>A difference exists between the Social Insurance Number in the F060116 table and the F0713 table.</p> <p>Verify that the Social Insurance Number is correct when you access the Address Book from the Employee Information program (P0801).</p>
0110 - Tax area not in F069016	<p>The tax area code on the record does not exist in the F069016 table.</p> <p>Add the tax area.</p>
0111 - Tax ID not found in F069086	<p>The corporate tax ID in the record does not exist in the F069086 table.</p> <p>Add the corporate tax ID using the Corporate Tax IDs program (P059081A).</p>
0112 - Tax ID does not match the F069086	<p>The corporate tax ID in the record does not match the corporate tax ID in the F069086 table.</p> <p>Verify that the tax ID is correct using the Corporate Tax IDs program (P059081A). This ID might have changed, but history records exist with the prior number. If the tax ID is incorrect, change it, and then run the F0713 Integrity Report program (R777011) in update mode.</p>
0119 - CPP/QPP wages exceeding the annual limit	<p>The CPP/QPP wages in the record exceed the annual limit for CPP/QPP wages.</p> <p>Run an adjusting interim payroll with a tax override.</p>
0120 - CPP/QPP contributions exceeding annual max	<p>The CPP/QPP contributions in the record exceed the annual maximum for CPP/QPP contributions.</p> <p>If one or more payroll cycles or interim payroll cycles remain to be run for the current year, Vertex will self-adjust the amount, refunding any excess contributions to the employee.</p> <p>If the error is encountered after the last payroll has been run, run an adjusting interim payroll or leave the amount as is and allow the employee to reclaim the excess during tax filing.</p>

Running the F0713 Integrity Report (R777011)

Select Canada Advanced and Technical Operations (G07BUSCAP3), F0713 Integrity Report.

Setting Processing Options for the F0713 Integrity Report (R777011)

Processing options enable you to specify the default processing for programs and reports.

Process

1. Processing Mode

Specify whether to print errors or print and update errors. Values are:

0: Print errors

1: Print and update errors.

2. Error codes to omit from printing - leave blank to print all errors.

Specify the error that you do not want to print on the report. To print all errors, leave all fields for this processing option blank. Enter the four-digit code for each error that you want to omit. Use leading zeros for codes that are less than four digits, for example, 0101. For a list of valid error codes, see UDC 77Y/EC.

Note: You cannot omit error code 0112.

3. Year to Process

Specify the four-digit year to be processed. If you leave this processing option blank, the system processes all years.

4. CPP/QPP Annual Wage Limit:

Specify the maximum amount of pensionable earnings from which to deduct CPP or QPP.

CPP/QPP Annual Exemption:

Specify the basic yearly exemption for CPP or QPP.

CPP/QPP Employee Contribution Rate:

Specify the rate that is used to calculate the CPP/QPP employee deduction amount. Enter the rate as a percentage. For example, if the CPP/QPP employee contribution rate is 4.7 percent, enter 4.7 in this processing option.

Verifying Employment Insurance History Integrity

This section provides overviews of employment insurance history integrity, the EI Integrity Report, and the F06176 Hour Validation Report, and discusses how to:

- Run the EI Integrity Report (R77015).
- Set processing option for the EI Integrity Report (R77015).
- Run the F06176 Hour Validation Report (R77020).
- Set processing options for the F06176 Hour Validation Program (R77020).

Understanding Employment Insurance History Integrity

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

Understanding the EI Integrity Report

You run the EI Integrity Report (R77015) to find discrepancies between the F06176 table and the F0713 table. This program ensures that the gross earnings and EI contribution amounts are the same in the two tables.

This program summarizes all records for each employee in the F06176 table by tax type CC and compares the results with the amounts in the F0713 table.

If the yearly totals for EI insurable earnings in the F06176 table do not match the gross earnings minus excludables minus in-excess in the F0713 table, the program marks the records. The program then compares the records in the F06176 table with the records in the Pay Check History Tax Ledger - Canadian DB table (F0716) by check control number to locate specific records that do not match. The program then produces the EI Integrity F0716/F06176 Exceptions report (R77015).

