PeopleSoft Human Capital Management 9.2

PeopleSoft Payroll for North America



G49602-01
May 2026

ORACLE

PeopleSoft Human Capital Management 9.2 PeopleSoft Payroll for North America,

G49602-01

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Preface

Understanding the PeopleSoft Online Help and PeopleBooks

The PeopleSoft Online Help is a website that enables you to view all help content for PeopleSoft applications and PeopleTools. The help provides standard navigation and full-text searching, as well as context-sensitive online help for PeopleSoft users.

Hosted PeopleSoft Online Help

You can access the hosted PeopleSoft Online Help on the Oracle Help Center. The hosted PeopleSoft Online Help is updated on a regular schedule, ensuring that you have access to the most current documentation. This reduces the need to view separate documentation posts for application maintenance on My Oracle Support. The hosted PeopleSoft Online Help is available in English only.

To configure the context-sensitive help for your PeopleSoft applications to use the Oracle Help Center, see Configuring Context-Sensitive Help Using the Hosted Online Help.

Locally Installed PeopleSoft Online Help

If you're setting up an on-premises PeopleSoft environment, and your organization has firewall restrictions that prevent you from using the hosted PeopleSoft Online Help, you can install the online help locally. Installable PeopleSoft Online Help is made available with selected PeopleSoft Update Images and with PeopleTools releases for on-premises installations, through the Oracle Software Delivery Cloud.

Your installation documentation includes a chapter with instructions for how to install the online help for your business environment. The documentation zip file may contain a README.txt file with additional installation instructions. See *PeopleSoft 9.2 Application Installation* for your database platform, "Installing PeopleSoft Online Help."

Installable PeopleSoft Online Help now includes PDF versions of each PeopleBook. For more information, see Understanding Locally Installed PeopleSoft Online Help.

Downloadable PeopleBook PDF Files

You can access downloadable PDF versions of the help content in the traditional PeopleBook format on the Oracle Help Center. The content in the PeopleBook PDFs is the same as the content in the PeopleSoft Online Help, but it has a different structure and it does not include the interactive navigation features that are available in the online help.

Common Help Documentation

Common help documentation contains information that applies to multiple applications. The three main types of common help are:

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- Application Fundamentals
- Using PeopleSoft Applications
- Using and Managing the PeopleSoft Online Help

Most product families provide a set of application fundamentals help topics that discuss essential information about the setup and design of your system. This information applies to many or all applications in the PeopleSoft product family. Whether you are implementing a single application, some combination of applications within the product family, or the entire product family, you should be familiar with the contents of the appropriate application fundamentals help. They provide the starting points for fundamental implementation tasks.

In addition, the *PeopleTools: Applications User's Guide* introduces you to the various elements of the PeopleSoft Pure Internet Architecture. It also explains how to use the navigational hierarchy, components, and pages to perform basic functions as you navigate through the system. While your application or implementation may differ, the topics in this user's guide provide general information about using PeopleSoft applications.

Finally, *Using and Managing the PeopleSoft Online Help* (this guide) introduces you to the setup, features, and usage of the online help system.

Field and Control Definitions

PeopleSoft documentation includes definitions for most fields and controls that appear on application pages. These definitions describe how to use a field or control, where populated values come from, the effects of selecting certain values, and so on. If a field or control is not defined, then it either requires no additional explanation or is documented in a common elements section earlier in the documentation. For example, the Date field rarely requires additional explanation and may not be defined in the documentation for some pages.

Typographical Conventions

The following table describes the typographical conventions that are used in the online help.

Typographical Convention	Description
Key+Key	Indicates a key combination action. For example, a plus sign (+) between keys means that you must hold down the first key while you press the second key. For **Alt+W,** hold down the **Alt** key while you press the **W** key.
. . . (ellipses)	Indicate that the preceding item or series can be repeated any number of times in PeopleCode syntax.
{ } (curly braces)	Indicate a choice between two options in PeopleCode syntax. Options are separated by a pipe (|).
[ ] (square brackets)	Indicate optional items in PeopleCode syntax.
& (ampersand)	When placed before a parameter in PeopleCode syntax, an ampersand indicates that the parameter is an already instantiated object. Ampersands also precede all PeopleCode variables.

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Typographical Convention	Description
⇒	This continuation character has been inserted at the end of a line of code that has been wrapped at the page margin. The code should be viewed or entered as a single, continuous line of code without the continuation character.

ISO Country and Currency Codes

PeopleSoft Online Help topics use International Organization for Standardization (ISO) country and currency codes to identify country-specific information and monetary amounts.

ISO country codes may appear as country identifiers, and ISO currency codes may appear as currency identifiers in your PeopleSoft documentation. Reference to an ISO country code in your documentation does not imply that your application includes every ISO country code. The following example is a country-specific heading: "(FRA) Hiring an Employee."

The PeopleSoft Currency Code table (CURRENCY_CD_TBL) contains sample currency code data. The Currency Code table is based on ISO Standard 4217, "Codes for the representation of currencies," and also relies on ISO country codes in the Country table (COUNTRY_TBL). The navigation to the pages where you maintain currency code and country information depends on which PeopleSoft applications you are using. To access the pages for maintaining the Currency Code and Country tables, consult the online help for your applications for more information.

Region, Country, and Industry Identifiers

Information that applies only to a specific region or industry is preceded by a standard identifier in parentheses. This identifier typically appears at the beginning of a section heading, but it may also appear at the beginning of a note or other text.

An example of a region-specific heading is: "(Latin America) Setting Up Depreciation"

Region Identifiers

Regions are identified by the region name. The following are examples of region identifiers that may appear in PeopleSoft Online Help:

- Asia Pacific
- Europe
- Latin America
- North America

Country Identifiers

Countries are identified by a three-letter country code. The following are examples of country identifiers that may appear in the PeopleSoft Online Help:

- ARG (Argentina)
- AUS (Australia)
- CAN (Canada)
- NLD (The Netherlands)

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Industry Identifiers

Industries are identified by the industry name or by an abbreviation for that industry. The following are examples of industry identifiers that may appear in the PeopleSoft Online Help:

- USF (U.S. Federal)
- E&G (Education and Government)

Translations and Embedded Help

PeopleSoft 9.2 software applications include translated embedded help. With the 9.2 release, PeopleSoft aligns with the other Oracle applications by focusing our translation efforts on embedded help. We are not planning to translate our traditional online help and PeopleBooks documentation. Instead we offer very direct translated help at crucial spots within our application through our embedded help widgets. Additionally, we have a one-to-one mapping of application and help translations, meaning that the software and embedded help translation footprint is identical—something we were never able to accomplish in the past.

Using and Managing the PeopleSoft Online Help

Select About This Help in the left navigation panel on any page in the PeopleSoft Online Help to see information on the following topics:

- Using the PeopleSoft Online Help.
- Managing hosted Online Help.
- Managing locally installed PeopleSoft Online Help.

PeopleSoft HCM Related Links

Oracle Help Center

PeopleSoft Online Help Home

PeopleSoft Information Portal

My Oracle Support

PeopleSoft Training from Oracle University

PeopleSoft Video Feature Overviews on YouTube

Application Fundamentals: HCM Abbreviations

PeopleSoft Spotlight Series

Contact Us

Send your suggestions to psoft-infodev_us@oracle.com.

Please include the applications update image or PeopleTools release that you're using.

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1

Getting Started with Payroll for North America

Payroll for North America Overview

Payroll for North America provides the tools to calculate earnings, taxes, and deductions efficiently; maintain balances; and report payroll data while minimizing the burden on IT managers and payroll staff.

With Payroll for North America, you can design the payroll system to meet your organization's specific requirements. Provide the system with some basic information about the types of balances that you want to maintain, how you want to group the workforce, and when you want to pay them. You can define and establish earnings, deductions, taxes, and processes that fit your unique business needs. The payroll system enables you to calculate gross-to-net or net-to-gross pay, leave accruals, and retroactive pay. You can automatically calculate imputed income for group-term life insurance and process unlimited direct deposits.

With this application you can:

- Define various earnings types including regular earnings and additional pays.
- Process compensation with multiple compensation rates.
- Designate shift schedules and shift premium calculation rules.
- Define deduction types for benefit premiums, tax withholdings, garnishments, and other deductions.
- Determine the types of payroll accumulator balances that you want to maintain and use.
- Define employee pay groups, which are groups of employees that share common payroll characteristics, such as working for the same organization or sharing the same pay frequency or pay date.
- Establish pay calendars that reflect the various payroll periods, pay dates, and Fair Labor Standards Act (FLSA) periods throughout the year.
- Designate employee holidays for payroll processing.
- Create pay run IDs to process payrolls more efficiently.
- Establish general rules for processing and paying garnishments.
- Set up direct deposits for the workforce.
- Set up Canada Payroll Savings (CPS) program information.
- Support contract pay for employees in education-related organizations, such as faculty employees who work a nine-month contract that is paid over 12 months.
- Define control data for creating paysheets and running other batch processes.
- Specify the various companies within your organization and maintain separate payroll data for each—everything from general ledger accounts, to tax information, and unique payroll processing and payment rules.

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Payroll for North America Business Processes

Payroll for North America supports the following business processes:

Set Up and Maintain Core Payroll Tables

Core payroll tables are the tables that are required to implement the Payroll for North America application, including organization tables, compensation and earnings tables, deduction tables, pay calendar tables, garnishment tables, vendor tables, general ledger interface, tax tables, retroactive processing, and tip allocation.

Set Up and Maintain Employee Pay Data

Employee pay data includes personal data, job data, benefits data, federal, state/provincial, and local tax information, general and benefit deductions, additional pay, garnishments, and direct deposits.

Process the Payroll

The basic steps of payroll processing are: create paysheets, pay calculation, pay confirmation, and generate checks and direct deposits. You can employ audit reports and data review pages to verify and correct the results of each step before moving on. You can also review and adjust employee balances.

Post to General Ledger

Use the integration with PeopleSoft General Ledger and Enterprise One General Ledger to transfer the expenses and liabilities incurred from a pay run to the General Ledger application.

Pay Taxes

Use the integration with PeopleSoft Payables to transmit tax data to the Payables application for automatic payment to tax authorities.

Pay Third Parties

Use the integration with Payables to transmit employee and employer deductions such as garnishments and benefit deductions to the Payables application for automatic payment to third parties.

Produce Reports

Payroll for North America provides dozens of reports to help you monitor payroll processing and comply with regulatory and tax reporting requirements. You can view reports online or print hard copies. You can also tailor the reports to fit the special needs of your organization.

Optional Features

Within the framework of payroll processing already outlined, Payroll for North America supports the following additional business processes:

- Group-term life insurance imputed income (U.S. and Canada).
- (USA) Tip allocation.
- (USA) FLSA and Alternative Overtime processing.
- (CAN) Canada Payroll Savings programs.
- (CAN) Canadian low-interest loans.

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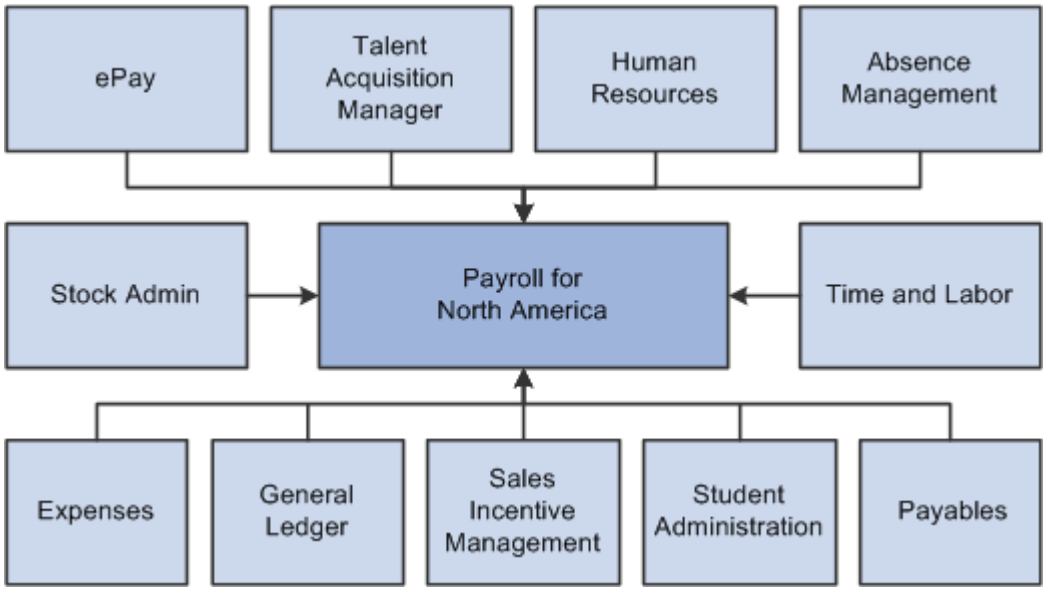
- (CAN) Business Payrolls Survey reporting.
- (CAN) Record of Employment reporting.
- (USF) Credit military service to civilian retirement.
- (USF) Pay caps and limits processing.
- (USF) Within grade increase/tenure nonpay hours processing.
- (USF) Agency interface processing.
- (USF) Individual Retirement Record and Register of Separations and Transfers reporting.
- (E&G) Contract pay administration.
- (E&G) Tax treaty processing for nonresident aliens.

We discuss these business processes in the business process topics in this production documentation.

Payroll for North America Integrations

Payroll for North America integrates with these PeopleSoft applications, including PeopleSoft HR, PeopleSoft Time and Labor, and PeopleSoft Campus Solutions:

This diagram shows the main PeopleSoft applications that integrate with PeopleSoft Payroll for North America.



We discuss integration considerations in the implementation topics in this product documentation.

Supplemental information about third-party application integrations is located on My Oracle Support.

With PeopleSoft's product integration technology, the system can:

- Retrieve an employee's social security number (or social insurance number) and address from the PeopleSoft HR application.

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- Retrieve the benefit plans for which an employee is eligible from the PeopleSoft HR Base Benefits business process for processing.
- Load computed absence results from PeopleSoft Absence Management to paysheets for processing.
- Retrieve funding source information for earnings and fringe costs from the PeopleSoft HR Manage Commitment Accounting business process.
- Transmit employee pay data to PeopleSoft ePay for online access by employees.

  Retrieve online employee changes to direct deposit information, voluntary deductions, W-2 reissue requests, and federal W-4 tax information from ePay.
- Load data from monetary awards and non-monetary/non-stock awards from the variable compensation business process within PeopleSoft HR to paysheets for processing.
- Load approved employee referral award amounts from the Talent Acquisition Manager application to paysheets for processing.
- Load time and labor data, such as payable time, from the PeopleSoft Time and Labor application to paysheets for processing.
- Load refund information and tax data from the PeopleSoft Stock Administration application to paysheets for processing.
- Load approved employee advance and expense reimbursement amounts from the PeopleSoft Expenses application to paysheets for processing.
- Load refund credit balances to students, customers, or external organizations onto paysheets for processing.

  These refund credit balances are transmitted to Payroll for North America by PeopleSoft Student Administration.
- Transmit employee and employer deductions, such as taxes, garnishments, and benefit deductions, to the PeopleSoft Payables application for automatic payment to third parties.
- Transmit the expenses and liabilities incurred from a pay run to the General Ledger application.

> **Note**
>
> The Load Paysheet Transactions process loads transactions from sources other than PeopleSoft applications to paysheets for processing. Such transactions require a paysheet update source of *Other Sources.* See Data Input Requirements for Third-Party Paysheet Data.

PeopleSoft Payroll for North America also integrates with Oracle Fusion HCM Cloud functionality, enabling those who have migrated from PeopleSoft HCM to Fusion HCM Cloud to continue using the PeopleSoft Payroll for North America for payroll purposes.

Related Topics

- Understanding the Interface with Time and Labor
  This topic discusses:
- Understanding the General Ledger Interface
  Sending payroll data to General Ledger is one of the final steps in the payroll cycle. When you integrate Payroll for North America and General Ledger, you can automatically post earnings and deductions that are associated with a finalized calendar run to your General Ledger system.

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- Understanding the Interface with Payables
  This topic discusses:
- Understanding the Oracle HCM Fusion Cloud Interface
  The PeopleSoft HCM Payroll for North America to Oracle HCM Fusion Cloud integration enables customers who have migrated from PeopleSoft HCM to Fusion HCM Cloud to continue using PeopleSoft Payroll for North America for payroll purposes (for US and Canada employees only). When set up properly, the integration runs payroll successfully with minimal user intervention.
- Loading Paysheet Transactions
  This topic provides overviews of:

Payroll for North America Implementation

PeopleSoft Setup Manager enables you to generate a list of setup tasks for your organization based on the features that you are implementing. The setup tasks include the components that you must set up, listed in the order in which you must enter data into the component tables, and links to the corresponding product documentation.

Payroll for North America also provides component interfaces to help you load data from your existing system into Payroll for North America tables. Use the Excel to Component Interface utility with the component interfaces to populate the tables.

This table lists all of the components that have component interfaces:

Component	Component Interface	References
PAY_RUN_TABLE	PAY_RUN_TABLE	See Application Fundamentals: Creating Pay Run IDs.
GENL_DEDUCTION_TBL	GENL_DEDUCTION_TBL	See Defining General Deductions.
GDED_COM_TBL	GDED_COM_TABLE	See Assigning General Deductions to a Company.
TAX_LOCATION_TBL	TAX_LOCATION_TBL	See Application Fundamentals: Defining Tax Locations.
COMP_LOCAL_TAX_TBL	COMP_LOCAL_TAX_TBL	See Application Fundamentals: (USA) Setting Up the Company State Tax Table.
SPCL_EARNS_TABLE	SPCL_EARNS_TABLE	See Establishing Special Accumulator Codes.
TERM_ACTN_RSN	TERM_ACTN_REASON	See Defining the Final Check Process.
TERM_PGM_TBL	TERM_PGM_TABLE	See Defining the Final Check Process.
FLSA_CALENDAR	FLSA_CALENDAR	See Application Fundamentals: Creating Pay Calendars and FLSA Calendars.
TAX_TYPE_TBL	TAX_TYPE_TABLE	See Setting Up Tax Types for PeopleSoft Payables Integration.
CO_UI_RPTCD_TBL	CO_UI_RPTCD_TABLE	See (USA) Establishing UI Report Codes.
TREATY_NR_ALIEN_TA	TREATY_NR_ALIEN_TA	See Understanding Tax Treaties.

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Component	Component Interface	References
US_SOC_TBL	US_SOC_TABLE	See (USA) Establishing Standard Occupational Classifications.
CAN_WCB_CU_RATES	CAN_WCB_CU_RATES	See (CAN) Defining Canadian WCB Assessment Reporting.
RETROPAY_PGM_TBL	RETROPAY_PGM_TBL	See Setting Up Retro Pay Processing.
TIPS_ESTAB_TBL	TIPS_ESTAB_TABLE	See Setting Up the Payroll System for Tip Allocation.

Other Sources of Information

In the planning phase of your implementation, take advantage of all PeopleSoft sources of information, including the installation guides, table-loading sequences, and data models.

Refer to the *PeopleSoft HCM 9.2 - Reorganization of Component Interface Permissions* (Doc ID 2342162.1) article on My Oracle Support for a list of system-delivered CIs and their usage, the mapping of CIs and associated permission lists, and the mapping of CI permission lists and user roles.

For more information, see:

- Application Fundamentals
- *PeopleTools: Setup Manager*
- *PeopleTools: Component Interfaces*

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2

Defining System Settings for Payroll for North America

Defining System Settings for Payroll for North America

To set up implementation defaults for Payroll for North America, use the Payroll for NA Installation (INSTALLATION_PY) component.

This topic describes the Payroll for North America installation component. Other system-wide implementation defaults are set on the installation (INSTALLATION_TBL) component for Human Resources. See Application Fundamentals: Setting Up Implementation Defaults in your PeopleSoft HCM Application Fundamentals product documentation. Also consult your PeopleSoft Human Resources installation product documentation.

Related Topics

- Application Fundamentals: Setting Up Implementation Defaults

Pages Used to Install Payroll for North America

Page Name	Definition Name	Usage
Payroll for NA Installation Page	INSTALLATION_PY	Define system-wide Payroll for North America settings. **Note:** Settings here are in addition to settings on pages in the Installation (INSTALLATION_TBL) component for HR.

Payroll for NA Installation Page

Use the Payroll for NA Installation page (INSTALLATION_PY) to Define system-wide Payroll for North America settings.

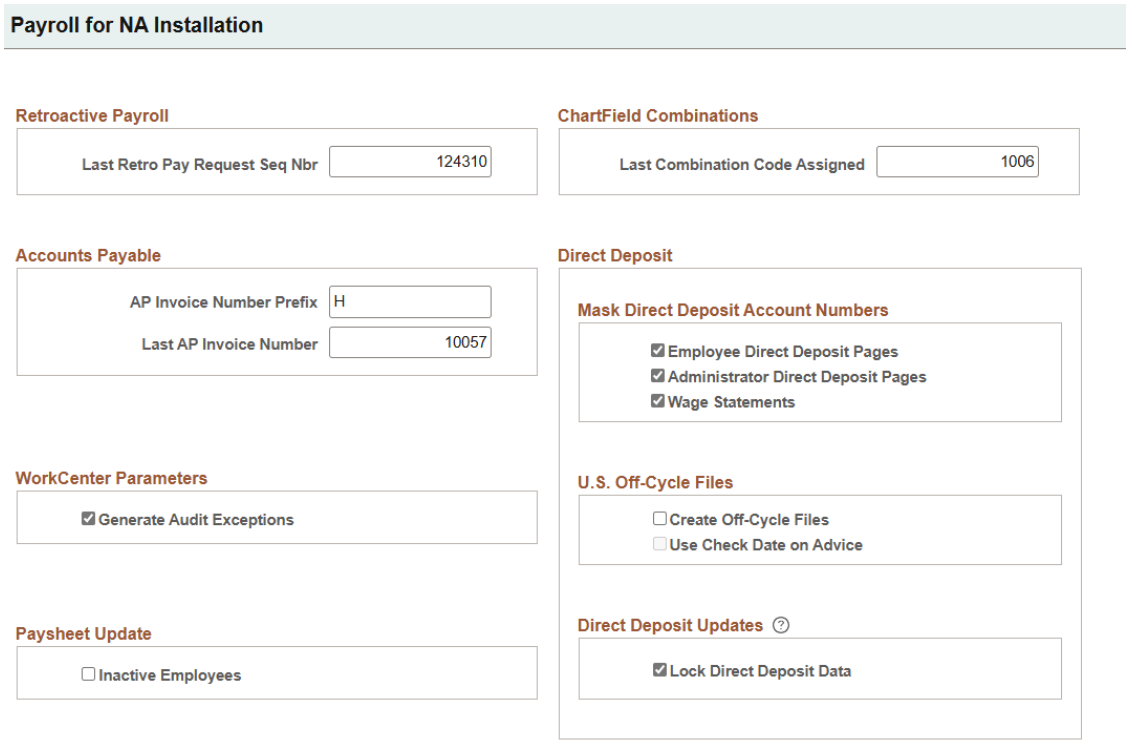
> **Note**
>
> Settings here are in addition to settings on pages in the Installation (INSTALLATION_TBL) component for HR.

Navigation:

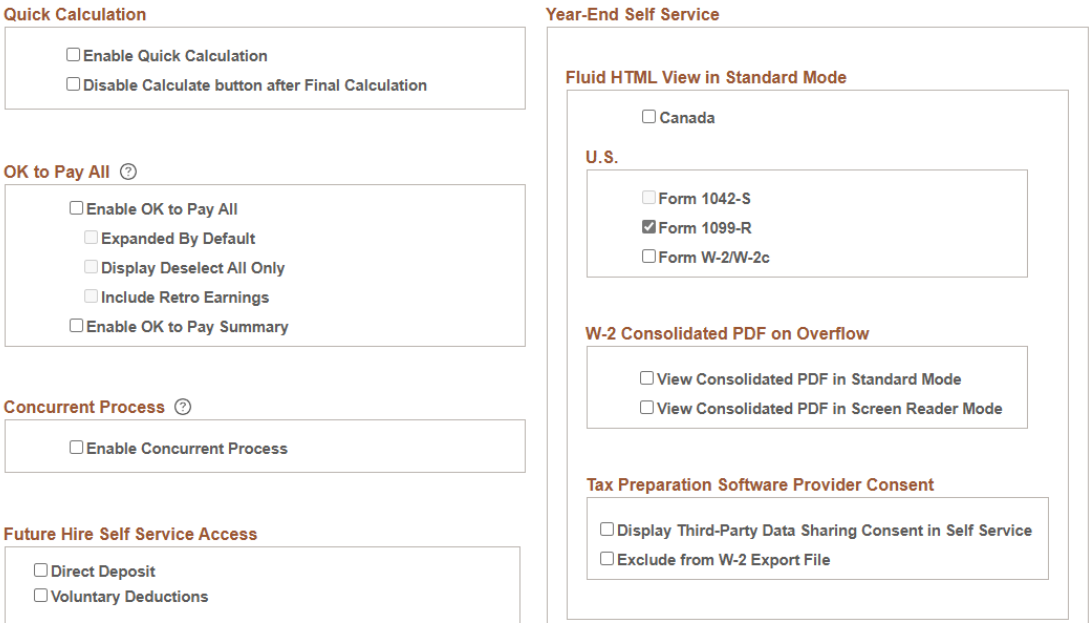
Set Up HCM, and then **Install**, and then **Product Specific**, and then **Payroll for NA Installation**

This example illustrates the fields and controls on the Payroll for NA Installation page (1 of 3).

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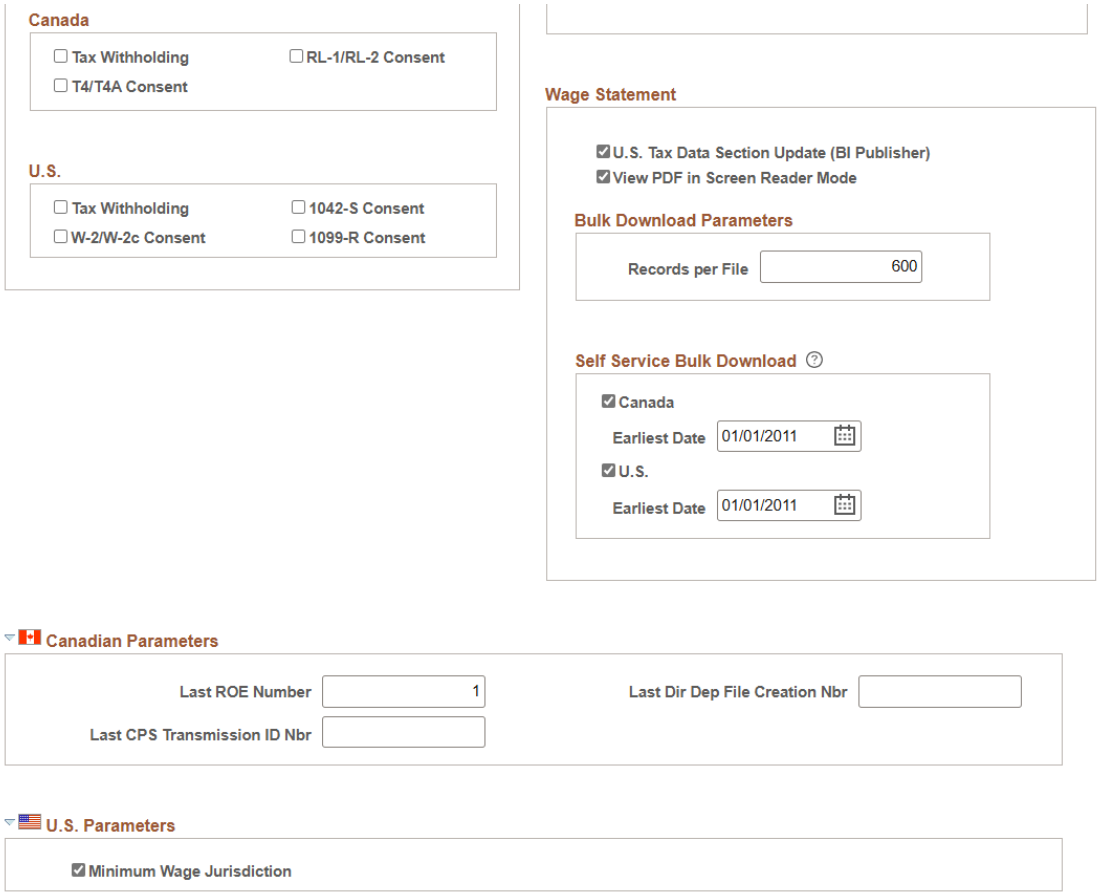


This example illustrates the fields and controls on the Payroll for NA Installation page (2 of 3).



This example illustrates the fields and controls on the Payroll for NA Installation page (3 of 3).

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To understand last number assigned functionality, see documentation for the Last ID Assigned page (INSTALLATION_TBL2) of the Installation Table component for HR, provided in the Application Fundamentals: Setting Up Implementation Defaults topic of your PeopleSoft HCM Application Fundamentals product documentation.

Retroactive Payroll

Field or Control	Description
Last Retro Pay Request Seq Nbr (last retroactive pay request sequence number)	The system generates the Retro Pay Request Sequence Number from which to incrementally increase Retro Pay Request sequence numbers as they are added to transactions in the system.

See Reviewing Retro Pay Requests in this document.

Accounts Payable

Field or Control	Description
AP Invoice Number Prefix and **Last AP Invoice Number**	The system generates the AP Invoice Number Prefix and Last AP Invoice Number from which to incrementally increase the same items as they are added to AP transactions in the system.

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See Application Fundamentals: Setting Up Implementation Defaults in your PeopleSoft HCM Application Fundamental product documentation.

WorkCenter Parameters

Field or Control	Description
Generate Audit Exceptions	Select this check box to display audit links in the Audit Exceptions folder on the My Work Pagelet of Payroll WorkCenter and to display the WorkCenter group box on the PAY011, PAY034, PAY035, and PAY036 run control pages.

See Using the Payroll WorkCenter in this document.

Paysheet Update

Field or Control	Description
Inactive Employees	Select this check box to enable the loading of transaction data into paysheets for inactive employees.

See Loading Paysheet Transactions in this document.

Quick Calculation

Field or Control	Description
Enable Quick Calculation	Select this check box to enable calculation of checks for individual employees using the Quick Calculation feature. See Performing Quick Calculation.
Disable Calculate button after Final Calculation	Select this check box to disable the **Calculate** button on the Quick Calculation Page after the final calculation run is completed.

OK to Pay All

Field or Control	Description
Enable OK to Pay All	Select this check box to enable the mass update of the **OK to Pay** check box on paylines. When selected, the **Expanded By Default, Display Deselect All Only,** and **Include Retro Earnings** check boxes become editable. See Understanding OK to Pay All.
Expanded By Default	Select this check box to expand the **OK to Pay All** section on the paysheet and payline pages by default when users access the pages.
Display Deselect All Only	Select this check box to show the **Deselect All** button and hide the **Select All** button in the **OK to Pay All** section on paysheet and payline pages.

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Field or Control	Description
Include Retro Earnings	Select this check box to include additional line numbers with retro earnings in the OK to Pay feature. If cleared, additional line numbers with retro earnings are ignored, which means that selecting the **Deselect All** or **Select All** button will have no effect on them.
Enable OK to Pay Summary	Select this check box to enable users to view the summary information of the payline and additional lines.

Concurrent Process

Field or Control	Description
Enable Concurrent Process	Select this check box to enable the Actuals Distribution and Actuals GL Interface processes to run simultaneously. See PeopleSoft Human Resources Manage Commitment Accounting: Understanding Concurrent Processing of Actuals Distribution And Actuals GL Interface.

Future Hire Self Service Access

> **Note**
>
> Options in this section apply to respective pages (the Direct Deposit page, Voluntary Deductions page, tax withholding and consent forms) that can be accessed from their fluid tiles as well as the PeopleSoft Human Resources Administer Workforce: OnBoarding Activities Tile (for Employees) (if corresponding payroll steps are added to the activity guide template that is used to support the PreBoarding phase of the OnBoarding process).
>
> For more information on PreBoarding, see PeopleSoft Human Resources Administer Workforce: Understanding OnBoarding and the PreBoarding and OnBoarding Phases.

Field or Control	Description
Direct Deposit	Select this check box for future hires to be able to access the Direct Deposit page. If cleared, future hires receive an error when they access the page and cannot make any updates.
Voluntary Deductions	Select this check box for future hires to be able to access the Voluntary Deductions page. If cleared, future hires receive an error when they access the page and cannot make any updates.

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Field or Control	Description
(Canada) **Tax Withholding, T4/T4A Consent,** and **RL-1/RL-2 Consent**	Select the check box of one or more tax withholding and consent forms for future hires to be able to access. If cleared, future hires receive an error when they access the form and cannot make any updates.
(U.S.) **Tax Withholding, W-2/W-2c Consent, 1042-S Consent,** and **1099-R Consent**	Select the check box of one or more tax withholding and consent forms for future hires to be able to access. If cleared, future hires receive an error when they access the form and cannot make any updates.

ChartField Combinations

Field or Control	Description
Last Combination Code Assigned	The system generates the ChartField combination code from which to incrementally increase ChartField combination codes as they are added to transactions in the system.

See Application Fundamentals: Entering and Maintaining Valid ChartField Combinations in your PeopleSoft HCM Application Fundamentals product documentation.

Direct Deposit - Mask Direct Deposit Account Numbers

Field or Control	Description
Employee Direct Deposit Pages, Administrator Direct Deposit Pages, and **Wage Statements**	The system can, for security purposes, mask all but the last four characters of a paycheck direct deposit account on all employee pages that show direct deposit information, all administrator pages that show direct deposit information, and all PDF and non-PDF wage statements (paychecks and payslips). Masking does not occur for an item unless the check box is selected here.

See Setting Up Direct Deposits in this document.

Direct Deposit - U.S. Off-Cycle Files

Field or Control	Description
Create Off-Cycle Files	Select this check box to enable the creation of direct deposit transmittal files for off-cycle payments that are tied to unconfirmed on-cycle calendars.

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Field or Control	Description
Use Check Date on Advice	Select this check box to use the check date on the advice as the effective entry date (the date to post funds to employees' accounts) of the direct deposit file. This option is only applicable to off-cycle pay runs. Clear this check box to use the paycheck issue date of the pay calendar instead. This field becomes editable when the **Create Off-Cycle Files** field is selected.

See Understanding the Create Direct Deposit Transmit Process.

Direct Deposit Updates

Field or Control	Description
Lock Direct Deposit Data	Select to make employee direct deposit information unavailable for edit on the Request Direct Deposit page and Direct Deposit page (in Employee Self-Service). The **Lock Direct Deposit Data** check box is selected by default to prevent updates or deletion of employee direct deposit data that was used in previous payroll transactions. Oracle recommends leaving the check box selected to ensure that employee payroll distribution data will be correctly transmitted to the direct deposit file. **Note:** If you have a compelling reason to correct direct deposit data on an effective date prior to the confirmed check date, deselect the check box, correct the data, and then reselect the check box. Note that performing this action may cause data synchronization issues between direct deposit information and payroll distribution data, which could result in the exclusion of employee deposit data from the direct deposit file, or incorrect deposit data in the file.

Year-End Self Service

Field or Control	Description
Canada	Select for Canadian employees to be able to view their year-end slips in screen reader format (HTML) when the system is not in screen reader mode.
(U.S.) **Form 1042-S, Form 1099-R,** and **Form W-2/W-2c**	Select one or more U.S. year-end forms that can be viewed in screen reader format (HTML) when the system is not in screen reader mode.

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Field or Control	Description
View Consolidated PDF in Standard Mode	(For overflow W-2 forms) Select for employees to be able to view all pages of an overflow year-end form in a single consolidated PDF in standard mode. Overflow is supported in W-2 forms only.
View Consolidated PDF in Screen Reader Mode	(For overflow W-2 forms) Select for employees to be able to view all pages of an overflow year-end form in a single consolidated PDF in screen reader mode. Overflow is supported in W-2 forms only.
Display Third-Party Data Sharing Consent in Self Service	Select to display a section on the PeopleSoft ePay: W-2/W-2c Consent Page where employees can provide or withdraw the consent to share their W-2 or W-2c data with tax preparation providers in Employee Self-Service. If the employee withdraws the consent, the Create W-2 Import File process excludes the employee's data from the import file that it creates. This field is deselected by default. See PeopleSoft ePay: Understanding Employee Consent for Tax Data Export and Understanding W-2 Import Files.
Exclude from W-2 Export File	Select to exclude the W-2 or W-2c data of all employees from the import files generated by the Create W-2 Import File process. This field is deselected by default, which means that the tax data for all employees is included in the import files.

See PeopleSoft ePay: (USA) Using the PeopleSoft Fluid User Interface to Manage Consent and View Electronic Year-End Forms and PeopleSoft ePay: (CAN) Using the PeopleSoft Fluid User Interface to Manage Consent for Electronic Year-End Forms.

Wage Statement

Field or Control	Description
U.S. Tax Data Section Update (BI Publisher)	Select to create U.S. paychecks and advices using updated paycheck RTF overflow templates, BIP (BI Publisher) template and BIP sub-templates. These template changes update the TAX DATA section of wage statements to display pertinent federal, state and local tax data of the employees. These updates are applicable to U.S. paychecks and advices that are created with BI Publisher for pay period end dates on or after 2025.

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Field or Control	Description
View PDF in Screen Reader Mode	Select for employees to be able to access their paychecks in PDF format in screen reader mode. When selected, the **View PDF** button appears at the bottom of the PeopleSoft ePay: View Paycheck Page or View Paycheque page, allowing employees to also view their generated PDF paychecks when they are in screen reader mode.

Bulk Download Parameters

Field or Control	Description
Records per File	Enter the maximum number of paycheck records to include in a single generated PDF file. This value will be used as a default value on the Multiple Wage Statements Download Page.

Self Service Bulk Download

Field or Control	Description
Canada and **U.S.**	Select the country where the feature to download multiple wage statements is enabled.
Earliest Date	Specify the earliest date employees can select in the **From Date** field when downloading multiple wage statements in Employee Self-Service. The specified date must be later than the date of the BI Publisher PDF paychecks.

Canadian Parameters

Enter controls in this group box to use for the transmission of Canada's Record of Employment (ROE) to Service Canada.

Field or Control	Description
Last ROE Number	The system generates the Last ROE Number from which to incrementally increase ROE numbers as they are added to ROE transactions in the system.
Last Dir Dep File Creation Nbr (last direct deposit file creation number) and **Last CPS Transmission ID Nbr** (last Canada Processing Service transmission identification number)	Enter the Last Direct Deposit File Creation number and the Last CPS Transmission ID number from which to incrementally increase the same as they are added to ROE transactions in the system.

See Generating and Auditing ROEs in this document.

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U.S. Parameters

Field or Control	Description
Minimum Wage Jurisdiction	Select this check box to enable the use of jurisdiction minimum wage rates in payroll calculations. To disable this functionality, you need to disable it for all pay groups first.

See Understanding Minimum Wages for Jurisdictions.

Defining Categories

To define categories for use in Payroll Assistant and insights dashboards, use the Category Selection (PY_CATEGORY_SEL) component.

Payroll for North America delivers categories that are used in:

- Payroll Assistant to calculate and display earnings, deduction and garnishment amounts.
- Insights dashboards to display total earnings and deduction amounts on Payroll Cost dashboards, as well as form counts by employee status on the Year-End Trends dashboard.

Pages Used to Define Categories

Page Name	Definition Name	Usage
Category Selection Page	PY_CATEGORY_SEL	Configure categories for earnings and deductions, and select fields to display for garnishments.
<Earnings or Deduction> Code Selection Page	PY_CATGRY_SEL_SEC	Assign codes to earnings or deduction categories for data rendering.

Category Selection Page

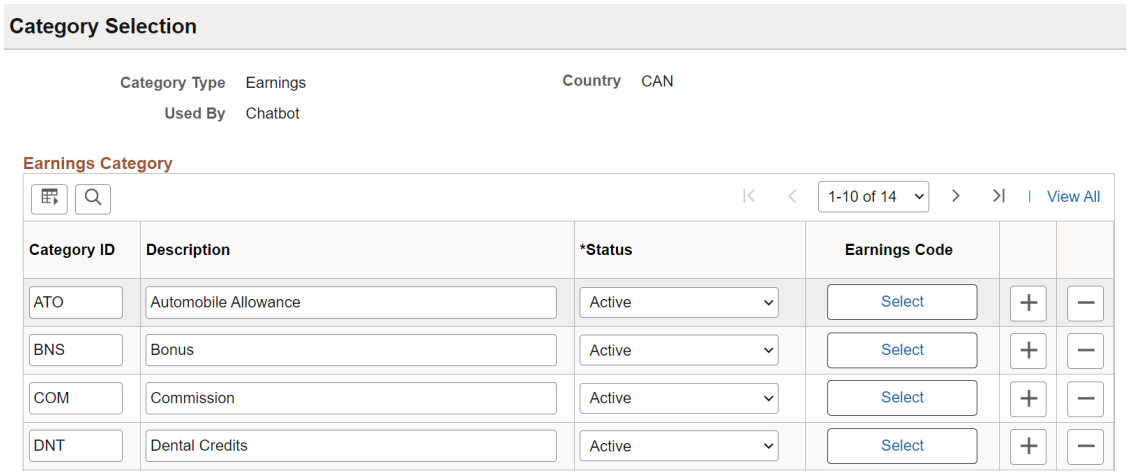
Use the Category Selection page (PY_CATEGORY_SEL) to configure categories for earnings and deductions, and select fields to display for garnishments.

Navigation:

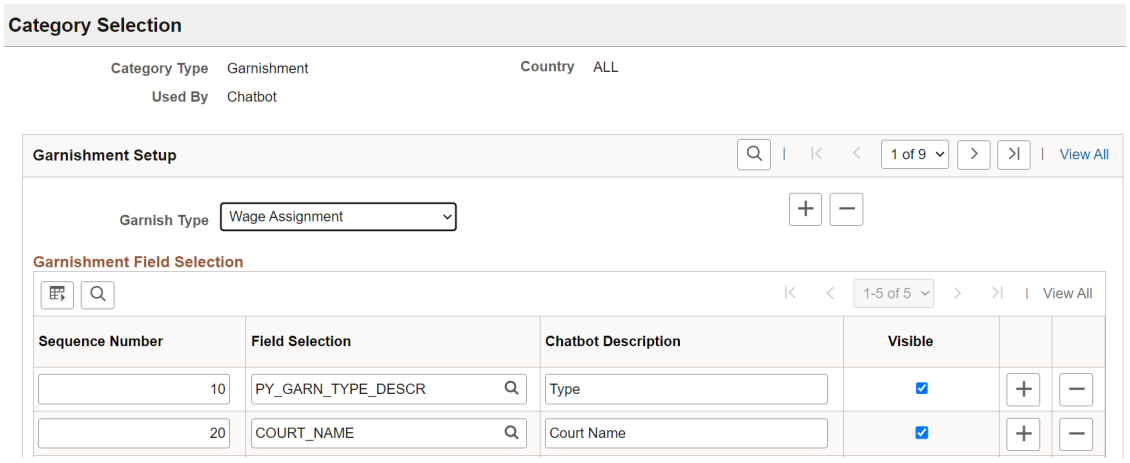
Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Payroll Processing Controls**, and then **Category Selection**, and then **Category Selection**

This example illustrates the fields and controls on the Category Selection page for earnings and deduction.

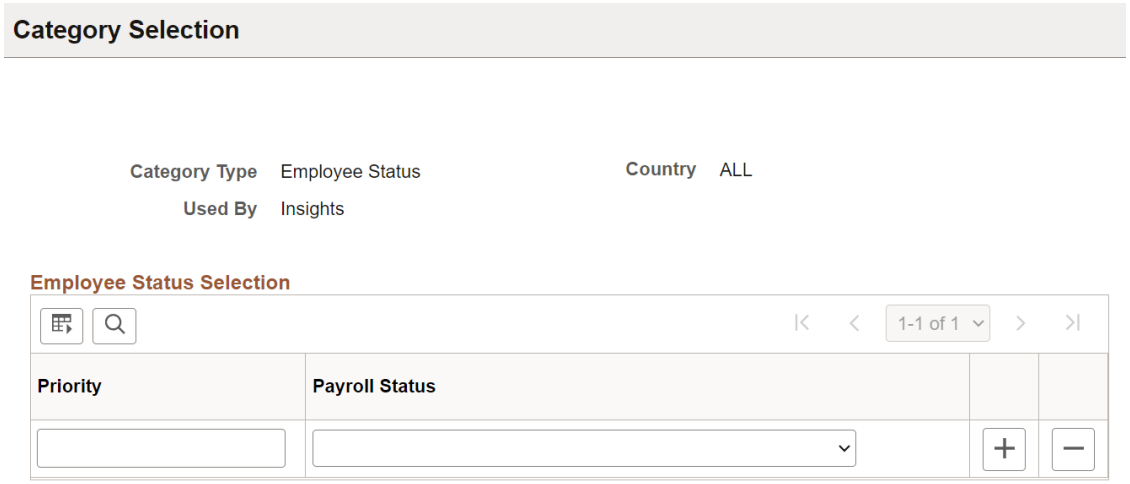
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This example illustrates the fields and controls on the Category Selection page for garnishment.



This example illustrates the fields and controls on the Category Selection page for employee status.



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The system delivers category setup for these category types:

- Deductions
- Earnings
- Employee Status
- Garnishment

You can set up country-specific category types, or use one category type that applies to all users.

Earnings and Deduction-Specific Fields

> **Note**
>
> Fields in this section are specific to *Deductions* and *Earnings* category types.

Each system-delivered *Deductions* or *Earnings* category type contains a list of categories pertaining to the specific country. Use the Category section to add or delete categories for your business needs, and associate each category with codes (where the system gathers data for responses).

Field or Control	Description
Category ID and **Description**	Displays the system-delivered ID and description of a category to be included in the specified category type.
Select	Click to access the Code Selection page and assign applicable codes to the associated category ID. See <Earnings or Deduction> Code Selection Page.

Garnishment-Specific Fields

> **Note**
>
> Fields in this section are specific to the *Garnishment* category type.

For the *Garnishment* category type, use the Garnishment Setup section to select the fields and values to be displayed for garnishment-related responses. Note that the Garnishment Amount field is not controlled by this setup.

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Field or Control	Description
Garnish Type	Select the garnishment type to which the chatbot field setup applies: Values are: *Chapter 13 Bankruptcy* *Child Support* *Dependent Support* *Social Security (AWG)* *Spousal Support* *Student Load Repayment* *Tax Levy* *Wage Assignment* *Writ of Garnishment*
Sequence Number	Enter the order in which the field appears in a response for the associated garnishment type.
Field Selection	Select the field to appear in a response for the associated garnishment type.
Chatbot Description	Enter a user-friendly label you want to display for the field in a response.
Visible	Select for the field to appear in a response. Clear this option to hide the field instead.

Employee Status-Specific Fields

> **Note**
>
> Fields in this section are specific to the *Employee Status* category type.

For the *Employee Status* category type, specify the priority order for employee payroll statuses.

In a scenario where an employee works in different companies and has different employee statuses, the system uses this setup to determine which employee status takes precedence and will be used for the employee's year-end form in the **Current Consent Status** visualization of the U.S. Year-End Trends Dashboard.

<Earnings or Deduction> Code Selection Page

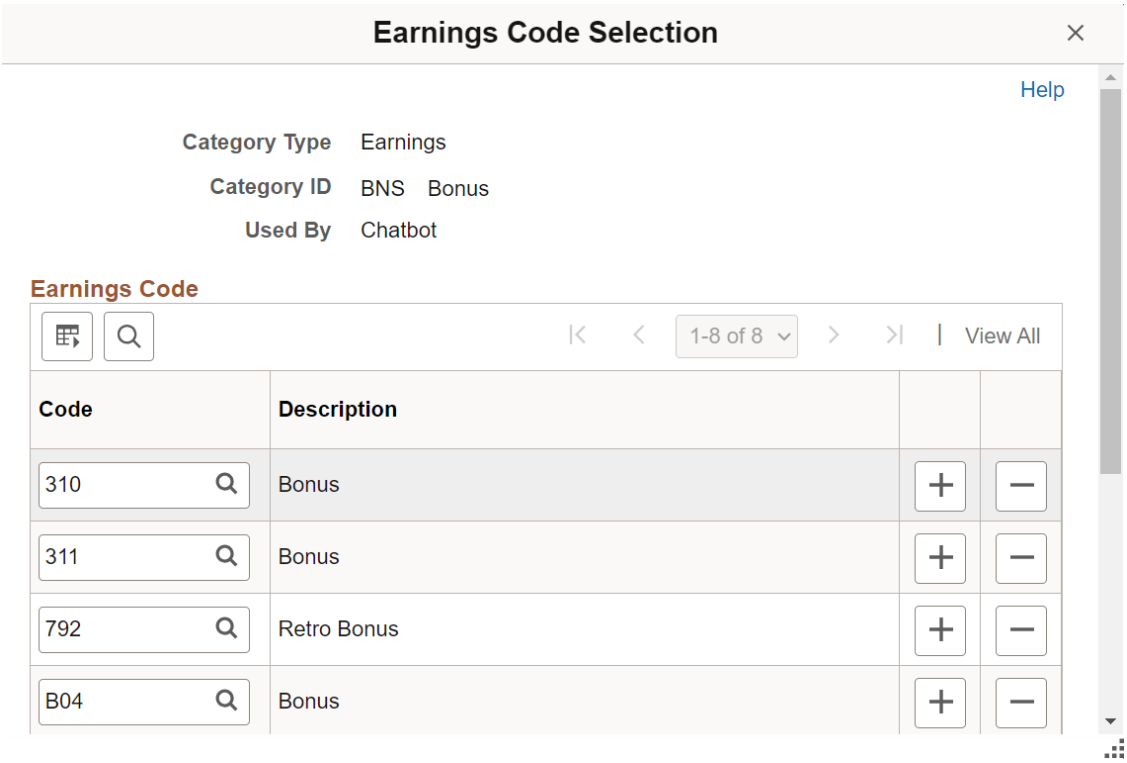
Use the <Earnings or Deduction> Code Selection page (PY_CATGRY_SEL_SEC) to assign codes to earnings or deduction categories for data rendering.

Navigation:

Click the **Select** button on the Category Selection page.

This example illustrates the fields and controls on the <Earnings or Deduction> Code Selection page.

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The system delivers categories for *Earnings* and *Deduction* category types. For each category you decide to use, associate one or more codes from which the system collects data to compose more accurate responses for users.

For example, there are 3 earnings codes that are used for bonus in your payroll system, and you have added them to the *BNS* category (Bonus) on this page. At runtime, when a user asks the Payroll Assistant to show last month's bonus, the system looks up data from all 3 earnings codes that are associated with the *BNS* category for the user, and returns the aggregated bonus amount.

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3

Using the Payroll WorkCenters

Understanding PeopleSoft WorkCenters

This topic provides a list of common terms used with PeopleSoft WorkCenters, and an overview of PeopleSoft WorkCenters.

Related Topics

- Using the Payroll WorkCenter
  This topic provides overviews of the Payroll WorkCenter default configuration and setup, and discusses how to use Payroll WorkCenter in Classic.
- Generating and Viewing Payroll WorkCenter Pivot Grids
  This topic provides an overview of Payroll WorkCenter pivot grids, and discusses how to generate and view the pivot grids.
- Enterprise Components: Understanding WorkCenters and Dashboards
- Enterprise Components: Configuring Filter Definitions and Values
- Enterprise Components: Configuring Pagelets

Common Terms Used with PeopleSoft WorkCenters

These terms are commonly used when referring to PeopleSoft WorkCenters:

Term	Description
Links Pagelet	A pagelet that contains links to PeopleSoft components and links to external URL's. This typically contains links that a user needs to do their daily work. An administrator can add links as needed to suit the needs of your business.
My Work Pagelet	A common pagelet that contains links to application-designed results pages. The content is filtered by administrator or end user defined criteria.
Pagelet Area	A collection of application-defined pagelets that contain links, task lists, and other content. This area is part of the PeopleSoft WorkCenter framework but the pagelet content is defined by individual product needs.
Queries Pagelet	A common pagelet that contains links to queries (public or private) that are added by the administrator (public queries) or the end-user (public or private queries).
Pivot Grid	A Pure Internet Architecture component that provides a multidimensional presentation of data.

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Term	Description
Reports and Processes Pagelet	A pagelet that contains links to PeopleSoft components; primarily reports, analytics, and processes. This type of pagelet is controlled by the administrator.
WorkCenter	A WorkCenter is used to increase the productivity of a specific role by streamlining and simplifying their work in a central place. The left panel of a WorkCenter should help drive the transaction or work area for a user to complete their tasks based on the functional transaction.
Worklist	Refers to the PeopleTools worklist.
Working Zone or Transaction Area	The pagelet area where the search results or components are displayed. This area is the transaction area that can be displayed in its entirety if the pagelet area is hidden.

Understanding PeopleSoft WorkCenters

A PeopleSoft WorkCenter is a central area that provides links to key components that may be required to perform daily tasks. A WorkCenter can also include pivot grids that render charts, graphs, and tables that enable you to view and analyze data. WorkCenters are configurable, role and query based, and enable users to keep multiple windows open simultaneously.

Consider watching the following Video Feature Overview (VFO) in Oracle's YouTube.

Video: PeopleSoft WorkCenters

PeopleSoft WorkCenters are set up using the PeopleSoft Enterprise Components, WorkCenter/Dashboards component. Oracle's PeopleSoft delivers WorkCenters pre-built with functionality specific for your product. Your system administrator must review the WorkCenter and determine which links and functionality to make available for end users. When complete, end users can then configure and personalize their own WorkCenter for maximum personal efficiency.

WorkCenters are similar across PeopleSoft, but are configurable per application. WorkCenters usually include the following elements:

- Welcome Panel:

  The Welcome panel appears on the right side of the screen. The default Welcome panel explains basic icons used throughout the WorkCenter.

  The system administrator (or end user, if given the access rights) can configure any of the pagelets to appear on the Welcome panel instead by accessing the Configure Pagelets component for the pagelet, selecting the **Starting Page** check box , and then selecting the option to replace the Welcome page.

- Tabs:

  Tabs enable users to access the WorkCenter pagelets. Some WorkCenter pagelets are common to multiple applications, and some pagelets are unique to individual applications.

  The two primary tabs in a WorkCenter are:

  – Main tab (usually contains the My Work pagelet and the Links pagelet)

  – Reports tab (usually contains the Queries pagelet and the Reports/Processes pagelet)

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- My Work Pagelet:

  The My Work section of the Main tab includes links to pages that the end user might access on a daily basis.

  The system administrator can limit the amount of data available to the user by making link results subject to filter criteria.

  The system administrator can also include exceptions and alerts that require the user to take some type of action.

  Users can personalize the My Work pagelet by clicking the My Work Pagelet Settings icon and then selecting Personalize.

- Links Pagelet:

  The Links section of the Main tab includes additional links to pages or other areas of interest to the user role.

  Links to external pages also can be placed in this section.

  The system administrator can control the list of links to make available to end users.

  End users can personalize which links they want to appear in their own WorkCenter.

- Queries Pagelet

  The Queries section of the Reports tab includes links to Query Manager, public queries, and private queries.

  When you click a link on this pagelet, the query results appear in the right panel of the WorkCenter or in a new window.

  The system administrator can control whether end users can add public or private queries.

  The end user can personalize their private queries, and save query results in a spreadsheet.

- Reports/Processes Pagelet (Reports tab, in the example):

  The Reports/Processes section of the Reports tab includes links to run control pages for processes and reports, and to the Reporting Console.

  System administrators and managers can access the run control pages to generate pivot grids.

  The system administrator can also control whether end users can configure the Reports/Process pagelet in their own WorkCenter.

For information specific to Payroll WorkCenter, which is the WorkCenter provided in PeopleSoft Payroll for North America, see:

- Using the Payroll WorkCenter
- Generating and Viewing Payroll WorkCenter Pivot Grids

Using the Payroll WorkCenter

This topic provides overviews of the Payroll WorkCenter default configuration and setup, and discusses how to use Payroll WorkCenter in Classic.

See also:

- *PeopleTools: Applications User's Guide, Using WorkCenter Pages*
- *PeopleTools: Portal Technology, Creating and Configuring WorkCenter Pages*

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Related Topics

- Understanding PeopleSoft WorkCenters
  This topic provides a list of common terms used with PeopleSoft WorkCenters, and an overview of PeopleSoft WorkCenters.
- Generating and Viewing Payroll WorkCenter Pivot Grids
  This topic provides an overview of Payroll WorkCenter pivot grids, and discusses how to generate and view the pivot grids.
- Enterprise Components: Configuring Pagelets

Pages Used in Payroll WorkCenter

Page Name	Definition Name	Usage
Canadian Payroll WorkCenter Tile	HC_WORKCENTER_CANADA (cref for the tile)	Access the Payroll WorkCenter page for Canada.
U.S. Payroll WorkCenter Tile	HC_PAYROLL_WORKCENTER (cref for the tile)	Access the Payroll WorkCenter page for the US.
Payroll WorkCenter Page	PY_WRKCNTR_LAUNCH	Access key components for various Payroll for North America business processes to complete day-to-day work and commonly performed tasks.
Personalize Payroll WorkCenter (USA) Page (or CAN)	PTAL_USER_PREF	Users set user-level preferences for displaying pagelets in their own Payroll WorkCenter.
<Pagelet Name> Pagelet Personalization Page (where XYZ is the name of the pagelet)	• FSPC_USER_MYWORK My Work Pagelet Personalization Page • FSPC_USER_LINK Links Pagelet Personalization Page • FSPC_USER_QUERY Queries Pagelet Personalization Page • FSPC_USER_REPORT Reports/Processes Pagelet Personalization Page	Users set user-level preferences for the specific pagelet in their own Payroll WorkCenter.
Edit Filters Page	FSPC_MYWORK_FILTER	Users view and edit filters to minimize, or otherwise control, search results in their own Payroll WorkCenter My Work pagelet.
WorkCenter Company Controls Page	PY_WC_ADM_ERN	(System Administrators or Payroll Administrators) Identify the earnings codes to use (in addition to regular earnings) when tracking threshold hours.

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Page Name	Definition Name	Usage
WorkCenter Pay Group Options Page	PY_WC_ADM_PAYGRP	(System Administrators or Payroll Administrators) Define threshold dollar and hour amounts for active and inactive employees in a pay group.
Payroll for NA Installation Page	INSTALLATION_PY	(System Administrators) Select the *Generate Audit Exceptions* check box to display the WorkCenter group box on the PAY011, PAY034, PAY035, and PAY036 run control pages, also enabling audit links to appear in the Audit Exceptions folder. Options in the WorkCenter group box enable users to refresh or delete the data behind the links. See Audit Exceptions folder, Understanding the My Work Pagelet in Payroll WorkCenter in this topic. Also see Payroll for NA Installation Page, Defining System Settings for Payroll for North America.
Payroll Error Message Report Page	RUNCTL_RPT_RUNID	Users run the Payroll Error Message Report (PAY011) to generate the Payroll Error Messages link in the Audit Exceptions folder on the My Work pagelet. For more information about the report see PeopleSoft Payroll for North America Selected Reports
Presheet Audit Report	RUNCTL_PRESHEET	Users run the Presheet Audit Report (PAY034) to generate the Pre-sheet Audit Errors link in the Audit Exceptions folder on the My Work pagelet. For more information about the report see PeopleSoft Payroll for North America Reports: A to Z
Precalculation Audit Report	RUNCTL_AUDIT	Users run the Precalculation Audit Report (PAY035) to generate the Pre-Calc Audit Errors link in the Audit Exceptions folder on the My Work pagelet. For more information about the report see PeopleSoft Payroll for North America Selected Reports

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Page Name	Definition Name	Usage
Preconfirm Audit Report	RUNCTL_AUDIT	Users run the Preconfirm Audit Report (PAY036) to generate the Pre-Confirm Audit Errors link in the Audit Exceptions folder on the My Work pagelet. For more information about the report, see PeopleSoft Payroll for North America Reports: A to Z

Understanding Payroll WorkCenter Role-Based Access

The primary objective of the WorkCenter is to enable employees who are responsible for the payroll business process to complete all daily payroll processing tasks for their role without having to navigate from menu to menu to access different components. Payroll WorkCenter presents real-time information, and provides access to analytical and operational sources based on the roles within PeopleSoft Payroll for North America.

- At the payroll clerk level, the My Work pagelet provides results from specific queries that are triggered when the employee accesses the WorkCenter. These queries represent the most common payroll processing errors, and the query results form part of the employee's task list.
- At the payroll manager level, targets and thresholds help managers identify business risks, set limits, and be proactive in reacting to changes. System-generated alerts will notify the manager or selected employees when predefined conditions are met. Pivot grids provide interactive graphics and charts of the payroll data generated by queries, enabling payroll managers to see a visual representation of the data at a summary level and drill down for details to assist in business decisions and analysis. The payroll manager can access the same information as a payroll clerk and the manager-specific information.
- At the payroll administrator level, the administrator can access all that a payroll clerk and payroll manager can, and in addition, may be able to access setup pages and security settings. The administrator can share setup and security accessibility with the payroll manager if desired.

System administrators install and implement the delivered Payroll WorkCenter in your PeopleSoft system. System administrators can access setup and configuration pages to control how Payroll WorkCenter appears to your users and whether users can personalize or add links or reports to their own WorkCenters, based on your organization's business decisions.

Understanding Payroll WorkCenter Default Configurations and Setup

Oracle's PeopleSoft delivers Payroll WorkCenter preconfigured with pagelets, folders (groups), and links that enable users to perform Payroll for North America business process tasks based on their role-based security access.

This document describes the Payroll WorkCenter default configurations at delivery.

Viewing the Default Configurations

You can use Payroll WorkCenter as delivered, or system administrators can view the default configurations and adjust them for your organization's specific payroll processing needs.

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To view the Payroll WorkCenter default configurations that control whether users can personalize their own display options and add their own links to their WorkCenter, and view the security access to the queries that the WorkCenter uses, use the WorkCenter/Dashboards Configure Pagelets (FSPC_ADMIN_CONFIG) pages, which are documented in your Enterprise Components documentation. See Enterprise Components: Configuring Pagelets.

To view the Payroll WorkCenter default configurations that control which pagelets and links appear in the Payroll WorkCenter layout, see *PeopleTools: Portal Technology, Managing WorkCenter Pages*.

> **Warning**
>
> PeopleSoft Payroll for North America delivers Payroll WorkCenter pre-configured for payroll processing in your PeopleSoft system. Changes that you make to the default configurations may be lost when taking future updates to Payroll WorkCenter. Considerable administrative intervention may or may not be required on the customer side to reset them. This is especially true of (but not necessarily limited to) changes to the Payroll WorkCenter layout on the Configure WorkCenter (PTAL_ASSIGN_PGLTS) and Starting Page Administration (PTAL_SP_ADMIN) pages, which are documented in *PeopleTools: Portal Technology, Managing WorkCenter Pages.*

Required Payroll WorkCenter Setup

To use the threshold queries in the Common Exceptions folder (on the My Work pagelet), you must perform the following setup for Payroll WorkCenter:

- Verify or define the earnings codes to use (in addition to regular earnings) when determining a threshold.

  Use the WorkCenter Company Controls Page.
- Verify or define the gross dollar amounts and total hours per pay group to use as the thresholds for Active and for Inactive employees.

  Use the WorkCenter Pay Group Options Page.

Understanding the Tabs in the Pagelet Area of Payroll WorkCenter

The left panel in the Payroll WorkCenter default configuration provides the following tabs:

- Main

  This tab contains the My Work, Links, and Announcements pagelets.
- Reports

  This tab contains the Queries and Report/Processes pagelets.

Each pagelet on a tab contains folders (or groups) of links.

The groups and links for a pagelet are controlled in the Configure Pagelets component, in Enterprise Components.

Users can view the groups and links for a pagelet on the <Pagelet Name> Pagelet Personalization Page.

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Understanding the My Work Pagelet in Payroll WorkCenter

The My Work pagelet default configuration contains folders that result from pre-defined queries, existing payroll audit reports, and alerts and Worklist items pertaining to the current open pay period. Links with no results are visible, but unavailable for selection.