The EI Integrity Report produces a second exception report, the EI Integrity Validation report (R77016). This report contains errors if any of the following conditions exist:

- The amount of insurable earnings is greater than the maximum EI earnings.
- The tax ID in the F06176 table does not match any of the corporate tax IDs that are set up for the company in the F069086 table.
- The employee number does not exist in the F060116 table.
- The company number does not exist in the F069086 table.
- The maximum EI earnings do not exist for the company.
- The employee record does not exist in the F0716 table.
- The amount of insurable earnings or tax does not match the amount in the F0716 table.

In the processing options of the EI Integrity Report program (R77015), you must specify the version of the EI Integrity Validation report (R77016) that you want to run. You use the data selection on the EI Integrity Validation report to select the employees for that report.

The EI Integrity Report reads information from the F06176, F0713, and F0716 tables. It does not update these tables.

Understanding the F06176 Hour Validation Report

You run the F06176 Hour Validation report (R77020) to find and correct discrepancies between the F06176 table and the F0618 table. This program ensures that no discrepancies exist in insurable hours worked for employment insurance.

You can run this program in either verification or update mode. However, you must run the program in verification mode before you can run it in update mode. Running the program in verification mode sets a flag that the program uses when you run it in update mode.

When you run the F06176 Hour Validation program in verification mode, the system compares the number of hours for each employee in table F06176 with those in table F0618. If the totals do not match, the system performs one of the following actions:

- If no corresponding records exist in the F0618 table, the system prints an error message on the report (No time card control record).
- If the totals differ, the program updates the YSYST2 field in table F06176 with an H for records whose hours do not match the hours in table F0618.

The H indicates that the program will correct the problem when you run it in update mode.

The system also produces an exception report. You can use this report to determine the cause of the discrepancy. Before you run the program in update mode, you can manually reset the flag for certain records to prevent the program from updating them. You can reset the flag using the EI Update field in the EI History program (P776176).

When you run the program in update mode, the system locates the discrepancies that it identified in verification mode. For these records, the system adds the accumulated hours from the F0618 table to the F06176 table. This resolves the discrepancy between the tables.

The system also prints the EI Hour Integrity Update Report (R77020U), which displays the changes made to the F06176 table.

Note: The F06176 Hour Validation program (R77020) excludes PDBAs that have a tax type of * (Non-Taxable), CI (Exempt Hours - EI Exempt Hours), or CC (Canada Employ Ins. - employee). PDBAs that are set up with these exemptions are not compared between the Unemployment Insurance History File table and the Employee Transaction History table.

Running the EI Integrity Report (R77015)

Select Canada Advanced and Technical Operations (G07BUSCAP3), EI Integrity Report.

Setting Processing Options for the EI Integrity Report (R77015)

Processing options enable you to specify the default processing for programs and reports.

EI Integrity

1. Enter the Year you want the EI Integrity to generate: (Enter a 4 Digit Year)

Specify the year for which the system generates a report.

Note:

Data selection must only include records for the year entered.

Data selection should be by check date.

If the processing option value is zero, the current system year is assumed.

Versions

1. Version for EI Integrity Validation (R77016).

Specify the version for the report. If left blank, the system uses version XJDE0001.

Running the F06176 Hour Validation Report (R77020)

Select Canada Advanced and Technical Operations (G07BUSCAP3), F06176 Hour Validation.

Setting Processing Options for the F06176 Hour Validation (R77020)

Processing options enable you to specify the default processing for programs and reports.

El Hour

1. Enter a 1 to run this report in update mode.

Specify the mode for the report. A value of blank will create a verification report only.

Note: Run the report in verification mode *before* you run it in update mode.

When you enter **1** in this processing option, the system generates the R77020U report.

2. Enter the year you want the El Hour Integrity to generate: (Enter a 4 Digit Year)

Specify the applicable year for the report, including century.

Note:

Limit data selection to include records for only the year entered.

Data selection should be by check date.

If the processing option value is zero, the current system year is assumed.

Updating Appropriate Tax Area For Employees Based On Time Entry

This section provides an overview of tax area update for employees based on time entry, and discusses how to:

- Run the Update Appropriate Tax Area To Employee Based on Time Entry Report (R77870).
- Set processing options for the Update Appropriate Tax Area To Employee Based on Time Entry Report (R77870).

Understanding the Tax Area Update for Employees Based on Time Entry

When an employee works with multiple provinces in a pay period, the system calculates taxes based on the employee master details. The Update Appropriate Tax Area To Employee Based On Time Entry report updates the Employee Master (F060116) with the applicable tax area based on the evaluation of timecards. You must enter the appropriate dates for time cards in the processing options.

You run this report prior to payroll processing to update F060116 with the Vertex GeoCode for the appropriate tax area or province.

The Update Appropriate Tax Area To Employee Based On Time Entry report updates the new tax area entered in the employee's timecard based on these rules:

- If multiple time cards are entered for an employee in a pay period with different tax areas and different hours worked, the system updates F060116 with the tax area having the largest value for the sum of hours worked.
- If multiple time cards are entered for an employee in a pay period with different tax areas and same hours worked, the system updates F060116 with the timecard having the latest work date.

Running the Update Appropriate Tax Area to Employee Based on Time Entry Report (R77870)

Select Canada Advanced and Technical Operations (G07BUSCAP3), Update Appropriate Tax Area To Employee Based On Time Entry.

Setting Processing Options for the Update Appropriate Tax Area to Employee Based on Time Entry Report (R77870)

Processing options enable you to specify the default processing for programs and reports.

Default

1. Proof or Final Mode

Specify whether to update the work tax area in F060116 with the appropriate tax area. Values are:

0: Run the report in proof mode to just display the value for work tax area.

1: Run the report in final mode to update the employee master with work tax area.

2. Timecard Selection Dates (From Date and To Date)

Specify the date range for the time cards that the report should scan for obtaining the tax area for the report.

10 Appendix A - JD Edwards EnterpriseOne Canadian Payroll Reports

JD Edwards EnterpriseOne Canadian Payroll Reports: A to Z

The reports listed in each table are sorted alphanumerically by report ID.

Report ID and Report Name	Description	Navigation
R00067 Business Unit Translation Report	Use this program to review the business unit description translations in the base language, and one or all of the additional languages that the business uses.	Organization & Account Setup (G09411), Business Unit Translation Report
R77015 EI Integrity	Use this program to find discrepancies between the F06176 table and the F0713 table. This program ensures that the gross earnings and EI contribution amounts are the same in the two tables.	Canada Advanced and Technical Operations (G07BUSCAP3), EI Integrity Report
R77020 F06176 Hour Validation	Use this program to find and correct discrepancies between the F06176 table and the F0618 table. This program ensures that no discrepancies exist in insurable hours worked for employment insurance.	Canada Advanced and Technical Operations (G07BUSCAP3), F06176 Hour Validation
R77323 Employee Earnings and Tax Register	Use this program to review an individual employee's taxes and the pay amounts on which those taxes are based. At year-end, use the Employee Pay and Tax Register report to verify the information that you print on employees' year-end forms.	Canada History Reports (G77BCAP15), Employee Earnings and Tax Register
R77703 Canadian Payroll History Audit	Use this program to ensure that the system records the correct amounts on the tax and year-end reports. Run the Canadian Payroll History Audit Report (R77703) each month and before you process year-end reports. You should correct any variances that appear on this report before you print tax or year-end reports.	Canada History Reports (G77BCAP15), Canadian Payroll History Audit Report