The My Work pagelet also contains the **Edit Filters** link, which is available only if the *Public* check box for a filter query is selected on the Configure Filter Definition page in Enterprise Components. When the Edit Filters link is available, users can click the Edit Filters link to access the Edit Filters Page.

Users can view the links available for each folder on the My Work Pagelet Personalization page (see <Pagelet Name> Pagelet Personalization Page).

If the **Allow User to Add Additional Links** check box for the pagelet is selected in the Configure Pagelets component in Enterprise Components, users can also add their own links to the pagelet.

The My Work pagelet default configuration contains these folders:

- Common Exceptions
- Audit Exceptions
- Worklist

Common Exceptions Folder

The Common Exceptions folder contains links that results from pre-defined queries that launch when the user accesses the WorkCenter. The query results report payroll exceptions and are filtered based on the user ID and filter criteria. If exceptions are found, the link is available for selection and a count indicator shows the number of exceptions. Links with zero results are unavailable and do not show a count indicator.

When you select a link from this folder, the system displays a grid in the transaction area showing the items that meet the exception condition. The data included in the grid depends on the results of the query, and the grid column headings may include:

- Action
- Empl ID
- Name
- Company
- Pay Period End Date
- Pay Group
- Off Cycle
- Empl Record
- Effective Date
- Page Nbr
- Line Nbr
- Addl Line Nbr
- State (or Province)
- Locality

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- Department
- Business Unit
- Payroll Status
- Paycheck Status
- Pay Run ID
- Separate Check

Action links are available for each item on the grid, enabling you to identify and take steps necessary to resolve the item. Clicking an item in the action list opens the related component and page in a new browser window. Clicking the EmplID link opens the default component in a pop-up window. The default component is the component related to the first action step.

The default configuration Common Exceptions folder includes these links:

- *State Data Missing* (USA only)

  The system compares the state tax information from the employee's pay earnings record and the employee's tax distribution and state tax data record, and identifies employees where discrepancies exist.

  > **Note**
  >
  > The query is launched when you access Payroll WorkCenter, however results may not be found until the third-party state data interface file is uploaded to the paysheets.

  Action links include: Update Payline, View Job Data, View Employee Tax Data, Update Employee Tax Distribution, View Company State Tax Table, Send Notification

- *Local Data Missing* (USA only)

  The system searches through paylines after the paysheets are created to find employees with local tax information, and compares their state and local tax data record to the payline information to identify employees whose data does not match.

  Action links include: Update Payline, View Job Data, View Employee Tax Data, Update Employee Tax Distribution, View Company State Tax Table, Send Notification

- *OK to Pay Turned Off*

  The system searches for all employees whose OK to Pay check box is deselected.

  Action links include: Update Payline, View Job Data, Create Additional Pay, View Paycheck Data, Send Notification

- *Inactive Employees With Payline*

  The system identifies all employees that have an *Inactive* payroll status and a payline, which could result in possible overpayment.

  Action links include: Update Payline, View Job Data, Create Additional Pay, Update Paysheet Transactions, Send Notification

- *Active Employees Without Payline*

  The system determines the pay period begin and end dates of the open pay calendar for the company and pay group being processed, then uses the pay period begin date to search Job data records and identify employees who had an *Active* payroll status after that date.

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Action links include: Add Paysheet, View Job Data, Update Paysheet Transactions, Send Notification

- *Unconfirmed Check from Prior Run* (USA), or *Unconfirmed Cheques from Prior Run (CAN)*

  The system searches for checks (cheques) from the previous pay period that were calculated but not confirmed.

  Action links include: Update Payline, Run Pay Calculation, Run Pay Confirmation, View Pay Calendar

- *Multiple Provinces on Cheque* (CAN only)

  After pay calculation, the system searches for employees with the OK to Pay check box selected and with multiple provinces on the same cheque to identify those that have two province codes on separate paylines, which would cause pay confirmation errors.

  > **Note**
  >
  > If an employee in this condition has a single job, clicking the Empl ID on the exceptions grid takes you directly to the employee's payline. If the employee has multiple jobs, the system is unable to determine which is the correct payline and redirects you to the Update Paysheets, By Payline (PAY_SHEET_LINE) component instead.

  Action links include: Update Payline, View Job Data, View Employee Tax Data, Send Notification

- *Total Gross Exceed Threshold-Active*

  The system searches for *active* employees whose total gross earnings on the calculated check for the current pay period are greater than the threshold amount. The system uses the threshold dollar amount for the company and pay group that is defined on the WorkCenter Pay Group Options Page.

  > **Note**
  >
  > While all other queries detect errors prior to the payroll calculation process, the Threshold queries search paylines only *after* payroll calculation.

  Action links include: Update Payline, View Job Data, Create Additional Pay, Update Paysheet Transaction, Send Notification

- *Hours Exceed Threshold-Active*

  After pay calculation, the system searches for *active* employees whose total hours for the pay period (including regular hours, overtime, double time, and straight overtime) are greater than the threshold hours amount defined for the company and pay group on the WorkCenter Pay Group Options Page.

  Action links include: Payline (Default), Update Paysheet Transaction, Create Additional Pay, View Job Data, Send Notification

- *Total Gross Exceed Threshold-Inactive*

  The system searches for *inactive* employees whose total gross earnings (including vacation payouts and severance pay) on the calculated check for the current pay period

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are greater than the threshold amount. The system uses the threshold dollar amount defined for the company and pay group on the WorkCenter Pay Group Options Page.

Action links include: Update Payline, View Job Data, Create Additional Pay, Update Paysheet Transaction, Send Notification

- *Hours Exceed Threshold-Inactive*

  After pay calculation, the system searches for *inactive* employees whose total hours for the pay period (including regular hours, overtime, double time, and straight overtime) are greater than the threshold hours amount defined for the company and pay group on the WorkCenter Pay Group Options Page

  Action links include: Update Payline, View Job Data, Create Additional Pay, Update Paysheet Transaction, Send Notification

Audit Exceptions Folder

The Audit Exceptions folder contains links to payroll exceptions.

The *Generate Audit Exceptions* check box must be selected on the Payroll for NA Installation page (INSTALLATION_PY) to enable the display of links in the Audit Exceptions folder. See Payroll for NA Installation Page, Defining System Settings for Payroll for North America, in your PeopleSoft HCM Application Fundamentals product documentation.

When audit exceptions are enabled, the system generates a link for each payroll audit report that contains exceptions. Users can then select a link to display the corresponding Exceptions List in the transaction area. Users can review the list to determine which records are affected, view details of a record, and access the applicable component where the user can investigate and resolve the exception. When the exception is addressed, the user must rerun the corresponding audit reports and refresh the links.

The Audit Exceptions folder default configuration includes these links, which are based on the corresponding batch process report:

- *Payroll Error Messages*

  PAY011 - Payroll Error Message Report (RUNCTL_RPT_RUNID)

- *Pre-sheet Audit Errors*

  PAY034 - Presheet Audit Report (RUNCTL_PRESHEET)

- *Pre-Calc Audit Errors*

  PAY035 - Precalculation Audit Report (RUNCTL_AUDIT)

- *Pre-Confirm Audit Errors*

  PAY036 - Preconfirm Audit Report (RUNCTL_AUDIT)

User must run each report with either the *Refresh Data* or *Delete Data Only* option selected in the WorkCenter Options group box of the run control page.

- To load data the first time or to refresh existing data, select *Refresh Data.*
- To delete data, select **Delete Data Only,** in which case the link for that report appears in the Audit Exceptions folder, but the link is unavailable.

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> **Note**
>
> The WorkCenter group box appears on the audit report run control pages only when the *Generate Audit Exceptions* check box is selected on the Payroll for NA Installation page (INSTALLATION_PY). See Defining System Settings for Payroll for North America.

For more information about the PAY011 report, see PeopleSoft Payroll for North America Selected Reports.

For more information about the other audit exceptions reports, see PeopleSoft Payroll for North America Reports: A to Z.

Worklist Folder

The Worklist folder contains links to the users Worklist components . When the user clicks the link, the Worklist items, if any, for that user ID are listed.

Links in this folder render relevant payroll and HR components where users can access their own Worklist items.

The Worklist folder default configuration includes these links:

- *New Hires/Terminations*
- *Maintain Personal Data*
- *W2 Request*

Understanding the Links Pagelet in Payroll WorkCenter

The Links pagelet provides access to the key components that are required to complete a payroll.

Users can view the links available for each folder on the Links Pagelet Personalization page (see <Pagelet Name> Pagelet Personalization Page).

If the **Allow User to Add Additional Links** check box for the pagelet is selected in the Configure Pagelets component in Enterprise Components, users can add their own links to the pagelet.

Links in each folder access the component or page.

The Links pagelet default configuration includes these folders:

- Setup Data
- Employee Master Data
- Create Payroll Data
- Update Payroll Data
- Process Payroll
- Produce Checks
- Create Direct Deposits
- Online Checks
- Reversal/Adjustment

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- Final Check
- Prepare GL
- Commitment Accounting
- Accounts Payable
- Notifications
- Check Reconciliation
- Balance Reviews
- Balance Adjustment
- Process Retroactive Pay
- Tip Processing
- Paycheck Modeler

Understanding the Announcements Pagelet

The Announcements pagelet provides a vehicle by which users can receive and view notifications in Payroll WorkCenter. Administrators or managers can use the notifications framework to send messages and publish reminders to Payroll WorkCenter regarding payroll deadlines or notices. They can send the announcements to all users, groups of users, or to specific users. Targeted recipients must have Payroll WorkCenter access. Links appear on the Announcement pagelet when announcements exist for the user. The user clicks a link to view the details of the announcement.

From within Payroll WorkCenter, the Send Notification option is available on the Action list for an item in the Common Exceptions folder. Clicking it opens the Notification page, where you can set up an announcement.

For information on setting up announcements, see Enterprise Components: Understanding Notification Publisher in your PeopleSoft Enterprise Components product documentation.

Understanding the Queries Pagelet

Users can view the links available for each folder on the Queries Pagelet Personalization page.

If the **Allow User to Add Additional Links** check box for the pagelet is selected in the Configure Pagelets component in Enterprise Components, users can add their own links to the pagelet, and add public or private queries to the pagelet using the Queries Pagelet Personalization page (see WorkCenter Pay Group Options Page).

The Queries pagelet default configuration includes:

- Query Manager link

  Users can click this link to search for an existing query or create a new one to use.

- Payroll Queries folder

  Contains the Unprocessed Retro Payments link

Understanding the Reports/Processes Pagelet

The Reports/Processes pagelet provides access to the run control pages for existing payroll reports.

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Users can view the links available for each folder on the Reports/Processes Pagelet Personalization page (see <Pagelet Name> Pagelet Personalization Page).

If the **Allow User to Add Additional Links** check box for the pagelet is selected in the Configure Pagelets component in Enterprise Components, users can add their own links to the pagelet.

The Reports/Processes pagelet default configuration includes the following folders.

- Payroll Analytics

  The Payroll Analytics folder on the Reports/Processes pagelet contains links to run control pages that generate pivot grids.

  PeopleSoft pivot grid functionality is a PeopleTools technology that provides operational dashboard reporting in the form of a grid, chart, or both. Pivot grids enable you to visually display real-time data and organize it by performing operations such as pivoting and filtering.

  For information on Payroll WorkCenter pivot grids, see Generating and Viewing Payroll WorkCenter Pivot Grids.
- Payroll Processing Report
- Check/Direct Deposit Reports
- Pay Period Reports
- Payroll Tax Report
- GL and Commitment Accounting
- Interface Reporting
- Check Reconciliation
- Balance Review Reports
- Balance Adjustment Reports
- Retroactive Pay Reports

Canadian Payroll WorkCenter Tile

Administrators use the Canadian Payroll WorkCenter tile to access the Payroll WorkCenter for Canada.

Navigation:

The Canadian Payroll WorkCenter tile is delivered as part of the Workforce Administrator home page, but the location can change if you change the delivered home pages or if administrators personalize their home pages.

This example illustrates the Canadian Payroll WorkCenter tile.

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Click the Canadian Payroll WorkCenter tile to access the Payroll WorkCenter for Canada.

U.S. Payroll WorkCenter Tile

Administrators use the U.S. Payroll WorkCenter tile to access the Payroll WorkCenter for the US.

Navigation:

The U.S. Payroll WorkCenter tile is delivered as part of the Workforce Administrator home page, but the location can change if you change the delivered home pages or if administrators personalize their home pages.

This example illustrates the U.S. Payroll WorkCenter tile.



Click the U.S. Payroll WorkCenter tile to access the Payroll WorkCenter for the US.

Payroll WorkCenter Page

Users use the Payroll WorkCenter page (PY_WRKCNTR_LAUNCH) to access key components for various Payroll for North America business processes to complete day-to-day work and commonly performed tasks.

Navigation:

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- **Payroll for North America**, and then **Payroll WorkCenter USA**
- **Payroll for North America**, and then **Payroll WorkCenter CAN**
- Click the **Canadian Payroll WorkCenter** or **U.S. Payroll WorkCenter** tile on the Workforce Administrator home page.

> **Note**
>
> Both U.S. and Canadian Payroll WorkCenter pages have been replaced by equivalent workcenter pages in Fluid. For more information, see (USA) Using the Fluid Payroll WorkCenter and (CAN) Using the Fluid Payroll WorkCenter.

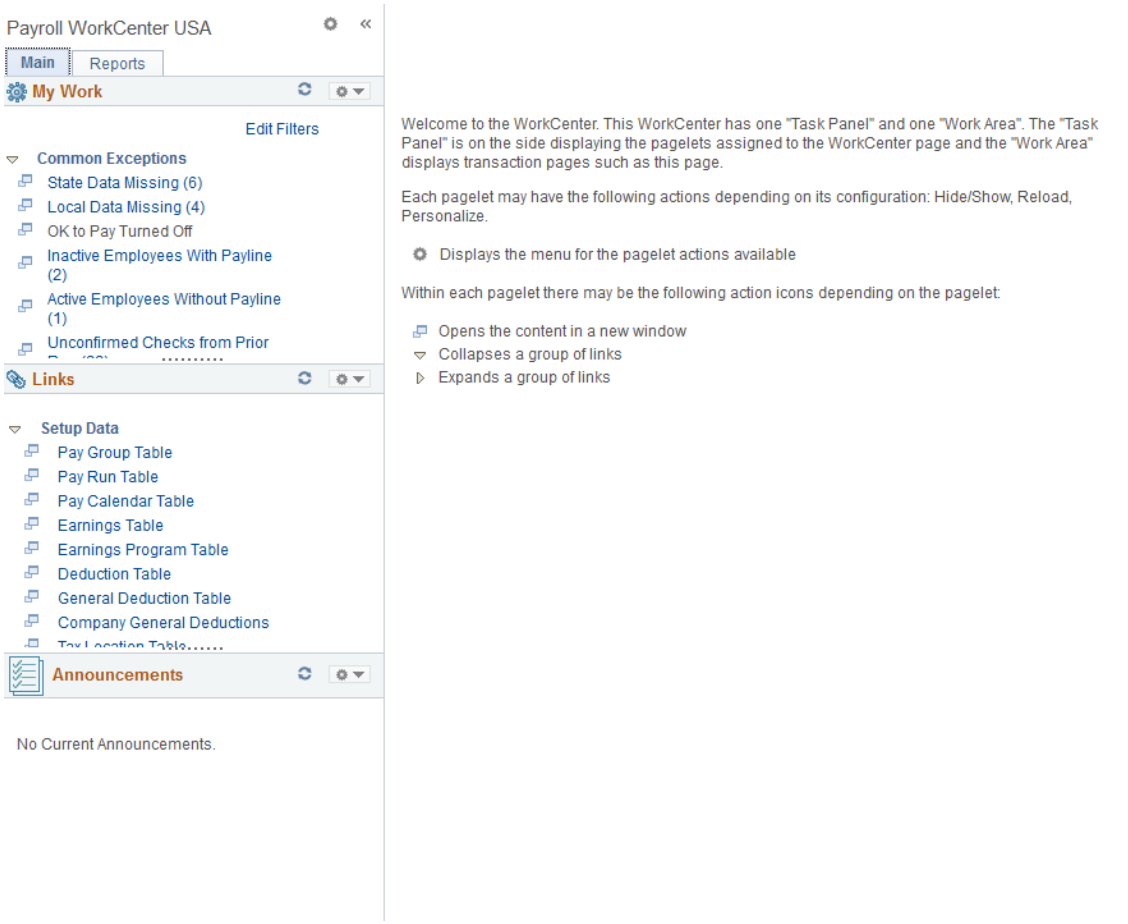
> **Note**
>
> We use the Payroll WorkCenter USA as the example in this topic. However, PeopleSoft Payroll for North America provides Payroll WorkCenter USA and Payroll WorkCenter CAN. The samples shown in this topic are provided as a general example of the Payroll WorkCenter default configurations. Each Payroll WorkCenter may appear slightly different, depending on the country extension and on how your organization's administrator ultimately configures it.

The left side of the page is the navigational panel with pagelets and links.

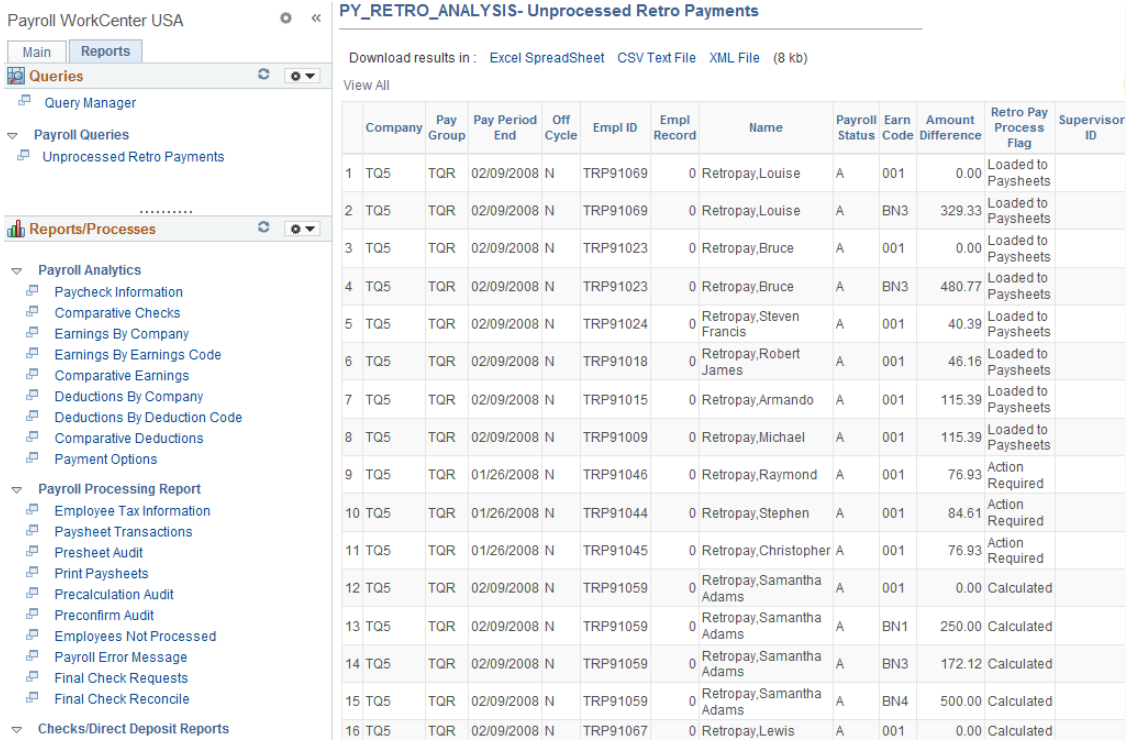
The right side of the page is the welcome or transaction panel.

This example illustrates the fields and controls of the Payroll WorkCenter USA, Main Tab.

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This example illustrates the fields and controls of the Payroll WorkCenter USA, Reports Tab.



	Company	Pay Group	Pay Period End	Off Cycle	Empl ID	Empl Record	Name	Payroll Status	Earn Code	Amount Difference	Retro Pay Process Flag	Supervisor ID
1	TQ5	TQR	02/09/2008	N	TRP91069	0	Retropay,Louise	A	001	0.00	Loaded to Paysheets	
2	TQ5	TQR	02/09/2008	N	TRP91069	0	Retropay,Louise	A	BN3	329.33	Loaded to Paysheets	
3	TQ5	TQR	02/09/2008	N	TRP91023	0	Retropay,Bruce	A	001	0.00	Loaded to Paysheets	
4	TQ5	TQR	02/09/2008	N	TRP91023	0	Retropay,Bruce	A	BN3	480.77	Loaded to Paysheets	
5	TQ5	TQR	02/09/2008	N	TRP91024	0	Retropay,Steven Francis	A	001	40.39	Loaded to Paysheets	
6	TQ5	TQR	02/09/2008	N	TRP91018	0	Retropay,Robert James	A	001	46.16	Loaded to Paysheets	
7	TQ5	TQR	02/09/2008	N	TRP91015	0	Retropay,Armando	A	001	115.39	Loaded to Paysheets	
8	TQ5	TQR	02/09/2008	N	TRP91009	0	Retropay,Michael	A	001	115.39	Loaded to Paysheets	
9	TQ5	TQR	01/26/2008	N	TRP91046	0	Retropay,Raymond	A	001	76.93	Action Required	
10	TQ5	TQR	01/26/2008	N	TRP91044	0	Retropay,Stephen	A	001	84.61	Action Required	
11	TQ5	TQR	01/26/2008	N	TRP91045	0	Retropay,Christopher	A	001	76.93	Action Required	
12	TQ5	TQR	02/09/2008	N	TRP91059	0	Retropay,Samantha Adams	A	001	0.00	Calculated	
13	TQ5	TQR	02/09/2008	N	TRP91059	0	Retropay,Samantha Adams	A	BN1	250.00	Calculated	
14	TQ5	TQR	02/09/2008	N	TRP91059	0	Retropay,Samantha Adams	A	BN3	172.12	Calculated	
15	TQ5	TQR	02/09/2008	N	TRP91059	0	Retropay,Samantha Adams	A	BN4	500.00	Calculated	
16	TQ5	TQR	02/09/2008	N	TRP91067	0	Retropay,Lewis	A	001	0.00	Calculated	

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Field or Control	Description
Payroll WorkCenter USA (or CAN)	Click the WorkCenter title to return to the WorkCenter display as it was when you accessed it at the beginning of the session (includes any new personalizations or configurations that you might have done during the session).
	Click this icon to access the Reload, Personalize, and Configure options for the WorkCenter. When you click the Personalize option, the Personalize Payroll WorkCenter page appears (see <Pagelet Name> Pagelet Personalization Page). When you click the Configure option, the Configure WorkCenter page appears. (See *PeopleTools: Portal Technology, Managing WorkCenter Pages, Configure WorkCenter Page.)*
	Click this icon to access the Minimize (or Expand) and Personalize options for the pagelet. When you select the Personalize option, the (see <Pagelet Name> Pagelet Personalization Page page appears.
	Click this icon to re-execute the pagelet query and refresh items with the results. When you reload a pagelet that has item count indicators, the system refreshes the count indicators for all links in all expanded folders on that pagelet. Count indicators are not generated or refreshed until the folder is expanded.
	Click this icon to expand or collapse all items in the folder.
Edit Filters	The **Edit Filters** link is available only if the **Public** check box on is selected on the Enterprise Components: Configure Filter Definition Page in your Enterprise Components product documentation, for at least one filter definition for the pagelet. **Note:** The Payroll WorkCenter query filter (PY_QRY_FLT) is the most common filter ID that Payroll WorkCenter uses. It filters for all links in Payroll WorkCenter, and uses filter values of *Company, Pay Group, Pay period end date, Empl ID, Off Cycle, Department* and *Business Unit.* Payroll WorkCenter also uses the Active Employees Without Payline Query filter (PY_NLN_FLT). When the **Edit Filters** link is available, click it to access the Edit Filters Page where you can view and edit all public filters to minimize or otherwise control results.
 or Link Name	Click either the New Window icon to open the item in a new window, or click the link name to render the item in the transaction panel.

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Field or Control	Description
Refine Filter Criteria	When this link is available on a grid in the transaction area, you can click it to access the Refine Search Criteria (Temporary Change) page (FSFB_FILTER_VALUES), where you can change criteria to further refine search results. For example, if the parameter used in the query is *Company*, and you are responsible for several pay groups in a company, you might want to narrow the results based on the pay groups to which you are assigned. When you click OK on the Refine Search Criteria (Temporary Change) page, the system executes the filter change and refreshes the grid with the results. The system does not save grid filter changes.
(#) (count indicator)	A count indicator is a number in parentheses at the end of the name of a link. It indicates different things depending on where it appears. For example, for Common Exceptions folder items it indicates the number of exception records in the system.

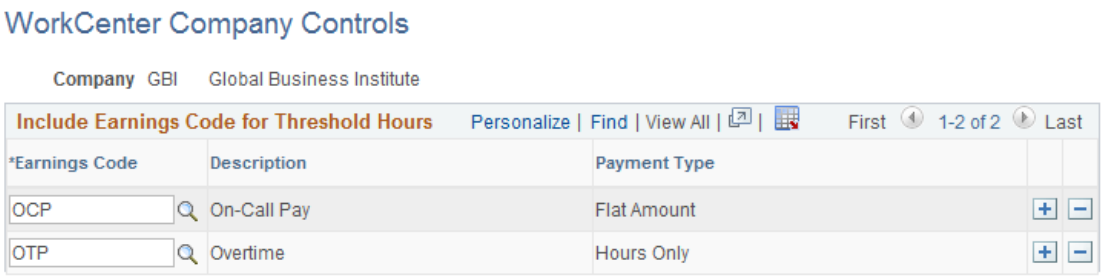
WorkCenter Company Controls Page

Use the WorkCenter Company Controls page (PY_WC_ADM_ERN) to identify the earnings codes to use (in addition to regular earnings) when tracking threshold hours.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Payroll WorkCenter**, and then **WorkCenter Company Controls**

This example illustrates the fields and controls on the WorkCenter Company Controls page.



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Field or Control	Description
Earnings Code	Identify each earnings code to use for the threshold hours, the cumulative sum of which the system compares to the hours thresholds that are defined on the WorkCenter Pay Group Options Page page. The system applies the earnings codes you identify here to all company pay groups. If no earnings codes are entered, the system uses the sum of regular and overtime earnings to determine the hours in excess of the threshold amount indicated in the appropriate Hours field on WorkCenter Pay Group Options page.

WorkCenter Pay Group Options Page

Use the WorkCenter Pay Group Options page (PY_WC_ADM_PAYGRP) to define threshold dollar and hour amounts for active and inactive employees in a pay group.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Payroll WorkCenter**, and then **WorkCenter Pay Group Options**

This example illustrates the fields and controls on the Pay Group Options page.



Field or Control	Description
Include Pay Group	Select this check box to display results for the pay group in Payroll WorkCenter.

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Field or Control	Description
Gross Amount and **Hours**	Enter the total gross dollar amount and total number of hours to use as the threshold for *Active* employees and for *Inactive* employees. The system calculates the sum of regular earnings plus all earnings codes that are identified on the WorkCenter Company Controls Page and compares that sum to the threshold amounts (dollar and hours, as appropriate) that you enter here. When an employee's sum is greater than the threshold, the system makes that record available from relevant threshold link in the Common Exceptions folder of the My Work pagelet.

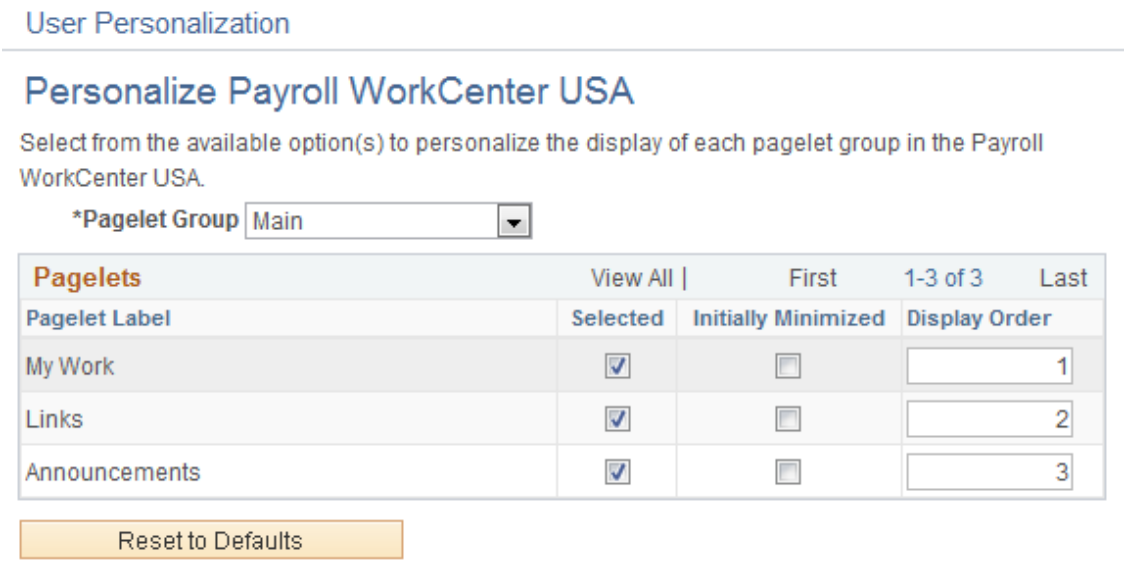
Personalize Payroll WorkCenter (USA) Page

Users use the Personalize Payroll WorkCenter (USA) [or Personalize Payroll WorkCenter (CAN)] page (PTAL_USER_PREF) to set user-level preferences for displaying pagelets in their own Payroll WorkCenter.

Navigation:

Click the WorkCenter Settings icon on the left panel, next to the Payroll WorkCenter (USA, or CAN) title, and then select the Personalize option.

This example illustrates the fields and controls on the Personalize Payroll WorkCenter USA page.



<Pagelet Name> Pagelet Personalization Page

Use the <Pagelet Name> Pagelet Personalization page to define user-level preferences for that pagelet in their own Payroll WorkCenter.

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Available pages include:

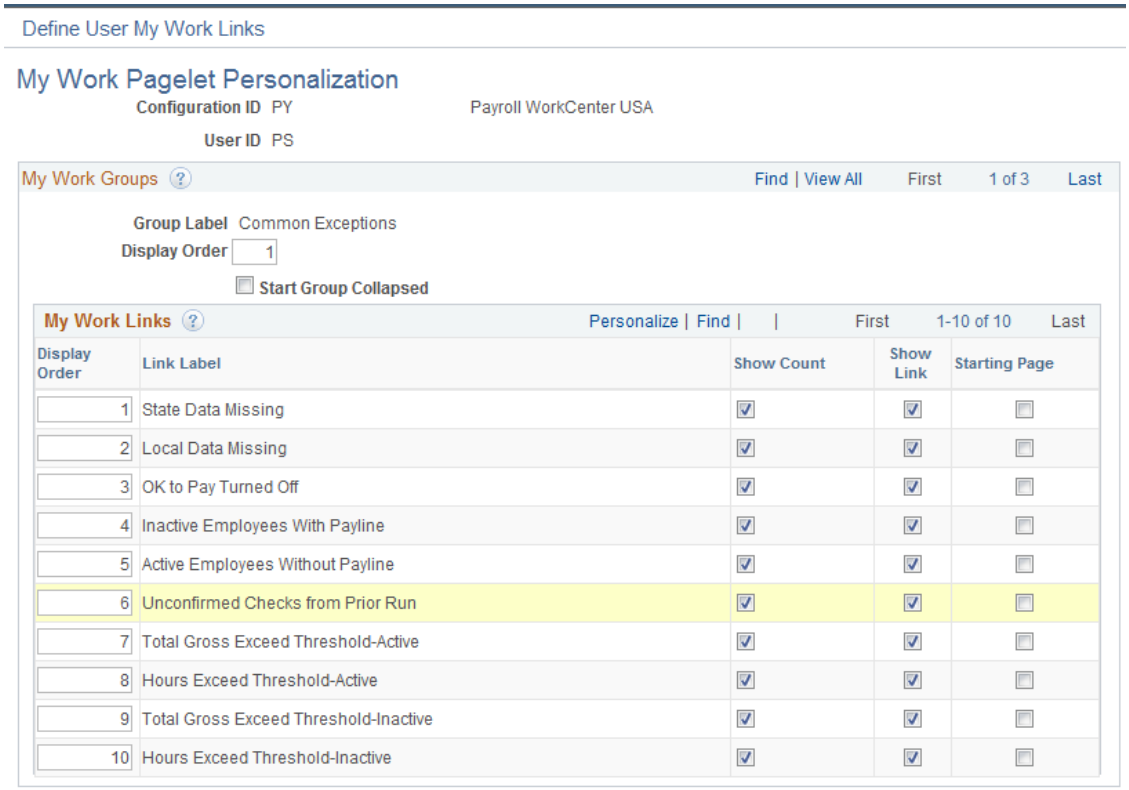
- My Work Pagelet Personalization page (FSPC_USER_MYWORK)
- Links Pagelet Personalization page (FSPC_USER_LINK)
- Queries Pagelet Personalization page (FSPC_USER_QUERY)
- Reports/Processes Pagelet Personalization page (FSPC_USER_REPORT)

Navigation:

Click the Pagelet Settings icon for the pagelet, and then select the Personalization option.

All of the <Pagelet Name> Pagelet Personalization pages are similar. The My Work Pagelet Personalization page, shown here, is one example of a pagelet personalization page.

This example illustrates the fields and controls on the My Work Pagelet Personalization page.



This table lists the user personalization controls that are available on the <Pagelet Name> Pagelet Personalization pages in Payroll WorkCenter, and indicates the specific pagelets for which each control is available.

User Control	Description	My Work Pagelet	Links Pagelet	Queries Pagelet	Reports/ Processes Pagelet
Group Label	The **Group Label** shows the pre-defined folder name. You cannot change this.	X	X	X	X

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User Control	Description	My Work Pagelet	Links Pagelet	Queries Pagelet	Reports/ Processes Pagelet
Start Group Collapsed	Select the **Start Group Collapsed** check box to render all folders in the group collapsed, or deselect it to render all the folders expanded.	X	X	X	X
Show Link and **Display Order**	Select the **Show Link** check box for each link that you want to display, and use the **Display Order** field to control the order in which you want them to be appear.	X	X		X
Show Count	Select the **Show Count** check box for the links for which you want the system to generate and show count indicators.	X			X
Starting Page	Select the **Starting Page** check box for the link that you want to display as the start page in the task panel. **Note:** You do not have to select a start page, but if you want one, you can have *only* one. That is, the system uses only the most recent one that you select, no matter from which pagelet, and automatically deselects the check box for the old one.	X	X	X	X
Type, **Query Name** or **Pivot Grid Name,**	Select the query definition or pivot grid links to display in the Payroll Queries folder of the Query pagelet. Then use the **Show Link** check box and **Display Order** field to control which links to display and the order in which you want them to appear. **Note:** The Query Manager link appears by default on the Queries pagelet. You cannot change it.			X	

Edit Filters Page

Users use the Edit Filters page (FSPC_MYWORK_FILTER) to view and edit filters to minimize, or otherwise control, search results their own Payroll WorkCenter My Work pagelet.

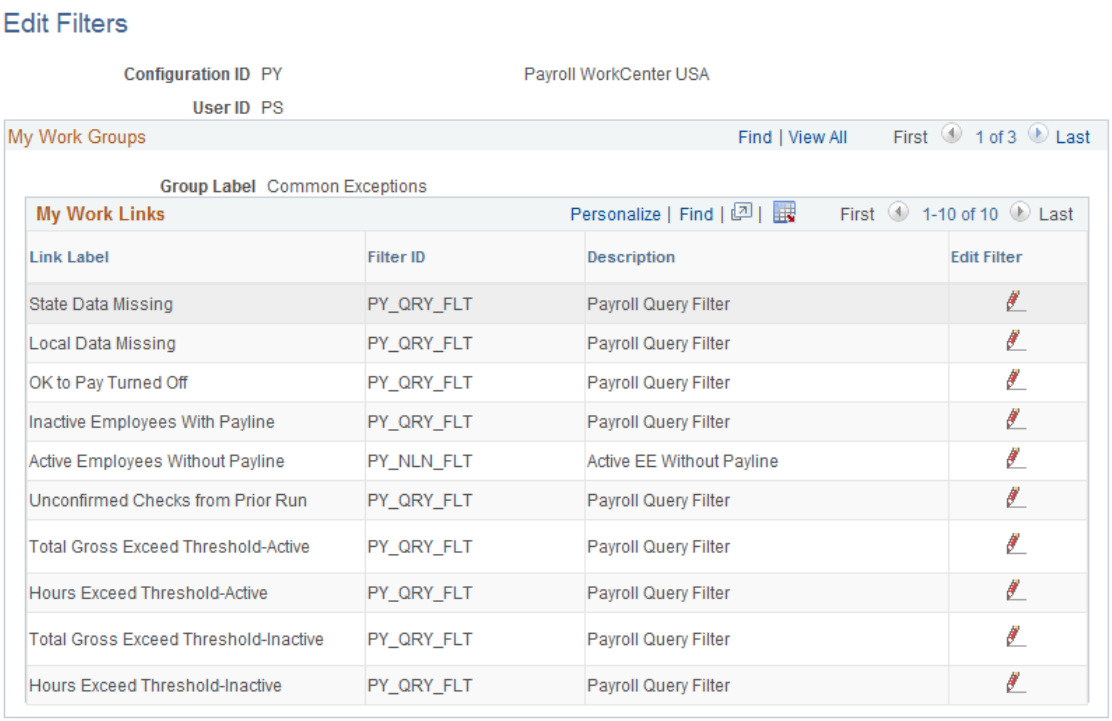
Navigation:

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Click the **Edit Filters** link on the My Work Pagelet.

> **Note**
>
> The **Edit Filters** link appears on the My Work Pagelet only if it is set up on the Configure Filter Definition page in Enterprise Components.

This example illustrates the fields and controls on the Edit Filters page.



Generating and Viewing Payroll WorkCenter Pivot Grids

This topic provides an overview of Payroll WorkCenter pivot grids, and discusses how to generate and view the pivot grids.

See also: *PeopleTools: Pivot Grid*

Related Topics

- Understanding PeopleSoft WorkCenters
  This topic provides a list of common terms used with PeopleSoft WorkCenters, and an overview of PeopleSoft WorkCenters.
- Using the Payroll WorkCenter
  This topic provides overviews of the Payroll WorkCenter default configuration and setup, and discusses how to use Payroll WorkCenter in Classic.

Pages Used to Generate and View WorkCenter Pivot Grids

Run control pages enable users to generate Payroll WorkCenter pivot grids based on the type of information available to view (paychecks data, earnings data, deductions data, or paycheck

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options data). Different fields may be available depending on the link (run control page title) that you click to access the page.

> **Note**
>
> Payroll WorkCenter uses the Pivot Grid Viewer (PTPG_PGVIEWER) to display all pivot grids. The pivot grid object names (referred to in the Usage column in this table) are from the Pivot Grid Name field in the Pivot Grid Wizard (PTPG_WIZ_INFO), which is where the core of each pivot grid is defined and maintained. The Pivot Grid Viewer and Wizard are part of the Reporting Tools menu**(Reporting Tools**, and then **Pivot Grid).** For more information on the Pivot Grid Viewer and Pivot Grid Wizard, see *PeopleTools: Pivot Grid*.

Page Title	Definition Name	Usage
• Paycheck Information Page • Comparative Checks Page	PY_EE_CHK_PG	• Generate the Employee Paycheck Information Pivot Grid (PY_WC_CHK_USA or PY_WC_CHK_CAN), where you can view current paycheck information by company. • Generate the Comparative Checks Pivot Grid (PY_WC_CHK_HIST_USA or PY_WC_CHK_HIST_CAN), where you can view historical paycheck information.
• Earnings By Company Page • Earnings By Earnings Code Page • Comparative Earnings Page	PY_EARNS_PG	• Generate the Earnings By Company Pivot Grid (PY_WC_ERN_COM_USA or PY_WC_ERN_COM_CAN), where you can view information earnings information by company. • Generate the Earnings By Earnings Code Pivot Grid (PY_WC_ERN_ERNCD_USA or PY_WC_ERN_ERNCD_CAN), where you can view earnings information by earnings code. • Generate the Comparative Earnings Pivot Grid (PY_WC_ERN_HIST_USA or PY_WC_ERN_HIST_CAN), where you can view historical earnings information.

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Page Title	Definition Name	Usage
• Deductions By Company Page • Deductions By Deduction Code Page • Comparative Deductions Page	PY_DED_PG	• Generate the Deductions By Company Pivot Grid (PY_WC_DED_COM_USA or PY_WC_DED_COM_CAN), where you can view information deductions information by company. • Generate the Deductions By Deduction Code Page (PY_WC_DED_DEDCD_USA or PY_WC_DED_DEDCD_CAN), where you can view deductions information by deduction code. • Generate the Comparative Deductions Page (PY_WC_DED_HIST_USA or PY_WC_DED_HIS_CAN), where you can view historical deductions information.
Payment Options Page	PY_PAY_OPT_PG	Generate the Payment Information Pivot Grid (PY_WC_PAYMENT_OPT_USA or PY_WC_PAYMENT_OPT_CAN), where you can view payment distribution information.
(Any pivot grid)	PTPG_PGVIEWER	View the pivot grid that is generated from the parameters that you entered on the run control page. See *PeopleTools: Pivot Grid, Pivot Grid Viewer Overview*
Pivot Grid Data	PTPG_GRIDVIEWER	View or change the data that is plotted on the pivot grid from which you clicked the Options Menu and then selected View Grid. See *PeopleTools: Pivot Grid, Pivot Grid Pagelet Overview*
User Charting Options	PTPG_DISPLAYOPT	View or change the title, axes, filters, and size of the pivot grid from which you clicked the Options Menu and then selected Chart Options. **Note:** Some items cannot be changed on some pivot grids. See *PeopleTools: Pivot Grid, Examples: Viewing a Pivot Grid Model Using Pivot Grid Viewer*

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Page Title	Definition Name	Usage
Pivot Grid Drilldown	PTPG_DRILLDN_PG	View a table of the detailed data represented by the specific bar, line, or pie-wedge on which you clicked and then selected Detailed View. See *PeopleTools: Pivot Grid, Pivot Grid Viewer Overview*

Understanding Pivot Grids in Payroll WorkCenter

PeopleSoft pivot grid functionality is a PeopleTools technology that provides operational dashboard reporting in the form of a grid, chart, or both. Pivot grids enable users to visually display real-time data and organize it by performing operations such as pivoting and filtering.

Consider watching the following Video Feature Overviews (VFOs) in Oracle's YouTube.

Video: Pivot Grid Overview

Video: PeopleSoft HCM 9.2 Pivot Grids

For more information on the setup and capabilities of PeopleSoft pivot grids, see *PeopleTools: Pivot Grid.*

Payroll for North America leverages pivot grid functionality to provide Payroll WorkCenter pivot grids. Payroll WorkCenter pivot grids provide visual presentation of payroll data that is generated from queries. Using pivot grids, payroll system administrators and managers can filter and view payroll analytics in interactive charts or graphs at a summary level and drill in for more detail to assist in business decisions and analysis.

Payroll WorkCenter pivot grids are role-based and display only the data to which the user ID has security access.

Delivered Payroll WorkCenter Pivot Grids

Using PeopleSoft Query as the data source and PeopleSoft pivot grid functionality, the Payroll WorkCenter default configuration provides the following pivot grids:

- Paycheck Information
- Comparative Checks (historical paycheck Information)
- Earnings By Company
- Earnings By Earnings Code
- Comparative Earnings (historical earnings information)
- Deductions By Company
- Deductions By Deduction Code
- Comparative Deductions (historical deductions information)
- Payment Options (paycheck and advice options)

Pivot Grid Run Control Pages

Payroll system administrators and managers use query-based run control pages to generate Payroll WorkCenter pivot grids. Links to the delivered run control pages are in the Payroll Analytics folder on the Reports/Processes pagelet, on the Reports tab. When users click a link

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in the Payroll Analytics folder, the corresponding pivot grid run control page appears. User must enter data on the run control page and click Run to generate the pivot grid.

Pivot grid run control pages are based on data type, with one object definition for each type:

- Pay data (PY_EE_CHK_PG)
- Earnings data (PY_EARNS_PG)
- Deductions data (PY_DED_PG)
- Payment options data (PY_PAY_OPT_PG)

Queries, filter values, and drilldown views may be different for specific data within a data type, producing different pivot grids. The pivot grid run control page title indicates the pivot grid that will be generated. For example, the Paycheck Information and Comparative Checks run controls pages are pay data related and therefore have the same object definition (PY_EE_CHK_PG). However, the filter values and drilldown views for paycheck information is different from those for comparative checks information. Different pivot grids will be generated, so the page titles are different. In addition, the **Date Type** field does not appear on the Comparative Checks pivot grid run control page; the system uses the **Check Date** field by default.

The **Start Date** and **End Date** (or **Check Start Date** and **Check End Date** fields) are required-entry fields on all Payroll WorkCenter pivot grid run control pages. The dates that you enter must not be more than one year (365 days) apart.

Common Elements for Viewing Pivot Grids

These page controls appear on all Payroll WorkCenter pivot grids:

Field or Control	Description
	Click to open the Options Menu, then select from these menu items:: • *View Grid:* Opens the Pivot Grid Data page (PTPG_GRIDVIEWER), which displays the data that is plotted in the pivot grid. You can view the data, change the data to use (for example change the business unit, location, or employe status), and drill down on the data to view details. • *Export Data:* Exports the underlying PSQuery data to a spreadsheet. • *Chart Options:* Opens the User Charting Options page (PTPG_DISPLAYOPT), where you can view or change the chart type, labels, layout, axes, and filters. • *Save:* Saves the current grid and chart layout as the default view.
Filters	Use the drop-down list boxes in the Filters group box to filter the data to display in the chart. When you select criteria in a field and click OK, the system refreshes the pivot grid immediately to show results based your entry in that field.

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Field or Control	Description
Detailed View or **Drilldown To**	Click a data element (for example, a bar, line, or pie wedge), to view more detail about that element. Detail options can include: • *Detailed View:* Opens the Drilldown page (PTPG_DRILLDN_PG), which provides a grid of the detailed data represented by that element. For example, if a bar on a bar chart represents the number of job openings that were filled in a particular month, clicking Detailed View displays a grid with information about each of the included job openings. • *Drilldown To:* Displays the drilldown options that are available for the chart. Click a drilldown option to redraw the chart based on the type of data selected. **Note:** You can also pause, or hover, over an element to display its X and Y axes values.
	Click any of these chart type options to change the rendering and view the data a different way. Options include the following 2D renderings: • (Vertical) Bar chart • Line chart • Pie chart • Horizontal bar chart The (vertical) bar chart is often, but not always, the default Payroll WorkCenter pivot grid rendering. **Note:** Clicking the Options Menu, Chart Options (instead of the chart icons here) enables you to view details of the existing chart rendering and select from more chart rendering options.

Paycheck Information Page

Use the Paycheck Information page (PY_EE_CHK_PG) to generate the Employee Paycheck Information pivot grid (PY_WC_CHK_USA or PY_WC_CHK_CAN), where you can view current paycheck information.

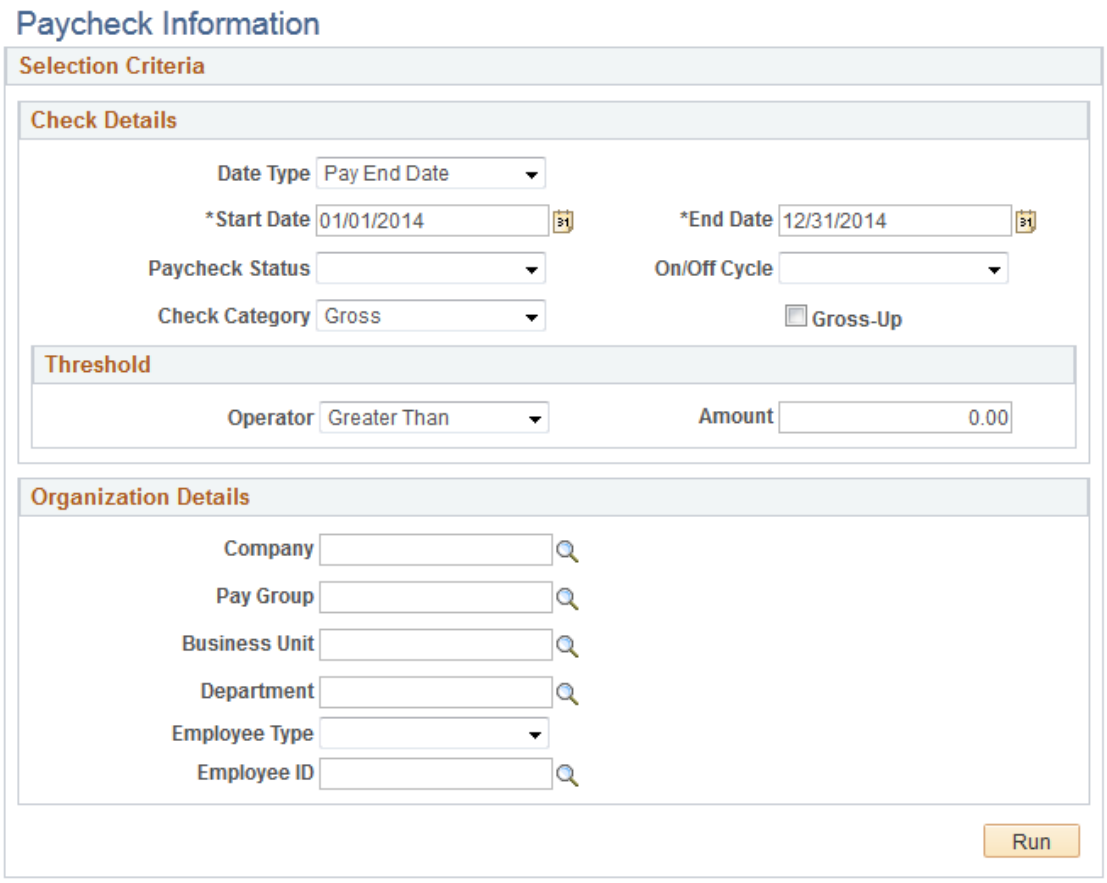
Navigation:

Payroll for North America, and then **Payroll WorkCenter USA,** or **Payroll for North America**, and then **Payroll WorkCenter CAN**

Select the **Reports** tab. Click the Paycheck Information link in the Payroll Analytics folder on the Reports/Processes pagelet.

This example illustrates the fields and controls on the Paycheck Information pivot grid run control page.

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Enter criteria for the paycheck information query to use, then click **Run** to generate the pivot grid based on that criteria. With criteria entered, the query includes calculated and confirmed checks. If the criteria is left blank, the system searches for all types of paychecks.

Employee Paycheck Information Pivot Grid

The Employee Paycheck Information pivot grid (PY_WC_CHK_USA or PY_WC_CHK_CAN) enables you to view current paycheck information by company.

Navigation:

Payroll for North America, and then **Payroll WorkCenter USA,** or **Payroll for North America**, and then **Payroll WorkCenter CAN**

Select the **Reports** tab. Click the Paycheck Information link in the Payroll Analytics folder on the Reports/Processes pagelet. Enter parameters on the Paycheck Information run control page (PY_EE_CHK_PG), and click Run.

This example illustrates the Employee Paycheck Information pivot grid.

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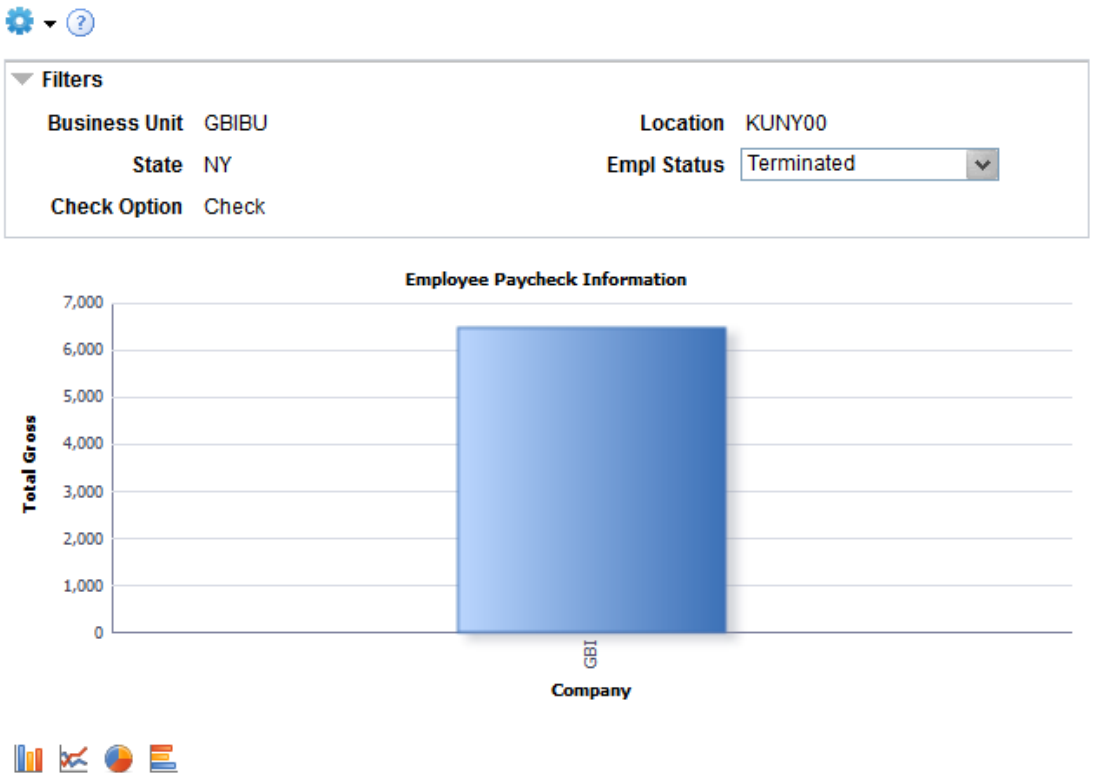


Chart Content and Layout

The following table describes options for manipulating the Employee Paycheck Information pivot grid:

Option	Details
Filters	• Business Unit • Location • State • Empl Status • Check Option
Drill-down options	• Dept ID • Pay Group

Comparative Checks Page

Use the Comparative Checks page (PY_EE_CHK_PG) to generate the Comparative Checks pivot grid (PY_WC_CHK_HIST_USA or PY_WC_CHK_HIST_CAN), where you can view historical paycheck information.

Navigation:

Payroll for North America, and then **Payroll WorkCenter USA,** or **Payroll for North America**, and then **Payroll WorkCenter CAN**

Select the **Reports** tab. Click the Comparative Checks link in the Payroll Analytics folder on the Reports/Processes pagelet.

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> **Note**
>
> The Comparative Checks run control page is the same as the Paycheck Information Page except that the **Date Type** field does not appear on the Comparative Checks page.

Enter criteria for the comparative checks query to use, then click **Run** to generate the pivot grid based on that criteria. With criteria entered, the query includes calculated and confirmed checks. If the criteria is left blank, the system searches for all types of paychecks.

Comparative Checks Pivot Grid

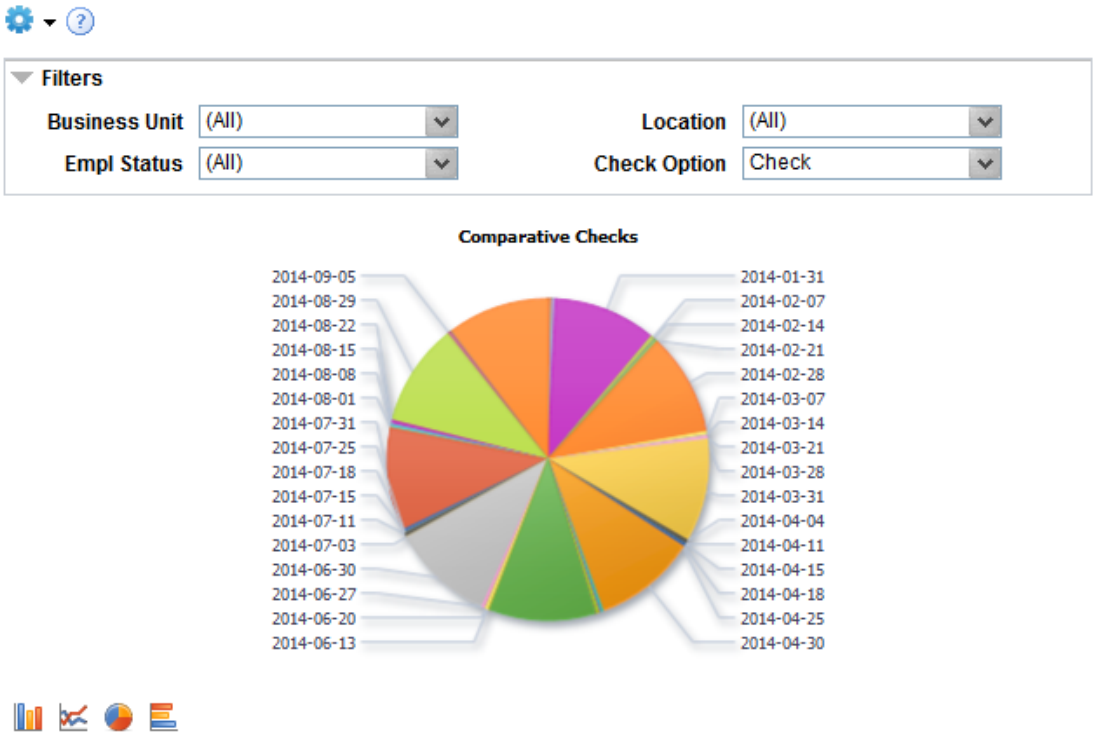
The Comparative Checks pivot grid (PY_WC_CHK_HIST_USA or PY_WC_CHK_HIST_CAN) enables you to view historical paycheck information.

Navigation:

Payroll for North America, and then **Payroll WorkCenter USA,** or **Payroll for North America**, and then **Payroll WorkCenter CAN**

Select the **Reports** tab. Click the Comparative Checks link in the Payroll Analytics folder on the Reports/Processes pagelet. Enter parameters on the Comparative Checks run control page (PY_EE_CHK_PG), and click Run.

This example illustrates the Comparative Checks pivot grid.



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> **Note**
>
> The default rendering is a vertical bar chart. The example shown here uses the pie chart option.

Chart Content and Layout

The following table describes options for manipulating the Comparative Checks pivot grid:

Option	Details
Filters	• Business Unit • Location • Empl Status • Check Option
Drill-down options	• Company • Dept ID • Pay Group

Earnings By Company Page

Use the Earnings By Company page (PY_EARNS_PG) to generate the Earnings By Company pivot grid (PY_WC_ERN_COM_USA or PY_WC_ERN_COM_CAN), where you can view information earnings information by company.

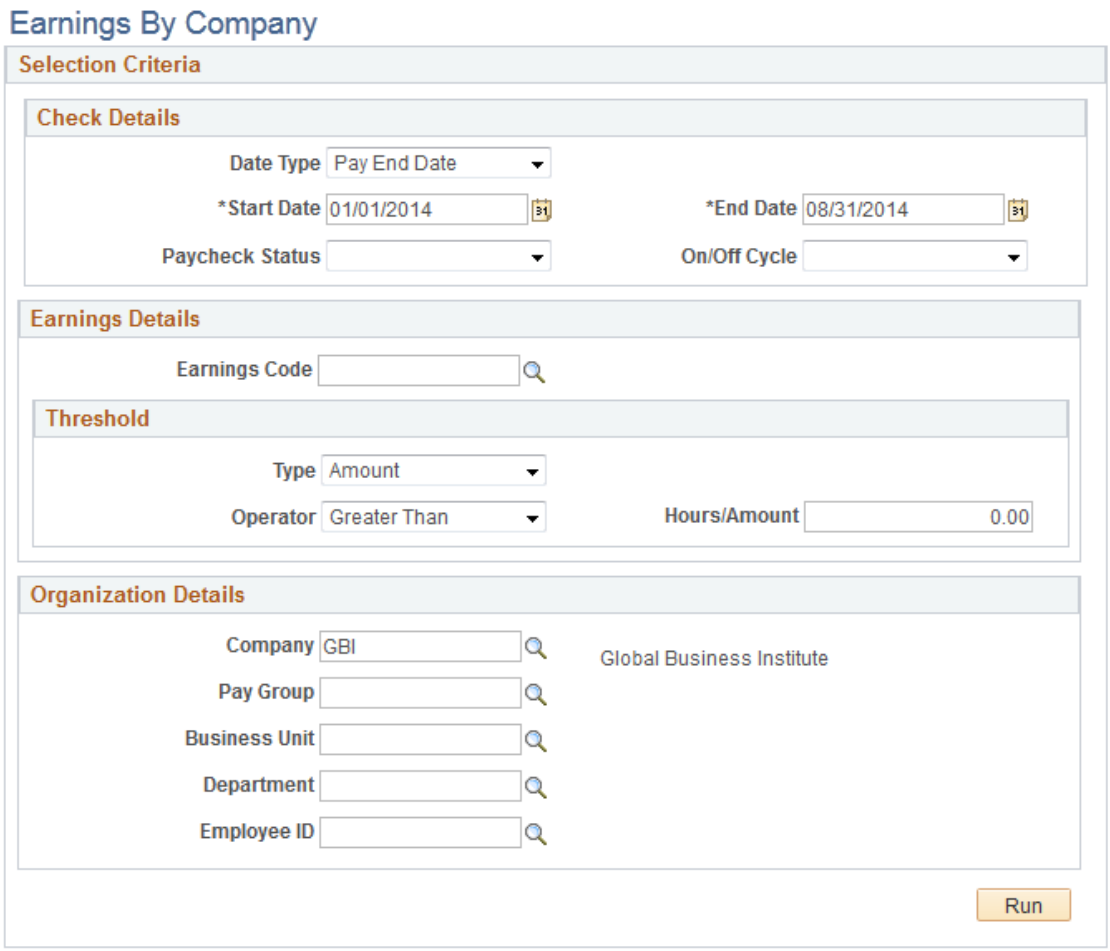
Navigation:

Payroll for North America, and then **Payroll WorkCenter USA,** or **Payroll for North America**, and then **Payroll WorkCenter CAN**

Select the **Reports** tab. Click the Earnings By Company link in the Payroll Analytics folder on the Reports/Processes pagelet.

This example illustrates the fields and controls on the Earnings By Company pivot grid run control page.

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Enter criteria for the earnings by company query to use, then click **Run** to generate the pivot grid based on that criteria. Earnings by company information includes confirmed and unconfirmed earnings.

Earnings By Company Pivot Grid

The Earnings By Company pivot grid (PY_WC_ERN_COM_USA or PY_WC_ERN_COM_CAN) enables you to view earnings information by company.

Navigation:

Payroll for North America, and then **Payroll WorkCenter USA,** or **Payroll for North America**, and then **Payroll WorkCenter CAN**

Select the **Reports** tab. Click the Earnings By Company link in the Payroll Analytics folder on the Reports/Processes pagelet. Enter parameters on the Earnings By Company run control page (PY_EARNS_PG), and click Run.

This example illustrates the Earnings By Company pivot grid.