Report ID and Report Name	Description	Navigation
R77870 Update Appropriate Tax Area To Employee Based On Time Entry	Use this program to update Employee Master (F060116) with the applicable tax area based on the evaluation of timecards.	Canada Advanced and Technical Operations (G07BUSCAP3), Update Appropriate Tax Area To Employee Based On Time Entry
R770631B Print ROEs/Update History	Use this program to print Record of Employment (ROE) forms, and update ROE history. You create ROEs when an employee has a separation from work.	ROE Processing (G77BCAP16), ROE Workbench On the Work With ROEs form, select the ROEs that you want to print, and then select Print Multi ROEs from the From menu. Complete the fields on the form and click OK to process the report.
R773162 Provincial Tax Distribution Summary	Use this program to provide current, month-to-date, quarter-to-date, and year-to-date totals for taxable wages and tax amounts that are withheld for Quebec provincial taxes and pension deductions.	You run this report when you process a payroll cycle. Coordinate with the payroll department to ensure that the report is set up to run as part of the payroll cycle.
R773170C Federal Tax Distribution Summary	Use this program to determine the federal tax burden for a payroll cycle. Printing this report during pre-payroll enables you to promptly submit federal taxes.	You run this report when you process a payroll cycle. Coordinate with the payroll department to ensure that the report is set up to run as part of the payroll cycle.
R773601 Workers Compensation Register	Use this program to review workers compensation insurance amounts.	Canada History Reports (G77BCAP15), Workers Comp/ Gen Liability
R773660 Employment Insurance Register	Use this program to list the Employment Insurance (EI) rates. The report also includes information for each employee on the payroll.	You run this report when you process a payroll cycle. Coordinate with the payroll department to ensure that the report is set up to run as part of the payroll cycle.
R777011 F0713 Integrity	Use this program to identify errors in the F0713 table. You use the information in this table to produce governmental, year-end forms for employees and people such as former employees or contractors to whom you pay pensions, retiring allowances, or other payments for income.	Canada Advanced and Technical Operations (G07BUSCAP3), F0713 Integrity Report

JD Edwards EnterpriseOne Payroll for Canada Reports: Selected Reports

Some reports include a more detailed description, as well as information about processing options. These reports are listed alphanumerically by report ID in this appendix.

R77015 - EI Integrity

You run the EI Integrity Report (R77015) to find discrepancies between the F06176 table and the F0713 table. This program ensures that the gross earnings and EI contribution amounts are the same in the two tables.

This program summarizes all records for each employee in the F06176 table by tax type CC and compares the results with the amounts in the F0713 table.

If the yearly totals for EI insurable earnings in the F06176 table do not match the gross earnings minus excludables minus in-excess in the F0713 table, the program marks the records. The program then compares the records in the F06176 table with the records in the F0716 table by check control number to locate specific records that do not match. The program then produces the EI Integrity F0716/F06176 Exceptions report (R77015).

The EI Integrity Report produces a second exception report, the EI Integrity Validation report (R77016). This report contains errors if any of these conditions exist:

- The amount of insurable earnings is greater than the maximum EI earnings.
- The tax ID in the F06176 table does not match any of the corporate tax IDs that are set up for the company in the F069086 table.
- The employee number does not exist in the F060116 table.
- The company number does not exist in the F069086 table.
- The maximum EI earnings do not exist for the company.
- The employee record does not exist in the F0716 table.
- The amount of insurable earnings or tax does not match the amount in the F0716 table.

In the processing options of the EI Integrity Report program (R77015), you must specify the version of the EI Integrity Validation report (R77016) that you want to run. You use the data selection on the EI Integrity Validation report to select the employees for that report.

The EI Integrity Report reads information from the F06176, F0713, and F0716 tables. It does not update these tables.

Processing Options for EI Integrity (R77015)

Processing options enable you to specify the default processing for programs and reports.

EI Integrity

1. Enter the Year you want the EI Integrity to generate: (Enter a 4 Digit Year)

Specify the year for which the system generates a report.

Note:

- Data selection must only include records for the year entered.
- Data selection should be by check date.

If the processing option value is zero, the current system year is assumed.

Versions

1. Version for EI Integrity Validation (R77016).

Specify the version for the report. If left blank, the system uses version XJDE0001.

R77020 - F06176 Hour Validation

You run the F06176 Hour Validation report (R77020) to find and correct discrepancies between the F06176 table and the F0618 table. This program ensures that no discrepancies exist in insurable hours worked for employment insurance.

You can run this program in either verification or update mode. However, you must run the program in verification mode before you can run it in update mode. Running the program in verification mode sets a flag that the program uses when you run it in update mode.

When you run the F06176 Hour Validation program in verification mode, the system compares the number of hours for each employee in table F06176 with those in table F0618. If the totals do not match, the system performs one of the these actions:

- If no corresponding records exist in the F0618 table, the system prints an error message on the report (No time card control record).
- If the totals differ, the program updates the YSYST2 field in table F06176 with an H for records whose hours do not match the hours in table F0618. The H indicates that the program will correct the problem when you run it in update mode.

The system also produces an exception report. You can use this report to determine the cause of the discrepancy. Before you run the program in update mode, you can manually reset the flag for certain records to prevent the program from updating them. You can reset the flag using the EI Update field in the EI History program (P776176).

When you run the program in update mode, the system locates the discrepancies that it identified in verification mode. For these records, the system adds the accumulated hours from the F0618 table to the F06176 table. This resolves the discrepancy between the tables.

The system also prints the EI Hour Integrity Update Report (R77020U), which displays the changes made to the F06176 table.

Note: The F06176 Hour Validation program (R77020) excludes PDBAs that have a tax type of * (Non-Taxable), CI (Exempt Hours - EI Exempt Hours), or CC (Canada Employ Ins. - employee). PDBAs that are set up with these exemptions are not compared between the Unemployment Insurance History File table and the Employee Transaction History table.

Processing Options for F06176 Hour Validation (R77020)

Processing options enable you to specify the default processing for programs and reports.

El Hour

1. Enter a 1 to run this report in update mode.

Specify the mode for the report. A value of blank will create a verification report only.

Note: Run the report in verification mode *before* you run it in update mode.

When you enter **1** in this processing option, the system generates the R77020U report.

2. Enter the year you want the El Hour Integrity to generate: (Enter a 4 Digit Year)

Specify the applicable year for the report, including century.

Note:

Limit data selection to include records for only the year entered.

Data selection should be by check date.

If the processing option value is zero, the current system year is assumed.

R77323 - Employee Earnings and Tax Register

Use the Employee Earnings and Tax Register (Canadian) report (R77323) to review an individual employee's taxes and the pay amounts on which those taxes 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.

At year-end, you can use the Employee Pay and Tax Register report to verify the information that you print on employees' year-end forms.

The system retrieves information for the earnings and tax history reports from the F0713 table. In addition, the system retrieves information from the F0716 table when you print the Employee Pay and Tax Register report.

Processing Options for Employee Earnings and Tax Register (R77323)

Processing options enable you to specify the default processing for programs and reports.

Report Options

1. Employee Number Format

Specify the type of employee number you want to print on the report. Values are:

1: Address Book Number (default)

2: Social Insurance Number

3: Third Employee Number

2. Date: Ending Period (MMDDYY)

Specify the ending date for the report. You must enter the date in the format MMYDD. Values are:

Blank: Current Date

A valid date

3. Type Of History

Specify the type of history detail that is required on the report. Values are:

1: Quarter-to-date with monthly balances.

2: Quarter-to-date totals only.

3: Year-to-date with monthly balances.

4: Year-to-date with quarterly balances.

5: Year-to-date totals only.

4. Print Detail Transaction

Specify whether to include detailed transactions when printing monthly totals. Values are:

0: Suppress

1: Print

This option applies only if you are printing the report with MONTHLY totals.

5. Page Breaks

Specify the type of report page breaks that are required. Values are:

0: Print one employee per page (default)

1: Print multiple employees per page

Note: This option only applies when requesting *monthly* totals.

Canadian Payroll History Audit (R77703)

To ensure that the system records the correct amounts on the tax and year-end reports, you should run the Canadian Payroll History Audit Report (R77703) each month and before you process year-end reports. You should correct any variances that appear on this report before you print tax or year-end reports.

The Canadian Payroll History Audit Report compares detail history information with summary history information and produces an exception report listing any inconsistencies between the summary and detail history information. This report does not make any corrections to the summary or detail tables.

Note:

The Canadian Payroll History Audit Report verifies that tax type CA exists for every employee that has a record for any of the following tax types in the F0713 table: CB, CC, CD, CE, CF, CG, or CH.

If an employee does not have tax type CA, the year-end workfile will be invalid. Therefore, it is very important that you run the Canadian Payroll History Audit Report and correct any errors before you generate the year-end workfile.