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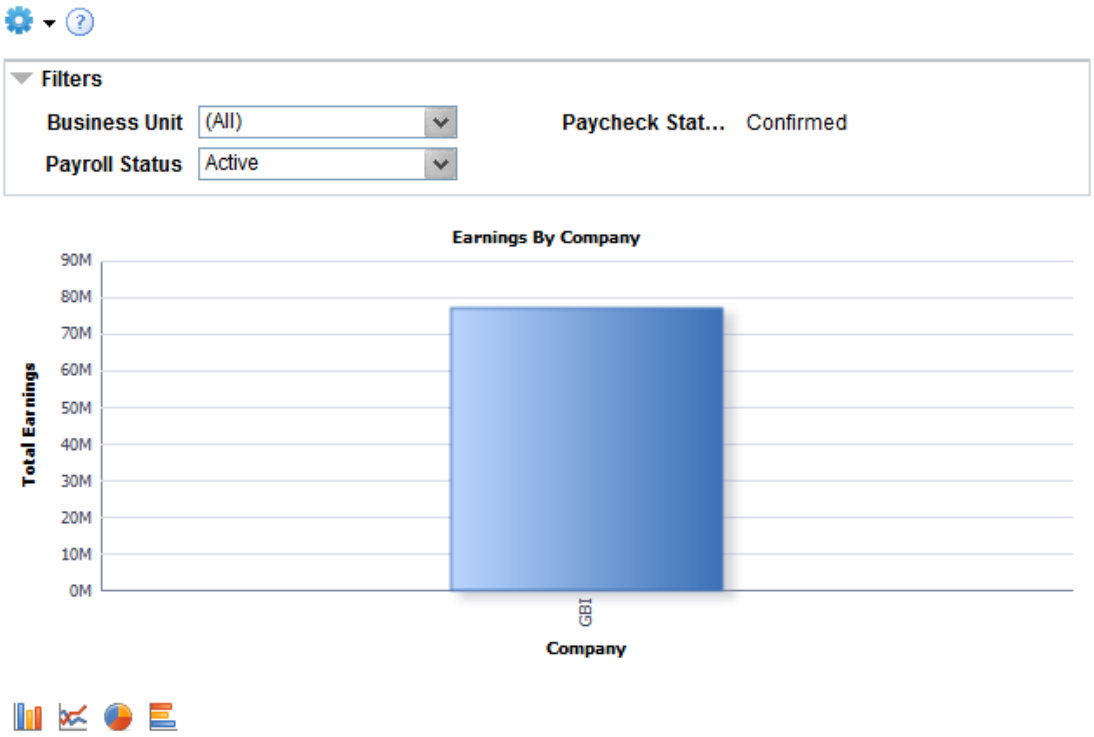


Chart Content and Layout

The following table describes options for manipulating the Earnings By Company pivot grid:

Option	Details
Filters	• Business Unit • Paycheck Status • Payroll Status
Drill-down options	• Dept ID • Pay Group

Earnings By Earnings Code Page

Use the Earnings By Earnings Code page (PY_EARNS_PG) to generate the Earnings By Earnings Code pivot grid (PY_WC_ERN_ERNCD_USA or PY_WC_ERN_ERNCD_CAN), where you can view earnings information by earnings code.

Navigation:

Payroll for North America, and then **Payroll WorkCenter USA,** or **Payroll for North America**, and then **Payroll WorkCenter CAN**

Select the **Reports** tab. Click the Earnings By Earnings Code link in the Payroll Analytics folder on the Reports/Processes pagelet.

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> **Note**
>
> The Earnings By Earnings Code run control page is the same as the Earnings By Company Page.

Enter criteria for the earnings by earnings code query to use, then click **Run** to generate the pivot grid based on that criteria. Earnings by earnings code information includes confirmed and unconfirmed earnings.

Earnings By Earnings Code Pivot Grid

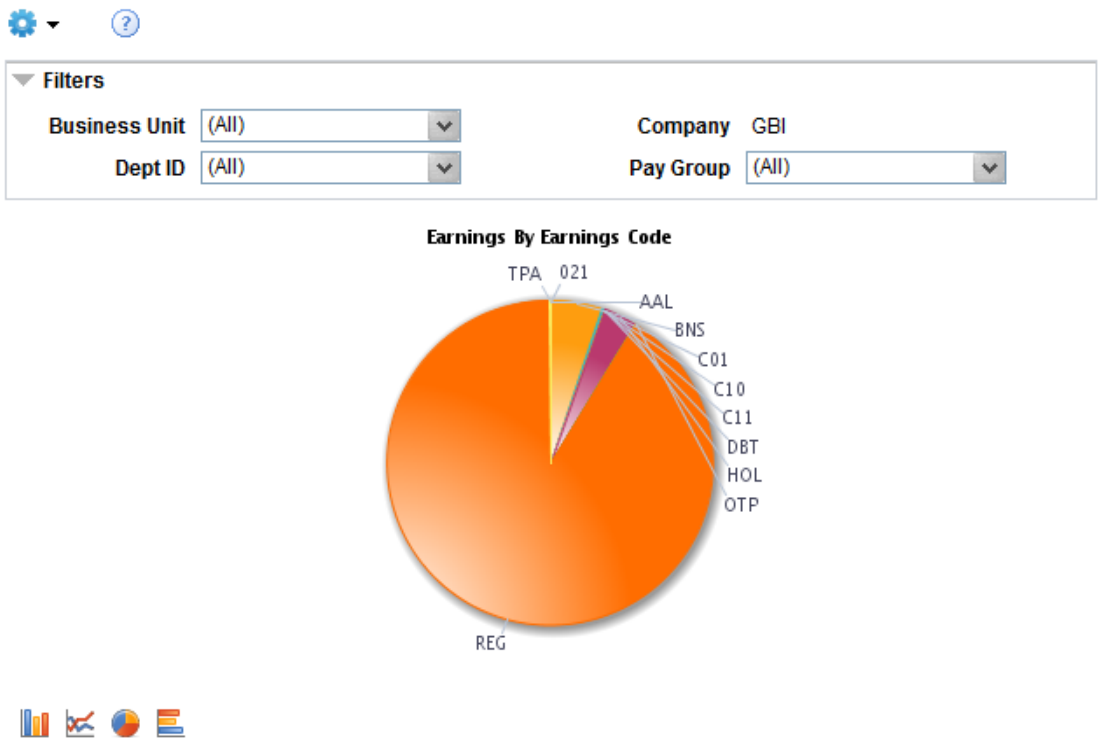
The Earnings By Earnings Code pivot grid (PY_WC_ERN_ERNCD_USA or PY_WC_ERN_ERNCD_CAN) enables you to view earnings information by earnings code.

Navigation:

Payroll for North America, and then **Payroll WorkCenter USA,** or **Payroll for North America**, and then **Payroll WorkCenter CAN**

Select the **Reports** tab. Click the Earnings By Earnings Code link in the Payroll Analytics folder on the Reports/Processes pagelet. Enter parameters on the Earnings By Earnings Code run control page (PY_EARNS_PG), and click Run.

This example illustrates the Earnings By Earnings Code pivot grid.



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> **Note**
>
> The default rendering is a vertical bar chart. The example shown here uses the pie chart option instead.

Chart Content and Layout

The following table describes options for manipulating the Earnings By Earnings Code pivot grid:

Option	Details
Filters	• Business Unit • Company • Dept ID • Pay Group

> **Note**
>
> If the earnings belong to only one pay group, the **Drilldown To** option is not available on bars, lines, and pie wedges in the Earnings By Earnings Code pivot grid.

Comparative Earnings Page

Use the Comparative Earnings page (PY_EARNS_PG) to generate the Comparative Earnings pivot grid (PY_WC_ERN_HIST_USA or PY_WC_ERN_HIST_CAN), where you can view historical earnings information.

Navigation:

Payroll for North America, and then **Payroll WorkCenter USA,** or **Payroll for North America**, and then **Payroll WorkCenter CAN**

Select the **Reports** tab. Click the Comparative Earnings link in the Payroll Analytics folder on the Reports/Processes pagelet.

> **Note**
>
> The Comparative Earnings run control page is the same as the Earnings By Company Page, except that the **Date Type** field does not appear on the Comparative Earnings page.

Enter criteria for the comparative earnings query to use, then click **Run** to generate the pivot grid based on that criteria. Comparative earnings information includes confirmed and unconfirmed earnings.

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Comparative Earnings Pivot Grid

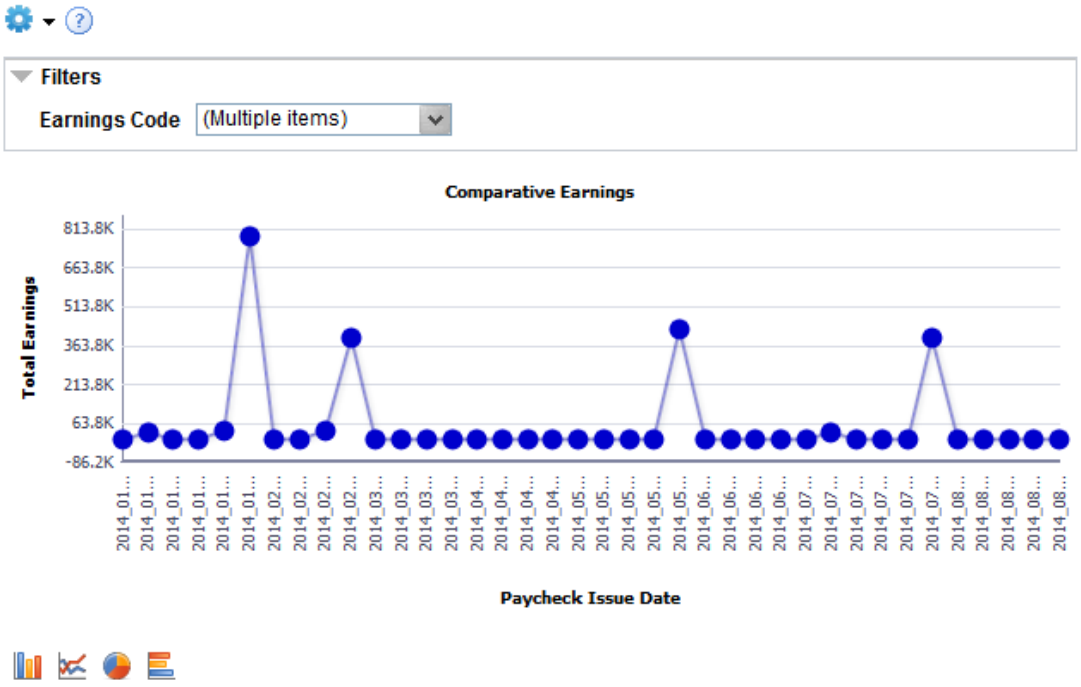
The Comparative Earnings pivot grid (PY_WC_ERN_HIST_USA or PY_WC_ERN_HIST_CAN) enables you to view historical earnings information.

Navigation:

Payroll for North America, and then **Payroll WorkCenter USA,** or **Payroll for North America**, and then **Payroll WorkCenter CAN**

Select the **Reports** tab. Click the Comparative Earnings link in the Payroll Analytics folder on the Reports/Processes pagelet. Enter parameters on the Comparative Earnings run control page (PY_EARNS_PG), and click Run.

This example illustrates the Comparative Earnings pivot grid.



> **Note**
>
> The default rendering is a vertical bar chart. The example shown here uses the line chart option instead.

> **Note**
>
> You cannot change the axes on the Comparative Earnings pivot grid.

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Chart Content and Layout

The following table describes options for manipulating the Comparative Earnings pivot grid:

Option	Details
Filters	Earnings Code
Drill-down options	• Company • Dept ID • Pay Group

Deductions By Company Page

Use the Deductions By Company page (PY_DED_PG) to generate the Deductions By Company pivot grid (PY_WC_DED_COM_USA or PY_WC_DED_COM_CAN), where you can view information deductions information by company.

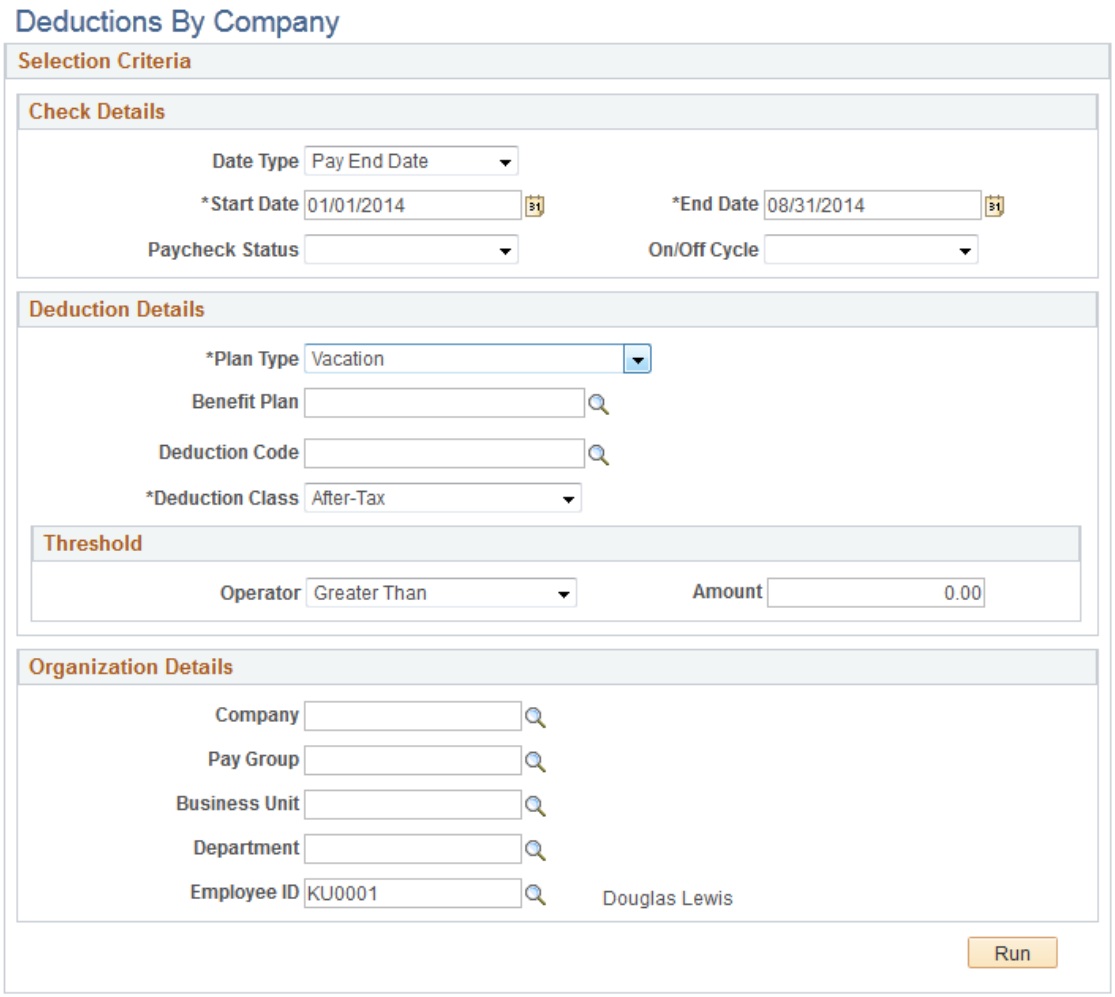
Navigation:

Payroll for North America, and then **Payroll WorkCenter USA,** or **Payroll for North America**, and then **Payroll WorkCenter CAN**

Select the **Reports** tab. Click the Deductions By Company link in the Payroll Analytics folder on the Reports/Processes pagelet.

This example illustrates the fields and controls on the Deductions By Company pivot grid run control page.

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Field or Control	Description
Plan Type and **Deduction Class**	Enter the plan type and deduction class for the deductions by company query to use. **Note:** In addition to the **Start Date** and **End Date** fields, the **Plan Type** and **Deduction Class** fields are required-entry fields on the Deductions By Company run control page.
Benefit Plan or **Special Process**	**Benefit Plan** is the default field for all plan types except *General Deduction*. If you select *General Deduction* in the **Plan Type** field, the system changes the **Benefit Plan** field to the Special Process field, where the available values are: *Bond, Garnishment,* and *Union Dues.*

Deductions By Company Pivot Grid

The Deductions By Company pivot grid (PY_WC_DED_COM_USA or PY_WC_DED_COM_CAN) enables you to view deductions information by company.

Navigation:

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Payroll for North America, and then **Payroll WorkCenter USA,** or **Payroll for North America**, and then **Payroll WorkCenter CAN**

Select the **Reports** tab. Click the Deductions By Company link in the Payroll Analytics folder on the Reports/Processes pagelet. Enter parameters on the Deductions By Company run control page (PY_DED_PG), and click Run.

This example illustrates the Deductions By Company pivot grid.

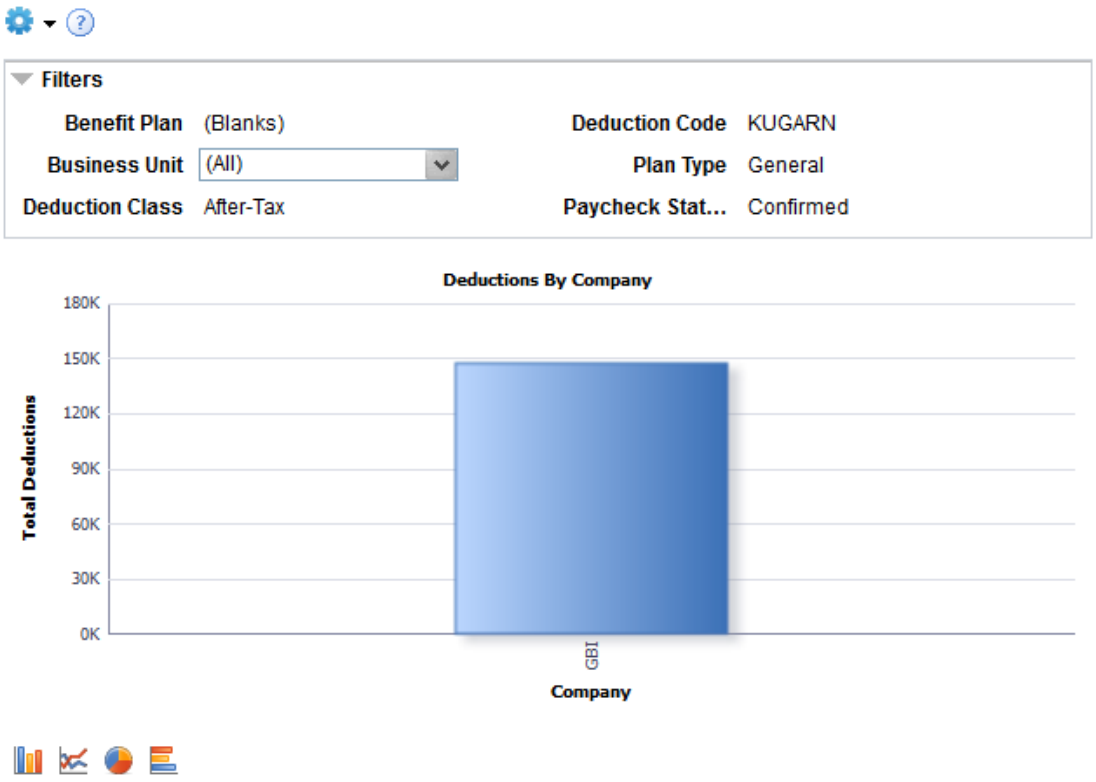


Chart Content and Layout

The following table describes options for manipulating the Deductions By Company pivot grid:

Option	Details
Filters	• Benefit Plan • Deduction Code • Business Unit • Plan Type • Deduction Class • Paycheck Status
Drill-down options	• Pay Group • Dept ID

Deductions By Deduction Code Page

Use the Deductions By Deduction Code page (PY_DED_PG) to generate the Deductions By Deduction Code pivot grid (PY_WC_DED_DEDCD_USA or PY_WC_DED_DEDCD_CAN), where you can view deductions information by deduction code.

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Navigation:

Payroll for North America, and then **Payroll WorkCenter USA,** or **Payroll for North America**, and then **Payroll WorkCenter CAN**

Select the **Reports** tab. Click the Deductions By Deduction Code link in the Payroll Analytics folder on the Reports/Processes pagelet.

> **Note**
>
> The Deductions By Deduction Code run control page is the same as the Deductions By Company Page.

Enter criteria for the deductions by deduction code query to use, then click **Run** to generate the pivot grid based on that criteria.

Deductions By Deduction Code Pivot Grid

The Deductions By Deduction Code pivot grid (PY_WC_DED_DEDCD_USA or PY_WC_DED_DEDCD_CAN) enables you to view deductions information by deduction code.

Navigation:

Payroll for North America, and then **Payroll WorkCenter USA,** or **Payroll for North America**, and then **Payroll WorkCenter CAN**

Select the **Reports** tab. Click the Deductions By Deduction Code link in the Payroll Analytics folder on the Reports/Processes pagelet. Enter parameters on the Deductions By Deduction Code run control page (PY_DED_PG), and click Run.

This example illustrates the Deductions By Deduction Code pivot grid.

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Chart Content and Layout

The following table describes options for manipulating the Deductions By Deduction Code pivot grid:

Option	Details
Filters	• Benefit Plan • Business Unit • Plan Type • Deduction Class • Paycheck Status
Drill-down options	• Company • Pay Group • Dept ID

Comparative Deductions Page

Use the Comparative Deductions page (PY_DED_PG) to generate the Comparative Deductions pivot grid (PY_WC_DED_HIST_USA or PY_WC_DED_HIS_CAN), where you can view historical deductions information.

Navigation:

Payroll for North America, and then **Payroll WorkCenter USA,** or **Payroll for North America**, and then **Payroll WorkCenter CAN**

Select the **Reports** tab. Click the Comparative Deductions link in the Payroll Analytics folder on the Reports/Processes pagelet.

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> **Note**
>
> The Comparative Deductions run control page is the same as the Deductions By Company Page, except that the **Date Type** field does not appear on the Comparative Deductions page.

Enter criteria for the comparative deductions query to use, then click **Run** to generate the pivot grid based on that criteria.

Comparative Deductions Pivot Grid

The Comparative Deductions pivot grid (PY_WC_DED_HIST_USA or PY_WC_DED_HIS_CAN) enables you to view historical deductions information.

Navigation:

Payroll for North America, and then **Payroll WorkCenter USA,** or **Payroll for North America**, and then **Payroll WorkCenter CAN**

Select the **Reports** tab. Click the Comparative Deductions link in the Payroll Analytics folder on the Reports/Processes pagelet. Enter parameters on the Comparative Deductions run control page (PY_DED_PG), and click Run.

This example illustrates the Comparative Deductions pivot grid.

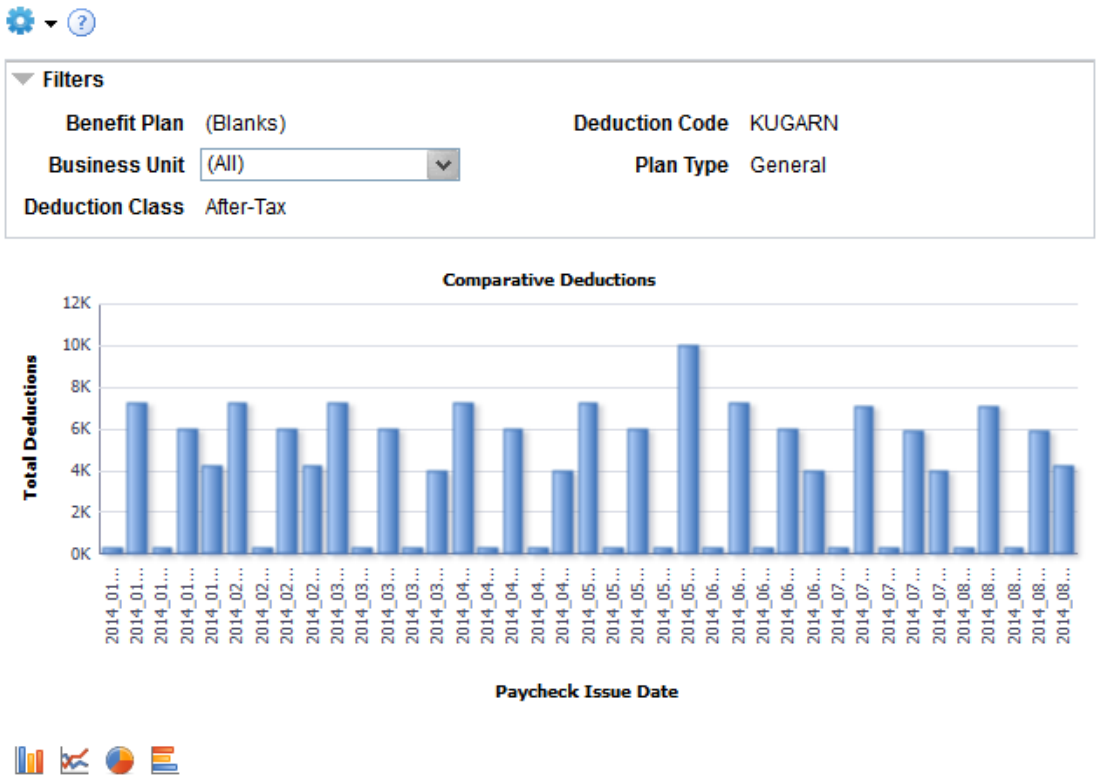


Chart Content and Layout

The following table describes options for manipulating the Comparative Deductions pivot grid:

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Option	Details
Filters	• Benefit Plan • Deduction Code • Business Unit • Plan Type • Deduction Class
Drill-down options	• Company • Pay Group • Dept ID

Payment Options Page

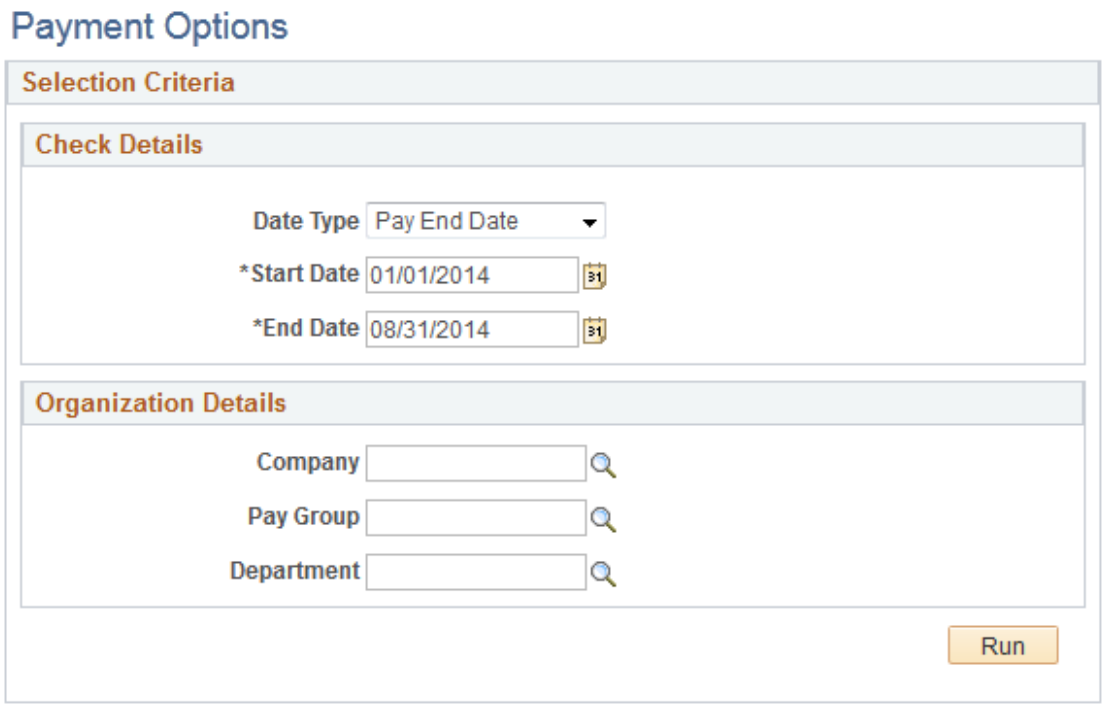
Use the Payment Options page (PY_PAY_OPT_PG) to generate the Payment Information pivot grid (PY_WC_PAYMENT_OPT_USA or PY_WC_PAYMENT_OPT_CAN), where you can view payment distribution information.

Navigation:

Payroll for North America, and then **Payroll WorkCenter USA,** or **Payroll for North America**, and then **Payroll WorkCenter CAN**

Select the **Reports** tab. Click the Payment Options link in the Payroll Analytics folder on the Reports/Processes pagelet.

This example illustrates the fields and controls on the Payment Options pivot grid run control page.



Enter criteria for the payment options query to use, then click **Run** to generate the pivot grid based on that criteria.

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Payment Information Pivot Grid

Use the Payment Information pivot grid (PY_WC_PAYMENT_OPT_USA or PY_WC_PAYMENT_OPT_CAN) to view paycheck options information.

Navigation:

Payroll for North America, and then **Payroll WorkCenter USA,** or **Payroll for North America**, and then **Payroll WorkCenter CAN**

Select the **Reports** tab. Click the Payment Options link in the Payroll Analytics folder on the Reports/Processes pagelet. Enter parameters on the Payment Options run control page (PY_PAY_OPT_PG), and click Run.

This example illustrates the Payment Information pivot grid.

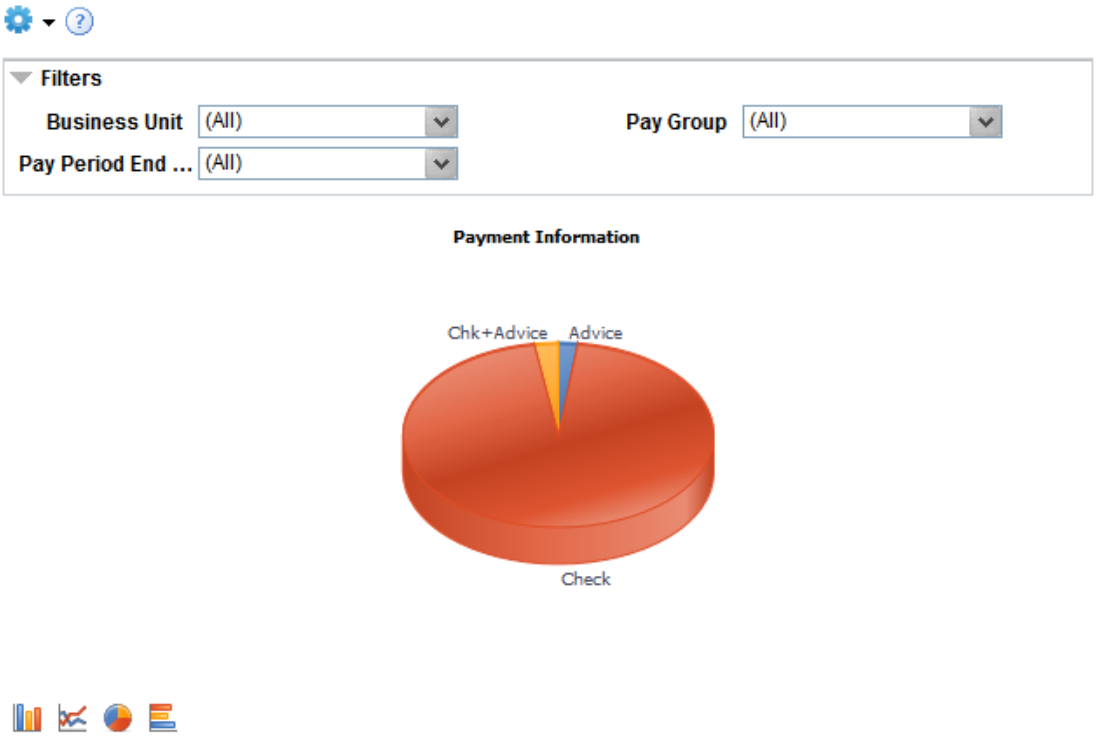


Chart Content and Layout

The following table describes options for manipulating the Payment Information pivot grid:

> **Note**
>
> The default rendering for the Payment Information pivot grid is a pie chart, as shown.

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Option	Details
Filters	• Business Unit • Pay Group • Pay Period End Date
Drill-down options	• Company • Dept ID • Location Code

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4

Using the Fluid Payroll WorkCenters

(USA) Using the Fluid Payroll WorkCenter

This topic discusses how to use the Fluid Payroll WorkCenter for USA.

The following video provides a demonstration of how to use the Fluid Payroll WorkCenter:

Video: PeopleSoft HCM Fluid Payroll WorkCenter

Pages Used in the Fluid Payroll WorkCenter for USA

Page Name	Definition Name	Usage
U.S. Payroll WorkCenter Tile	HC_PAYROLL_WORKCENTER (cref for the tile)	Access the Fluid Payroll WorkCenter for USA.
U.S. Payroll WorkCenter Page	HWC_RSLT_FL	Access frequently used administrative work items for US payroll.
State Data Missing Page	HWC_RSLT_FL	View the list of employees with state tax data discrepancies.
Local Data Missing Page	HWC_RSLT_FL	View the list of employees with local tax data discrepancies.
OK to Pay Turned Off Page	HWC_RSLT_FL	View the list of employees whose **OK to Pay** option is deselected.
Inactive Employees With Payline Page	HWC_RSLT_FL	View the list of employees who are in an inactive payroll status and have a payline, which could result in possible overpayment.
Active Employees Without Payline Page	HWC_RSLT_FL	View the list of employees who are in the Active payroll status and do not have a payline.
Unconfirmed Checks from Prior Run Page	HWC_RSLT_FL	View the list of checks from the previous pay period that were calculated but not confirmed.
Total Gross Exceed Threshold-Active Page	HWC_RSLT_FL	View the list of active employees whose total gross earnings on the calculated check for the current pay period are greater than the threshold amount.
Hours Exceed Threshold-Active Page	HWC_RSLT_FL	View the list of active employees whose total number of work hours exceeds the threshold amount.

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Page Name	Definition Name	Usage
Total Gross Exceed Threshold-Inactive Page	HWC_RSLT_FL	View the list of inactive employees whose total gross earnings on the calculated check for the current pay period are greater than the threshold amount.
Hours Exceed Threshold-Inactive Page	HWC_RSLT_FL	View the list of inactive employees whose total number of work hours exceeds the threshold amount.
Pre-Sheet Audit Errors Page	HWC_RSLT_FL	View the audit error results generated from the Presheet Audit Report (PAY034).
Pre-Calc Audit Errors Page	HWC_RSLT_FL	View the audit error results generated from the Precalculation Audit Report (PAY035).
Pre-Confirm Audit Errors Page	HWC_RSLT_FL	View the audit error results generated from the Preconfirm Audit Report (PAY036).
Payroll Error Messages Page	HWC_RSLT_FL	View errors that occur during payroll processing (PAY011).

U.S. Payroll WorkCenter Tile

Use the U.S. Payroll WorkCenter tile to access the Fluid Payroll WorkCenter for USA.

Navigation:

The U.S. Payroll WorkCenter tile is delivered as part of the Workforce Administrator home page. The location may change based on home page personalization.

This example illustrates the U.S. Payroll WorkCenter tile.



U.S. Payroll WorkCenter Page

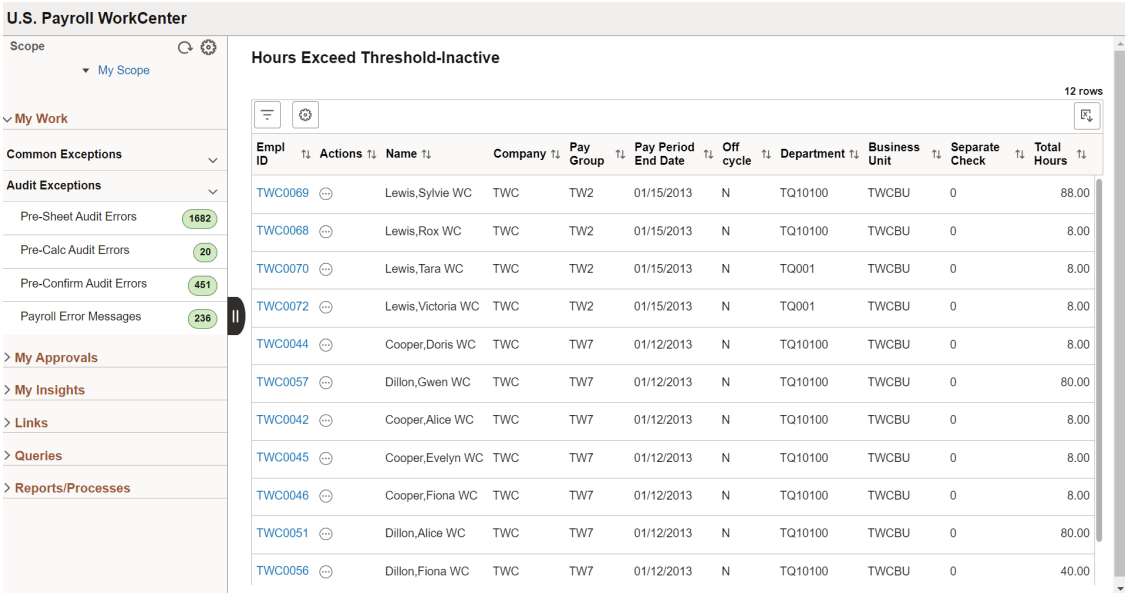
Use the U.S. Payroll WorkCenter page (HWC_RSLT_FL) to access frequently used administrative work items for US payroll.

Navigation:

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- Click the U.S. Payroll WorkCenter tile on the Workforce Administrator home page.
- **Payroll for North America**, and then **U.S. Payroll WorkCenter**

This example illustrates the fields and controls on the U.S. Payroll WorkCenter page.



PeopleSoft delivers a Fluid WorkCenter for US payroll. The WorkCenter is preconfigured with work items, links, queries and reports, providing administrators access to real-time information and analytical sources based on their role-based security, and the ability to perform Payroll business process tasks from one central area.

Users can personalize display options and add links to their own WorkCenter for maximum efficiency. For more information, see Application Fundamentals: Setting Up and Personalizing PeopleSoft Fluid WorkCenters.

The WorkCenter page is divided into two areas: the navigation panel on the left and the transaction panel on the right.

Left Panel

The navigational panel on the left contains group boxes with links to specific transactions, menu components and other content. These group boxes are:

- My Work. This group box contains two collapsible sections, *Common Exceptions* and *Audit Exceptions*. For more information, see Understanding the My Work Group Box.
- My Approvals. For more information, see Understanding the My Approvals Group Box.
- My Insights. For more information, see Understanding the My Insights Group Box.
- Links. For more information, see Understanding the Links Group Box.
- Queries. For more information, see Understanding the Queries Group Box.
- Reports/Processes. For more information, see Understanding the Reports/Processes Group Box.

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Field or Control	Description
Scope	Scope determines the data to be displayed in the WorkCenter. **Note:** If you have configured any additional scope, it will also be listed under the **My Scope** option. For more information on how to configure a new scope, see Application Fundamentals: Configure Scope Page.
	Click to refresh the content area to display either the first page that appears when you first access the WorkCenter, or the starting page if it is specified in your personalization.
	Click to access these personalization options: • *Personalize*: Select this option to personalize the WorkCenter layout. For more information, see Application Fundamentals: Personalize Page (Fluid). • *Maintain Scope Detail*: Select this option to modify the current scope. • *Configure Scope*: Select this option to create a new scope. For more information, see Application Fundamentals: Configure Scope Page.

Right Panel

The transaction panel on the right is where the selected transaction result or component (work item) is displayed.

By default, the State Data Missing page appears when you first access the WorkCenter. You can change this default setting of the WorkCenter on the Application Fundamentals: Personalize Page (Fluid).

You can also filter and personalize the output based on your requirements. Use the Refine Filter Criteria page to select one or more criteria to narrow the search result. The Filter icon appears green when filters have been applied to your search. Use the Personalized Output page to modify the position of columns and to select the columns to be displayed as default for each work item. For more information, see Application Fundamentals: Setting Up and Personalizing PeopleSoft Fluid WorkCenters.

You can download grid data to .xls file.

Conditional Navigation for U.S. Payroll WorkCenter

When administrators access the Payroll WorkCenter for USA, they are taken to either the Fluid or non-Fluid version of the component depending on the presence of a user role. This behavior is known as conditional navigation.

If administrators are members of the *US Payroll Fluid WorkCenter* user role, they are given access to the Fluid Payroll WorkCenter for USA. Administrators without this role access the non-Fluid version of the WorkCenter on the Payroll WorkCenter Page.

Understanding the My Work Group Box

The My Work group box provides Payroll work item links for exceptions in these group sections:

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- Common Exceptions
- Audit Exceptions

> **Note**
>
> Work item links are grayed out if no data is available for display.

System administrators can manage links and configuration options for the My Work group box on the Enterprise Components: Configure Pagelets - My Work Page. The configuration ID for the Fluid U.S. Payroll WorkCenter is *PYUSA_FL*.

Common Exceptions

- State Data Missing Page
- Local Data Missing Page
- OK to Pay Turned Off Page
- Inactive Employees With Payline Page
- Active Employees Without Payline Page
- Unconfirmed Checks from Prior Run Page
- Total Gross Exceed Threshold-Active Page
- Hours Exceed Threshold-Active Page
- Total Gross Exceed Threshold-Inactive Page
- Hours Exceed Threshold-Inactive Page

Audit Exceptions

- Pre-Sheet Audit Errors Page
- Pre-Calc Audit Errors Page
- Pre-Confirm Audit Errors Page
- Payroll Error Messages Page

State Data Missing Page

Use the State Data Missing page (HWC_RSLT_FL) to view the list of employees with discrepancies by comparing the state tax information from the employee's pay earnings record and the employee's tax distribution and state tax data record.

Navigation:

Click the **State Data Missing** link in the My Work group box of the Payroll WorkCenter.

This example illustrates the State Data Missing page.

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State Data Missing

10 rows

Empl ID	Actions	Empl Record	Name	Company	Pay Group	Pay Period End Date	Off cycle	Page Nbr	Line Nbr	Additional Pay Line Nbr	State	Locality	Department	Business Unit
TWC0018		0	Lewis,Rachel WC	TWC	TW2	01/15/2013	N	2	2	0	**		TQ10100	TWCBU
TWC0019		0	Lewis,Sara WC	TWC	TW2	01/15/2013	N	2	3	0	**		TQ10100	TWCBU
TWC0008		0	Lewis,Helen WC	TWC	TW2	01/15/2013	N	4	2	0	CA		TQ10100	TWCBU
TWC0007		0	Lewis,Gwen WC	TWC	TW4	01/04/2013	Y	1	1	1	WA		TQ10100	TWCBU
TWC0060		0	Lewis,Irene WC	TWC	TW4	01/04/2013	Y	1	2	1	CO		TQ10100	TWCBU
TWC0061		0	Lewis,Janis WC	TWC	TW4	01/04/2013	Y	1	3	1	WA		TQ10300	TWCBU
TWC0062		0	Lewis,Judy WC	TWC	TW4	01/04/2013	Y	1	4	0	WA		TQ11000	TWCBU
TWC0064		0	Lewis,Marie WC	TWC	TW4	01/04/2013	Y	1	6	0	**		TQ004	TWCBU
TWC0060		0	Lewis,Irene WC	TWC	TW4	01/04/2013	Y	1	11	1	CO		TQ10100	TWCBU
TWC0064		0	Lewis,Marie WC	TWC	TW4	01/04/2013	Y	1	12	0	CO		TQ004	TWCBU

Local Data Missing Page

Use the Local Data Missing page (HWC_RSLT_FL) to view the list of employees with local tax data discrepancies.

Once the paysheets are created, the system searches through paylines to find employees with local tax information, and compares their state and local tax data record to the payline information to identify employees whose data does not match.

Navigation:

Click the **Local Data Missing** link in the My Work group box of the Payroll WorkCenter.

This example illustrates the Local Data Missing page.

Local Data Missing

6 rows

Empl ID	Actions	Empl Record	Name	Company	Pay Group	Pay Period End Date	Off cycle	Page Nbr	Line Nbr	Additional Pay Line Nbr	State	Locality	Department	Business Unit
TWC0017		0	Lewis,Quinn WC	TWC	TW2	01/15/2013	N	2	1	0	NY	P0001	TQ10100	TWCBU
TWC0017		0	Lewis,Quinn WC	TWC	TW2	01/15/2013	N	10	2	0	NY	P0001	TQ10100	TWCBU
TWC0063		0	Lewis,Lois WC	TWC	TW4	01/04/2013	Y	1	5	1	PA	010101	TQ002	TWCBU
TWC0066		0	Lewis,Liz WC	TWC	TW4	01/04/2013	Y	1	8	1	MA	010101	TQ001	TWCBU
TWC0065		0	Lewis,Sheri WC	TWC	TW4	01/04/2013	Y	1	13	1	PA	123456	TQ10100	TWCBU
TWC0065		0	Lewis,Sheri WC	TWC	TW4	01/04/2013	Y	1	13	2	PA	123456	TQ10100	TWCBU

OK to Pay Turned Off Page

Use the OK to Pay Turned Off page (HWC_RSLT_FL) to view the list of employees whose **OK to Pay** option is deselected.

Navigation:

Click the **OK to Pay Turned Off** link in the My Work group box of the Payroll WorkCenter.

This example illustrates the OK to Pay Turned Off page.

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OK to Pay Turned Off

41 rows

Empl ID	Actions	Empl Record	Name	Company	Pay Group	Pay Period End Date	Off cycle	Page Nbr	Line Nbr	Additional Pay Line Nbr	State	Department	Business Unit
TWC0101		0	Lewis,Yolanda WC	TWC	TW2	01/15/2013	N	1	2	0	CO	TQ10100	TWCBU
TWC0098		0	Lewis,Kris WC	TWC	TW2	01/15/2013	N	1	3	0	CO	TQ10100	TWCBU
TWC0098		0	Lewis,Kris WC	TWC	TW2	01/15/2013	N	1	3	1	CO	TQ10100	TWCBU
TWC0099		0	Lewis,Olivia WC	TWC	TW2	01/15/2013	N	1	4	0	CO	TQ10100	TWCBU
TWC0099		0	Lewis,Olivia WC	TWC	TW2	01/15/2013	N	1	4	1	CO	TQ10100	TWCBU
TWS0090		0	Lewis,Meyer	TWC	TW2	01/15/2013	N	1	5	0	CO	TQ001	TWCBU
TWC0010		0	Lewis,Jaclyn WC	TWC	TW2	01/15/2013	N	4	4	0	CO	TQ10100	TWCBU
TWC0074		0	Lewis,Barbara WC	TWC	TW2	01/15/2013	N	12	4	0	CO	TQ10200	TWCBU
TWC0001		0	Lewis,Alice WC	TWC	TW2	01/15/2013	N	14	1	0	CO	TQ10100	TWCBU
TWC0002		1	Lewis,Belinda WC	TWC	TW2	01/15/2013	N	14	3	0	CO	TQ10300	TWCBU
TWC0074		0	Lewis,Barbara WC	TWC	TW2	01/15/2013	N	14	4	1	CO	TQ10200	TWCBU
TWC0075		0	Lewis,Jill WC	TWC	TW2	01/15/2013	N	14	5	0	CO	TQ10300	TWCBU
TWC0066		0	Lewis,Liz WC	TWC	TW4	01/04/2013	N	1	1	0	MA	TQ001	TWCBU
TWC0073		0	Lewis,Wanda WC	TWC	TW4	01/04/2013	N	1	2	0	CO	TQ001	TWCBU
TWC0076		0	Lewis,Jessica WC	TWC	TW4	01/04/2013	N	2	1	0	CO	TQ002	TWCBU
TWC0063		0	Lewis,Lois WC	TWC	TW4	01/04/2013	N	2	2	0	WA	TQ002	TWCBU
TWC0064		0	Lewis,Marie WC	TWC	TW4	01/04/2013	N	3	1	0	CO	TQ004	TWCBU
TWC0007		0	Lewis,Gwen WC	TWC	TW4	01/04/2013	N	4	1	0	CO	TQ10100	TWCBU

Inactive Employees With Payline Page

Use the Inactive Employees Without Payline page (HWC_RSLT_FL) to view the list of employees who are in an inactive payroll status and have a payline, which could result in possible overpayment. The list is displayed in the WorkCenter based on the configured pay groups and selected scope.

Navigation:

Click the **Inactive Employees With Payline** link in the My Work group box of the Payroll WorkCenter.

This example illustrates the Inactive Employees With Payline page.

Inactive Employees With Payline

20 rows

Empl ID	Actions	Empl Record	Name	Company	Pay Group	Pay Period End Date	Off cycle	Page Nbr	Line Nbr	Additional Pay Line Nbr	Payroll Status	Effective Date	Department	Business Unit
TWC0001		0	Lewis,Alice WC	TWC	TW2	01/15/2013	N	10	1	0	Retired	01/08/2013	TQ10100	TWCBU
TWC0016		0	Lewis,Patricia WC	TWC	TW2	01/15/2013	N	11	1	0	Terminated	01/03/2013	TQ10100	TWCBU
TWC0069		0	Lewis,Sylvie WC	TWC	TW2	01/15/2013	N	11	3	0	Retired	01/03/2013	TQ10100	TWCBU
TWC0068		0	Lewis,Rox WC	TWC	TW2	01/15/2013	N	12	1	0	Suspended	01/03/2013	TQ10100	TWCBU
TWC0070		0	Lewis,Tara WC	TWC	TW2	01/15/2013	N	12	2	0	Suspended	01/03/2013	TQ001	TWCBU
TWC0072		0	Lewis,Victoria WC	TWC	TW2	01/15/2013	N	12	3	0	Terminated	01/03/2013	TQ001	TWCBU
TWC0068		0	Lewis,Rox WC	TWC	TW2	01/15/2013	Y	1	1	0	Suspended	01/03/2013	TQ10100	TWCBU
TWC0070		0	Lewis,Tara WC	TWC	TW2	01/15/2013	Y	1	2	0	Suspended	01/03/2013	TQ001	TWCBU
TWC0071		0	Lewis,Uma WC	TWC	TW2	01/15/2013	Y	1	3	0	Terminated	12/12/2012	TQ001	TWCBU
TWC0070		0	Lewis,Tara WC	TWC	TW2	01/15/2013	Y	30	1	0	Suspended	01/03/2013	TQ001	TWCBU
TWC0071		0	Lewis,Uma WC	TWC	TW2	01/15/2013	Y	30	2	0	Terminated	12/12/2012	TQ001	TWCBU
TWC0073		0	Lewis,Wanda WC	TWC	TW4	01/04/2013	Y	1	9	1	Terminated	01/03/2013	TQ001	TWCBU
TWC0044		0	Cooper,Doris WC	TWC	TW7	01/12/2013	N	1	5	0	Terminated	01/01/2013	TQ10100	TWCBU

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Active Employees Without Payline Page

Use the Active Employees Without Payline page (HWC_RSLT_FL) to view the list of employees who are in the Active payroll status and do not have a payline. The list is displayed in the WorkCenter based on the configured pay groups and selected scope.

The system determines the pay period begin and end dates of the open pay calendar for the company and pay group being processed, then uses the pay period begin date to search Job data records and identify employees who had an Active payroll status after that date.

Navigation:

Click the **Active Employees Without Payline** link in the My Work group box of the Payroll WorkCenter.

This example illustrates the Active Employees Without Payline page.

Active Employees Without Payline

4 rows

Empl ID	Actions	Empl Record	Name	Company	Pay Group	Pay Period End Date	Payroll Status	Effective Date	Department	Business Unit
TWC0101		0	Lewis,Yolanda WC	TWC	TW2	01/15/2013	Active	01/01/2013	TQ10100	TWCBU
TWC0099		0	Lewis,Olivia WC	TWC	TW2	01/15/2013	Active	01/14/2013	TQ10100	TWCBU
TWS0090		0	Lewis,Meyer	TWC	TW2	01/15/2013	Active	01/01/2013	TQ001	TWCBU
TWC0098		0	Lewis,Kris WC	TWC	TW2	01/15/2013	Active	01/14/2013	TQ10100	TWCBU

Unconfirmed Checks from Prior Run Page

Use the Unconfirmed Checks from Prior Run page (HWC_RSLT_FL) to view the list of checks from the previous pay period that were calculated but not confirmed. The list is displayed in the WorkCenter based on the configured pay groups and selected scope.

Navigation:

Click the **Unconfirmed Checks from Prior Run** link in the My Work group box of the Payroll WorkCenter.

This example illustrates the Unconfirmed Checks from Prior Run page.

Unconfirmed Checks from Prior Run

3 rows

Empl ID	Actions	Empl Record	Name	Company	Pay Group	Pay Period End Date	Pay Run ID	Off cycle	Page Nbr	Line Nbr	Paycheck Status	Department	Business Unit
TWC0003		0	Lewis,Fiona WC	TWC	TW8	01/15/2013	TWCRETRO	N	1	1	Calculated	TQ10100	TWCBU
TWC0004		0	Lewis,Gwen WC	TWC	TW8	01/15/2013	TWCRETRO	N	1	2	Calculated	TQ10100	TWCBU
TWC0005		0	Lewis,Iris WC	TWC	TW8	01/15/2013	TWCRETRO	N	1	3	Calculated	TQ10100	TWCBU

Total Gross Exceed Threshold-Active Page

Use the Total Gross Exceed Threshold-Active page (HWC_RSLT_FL) to view the list of active employees whose total gross earnings on the calculated check for the current pay period are

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greater than the threshold amount. The list is populated in the WorkCenter based on the configured pay groups and selected scope.

Navigation:

Click the **Total Gross Exceed Threshold-Active** link in the My Work group box of the Payroll WorkCenter.

This example illustrates the Total Gross Exceed Threshold-Active page.

Total Gross Exceed Threshold-Active

30 rows

Empl ID	Actions	Empl Record	Name	Company	Pay Group	Pay Period End Date	Off cycle	Department	Business Unit	Separate Check	Total Gross
TWC0020		0	Lewis,Tina WC	TWC	TW2	01/15/2013	N	TQ10100	TWCBU	0	3,125.12
TWC0006		0	Lewis,Fiona WC	TWC	TW2	01/15/2013	N	TQ10100	TWCBU	0	3,125.00
TWC0009		0	Lewis,Iris WC	TWC	TW2	01/15/2013	N	TQ10100	TWCBU	0	3,125.00
TWC0066		0	Lewis,Liz WC	TWC	TW2	01/15/2013	N	TQ001	TWCBU	0	31,250.00
TWC0002		0	Lewis,Belinda WC	TWC	TW2	01/15/2013	N	TQ10100	TWCBU	0	3,124.76
TWC0074		0	Lewis,Barbara WC	TWC	TW2	01/15/2013	N	TQ10200	TWCBU	0	4,807.70
TWC0021		1	Anderson,Alice WC	TWC	TW5	01/12/2013	N	TQ10100	TWCBU	0	12,000.00
TWS0001		0	Zegna,Alice WC	TWC	TW5	01/12/2013	N	TQ10100	TWCBU	0	1,081.73
TWS0002		0	Zegna,Belinda WC	TWC	TW5	01/12/2013	N	TQ10100	TWCBU	0	3,533.65
TWS0024		0	Barker,Doris WC	TWC	TW5	01/12/2013	N	TQ10100	TWCBU	0	13,096.15
TWS0025		0	Barker,Evelyn WC	TWC	TW5	01/12/2013	N	TQ10100	TWCBU	0	13,096.16
TWS0026		0	Barker,Fiona WC	TWC	TW5	01/12/2013	N	TQ10100	TWCBU	0	5,096.15
TWS0027		0	Barker,Gwen WC	TWC	TW5	01/12/2013	N	TQ10100	TWCBU	0	22,596.15
TWS0034		0	Ferrerra,Doris WC	TWC	TW5	01/12/2013	N	TQ10100	TWCBU	0	4,615.39
TWS0035		0	Ferrerra,Evelyn WC	TWC	TW5	01/12/2013	N	TQ10100	TWCBU	0	4,615.39
TWS0036		0	Ferrerra,Fiona WC	TWC	TW5	01/12/2013	N	TQ10100	TWCBU	0	2,884.62
TWS0037		0	Ferrerra,Iris WC	TWC	TW5	01/12/2013	N	TQ10100	TWCBU	0	5,336.54
TWC0025		0	Anderson,Evelyn WC	TWC	TW7	01/12/2013	N	TQ10100	TWCBU	0	8,096.15

Hours Exceed Threshold-Active Page

Use the Hours Exceed Threshold-Active page (HWC_RSLT_FL) to view the list of active employees whose total number of work hours exceeds the threshold amount defined for the company and pay group.

After pay calculation, the system searches for active employees whose total hours for the pay period (including regular hours, overtime, double time, and straight overtime) are greater than the threshold hour amount defined for the company and pay group. The list is populated in the WorkCenter based on the configured pay groups and selected scope.

Navigation:

Click the **Hours Exceed Threshold-Active** link in the My Work group box of the Payroll WorkCenter.

This example illustrates the Hours Exceed Threshold-Active page.

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Hours Exceed Threshold-Active

31 rows

Empl ID	Actions	Name	Company	Pay Group	Pay Period End Date	Off cycle	Department	Business Unit	Separate Check	Total Hours
TWC0014		Lewis,Nora WC	TWC	TW2	01/15/2013	N	TQ001	TWCBU	0	86.67
TWC0020		Lewis,Tina WC	TWC	TW2	01/15/2013	N	TQ10100	TWCBU	0	78.67
TWC0012		Lewis,Lynn WC	TWC	TW2	01/15/2013	N	TQ10100	TWCBU	0	86.67
TWC0013		Lewis,Marcie WC	TWC	TW2	01/15/2013	N	TQ10100	TWCBU	0	86.67
TWC0006		Lewis,Fiona WC	TWC	TW2	01/15/2013	N	TQ10100	TWCBU	0	80.00
TWC0009		Lewis,Iris WC	TWC	TW2	01/15/2013	N	TQ10100	TWCBU	0	80.00
TWC0066		Lewis,Liz WC	TWC	TW2	01/15/2013	N	TQ001	TWCBU	0	80.00
TWC0002		Lewis,Belinda WC	TWC	TW2	01/15/2013	N	TQ10100	TWCBU	0	35.33
TWC0074		Lewis,Barbara WC	TWC	TW2	01/15/2013	N	TQ10200	TWCBU	0	100.00
TWS0002		Zegna,Belinda WC	TWC	TW5	01/12/2013	N	TQ10100	TWCBU	0	53.00
TWS0024		Barker,Doris WC	TWC	TW5	01/12/2013	N	TQ10100	TWCBU	0	64.00
TWS0025		Barker,Evelyn WC	TWC	TW5	01/12/2013	N	TQ10100	TWCBU	0	64.00
TWS0026		Barker,Fiona WC	TWC	TW5	01/12/2013	N	TQ10100	TWCBU	0	64.00
TWS0027		Barker,Gwen WC	TWC	TW5	01/12/2013	N	TQ10100	TWCBU	0	64.00

Total Gross Exceed Threshold-Inactive Page

Use the Total Gross Exceed Threshold-Inactive page (HWC_RSLT_FL) to view the list of inactive employees whose total gross earnings (including vacation payouts and severance pay) on the calculated check for the current pay period are greater than the threshold amount. The list is populated in the WorkCenter based on the configured pay groups and selected scope.

Navigation:

Click the **Total Gross Exceed Threshold-Inactive** link in the My Work group box of the Payroll WorkCenter.

This example illustrates the Hours Exceed Threshold-Inactive page.

Total Gross Exceed Threshold-Inactive

13 rows

Empl ID	Actions	Name	Company	Pay Group	Pay Period End Date	Off cycle	Department	Business Unit	Separate Check	Total Gross
TWC0016		Lewis,Patricia WC	TWC	TW2	01/15/2013	N	TQ10100	TWCBU	0	2,000.00
TWC0069		Lewis,Sylvie WC	TWC	TW2	01/15/2013	N	TQ10100	TWCBU	0	1,200.00
TWC0068		Lewis,Rox WC	TWC	TW2	01/15/2013	N	TQ10100	TWCBU	0	576.92
TWC0070		Lewis,Tara WC	TWC	TW2	01/15/2013	N	TQ001	TWCBU	0	576.92
TWC0072		Lewis,Victoria WC	TWC	TW2	01/15/2013	N	TQ001	TWCBU	0	576.92
TWC0044		Cooper,Doris WC	TWC	TW7	01/12/2013	N	TQ10100	TWCBU	0	4,885.00
TWC0057		Dillon,Gwen WC	TWC	TW7	01/12/2013	N	TQ10100	TWCBU	0	5,048.08
TWC0042		Cooper,Alice WC	TWC	TW7	01/12/2013	N	TQ10100	TWCBU	0	8,385.00
TWC0045		Cooper,Evelyn WC	TWC	TW7	01/12/2013	N	TQ10100	TWCBU	0	6,000.00
TWC0046		Cooper,Fiona WC	TWC	TW7	01/12/2013	N	TQ10100	TWCBU	0	22,885.00
TWC0051		Dillon,Alice WC	TWC	TW7	01/12/2013	N	TQ10100	TWCBU	0	4,326.93
TWC0056		Dillon,Fiona WC	TWC	TW7	01/12/2013	N	TQ10100	TWCBU	0	2,884.62
TWC0059		Dillon,Iris WC	TWC	TW7	01/12/2013	N	TQ10100	TWCBU	0	2,884.62

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Hours Exceed Threshold-Inactive Page

Use the Hours Exceed Threshold-Inactive page (HWC_RSLT_FL) to view the list of inactive employees whose total number of work hours exceeds the threshold amount defined for the company and pay group.

After pay calculation, the system searches for inactive employees whose total hours for the pay period (including regular hours, overtime, double time, and straight overtime) are greater than the threshold hour amount defined for the company and pay group. The list is populated in the WorkCenter based on the configured pay groups and selected scope.

Navigation:

Click the **Hours Exceed Threshold-Inactive** link in the My Work group box of the Payroll WorkCenter.

This example illustrates the Hours Exceed Threshold-Inactive page.

Hours Exceed Threshold-Inactive

12 rows

Empl ID	Actions	Name	Company	Pay Group	Pay Period End Date	Off cycle	Department	Business Unit	Separate Check	Total Hours
TWC0069		Lewis,Sylvie WC	TWC	TW2	01/15/2013	N	TQ10100	TWCBU	0	88.00
TWC0068		Lewis,Rox WC	TWC	TW2	01/15/2013	N	TQ10100	TWCBU	0	8.00
TWC0070		Lewis,Tara WC	TWC	TW2	01/15/2013	N	TQ001	TWCBU	0	8.00
TWC0072		Lewis,Victoria WC	TWC	TW2	01/15/2013	N	TQ001	TWCBU	0	8.00
TWC0044		Cooper,Doris WC	TWC	TW7	01/12/2013	N	TQ10100	TWCBU	0	8.00
TWC0057		Dillon,Gwen WC	TWC	TW7	01/12/2013	N	TQ10100	TWCBU	0	80.00
TWC0042		Cooper,Alice WC	TWC	TW7	01/12/2013	N	TQ10100	TWCBU	0	8.00
TWC0045		Cooper,Evelyn WC	TWC	TW7	01/12/2013	N	TQ10100	TWCBU	0	8.00
TWC0046		Cooper,Fiona WC	TWC	TW7	01/12/2013	N	TQ10100	TWCBU	0	8.00
TWC0051		Dillon,Alice WC	TWC	TW7	01/12/2013	N	TQ10100	TWCBU	0	80.00
TWC0056		Dillon,Fiona WC	TWC	TW7	01/12/2013	N	TQ10100	TWCBU	0	40.00
TWC0059		Dillon,Iris WC	TWC	TW7	01/12/2013	N	TQ10100	TWCBU	0	80.00

Pre-Sheet Audit Errors Page

Use the Pre-Sheet Audit Errors page (HWC_RSLT_FL) to view the audit error results generated from the Presheet Audit Report (PAY034).

Navigation:

Click the **Pre-Sheet Audit Errors** link in the My Work group box of the Payroll WorkCenter.

This example illustrates the Pre-Sheet Audit Errors page.

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Pre-Sheet Audit Errors

83 rows

Quick Links

Pay Run ID	Company	Empl ID	Empl Record	Message Text	Message Data	Message Data 2	Last Update Date/Time	User ID
KUBW-16-08				General Deduction Not On Deduction Table	CADDTX		06/03/2016 9:52:46AM	SAMPLE
KUBW-16-08				General Deduction Not On Deduction Table	CRL2S0		06/03/2016 9:52:46AM	SAMPLE
KUBW-16-08				General Deduction Not On Deduction Table	UHOUSE		06/03/2016 9:52:46AM	SAMPLE
KUBW-16-08				Deduction Not on General Deduction Table	00	B00-04	06/03/2016 9:52:46AM	SAMPLE
KUBW-16-08				Deduction Not on General Deduction Table	00	B00-05	06/03/2016 9:52:46AM	SAMPLE
KUBW-16-08				Deduction Not on General Deduction Table	00	B00-06	06/03/2016 9:52:46AM	SAMPLE
KUBW-16-08				Deduction Not on General Deduction Table	00	B00-10	06/03/2016 9:52:46AM	SAMPLE
KUBW-16-08				Deduction Not on General Deduction Table	00	B00-11	06/03/2016 9:52:46AM	SAMPLE
KUBW-16-08				Deduction Not on General Deduction Table	00	B00-14	06/03/2016 9:52:46AM	SAMPLE
KUBW-16-08				Deduction Not on General Deduction Table	00	B00-18	06/03/2016 9:52:46AM	SAMPLE
KUBW-16-08				Deduction Not on General Deduction Table	00	B00-24	06/03/2016 9:52:46AM	SAMPLE
KUBW-16-08				Deduction Not on General Deduction Table	00	B00-26	06/03/2016 9:52:46AM	SAMPLE
KUBW-16-08				Deduction Not on General Deduction Table	00	B00-31	06/03/2016 9:52:46AM	SAMPLE
KUBW-16-08				Deduction Not on General Deduction Table	00	B00-32	06/03/2016 9:52:46AM	SAMPLE
KUBW-16-08				Deduction Not on General Deduction Table	00	B00-33	06/03/2016 9:52:46AM	SAMPLE
KUBW-16-08				Deduction Not on General Deduction Table	00	B00-50	06/03/2016 9:52:46AM	SAMPLE
KUBW-16-08				Deduction Not on General Deduction Table	00	CADTAX	06/03/2016 9:52:46AM	SAMPLE
KUBW-16-08				Deduction Not on General Deduction Table	00	CADTAX	06/03/2016 9:52:46AM	SAMPLE

Pre-Calc Audit Errors Page

Use the Pre-Calc Audit Errors page (HWC_RSLT_FL) to view the audit error results generated from the Precalculation Audit Report (PAY035).

Navigation:

Click the **Pre-Calc Audit Errors** link in the My Work group box of the Payroll WorkCenter.

Pre-Confirm Audit Errors Page

Use the Pre-Confirm Audit Errors page (HWC_RSLT_FL) to view the audit error results generated from the Preconfirm Audit Report (PAY036).

Navigation:

Click the **Pre-Confirm Audit Errors** link in the My Work group box of the Payroll WorkCenter.

This example illustrates the Pre-Confirm Audit Errors page.

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Pre-Confirm Audit Errors

12 rows

Quick Links

Pay Run ID	Company	Pay Group	Pay Period End Date	Off cycle	Page Nbr	Line Nbr	Balance Year	Period	Empl ID	OK to Pay	Message Text	Last Update Date/Time	User ID
KUBW-16-08							2016	5	KU0036		Future earning balances exist	06/01/2016 9:21:19AM	SAMPLE
KUBW-16-08							2016	5	KU0112		Future earning balances exist	06/01/2016 9:21:19AM	SAMPLE
KUBW-16-08							2016	5	KU0036		Future tax balances exist	06/01/2016 9:21:19AM	SAMPLE
KUBW-16-08							2016	5	KU0112		Future tax balances exist	06/01/2016 9:21:19AM	SAMPLE
KUBW-16-08							2016	5	KU0036		Future ded balances exist	06/01/2016 9:21:19AM	SAMPLE
KUBW-16-08							2016	5	KU0112		Future ded balances exist	06/01/2016 9:21:19AM	SAMPLE
KUBW-16-08	GBI	KU2	11/03/2000	Y	2						Off-Cycle Pages Unconfirmed	06/01/2016 9:21:19AM	SAMPLE
KUBW-16-20							2016	10	KU0112		Future earning balances exist	10/14/2016 8:57:07AM	SAMPLE
KUBW-16-20							2016	10	KU0112		Future tax balances exist	10/14/2016 8:57:07AM	SAMPLE
KUBW-16-20							2016	10	KU0112		Future ded balances exist	10/14/2016 8:57:07AM	SAMPLE
KUBW-16-20	GBI	KU2	11/03/2000	Y	2						Off-Cycle Pages Unconfirmed	10/14/2016 8:57:07AM	SAMPLE
KUBW-16-08	WCH	WCB	04/02/2016	Y	1						Off-Cycle Pages Unconfirmed	06/01/2016 9:21:19AM	SAMPLE

Payroll Error Messages Page

Use the Payroll Error Messages page (HWC_RSLT_FL) to view errors that occur during payroll processing. This page displays the results generated from the Payroll Error Message Report (PAY011).

Navigation:

Click the **Payroll Error Messages** link in the My Work group box of the Payroll WorkCenter.

This example illustrates the Payroll Error Messages page.

Payroll Error Messages

2 rows

Quick Links

Pay Run ID	Company	Pay Group	Pay Period End Date	Off cycle	Page Nbr	Line Nbr	Separate Check	Empl ID	Empl Record	Employee Name	Department	Business Unit	Message Data	Message Data 2	Message Data 3	Message Text	Last Update Date/Time	User ID
TQVB0116	TQV	TQ5	01/09/2016	N												The pay calculation has not been finalized and therefore cannot be confirmed.	07/26/2016 9:04:25AM	SAMPLE
TQVB0116	TQV	TQ6	01/09/2016	N												The pay calculation has not been finalized and therefore cannot be confirmed.	07/26/2016 9:04:25AM	SAMPLE

Understanding the My Approvals Group Box

The My Approvals group box provides access to requests that are pending users' approval, for example, W-4 Tax Withholding Form updates from employees.

This example illustrates the My Approvals group box.



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System administrators can manage links and configuration options for the My Approvals group box on the Enterprise Components: Configure Pagelets - My Approvals Page.

Understanding the My Insights Group Box

The My Insights group box provides access to the insights dashboards for U.S. payroll.

This example illustrates the My Insights group box.



Video: Image Highlights, PeopleSoft HCM Update Image 49: PeopleTools 8.61 Updates

System administrators can manage links and configuration options for the My Insights group box on the Enterprise Components: Configure Pagelets - My Insights Page.

> **Note**
>
> A minimum of PeopleTools version 8.61 is required to support access to PeopleSoft Insights dashboards in Fluid WorkCenters.

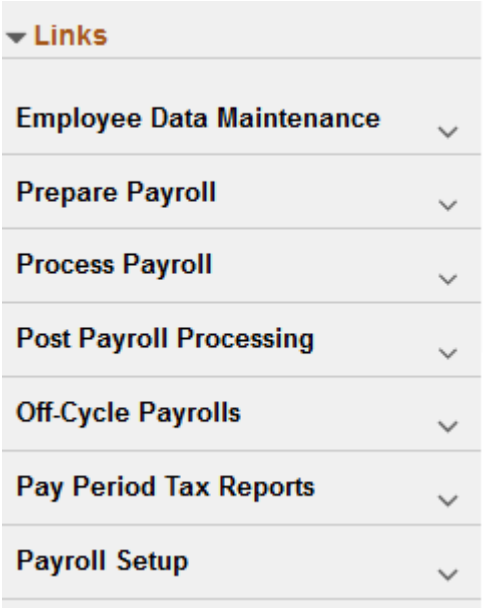
For more information about Payroll insights dashboards, see Viewing Payroll Insights.

Understanding the Links Group Box

The Links group box provides access to the key components that are required to complete payroll. It contains links that users need to do their daily work.

This example illustrates the Links group box.

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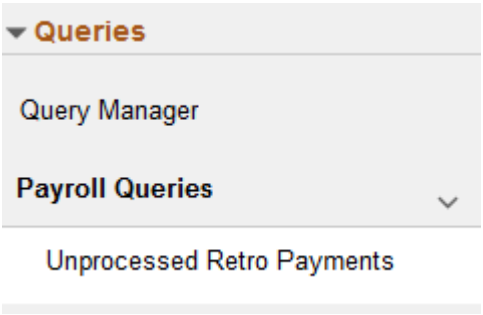
System administrators can manage links and configuration options for the Links group box on the Enterprise Components: Configure Pagelets - Links Page.

Understanding the Queries Group Box

The Queries group box contains:

- The Query Manager link. Users can click this link to search for existing queries or create new ones to use.
- Payroll queries.

This example illustrates the Queries group box.



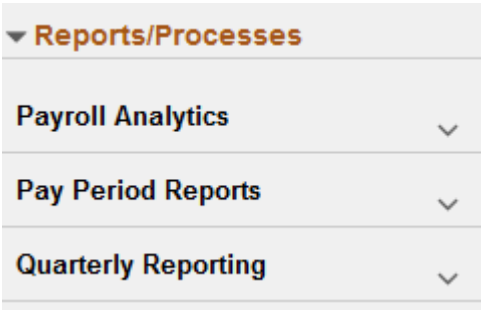
System administrators can manage links and configuration options for the Queries group box on the Enterprise Components: Configure Pagelets - Queries Page.

Understanding the Reports/Processes Group Box

The Reports/Processes group box provides access to the run control pages for existing payroll analytics and reports.

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This example illustrates the Reports/Processes group box.



System administrators can manage links and configuration options for the Reports/Processes group box on the Enterprise Components: Configure Pagelets - Reports/Processes Page.

(CAN) Using the Fluid Payroll WorkCenter

This topic discusses how to use the Fluid Payroll WorkCenter for Canada.

The following video provides a demonstration of how to use the Fluid Payroll WorkCenter:

Video: PeopleSoft HCM Fluid Payroll WorkCenter

Video: Image Highlights, PeopleSoft HCM Update Image 30: Fluid WorkCenter for Canadian Payroll

Pages Used in the Fluid Payroll WorkCenter for Canada

Page Name	Definition Name	Usage
CAN Payroll WorkCenter Tile	HC_WORKCENTER_CANADA (cref for the tile)	Access the Fluid Payroll WorkCenter for Canada.
Canadian Payroll WorkCenter Page	HWC_RSLT_FL	Access frequently used administrative work items for Canadian payroll.
OK to Pay Turned Off Page	HWC_RSLT_FL	View the list of employees whose **OK to Pay** option is deselected.
Inactive Employees With Payline Page	HWC_RSLT_FL	View the list of employees who are in an inactive payroll status and have a payline, which could result in possible overpayment.
Active Employees Without Payline Page	HWC_RSLT_FL	View the list of employees who are in the Active payroll status and do not have a payline.
Unconfirmed Cheques from Prior Run Page	HWC_RSLT_FL	View the list of cheques from the previous pay period that were calculated but not confirmed.

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Page Name	Definition Name	Usage
Multiple Provinces on Cheque Page	HWC_RSLT_FL	View the list of employees whose OK to Pay check box is selected and have multiple provinces on the same cheque.
Total Gross Exceed Threshold-Active Page	HWC_RSLT_FL	View the list of active employees whose total gross earnings on the calculated cheque for the current pay period are greater than the threshold amount.
Hours Exceed Threshold-Active Page	HWC_RSLT_FL	View the list of active employees whose total number of work hours exceeds the threshold amount.
Total Gross Exceed Threshold-Inactive Page	HWC_RSLT_FL	**View the list of inactive employees whose total gross earnings on the calculated cheque for the current pay period are greater than the threshold amount.**
Hours Exceed Threshold-Inactive Page	HWC_RSLT_FL	View the list of inactive employees whose total number of work hours exceeds the threshold amount.
Pre-Sheet Audit Errors Page	HWC_RSLT_FL	View the audit error results generated from the Presheet Audit Report (PAY034).
Pre-Calc Audit Errors Page	HWC_RSLT_FL	View the audit error results generated from the Precalculation Audit Report (PAY035).
Pre-Confirm Audit Errors Page	HWC_RSLT_FL	View the audit error results generated from the Preconfirm Audit Report (PAY036).
Payroll Error Messages Page	HWC_RSLT_FL	View errors that occur during payroll processing (PAY011).

CAN Payroll WorkCenter Tile

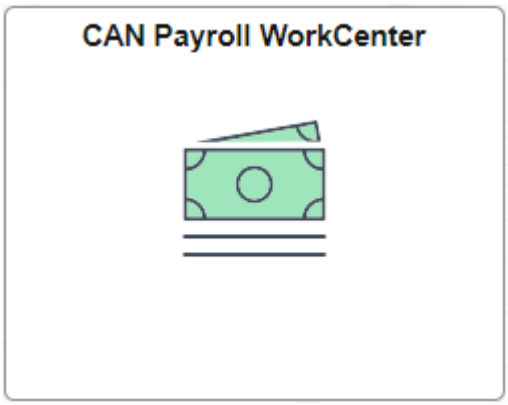
Use the CAN Payroll WorkCenter tile to access the Fluid WorkCenter for Canadian Payroll.

Navigation:

The CAN Payroll WorkCenter tile is delivered as part of the Workforce Administrator home page. The location may change based on home page personalization.

This example illustrates the CAN Payroll WorkCenter tile.

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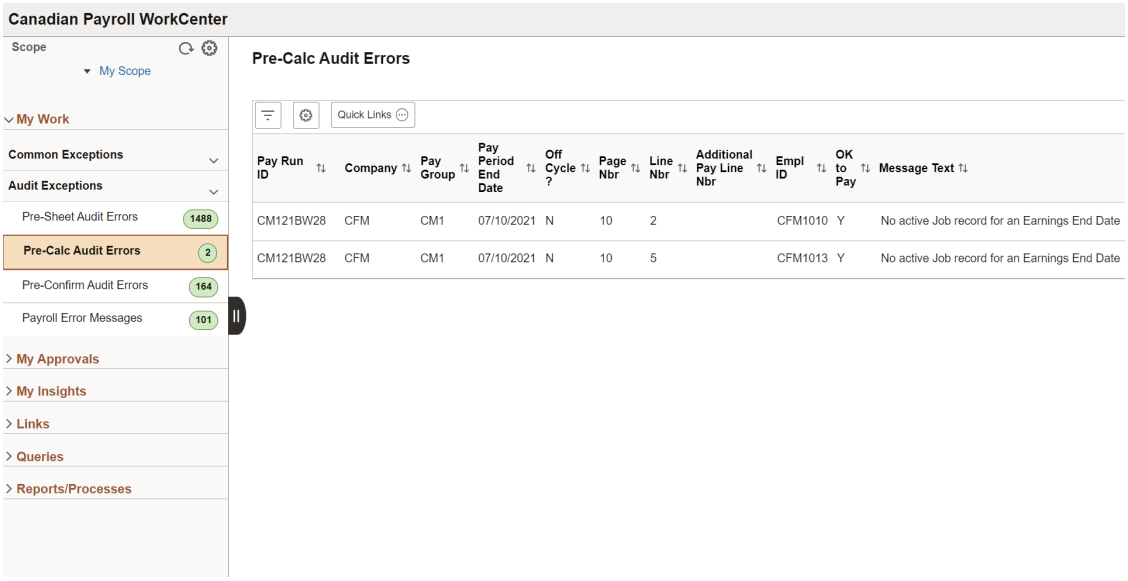
Canadian Payroll WorkCenter Page

Use the Canadian Payroll WorkCenter page (HWC_RSLT_FL) to access frequently used administrative work items for Canadian payroll.

Navigation:

- Click the CAN Payroll WorkCenter tile on the Workforce Administrator home page.
- **Payroll for North America**, and then **Canadian Payroll WorkCenter**

This example illustrates the fields and controls on the Canadian Payroll WorkCenter page.



PeopleSoft delivers a Fluid WorkCenter for Canadian payroll. The WorkCenter is preconfigured with work items, links, queries and reports, providing administrators access to real-time information and analytical sources based on their role-based security, and the ability to perform Payroll business process tasks from one central area.

Users can personalize display options and add links to their own WorkCenter for maximum efficiency. For more information, see Application Fundamentals: Setting Up and Personalizing PeopleSoft Fluid WorkCenters.

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The WorkCenter page is divided into two areas: the navigation panel on the left and the transaction panel on the right.

Left Panel

The navigational panel on the left contains group boxes with links to specific transactions, menu components and other content. These group boxes are:

- My Work. This group box contains two collapsible sections, *Common Exceptions* and *Audit Exceptions*. For more information, see Understanding the My Work Group Box.
- My Approvals. For more information, see Understanding the My Approvals Group Box.
- My Insights. For more information, see Understanding the My Insights Group Box .
- Links. For more information, see Understanding the Links Group Box.
- Queries. For more information, see Understanding the Queries Group Box.
- Reports/Processes. For more information, see Understanding the Reports/Processes Group Box.

Field or Control	Description
Scope	Scope determines the data to be displayed in the WorkCenter. **Note:** If you have configured any additional scope, it will also be listed under the My Scope option. For more information on how to configure a new scope, see Application Fundamentals: Configure Scope Page.
	Click to refresh the content area to display either the first page that appears when you first access the WorkCenter, or the starting page if it is specified in your personalization.
	Click to access these personalization options: • *Personalize*: Select this option to personalize the WorkCenter layout. For more information, see Application Fundamentals: Personalize Page (Fluid). • *Maintain Scope Detail*: Select this option to modify the current scope. • *Configure Scope*: Select this option to create a new scope. For more information, see Application Fundamentals: Configure Scope Page.

Right Panel

The transaction panel on the right is where the selected transaction result or component (work item) is displayed.

By default, the OK to Pay Turned Off page appears when you first access the WorkCenter. You can change this default setting of the WorkCenter on the Application Fundamentals: Personalize Page (Fluid).

You can also filter and personalize the output based on your requirements. Use the Refine Filter Criteria page to select one or more criteria to narrow the search result. The Filter icon appears green when filters have been applied to your search. Use the Personalized Output page to modify the position of columns and to select the columns to be displayed as default for

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each work item. For more information, see Application Fundamentals: Setting Up and Personalizing PeopleSoft Fluid WorkCenters.

You can download grid data to .xls file.

Conditional Navigation for Canadian Payroll WorkCenter

When administrators access the Payroll WorkCenter for Canada, they are taken to either the Fluid or non-Fluid version of the component depending on the presence of a user role. This behavior is known as conditional navigation.

If administrators are members of the *CAN Payroll Fluid WorkCenter* user role, they are given access to the Fluid Payroll WorkCenter for Canada. Administrators without this role access the non-Fluid version of the WorkCenter on the Payroll WorkCenter Page.

Understanding the My Work Group Box

The My Work group box provides Payroll work item links for exceptions in these group sections:

- Common Exceptions
- Audit Exceptions

> **Note**
>
> Work item links are grayed out if no data is available for display.

System administrators can manage links and configuration options for the My Work group box on the Enterprise Components: Configure Pagelets - My Work Page. The configuration ID for the Fluid Canadian Payroll WorkCenter is *PYCAN_FL.*

Common Exceptions

- OK to Pay Turned Off Page
- Inactive Employees With Payline Page
- Active Employees Without Payline Page
- Unconfirmed Cheques from Prior Run Page
- Multiple Provinces on Cheque Page
- Total Gross Exceed Threshold-Active Page
- Hours Exceed Threshold-Active Page
- Total Gross Exceed Threshold-Inactive Page
- Hours Exceed Threshold-Inactive Page

Audit Exceptions

- Pre-Sheet Audit Errors Page
- Pre-Calc Audit Errors Page
- Pre-Confirm Audit Errors Page
- Payroll Error Messages Page

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OK to Pay Turned Off Page

Use the OK to Pay Turned Off page (HWC_RSLT_FL) to view the list of employees whose **OK to Pay** option is deselected.

Navigation:

Click the **OK to Pay Turned Off** link in the My Work group box of the Payroll WorkCenter.

This example illustrates the OK to Pay Turned Off page.

OK to Pay Turned Off

15 rows

Empl ID	Actions	Empl Record	Name	Company	Pay Group	Pay Period End Date	Off cycle	Page Nbr	Line Nbr	Additional Pay Line Nbr	Province	Department	Business Unit
CPA0229		0	Peters,John	CPA	CA2	06/18/2021	N	23	3	0	ON	C20900	CPABU
CPA0218		0	Winters,Sheila	CPA	CA2	06/18/2021	N	26	2	0	QC	C20900	CPABU
CPA0109		0	Kim,Carl	CPA	CA2	06/18/2021	N	31	7	0	QC	C21700	CPABU

Inactive Employees With Payline Page

Use the Inactive Employees Without Payline page (HWC_RSLT_FL) to view the list of employees who are in an inactive payroll status and have a payline, which could result in possible overpayment. The list is displayed in the WorkCenter based on the configured pay groups and selected scope.

Navigation:

Click the **Inactive Employees With Payline** link in the My Work group box of the Payroll WorkCenter.

This example illustrates the Inactive Employees With Payline page.

Inactive Employees With Payline

24 rows

Empl ID	Actions	Empl Record	Name	Company	Pay Group	Pay Period End Date	Off cycle	Page Nbr	Line Nbr	Additional Pay Line Nbr	Payroll Status	Effective Date	Department	Business Unit
CPA0002		0	Thompson,David	CPA	CA1	07/31/2021	N	3	5	0	Terminated	07/27/2021	C20900	CPABU
CPA0049		0	Reid,Heather	CPA	CA1	07/31/2021	N	8	2	0	Terminated	07/24/2021	C20900	CPABU
CPA0110		0	Andrews,Peter	CPA	CA1	07/31/2021	N	11	1	0	Terminated	07/31/2021	C21700	CPABU
CPA0242		1	Watson,Daniel T.	CPA	CA2	06/04/2021	N	33	5	0	Terminated	06/04/2021	C21700	CPABU

Active Employees Without Payline Page

Use the Active Employees Without Payline page (HWC_RSLT_FL) to view the list of employees who are in the Active payroll status and do not have a payline. The list is displayed in the WorkCenter based on the configured pay groups and selected scope.

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The system determines the pay period begin and end dates of the open pay calendar for the company and pay group being processed, then uses the pay period begin date to search Job data records and identify employees who had an Active payroll status after that date.

Navigation:

Click the **Active Employees Without Payline** link in the My Work group box of the Payroll WorkCenter.

This example illustrates the Active Employees Without Payline page.

Active Employees Without Payline

10 rows

Empl ID	Actions	Empl Record	Name	Company	Pay Group	Pay Period End Date	Payroll Status	Effective Date	Department	Business Unit
CPA0363		0	Taylor,Revelina	CPA	CA1	07/31/2021	Active	01/01/2018	C20900	CPABU
CPA0364		0	Alto,Timmothy	CPA	CA1	07/31/2021	Active	01/01/2018	C20900	CPABU
CPA0377		0	Mandela,Tim	CPA	CA2	06/18/2021	Active	01/01/2018	C20200	CPABU
CPA0378		0	Mandela,Kathy	CPA	CA2	06/18/2021	Active	01/01/2018	C20200	CPABU
CPA0377		0	Mandela,Tim	CPA	CA2	06/04/2021	Active	01/01/2018	C20200	CPABU

Unconfirmed Cheques from Prior Run Page

Use the Unconfirmed Cheques from Prior Run page (HWC_RSLT_FL) to view the list of cheques from the previous pay period that were calculated but not confirmed. The list is displayed in the WorkCenter based on the configured pay groups and selected scope.

Navigation:

Click the **Unconfirmed Cheques from Prior Run** link in the My Work group box of the Payroll WorkCenter.

This example illustrates the Unconfirmed Cheques from Prior Run page.

Unconfirmed Cheques from Prior Run

2 rows

Empl ID	Actions	Empl Record	Name	Company	Pay Group	Pay Period End Date	Pay Run ID	Off cycle	Page Nbr	Line Nbr	Paycheque Status	Department	Business Unit
CWP0004		0	Wong,Laura WC	CWP	CW8	01/15/2013	CWPRETRO	N	1	1	Calculated	C20200	CWPBU
CWP0005		0	Wong,Lynn WC	CWP	CW8	01/15/2013	CWPRETRO	N	1	2	Calculated	C20200	CWPBU

Multiple Provinces on Cheque Page

Use the Multiple Provinces on Cheque page (HWC_RSLT_FL) to view the list of employees whose OK to Pay check box is selected and have multiple provinces on the same cheque.

After pay calculation, the system searches for employees with the OK to Pay check box selected and with multiple provinces on the same cheque to identify those that have two province codes on separate paylines, which would cause pay confirmation errors.

Navigation:

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Click the **Multiple Provinces on Cheque** link in the My Work group box of the Payroll WorkCenter.

This example illustrates the Multiple Provinces on Cheque page.

Multiple Provinces on Cheque

6 rows

Empl ID	Actions	Empl Record	Name	Company	Pay Group	Pay Period End Date	Off cycle	Page Nbr	Line Nbr	Additional Pay Line Nbr	Province	Department	Business Unit
CWP0008		0	Wilson,Cara WC	CWP	CW6	01/11/2013	N	2	1	0	MB	C20200	CWPBU
CWP0008		0	Wilson,Cara WC	CWP	CW6	01/11/2013	N	2	1	1	NB	C20200	CWPBU
CWP0017		0	Wilson,Quinn WC	CWP	CW6	01/11/2013	N	2	4	0	NB	C20200	CWPBU
CWP0017		0	Wilson,Quinn WC	CWP	CW6	01/11/2013	N	2	4	1	ON	C20200	CWPBU
CWP0007		0	Wilson,Belinda WC	CWP	CW6	01/11/2013	N	3	2	0	BC	C20200	CWPBU
CWP0007		0	Wilson,Belinda WC	CWP	CW6	01/11/2013	N	3	2	1	AB	C20200	CWPBU

Total Gross Exceed Threshold-Active Page

Use the Total Gross Exceed Threshold-Active page (HWC_RSLT_FL) to view the list of active employees whose total gross earnings on the calculated cheque for the current pay period are greater than the threshold amount. The list is populated in the WorkCenter based on the configured pay groups and selected scope.

Navigation:

Click the **Total Gross Exceed Threshold-Active** link in the My Work group box of the Payroll WorkCenter.

This example illustrates the Total Gross Exceed Threshold-Active page.

Total Gross Exceed Threshold-Active

17 rows

Empl ID	Actions	Empl Record	Name	Company	Pay Group	Pay Period End Date	Off cycle	Department	Business Unit	Separate Cheque	Total Gross
KC0033		0	Chan,Diana E	GBI	KC3	03/31/2019	N	10000	CAN01	0	3,135.00
KC0031		0	Saint-Amand,Marcel	GBI	KC3	03/31/2019	N	10000	CAN01	0	3,461.64
KC0034		0	Walters,Julie Ann	GBI	KC3	03/31/2019	N	10000	CAN01	0	1,645.76
KC0032		0	Smith,Conrad T	GBI	KC3	03/31/2019	N	11000	CAN01	0	2,271.45
KC0048		0	Canfield,Ian	GBI	KC3	03/31/2019	N	14000	CAN01	0	4,166,354.00
KC0035		0	Turner,Gina	GBI	KC3	03/31/2019	N	10000	CAN01	0	3,380.92

Hours Exceed Threshold-Active Page

Use the Hours Exceed Threshold-Active page (HWC_RSLT_FL) to view the list of active employees whose total number of work hours exceeds the threshold amount defined for the company and pay group.

After pay calculation, the system searches for active employees whose total hours for the pay period (including regular hours, overtime, double time, and straight overtime) are greater than the threshold hour amount defined for the company and pay group. The list is populated in the WorkCenter based on the configured pay groups and selected scope.

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Navigation:

Click the **Hours Exceed Threshold-Active** link in the My Work group box of the Payroll WorkCenter.

This example illustrates the Hours Exceed Threshold-Active page.

Hours Exceed Threshold-Active

17 rows

Empl ID	Actions	Name	Company	Pay Group	Pay Period End Date	Off cycle	Department	Business Unit	Separate Cheque	Total Hours
KC0033		Chan,Diana E	GBI	KC3	03/31/2019	N	10000	CAN01	0	80.00
KC0031		Saint-Amand,Marcel	GBI	KC3	03/31/2019	N	10000	CAN01	0	80.00
KC0034		Walters,Julie Ann	GBI	KC3	03/31/2019	N	10000	CAN01	0	80.00
KC0032		Smith,Conrad T	GBI	KC3	03/31/2019	N	11000	CAN01	0	65.00
KC0048		Canfield,Ian	GBI	KC3	03/31/2019	N	14000	CAN01	0	80.00
KC0035		Turner,Gina	GBI	KC3	03/31/2019	N	10000	CAN01	0	151.67

Total Gross Exceed Threshold-Inactive Page

Use the Total Gross Exceed Threshold-Inactive page (HWC_RSLT_FL) to view the list of inactive employees whose total gross earnings (including vacation payouts and severance pay) on the calculated cheque for the current pay period are greater than the threshold amount. The list is populated in the WorkCenter based on the configured pay groups and selected scope.

Navigation:

Click the **Total Gross Exceed Threshold-Inactive** link in the My Work group box of the Payroll WorkCenter.

This example illustrates the Total Gross Exceed Threshold-Inactive page.

Total Gross Exceed Threshold-Inactive

11 rows

Empl ID	Actions	Name	Company	Pay Group	Pay Period End Date	Off cycle	Department	Business Unit	Separate Cheque	Total Gross
CWP0046		Wong,Barbara WC	CWP	CW7	01/11/2013	N	C20200	CWPBU	0	22,596.15
CWP0057		Wong,Gerry WC	CWP	CW7	01/11/2013	N	C20200	CWPBU	0	4,759.61
CWP0059		Wong,Hannah WC	CWP	CW7	01/11/2013	N	C20200	CWPBU	0	2,596.15
CWP0051		Wong,Jill WC	CWP	CW7	01/11/2013	N	C20200	CWPBU	0	4,038.46
CWP0042		Wong,Sara WC	CWP	CW7	01/11/2013	N	C20200	CWPBU	0	8,096.15
CWP0044		Wong,Sylvie WC	CWP	CW7	01/11/2013	N	C20200	CWPBU	0	4,596.15

Hours Exceed Threshold-Inactive Page

Use the Hours Exceed Threshold-Inactive page (HWC_RSLT_FL) to view the list of inactive employees whose total number of work hours exceeds the threshold amount defined for the company and pay group.

After pay calculation, the system searches for inactive employees whose total hours for the pay period (including regular hours, overtime, double time, and straight overtime) are greater

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than the threshold hour amount defined for the company and pay group. The list is populated in the WorkCenter based on the configured pay groups and selected scope.

Navigation:

Click the **Hours Exceed Threshold-Inactive** link in the My Work group box of the Payroll WorkCenter.

This example illustrates the Hours Exceed Threshold-Inactive page.

Hours Exceed Threshold-Inactive

8 rows

Empl ID	Actions	Name	Company	Pay Group	Pay Period End Date	Off cycle	Department	Business Unit	Separate Cheque	Total Hours
CWP0046		Wong,Barbara WC	CWP	CW7	01/11/2013	N	C20200	CWPBU	0	72.00
CWP0057		Wong,Gerry WC	CWP	CW7	01/11/2013	N	C20200	CWPBU	0	72.00
CWP0059		Wong,Hannah WC	CWP	CW7	01/11/2013	N	C20200	CWPBU	0	72.00
CWP0051		Wong,Jill WC	CWP	CW7	01/11/2013	N	C20200	CWPBU	0	72.00
CWP0042		Wong,Sara WC	CWP	CW7	01/11/2013	N	C20200	CWPBU	0	72.00
CWP0044		Wong,Sylvie WC	CWP	CW7	01/11/2013	N	C20200	CWPBU	0	72.00
CWP0045		Wong,Tara WC	CWP	CW7	01/11/2013	N	C20200	CWPBU	0	8.00
CWP0056		Wong,Jessica WC	CWP	CW7	01/11/2013	N	C20200	CWPBU	0	35.00

Pre-Sheet Audit Errors Page

Use the Pre-Sheet Audit Errors page (HWC_RSLT_FL) to view the audit error results generated from the Presheet Audit Report (PAY034).

Navigation:

Click the **Pre-Sheet Audit Errors** link in the My Work group box of the Payroll WorkCenter.

This example illustrates the Pre-Sheet Audit Errors page.

Pre-Sheet Audit Errors

67 rows

Quick Links

Pay Run ID	Company	Empl ID	Empl Record	Message Text	Message Data	Message Data 2	Last Update Date/Time	User ID
KUBW-16-08				General Deduction Not On Deduction Table	CADDTX		06/03/2016 9:52:46AM	SAMPLE
KUBW-16-08				General Deduction Not On Deduction Table	CRL2S0		06/03/2016 9:52:46AM	SAMPLE
KUBW-16-08				General Deduction Not On Deduction Table	UHOUSE		06/03/2016 9:52:46AM	SAMPLE
KUBW-16-08				Deduction Not on General Deduction Table	00	B00-04	06/03/2016 9:52:46AM	SAMPLE
KUBW-16-08				Deduction Not on General Deduction Table	00	B00-05	06/03/2016 9:52:46AM	SAMPLE
KUBW-16-08				Deduction Not on General Deduction Table	00	B00-06	06/03/2016 9:52:46AM	SAMPLE
KUBW-16-08				Deduction Not on General Deduction Table	00	B00-10	06/03/2016 9:52:46AM	SAMPLE

Pre-Calc Audit Errors Page

Use the Pre-Calc Audit Errors page ((HWC_RSLT_FL) to view the audit error results generated from the Precalculation Audit Report (PAY035).

Navigation:

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Click the **Pre-Calc Audit Errors** link in the My Work group box of the Payroll WorkCenter.

This example illustrates the fields and controls on the Pre-Calc Audit Errors page.

Pre-Calc Audit Errors

2 rows

Quick Links

Pay Run ID	Company	Pay Group	Pay Period End Date	Off Cycle ?	Page Nbr	Line Nbr	Additional Pay Line Nbr	Empl ID	OK to Pay	Message Text	Last Update Date/Time	User ID
CM121BW28	CFM	CM1	07/10/2021	N	10	2		CFM1010	Y	No active Job record for an Earnings End Date	05/18/2021 7:26:38PM	SAMPLE
CM121BW28	CFM	CM1	07/10/2021	N	10	5		CFM1013	Y	No active Job record for an Earnings End Date	05/18/2021 7:26:38PM	SAMPLE

Pre-Confirm Audit Errors Page

Use the Pre-Confirm Audit Errors page (HWC_RSLT_FL) to view the audit error results generated from the Preconfirm Audit Report (PAY036).

Navigation:

Click the **Pre-Confirm Audit Errors** link in the My Work group box of the Payroll WorkCenter.

This example illustrates the fields and controls on the Pre-Confirm Audit Errors page.

Pre-Confirm Audit Errors

2 rows

Quick Links

Pay Run ID	Company	Pay Group	Pay Period End Date	Off cycle	Page Nbr	Line Nbr	Balance Year	Period	Empl ID	OK to Pay	Message Text	Last Update Date/Time	User ID
CPY19S7							2019	5	CPY0747		Future earning balances exist	09/06/2019 11:46:35PM	SAMPLE
CPY19S7							2019	5	CPY0747		Future tax balances exist	09/06/2019 11:46:35PM	SAMPLE

Payroll Error Messages Page

Use the Payroll Error Messages page (HWC_RSLT_FL) to view errors that occur during payroll processing. This page displays the results generated from the Payroll Error Message Report (PAY011).

Navigation:

Click the **Payroll Error Messages** link in the My Work group box of the Payroll WorkCenter.

This example illustrates the fields and controls on the Payroll Error Messages page.

Payroll Error Messages

Quick Links

Pay Run ID	Company	Pay Group	Pay Period End Date	Off cycle	Page Nbr	Line Nbr	Separate Check	Empl ID	Empl Record	Employee Name	Department	Business Unit	Message Data	Messag Data 2
CM1SA0401	CFM	CM1	04/01/2021	N										
CM121BW24	CFM	CM1	06/12/2021	N										
CM121BW26	CFM	CM1	06/26/2021	N	1	1		CFM1028	0	Crawford,Stewart	C20100	CFMBU	CM121BW24	

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Understanding the My Approvals Group Box

The My Approvals group box provides access to requests that are pending users' approval, for example, TD1 Tax Withholding Form updates from employees.

This example illustrates the My Approvals Group Box.



System administrators can manage links and configuration options for the My Approvals group box on the Enterprise Components: Configure Pagelets - My Approvals Page.

Understanding the My Insights Group Box

The My Insights group box provides access to the insights dashboards for Canadian payroll.

This example illustrates the My Insights group box.



Video: Image Highlights, PeopleSoft HCM Update Image 49: PeopleTools 8.61 Updates

System administrators can manage links and configuration options for the My Insights group box on the Enterprise Components: Configure Pagelets - My Insights Page.

> **Note**
>
> A minimum of PeopleTools version 8.61 is required to support access to PeopleSoft Insights dashboards in Fluid WorkCenters.

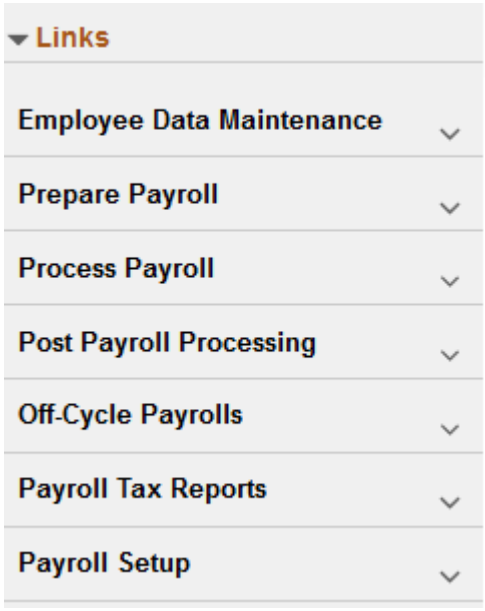
For more information about Payroll insights dashboards, see Viewing Payroll Insights.

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Understanding the Links Group Box

The Links group box provides access to the key components that are required to complete payroll. They contain links that users need to do their daily work.

This example illustrates the Links Group Box.



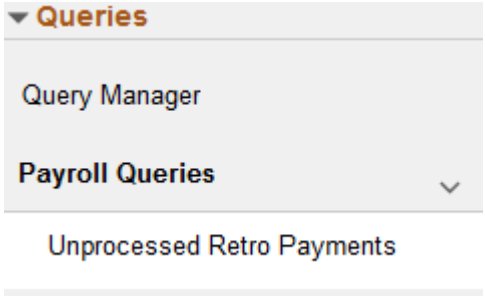
System administrators can manage links and configuration options for the Links group box on the Enterprise Components: Configure Pagelets - Links Page.

Understanding the Queries Group Box

The Queries group box contains:

- The Query Manager link. Users can click this link to search for an existing query or create a new one to use.
- Payroll queries.

This example illustrates the Queries Group Box.



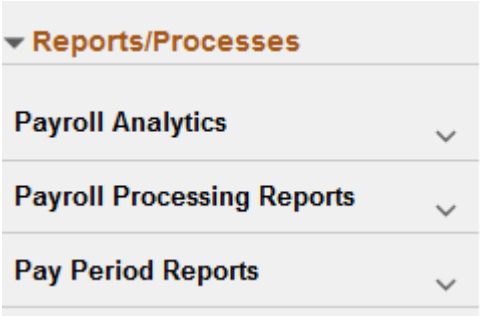
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System administrators can manage links and configuration options for the Queries group box on the Enterprise Components: Configure Pagelets - Queries Page.

Understanding the Reports/Processes Group Box

The Reports/Processes group box provides access to the run control pages for existing payroll analytics and reports.

This example illustrates the Reports/Processes Group Box.



System administrators can manage links and configuration options for the Reports/Processes group box on the Enterprise Components: Configure Pagelets - Reports/Processes Page.

Using Work Management in Payroll WorkCenters

Payroll WorkCenters can optionally use the Work Management Framework, which is an Enterprise Components feature.

This topic provides an overview of Work Management in Payroll WorkCenters, setup information, and an example of managing payroll error messages using Work Management.

Understanding Work Management in Payroll WorkCenters

The Work Management Framework provides actions and filters for pages within the My Work group box in WorkCenters, allowing users to organize and manage large volumes of transactions more efficiently.

It is important to understand the Work Management Framework from a high-level perspective before applying it to the Payroll WorkCenters. Review Enterprise Components: Understanding the Work Management Framework prior to reading the following information.

Both U.S. Payroll WorkCenter and Canadian Payroll WorkCenter have implemented Work Management in the My Work group box to help administrators manage payroll exceptions.They can assign exceptions to themselves in bulk, set follow-up dates, add comments, or mark invalid issues as inactive and remove them from the list. Filters make it easy to view transactions by status, such as unassigned, assigned to the current user, inactive, or all transactions. The history of actions taken on each exception is also available for review.

My Work Transactions Enabled for Work Management

Payroll for North America provides setup for these My Work transactions or pages in U.S. Payroll WorkCenter and Canadian Payroll WorkCenter to support the Work Management feature.

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U.S. Payroll WorkCenter:

Link ID	Transaction Description
PY_ST_TAX_DATA_MIS_FL	State Data Missing
PY_LC_TAXDATA_MIS_FL	Local Data Missing
PY_PRESHEET_AUD_USA_FL	Pre-Sheet Audit Errors
PY_PRECAL_AUDIT_USA_FL	Pre-Calc Audit Errors
PY_PRECONF_MSG_USA_FL	Pre-Confirm Audit Errors
PY_ERROR_MSG_USA_FL	Payroll Error Messages

Canadian Payroll WorkCenter:

Link ID	Transaction Description
PY_MUL_PROV_CAN_FL	Multiple Provinces on Cheque
PY_PRESHEET_AUD_CAN_FL	Pre-Sheet Audit Errors
PY_PRECAL_AUDIT_CAN_FL	Pre-Calc Audit Errors
PY_PRECONF_MSG_USA_FL	Pre-Confirm Audit Errors
PY_ERROR_MSG_CAN_FL	Payroll Error Messages

For more information on enabling Work Management in additional My Work transactions, see Application Fundamentals: Setting Up Work Management for HCM WorkCenters.

Video: Image Highlights, PeopleSoft HCM Update Image 54: Work Management for HCM WorkCenters

Page Used to Manage Work in the Payroll WorkCenter

Page Name	Definition Name	Usage
Payroll WorkCenter Page (Work Management Enabled)	N/A	Access and manage outstanding transactions in various views.

Payroll WorkCenter Page (Work Management Enabled)

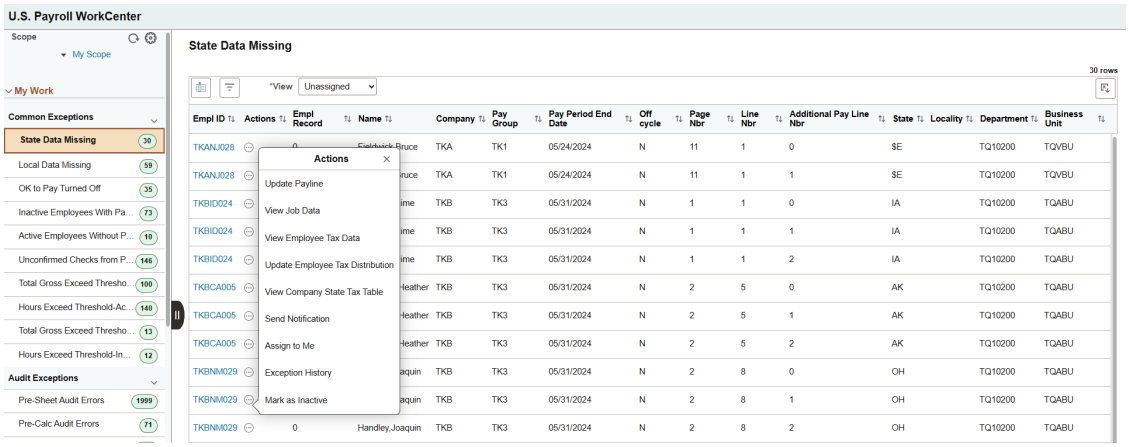
Use the U.S. Payroll WorkCenter or Canadian Payroll WorkCenter page when Work Management is enabled to access and manage outstanding transactions in various views.

Navigation:

Access the Payroll WorkCenter, select a transaction, such as *State Data Missing,* from the My Work section.

This example illustrates the Payroll WorkCenter - State Data Missing page when Work Management is enabled. Both payroll-related and work management actions are available in the Actions drop-down list for each row.

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When Work Management is enabled for a My Work transaction or page, several changes appear on the corresponding page:

- The **Toggle** button appears above the grid. Select the button to enable multi-row selection in the grid for performing bulk actions.

  When selected, the **Actions** button is displayed above the grid, rather than alongside each row within the grid. Work Management actions are available for selection.

- The **View** drop-down box appears above the grid.

  One or more people can work on Work Management transactions. If another user acts on a transaction, you can view the transactions assigned to that person by changing your view to *All Assigned.* This view displays all transactions regardless of who it is assigned to. Select the *Exception History* action and view the name in the **User Name** column to discover who is working on a transaction.

- Additional action options are added to the **Actions** button.

  The existing payroll-related actions remain available. When Work Management is enabled, additional actions become available, depending on the option selected in the **View** field. For more information, see Enterprise Components: Understanding the Work Management Framework, Actions by View section.

Work Management Example for Payroll WorkCenter

The following example demonstrates how you may use the Work Management functionality to help manage the list that appears when you select a My Work transaction or page, such as *State Data Missing.*

Your first step might be to inactivate rows that are no longer valid, for example, the employee involved has left the company. To do this:

1. Select the rows in the *Unassigned* view. Select the **Actions** button and choose *Mark as Inactive.*
2. In the Exception Comments window, enter text to indicate why you are inactivating the selected rows.
3. Select **Done.**

   When you switch to the *Inactive* view, the inactivated rows are displayed.

Next, you want to assign yourself some transactions to process. To do this:

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1. Select the rows in the *Unassigned* view. Select the **Actions** button and choose *Assign to Me.*
2. In the Exception Comments window, verify the follow up date, which defaults from the Work Management page.
3. Enter a comment that describes your action.
4. Select **Done.**

   When you switch to the *Assign to Me* view, the rows that you assigned to yourself are displayed, until the follow up date is reached. When the follow up date is reached, the system moves the transaction into the *Unassigned* view.

Generating and Viewing Fluid Payroll WorkCenter Pivot Grids

This topic provides an overview of Fluid Payroll WorkCenter pivot grids, and discusses how to generate and view the pivot grids.

See *Performing Actions on the Pivot Grid View on the Fluid Mode* topic in *PeopleTools: Pivot Grid* product documentation.

Pages Used to Generate and View Fluid WorkCenter Pivot Grids

Run control pages enable users to generate Payroll WorkCenter pivot grids based on the type of information available to view (paychecks data, earnings data, deductions data, or paycheck options data). Different fields may be available depending on the link (run control page title) that you click to access the page.

Page Title	Definition Name	Usage
Comparative Checks Page	PY_EE_CHK_PG	Generate the Comparative Checks Pivot Grid where you can view historical paycheck information.
Comparative Deductions Page	PY_DED_PG	Generate the Comparative Deductions Page where you can view historical deductions information.
Comparative Earnings Page	PY_EARNS_PG	Generate the Comparative Earnings Pivot Grid where you can view historical earnings information.
Deductions By Company Page	PY_DED_PG	Generate the Deductions By Company Pivot Grid where you can view information deductions information by company.
Deductions By Deduction Code Page	PY_DED_PG	Generate the Deductions By Deduction Code Page where you can view deductions information by deduction code.
Earnings By Company Page	PY_EARNS_PG	Generate the Earnings By Company Pivot Grid where you can view information earnings information by company.

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Page Title	Definition Name	Usage
Earnings By Earnings Code Page	PY_EARNS_PG	Generate the Earnings By Earnings Code Pivot Grid where you can view earnings information by earnings code.
Paycheck Information Page	PY_EE_CHK_PG	Generate the Employee Paycheck Information Pivot Grid where you can view current paycheck information by company.
Payment Options Page	PY_PAY_OPT_PG	Generate the Payment Information Pivot Grid where you can view payment distribution information.
(Any pivot grid)	PTPG_PGVIEWER	View the pivot grid that is generated from the parameters that you entered on the run control page. See PeopleTools: Pivot Grid, Pivot Grid Viewer Overview
Pivot Grid Data	PTPG_GRIDVIEWER	View or change the data that is plotted on the pivot grid from which you clicked the Options Menu and then selected View Grid. See PeopleTools: Pivot Grid, Pivot Grid Pagelet Overview
User Charting Options	PTPG_DISPLAYOPT	View or change the title, axes, filters, and size of the pivot grid from which you clicked the Options Menu and then selected Chart Options. **Note:** Some items cannot be changed on some pivot grids. See PeopleTools: Pivot Grid, Examples: Viewing a Pivot Grid Model Using Pivot Grid Viewer
Pivot Grid Drilldown	PTPG_DRILLDN_PG	View a table of the detailed data represented by the specific bar, line, or pie-wedge on which you clicked and then selected Detailed View. See PeopleTools: Pivot Grid, Pivot Grid Viewer Overview

Understanding Pivot Grids in Payroll WorkCenter

PeopleSoft pivot grid functionality is a PeopleTools technology that provides operational dashboard reporting in the form of a grid, chart, or both. Pivot grids enable users to visually display real-time data and organize it by performing operations such as pivoting and filtering.

Consider watching the following Video Feature Overviews (VFOs) in Oracle's YouTube.

Video: Pivot Grid Overview

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Video: PeopleSoft HCM 9.2 Pivot Grids

For more information on the setup and capabilities of PeopleSoft pivot grids, see *PeopleTools: Pivot Grid.*

Payroll for North America leverages pivot grid functionality to provide Payroll WorkCenter pivot grids. Fluid Payroll WorkCenter pivot grids provide visual presentation of payroll data that is generated from queries. Using pivot grids, payroll system administrators and managers can filter and view payroll analytics in interactive charts or graphs at a summary level and drill in for more detail to assist in business decisions and analysis.

Payroll WorkCenter pivot grids are role-based and display only the data to which the user ID has security access.

Delivered Payroll WorkCenter Pivot Grids

Using PeopleSoft Query as the data source and PeopleSoft pivot grid functionality, the Fluid Payroll WorkCenter default configuration provides the following pivot grids:

- Paycheck Information
- Comparative Checks (historical paycheck Information)
- Earnings By Company
- Earnings By Earnings Code
- Comparative Earnings (historical earnings information)
- Deductions By Company
- Deductions By Deduction Code
- Comparative Deductions (historical deductions information)
- Payment Options (paycheck and advice options)

Pivot Grid Run Control Pages

Payroll system administrators and managers use query-based run control pages to generate Payroll WorkCenter pivot grids. Links to the delivered run control pages are in the Payroll Analytics folder on the Reports/Processes pagelet, on the Reports tab. When users click a link in the Payroll Analytics folder, the corresponding pivot grid run control page appears. User must enter data on the run control page and click Run to generate the pivot grid.

Pivot grid run control pages are based on data type, with one object definition for each type:

- Pay data (PY_EE_CHK_PG)
- Earnings data (PY_EARNS_PG)
- Deductions data (PY_DED_PG)
- Payment options data (PY_PAY_OPT_PG)

Queries, filter values, and drilldown views may be different for specific data within a data type, producing different pivot grids. The pivot grid run control page title indicates the pivot grid that will be generated. For example, the Paycheck Information and Comparative Checks run controls pages are pay data related and therefore have the same object definition (PY_EE_CHK_PG). However, the filter values and drilldown views for paycheck information is different from those for comparative checks information. Different pivot grids will be generated, so the page titles are different. In addition, the **Date Type** field does not appear on the Comparative Checks pivot grid run control page; the system uses the **Check Date** field by default.

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The **Start Date** and **End Date** (or **Check Start Date** and **Check End Date** fields) are required-entry fields on all Payroll WorkCenter pivot grid run control pages. The dates that you enter must not be more than one year (365 days) apart.

Common Elements for Viewing Fluid Pivot Grids

These page controls appear on all Fluid Payroll WorkCenter pivot grids:

Field or Control	Description
	Click to open the Options Menu, then select from these menu items: • *View Grid:* Opens the Pivot Grid Data page (PTPG_GRIDVIEWER), which displays the data that is plotted in the pivot grid. You can view the data, change the data to use (for example change the business unit, location, or employee status), and drill down on the data to view details. • *Update Filters:* Opens the Update Filters window where you can select the criteria for filtering the data in the chart. Click to add or remove filters to be available for use in the pivot grid model. When you select criteria in a field and click Apply , the system refreshes the pivot grid immediately to show results based your entry in that field. • *Chart Options:* Opens the User Charting Options page (PTPG_DISPLAYOPT), where you can view or change the chart type, labels, layout, axes, and filters. • *Export Data:* Exports the underlying PSQuery data to a spreadsheet. • *Save:* Saves the current grid and chart layout as the default view. • *Save As:* Saves the current pivot grid model as a different one using the user given name and title . • *Sort Option:* Updates the current sort order, if applicable.
Rows	Displays the filters (maximum of 2) for the model that are used as its X-axis and series. If two filters are selected, the first one becomes the X-axis and the second one becomes the series (legend).
Columns	Displays all the facts for the model that you can select as its Y-axis. Click a fact to make it the model's Y-axis.

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Field or Control	Description
	Click any of these chart type options to change the rendering and view the data a different way. Available chart types include: • Vertical Bar chart • Line chart • Pie chart • Horizontal bar chart The (vertical) bar chart is often, but not always, the default Payroll WorkCenter pivot grid rendering.
	Click to show or hide the filters on the left panel. When a pivot grid model is loaded initially, filters are hidden by default.
Filters or **Facets**	They are displayed on the left panel if shown, as selected in the Update Filters option. Users can use the available filters to change the data to be displayed in the pivot grid model.
	Click to drag the corresponding filter to the Columns or Rows region above the model and change how the model is presented. A filter cannot be dragged if the Drag icon appears inactive (in lighter gray color). If a filter is active, orange dotted lines appear as the borders of the filter box when you drag it.

> **Note**
>
> See the Viewing Pivot Grid Models in Fluid Mode topic in PeopleTools: Pivot Grid product documentation for additional examples on the use of pivot grid controls

Comparative Checks Page

Use the Comparative Checks page (PY_EE_CHK_PG) to generate the Comparative Checks pivot grid where you can view historical paycheck information.

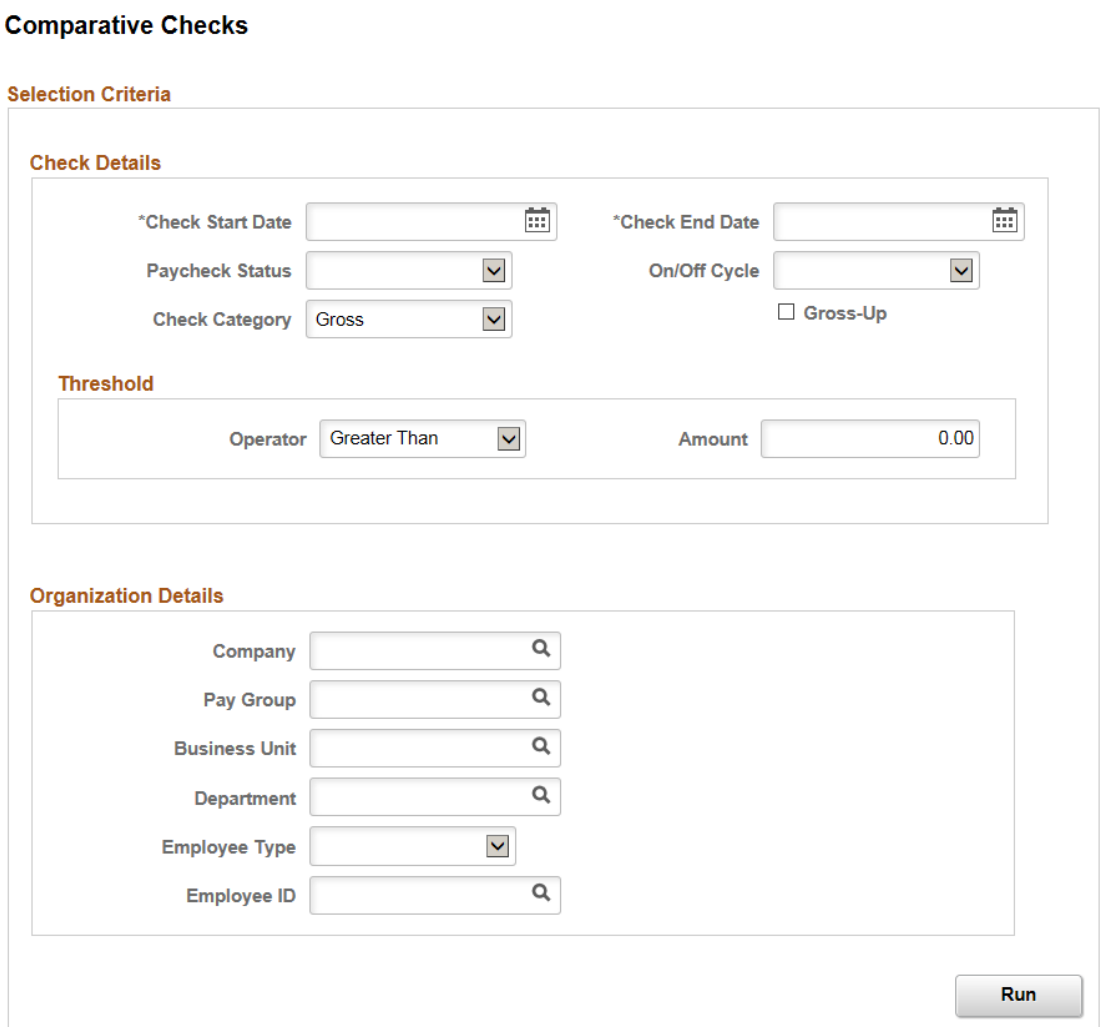
Navigation:

Payroll for North America, and then **Payroll WorkCenter USA**

Select the **Reports** tab. Click the Comparative Checks link in the Payroll Analytics folder on the Reports/Processes pagelet.

This example illustrates the Comparative Checks Page.

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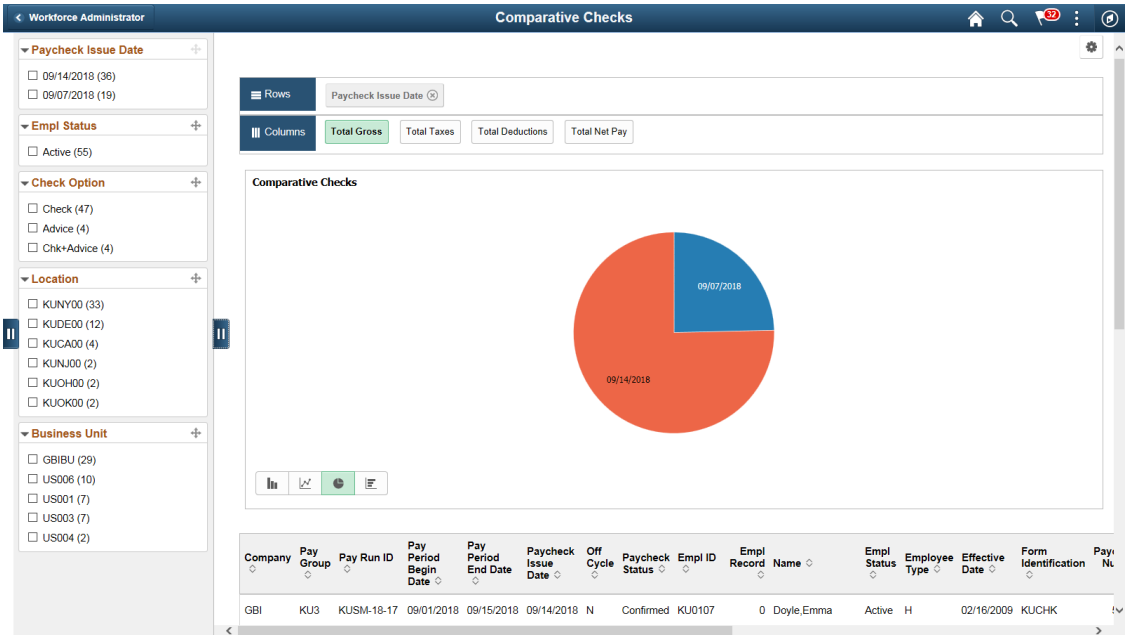


Enter criteria for the comparative checks query to use, then click **Run** to generate the pivot grid based on that criteria. With criteria entered, the query includes calculated and confirmed checks. If the criteria is left blank, the system searches for all types of paychecks.

The Comparative Checks pivot grid enables you to view historical paycheck information.

This example illustrates the Comparative Checks Pivot Grid .

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> **Note**
>
> The default rendering is a vertical bar chart. The example shown here uses the pie chart option.

Comparative Deductions Page

Use the Comparative Deductions page (PY_DED_PG) to generate the Comparative Deductions pivot grid where you can view historical deductions information.

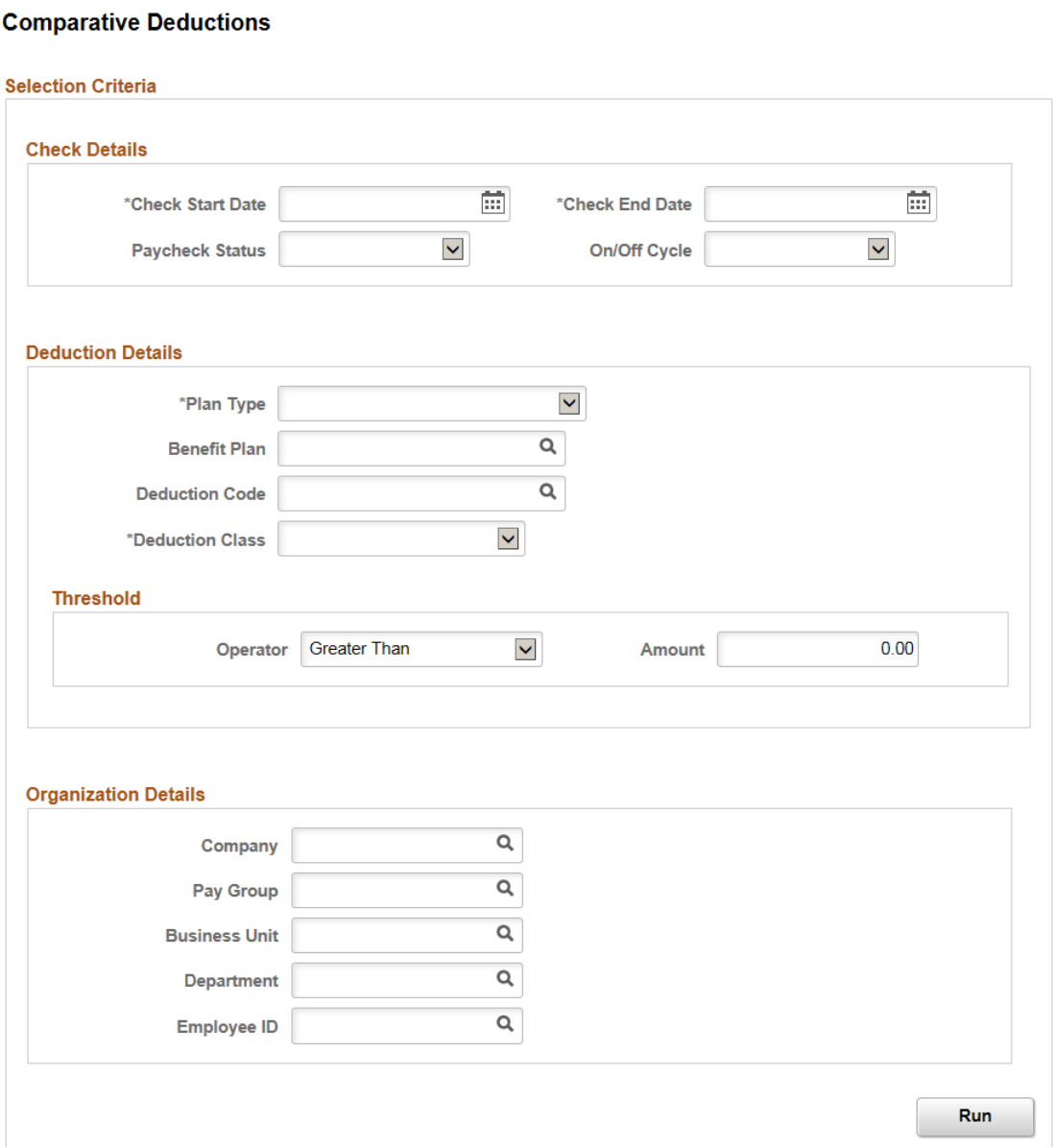
Navigation:

Payroll for North America, and then **Payroll WorkCenter USA**

Select the **Reports** tab. Click the Comparative Deductions link in the Payroll Analytics folder on the Reports/Processes pagelet.

This example illustrates the Comparative Deductions Page.

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Enter criteria for the comparative deductions query to use, then click **Run** to generate the pivot grid based on that criteria.