You use the processing options to specify whether this report compares basic history information, pay check history information, or both.

If you choose to compare basic history information, the report compares the information in these tables:

Summary Tables	Detail Tables
F0713	F0716
F06145	F0719
F06146	F0618 and F0719
F06176	F0716

If you choose to compare pay check history information, the report compares the information in these tables:

Summary Tables	Detail Tables
F06156	F0716
F06156	F0618
F06156	F0719

Refer to UDC 77/ER for a list of error codes that might appear on the report.

Processing Options for the Canadian Payroll History Audit Report (R77703)

Processing options enable you to specify the default processing for programs and reports.

Process

Use these processing options to specify the month, year, and company for the report as well as which summary and detail tables to compare.

1. Enter Year for Audit Report.

Specify the year for which the report should audit history information.

Note: Enter the year using four digits (for example: 2007).

2. Enter Month for Audit Report

Specify the specific month for which the report should audit history information.

Note: Enter the month using two digits (for example: January equals 01).

3. Perform Basic History Audit.

Specify whether you would like to perform a basic history audit. The Basic Audit report compares these tables:

F0713 to F0716

F06145 to F0719

F06146 to F0618/F0719

F06176 to F0716

Values are:

1: Perform.

Blank: Do not run the Basic History Audit.

0: Do not run.

4. Perform Paycheque History Audit.

Specify whether you would like to perform a paycheck history audit. The paycheck history audit compares these tables:

F06156 to F0716

F06156 to F0618

F06156 to F0719

Values are:

1: Perform.

Blank: Do not run the Paycheque History Audit.

0: Do not run.

5. Company.

Specify the company for which to run the audit reports.

Note: If you leave this processing option blank, the system audits all companies.

Reviewing the Tax Area Update for Employees Based on Time Entry

When an employee works with multiple provinces in a pay period, the system calculates taxes based on the employee master details. The Update Appropriate Tax Area To Employee Based On Time Entry report updates the Employee Master (F060116) with the applicable tax area based on the evaluation of timecards. You must enter the appropriate dates for time cards in the processing options.

You run this report prior to payroll processing to update F060116 with the Vertex GeoCode for the appropriate tax area or province.

The Update Appropriate Tax Area To Employee Based On Time Entry report updates the new tax area entered in the employee's timecard based on these rules:

- If multiple time cards are entered for an employee in a pay period with different tax areas and different hours worked, the system updates F060116 with the tax area having the largest value for the sum of hours worked.
- If multiple time cards are entered for an employee in a pay period with different tax areas and same hours worked, the system updates F060116 with the timecard having the latest work date.

Processing Options for the Update Appropriate Tax Area to Employee Based on Time Entry Report (R77870)

Processing options enable you to specify the default processing for programs and reports.

Default

1. Proof or Final Mode

Specify whether to update the work tax area of F060116 with the appropriate tax area. Values are:

0: Run the report in proof mode to just display the value for work tax area.

1: Run the report in final mode to update the employee master with work tax area.

2. Timecard Selection Dates (From Date and To Date)

Specify the date range for the time cards that the report should scan for obtaining the tax area for the report.

Reviewing the Provincial Tax Distribution Summary Report (R773162)

The Provincial Tax Distribution Summary report (R773162) provides current, month-to-date, quarter-to-date, and year-to-date totals for taxable wages and tax amounts that are withheld for Quebec provincial taxes and pension deductions. The Quebec provincial government requires this information.

You can print the Provincial Tax Distribution Summary report only during a payroll cycle. You cannot print reports from the Report Setup form.

Note: Quebec is currently the only province that collects a provincial tax.

Reviewing the Federal Tax Distribution Summary Report (R773170C)

You use the information on the Federal Tax Distribution Summary report (R773170C) to determine the federal tax burden for a payroll cycle. Printing this report during pre-payroll enables you to promptly submit federal taxes. The report displays totals of taxable wages and federal tax amounts for the current period, and also month-to-date. It also displays tax amounts by company for quarter-to-date and year-to-date periods.

You can print the Tax Distribution Summary report only during a payroll cycle. You cannot print reports from the Report Setup form.