The Comparative Deductions pivot grid enables you to view historical deductions information.

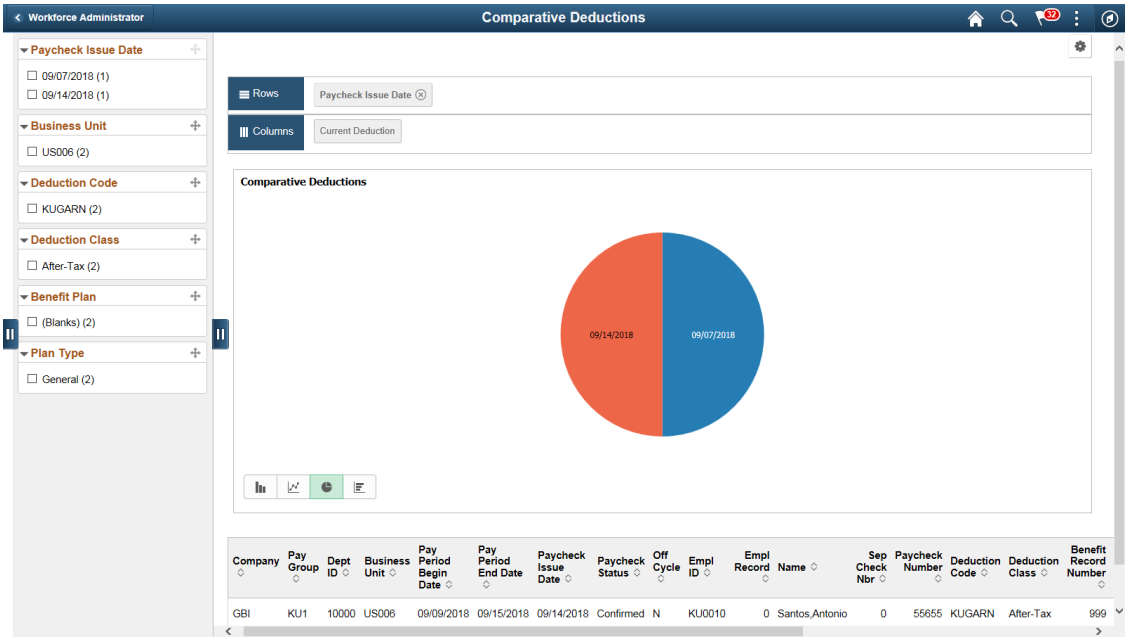
Navigation:

Payroll for North America, and then **Payroll WorkCenter USA**

Select the **Reports** tab. Click the Comparative Deductions link in the Payroll Analytics folder on the Reports/Processes pagelet. Enter parameters on the Comparative Deductions run control page (PY_DED_PG), and click Run.

This example illustrates the Comparative Deductions Pivot Grid.

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Comparative Earnings Page

Use the Comparative Earnings page (PY_EARNS_PG) to generate the Comparative Earnings pivot grid where you can view historical earnings information.

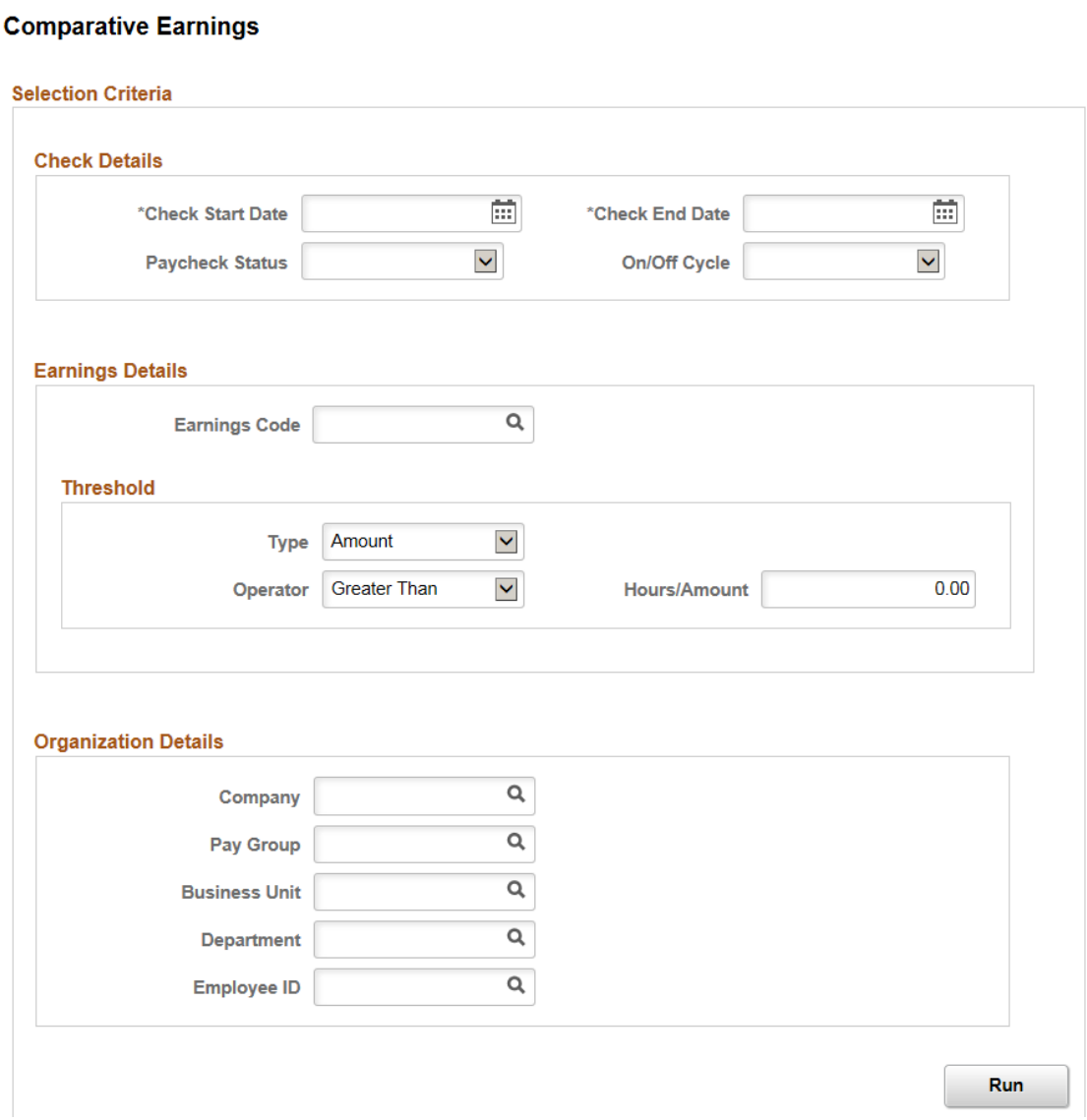
Navigation:

Payroll for North America, and then **Payroll WorkCenter USA**

Select the **Reports** tab. Click the Comparative Earnings link in the Payroll Analytics folder on the Reports/Processes pagelet.

This example illustrates the Comparative Earnings Page.

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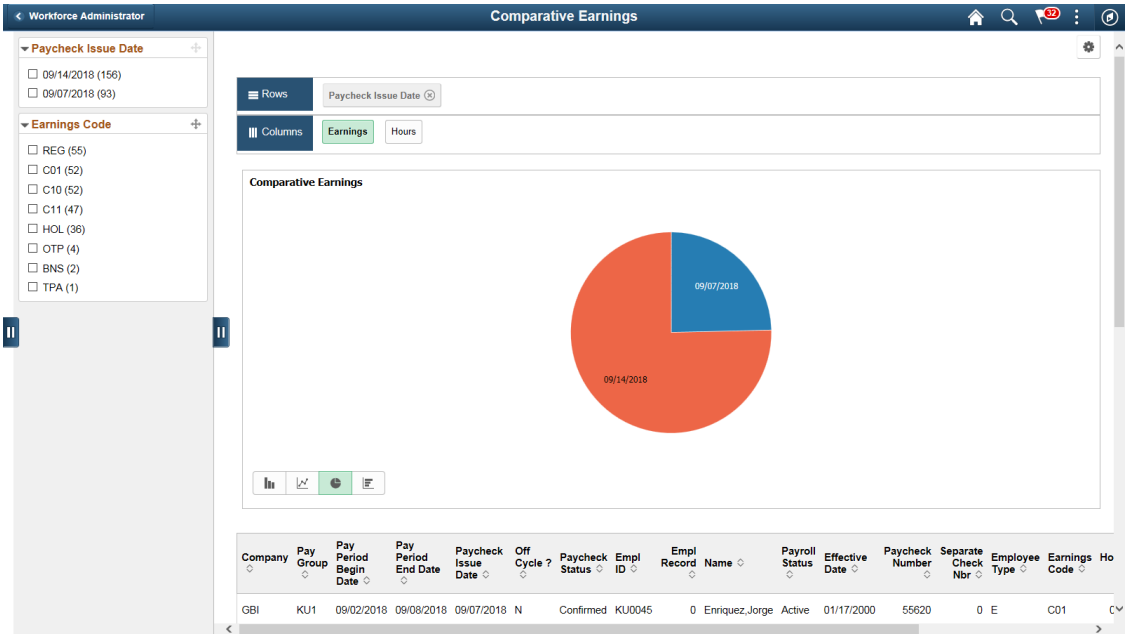


Enter criteria for the comparative earnings query to use, then click **Run** to generate the pivot grid based on that criteria. Comparative earnings information includes confirmed and unconfirmed earnings.

The Comparative Earnings pivot grid enables you to view historical earnings information.

This example illustrates the Comparative Earnings Pivot Grid.

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> **Note**
>
> The default rendering is a vertical bar chart. The example shown here uses the pie chart option.

> **Note**
>
> You cannot change the axes on the Comparative Earnings pivot grid.

Deductions By Company Page

Use the Deductions By Company page (PY_DED_PG) to generate the Deductions By Company pivot grid where you can view information deductions information by company.

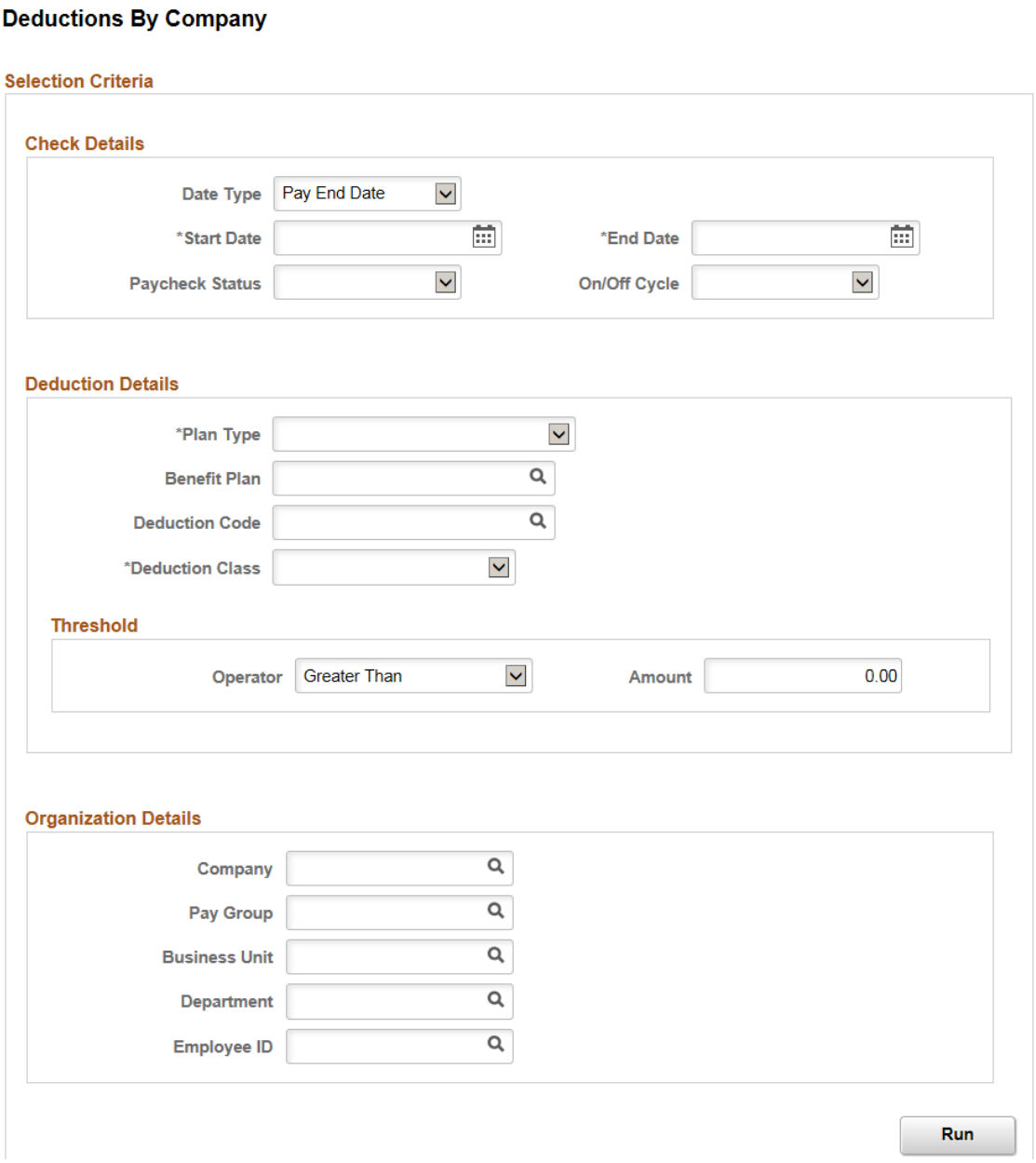
Navigation:

Payroll for North America, and then **Payroll WorkCenter USA**

Select the **Reports** tab. Click the Deductions By Company link in the Payroll Analytics folder on the Reports/Processes pagelet.

This example illustrates the Deductions By Company Page.

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Field or Control	Description
Plan Type and **Deduction Class**	Enter the plan type and deduction class for the deductions by company query to use. **Note:** In addition to the **Start Date** and **End Date** fields, the **Plan Type** and **Deduction Class** fields are required-entry fields on the Deductions By Company run control page.
Benefit Plan or **Special Process**	**Benefit Plan** is the default field for all plan types except *General Deduction*. If you select *General Deduction* in the **Plan Type** field, the system changes the **Benefit Plan** field to the Special Process field, where the available values are: *Bond, Garnishment,* and *Union Dues.*

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The Deductions By Company pivot grid enables you to view deductions information by company. Enter criteria for the deductions by company and click Run to generate the pivot grid based on that criteria.

Deductions By Deduction Code Page

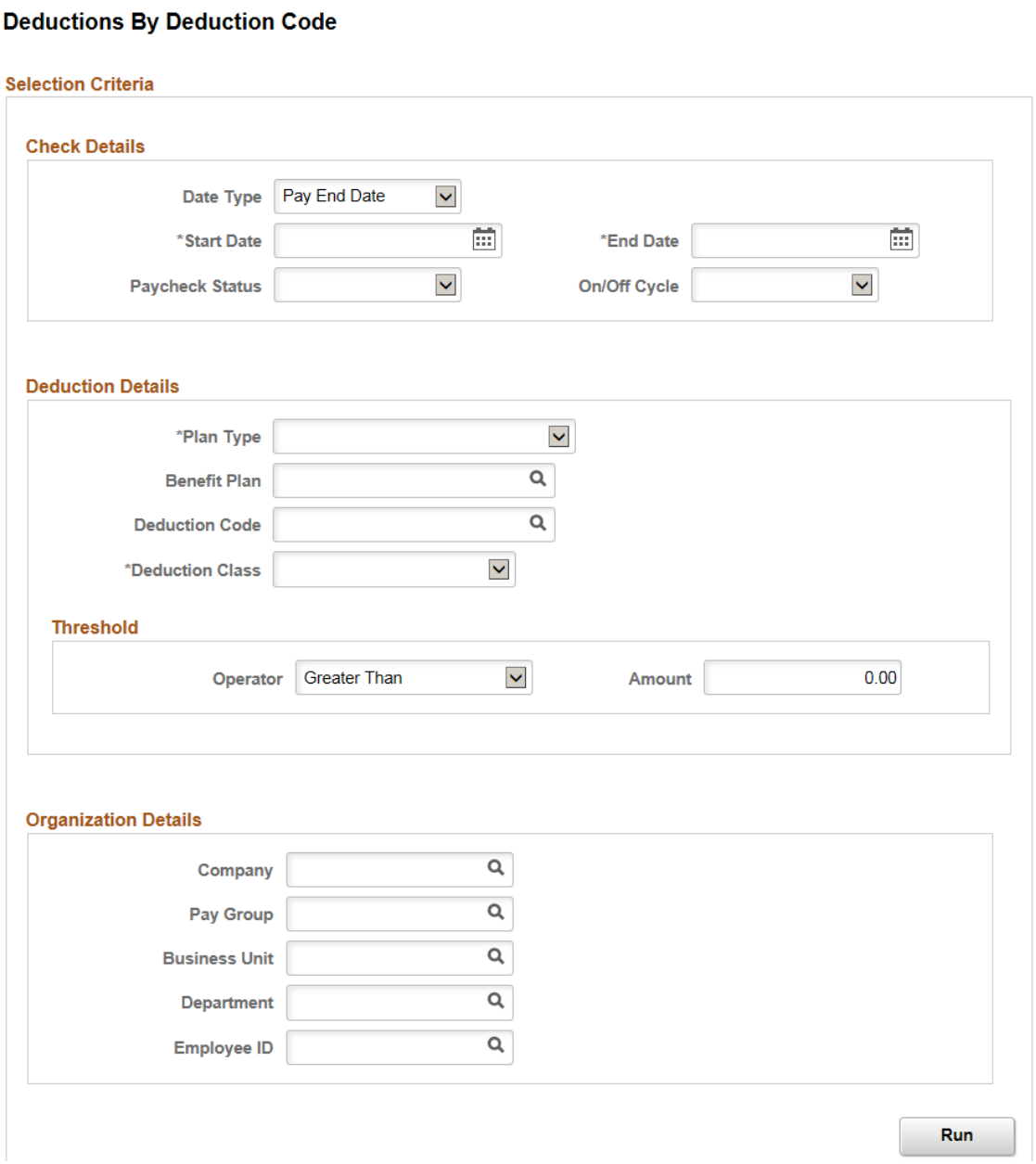
Use the Deductions By Deduction Code page (PY_DED_PG) to generate the Deductions By Deduction Code pivot grid where you can view deductions information by deduction code.

Navigation:

Payroll for North America, and then **Payroll WorkCenter USA**

Select the **Reports** tab. Click the Deductions By Deduction Code link in the Payroll Analytics folder on the Reports/Processes pagelet.

This example illustrates the Deductions By Deduction Code Page.



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Enter criteria for the deductions by deduction code query to use, then click **Run** to generate the pivot grid based on that criteria.

The Deductions By Deduction Code pivot grid enables you to view deductions information by deduction code. Enter criteria for the deductions by deduction code query to use, and click Run to generate the pivot grid based on that criteria.

Earnings By Company Page

Use the Earnings By Company page (PY_EARNS_PG) to generate the Earnings By Company pivot grid where you can view information earnings information by company.

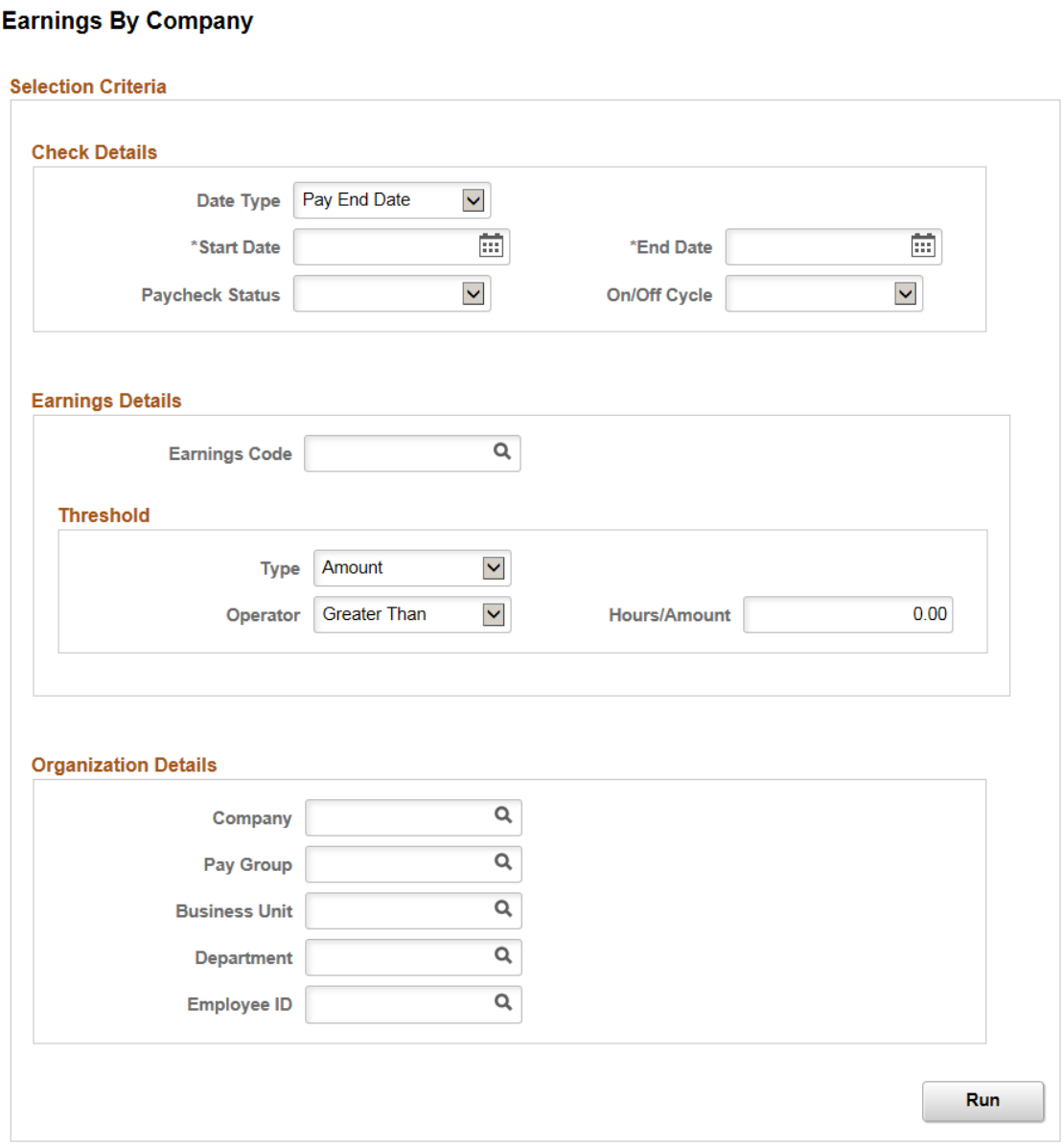
Navigation:

Payroll for North America, and then **Payroll WorkCenter USA**

Select the **Reports** tab. Click the Earnings By Company link in the Payroll Analytics folder on the Reports/Processes pagelet.

This example illustrates the Earnings By Company Page.

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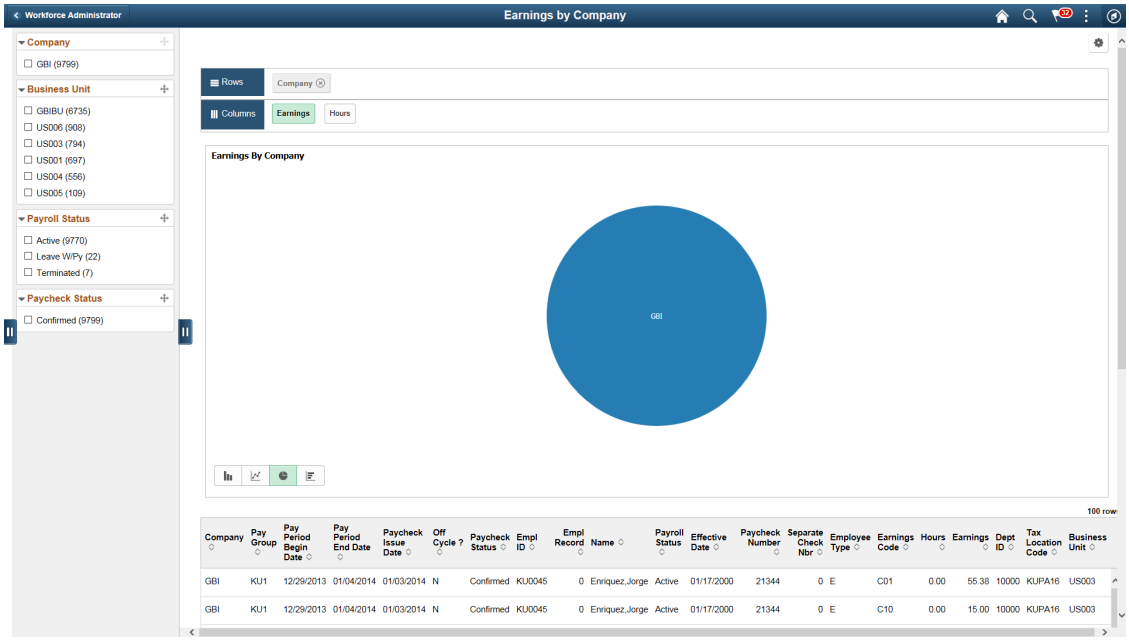


Enter criteria for the earnings by company query to use, then click **Run** to generate the pivot grid based on that criteria. Earnings by company information includes confirmed and unconfirmed earnings.

The Earnings By Company pivot grid enables you to view earnings information by company.

This example illustrates the Earnings By Company Pivot Grid .

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Earnings By Earnings Code Page

Use the Earnings By Earnings Code page (PY_EARNS_PG) to generate the Earnings By Earnings Code pivot grid where you can view earnings information by earnings code.

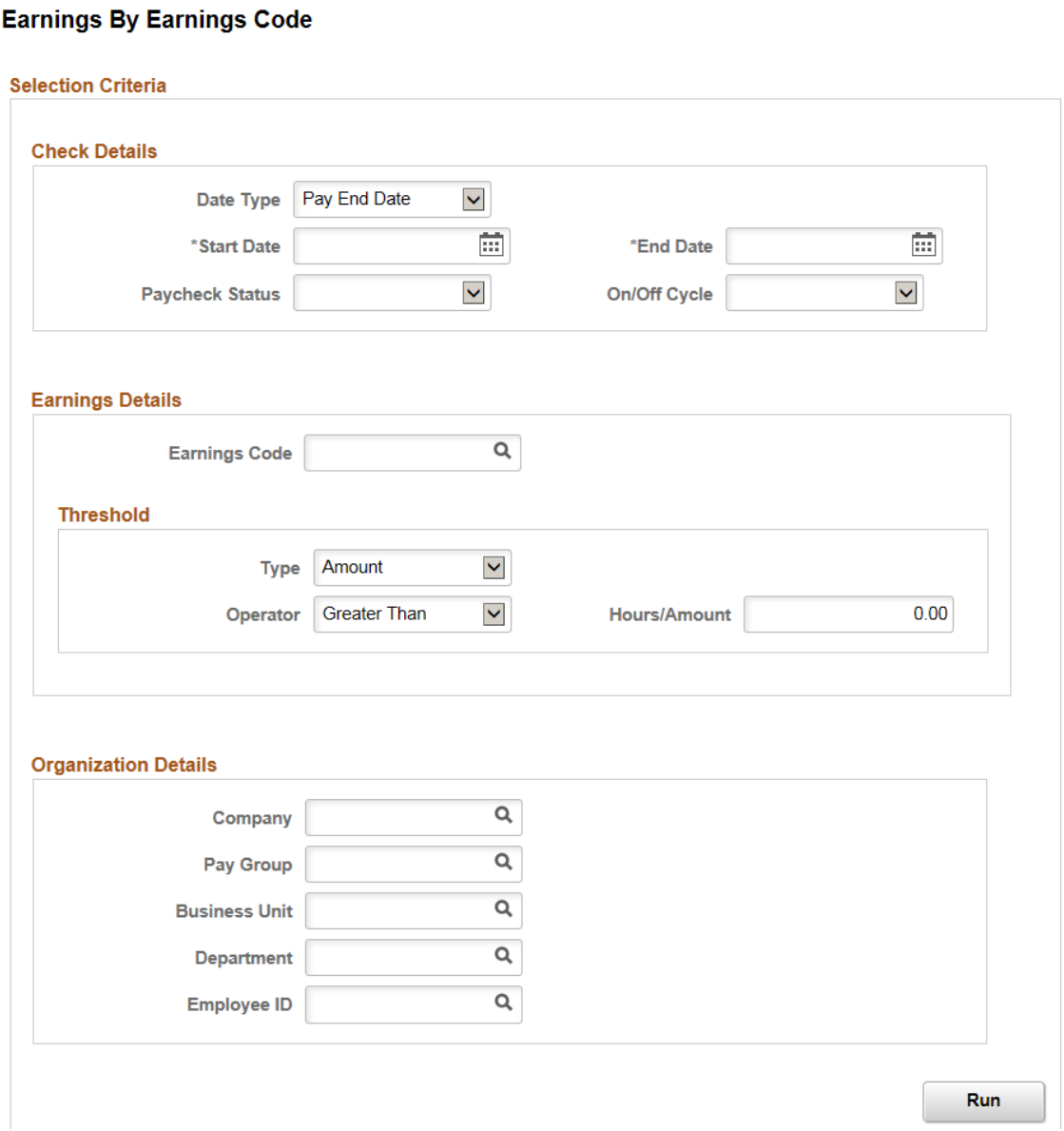
Navigation:

Payroll for North America, and then **Payroll WorkCenter USA**

Select the **Reports** tab. Click the Earnings By Earnings Code link in the Payroll Analytics folder on the Reports/Processes pagelet.

This example illustrates the Earnings By Earnings Code Page.

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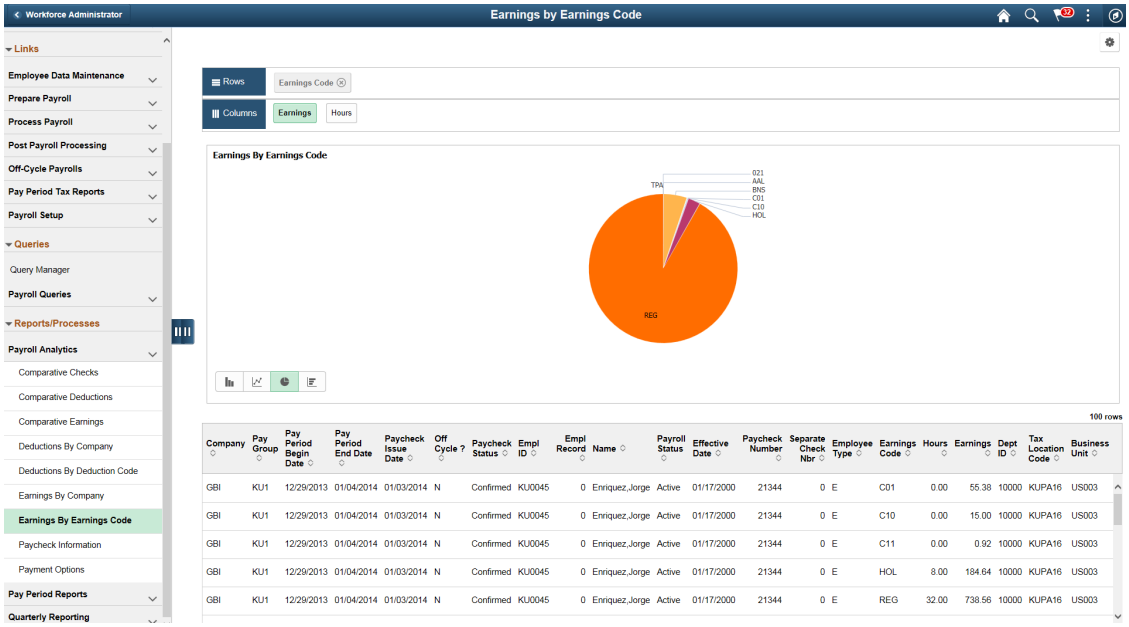


Enter criteria for the earnings by earnings code query to use, then click **Run** to generate the pivot grid based on that criteria. Earnings by earnings code information includes confirmed and unconfirmed earnings.

The Earnings By Earnings Code pivot grid enables you to view earnings information by earnings code.

This example illustrates the Earnings By Earnings Code Pivot Grid.

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> **Note**
>
> The default rendering is a vertical bar chart. The example shown here uses the pie chart option instead.

Paycheck Information Page

Use the Paycheck Information page (PY_EE_CHK_PG) to generate the Employee Paycheck Information pivot grid where you can view current paycheck information.

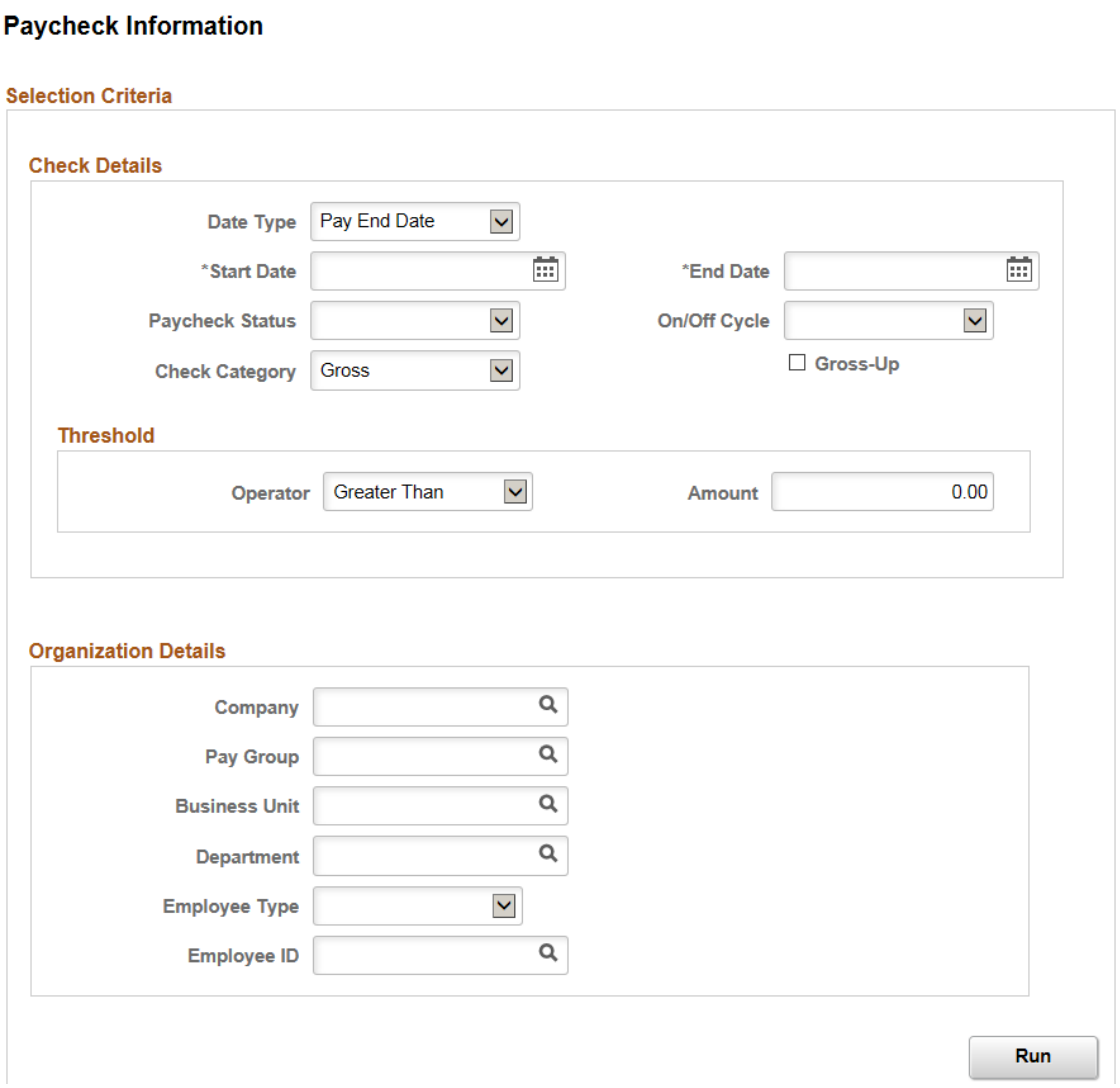
Navigation:

Payroll for North America, and then **Payroll WorkCenter USA**

Select the **Reports** tab. Click the Paycheck Information link in the Payroll Analytics folder on the Reports/Processes pagelet.

This example illustrates the Paycheck Information Page.

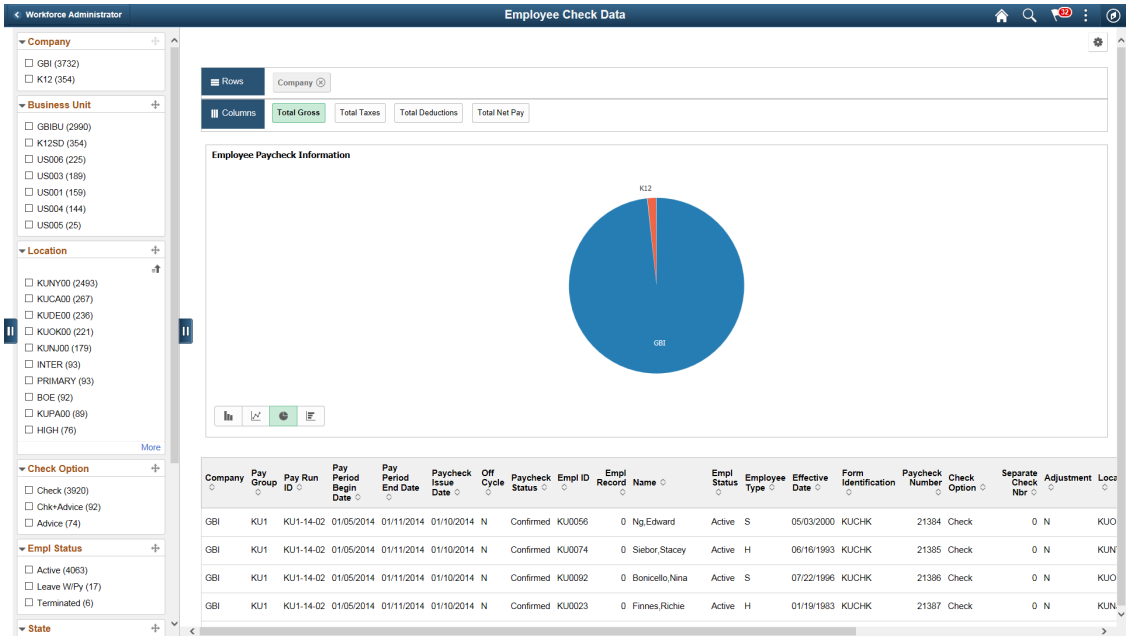
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Enter criteria for the paycheck information query to use, then click **Run** to generate the pivot grid based on that criteria. With criteria entered, the query includes calculated and confirmed checks. If the criteria is left blank, the system searches for all types of paychecks.

This example illustrates the Employee Paycheck Information Pivot Grid.

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Payment Options Page

Use the Payment Options page (PY_PAY_OPT_PG) to generate the Payment Information pivot grid where you can view payment distribution information.

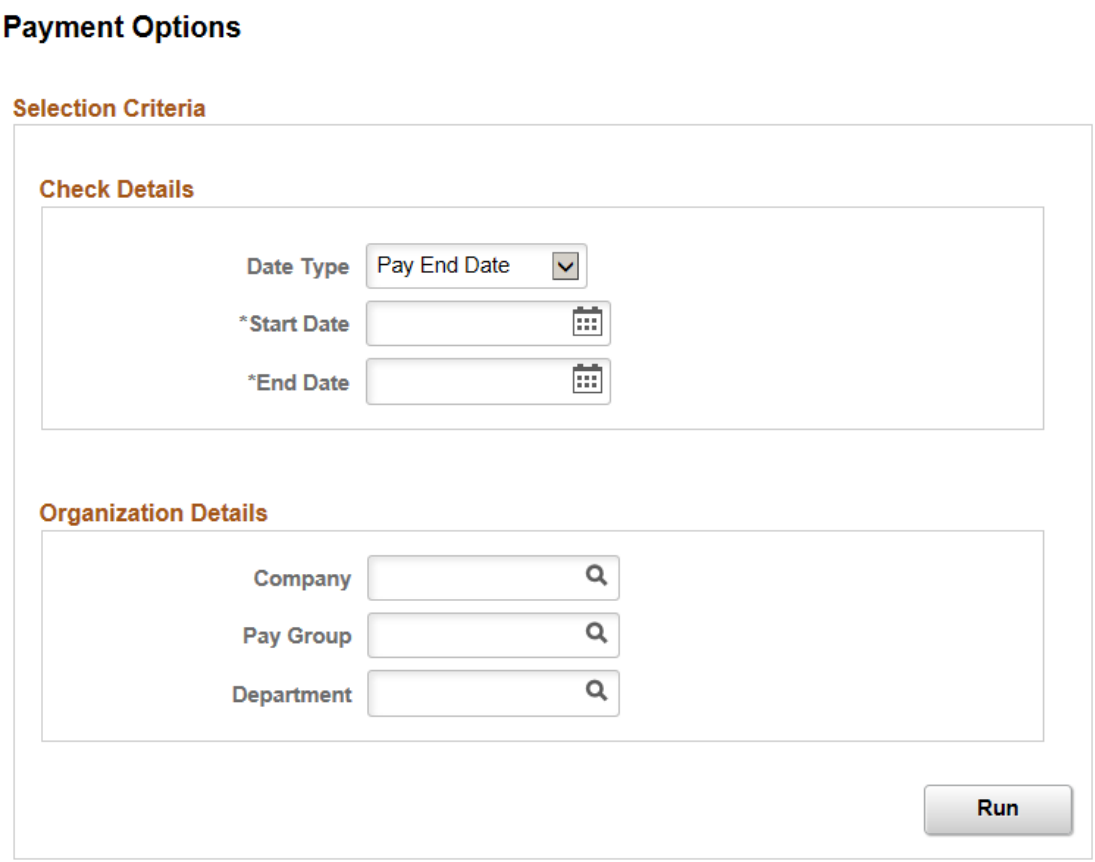
Navigation:

Payroll for North America, and then **Payroll WorkCenter USA**

Select the **Reports** tab. Click the Payment Options link in the Payroll Analytics folder on the Reports/Processes pagelet.

This example illustrates the Payment Options Page.

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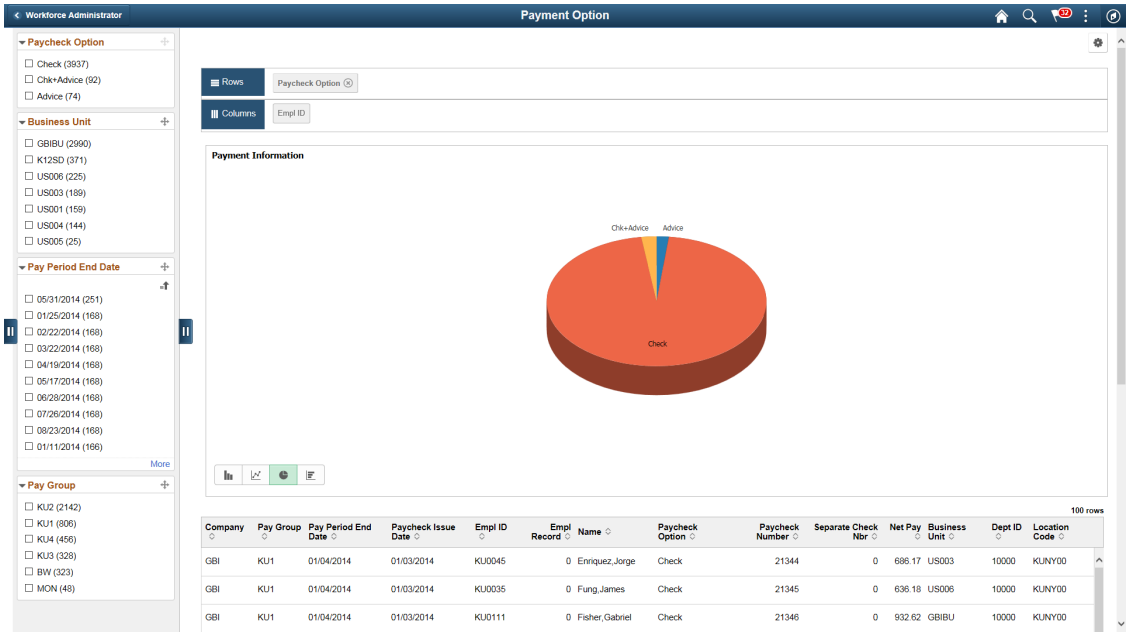


Enter criteria for the payment options query to use, then click **Run** to generate the pivot grid based on that criteria.

Use the Payment Information pivot grid to view paycheck options information.

This example illustrates the Payment Information Pivot Grid.

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5

Viewing Payroll Insights

Viewing Payroll Insights

Payroll Insights provides upper management of an organization the ability to view and analyze payroll expenses, operational data, and trends that are associated with their U.S. and Canada workforce using data visualizations.

These payroll dashboards are built on the PeopleSoft Insights platform, which relies on an underlying analytics engine and search engine. Payroll data that is visible on them comes from U.S. and Canadian payroll search indexes.

These videos provide an overview of Payroll Insights dashboards:

Video: PeopleSoft Payroll Insights

Video: Image Highlights, PeopleSoft HCM Update Image 39: Payroll and Global Payroll Insights Dashboards

Video: Image Highlights, PeopleSoft HCM Update Image 41: Payroll Operations Analytics for North America

Video: Image Highlights, PeopleSoft HCM Update Image 43: Payroll Analytics - Trend Insights

This topic provides an overview of how to set up the dashboards for payroll insights, lists common elements and controls, and discusses payroll insights dashboards.

Understanding PeopleSoft Insights

PeopleSoft Insights is an analytical engine that provides visual reports (visualizations) in the form of charts, tables, graphs and so on. The visualizations are based on queries that retrieve data from the PeopleSoft Search Framework.

These videos provide an overview of the PeopleSoft Insights feature:

Video: Insights with PeopleSoft

Video: PeopleSoft HCM Insights

For information on Insights dashboards, see:

- Application Fundamentals: Understanding PeopleSoft Insights
- *PeopleTools Search Technology:* "Monitoring PeopleSoft Search Framework and OpenSearch" and "Working with Insights Dashboards for PeopleSoft Application Data" documentation.

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Pages Used to View Payroll Insights

Page Name	Definition Name	Usage
Payroll Insights Tile	HC_HPY_PAYROLL_INSIGHT_FL_LNK (this is the cref for the tile)	Access the Payroll Insights dashboard.
Payroll Insights Dashboard	HC_HPY_PAYROLL_INSIGHT_FL_LNK	Access Payroll Cost and Operations Analytics.
U.S. Payroll Cost Tile	HC_PY_WC_INS_COST_USA_FL (this is the cref for the tile)	Access payroll visualizations on the U.S. Payroll Cost Insights dashboard.
U.S. Payroll Cost Insights Dashboard	HC_PY_WC_INS_COST_USA_FL (U.S. Payroll Cost Insights)	Review and analyze U.S. payroll data using data visualizations.
Canada Payroll Cost Tile	HC_PY_WC_INS_COST_CAN_FL (this is the cref for the tile)	Access payroll visualizations on the Canada Payroll Cost Analytics dashboard.
Canada Payroll Cost Analytics Dashboard	HC_PY_WC_INS_COST_CAN_FL (Canada Payroll Cost Analytics)	Review and analyze Canadian payroll data using data visualizations.
U.S. Payroll Operation Tile	HC_PY_WC_INS_OPER_USA_FL (this is the cref for the tile)	Access payroll visualizations on the U.S. Payroll Operations Analytics dashboard.
U.S. Payroll Operations Analytics Dashboard	HC_PY_WC_INS_OPER_USA_FL (U.S. Payroll Operations Analytics)	Review and analyze operational data for U.S. payroll using data visualizations.
Canada Payroll Operation Tile	HC_PY_WC_INS_OPER_CAN_FL (this is the cref for the tile)	Access payroll visualizations on the Canada Payroll Operations Analytics dashboard.
Canada Payroll Operations Analytics Dashboard	HC_PY_WC_INS_OPER_CAN_FL (Canada Payroll Operations Analytics)	Review and analyze operational data for Canadian payroll using data visualizations.
U.S. Payroll Trends Tile	HC_PY_WC_INS_TREND_USA_FL (this is the cref for the tile)	Access payroll visualizations on the U.S. Payroll Trends Analytics dashboard.
U.S. Payroll Trends Analytics Dashboard	HC_PY_WC_INS_TREND_USA_FL (U.S. Payroll Trends Analytics)	Review and analyze trends for U.S. payroll using data visualizations.
U.S. Payroll Trends Analytics Breakdown Dashboard	-	View further details of the selected category.
Canada Payroll Trends Tile	HC_PY_WC_INS_TREND_CAN_FL (this is the cref for the tile)	Access payroll visualizations on the Canada Payroll Trends Analytics dashboard.
Canada Payroll Trends Analytics Dashboard	HC_PY_WC_INS_TREND_CAN_FL (Canada Payroll Trends Analytics)	Review and analyze trends for Canadian payroll using data visualizations.

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Page Name	Definition Name	Usage
Canada Payroll Trends Analytics Breakdown Dashboard	-	View further details of the selected category.

Understanding How to Set Up Insights Dashboards for Payroll Insights

Before users can access the visualizations for payroll data, the following steps should be performed:

1. Deploy these payroll indexes:
   - For Payroll Cost Analytics:
     - (USA) *HC_HPY_CAT_US* (Payroll Categories - US) and *HC_HPY_MGMT_CHK_US* (Payroll Management Checks - US)
     - (CAN) *HC_HPY_CAT_CAN* (Payroll Categories - CAN) and *HC_HPY_MGMT_CHQ_CAN* (Payroll Management Cheques - CAN)
   - For Payroll Operations Analytics:
     - (USA) *HC_HPY_OPER_CAL_US* (Payroll Oper Pay Calendar - US), *HC_HPY_OPER_EXC_US* (Payroll Oper Exceptions - US), and *HC_HPY_OPER_RET_US* (Payroll Oper Retropay - US)
     - (CAN) *HC_HPY_OPER_CAL_CAN* (Payroll Oper Pay Calendar - CAN), *HC_HPY_OPER_EXC_CAN* (Payroll Oper Exceptions - CAN), and *HC_HPY_OPER_RET_CAN* (Payroll Oper Retropay - CAN)
   - For Payroll Trends Analytics:
     - (USA) *HC_HPY_CT2_US* (Payroll Categories 2 - US) and *HC_HPY_MGMT_CHK_US* (Payroll Management Checks - US)
     - (CAN) *HC_HPY_CT2_CAN* (Payroll Categories 2 - CAN) and *HC_HPY_MGMT_CHQ_CAN* (Payroll Management Checks - CAN)

   (**PeopleTools**, and then **Search Framework**, and then **Search Admin Activity Guide**, and then **Administration**, and then **Deploy/Delete Object**)
2. Build deployed payroll search indexes.

   (**PeopleTools**, and then **Search Framework**, and then **Search Admin Activity Guide**, and then **Administration**, and then **Schedule Search Index**)
3. Deploy payroll tiles and dashboards.
   - For Payroll Cost Analytics:
     - (USA) *U.S. Payroll Cost Tile* and *U.S. Payroll Cost Insights*
     - (CAN) *Canada Payroll Cost Tile* and *Canada Payroll Cost Analytics*
   - For Payroll Operations Analytics:
     - (USA) *U.S. Payroll Operation Tile* and *U.S. Payroll Operations Analytics*
     - (CAN) *Canada Payroll Operation Tile* and *Canada Payroll Operations Analytics*
   - For Payroll Trends Analytics:
     - (USA) *U.S. Payroll Trends Tile, U.S. Payroll Trends Analytics,* and *U.S. Payroll Trends Analytics Breakdown*

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– (CAN) *Canada Payroll Trends Tile, Canada Payroll Trends Analytics,* and *Canada Payroll Trends Analytics Breakdown*

(**PeopleTools**, and then **Search Framework**, and then **Administration**, and then **Deploy Insights Dashboards**)

> **Note**
>
> The full index must be run before the dashboard can be deployed.

4. Assign user roles to users to access and view payroll visualizations for U.S. and Canada respectively.
   - For Payroll Cost Analytics: *NA Payroll Cost Analytics US* and *NA Payroll Cost Analytics CAN*
   - For Payroll Operations Analytics: *NA Payroll Operations US* and *NA Payroll Operations CAN*
   - For Payroll Trends Analytics: *NA Payroll Trends US* and *NA Payroll Trends CAN*

Common Elements and Controls

This section lists the common elements and controls that are used in Insights analytics.

For more information on working with data visualizations and filters, see *PeopleTools Search Technology,* "Working with Insights Dashboards for PeopleSoft Application Data" documentation.

Search and Filter Options:

> **Note**
>
> Filtering options apply to all visualizations, which allows users to drill down on all the charts at once.

Term	Definition
 (See saved queries)	Click to save the current query text and filters that you want to reuse in the future, or select an existing query to use to update the visualizations.
Search field	Enter a query to filter data, if applicable.

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Term	Definition
 (Change all filters), and + **Add filter**	Enter criteria to filter data on the visualizations. You can apply filters in a number of ways: • Enter queries in the Search field. • Use the + **Add filter** link to create filters using fields, operators and field values. • Use delivered filter fields. • Select a chart item from a visualization. • Use the filter options in the payroll data grid to add or exclude items. • Use the legend to add or exclude items. Added filters are displayed below the Filters search field for reference. For example, when you select a state or province from the map, the corresponding filter is automatically added to your filters list. When you select the donut chart item for *Bonus* in the Earnings by Category visualization, the system will prompt you to add the *Description: Bonus* and *Category: Earnings* filters since this item consists of more than one filter. Select the **Filters** link by the search field to hide or show a list of filters that have been applied to the analytics. A badge number appears to show the number of filters currently applied to the analytics. Select the **Change all filters** icon for a list of actions that can be performed on *all* filters, for example, disable them temporarily, pin them all so that they can be used between primary and secondary dashboards, delete them permanently, or invert inclusion (show data that does not meet filter criteria). Select a filter item for a list of similar actions that can be performed on it individually.
 (Calendar) or **Show dates**	Select a different time period for the analytics. You can enter it manually, or choose from commonly used date ranges provided by the system as well as recently used selections. When a new period is selected, all visualizations are refreshed automatically to reflect that change. If you have selected a commonly used date range, for example, *This month*, or *Week to date*, select the **Show dates** link to view the approximate date period in relation to the current date. For example, the current date is November 1 and the selected date range is *Year to date*. Selecting the Show dates link displays ~ *10 months ago —> now*, which indicates that the selected date range started from approximately 10 months ago and ends on the current date.

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Term	Definition
(For Payroll Cost Analytics) **Company, Business Unit, Department,** and **Pay Group**	Select to filter payroll data by one or more of these filters, in this order: company, business unit, department, and pay group. To filter by business unit, you must select a company first. Similarly, you must select a business unit before you can filter data by department. Select a department before selecting a pay group as a filter.
(For Payroll Operations Analytics) **Company, Pay Group,** and **Pay Run ID**	Select to filter payroll operational data by one or more of these filters.
(For Payroll Trends Analytics) **Company, Pay Group, Business Unit,** and **Department**	Select to filter payroll data by one or more of these filters, in this order: company, pay group, business unit, and department. To filter by pay group, you must select a company first. Similarly, you must select a business unit before you can filter data by department.

Visualization Options:

When you pause over a visualization, the Options and Legend (if applicable) icons are displayed on the top right and bottom corners respectively. Use them to inspect the chart or table and view the details of that visualization, and toggle the legend display.

Term	Definition
(Options)	Pause over the Options icon to select one of these options: • *Inspect*: Select this option to have a slide out page appear providing the details in a grid format. You can also download data from this page. • *Maximize panel* or *Minimize*: Select *Maximize panel* to have the page display this visualization in full screen. Select *Minimize* to return to the dashboard and display all visualizations.
(Toggle legend)	Select this icon to hide or display the legend for the chart, if available. You can select an item in the legend to change its color, or add it as a filter (if applicable).
Chart item (bar, pie slice, and so forth)	Pause over a chart item, such as a bar item or pie slice, to view a summary of details for that item. Select a chart item to add a filter for it to apply to all visualizations.

Payroll Insights Tile

Use the Payroll Insights tile to access the Payroll Insights dashboard.

Navigation:

From the **Workforce Administrator** home page, select the **Payroll Insights** tile.

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This example illustrates the Payroll Insights tile.



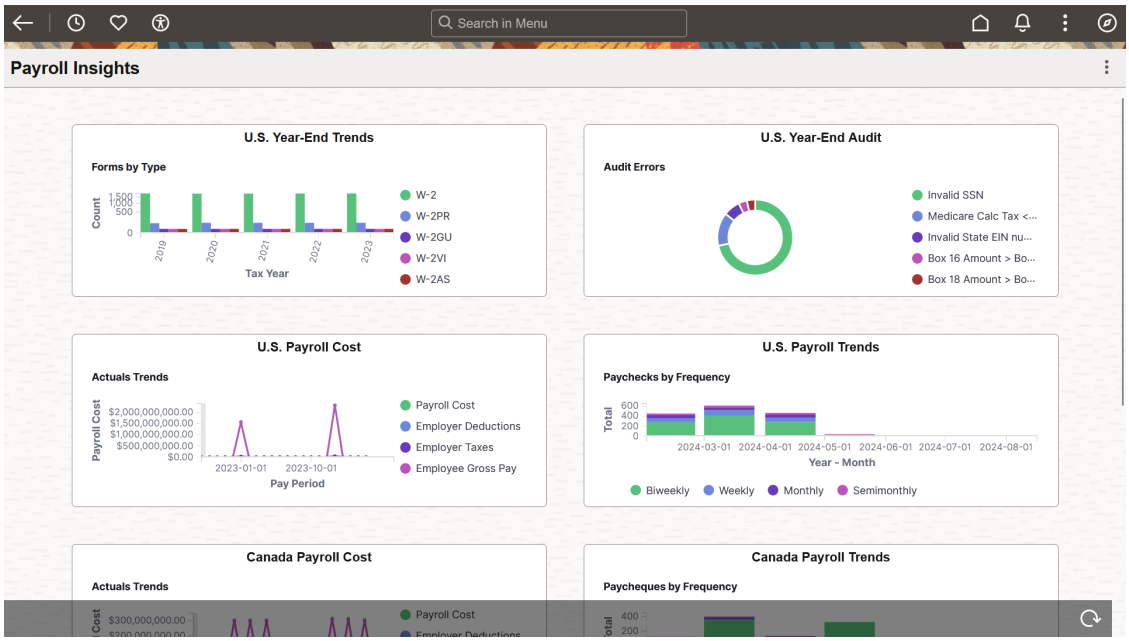
Payroll Insights Dashboard

Use the Payroll Insights dashboard to access U.S. Year-End Trends, U.S. Year-End Audit, Payroll Cost, Operations, and Trends insights.

Navigation:

Select the Payroll Insights tile.

This example illustrates the Payroll Insights dashboard.



The Payroll Insights dashboard includes these payroll tiles:

- U.S. Year-End Trends Tile

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- U.S. Year-End Audit Tile
- U.S. Payroll Cost Tile
- Canada Payroll Cost Tile
- U.S. Payroll Operation Tile
- Canada Payroll Operation Tile
- U.S. Payroll Trends Tile
- Canada Payroll Trends Tile

You have the option to add other tiles, for example, Payroll WorkCenters, to this dashboard as needed through personalization.

> **Warning**
>
> Dashboards may not render properly if you access them using unsupported platforms.

U.S. Payroll Cost Tile

Use the U.S. Payroll Cost tile to access payroll visualizations on the U.S. Payroll Cost Insights dashboard.

Navigation:

The U.S. Payroll Cost tile is located on the Payroll Insights Dashboard.

This example illustrates the U.S. Payroll Cost tile.



The U.S. Payroll Cost tile displays the **Actuals Trends** visualization that is available on the U.S. Payroll Cost Insights Dashboard.

U.S. Payroll Cost Insights Dashboard

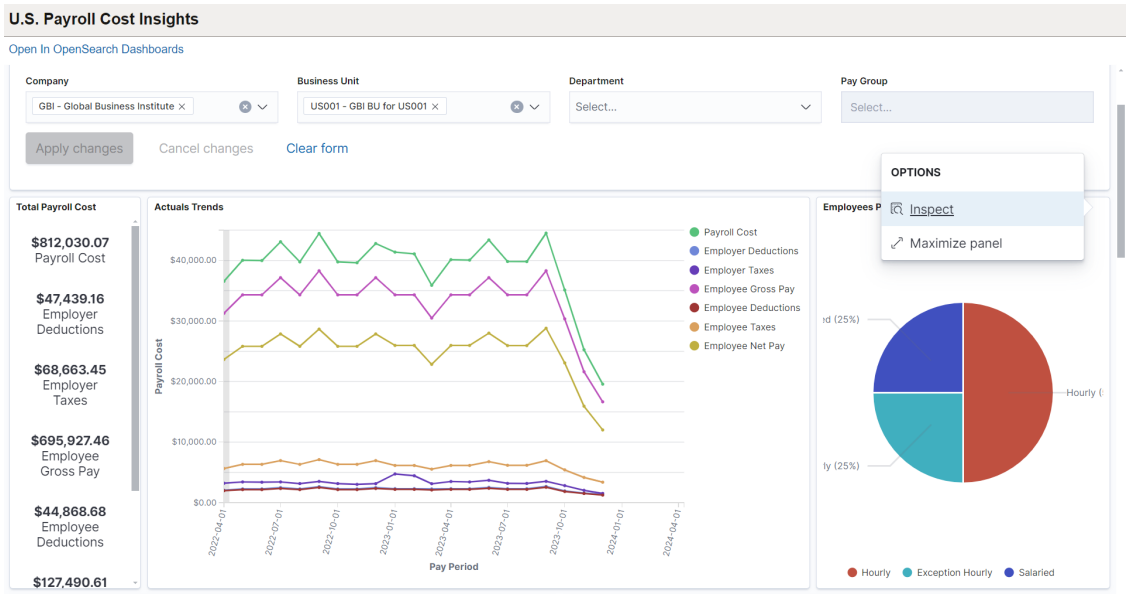
Use the U.S. Payroll Cost Insights dashboard to review and analyze U.S. payroll data using data visualizations.

Navigation:

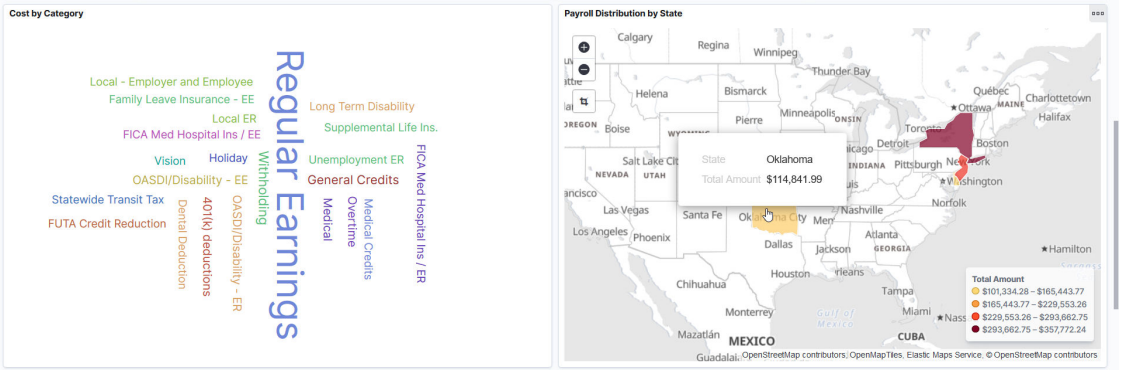
Select the U.S. Payroll Cost Tile.

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This example illustrates the fields and controls on the U.S. Payroll Cost Insights dashboard (1 of 3). The dashboard has two filters in place and its visualizations display payroll data for the *GBI* company and the *US001* business unit in the past 2 years. It also shows the Options pop-up that will display when you select the Options icon of a visualization.

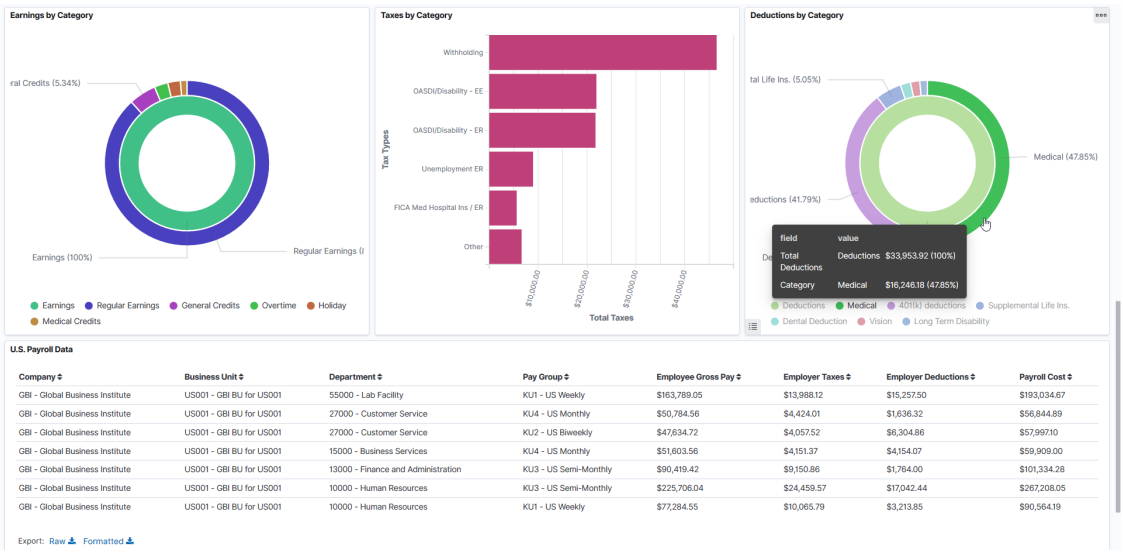


This example illustrates the fields and controls on the U.S. Payroll Cost Insights dashboard (2 of 3). This screenshot shows the popup menu details that appear when you pause over a chart item on a map visualization.



This example illustrates the fields and controls on the U.S. Payroll Cost Insights dashboard (3 of 3). The popup menu shows two pieces of information represented by the chart item that you pause over on a 2-level donut visualization.

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Using the interactive visualizations that are available on the dashboard, you can see the breakdown of total payroll costs, and compare the trends of different breakdown components over a period of time. You can also view the employee population by type (hourly, salaried, or exception hourly), the distribution of payroll costs by U.S. state or category, as well as the total earnings, deductions and taxes by category. When you select filters or chart items, or modify the date range, the system dynamically updates all visualizations using the source from the index.

The dashboard uses role-level security to display permitted data to the user.

The U.S. Payroll Cost Insights dashboard delivers these visualizations:

- Total Payroll Cost
- Actuals Trends
- Employees Paid
- Cost by Category
- Payroll Distribution by State
- Earnings by Category
- Taxes by Category
- Deductions by Category

See Common Elements and Controls.

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Field or Control	Description
Total Payroll Cost	This visualization displays the total cost of payroll and its breakdown numbers. Listed numbers include: • Payroll Cost. This is the total sum of employer deductions and taxes, and employee gross pay. The employee deductions, taxes, and net pay are not included. • Employer deductions • Employer taxes • Employee gross pay • Employee deductions • Employee taxes • Employee net pay
Actuals Trends	This line chart visualization presents the trend and highlight fluctuations in various payroll costs. Pause over a point on a line to view the pay period and actuals of the corresponding payroll cost component.
Employees Paid	This pie chart visualization displays, as a percentage, the breakdown of the total employee population by type, which are: • Hourly • Salaried • Exception Hourly
Cost by Category	This tag cloud visualization displays common payroll costs that are incurred by the employer. The larger the font size, the higher the payroll cost.
Payroll Distribution by State	This map visualization represents total payroll costs by U.S. state. The darker the shade, the higher the payroll cost. Selecting on a state changes the visualizations on the dashboard to reflect the information for the selected state.
Earnings by Category	This donut visualization displays two levels of metrics. The inner ring represents the total earnings. The outer ring breaks down the total earnings in percentage by earnings category. The top 8 earnings categories with the highest amount are shown. Select *Other* to view the next 8 highest-amount earnings categories, so on and so forth. When *Other* is selected, the total earnings represented by the inner ring is also refreshed to correspond with the earnings categories displayed in the outer ring.

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Field or Control	Description
Taxes by Category	This horizontal bar chart visualization displays the top 5 employer or employee taxes with the highest amount. Select *Other* to view the next 5 highest-amount tax categories, so on and so forth. When *Other* is selected, the dashboard adds a filter that excludes the data pertaining to tax categories previously displayed on this chart, and refreshes its visualizations to reflect the updated information.
Deductions by Category	This donut visualization displays two levels of metrics. The inner ring represents the total deductions. The outer ring breaks down the total deductions in percentage by deduction category. The top 8 deduction categories with the highest amount are shown. Select *Other* to view the next 8 highest-amount deduction categories, so on and so forth. When *Other* is selected, the total deductions represented by the inner ring is also refreshed to correspond with the deduction categories displayed in the outer ring.

U.S. Payroll Data

This grid lists the payroll data, which is presented in visualizations, in a tabular format.

Field or Control	Description
(Sort column heading)	Select a column heading to sort grid rows by the column value in ascending or descending order.
(Filter for value) and (Filter out value)	These filter icons appear when you pause next to a field value. These icons are available for all column values in the grid, and provide a quick way to add filters to the analytics. Select the **Filter for value** (+ magnify glass) icon to add the shown field value as a filter to all visualizations. For example, if you select to filter for a business unit value, all visualizations will refresh to show payroll data that pertains to that business unit. Select the **Filter out value** (- magnify glass) icon to remove the shown field value from the filter process for all visualizations. For example, if you select to filter out a business unit value, visualizations will refresh to show payroll data for all except that business unit. Filters can be removed from the Filters area at the top of the page.
Raw or **Formatted**	Select to export data from the grid into a .csv file format.

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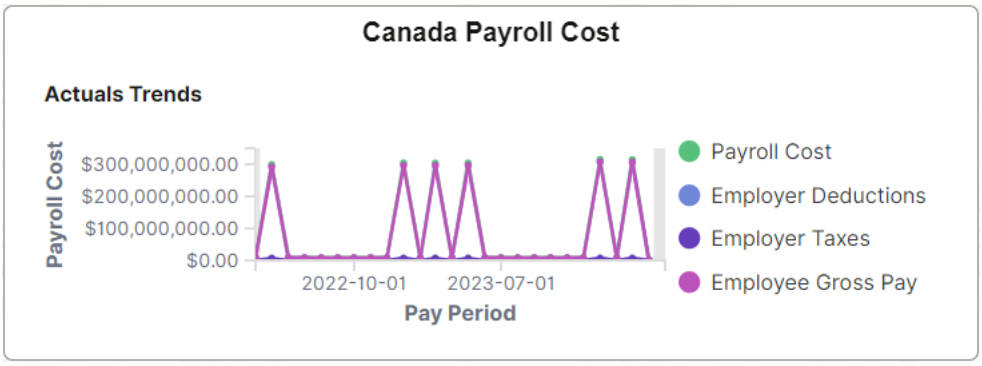
Canada Payroll Cost Tile

Use the Canada Payroll Cost tile to access payroll visualizations on the Canada Payroll Cost Analytics dashboard.

Navigation

The Canada Payroll Cost tile is located on the Payroll Insights Dashboard.

This example illustrates the Canada Payroll Cost tile.



The Canada Payroll Cost tile display the **Actuals Trends** visualization that is available on the Canada Payroll Cost Analytics Dashboard.

Canada Payroll Cost Analytics Dashboard

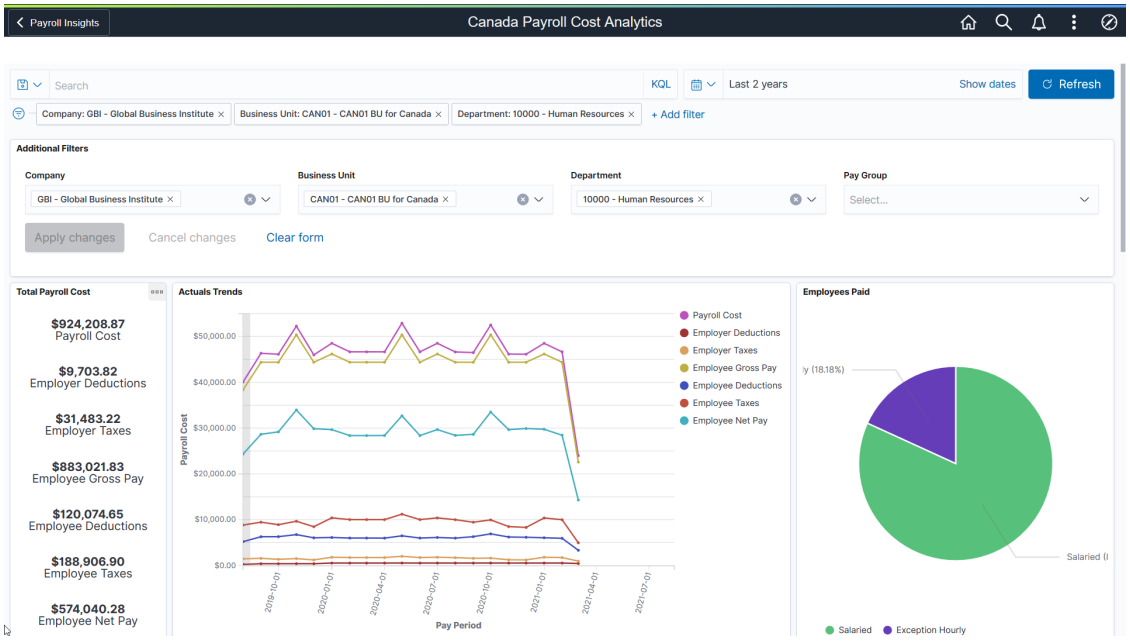
Use the Canada Payroll Cost Analytics dashboard to review and analyze Canadian payroll data using data visualizations.

Navigation:

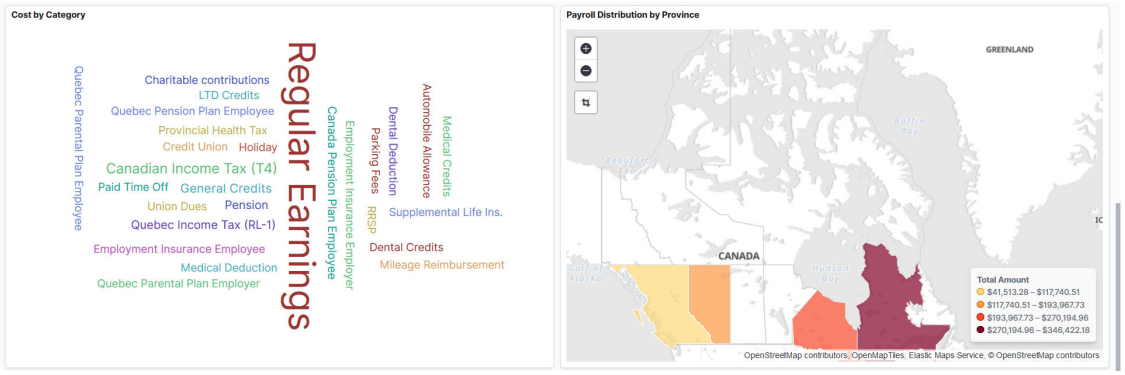
Select the Canada Payroll Cost Tile.

This example illustrates the fields and controls on the Canada Payroll Cost Analytics (1 of 3). The dashboard has three filters in place and its visualizations display payroll data for the *GBI* company, the *CAN01* business unit, and the *10000 - Human Resources* department in the past 2 years.

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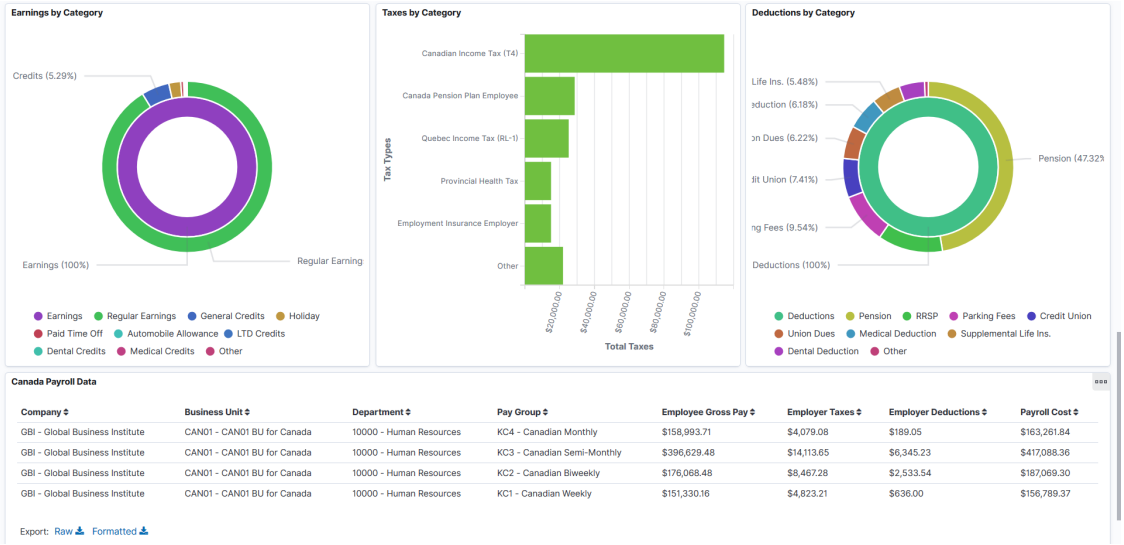


This example illustrates the fields and controls on the Canada Payroll Cost Analytics (2 of 3).



This example illustrates the fields and controls on the Canada Payroll Cost Analytics (3 of 3).

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The Canada Payroll Cost Analytics dashboard delivers these visualizations:

- Total Payroll Cost
- Actual Trends
- Employees Paid
- Cost by Category
- Payroll Distribution by Province
- Earnings by Category
- Taxes by Category
- Deductions by Category

> **Note**
>
> The layout and behavior of the U.S. and Canada Payroll Cost Analytics dashboards are identical, except for the use of Canadian-specific terms and display where appropriate. Refer to the U.S. Payroll Cost Insights Dashboard topic for details about the Payroll Cost Analytics dashboard.

U.S. Payroll Operation Tile

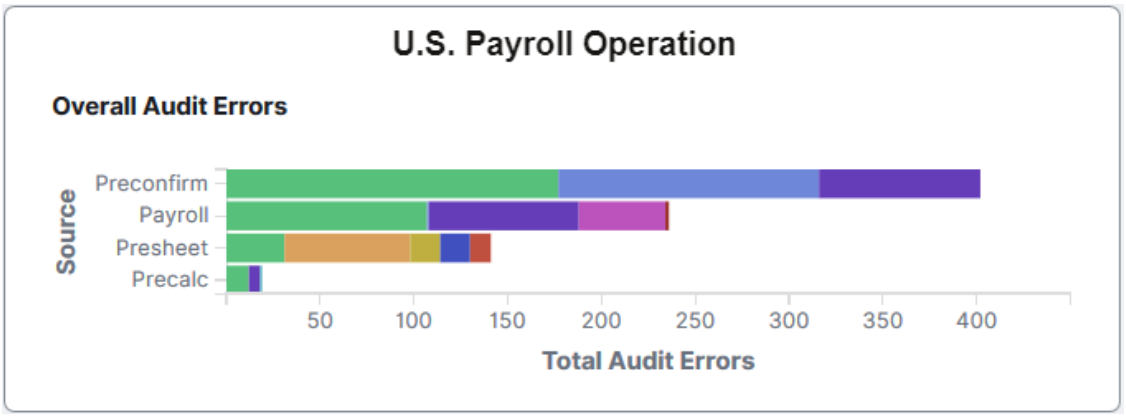
Use the U.S. Payroll Operation tile to access payroll visualizations on the U.S. Payroll Operations Analytics dashboard.

Navigation:

The U.S. Payroll Operation tile is located on the Payroll Insights Dashboard.

This example illustrates the U.S. Payroll Operation tile.

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The U.S. Payroll Operation tile displays the **Overall Audit Errors by Pay Group** visualization that is available on the U.S. Payroll Operations Analytics Dashboard.

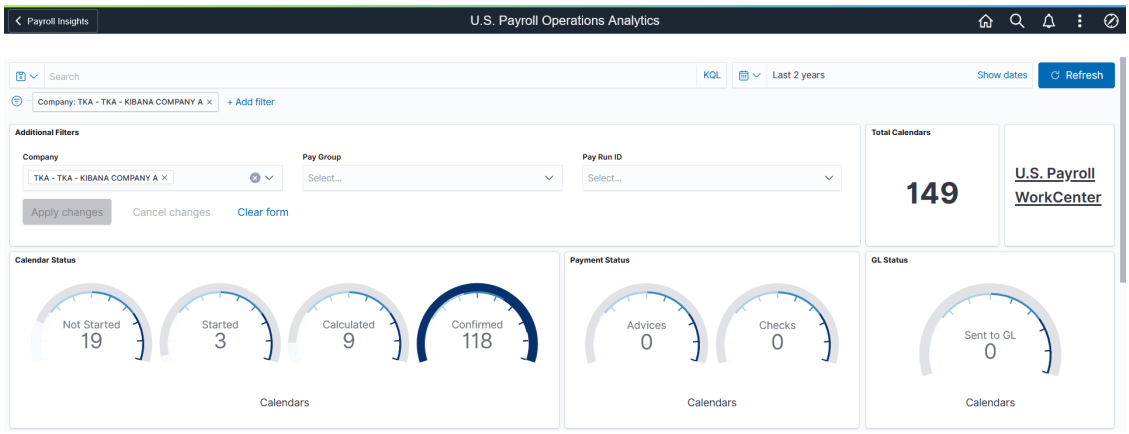
U.S. Payroll Operations Analytics Dashboard

Use the U.S. Payroll Operations Analytics dashboard to review and analyze operational data for U.S. payroll using data visualizations.

Navigation:

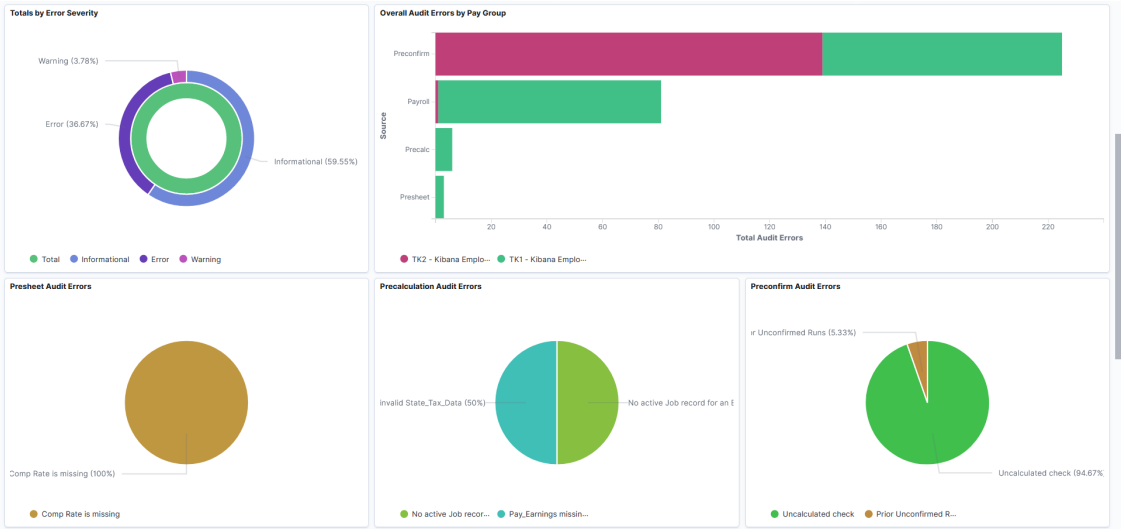
Select the U.S. Payroll Operation Tile.

This example illustrates the fields and controls on the U.S. Payroll Operations Analytics dashboard (1 of 3). The dashboard has one filter in place and its visualizations display payroll operational data for the *TKA* company in the past 2 years.

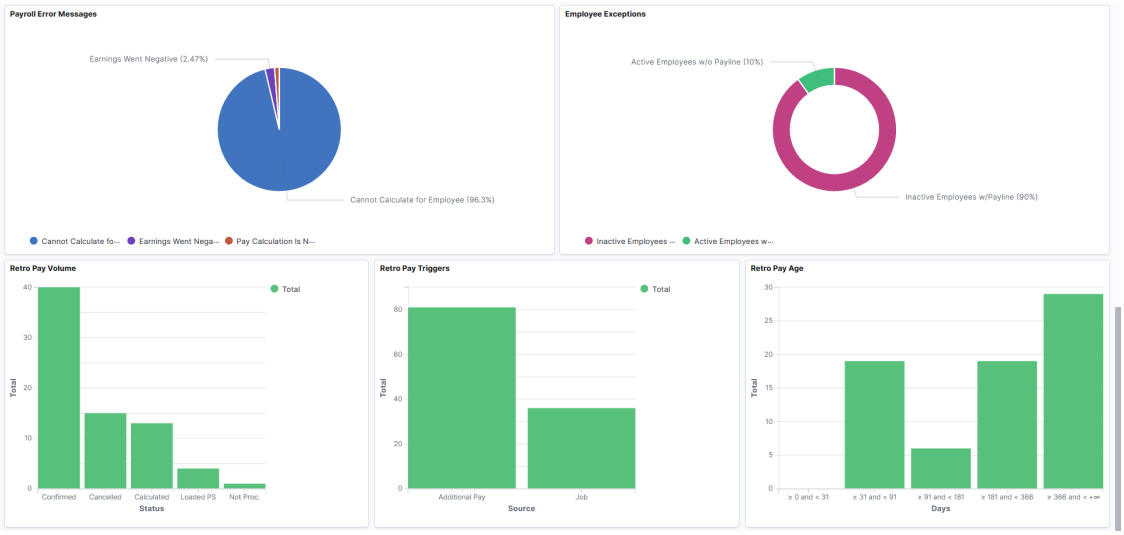


This example illustrates the fields and controls on the U.S. Payroll Operations Analytics dashboard (2 of 3).

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This example illustrates the fields and controls on the U.S. Payroll Operations Analytics dashboard (3 of 3).



Using the interactive visualizations that are available on the dashboard, you can identify potential risks, such as missing payment dates, due to errors. Visualizations also provide insights into how to improve the payroll process, such as changing cut-off dates, reducing volume of off-cycle payrolls, or avoiding retro activity calculation if there are additional payments in the period. When you select filters or chart items, or modify the date range, the system dynamically updates all visualizations.

The dashboard uses role-level security to display permitted data to the user.

The U.S. Payroll Operations Analytics dashboard delivers these visualizations:

- Total Calendars
- U.S. Payroll WorkCenter
- Calendar Status
- Payment Status

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- GL Status
- Totals by Error Severity
- Overall Audit Errors by Pay Group
- Presheet Audit Errors
- Precalculation Audit Errors
- Preconfirm Audit Errors
- Payroll Error Messages
- Employee Exceptions
- Retro Pay Volume
- Retro Pay Triggers
- Retro Pay Age

See Common Elements and Controls.

Visualization	Description
Total Calendars	This visualization displays the total number of calendars included in the dashboard.
Calendar Status	This gauge visualization displays, at one glance, the number of calendars distributed by calendar status. The larger the outer dark semicircle, the higher the number of calendars in that status. Available calendar statuses include: • *Not Started* • *Started* • *Calculated* • *Confirmed*
Payment Status	This gauge visualization displays the number of on-cycle pay calendars that have successfully run the pay statement processes for paychecks and advices.
GL Status	This gauge visualization displays the number of calendars that are in the *Sent to GL* (General Ledger) status.
Totals by Error Severity	This donut chart visualization displays two levels of metrics. The inner ring represents total payroll processing message count and outer ring breaks down the total count by severity (*Informational*, *Error*, and *Warning*).
Overall Audit Errors by Pay Group	This stacked horizontal bar chart visualization displays the breakdown of payroll processing messages distributed by source and pay group. Results from the audit and error reports will be visible in the dashboard once they have been run with a selected run ID.

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Visualization	Description
Presheet Audit Errors	This pie chart visualization displays the percentages of presheet audit errors that are captured through the Presheet audit report (PAY034). The top 5 with the highest percentages are shown. Select *Other* (if available) to view the next 5 messages, and so on.
Precalculation Audit Errors	This pie chart visualization displays the percentages of precalculation audit errors that are captured through the Precalculation audit report (PAY035) for a specified run ID. The top 5 with the highest percentages are shown. Select *Other* (if available) to view the next 5 messages, and so on.
Preconfirm Audit Errors	This pie chart visualization displays the percentages of preconfirm audit errors that are captured through the Preconfirm Audit report (PAY036) for a specified run ID. These are the errors that need to be addressed prior to confirming the payroll. The top 5 with the highest percentages are shown. Select *Other* (if available) to view the next 5 messages, and so on.
Payroll Error Messages	This pie chart visualization displays the percentages of payroll errors by message. The top 5 with the highest percentages are shown. Select *Other* (if available) to view the next 5 messages, and so on.
Employee Exceptions	This ring visualization displays percentages of employee-specific exceptions (*Active Employees without Payline* and *Inactive Employees with Payline*).
Retro Pay Volume	This vertical bar chart visualization displays the breakdown of retro entries by status.
Retro Pay Triggers	This vertical bar chart visualization displays the breakdown of retro entries by source record from which the retro trigger is generated.
Retro Pay Age	This vertical bar chart visualization displays the breakdown of retro entries by day range. Available values are: • ≥ 0 and < 31 • ≥ 31 and < 91 • ≥ 91 and < 181 • ≥ 181 and < 366 • ≥ 366 and < +∞

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U.S. Payroll WorkCenter

Select to access the fluid Payroll WorkCenter on a new browser tab or page to view detailed information concerning payroll transactions for all calendars (open and finalized).

To activate the link for the fluid Payroll WorkCenter, the system administrator needs to update the URL identifier with the actual WorkCenter URL on the URL Maintenance page (navigation: PeopleTools, Utilities, Administration, URLs). The names of the URL identifier are:

- (U.S. Payroll WorkCenter) PY_OPER_WC_US
- (CAN Payroll WorkCenter) PY_OPER_WC_CAN

The WorkCenter URL will be picked up during the indexing process and used as the Payroll WorkCenter link on the dashboard.

If the fluid Payroll WorkCenter is not used, the system administrator can remove this visualization from the dashboard on the Visualizations page when they edit the dashboard. Here are the names of the fluid Payroll WorkCenter:

- (U.S. Payroll WorkCenter) Payroll Oper Link to WC - US
- (CAN Payroll WorkCenter) Payroll Oper Link to WC - CAN

See Also (USA) Using the Fluid Payroll WorkCenter and (CAN) Using the Fluid Payroll WorkCenter.

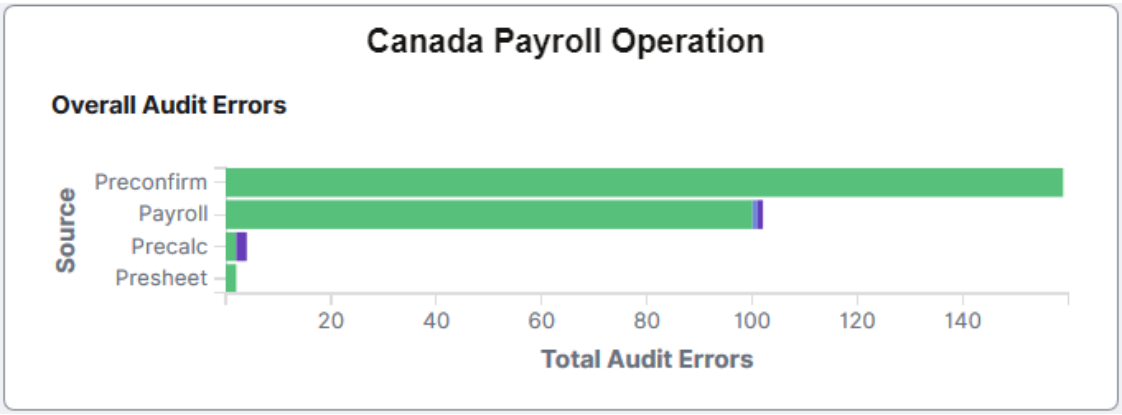
Canada Payroll Operation Tile

Use the Canada Payroll Operation tile to access payroll visualizations on the Canada Payroll Operations Analytics dashboard.

Navigation:

The Canada Payroll Operation tile is located on the Payroll Insights Dashboard.

This example illustrates the Canada Payroll Operation tile.



The Canada Payroll Operation tile displays the **Overall Audit Errors by Pay Group** visualization that is available on the Canada Payroll Operations Analytics Dashboard.

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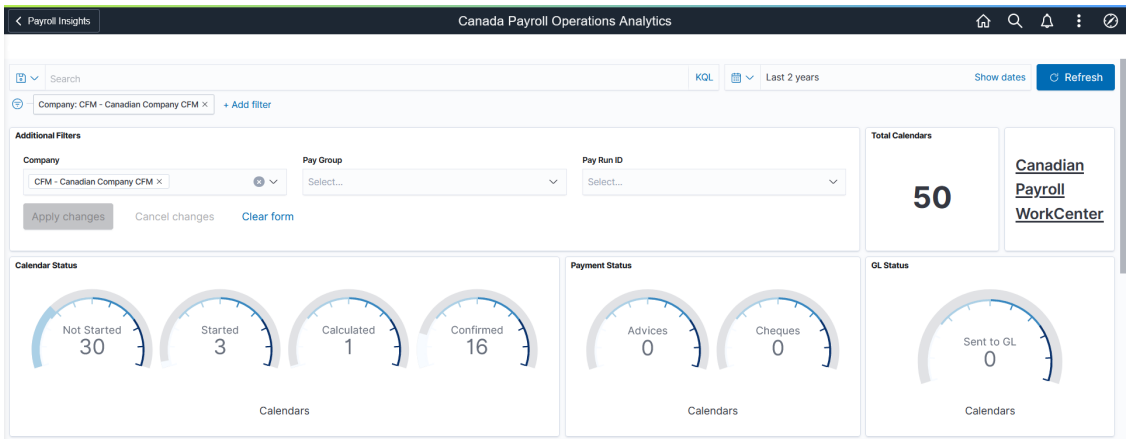
Canada Payroll Operations Analytics Dashboard

Use the Canada Payroll Operations Analytics dashboard to review and analyze operational data for Canadian payroll using data visualizations.

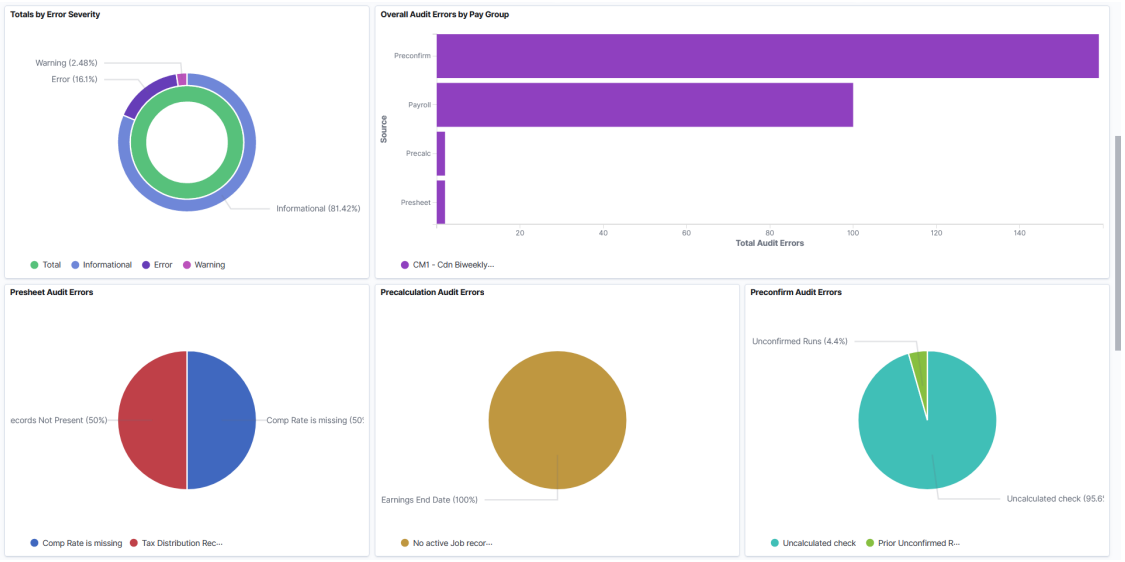
Navigation:

Select the Canada Payroll Operation Tile.

This example illustrates the fields and controls on the Canada Payroll Operations Analytics dashboard (1 of 3). The dashboard has one filter in place and its visualizations display payroll operational data for the *CFM* company in the past 2 years.

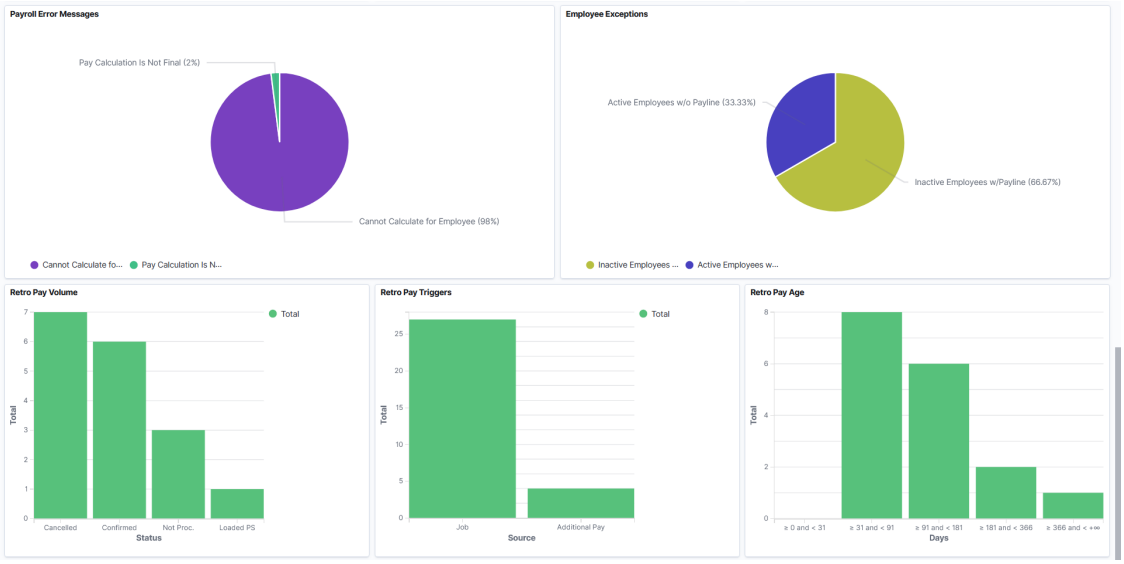


This example illustrates the fields and controls on the Canada Payroll Operations Analytics dashboard (2 of 3).



This example illustrates the fields and controls on the Canada Payroll Operations Analytics dashboard (3 of 3).

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The Canada Payroll Operations Analytics dashboard delivers these visualizations:

- Total Calendars
- Canadian Payroll WorkCenter
- Calendar Status
- Payment Status
- GL Status
- Totals by Error Severity
- Overall Audit Errors by Pay Group
- Presheet Audit Errors
- Precalculation Audit Errors
- Preconfirm Audit Errors
- Payroll Error Messages
- Employee Exceptions
- Retro Pay Volume
- Retro Pay Triggers
- Retro Pay Age

> **Note**
>
> The layout and behavior of the U.S. and Canada Payroll Operations Analytics dashboards are identical, except for the use of Canadian-specific terms and display where appropriate. Refer to the U.S. Payroll Operations Analytics Dashboard topic for details about the Payroll Operations Analytics dashboard.

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U.S. Payroll Trends Tile

Use the U.S. Payroll Trends tile to access payroll visualizations on the U.S. Payroll Trend Analytics dashboard.

Navigation:

The U.S. Payroll Trends tile is located on the Payroll Insights Dashboard.

This example illustrates the U.S. Payroll Trends tile.



The U.S. Payroll Trends tile displays the **Paychecks by Frequency** visualization that is available on the U.S. Payroll Trends Analytics Dashboard.

U.S. Payroll Trends Analytics Dashboard

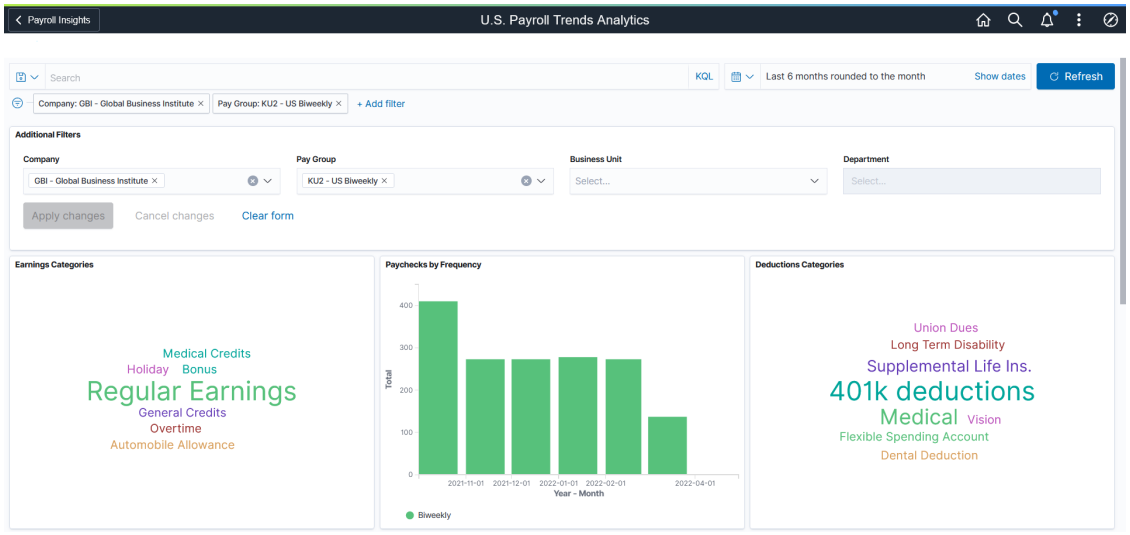
Use the U.S. Payroll Trends Analytics dashboard to review and analyze trends for U.S. payroll using data visualizations.

Navigation:

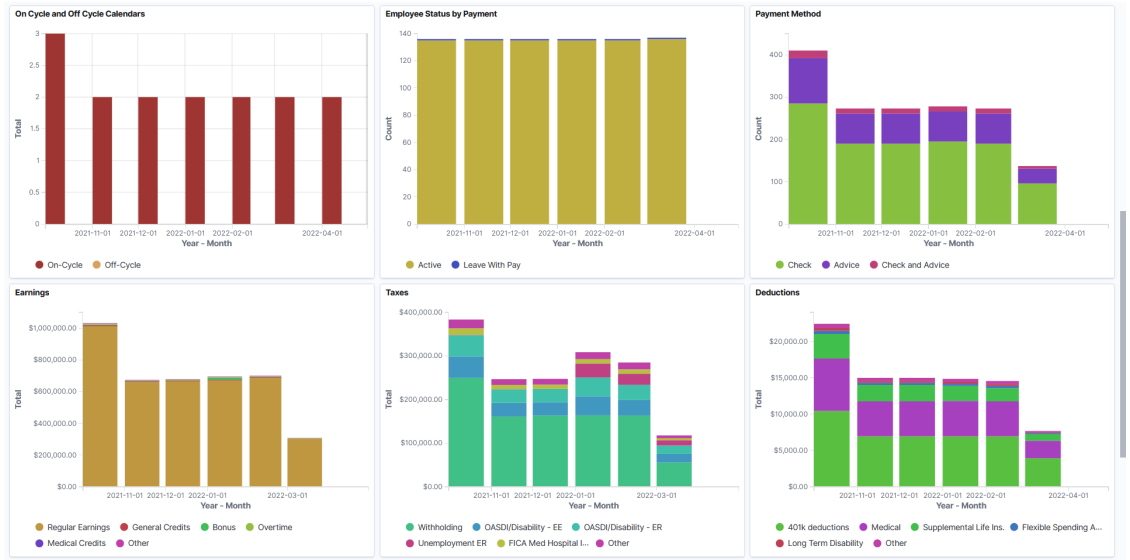
Select the U.S. Payroll Trends Tile.

This example illustrates the fields and controls on the U.S. Payroll Trends Analytics dashboard (1 of 3). The dashboard has two filters in place and its visualizations display payroll trends data for the *GBI* company and *KU2* pay group in the past 6 months.

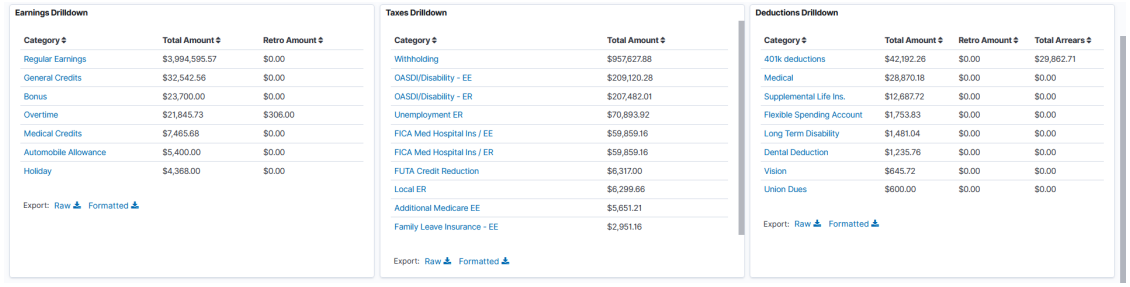
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This example illustrates the fields and controls on the U.S. Payroll Trends Analytics dashboard (2 of 3).



This example illustrates the fields and controls on the U.S. Payroll Trends Analytics dashboard (3 of 3).



U.S. Payroll Trends Analytics consists of two dashboards:

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- The primary dashboard gives a high-level view of the payroll trends for a specified period in time.

  Use interactive visualizations from this dashboard to identify payroll anomalies, such as a spike in the number of off-cycles or a sudden increase in specific earnings, deduction or tax amount.

- The secondary dashboard provides a more detailed, closer look at the data, one category at a time.

  See U.S. Payroll Trends Analytics Breakdown Dashboard.

The dashboard uses role-level security to display permitted data to the user.

The U.S. Payroll Trends Analytics dashboard delivers these visualizations:

- Earnings Categories
- Paychecks by Frequency
- Deductions Categories
- On Cycle and Off Cycle Calendars
- Employee Status by Payment
- Payment Method
- Earnings
- Taxes
- Deductions
- Earnings Drilldown
- Taxes Drilldown
- Deductions Drilldown

See Common Elements and Controls.

Visualization	Description
Earnings Categories and **Deductions Categories**	These tag cloud visualizations display common earnings (or deductions) categories in your payroll. The larger the font size, the higher the amount contributed to that category. Payroll administrators can filter the dashboard using tags and examine categories that are associated with unusually large (or small) amounts easily.
Paychecks by Frequency	This stacked bar chart shows the number of paychecks by pay frequency.
On Cycle and Off Cycle Calendars	This bar graph visualization displays the number of on-cycle and off-cycle calendars by month. **Note:** Pay calendars do not include business unit or department information. This visualization does not show any results if you filter the data by business unit or department. When you use the Inspect feature to view or download the data presented in this visualization, the display lists the total on-cycle and off-cycle calendars in chronological order.

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Visualization	Description
Employee Status by Payment	This bar chart displays employee distribution by payroll status based on the monthly confirmed paycheck information.
Payment Method	This bar chart displays employees' payment method preferences (check, pay advice, or both). This information can be useful to payroll administrators if they make plans to promote direct deposit payments over checks.
Earnings, Taxes, and **Deductions**	These stacked bar charts show the amount distribution for earnings, tax, and deduction categories respectively.
Earnings Drilldown, Taxes Drilldown, and **Deduction Drilldown**	Use the Earnings Drilldown visualization to view the list of available earnings categories, as well as the total amount (which includes the retro amount) and the retro amount for each category. Use the Taxes Drilldown visualization to view the list of available tax categories and the total amount for each category. Use the Deduction Drilldown visualization to view the list of available deduction categories, as well as the total amount (which includes the retro amount), the retro amount, and the total arrears value for each category. Select the link of a category to view more information about it in the U.S. Payroll Trends Analytics Breakdown Dashboard.

U.S. Payroll Trends Analytics Breakdown Dashboard

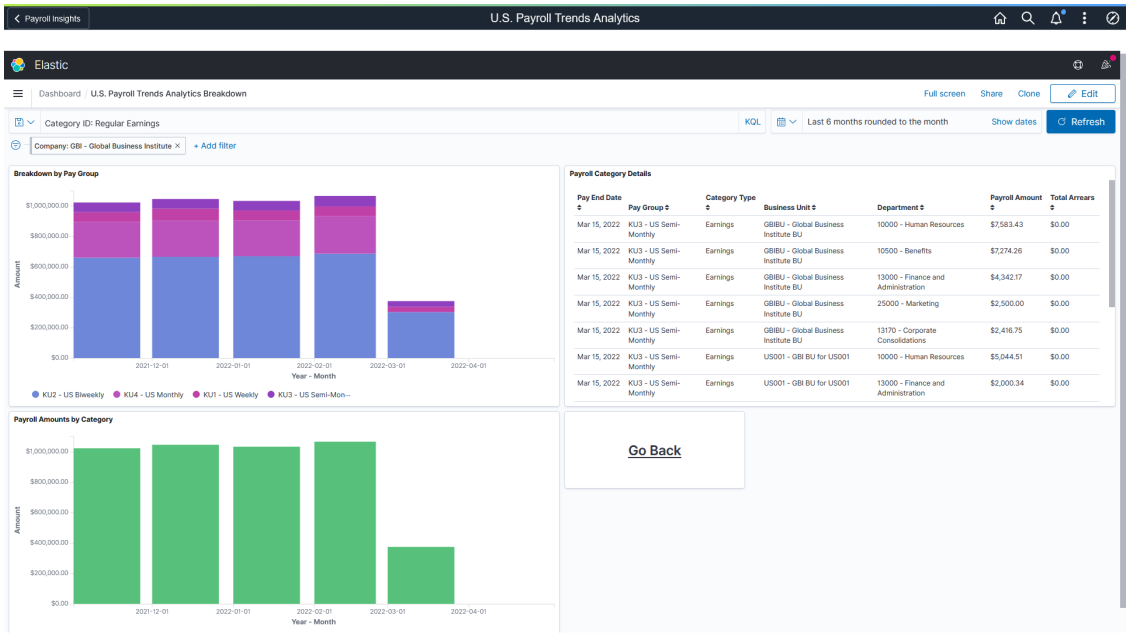
Use the U.S. Payroll Trends Analytics Breakdown dashboard to view further details of the selected category.

Navigation:

Select a category link from a drilldown visualization on the U.S. Payroll Trends Analytics Dashboard.

This example illustrates the fields and controls on the U.S. Payroll Trends Analytics Breakdown dashboard, where the breakdown of the selected category is displayed.

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> **Note**
>
> If the *Pin all* filter option is selected in the primary dashboard, all filters will be carried over to the secondary dashboard.

The purpose of this secondary dashboard is to provide additional information on the category selected from the U.S. Payroll Trends Analytics Dashboard (primary dashboard).

Visualization	Description
Breakdown by Pay Group	Displays the monthly breakdown of the category by pay group. If the *Inspect* option is used, the table lists the amounts (from highest to lowest) by month and pay group.
Payroll Amount by Category	Displays the monthly total amount for the category. **Payroll Amount by Category** and **Breakdown by Pay Group** look identical if only one pay group is included in the dashboard.
Payroll Category Details	Displays additional details about the category from the most recent pay end date by pay group with the total dollar amount as well as any arrears associated with the category.
Go Back	Select to return to the primary dashboard.

Canada Payroll Trends Tile

Use the Canada Payroll Trends tile to access payroll visualizations on the Canada Payroll Trend Analytics dashboard.

Navigation:

The Canada Payroll Trends tile is located on the Payroll Insights Dashboard.

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This example illustrates the Canada Payroll Trends tile.



The Canada Payroll Trends tile displays the **Paycheques by Frequency** visualization that is available on the Canada Payroll Trends Analytics Dashboard.

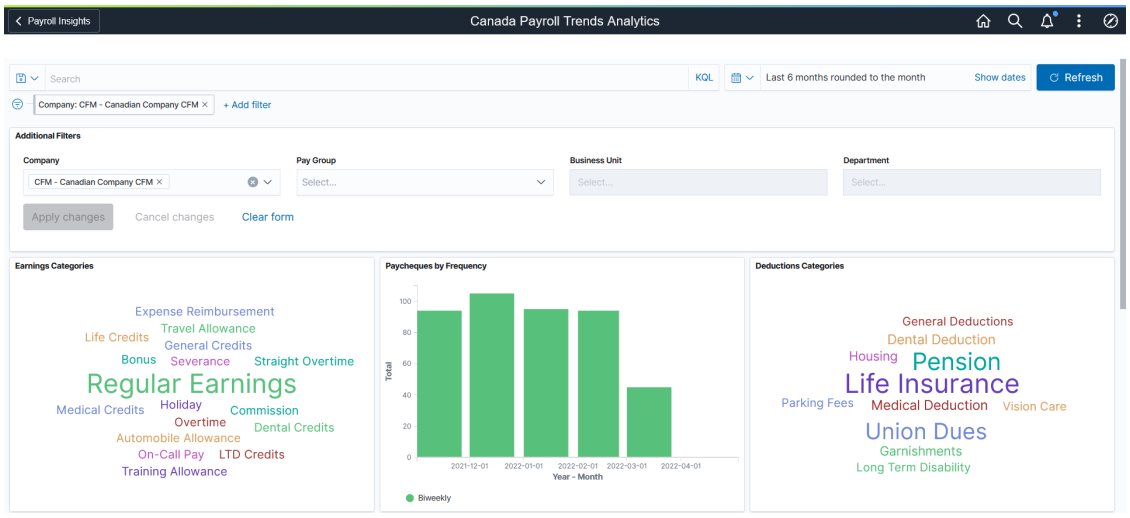
Canada Payroll Trends Analytics Dashboard

Use the Canada Payroll Trends Analytics dashboard to review and analyze trends for Canadian payroll using data visualizations.

Navigation:

Select the Canada Payroll Trends Tile.

This example illustrates the fields and controls on the Canada Payroll Trends Analytics dashboard (1 of 3). The dashboard has one filter in place and its visualizations display payroll trends data for the *CFM* company in the past 6 months.

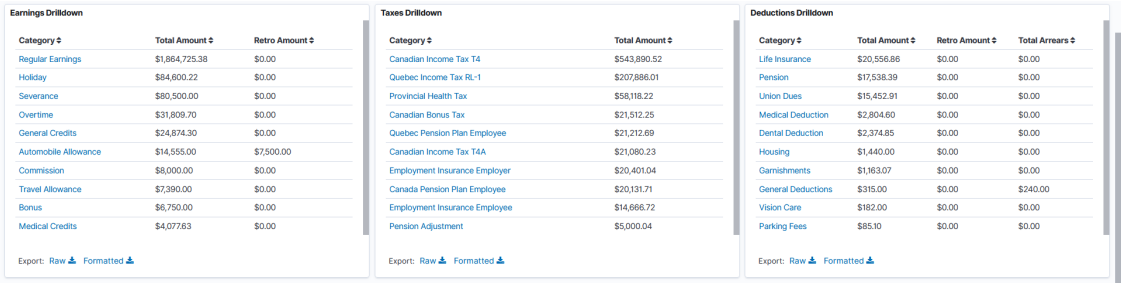


This example illustrates the fields and controls on the Canada Payroll Trends Analytics dashboard (2 of 3).

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This example illustrates the fields and controls on the Canada Payroll Trends Analytics dashboard (3 of 3).



The Canada Payroll Trends Analytics dashboard delivers these visualizations:

- Earnings Categories
- Paycheques by Frequency
- Deductions Categories
- On Cycle and Off Cycle Calendars
- Employee Status by Payment
- Payment Method
- Earnings
- Taxes
- Deductions
- Earnings Drilldown
- Taxes Drilldown
- Deductions Drilldown

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> **Note**
>
> The layout and behavior of the U.S. and Canada Payroll Trends Analytics dashboards are identical, except for the use of Canadian-specific terms and display where appropriate. Refer to the U.S. Payroll Trends Analytics Dashboard topic for details about the Payroll Trends Analytics dashboard.

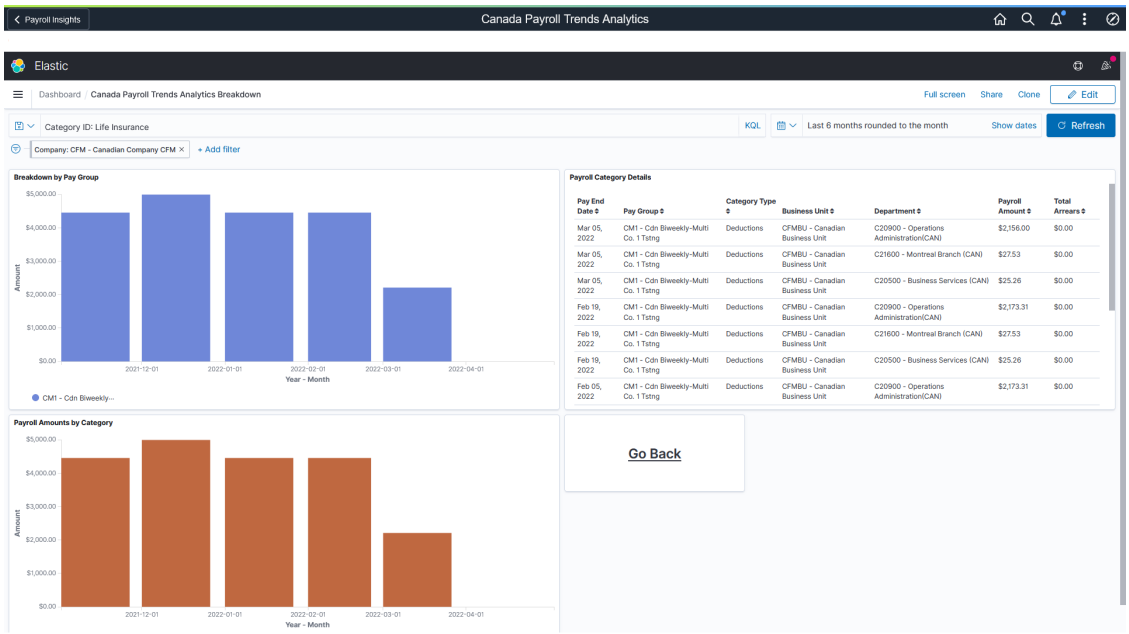
Canada Payroll Trends Analytics Breakdown Dashboard

Use the Canada Payroll Trends Analytics Breakdown dashboard to view further details of the selected category.

Navigation:

Select a category link from a drilldown visualization on the Canada Payroll Trends Analytics Dashboard.

This example illustrates the fields and controls on the Canada Payroll Trends Analytics Breakdown dashboard.



> **Note**
>
> The layout and behavior of the U.S. and Canada Payroll Trends Analytics Breakdown dashboards are identical, except for the use of Canadian-specific terms and display where appropriate. Refer to the U.S. Payroll Trends Analytics Breakdown Dashboard topic for details about the breakdown dashboard.

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Viewing Year-End Insights

PeopleSoft U.S. Year-End Trends and U.S. Year-End Audit dashboards provide administrators the ability to view and analyze year-end form data and the list of corrections made for the year-end forms using PeopleSoft Insights visualizations.

Based on user privileges, administrators can access the visualizations delivered on the Year-End Trends dashboard to examine form count information from different perspectives (such as by form type, employee consent status, and print type) and total amounts by box description. They can use the Year-End Audit dashboard to monitor the health of the year-end process and identify ways to improve it based on audit errors and form corrections generated.

These Year-End insights dashboards are built on the PeopleSoft Insights platform, which relies on an underlying analytics engine and search engine. The year-end data that is visible on the dashboards comes from U.S. year-end search indexes.

This topic provides an overview of how to set up Insights dashboards, lists common elements and controls, and discusses the Year-End insights dashboards for U.S. Payroll.

Understanding PeopleSoft Insights

PeopleSoft Insights is an analytical engine that provides visual reports (visualizations) in the form of charts, tables, graphs and so on. The visualizations are based on queries that retrieve data from the PeopleSoft Search Framework.

These videos provide an overview of the PeopleSoft Insights feature:

Video: Insights with PeopleSoft

Video: PeopleSoft HCM Insights

Video: Image Highlights, PeopleSoft HCM Update Image 50: Year-End Insights for U.S. Payroll

For information on Insights dashboards, see:

- Application Fundamentals: Understanding PeopleSoft Insights
- *PeopleTools Search Technology:* “Monitoring PeopleSoft Search Framework and OpenSearch” and “Working with Insights Dashboards for PeopleSoft Application Data” documentation.

Pages Used to View Year-End Insights

Page Name	Definition Name	Usage
U.S. Year-End Trends Tile	HC_HPY_US_YE_TRENDS_FL (this is the cref for the tile)	Access year-end analytics on the U.S. Year-End Trends dashboard.
U.S. Year-End Trends Dashboard	HC_HPY_US_YE_TRENDS_FL	Review and analyze year-end form data for U.S. Payroll.
U.S. Year-End Audit Tile	HC_HPY_US_YE_AUDITS_FL (this is the cref for the tile)	Access year-end analytics on the U.S. Year-End Audit dashboard.
U.S. Year-End Audit Dashboard	HC_HPY_US_YE_AUDITS_FL	Review and analyze year-end audit data for U.S. Payroll.

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Understanding How to Set Up Year-End Insights Dashboards

Before administrators can use year-end insights dashboards, the following steps should be performed:

1. Deploy these year-end indexes:

   (**PeopleTools**, and then **Search Framework**, and then **Search Admin Activity Guide**, and then **Administration**, and then **Deploy/Delete Object**)

   - For Year-End Trends:

     HC_HPY_YEAR_END_W2_CONSENT (Year End Forms Consent)

     HC_HPY_YEAR_END_BOX_US (Year End Box details for W-2)

     HC_HPY_YEAR_END_FMS_US (W-2 Year End Forms)

   - For Year-End Audit:

     HC_HPY_W2_YEDATA_LD_US (Year End Data Load)

     HC_HPY_YE_FMS_W2C_DTLS_US (Year End W-2 Forms Correction Reasons)

     HC_HPY_YE_W2C_FMS_US (Year end W-2 correction forms)

     HC_HPY_AUDT_ERR_US (Year End Audit error details)

     HC_HPY_US_YE_AUDIT_FLTR (Year End Audit Filters)

2. Build deployed year-end indexes:

   (**PeopleTools**, and then **Search Framework**, and then **Search Admin Activity Guide**, and then **Administration**, and then **Schedule Search Index**)

3. Deploy year-end tiles and dashboards:

   (**PeopleTools**, and then **Search Framework**, and then **Administration**, and then **Deploy Insights Dashboards**)

   - For Year-End Trends: *U.S. Year End Insights Tile* and *U.S. Year-End Trends*
   - For Year-End Audit: *U.S. Year End Audit Tile* and *U.S. Year-End Audit*

   > **Note**
   >
   > The full index must be run before the dashboard can be deployed.

4. Assign the *NA Payroll YE Analytics US* role to users of the dashboards.
5. (Optional) Define a list of prioritized employee statuses on the Category Selection Page.

   In a scenario where an employee works in different companies and has different employee statuses, the system uses this setup to determine which status takes precedence and will be used for the employee in the dashboard.

> **Note**
>
> The minimum PeopleTools version required to use Year-End insights dashboards is 8.60.07.

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Related Topics

- Application Fundamentals: Understanding PeopleSoft Insights Using PeopleSoft Search Framework
- Application Fundamentals: Understanding Real Time Indexing in HCM

Common Elements and Controls

This section lists the common elements and controls that are used in Insights analytics.

For more information on working with PeopleSoft Insights and filters, see *PeopleTools: Search Technology,* “Working with Insights Dashboards for PeopleSoft Application Data” documentation.

Search and Filter Options:

Field of Control	Definition
Search field	Enter a query to filter data, if applicable.
 (Change all filters) and + **Add filter** icon and link	Enter criteria to filter data on the visualizations. You can apply filters in a number of ways: • Enter queries in the **Search** field. • Use the + **Add filter** link to create filters using fields, operators and field values. • Use delivered filter fields. • Select a chart item from a visualization. • Use the filter options in details grids to add or exclude items. • Use the legend to add or exclude items. Added filters are displayed next to the + **Add filter** link for reference. For example, when you select the metric number of a year-end form, the filter is automatically added to your filters list, and all visualizations are refreshed to show data pertaining to the selected form. Select the **Change all filters** icon for a list of actions that can be performed on *all* filters, for example, disable them temporarily, remove them permanently, or invert inclusion (show data that does not meet filter criteria). Click a filter item for a list of similar actions that can be performed on it individually.
Tax Year, Tax Form Identification, Company, Pay Group, Business Unit, Department, and **W-2 Reporting Company**	Select to refine year-end form data using delivered filters. **Note:** Delivered filters for the U.S. Year-End Audit dashboard are **Tax Year, Tax Form Identification,** and **W-2 Reporting Company.**
Apply changes button	This button is available after you select filters. Select this button after you select filters to update visualizations.
Cancel changes link	This link is available after you select filters. Select this link to remove any update you entered since the last time you applied changes.

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Field of Control	Definition
Clear form link	This link is available after you select filters. Select this link to remove all the values from the filter fields in this section. You must select the **Apply changes** button to update the visualizations.

Visualization Options:

When you pause over a visualization, the **Options** and **Legend** icons (if applicable) are displayed on the top right and bottom left corners respectively. Use them to inspect the chart or table and view the details of that visualization and toggle the legend display.

Field or Control	Definition
(Options) icon	Click the Options icon to select one of these options: • *Inspect*: Select this option to have a slide out page appear providing the details in a grid format. You can also download data from this page. • *Maximize panel* or *Minimize*: Select *Maximize panel* to have the page display this visualization in full screen. Select *Minimize* to return to the dashboard and display all visualizations.
 (Toggle legend) icon	Click this icon to hide or display the legend for the chart, if available. You can click an item in the legend to change its color, or add it as a filter (if applicable).
Chart item (bar, pie slice, and so forth)	Pause over a chart item, such as a bar item or pie slice, to view a summary of details for that item. Select a chart item to add a filter for it to apply to all visualizations.

U.S. Year-End Trends Tile

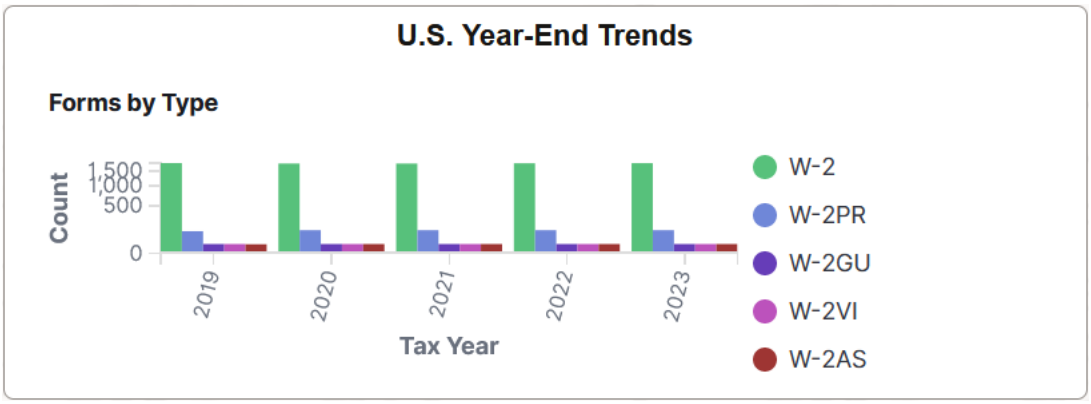
Use the U.S. Year-End Trends tile to access year-end analytics on the U.S. Year-End Trends dashboard.