Reviewing the Workers Compensation Register Report (R773601)

You can print the Workers Compensation Register report (R773601) to review workers compensation insurance amounts. Information listed in the report includes:

- Employee listing by company.
- Employee hours and gross wages.
- Employee job type and job step.
- Excludable and overtime wages.
- Premium amounts for each employee.
- Totals for each province and company.
- Grand totals for the report.

You can print the report in either of these formats:

- Detailed report that displays each line of time entry.
- Summary report that consolidates the information by employee, company, tax area, workers compensation code, job type, and job step.

The information that is provided in the Workers Compensation Register report is based on the F0618 table.

Reviewing the Employment Insurance Register Report (R773660)

The Employment Insurance Register report (R773660) lists the EI rates. The report also includes information for each employee on the payroll, including:

- Social Insurance Number.
- Current wages.
- Any excludable wages or amounts paid in excess.
- Taxable wages.

- El rate (employment insurance).
- Current tax amounts.

R777011 - F0713 Integrity

You use the F0713 Integrity Report (R777011) to identify errors in the F0713. You use the information in this table to produce governmental, year-end forms for employees and people such as former employees or contractors to whom you pay pensions, retiring allowances, or other payments for income. Keeping this table error free simplifies year-end processing tasks.

Processing Options for F0713 Integrity (R777011)

Processing options enable you to specify the default processing for programs and reports.

Process

1. Processing Mode

Specify whether to print errors or print and update errors. Values are:

0: Print errors.

1: Print and update errors.

2. Error codes to omit from printing - leave blank to print all errors.

Specify the error that you do not want to print on the report. To print all errors, leave all fields for this processing option blank. Enter the four-digit code for each error that you want to omit. Use leading zeros for codes that are less than four digits, for example, 0101. For a list of valid error codes, see UDC 77Y/EC.

Note: You cannot omit error code 0112.

3. Year to Process

Specify the four-digit year to be processed. If you leave this processing option blank, the system processes all years.

4. CPP/QPP Annual Wage Limit:

Specify the maximum amount of pensionable earnings from which to deduct CPP or QPP.

CPP/QPP Annual Exemption:

Specify the basic yearly exemption for CPP or QPP.

CPP/QPP Employee Contribution Rate:

Specify the rate that is used to calculate the CPP/QPP employee deduction amount. Enter the rate as a percentage. For example, if the CPP/QPP employee contribution rate is 4.7 percent, enter 4.7 in this processing option.

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Company and Home Comapny

Enter the company number where the employee records generally reside.

Job Step

Enter 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.

Job Type

Enter a user defined code (07/G) that defines the jobs within the 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.

Payroll ID

Enter a code that identifies a group of employees for whom you are processing payroll. Use this ID to process each step of the payroll cycle.

This code is also used to identify the interim ID that you select when you enter interim payments.

Pay Type

Enter 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.

Provider/Trustee

Enter the address book number for the supplier who receives the final payment.

In Benefits administration, this is the address book number of the company that issues the plan and receives premium payments for it.

For wage attachments, payee is the address book number of the agency, company, individual, or court that is to receive the payment of the check.

Tax Area

Enter a code that identifies a geographical location and the tax authorities for an employee work site, including employee and employer statutory requirements. In the Vertex payroll tax calculation software, the tax area code is synonymous with GeoCode. To determine the valid codes for the location, refer to the documentation for the tax calculation software that you are using.

Tax Identification

Enter a number that identifies the company to the tax authority. This number can include the tax ID number for an individual, a federal or state corporate tax ID, a sales tax number, and so on.

If you do not currently have the number, complete this field with **applied for XX/YY**, where XX is the tax area and YY is the tax type. When you receive the number, replace this temporary entry.

For Canadian employment insurance:

Enter the Canada Customs and Revenue Agency (CCRA) or Ministère du Revenu du Québec business identification number (BIN) as the corporate tax ID.

Tax Type

Enter a user defined code (07/TX) that specifies the type of payroll tax being processed. To set up state minimum wage amounts, you must enter **MW** in this field. To do so, you must first add **MW** to UDC 07/TX. However, you should not change the codes and definitions that Oracle provides with the software.

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