Navigation:

The U.S. Year-End Trends tile is located on the Payroll Insights Dashboard.

This example illustrates the U.S. Year-End Trends tile.

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This tile displays the **Forms by Type** visualization, which shows the number counts of U.S. year-end forms by tax year.

Select this tile to access the U.S. Year-End Trends Dashboard and interact with year-end form data for U.S. Payroll.

U.S. Year-End Trends Dashboard

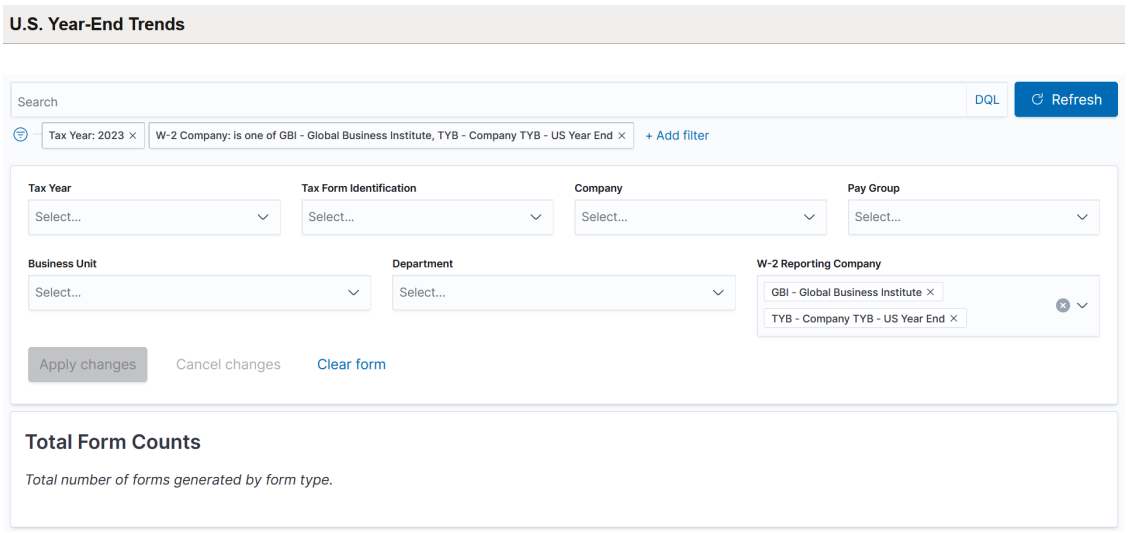
Use the U.S. Year-End Trends dashboard to review and analyze year-end form data for U.S. Payroll.

Navigation:

Select the **U.S. Year-End Trends** tile.

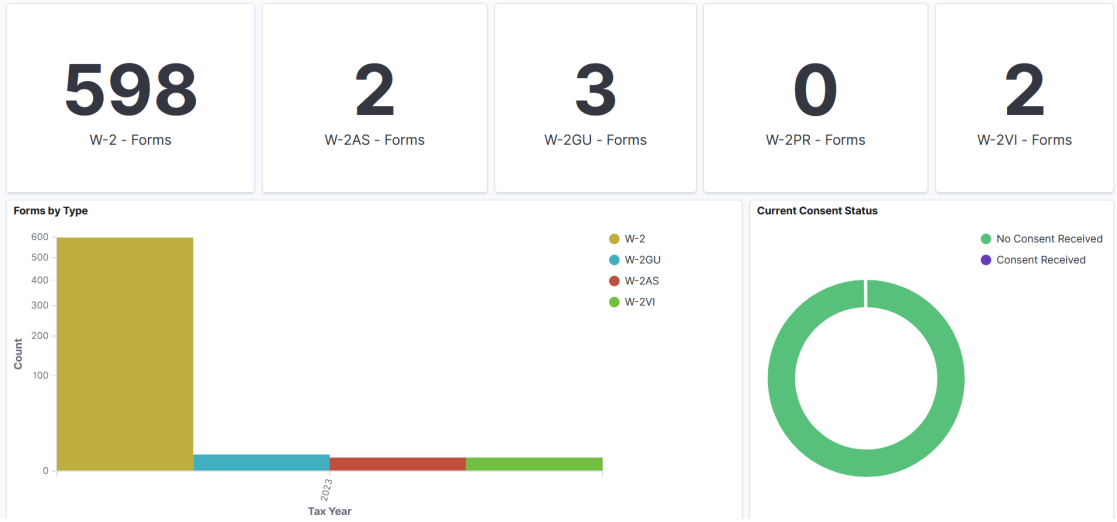
> **Note**
>
> As delivered, the U.S. Year-End Trends dashboard supports data analysis of W-2 forms for U.S., Puerto Rico, and U.S. territories for the last five years.

This example illustrates the U.S. Year-End Trends dashboard (1 of 7).

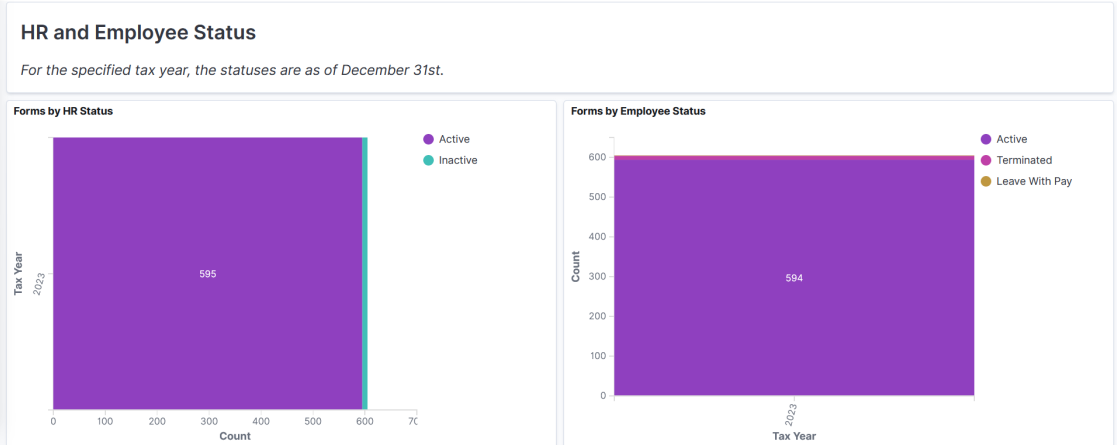


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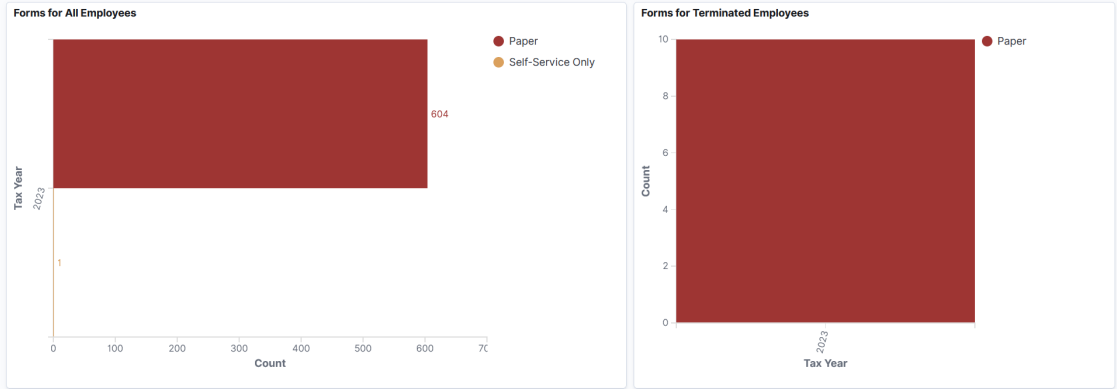
This example illustrates the U.S. Year-End Trends dashboard (2 of 7).



This example illustrates the U.S. Year-End Trends dashboard (3 of 7).

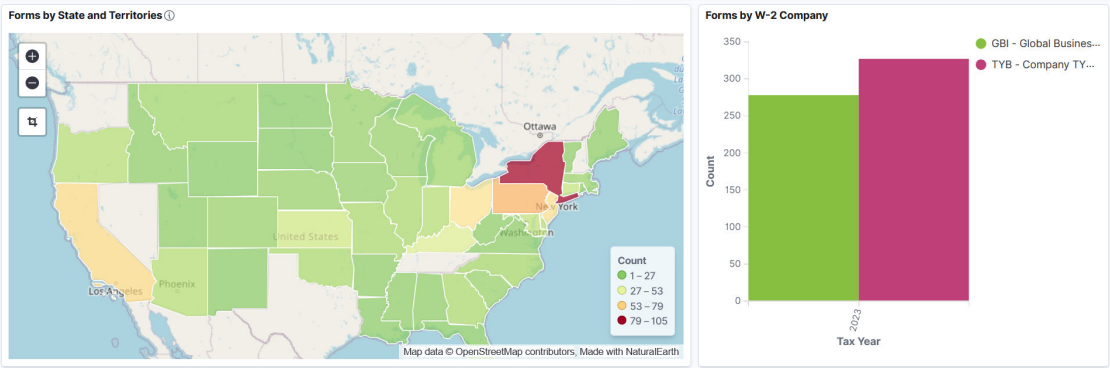


This example illustrates the U.S. Year-End Trends dashboard (4 of 7).

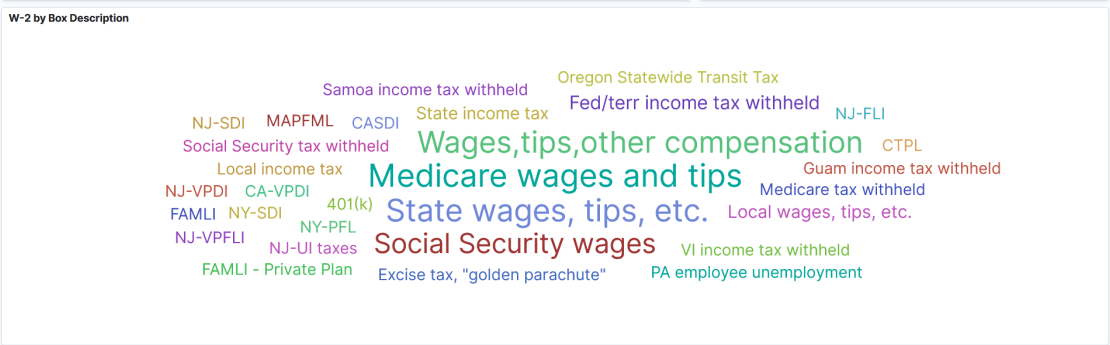


This example illustrates the U.S. Year-End Trends dashboard (5 of 7).

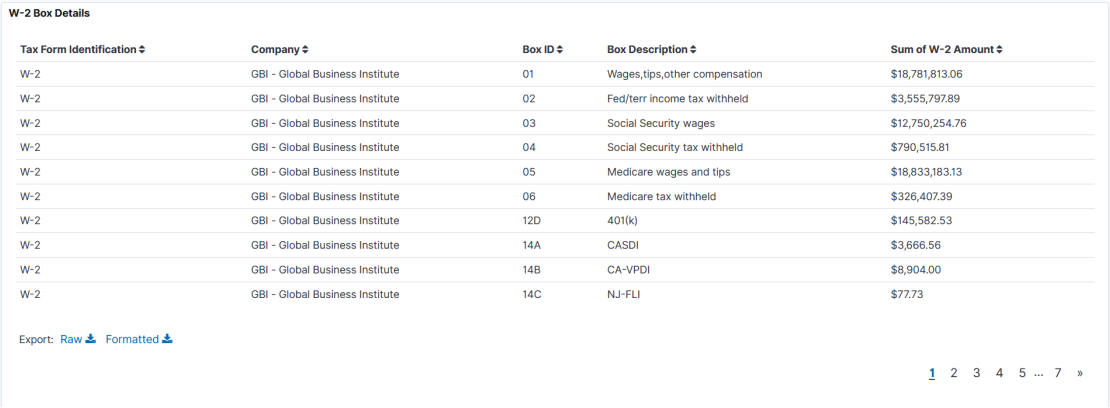
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This example illustrates the U.S. Year-End Trends dashboard (6 of 7).



This example illustrates the U.S. Year-End Trends dashboard (7 of 7).



W-2 Box Details

Tax Form Identification	Company	Box ID	Box Description	Sum of W-2 Amount
W-2	GBI - Global Business Institute	01	Wages,tips,other compensation	$18,781,813.06
W-2	GBI - Global Business Institute	02	Fed/terr income tax withheld	$3,555,797.89
W-2	GBI - Global Business Institute	03	Social Security wages	$12,750,254.76
W-2	GBI - Global Business Institute	04	Social Security tax withheld	$790,515.81
W-2	GBI - Global Business Institute	05	Medicare wages and tips	$18,833,183.13
W-2	GBI - Global Business Institute	06	Medicare tax withheld	$326,407.39
W-2	GBI - Global Business Institute	12D	401(k)	$145,582.53
W-2	GBI - Global Business Institute	14A	CASDI	$3,666.56
W-2	GBI - Global Business Institute	14B	CA-VPDI	$8,904.00
W-2	GBI - Global Business Institute	14C	NJ-FLI	$77.73

Export: Raw Formatted

1 2 3 4 5 ... 7 »

Warning

PeopleSoft Insights dashboards may not render properly if you access them using unsupported platforms.

When you select filters or chart items, PeopleSoft Insights dynamically updates all visualizations using the source from the index.

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Filter By

For a list of filters available for the year-end dashboards, see the Common Elements and Controls section in this documentation.

U.S. Year-End Trends Visualizations

The U.S. Year-End Trends dashboard provides you with the following collection of visualizations to view and analyze year-end form data.

> **Important**
>
> For optimal performance, only the first 500 rows of data are displayed on the Insights dashboard. Use filters to refine the set of data you wish to visualize using the dashboard.

Visualization	Description
Total Form Counts	These number charts display counts of generated year-end forms by form type, which includes W-2 forms for U.S. and U.S. territories (American Samoa, Guam, Puerto Rico, and Virgin Islands). These counts pertain to forms that were generated based on the PDF generation process of the year-end forms.
Forms by Type vertical bar chart	This visualization displays the counts of year-end forms created for each specified form type by tax year.
Current Consent Status donut chart	This visualization displays the percentage and count of year-end forms by consent status.
Forms by HR Status horizontal bar chart	This stacked bar chart displays the counts of end-year forms for employees in the *Active* versus *Inactive* HR status by tax year. The HR status is captured as of December 31 of the tax year.
Forms by Employee Status vertical bar chart	This stacked bar chart displays the number of year-end forms for employees of each specified employee status (payroll status) by tax year. The employee status is captured as of December 31 of the tax year.
Forms for All Employees horizontal bar chart	This visualization displays the counts of paper versus electronic year-end forms created for all employees (employees with either *Active* or *Inactive* HR status) by tax year. It shows the trend of paper form usage in the organization, which is helpful when you need to order paper for form printing.

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Visualization	Description
Forms for Terminated Employees vertical bar chart	This visualization displays the counts of year-end forms created for terminated employees by tax year. **Note:** If the dashboard is filtered by the *Local wages, tips, etc.* or *Local income tax* box description, no results will be displayed in this visualization because local wages do not apply to terminated employees.
Forms by State and Territories map	This region map displays the number distribution of year-end forms among U.S. states and territories. Note that the form counts presented on this map are based on the state code in Box 15. A form is not counted if Box 15 is blank. A blank state code can be caused by one of these reasons: • Overflow W-2s for box 12 or 14 data • No state data was imported to the YE tables because the employee does not have tax withholding in their state, such as Alaska, Florida, Nevada, South Dakota, Tennessee, Texas, Washington, or Wyoming.
Forms by W-2 Company vertical bar chart	This visualization displays the number of year-end forms created for each specified W-2 company by tax year.
W-2 by Box Description tag cloud	This visualization displays amount-specific box labels that are available in year-end forms. The larger the font size of a box label, the greater the total amount calculated from the year-end forms.

W-2 Box Details

This grid lists the boxes and corresponding total amounts of year-end forms for companies, which are presented in visualizations, in a tabular format.

U.S. Year-End Audit Tile

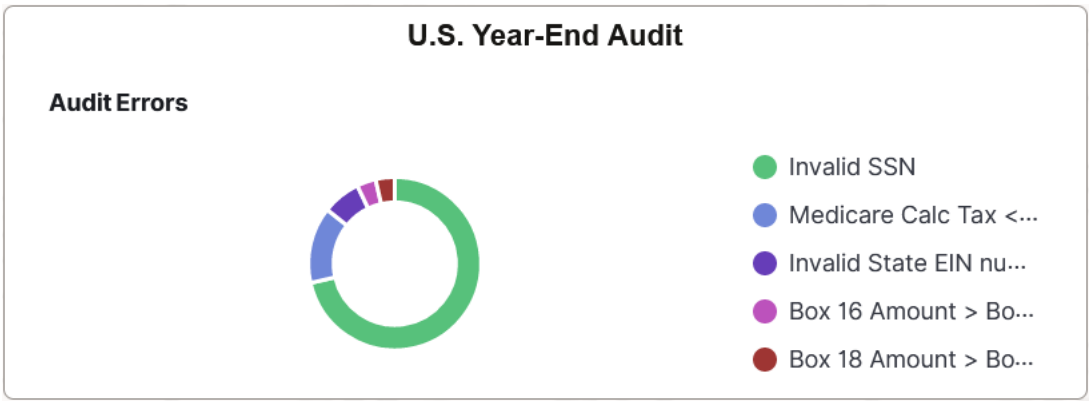
Use the U.S. Year-End Audit tile to access year-end audit analytics on the U.S. Year-End Audit dashboard.

Navigation:

The U.S. Year-End Audit tile is located on the Payroll Insights Dashboard.

This example illustrates the U.S. Year-End Audit tile.

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This tile displays the **Errors by Count** visualization, which shows the distribution of identified audit errors.

Select this tile to access the U.S. Year-End Audit Dashboard and interact with year-end audit data for U.S. Payroll.

U.S. Year-End Audit Dashboard

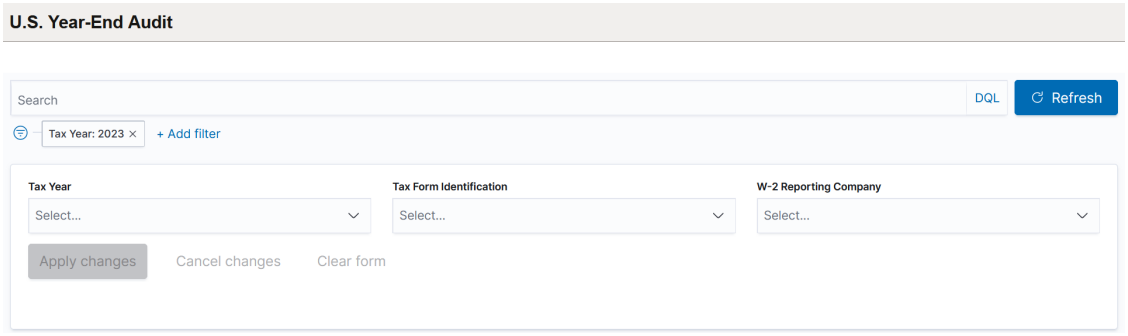
Use the U.S. Year-End Audit dashboard to review and analyze year-end audit data for U.S. Payroll.

Navigation:

Select the **U.S. Year-End Audit** tile.

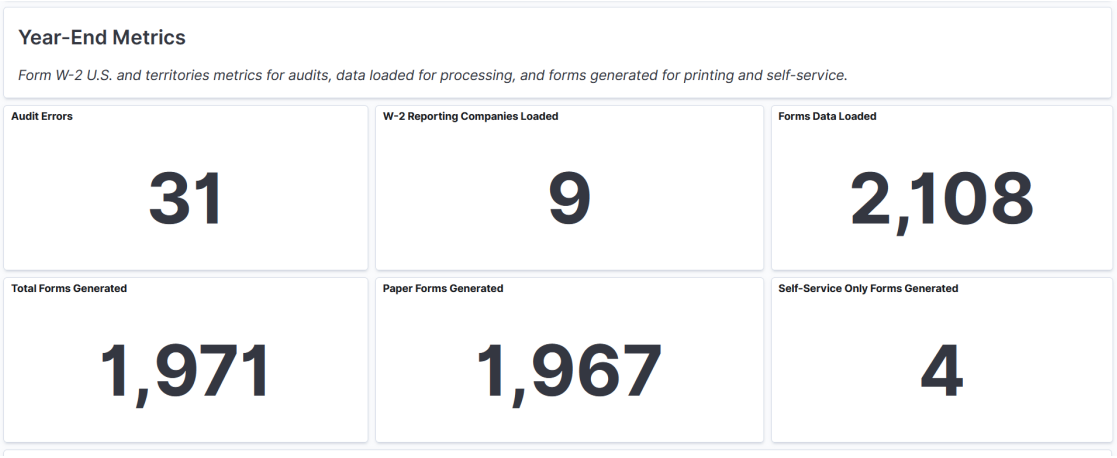
> **Note**
>
> As delivered, the U.S. Year-End Audit dashboard supports data analysis of W-2 and W-2c forms for U.S., Puerto Rico, and U.S. territories for the last five years.

This example illustrates the U.S. Year-End Audit dashboard (1 of 6).

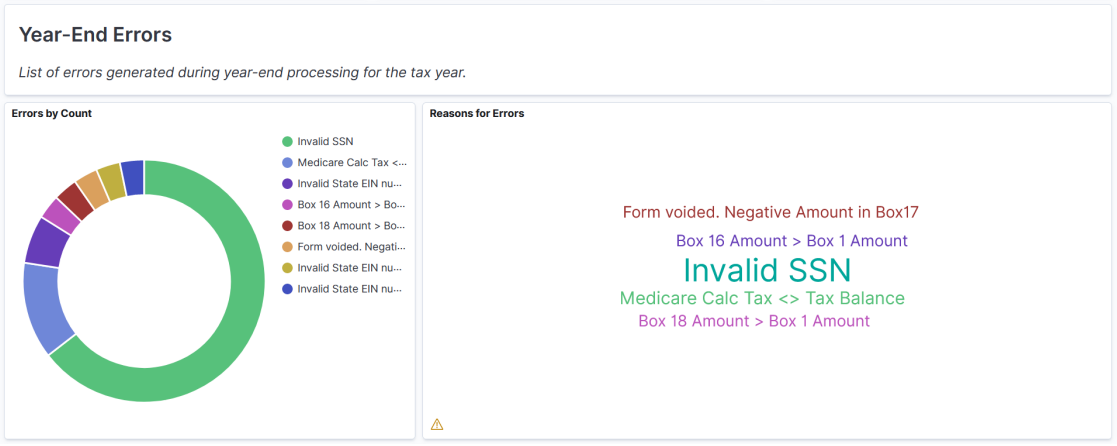


This example illustrates the U.S. Year-End Audit dashboard (2 of 6).

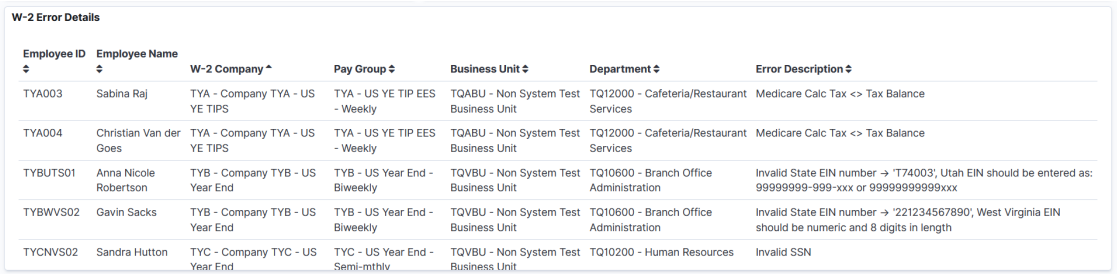
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This example illustrates the U.S. Year-End Audit dashboard (3 of 6).



This example illustrates the U.S. Year-End Audit dashboard (4 of 6).



W-2 Error Details

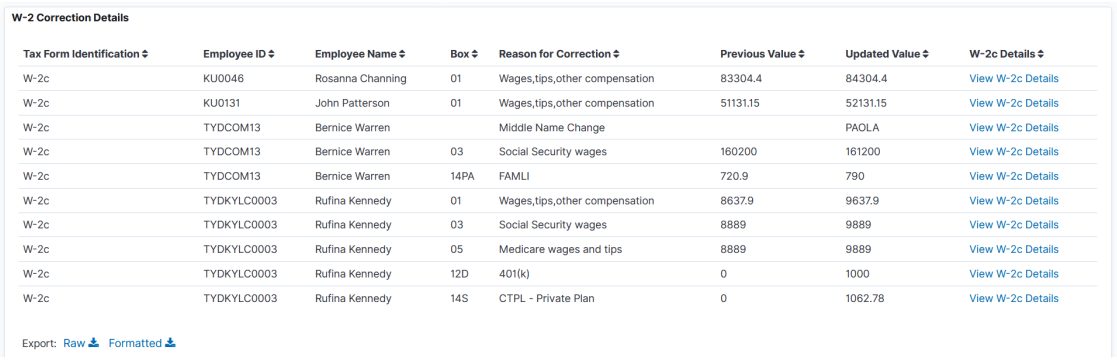
Employee ID	Employee Name	W-2 Company	Pay Group	Business Unit	Department	Error Description
TYA003	Sabina Raj	TYA - Company TYA - US YE TIPS	TYA - US YE TIP EES - Weekly	TQABU - Non System Test Business Unit	TQ12000 - Cafeteria/Restaurant Services	Medicare Calc Tax <> Tax Balance
TYA004	Christian Van der Goes	TYA - Company TYA - US YE TIPS	TYA - US YE TIP EES - Weekly	TQABU - Non System Test Business Unit	TQ12000 - Cafeteria/Restaurant Services	Medicare Calc Tax <> Tax Balance
TYBUTS01	Anna Nicole Robertson	TYB - Company TYB - US Year End	TYB - US Year End - Biweekly	TQVBU - Non System Test Business Unit	TQ10600 - Branch Office Administration	Invalid State EIN number → 'T74003', Utah EIN should be entered as: 99999999-999-xxx or 99999999999xxx
TYBWVS02	Gavin Sacks	TYB - Company TYB - US Year End	TYB - US Year End - Biweekly	TQVBU - Non System Test Business Unit	TQ10600 - Branch Office Administration	Invalid State EIN number → '221234567890', West Virginia EIN should be numeric and 8 digits in length
TYCNVS02	Sandra Hutton	TYC - Company TYC - US Year End	TYC - US Year End - Semi-mthly	TQVBU - Non System Test Business Unit	TQ10200 - Human Resources	Invalid SSN

This example illustrates the U.S. Year-End Audit dashboard (5 of 6).

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This example illustrates the U.S. Year-End Audit dashboard (6 of 6).



W-2 Correction Details

Tax Form Identification	Employee ID	Employee Name	Box	Reason for Correction	Previous Value	Updated Value	W-2c Details
W-2c	KU0046	Rosanna Channing	01	Wages,tips,other compensation	83304.4	84304.4	View W-2c Details
W-2c	KU0131	John Patterson	01	Wages,tips,other compensation	51131.15	52131.15	View W-2c Details
W-2c	TYDCOM13	Bernice Warren		Middle Name Change		PAOLA	View W-2c Details
W-2c	TYDCOM13	Bernice Warren	03	Social Security wages	160200	161200	View W-2c Details
W-2c	TYDCOM13	Bernice Warren	14PA	FAMLI	720.9	790	View W-2c Details
W-2c	TYDKYLC0003	Rufina Kennedy	01	Wages,tips,other compensation	8637.9	9637.9	View W-2c Details
W-2c	TYDKYLC0003	Rufina Kennedy	03	Social Security wages	8889	9889	View W-2c Details
W-2c	TYDKYLC0003	Rufina Kennedy	05	Medicare wages and tips	8889	9889	View W-2c Details
W-2c	TYDKYLC0003	Rufina Kennedy	12D	401(k)	0	1000	View W-2c Details
W-2c	TYDKYLC0003	Rufina Kennedy	14S	CTPL - Private Plan	0	1062.78	View W-2c Details

Export: Raw Formatted

Filter By

For a list of filters available for the U.S. Year-End Audit dashboard, see the Common Elements and Controls section in this documentation.

U.S. Year-End Audit Visualizations

The U.S. Year-End Audit dashboard provides you with the following collection of visualizations to review year-end processing errors and form corrections.

Important

For optimal performance, only the first 500 rows of data are displayed on the Insights dashboard. Use filters to refine the set of data you wish to visualize using the dashboard.

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Visualization	Description
Year-End Metrics	These number charts display highlight information of year-end processing for the selected tax year (or tax years), for example, counts of identified audit errors, loaded W-2 reporting companies and forms data, and paper and electronic forms generated by the process.

Year-End Errors

Use these charts to identify the list of top errors that were reported during year-end processing.

Visualization	Description
Errors by Count donut chart	This visualization displays the percentage and count of audit errors reported by the TAX910ER process.
Reasons for Errors tag cloud	This visualization displays the error reasons. The larger the font size of a reason, the higher the number of errors reported for it.

W-2 Error Details

This grid lists the employees who had audit errors in their year-end forms. Additional information, such as the employee's company, pay group, and department, is also displayed and can be used to filter data on the year-end error visualizations.

Year-End Form Corrections

Use these charts to visualize form correction data for previous years, and identify which forms had high number of corrections and where those corrections occurred.

Visualization	Description
Total Number of Corrections vertical bar chart	This visualization displays the counts of generated year-end correction forms by tax year. Supported form types include W-2c, W-2cAS, W-2cGU, and W-2cVI.
Reasons for Corrections tag cloud	This visualization displays the form boxes that had their values updated using correction forms. The larger the font size of a box label, the higher the number of corrections it has.

W-2 Correction Details

This grid lists the employees who had year-end form corrections and the associated correction information. Additional information, such as employee ID, box code, box label, and form type, is also displayed and can be used to analyze data on the year-end correction visualizations.

Field or Control	Description
View W-2c Details	Select to view the update details of the correction form for the corresponding employee on the Create W-2c US/Territories page.

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6

Setting Up Payroll Tax Tables

Understanding Payroll Tax Tables

This topic discusses how to:

- Find instructions on year-end processing.
- Work with payroll tax tables.
- (USA) Work with U.S. Tax tables.
- (CAN) Work with Canadian Tax tables.

> **Note**
>
> You must also set up tax locations and company tax tables, as documented in your PeopleSoft HCM Application Fundamentals product documentation.

Related Topics

- Application Fundamentals: (USA) Setting Up the Company Local Tax Table
- Canadian Tax Methods Calculations
  This topic discusses:
- Special Withholding Tax Status
  Specify the special withholding tax status for each employee in the Special Withholding Tax Status field on the Federal Tax Data (TAX_DATA1), State Tax Data (TAX_DATA3), or Local Tax Data (TAX_DATA5) pages, referred to in the table below as the employee tax data page.

Finding Instructions on Year-End Processing

Since year-end processing information changes regularly, PeopleSoft posts the most up-to-date instructions in the current year-end tax update documentation, posted on My Oracle Support.

See Understanding Year-End Processing Instructions.

Working With Payroll Tax Tables

The PeopleSoft Payroll for North America tax tables store tax information that the system requires to calculate and report taxes. PeopleSoft provides and maintains most of the payroll tax tables.

Payroll for North America delivers tax data for all federal and state or provincial taxing entities and almost all localities. Should you need a locality that PeopleSoft does not yet support, you can add and maintain entries using the tax pages. If you must make a change or addition to the standard tax information delivered with the system, you are responsible for maintaining the

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change until it is incorporated into PeopleSoft-maintained tax tables. After you notify us of the missing locality, PeopleSoft will add it to our standard system and maintain it for you in subsequent versions.

You are responsible for completing the tax tables that contain data specific to your company.

> **Note**
>
> The pages for Federal/State Tax, Taxable Gross Definition, and Canadian Tax tables reference more than one table.

(USA) Working With U.S. Tax Tables

Some U.S. tax tables are maintained by PeopleSoft, others are maintained by the employers.

PeopleSoft-Maintained Tables

These are the PeopleSoft-maintained tables for U.S. employers:

- The Tax Class table.

  See (USA) Viewing and Adding Tax Classes.
- Federal/State Tax and Local Tax tables, which contain rates and other constants used in the calculation of most forms of taxes for U.S. federal, state, and local taxing entities.

  See (USA) Viewing Federal and State Tax Tables.
- State and Local Tax Reciprocity tables, which define reciprocal taxing rules between states and localities, and other rules for determining tax liabilities for multiple jurisdictions.

  See (USA) Managing Tax Reciprocity.
- Taxable Gross Definition table, which identifies differences between states or localities and the federal government in the definition of taxable wages.

  See (USA) Updating the Taxable Gross Definition Table.
- SWT Marital Status table, which defines the valid tax status codes for each state.

  See (USA) Viewing State Tax Status Codes and the documentation that comes with your year-end tax update.

> **Note**
>
> Employers can add additional values to certain PeopleSoft-maintained tables. Before adding values, refer to the documentation for the related pages to review any warnings or limitations.

Employer-Maintained Tables

U.S. employers must set up and maintain the following tables:

- Tax Location table, which contains the work locations for which you process payroll and taxes.

  See Application Fundamentals: Defining Tax Locations.

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- Company State Tax and Company Local Tax tables, which store tax identification numbers, unemployment and disability experience rates, and general ledger codes for the states and localities for which your company collects and pays taxes.

  See Application Fundamentals: (USA) Setting Up the Company State Tax Table and Application Fundamentals: (USA) Setting Up the Company Local Tax Table.

- Tax Reporting Parameters table, which controls the execution of many of your quarterly and annual tax reports and specifies data needed for magnetic media filing.

  See (USA) Specifying Parameters for Quarterly Tax Reporting

(CAN) Working With Canadian Tax Tables

Some Canadian tax tables are maintained by PeopleSoft, others are maintained by the employers.

PeopleSoft-Maintained Tables

Canadian Tax tables, which contain rates and other constants used in the calculation of all forms of federal, provincial, and Quebec taxes.

Employer-Maintained Tables

Canadian employers must define and maintain the following tables:

- The Canadian Wage Loss Plan table, which identifies your organization's valid wage loss replacement plans and general ledger account numbers.
- The Canadian Company Tax table, which defines the Prescribed Interest rate, Provincial Premium Tax rate, and Health Insurance rate override.
- Canadian Tax Reporting Parameters table, which controls the execution of many quarterly and annual tax reports and specifies data needed for magnetic media filing.

Related Topics

- Application Fundamentals: (USA) Setting Up the Company Local Tax Table

(USA) Viewing and Adding Tax Classes

To view the tax class table, use the Tax Class Table component (PY_TAX_CLASS).

Page Used to View and Add Tax Classes

Page Name	Definition Name	Usage
Tax Class Table Page	PY_TAX_CLASS	Review delivered tax classes, and add additional tax classes if necessary.

Tax Class Table Page

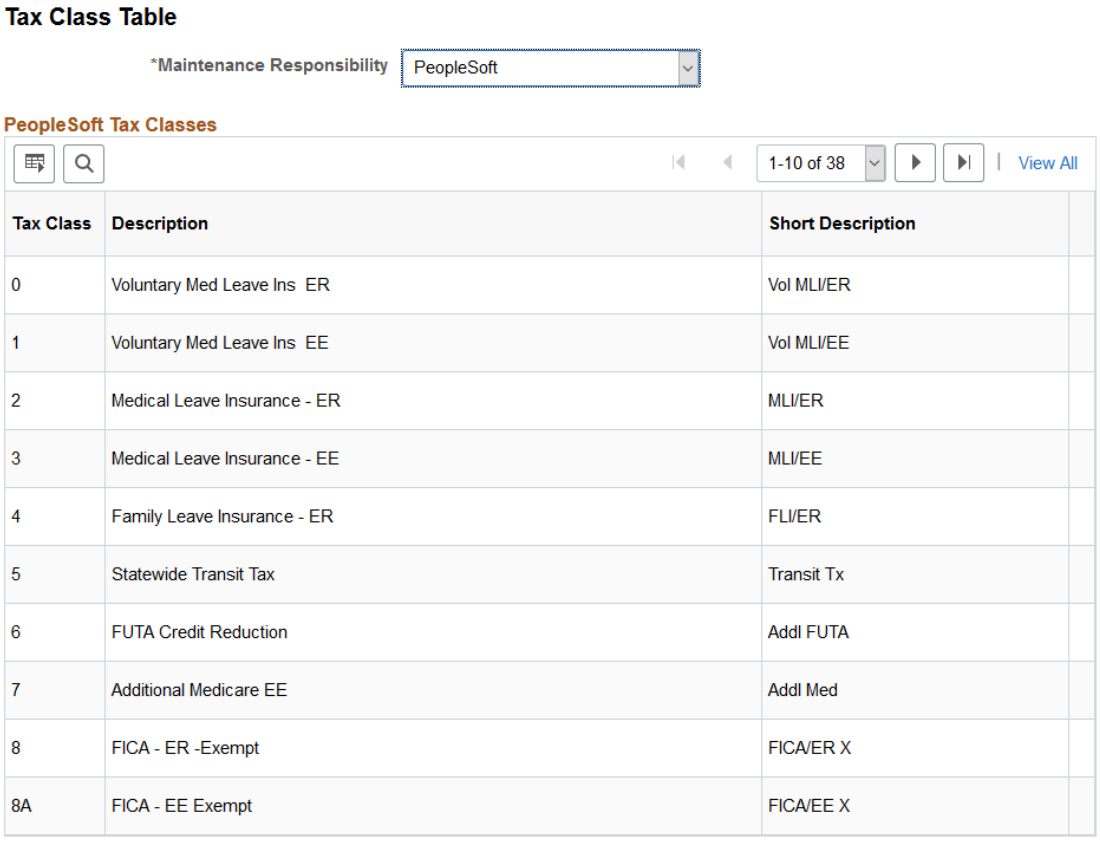
Use the Tax Class Table page (PY_TAX_CLASS) to review delivered tax classes and add additional tax classes if necessary.

Navigation:

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Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Federal/State Taxes**, and then **Tax Class Table**

This example illustrates the Tax Class Table page for tax classes that PeopleSoft maintains.



Tax Class Table

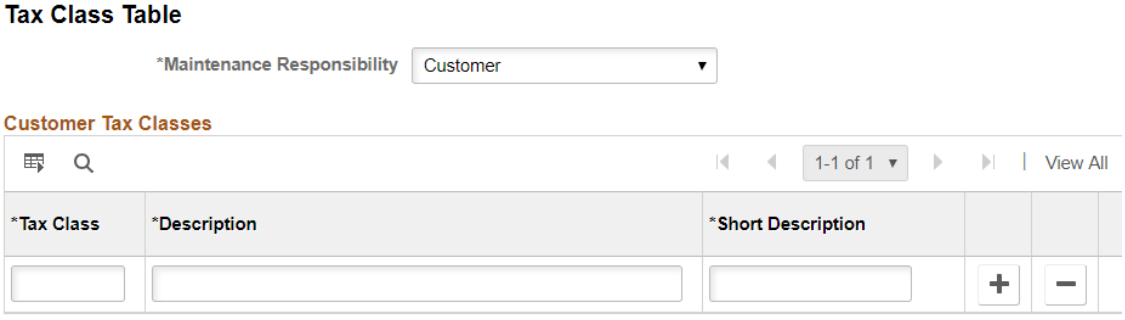
*Maintenance Responsibility: PeopleSoft

PeopleSoft Tax Classes

1-10 of 38 | View All

Tax Class	Description	Short Description
0	Voluntary Med Leave Ins ER	Vol MLI/ER
1	Voluntary Med Leave Ins EE	Vol MLI/EE
2	Medical Leave Insurance - ER	MLI/ER
3	Medical Leave Insurance - EE	MLI/EE
4	Family Leave Insurance - ER	FLI/ER
5	Statewide Transit Tax	Transit Tx
6	FUTA Credit Reduction	Addl FUTA
7	Additional Medicare EE	Addl Med
8	FICA - ER -Exempt	FICA/ER X
8A	FICA - EE Exempt	FICA/EE X

This example illustrates the Tax Class Table page for tax classes that customers maintain.



Tax Class Table

*Maintenance Responsibility: Customer

Customer Tax Classes

1-1 of 1 | View All

*Tax Class	*Description	*Short Description

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Field or Control	Description
Maintenance Responsibility	Select *PeopleSoft* to view the PeopleSoft Tax Classes grid, which lists the tax classes that PeopleSoft delivers. This grid is read-only, so you cannot modify the delivered tax classes nor can you add new tax classes. Select *Customer* to view the Customer Tax Classes grid, where you can add and maintain additional tax classes. **Important:** If you add your own tax classes, you are responsible for all customizations that are necessary to use those tax classes. Simply adding a tax class to this table does not affect payroll processing. (Program Funding Configuration) An exception to this rule is when you create your own tax classes to use in Program Funding Configuration. No customizations are required to use customer-maintained tax classes for tax calculations, as well as payroll and tax reporting. However, the quarterly paid family and medical leave reports will only report tax details for PeopleSoft-maintained tax classes P01 - P04.
Tax Class	Displays a three-digit code for the tax class. All one-character codes are used by PeopleSoft. When you create your own tax class codes, you must use two-character or three-character codes where the first character is a number from *0* to *5*.

(USA) Viewing Federal and State Tax Tables

To view federal and state tax tables, use the Federal/State Tax Table component (STATE_TAX_TABLE).

Pages Used to View Federal and State Tax Tables

Page Name	Definition Name	Usage
Tax Table - General Page	STATE_TAX_TABLE1	View standard deductions, allowance amounts, and supplemental rates.
Special Tax Amts Page	STATE_TAX_TABLE2	View information needed for tax calculations. The page for the Federal Tax Table differs from the one for specific states.
Tax Table - Rates Page	STATE_TAX_TABLE3	View wage bracket information. Contains data from Connecticut Table B - Withholding Tax.

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Page Name	Definition Name	Usage
CT Exemptions Page	STATE_TAX_TABLE3_A	(Available only when the state entered is CT.) View the tax status, low gross, and exemption amount, from Connecticut Table A - Exemptions, that are used for calculating Connecticut state tax exemptions.
CT Credits Page	STATE_TAX_TABLE3_B	(Available only when the state entered is CT.) View the tax status, low gross, and credit percent, from Connecticut Table E - Personal Tax Credits, that are used for calculating Connecticut state tax credits.
CT Phase Out Page	STATE_TAX_TABLE3_D	(Available only when the state entered is CT.) View the tax status, low gross, and low tax amount, from Connecticut Table C - 3% Phase-Out, that are used for calculating the phase out of the Connecticut 3% state tax rate.
CT Recapture Page	STATE_TAX_TABLE3_E	(Available only when the state entered is CT.) View the tax status, low gross, and recapture tax amount, from Connecticut Table D - Tax Recapture, that are used for calculating the recapture of Connecticut state taxes from taxpayers over certain income brackets.
NRA Adjustment Page	STATE_TAX_TABLE3A	(Available only when the state entered is Federal, $U.) View the withholding adjustment rate to use for nonresident alien wages.
Tax Table - Additional Rates Page	STATE_TAX_TABLE4	View wage limits for unemployment and disability taxes.
Federal/State Tax Report Page	PRCSRUNCNTRL	Run TAX702 to print information from the State Tax Table and the State Other Tax Table, which store the most current tax rates and other parameters used in calculating state and federal withholding, disability, and unemployment taxes.

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Page Name	Definition Name	Usage
State Tax Rate Report Page	PRCSRUNCNTRL	Generate TAX707 that lists information from the State Tax Rate Table, which contains bracket rates needed for calculating state and federal taxes.
FUTA State Credit Reductions Page	STATE_FUTA_CR_RED	View and define official FUTA credit reduction states.

Understanding Federal and State Tax Tables

Use the Federal/State Tax Table pages to view the tax data that PeopleSoft Payroll for North America uses to calculate U.S. federal, state, and certain local taxes. These pages supply the following information:

- Identify the general type of withholding tax calculation employed by each jurisdiction and provide all the constants needed by the calculation routines for income tax withholding and unemployment and disability taxes.
- Contain the wage bracket tax rate data used by the taxing authorities for implementing graduated taxes.

Special State Codes for Localities Using Graduated Tax Tables

In addition to the rules for state withholding, the rates for calculating federal withholding, FICA, and federal unemployment are defined on this table, primarily because the method of calculation is similar. Localities that use graduated tax tables are also included. These entries are identified by special state codes such as Z1 and Z2. Here are some of these special codes:

Code	Description
$E	Earned income credit
$U	U.S. federal tax
$UAS	American Samoa federal tax
$UGU	Guam federal tax
$UPR	Puerto Rico federal tax
$UVI	Virgin Islands federal tax
K0	KY-Kenton County Tiered Tax
K1	KY-Hazard Tiered Tax
K2	KY-Mayfield Tiered Tax
O1	OR-Multnomah Co Income Tax
O2	Eugene, OR community safety payroll tax
O3	OR-Multnomah Co Withhold Tax
O4	OR-Portland Metro Withhold Tax
Z1	New York City, New York local tax
Z2	Yonkers, New York local tax
Z3 through Z9	MD local tax
ZA through ZL	MD local tax

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Code	Description
ZM	Seattle, WA payroll expense tax

Understanding Program Funding Configuration

The system uses Program Funding Configuration setup and updates in other system tables to calculate employee and employer payroll taxes for programs defined in the configuration framework. With each announcement of a new program, scripts are provided to deliver necessary updates in Program Funding Configuration and system tables to support the program.

Page Name	Update
Tax Class Table Page	Added tax classes to support the delivered program.
ACTIVITY field translate values on the Maintain Translate Values page	Added translate values for the Payroll ACTIVITY field that are used in Commitment Accounting.
GL Tax Class Page	Added GL Tax Class values that are used in Non-commitment Accounting.
(Federal/State Taxes) Tax Table - Additional Rates Page	Added new table entry to the State Tax Table for the state, which includes tax classes and the state program rates.
Taxable Gross Definition Table Page	Added new table entry to calculate the taxable grosses for the tax classes as required by the state regulations.
Define Program ID Page	Added new table entry to establish a Paid Family Medical Leave program using the tax classes for the state.
Define Calculation Rule - Description Page and Define Calculation Rule - Calculation Formula Page	Added calculation rules for use with tax classes for the state.
Program ID Association Page	Added new table entry to define tax classes, ACTIVITY translate values and GL Tax Classes to support the state program.
Define Relationship Page	This page is used to calculate program funding taxes and is reserved for future use.

The system delivers these state programs using Program Funding Configuration:

- Delaware Paid Leave program

  Understanding the Delaware Paid Leave Program
- Maine Paid Family and Medical Leave program

  Understanding the Maine Paid Family and Medical Leave
- Vermont Child Care Contribution

  Understanding the Vermont Child Care Contribution
- Colorado FAMLI program

  Understanding the Colorado Family and Medical Leave Insurance Program
- Paid Leave Oregon program

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Understanding the Paid Leave Oregon Program

- Connecticut Paid Family and Medical Leave

  For more details about the program, refer to the *Connecticut Paid Family and Medical Leave (25-C)* document that is available in the **Payroll for North America Tax Updates** knowledge article (KA643) on My Oracle Support, under the *Tax Update 25-C/Update Image 9.2.053* section.

- District of Columbia Paid Family Leave

  For more details about the program, refer to the *District of Columbia Paid Family Leave (25-C)* document that is available in the **Payroll for North America Tax Updates** knowledge article (KA643) on My Oracle Support, under the *Tax Update 25-C/Update Image 9.2.053* section.

- Massachusetts Paid Family and Medical Leave

  For more details about the program, refer to the *Massachusetts Paid Family and Medical Leave (25-C)* document that is available in the **Payroll for North America Tax Updates** knowledge article (KA643) on My Oracle Support, under the *Tax Update 25-C/Update Image 9.2.053* section.

- Washington Paid Family and Medical Leave

  For more details about the program, refer to the *Washington Paid Family and Medical Leave and WA Cares Fund (25-C)* document that is available in the **Payroll for North America Tax Updates** knowledge article (KA643) on My Oracle Support, under the *Tax Update 25-C/Update Image 9.2.053* section.

- Washington Cares Fund

  For more details about the program, refer to the *Washington Paid Family and Medical Leave and WA Cares Fund (25-C)* document that is available in the **Payroll for North America Tax Updates** knowledge article (KA643) on My Oracle Support, under the *Tax Update 25-C/Update Image 9.2.053* section.

Video: PeopleSoft HCM 9.2 Image 53 Highlights: Convert Paid Leave

For more information about the setup of state programs using this feature, refer to Understanding Program Funding Configuration.

Calculation Rules

On the Program ID Association Page, each tax class is associated with a calculation rule that tells the COBOL programs where the tax rate is stored and how to calculate the premium for the program.

Payroll for North America provides scripts to deliver new calculation rules as needed to support new programs when they are announced.

> **Note**
>
> Customers can create additional calculation rule IDs if needed and link them to the state's Program ID association to meet their unique business requirements.

Understanding the Delaware Paid Leave Program

The Delaware Paid Leave program provides different types of paid leave benefits under these lines of coverage:

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- Parental Leave (0.32% contribution rate)
- Medical Leave (0.40% contribution rate)
- Family Caregiver/Qualified Exigency (0.08% contribution rate)

The total contribution rate for providing all three lines of coverage for an employee is 0.80% (0.0080) of an employee's subject wages.

The percentages mentioned are effective as of January 1, 2025, and are subject to change in future years.

For each of the three lines of coverage, employers can participate in the state-run program ("Delaware Paid Leave"), they can purchase coverage, or they can choose to self-insure.

Employers may nor may not need to provide all lines of coverage, depending on the employee count. If the employer has:

- Fewer than 10 employees, paid leave coverage is not required.

  Paid leave coverage is also not required for federal employees or seasonal workers.
- Between 10 and 24 employees, only Parental Leave is required.
- 25 or more employees, all lines of coverage are required.

Employers are responsible for 100% of the contributions under the plan; however, they may choose to require employees to pay up to half of the total contribution cost of the plan.

The definition of wages for purposes of Delaware Paid Leave is:

- (For eligible covered employees) FICA wages paid to the employee for work performed in Delaware only.

  The system delivers Program ID *P003-DE Paid Leave* to support Delaware Paid Leave tax calculations for eligible covered or regular employees.
- (For reclassified employees) All FICA wages paid to the employee.

  For employees who are ineligible for state paid leave coverage because they do not work primarily in Delaware, they can sign a Reclassification form with their employers in order to join the paid leave plan. Employees who can be reclassified are typically out-of state telecommuters who are assigned to a location in DE, or DE employees who are on temporary out-of-state assignments.

  If circumstances change at a later date and employees no longer fit the "reclassified" status, the employer can file a Declassification form and have them excluded from the paid leave plan.

  Important

  All changes in employee status to or from the "reclassified" status must be made effective at the beginning of a calendar quarter to avoid unexpected or incorrect Delaware Paid Leave contribution calculations and wage reporting.

  The system delivers *Program ID P004-DE Paid Leave (Reclass)* to support Delaware Paid Leave tax calculations for reclassified employees. Reclassified employees can only be enrolled in Program ID P004.

Employers are not required to provide coverage to part-time employees. These employees can sign a Waiver form with their employees to be excluded from the paid leave program in Delaware. The system delivers two new tax statuses (*Waiver-State* and *Waiver-Voluntary*) to

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indicate that employees are on waiver status when you set up employees for Delaware paid leave programs. These new tax statuses do not apply to reclassified employees.

Payroll for North America delivers setup to calculate Delaware Paid Leave contributions using Program Funding Configuration.

To calculate the payroll taxes for Delaware Paid Leave, the system delivers a row for the *DE* state on the Tax Table - Additional Rates Page that includes these tax classes:

- Paid Parental Leave EE
- Paid Parental Leave ER
- Paid Medical Leave EE
- Paid Medical Leave ER
- Paid FC/QE Leave EE
- Paid FC/QE Leave ER
- Vol Paid Parental Leave EE
- Vol Paid Parental Leave ER
- Vol Paid Medical Leave EE
- Vol Paid Medical Leave ER
- Vol Paid FC/QE Leave EE
- Vol Paid FC/QE Leave ER
- Paid Parental Leave EE-Reclass
- Paid Parental Leave ER-Reclass
- Paid Medical Leave EE-Reclass
- Paid Medical Leave ER-Reclass
- Paid FC/QE Leave EE-Reclass
- Paid FC/QE Leave ER-Reclass
- Vol Paid Parental Lv EE-Reclas
- Vol Paid Parental Lv ER-Reclas
- Vol Paid Medical Lv EE-Reclass
- Vol Paid Medical Lv ER-Reclass
- Vol Paid FC/QE Lv EE-Reclass
- Vol Paid FC/QE Lv ER-Reclass

For any company that is subject to payroll tax payments for Delaware Paid Leave, you need to add a new effective-dated row (01/01/2025) for *DE* on the Application Fundamentals: Company State Tax Table - General Page. Enter the liability account to be used for employee (if applicable) and employer tax deductions for each tax class in the **Other Programs – GL Liability Acct** section of the Application Fundamentals: Company State Tax Table - GL Accounts Page. Additionally, update the **Plan** field value as well as other company-specific tax parameters for the paid leave program as necessary on the Application Fundamentals: Company State Tax Table - Other Programs Page. For example, select *Subject* as the plan and enter *100.00* as the employer ratio for program ID *P003*, and select *Not Applicable* as the plan for program ID *P004.* This setup calculates contributions for Delaware Paid Leave in which the employer is responsible for 100% of the program cost.

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Important

It is highly recommended to set the **Plan** field to *Not Applicable* for the *P004-DE Paid Leave (Reclass)* program when setting up the Company State Tax table. If the default for Program ID *P004* is also *Subject,* the employee's tax status on the Employee Tax Data page will default to *Subject* for Program ID *P004.* Employees must be enrolled in one program at a time. If the employee is actively enrolled in both programs, contributions will be calculated for each program, and the contributions will be overstated.

The same guidelines apply if the **Plan** field is set to *Voluntary* for both Program IDs *P003* and *P004.*

Note

When a value is specified in the **Plan** field and you have selected the **Automatic Employee Tax Data** option on the Application Fundamentals: Product Specific Page, the system will automatically default the program's **Tax Status** field in the **Other Programs - Status** section of the State Tax Data Page for newly hired or transferring employees to match this value that is specified for the associated company.

To implement Delaware Paid Leave for each eligible employee in the company, add a new effective-dated row (01/01/2025) on the Federal Tax Data Page. Add a new row for *DE* on the State Tax Data Page if it doesn't exist already. Review and update the tax status for the program in the **Other Programs - Status** section as needed. The same update is needed for any existing future-dated tax data records as well. As mentioned, each eligible employee must be enrolled in only one program at a time.

Note

For companies that do not participate in the Delaware state plan because they offer employees private plans, set the **Plan** field to *Voluntary* on the Application Fundamentals: Company State Tax Table - Other Programs Page and enter the employee and employer ratios. For example, enter *50.00* in both fields if the cost of the private plan is shared equally between the employer and employee. For their employees, set the **Tax Status** field to *Voluntary* on the State Tax Data Page. In this scenario, the system will use these tax classes to calculate contributions for the private plan:

P15 - Vol Paid Parental Leave EE

P16 - Vol Paid Parental Leave ER

P17 - Vol Paid Medical Leave EE

P18 - Vol Paid Medical Leave ER

P19 - Vol Paid FC/QE Leave EE

P20 - Vol Paid FC/QE Leave ER

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> **Note**
>
> For companies that define their own additional paid leave programs, they can reuse PeopleSoft-maintained tax classes (P09 - P32) in customer-maintained programs as needed.
>
> Once a customer-maintained program is defined, link it to the state on the Program ID Association Page. If the employee and employer rates are stored on the State Tax Table, delivered calculation rules can be used to calculate taxes. If the rates are entered and stored on the Company State Tax Table, add new customer-defined calculation rules to calculate taxes.
>
> If companies decide to define their own tax classes to use in programs, the information of these tax classes must be entered on the State Tax Table to ensure that taxes are calculated properly.

For more details about the program, as well as tax calculation scenarios for reclassified employees, parental leave-only coverage, program cost sharing between the employer and the employee and so on, refer to the *Delaware Paid Leave* document that is available in the **Payroll for North America Tax Updates** knowledge article (KA643) on My Oracle Support, under the *Tax Update 25-B/Update Image 9.2.052* section.

Tax Calculations

Delaware Paid Leave taxes are calculated for eligible employees when the following conditions are met:

- (For regular employees) State on the employee's State Tax Data page = *DE* and the employee is enrolled in Program P003-DE Paid Leave with the tax status of *Subject* (or *Voluntary*); and

  (For reclassified employees) State on the employee's State Tax Data page = *DE* and the employee is enrolled in Program P004-DE Paid Leave (Reclass) with the tax status of *Subject* (or *Voluntary*); and
- State on the employee's payline = *DE* (this applies to employees who are enrolled in Program ID P003 only); and
- Employee is paid wages that are subject to FICA; and

  For employees enrolled in Program ID P003, they pay taxes on FICA wages earned in Delaware only.

  For employees enrolled in Program ID P004, they pay taxes on FICA wages earned in all states.
- The **Evaluate Program Taxes When No Wages in this State** check box is selected on the Program ID Association page.

  For Program ID P003, this option is not selected; for Program ID P004, this option is selected.

Tax Class 9S

The system uses tax class *9S* State FICA (memo earnings) to track FICA-subject wages earned by *state* for all employees. Tax class *9S* State FICA (memo earnings) taxable wages are reduced by Section 125 before-tax deductions and increased by group term life (GTL) taxable benefits as each paycheck is calculated.

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When an employee is enrolled in a Delaware Paid Leave program, tax class *9S* amounts can be viewed on the Review Paycheck page. Otherwise, tax class *9S* balances can only be viewed with SQL. Tax class *9S* amounts do not impact the employee's net pay and will not print on employee wage statements.

The Delaware Paid Leave program permits employers to "reclassify" an employee who would not otherwise be eligible for coverage (for example, employees who do not work at least 60% of their time in Delaware) in order to include the employee in the paid leave program; both the employee and employer must complete a required Reclassification form. For reclassified employees, the combined total tax class *9S* State FICA (memo earnings) wages for both Delaware and other states must be included in the quarterly Delaware Wage and Hour Report.

Understanding the Maine Paid Family and Medical Leave

Under the Maine Paid Family and Medical Leave program, employers are required to pay a payroll tax on their employees' wages paid on or after January 1, 2025. The contribution per employee is 1% of an individual's wages, which can be split between the employee and employer. The premium amount may not be more than a combined rate of 1% of wages.

An employer with 15 or more employees may deduct up to 50% of the premium from the employees' wages. An employer may pay the employees share of 0.5% but is not required to do so. Employers with fewer than fifteen employees will contribute 0.5% of the wages and may deduct the entire amount from employee wages.

Wages are calculated similarly to how Maine Unemployment wages are determined but applied to a larger base of employees that are not traditionally subject to the Maine Unemployment contributions tax.

The rates and amount mentioned are effective as of January 1, 2025, and are subject to change.

An employer may apply for a private plan exemption showing what they offer is *substantially equivalent* to the state plan. They may opt out and administer their own plan if their plan meets the obligations required under the PFML law (rights, protections and benefits).

Payroll for North America delivers setup to calculate Maine Paid Family and Medical Leave contributions using Program Funding Configuration.

To calculate the paid family and medical leave taxes for Maine, the system delivers a row for the *ME* state on the Tax Table - Additional Rates Page that includes these tax classes:

- Paid Fam Med Leave Ins EE
- Paid Fam Med Leave Ins ER
- Vol Paid Fam Med Leave Ins EE
- Vol Paid Fam Med Leave Ins ER

For any company that is subject to payroll tax payments for the Maine Paid Family and Medical Leave program, you need to add a new effective-dated row (01/01/2025) for *ME* on the Application Fundamentals: Company State Tax Table - General Page. Enter the liability account to be used for employee and employer tax deductions for each tax class in the **Other Programs – GL Liability Acct** section of the Application Fundamentals: Company State Tax Table - GL Accounts Page. Additionally, update the **Plan** field value (*Exempt, Not Applicable, Subject,* or *Voluntary*) for the state plan as well as other company-specific tax parameters for the program as necessary on the Application Fundamentals: Company State Tax Table - Other Programs Page.

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> **Note**
>
> When a value is specified in the **Plan** field and you have selected the **Automatic Employee Tax Data** option on the Application Fundamentals: Product Specific Page, the system will automatically default the program's **Tax Status** field in the **Other Programs - Status** section of the State Tax Data Page for newly hired or transferring employees to match this value that is specified for the associated company.

To implement Maine Paid Family and Medical Leave for each eligible employee in the company, add a new effective-dated row (01/01/2025) on the Federal Tax Data Page. Add a new row for *ME* on the State Tax Data Page if it doesn't exist already. Review and update the tax status (*Exempt, Not Applicable, Subject,* or *Voluntary*) for the program in the **Other Programs - Status** section as needed. The same update is needed for any existing future-dated tax data records as well.

> **Note**
>
> For companies that do not participate in the Maine state plan because they offer employees private plans that are approved under section 9 850-H, set the **Plan** field to *Voluntary* on the Application Fundamentals: Company State Tax Table - Other Programs Page and enter the employee and employer rate percent values. For example, enter *0.5000000000* in both fields if the cost of the private plan (1% of employees' wages) is shared equally between the employer and employee. For their employees, set the **Tax Status** field to *Voluntary* on the State Tax Data Page. In this scenario, the system will use tax classes *P03* (Vol Paid Fam Med Leave Ins EE) and *P04* (Vol Paid Fam Med Leave Ins ER) to calculate contributions for the private plan.

> **Note**
>
> For companies that define their own additional family and medical leave programs, they can reuse PeopleSoft-maintained tax classes (P01 - P04) in customer-maintained programs as needed.
>
> Once a customer-maintained program is defined, link it to the state on the Program ID Association Page. If the employee and employer rates are stored on the State Tax Table, delivered calculation rules can be used to calculate taxes. If the rates are entered and stored on the Company State Tax Table, add new customer-defined calculation rules to calculate taxes.
>
> If companies decide to define their own tax classes to use in programs, the information of these tax classes must be entered on the State Tax Table to ensure that taxes are calculated properly.

For more details about the program, refer to the *Maine Paid Family & Medical Leave (24-D)* document that is available in the **Payroll for North America Tax Updates** knowledge article (KA643) on My Oracle Support, under the *Tax Update 24-D/Update Image 9.2.051* section.

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Tax Calculations

Maine Paid Family and Medical Leave taxes are calculated when the following conditions are met:

- State on the employee's State Tax Data page = *ME*; and
- Employee is enrolled in Program P001-Paid Family Medical Leave with the tax status of *Subject* (or *Voluntary*); and
- The **UI Jurisdiction** check box is selected on the employee's State Tax Data page for the state of Maine; and
- The **Evaluate Program Taxes When No Wages in this State** check box is selected on the Program ID Association page.

Understanding the Vermont Child Care Contribution

The Vermont Child Care Contribution program requires employers to remit a 0.44% payroll tax on their employees' wages.

Child Care Contribution is calculated on employee wages earned in Vermont. While employees are not required to pay Child Care Contribution, employers may choose to deduct and withhold up to one-quarter of the contribution from employee wages (that is, not more than 0.11% of any employee's wages), a smaller portion from employee wages, or not to withhold any amount from employees.

The definition of wages for purposes of Child Care Contribution is the wages paid to the employee for work performed in Vermont only.

The rates mentioned are effective as of July 1, 2024, and is subject to change.

Payroll for North America delivers setup to calculate Vermont Child Care Contribution using Program Funding Configuration. The system-delivered configuration calculates the Child Care employer tax at the full rate of .044%.

To calculate child care contributions for Vermont, the system delivers a row for the *VT* state on the Tax Table - Additional Rates Page that includes these tax classes:

- Child Care EE
- Child Care ER

For any company that is subject to the Vermont Child Care Contribution, add a new effective-dated row (07/01/2024) for *VT* on the Application Fundamentals: Company State Tax Table - General Page. Enter the liability account to be used for employee and employer tax deductions for each tax class in the **Other Programs - GL Liability Acct** section of the Application Fundamentals: Company State Tax Table - GL Accounts Page. Additionally, update the **Plan** field value (*Subject, Exempt,* or *Not Applicable*; do not use *Voluntary* at this time) as well as other company-specific tax parameters for the program as necessary on the Application Fundamentals: Company State Tax Table - Other Programs Page.

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> **Note**
>
> When a value is specified in the **Plan** field and you have selected the **Automatic Employee Tax Data** option on the Application Fundamentals: Product Specific Page, the system will automatically default the program's **Tax Status** field in the **Other Programs - Status** section of the State Tax Data Page for newly hired or transferring employees to match this value that is specified for the associated company.

To implement Vermont Child Care Contribution for each eligible employee in the company, add a new effective-dated row (07/01/2024) on the Federal Tax Data Page. Add a new row for *VT* on the State Tax Data Page. Review and update the tax status (*Subject, Exempt,* or *Not Applicable*; do not use *Voluntary* at this time) for the program in the **Other Programs - Status** section as needed. The same update is needed for any existing future-dated tax data records as well.

> **Note**
>
> For companies that define their own additional child care contribution programs, they can reuse PeopleSoft-maintained tax classes (P05 - P06) in customer-maintained programs as needed.
>
> Once a customer-maintained program is defined, link it to the state on the Program ID Association Page. If the employee and employer rates are stored on the State Tax Table, delivered calculation rules can be used to calculate taxes. If the rates are entered and stored on the Company State Tax Table, add new customer-defined calculation rules to calculate taxes.
>
> If companies decide to define their own tax classes to use in programs, the information of these tax classes must be entered on the State Tax Table to ensure that taxes are calculated properly.

For more details about the program, refer to the *Vermont Child Care Contribution Updates (25-A)* document that is available in the **Payroll for North America Tax Updates** knowledge article (KA643) on My Oracle Support, under the *Tax Update 25-A/Update Image 9.2.051* section.

Tax Calculations

The taxes for the Vermont Child Care Contribution are calculated when the following employee conditions are met:

- State on the employee's payline = *VT;* and

  > **Note**
  >
  > Only wages paid in Vermont are subject to the child care tax.

- State on the employee's State Tax Data page = *VT;* and
- The **Evaluate Program Taxes When No Wages in this State** check box is cleared on the Program ID Association page.

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- Employee is enrolled in Program P002-Child Care with the tax status of *Subject* on employee's Vermont State Tax Data page, Other Program Details section.

Understanding the Colorado Family and Medical Leave Insurance Program

Colorado Family and Medical Leave Insurance (FAMLI) program is a state-run program that is funded by both employers and employees.

Starting on January 1, 2023, employers must begin premium deductions for the program. The premiums are set to 0.9% of the employee's wages (up to a maximum of $160,200 for the year), with 0.45% paid by the employer and 0.45% paid by the employee. It is important to know employees are never required to pay more than 50% of the total premium.

The definition of wages for purposes of Colorado FAMLI is the gross wages paid in the employee's check. The system delivers a new special accumulator code to track the gross wages paid in the employee's check. For more information, refer to the **Special Accumulator Code for Gross Wages** section in the Understanding the Washington Paid Family and Medical Leave Tax topic.

The rates and numbers mentioned are effective as of January 1, 2023, and are subject to change.

Private businesses have the option of using an approved private plan that offers the same or greater benefits and protections as the FAMLI program.

To calculate the paid family and medical leave taxes for Colorado, the system delivers a row for the *CO* state on the Tax Table - Additional Rates Page that includes these tax classes:

- Paid Fam Med Leave Ins EE
- Paid Fam Med Leave Ins ER
- Vol Paid Fam Med Leave Ins EE
- Vol Paid Fam Med Leave Ins ER

For any company whose employees are to be covered by the paid leave program, you need to add a new effective-dated row (01/01/2023) for *CO* on the Application Fundamentals: Company State Tax Table - General Page. Update the plan type as well as other company-specific tax parameters for the program as necessary on the Application Fundamentals: Company State Tax Table - Other Programs Page. Additionally, enter the liability account to be used for employee and employer tax deductions for each tax class on the Application Fundamentals: Company State Tax Table - GL Accounts Page.

> **Note**
>
> When a value is specified in the **Plan** field and you have selected the **Automatic Employee Tax Data** option on the Application Fundamentals: Product Specific Page, the system will automatically default the program's **Tax Status** field in the **Other Programs - Status** section of the State Tax Data Page for newly hired or transferring employees to match this value that is specified for the associated company.

To enroll each eligible employee in the paid leave program, add a new effective-dated row (01/01/2023) on the Federal Tax Data Page. Add a new row for *CO* on the State Tax Data Page. Review and update the tax status for the program in the Other Programs - Status section as needed. The same update is needed for any existing future-dated tax data records as well.

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> **Note**
>
> For companies that do not participate in the Colorado Family and Medical Leave Insurance Program because they offer their own private plans to employees, set the **Plan** field to *Voluntary* on the Application Fundamentals: Company State Tax Table - Other Programs Page. For their employees, set the **Tax Status** field to *Voluntary* on the State Tax Data Page.

> **Note**
>
> For companies that define their own additional family and medical leave programs, they can reuse PeopleSoft-maintained tax classes (P01 - P04) in customer-maintained programs as needed.
>
> Once a customer-maintained program is defined, link it to the state on the Program ID Association Page. If the employee and employer rates are stored on the State Tax Table, delivered calculation rules can be used to calculate taxes. If the rates are entered and stored on the Company State Tax Table, add new customer-defined calculation rules to calculate taxes.
>
> If companies decide to define their own tax classes to use in programs, the information of these tax classes must be entered on the State Tax Table to ensure that taxes are calculated properly.

For more details about the program, refer to the *Colorado Family and Medical Leave Insurance Program* document that is available in the **Payroll for North America Tax Updates** knowledge article (KA643) on My Oracle Support, under the *Tax Update 22-E/Update Image 9.2.045* section.

Tax Calculations

The taxes for the Colorado FAMLI program are calculated when the following employee conditions are met:

- State on the employee's State Tax Data page = *CO*; and
- The **UI Jurisdiction** check box is selected on an employee's Colorado State Tax Data page; and
- Tax Status = *Subject* (or *Voluntary*) on the employee's Colorado State Tax Data page, Other Program Details section; and
- The **Evaluate Program Taxes When No Wages in this State** check box is selected on the Program ID Association page.

If the employee is paid wages in Colorado and another state(s), all wages are subject to taxation.

For example, the employee is paid $1000 in Colorado and $2000 in Utah. The taxable gross is $3000. The FAMLI tax is $13.50 ($3000 * 0.45%) for the employee and employer.

Understanding the Paid Leave Oregon Program

Paid Leave Oregon is a state paid family and medical program that is funded by both employers and employees.

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Starting on January 1, 2023, employers must begin withholding employee contributions for the program. The contribution rate is 1% of each employee's wages, up to a maximum of $132,900 for the year. Employees are responsible for 60% of the contribution rate and employers are responsible for 40%. The withholding of each employee's contribution must not exceed 0.6% (or 60% of the contribution rate) of the employee's gross wages.

The definition of wages for purposes of Paid Leave Oregon is the same wages for Unemployment Insurance.

The rates and numbers mentioned are effective as of January 1, 2023, and are subject to change.

Employers may elect to provide their own equivalent paid leave plan for their employees. The plan must provide the same or greater benefits to employees compared to the state's paid leave plan.

To calculate the paid family and medical leave taxes for Oregon, the system delivers a row for the *OR* state on the Tax Table - Additional Rates Page that includes these tax classes:

- Paid Fam Med Leave Ins EE
- Paid Fam Med Leave Ins ER
- Vol Paid Fam Med Leave Ins EE
- Vol Paid Fam Med Leave Ins ER

For any company whose employees are to be covered by the paid leave program, you need to add a new effective-dated row (01/01/2023) for *OR* on the Application Fundamentals: Company State Tax Table - General Page. Update the plan type as well as other company-specific tax parameters for the program as necessary on the Application Fundamentals: Company State Tax Table - Other Programs Page. Additionally, enter the liability account to be used for employee and employer tax deductions for each tax class on the Application Fundamentals: Company State Tax Table - GL Accounts Page.

> **Note**
>
> When a value is specified in the **Plan** field and you have selected the **Automatic Employee Tax Data** option on the Application Fundamentals: Product Specific Page, the system will automatically default the program's **Tax Status** field in the **Other Programs - Status** section of the State Tax Data Page for newly hired or transferring employees to match this value that is specified for the associated company.

To enroll each eligible employee in Paid Leave Oregon, add a new effective-dated row (01/01/2023) on the Federal Tax Data Page. Add a new row for *OR* on the State Tax Data Page. Review and update the tax status for the state program in the Other Programs - Status section as needed. The same update is needed for any existing future-dated tax data records as well.

> **Note**
>
> For companies that do not participate in the Paid Leave Oregon Program because they offer equivalent plans to employees, set the **Plan** field to *Voluntary* on the Application Fundamentals: Company State Tax Table - Other Programs Page. For their employees, set the **Tax Status** field to *Voluntary* on the State Tax Data Page.

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> **Note**
>
> For companies that define their own additional family and medical leave programs, they can reuse PeopleSoft-maintained tax classes (P01 - P04) in customer-maintained programs as needed.
>
> Once a customer-maintained program is defined, link it to the state on the Program ID Association Page. If the employee and employer rates are stored on the State Tax Table, delivered calculation rules can be used to calculate taxes. If the rates are entered and stored on the Company State Tax Table, add new customer-defined calculation rules to calculate taxes.
>
> If companies decide to define their own tax classes to use in programs, the information of these tax classes must be entered on the State Tax Table to ensure that taxes are calculated properly.

For more details about the program, refer to the *Paid Leave Oregon Program (22-E)* document that is available in the **Payroll for North America Tax Updates** knowledge article (KA643) on My Oracle Support, under the *Tax Update 22-E/Update Image 9.2.045* section.

Tax Calculations

Taxes for Paid Leave Oregon are calculated when the following employee conditions are met:

- State on the employee's State Tax Data page = *OR*; and
- The **UI Jurisdiction** check box is selected on an employee's Oregon State Tax Data page; and
- Tax Status = *Subject* (or *Voluntary*) on the employee's Oregon State Tax Data page, Other Program Details section; and
- The **Evaluate Program Taxes When No Wages in this State** check box is selected on the Program ID Association page.

If the employee is paid wages in Oregon and another state(s), all wages are subject to taxation. For example, the employee is paid $500 in Oregon and $500 in California. The taxable gross is $1000. Paid Leave Oregon tax is $6.00 ($1000 * 0.6%) for the employee and $4.00 ($1000 * .4%) for the employer.

Understanding the District of Columbia Paid Family Leave Tax

District of Columbia Paid Family Leave is an employer-paid program that is funded by employer contributions.

To calculate the employer tax for the District of Columbia Paid Family Leave program, the system delivers a row for tax class *Family Leave Insurance - ER* for the DC state on the Tax Table - Additional Rates Page.

On the Taxable Gross Definition Table Page, the system includes a row for the DC state for the *Paid Leave* taxable gross and *FUT* base gross. This **Paid Leave/FUT** combination tells the system to use the employee's unemployment wages paid (Federal Unemployment gross, FUT) as the basis for the FLI/ER taxable gross amount.

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Understanding the Connecticut Paid Family and Medical Leave

Connecticut Paid Family and Medical Leave program is a state program that is funded through an employee-paid payroll tax of 0.5% (subject to annual adjustment). Wages subject to the paid-leave tax are to be tied to the amount of annual earnings subject to Social Security tax. For example, for an employee who earns $2,000 in gross wages, the Connecticut Paid Family and Medical Leave tax is $10 ($2,000 x 0.5%). The rate used in this example is effective as of January 1, 2021, and is subject to change.

To calculate the paid family and medical leave taxes for Connecticut, the system delivers a row for the CT state on the Tax Table - Additional Rates Page that includes these tax classes:

- Family Medical Leave Ins EE
- Vol Family Med Leave Ins EE
- Vol Family Med Leave Ins ER

On the Taxable Gross Definition Table Page, the system includes a row for the CT state for the *Paid Benefit* taxable gross and *All Gross* base gross. This Paid Benefit/All Gross combination tells the system to use the gross wages in the employee's paycheck as the starting point when determining the taxable gross that is used to calculate the Connecticut Paid Family and Medical Leave tax. The system delivers a new special accumulator code to track the gross wages paid in the employee's check. For more information, refer to the **Special Accumulator Code for Gross Wages** section in the Understanding the Washington Paid Family and Medical Leave Tax topic.

For any company whose employees are to be covered by the program, you need to update the **Family Medical Leave Plan** field to *Subject* on the Application Fundamentals: Company State Tax Table - VDI/FLI Page.

For each eligible employee, set the **FMLI Status** field to *Subject* and make sure the **UI Jurisdiction** option is selected on the State Tax Data Page.

> **Note**
>
> For companies that do not participate in the Connecticut Paid Family and Medical Leave program because they offer their own voluntary plans to employees, set the **Family Medical Leave Plan** field to *Voluntary* on the Company State Tax Table - VDI/FLI page. For their employees, set the **FMLI Status** field to *Voluntary Plan* on the State Tax Data page.

Understanding the Massachusetts Paid Family and Medical Leave

Massachusetts Paid Family and Medical Leave program is a state program that is contributed by both employees and employers. The Family Leave portion of the program is funded fully through employee-paid payroll deductions, and the Medical Leave portion of the program is split between employee-paid payroll deductions and employer-paid contributions. Employers with fewer than 25 covered employees are exempt from paying the employer contribution share of the medical leave premium.

The state of Massachusetts administers the program exclusively; there is no private or voluntary plan option available for employees.

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To calculate the paid family and medical leave taxes for Massachusetts, the system delivers a row for the MA state on the Tax Table - Additional Rates Page that includes these tax classes:

- Family Leave Insurance - EE
- Family Leave Insurance - ER
- Medical Leave Insurance - EE
- Medical Leave Insurance - ER

The total premium rate and allocation ratios for the Massachusetts Paid Family and Medical Leave are stored in the state tax table.

On the Taxable Gross Definition Table Page, the system includes a row for the MA state for the *Paid Benefit* taxable gross and *FUT* base gross. This Paid Benefit/FUT combination tells the system to use the employee's unemployment wages paid (Federal Unemployment gross, FUT) as the basis for the taxable gross, which is subject to premium calculations.

> **Note**
>
> If you wish to make an adjustment to tax gross balances for any tax class for the MA state using the Adjust Tax Balance pages, be sure to make the same adjustment to all tax classes for accurate record keeping purposes.

For any company whose employees are to be covered by the Massachusetts Paid Family and Medical Leave program, you need to update the Family Leave Plan and Medical Leave Plan fields to *Subject* on the Application Fundamentals: Company State Tax Table - VDI/FLI Page. The system automatically populates the employee and employer ratios (regulated by the program) of the premiums for when the employer has 25 or more employees.

> **Note**
>
> For companies that do not participate in the Massachusetts Paid Family and Medical Leave program, set the Family Leave Plan and Medical Leave Plan fields to *Exempt* or *Not Applicable*.

Premium Calculation Example

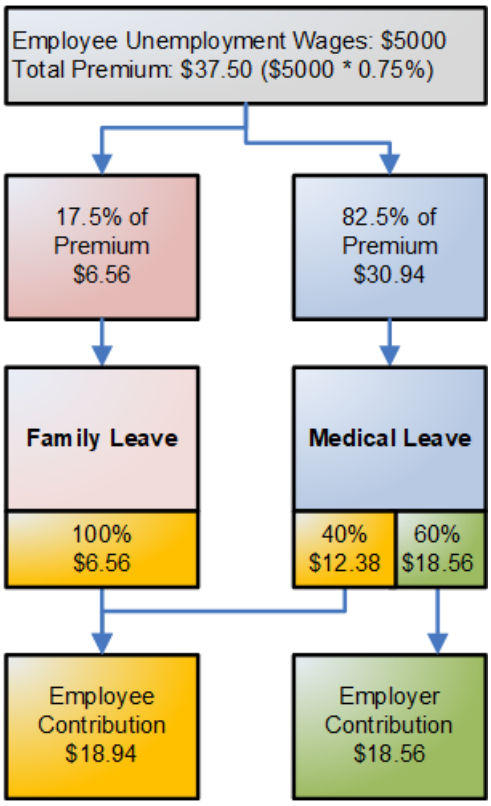
This example illustrates the calculation of premium payments for Massachusetts Paid Family and Medical Leave. The employer in this scenario has more than 25 covered employees, which means that the employer is responsible for the employer share of the medical leave premium.

The rate used in this example is effective as of October 1, 2019, and is subject to change.

For an employee who earned $5,000 in unemployment wages, the total premium payment is $37.5 ($5,000 * 0.75%). The Family Leave portion of the premium is $6.56 ($37.5 * 17.5%), which is contributed entirely by the employee. The Medical Leave portion of the premium is $30.94 ($37.5 * 82.5%), which is split between the employee ($30.94 * 40%) and the employer ($30.94 * 60%).

This diagram illustrates the example of a premium calculation for Massachusetts Paid Family and Medical Leave.

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Understanding the Washington Paid Family and Medical Leave Tax

Washington Paid Family and Medical Leave is a state program that is funded by premium payments consisting of both employee payroll deductions and employer contributions.

To calculate the paid family and medical leave taxes for Washington, the system delivers a row for the WA state on the Tax Table - Additional Rates Page that includes these tax classes:

- Family Leave Insurance - EE
- Family Leave Insurance - ER
- Voluntary Family Leave Ins EE
- Voluntary Family Leave Ins ER
- Medical Leave Ins - EE
- Medical Leave Ins - ER
- Voluntary Med Leave Ins EE
- Voluntary Med Leave Ins ER

The total premium rate and allocation ratios for the Washington Paid Family and Medical Leave are stored in the state tax table.

The employer is required to pay 36.67% (.3667) of the total premium, and may deduct up to the remaining 63.333% (.6333) of the total premium from an employee's wages. Between the Family Leave portion and Medical Leave portion of the total premium, the employer:

- May deduct up to 100% of the Family Leave premium from employee wages.

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- Must pay a minimum of 55% of the Medical Leave, and may deduct up to a maximum of 45% of the Medical Leave premium from employee wages.

On the Taxable Gross Definition Table page, the system includes a row for the WA state for the *Paid Benefit* taxable gross and *All Gross* base gross. This Paid Benefit/All Gross combination tells the system to use the gross wages paid in the employee's check (*All Gross*) as the basis for the taxable gross, which is subject to premium calculations.

For any company whose employees are to be covered by the Washington Paid Family and Medical Leave program, you need to update the **Family Leave Plan** and **Medical Leave Plan** fields to *Subject* on the Application Fundamentals: Company State Tax Table - VDI/FLI Page. The system automatically populates the employee and employer ratios (regulated by the program) of the premiums.

> **Note**
>
> For companies that do not participate in the Washington Paid Family and Medical Leave program, set the **Family Leave Plan** and **Medical Leave Plan** fields to *Exempt* or *Not Applicable*.

Special Accumulator Code for Gross Wages

The system delivers a new special accumulator code, *GRS* (Reserved for Gross Wages), to track the gross wages paid in employees' checks. It automatically accumulates an employee's gross wages paid for each check in the *GRS* special accumulator code, when the **Add to Gross Pay** check box is selected on the Earnings Table - Taxes Page for the earnings code of gross wages.

> **Important**
>
> Do not enter *GRS* in the Special Accumulator(s) section of the Earnings Table - Special Process Page for the earnings code of gross wages.

The *GRS* value updates automatically in pay calculation for all employees in all states. The value appears on the Paycheck Earnings Page of the employee's check, after the check is calculated.

If you prefer to use a different special accumulator code (instead of *GRS*) to track gross wages, you can replace *GRS* with that code on the Special Use Accumulator Page.

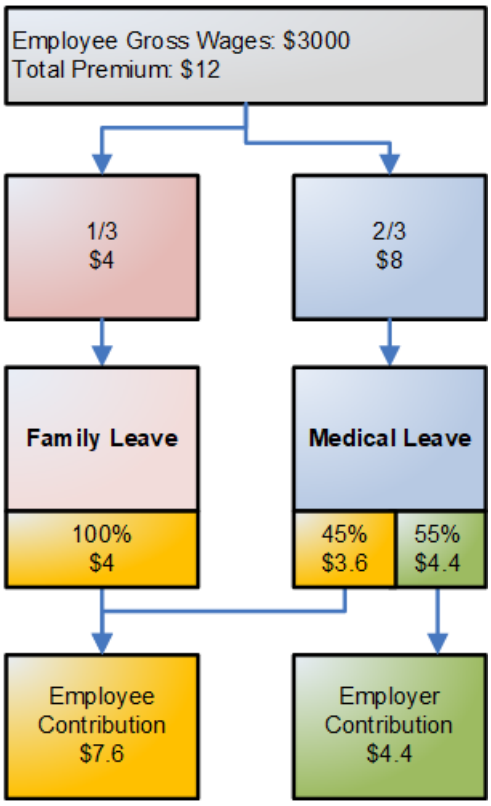
Premium Calculation Example

This example illustrates the calculation of premium payments for Washington Paid Family and Medical Leave. The rate used in this example is effective as of January 2, 2019, and is subject to change.

For an employee who earned $3,000 in gross wages, the total premium is $12 ($3,000 * 0.04%). This equates to a maximum employee deduction of $7.6 and a minimum employer contribution of $4.4.

This diagram illustrates the example of a premium calculation for Washington Paid Family and Medical Leave.

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Understanding the Oregon Statewide Transit Tax

On the Tax Table - Additional Rates Page, the Tax Class *Statewide Transit Tax* represents the employee-only statewide transit tax for Oregon employees. Revenue from this transit tax will be used in expanding public transportation throughout Oregon.

Employers are required to deduct the transit tax at a rate (which is stored in the state tax table) from:

- All wages paid to Oregon residents regardless of their work location, and
- Wages paid to Oregon nonresidents for work performed within the state.

Understanding the Pennsylvania Local Services Tax

On the Tax Table - Additional Rates Page, the Tax Class *LS Tax* represents the Local Services Tax (LST) for Pennsylvania employees. The total LST paid by any individual in a calendar year is limited to 52 USD, regardless of the number of political subdivisions in which the individual works during the year.

LST Localities

The LST can be imposed by both municipalities and school districts. Certain LST processing requirements relate to the combined LST rate for municipalities and school districts. Therefore, you *must* implement the LST using Local Tax Table entries that represent combined LST tax rates. These entries have the letter "C" in position 8 of the Locality Code.

For example, the locality code O430212C for Farrel City is used to process the LST at the combined tax rate of the Farrel City municipality and the Farrel City School District.

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Lump Sum and Prorated LST Deductions

When the LST is levied at a combined rate of 10 USD or less annually, it is deducted as a lump sum from the employee's first paycheck of the year in the taxing jurisdiction.

If the LST is levied at a combined rate exceeding 10 USD annually, the tax is divided equally across the number of pay periods in the employee's pay frequency. When calculating prorated pay period deductions, employers are required to round down to the nearest cent. For example, a 52 USD annual combined tax rate is deducted at 1 USD per week from employees paid weekly, or at 4.33 USD per month from employees paid monthly.

Maximum Annual Deduction

If an employee pays LST of less than 52 USD to the first municipality where the employee works during a calendar year and transfers to one or more municipalities that impose the LST, the additional tax is withheld as long as the combined LST deductions are equal to or less than 52 USD. If the combined LST deductions exceed 52 USD, only the difference between 52 USD and the total of any previous LST is withheld from the employee.

For example, an employee who is paid weekly works in locality A, which imposes a 10 USD combined LST. At this rate, the entire LST is deducted in the employee's first paycheck. The next week, the employee works in locality B, which imposes a 52 USD combined LST. Locality B is entitled to a maximum of only 42 USD because the employee has already paid 10 USD of the 52 USD annual maximum tax.

The system deducts 1 USD per week from the employee's weekly paycheck (because locality B's entire 52 USD rate is prorated across 52 pay periods in the year) until 42 USD has been collected for locality B. At this point, the employee has reached the 52 USD annual maximum, and no further deductions are taken in locality B or in any other locality where the employee subsequently works in the same year.

The state-level Pennsylvania LST Memo tax record keeps track of how much Pennsylvania LST an employee has paid for the year. During the LST calculation, the system checks this state memo tax balance before computing the LST.

When you hire an employee whose LST for the current tax year has been fully or partially withheld by another employer, you can load the amount already withheld into the employee's state tax memo balance to prevent the system from exceeding the annual maximum for that employee. Alternatively, you can leave it to the employee to file for a refund of overpaid LS tax at year end.

See (USA) Reviewing and Adjusting U.S. Tax Balances.

Rules For Employees Working in Multiple Jurisdictions

Employees are not subject to LST at more than one place of employment during a payroll period. Pennsylvania indicates that the "priority of claim" to collect the LST is as follows:

1. Where the employee "maintains his or her principal office or is principally employed."
2. Where the employee "resides and works."
3. Where the employee is employed that is "nearest in miles" to the employee's home.

Because the system is not able to determine which jurisdiction has the highest priority when an employee has active LST deductions set up for multiple jurisdictions, it is your responsibility to determine which LST jurisdiction has priority and to structure the employee's Local Tax Data so that the employee has only one active LST deduction set up for the correct jurisdiction.

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If you fail to do this, and an employee has active LST deductions set up for multiple jurisdictions, the system deducts the tax for the first jurisdiction encountered in the processing sequence. For multiple job employees with multiple active LST deduction setups, the tax is deducted for whichever job is the first one calculated in the primary pay group.

> **Important**
>
> Although the system takes the LST deduction for only one jurisdiction per pay period, it is your responsibility to structure the employee's Local Tax Data to ensure that the deduction is taken for the correct jurisdiction.

If you must set up Local Tax Data records for multiple LS Tax jurisdictions for an employee to clear Payroll Error 92 *(Local Tax Not Found: The local tax record for the locality cannot be found for this employee.),* then you can limit the employee to one active LST by setting all but one of the employee's Local Tax Data records for LST to the Special Tax Status of "Do Not Maintain Taxable Gross and Do Not Withhold Tax".

Low Income Exemption

A jurisdiction that levies the LST at a combined rate greater than 10 USD is required to exempt from the tax employees whose total income within the jurisdiction is less than 12,000 USD for the calendar year.

To receive an up front exemption from LST deductions, an employee must provide the employer with a completed Local Services Tax Exemption Certificate. To record the employee's exemption from the tax, enter *999* as the number of Local Withholding Allowances in the employee's Local Tax Data page for the locality imposing the LST.

Entering *999* as the number of Local Withholding Allowances suspends deduction of the LST from the employee's paychecks. If the employee's YTD taxable gross for the locality reaches or exceeds 12,000 USD, then regular paycheck deductions of the tax will begin, and a catch-up lump sum tax deduction will be taken equal to the amount of tax that was not previously withheld from the employee as a result of the employee's exempt status.

> **Important**
>
> Once you set up an employee as exempt from a jurisdiction's LST for a particular calendar year, do not change that exempt status for the remainder of that calendar year. If an employee's exempt status is changed mid-year, the system will not take the catch-up lump sum tax deduction from the employee.

Understanding the Washington Long-Term Care Insurance

The Washington Long-Term Services and Supports Trust Program, also known as “WA Cares Fund”, is an insurance program administered by the State of Washington to provide eligible workers access to affordable long-term care.

To fund the program, employers need to withhold premiums from employee wages and remit those funds to the state. Employers are not required to pay any portion of the premiums.

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Covered Employees and Taxable Wages

The definition of employees who are required to contribute to the WA Cares Fund refers back to the definition of employees who are required to participate in the Washington Paid Family and Medical Leave Program (PFML). The same “localization test” used to define employees who are covered by the Washington PFML is used to define Washington employees who are covered by the WA Cares Fund. Generally, employees covered by Washington PFML are also covered by the WA Cares Fund.

Similarly, for purposes of the WA Cares Fund, the definition of taxable wages is the same as the definition of taxable wages under the Washington PFML.

> **Important**
>
> Unlike the Washington PFML, employee premium deductions for the WA Cares Fund do not stop when an employee’s wages reach the Social Security annual taxable wage limit.

Employee Exemption from WA Cares Fund

An employee can receive an exemption from participating in the WA Cares Fund by attesting to having sufficient long-term care insurance purchased before November 1, 2021. The Washington Employment Security Department (ESD) will accept applications for this exemption between October 1, 2021 and December 31, 2022 only. If ESD approves the application, the exempt employee must submit written notification of the exemption to the employer. Employers must retain the notifications. Exempted employees cannot opt back into the program.

Employee Tax Rate

Employers are required to withhold 0.58 percent of an employee’s wages as premiums for the WA Cares Fund. Employee payroll deductions are self-adjusting, in order to ensure that YTD tax is always equal to 0.58 percent of YTD taxable wages. The rate is stored on the tax table, and is subject to change in future years.

Setup

To support the calculation of the premiums, the system delivers tax class *AE* (Long Term Care - EE) that is used for employee deductions for the WA Cares Fund. The tax class is added to the state tax table for Washington on the Tax Table - Additional Rates Page.

To set up the system to calculate the premiums for eligible employees:

1. For each company with a Company State Tax Table entry for the WA state, add a new row and complete the Long Term Care section setup on the Application Fundamentals: Company State Tax Table - General Page page.

   For employees to be covered by the WA Care Fund, the **LTC Not Applicable** check box should be cleared (default).

   For employees *not* to be covered by the program, the **LTC Not Applicable** check box should be selected.

2. Update the Application Fundamentals: Company State Tax Table - GL Accounts Page with the General Ledger liability account number to be used for employee deductions for the WA Cares Fund.

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3. For each eligible employee, add a new row and update the LTC status on the State Tax Data Page. The default LTC status for existing employees is *Not Applicable.*

   To implement WA Cares Fund payroll deductions for a current employee who is covered by the program, update the employee's State Tax Data record for the WA state by changing the LTC status to *Subject.*

   > **Note**
   >
   > Washington LTC employee tax and taxable gross is calculated when the LTC status of the employee is set to *Subject* and the **UI Jurisdiction** check box is selected.

   To designate a current employee as exempt from participation in WA Cares Fund, update the employee's State Tax Data record for the WA state by changing the LTC status to *Exempt.*

   Apply the same LTC status update to any existing future-dated rows as well.

   > **Important**
   >
   > You must update the LTC status as needed *before* calculating the first payroll for which WA Cares Fund premium deductions are required.

   > **Note**
   >
   > If the **Automatic Employee Tax Data** option is selected on the Application Fundamentals: Products Page of the Installation Table, the system automatically defaults the **LTC Status** field on the State Tax Data Page for newly hired or transferring employees to match the WA Cares Fund coverage status indicated on the Application Fundamentals: Company State Tax Table - General Page for the company.
   >
   > If the **LTC Not Applicable** option is cleared on the Company State Tax Table, the default value of the **LTC Status** field is *Subject.* If the **LTC Not Applicable** option is selected, the default value of the **LTC Status** field is *Not Applicable.*

Tax Table - General Page

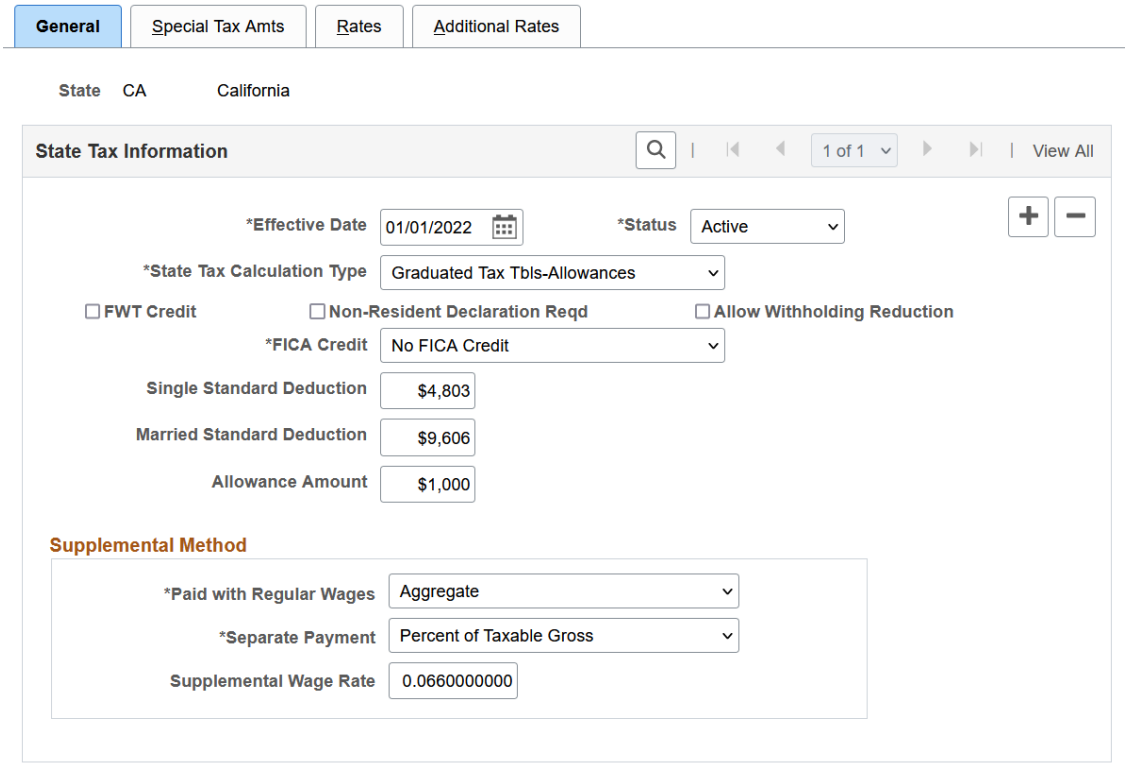
Use the Tax Table - General page (STATE_TAX_TABLE1) to view standard deductions, allowance amounts, and supplemental rates.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Federal/State Taxes**, and then **Tax Table**, and then **General**

This example illustrates the fields and controls on the Tax Table - General page.

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Note

You shouldn't need to modify this table, but if you must, you can make changes if you have the appropriate security authorization. This applies to all pages in this component.

Field or Control	Description
State Tax Calculation Type	Indicates the type of withholding tax calculation required by the state.
FWT Credit	This check box indicates whether credit is given for FWT during calculation of state income tax withholding.
Non-Resident Declaration Required	This check box indicates whether the state requires a Non-Resident Declaration for non-resident employees.
Allow Withholding Reduction	This check box indicates whether the state allows a reduction amount to be computed in the state withholding calculation. Currently, this only applies to Connecticut.
FICA Credit	This check box indicates whether credit is given for FICA during calculation of state income tax withholding.

Supplemental Method

Details of the values available for selection in this group box and examples of calculations are provided in this product documentation.

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See Supplemental Tax Calculations.

Field or Control	Description
Paid With Regular Wages	PeopleSoft delivers the required selection: *Aggregate – No Annualize, Aggregate, Aggregate-No Tax else Percent, Non-Resident Supplemental, Not Applicable, Percent of Taxable Gross, Special Table with Exemptions,* and *Special Table.*
Separate Payment	PeopleSoft delivers the required selection: *Aggregate – No Annualize, Aggregate, Aggregate-No Tax else Percent, Non-Resident Supplemental, Not Applicable, Percent of Taxable Gross, Special Table with Exemptions,* and *Special Table.*

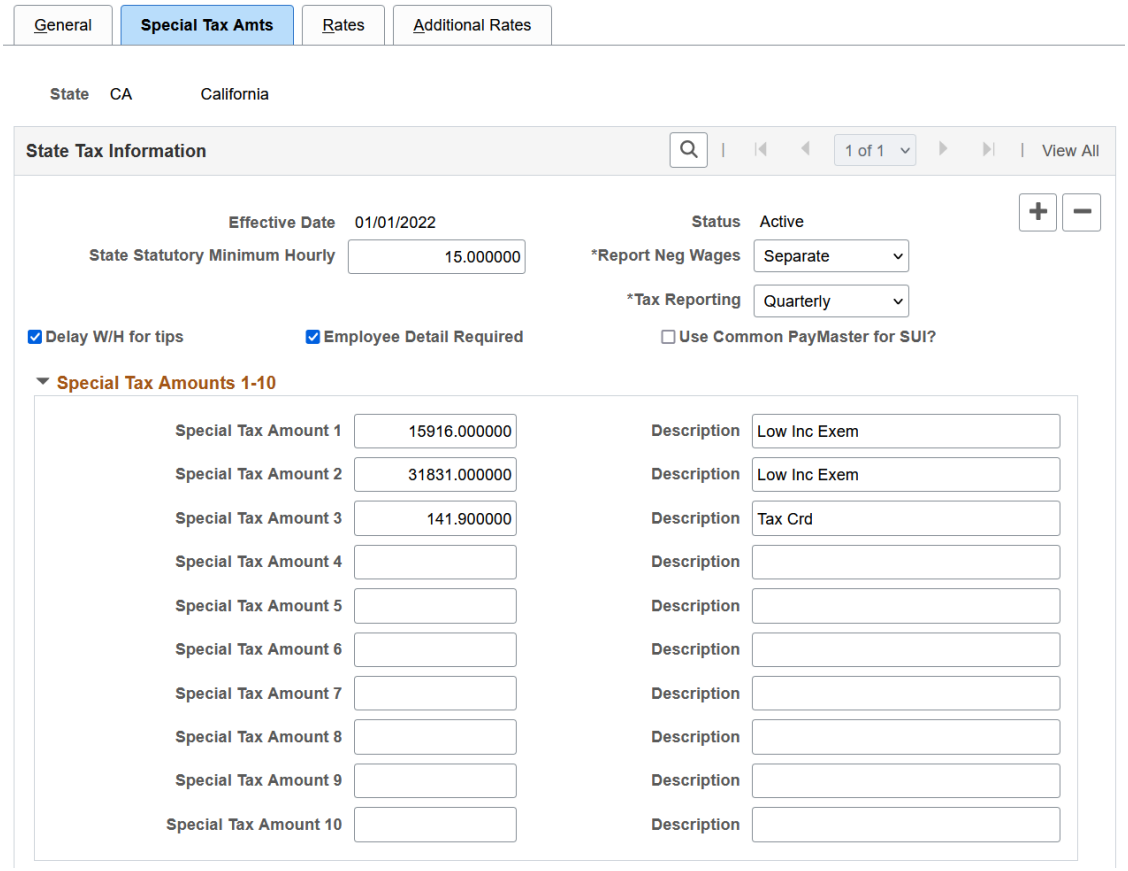
Special Tax Amts Page

Use the Special Tax Amts page (STATE_TAX_TABLE2) to view information needed for tax calculations.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Federal/State Taxes**, and then **Tax Table**, and then **Special Tax Amts**

This example illustrates the fields and controls on the Special Tax Amts page.



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> **Note**
>
> The page for the Federal Tax Table differs from the one for specific states.

Field or Control	Description
State Statutory Minimum Hourly	The system uses this field to calculate tip credit to pay overtime for tipped employees. The minimum hourly rate required by that state appears here. The system also uses this field to retrieve the state minimum wage that is required when the state hourly minimum wage is required for garnishment as set on the Calculation Formula Page.
State Tips W/H Threshold (state tips withholding threshold)	This field appears if the value in the **State** field is *$U*. This field is used in conjunction with state regulations for delaying the withholding of taxes on tips until the employee reports monthly tips in the amount equal to the threshold amount. This field displays the monthly threshold amount from the federal regulations and as of now all states use that threshold amount. For states that allow you to delay withholding on tips, you can specify by Pay Group whether you delay withholding on tips.
Report Neg Wages	Options are *include* or *separate*.
Tax Reporting	Options include *Annual, Monthly*, or *Quarterly*.
Delay W/H for tips	On this page, this check box refers to state income tax. For each state, PeopleSoft selects or deselects this check box, depending on whether the state allows employers to delay withholding on tip income until the monthly threshold amount is reached. For states that allow you to delay withholding on tips, you can specify by Pay Group whether you'll delay withholding on tips.
Employee Detail Required	This field is informational only and indicates whether a state requires the quarterly reporting of individual employee wage data. All states currently require such reporting.
Use Common PayMaster for SUI?	This check box is selected if the state recognizes common paymaster status between companies for purposes of state unemployment insurance taxes.
Special Tax Amount 1	This field is used to store parameters or values used in withholding tax calculations for the selected state or federal jurisdiction.

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Field or Control	Description
Special Tax Amount 2	When the selected state is Federal ($U), the amount displayed in Special Tax Amount 2 is the YTD wage threshold that triggers withholding of the federally required Additional Medicare Tax. Once the YTD maximum threshold income is reached, additional medicare will be calculated. There is no limit on the amount of wages subject to the Additional Medicare Tax during the remainder of the tax year.
Special Tax Amount 5	When the selected state is Federal ($U), the amount displayed is the amount that the system adds to the annualized wages of the nonresident alien (NRA) solely for purposes of NRA tax withholding calculation. This amount does not add to the employee's federal taxable gross balance.

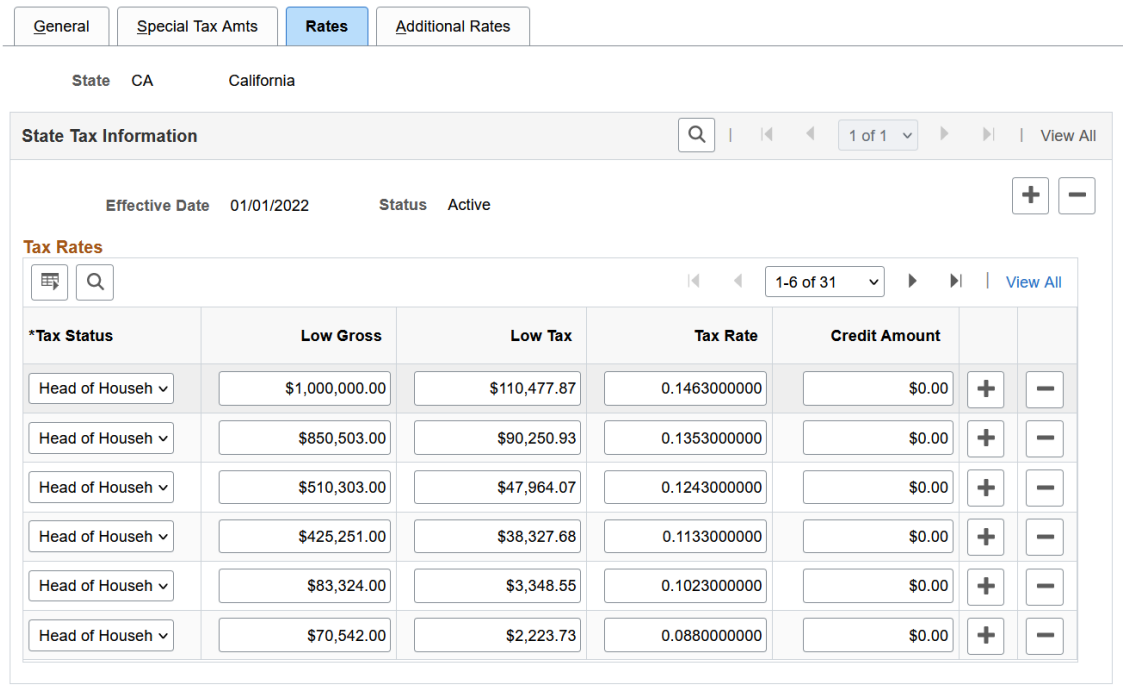
Tax Table - Rates Page

Use the Tax Table - Rates page (STATE_TAX_TABLE3) to view wage bracket information.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Federal/State Taxes**, and then **Tax Table**, and then **Rates**

This example illustrates the fields and controls on the Tax Table - Rates page.



(CT) This page contains data from Connecticut Table B - Withholding Tax.

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Field or Control	Description
Tax Status	The appropriate Federal/State tax status *(Married, Single,* and so on). **Note:** Puerto Rico: *Head of Household* is not a valid tax status for wages paid on or after January 1, 2012. See *Employer's Guide to Withholding of Income Tax at Source on Wages paid after Dec 31, 2011 but before Jan 1, 2013* published by Departamento de Hacienda.
Low Gross	The minimum taxable gross for the bracket.
Low Tax	The tax to be withheld on the corresponding minimum taxable gross.
Tax Rate	The rate to be applied until the next bracket is reached.
Credit Amount	Displays the credit amount for the bracket, which varies depending on the corresponding tax status and minimum taxable gross.

CT Exemptions Page

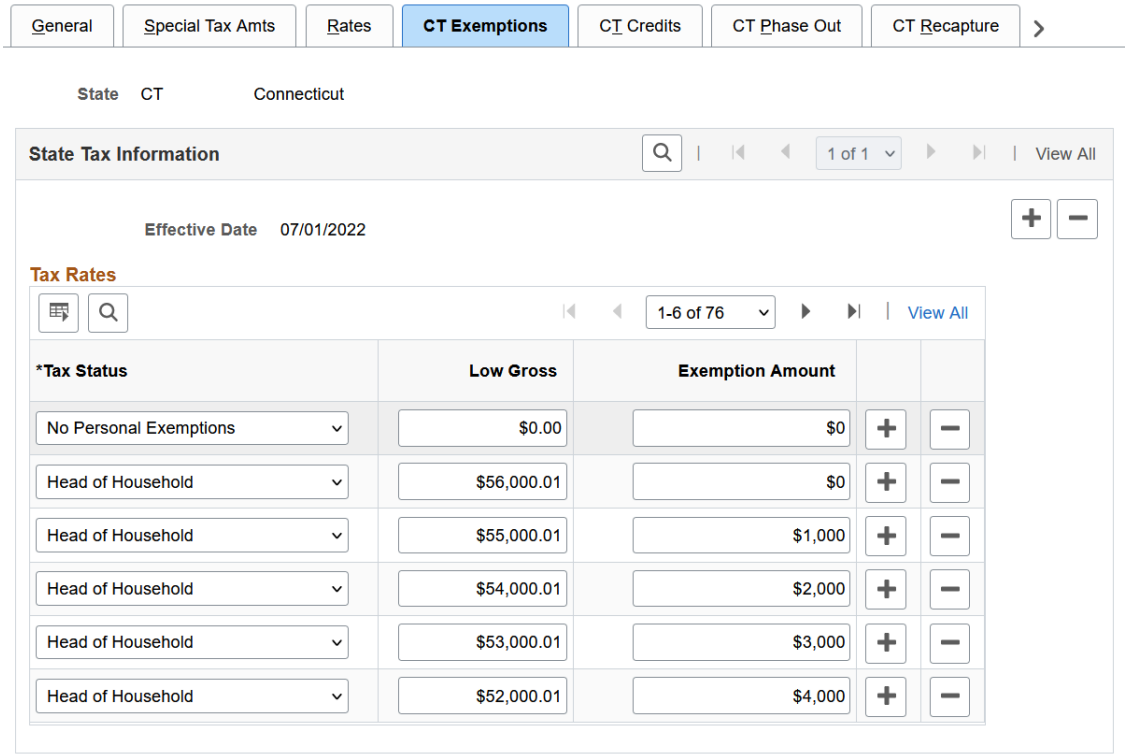
Use the CT Exemptions page (STATE_TAX_TABLE3_A) to view the tax status, low gross, and exemption amount, from Connecticut Table A - Exemptions, that are used for calculating Connecticut state tax exemptions.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Federal/State Taxes**, and then **Tax Table**, and then **CT Exemptions**

This example illustrates the fields and controls on the Connecticut Exemptions page.

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> **Note**
>
> The CT Exemptions page is Available only when the state entered in the Tax Table search dialog is CT.

When you access the Federal/State Taxes, Tax Table component for the state of CT (Connecticut), CT-specific data and pages appear. The CT-specific pages store values used in the calculation of Connecticut state taxes.

- The Rates page contains values from Connecticut Table B - Withholding Tax.
- The CT Exemptions page contains values from Connecticut Table A - Exemptions.
- The CT Credits page contains values from Connecticut Table E - Personal Tax Credits.
- The CT Phase Out page contains values from Connecticut Table C - 3% Phase-Out.
- The CT Recapture page contains values from Connecticut Table D - Tax Recapture.

NRA Adjustment Page

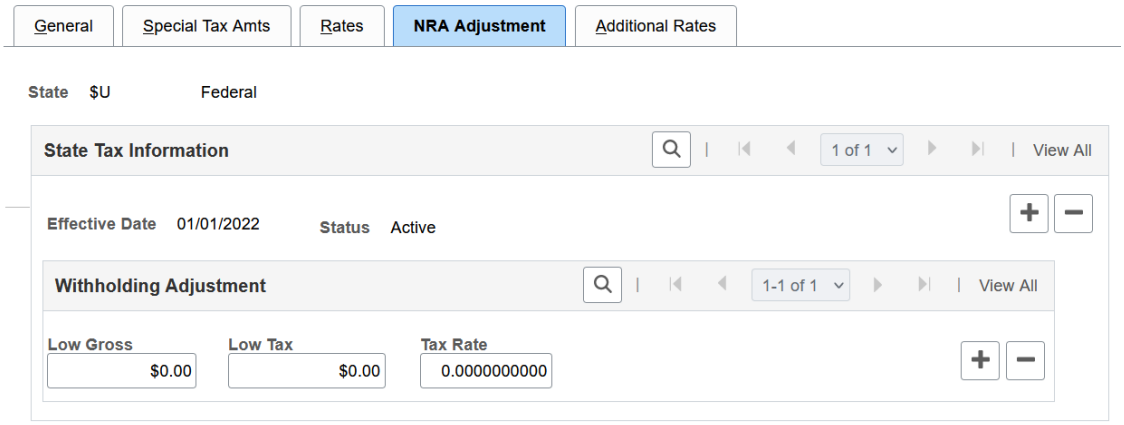
Use the NRA Adjustment page (STATE_TAX_TABLE3A) to view the withholding adjustment rate to use for nonresident alien wages.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Federal/State Taxes**, and then **Tax Table**, and then **NRA Adjustment**

This example illustrates the fields and controls on the Nonresident Alien Adjustment page.

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Note

The NRA Adjustment page is available only when the **State** = *$U* (Federal).

View the income, tax, and withholding rate to use to calculate the additional withholding adjustment amount required by IRS for nonresident alien wages.

Field or Control	Description
Low Gross	The minimum taxable gross income for the bracket.
Low Tax	The tax to be withheld on the corresponding minimum gross.
Tax Rate	The rate to apply until the next bracket is reached.

Tax Table - Additional Rates Page

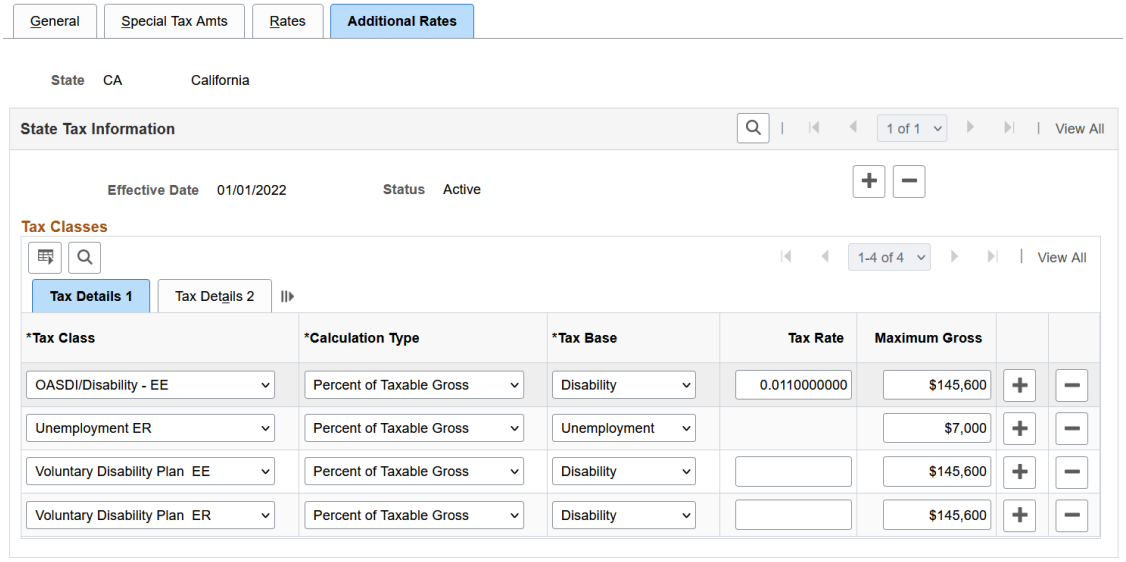
Use the Tax Table - Additional Rates page (STATE_TAX_TABLE4) to view wage limits for unemployment and disability taxes.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Federal/State Taxes**, and then **Tax Table**, and then **Additional Rates**

This example illustrates the fields and controls on the Tax Table - Additional Rates page.

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Note

(For Program Funding Configuration feature only) PeopleSoft delivers state tax table updates to support state programs using scripts.

Field or Control	Description
Tax Class	Tax classes identify different taxes that share certain characteristics. For example, *Local Services Tax* represents Local Services Tax (LST) for Pennsylvania employees.
Calculation Type	Options are *Not Applicable*, *Percent of Taxable Gross*, and *Use ER Wage for EE Tax*.
Tax Base	Options are *Disability*, *Paid Benefit*, *Paid Benefit - Other*,*Unemployment*, and *Withholding*.
Tax Rate	The tax rate for employer unemployment, voluntary disability/paid benefit contributions is blank on this page. The rate used during payroll calculations comes from the Company State Tax table. **Note:** (For Program Funding Configuration feature only) When you add a new row on this page for a tax class that is also referenced on the Program ID Association Page for the same state and effective date, the **Tax Rate** field becomes editable if the **Display Tax Rate** option on the association page is selected.
Maximum Gross	If a tax applies only to a portion of an employee's annual wages up to a specified limit, such as employer unemployment taxes, that limit amount appears in this field. An entry of all *9s*, as with Medicare taxes, indicates a tax without limit.

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Field or Control	Description
Maximum Tax	If there is an annual limit on a particular type of tax, such as Pennsylvania's Local Services Tax, enter that limit amount here.
Taxability	Select *Employee Tax Only, Employer Tax Only, Empl and Emplr Tax,* or *Memo Tax Only* to indicate whether a tax is paid by the employee, paid by the employer, or paid in equal matching amounts by both.
Ratio	(MA and WA) This value represents the ratio of the total premium to be allocated to the corresponding tax. **Note:** (For Program Funding Configuration feature only) When you add a new row on this page for a tax class that is also referenced on the Program ID Association Page for the same state and effective date, the **Ratio** field becomes editable if the **Display Ratio** option on the association page is selected. The sum of ratio values for all tax classes with the same ratio ID must be *1*.
Period Maximum	If selected, this option indicates that the tax is calculated for a period other than annual. Two examples of this are SDI in New York and Hawaii, both of which have weekly maximums.
Self Adjust (self-adjusting)	This check box is for information only and does not affect processing.
Delay W/H for Tips (delay withholding for tips)	On this page, this check box is selected or deselected for each additional tax the state may impose. For each state, PeopleSoft selects or deselects this check box, depending on whether the state allows employers to delay withholding on tip income until the monthly threshold amount is reached. For states that allow you to delay withholding on tips, you can specify by Pay Group whether you'll delay withholding on tips.

Voluntary Disability Plans

Of the states that provide disability insurance plans (currently California, Hawaii, New Jersey, New York, Rhode Island, plus Puerto Rico), all but Rhode Island allow employers to provide voluntary disability plans in place of the state plan. PeopleSoft maintains the Tax Class rows on the Federal/State Tax Table - Additional Rates page for the Employer and Employee paid tax for voluntary disability plans for each of these states.

> **Note**
>
> If you implement a voluntary disability plan for California, Hawaii, New Jersey, New York, or Puerto Rico, you must set up the appropriate tax rates on the Company State Tax table and the VDI/FLI Administrator table.

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State Unemployment Insurance (SUI) Tax

You must make sure that the unemployment insurance taxable gross and tax balances transferred during the conversion process are consistent with the unemployment tax rates that have been entered for each quarter on the Company State Tax Table page.

> **Warning**
>
> If these amounts are not consistent and in balance, the system will either charge or refund additional unemployment tax amounts to account for the difference in the quarterly unemployment insurance tax balances.

Related Topics

- Application Fundamentals: Company State Tax Table - General Page

FUTA State Credit Reductions Page

Use the FUTA State Credit Reductions page (STATE_FUTA_CR_RED) to define official FUTA credit reduction states.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Federal/State Taxes**, and then **FUTA State Credit Reductions**

This example illustrates the fields and controls on the FUTA State Credit Reductions page.

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FUTA State Credit Reductions

Tax Year 2014

Credit Reduction Rates 1 of 1 View All

Effective Date 01/01/2014

States and Territories 1-10 of 55 View All

State	Description	Credit Reduction State	Credit Reduction Rate
AK	Alaska	☐	0.000000
AL	Alabama	☐	0.000000
AR	Arkansas	☐	0.000000
AS	American Samoa	☐	0.000000
AZ	Arizona	☐	0.000000
CA	California	☑	0.012000
CO	Colorado	☐	0.000000
CT	Connecticut	☑	0.017000
DC	District of Columbia	☐	0.000000
DE	Delaware	☐	0.000000

The standard net effective FUTA tax (Unemployment ER) rate is defined on the Tax Table - Additional Rates Page. You can calculate any *additional* U.S. Federal unemployment tax for which you may be liable as a result of paying wages to employees in credit reduction states.

An employer calculates additional FUTA tax liability for credit reduction states on Form 940 Schedule A, and the total calculated credit reduction for all states is transferred to line 11 on Form 940, the Employer's Annual Federal Unemployment Tax (FUTA) Return.

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Important

PeopleSoft does not maintain this page. If you intend to use the FUTA credit reduction functionality, then your organization must update the page to keep it current. Credit reduction states are determined by the U.S. Department of Labor. Each November, the U.S. Department of Labor publishes a list of credit reduction states (and their respective credit reduction rates) for the tax year which is about to conclude. See "Subject Data Available" on the US Government website http://workforcesecurity.doleta.gov/unemploy/finance.asp.The list is also included in the PeopleSoft December tax update each year.

Field or Control	Description
Credit Reduction State	Select this check box to indicate that the state is an official FUTA credit reduction state. Once you have confirmed a payroll with a particular state identified as a Credit Reduction State, do *not* deselect the **Credit Reduction State** check box for that state until *after* the final payroll for the tax year has been calculated and confirmed. **Warning!** To end a state's status as a Credit Reduction State mid-year, change the value in the **Credit Reduction Rate** field to zero; do *not* deselect the selected Credit Reduction State check box. This point is critical to maintaining the self-adjusting feature of the FUTA Credit Reduction Tax. When selected, FUTA Credit Reduction *(additional* FUTA) is calculated as follows for employees whose UI Jurisdiction state is that state: • Uses the rate specified in the **Credit Reduction Rate** field for the employee's current UI Jurisdiction state. • If the value in the **Credit Reduction Rate** field is increased mid-year to a higher rate, the self-adjusting feature generates positive adjustments the next time that pay is calculated for an employee. • If the value in the **Credit Reduction Rate** field is reduced mid-year to a lower rate or to zero, the self-adjusting feature generates negative adjustments the next time that pay is calculated for an employee. If the **Credit Reduction State** check box is *not* selected, FUTA Credit Reduction (*additional* FUTA) taxable wages are calculated, but tax is not calculated, even of a value is specified in the **Credit Reduction Rate** field. The **Credit Reduction State** check box must be selected for FUTA Credit Reduction (*additional* FUTA) tax to be calculated.

For more information on FUTA Credit Reduction States and how they affect an employer's unemployment taxes, refer to the Internal Revenue Service website, which as of the date of

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this publication is: http://www.irs.gov/Businesses/Small-Businesses-&-Self-Employed/FUTA-Credit-Reduction.

(USA) Viewing Local Tax Tables

Pages Used to View Local Tax Information

Page Name	Definition Name	Usage
Local Tax Table1 Page	LOCAL_TAX_TABLE1	View information about the geographic area associated with a locality code.
Local Tax Table 2 Page	LOCAL_TAX_TABLE2	View the method used to calculate local withholding taxes, tax rates, and other constants.
Local Tax Table3 Page	LOCAL_TAX_TABLE3	Enter data on the locality's tax reporting requirements. This information is used in quarterly and year end reporting.
Local Tax Report Page	PRCSRUNCNTRL	Run TAX703 to print information from the Local Tax Table, which contains calculations for local income taxes.

Understanding Locality Codes

The local Tax Table component (LOCAL_TAX_TABLE) displays information used when the system calculates local withholding tax. In this table, each locality is assigned a code of up to ten characters. Typically this is how these codes are assigned:

- For Pennsylvania municipalities and school districts: an eight or nine character code based on codes assigned in the official Pennsylvania local tax register.
- For municipalities in states other than Pennsylvania: a five-character Federal Information Processing Standards (FIPS) code.
- For counties: a three-digit county number.
- For Ohio school districts: a four-digit district number.

Pennsylvania Localities

The State of Pennsylvania provides a registry of tax rates for all cities, counties, political subdivisions, school districts, and so on located in Pennsylvania. For each municipality and overlying school district, the registry lists effective tax rates for both local Earned Income Tax (EIT) and Local Services Tax (LST) for residents and, where applicable, nonresidents.

Pennsylvania Act 32 requires that, beginning with wages paid on or after January 1, 2012, local EIT must be withheld as follows: The employer must deduct the greater of (1) the resident rate tax of the employee's residence locality, or (2) the nonresident rate tax of the employee's work locality, based on the locality information provided in the employee's completed Certificate of Residency form. Taxes must be remitted and reported to the tax collector of the

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employee's work location, and must identify the Political Subdivision (PSD) code (all-numeric locality codes for local EITs) of the employee's residence and work locations

This means that for each PA local EIT amount withheld from an employee, you must identify these three codes:

- PA EIT Work PSD code
- PA EIT Residence PSD code
- Locality code (the locality to which taxes are to be remitted and reported).

> **Note**
>
> This code will match the EIT Work PSD code in almost all cases.

The Pennsylvania local tax withholding codes are described as follows:

- The PSD Locality code is a 6-digit code that identifies the locality to which the employer must remit and report an employee's local earned income taxes.
- PA local EIT PSD codes are all numeric. PA local EIT PSD codes are 6 digits and all numeric. The first 2 digits of each 6-digit PSD code identifies the tax collection district. The first 4 digits of each 6-digit PSD code identifies the school district. The complete 6-digit PSD code identifies the unique municipality/school district combination. A complete list of the Act 32 PSD codes can be found on the website of the Pennsylvania Department of Community and Economic Development.
- PA LST codes begin with the letter *O.* The next six digits are the numerical code assigned to the municipality by the state of Pennsylvania. The alphabetic code in the eighth position signifies the tax rate:
  - C - combined municipality and school district tax rate.
  - M - municipality tax rate.
  - S - school district rate.
  - A numerical digit in the last position indicates that the municipality overlaps with all or portions of multiple school districts.

    Refer to the **School District Code** field on the Local Tax Table 1 page to determine which locality code applies to which school district, and then choose the appropriate entry for the employee's location.

> **Note**
>
> Pennsylvania Act 32 applies only to Pennsylvania local EIT withholding. Act 32 does not apply to deductions from employees for Pennsylvania LST, and. PSD codes are not used for Pennsylvania LST deductions.

For each municipality and overlying school district, PeopleSoft delivers the following locality types:

Pennsylvania Locality Description	Example
Combined municipality and school district earned income tax	170303

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Pennsylvania Locality Description	Example
Combined municipality and school district local services tax	O123456C
Municipality local services tax	O123456M
School district local services tax	O123456S

> **Note**
>
> The LST can be imposed by both municipalities and school districts. However, certain LST processing requirements relate to the combined LST rate for municipalities and school districts. Therefore, you must implement the LST using Local Tax Table entries that represent combined LST tax rates. These entries have the letter *C* in position 8 of the Locality code.

Maintaining Tax Localities

For each locality that PeopleSoft supports, we maintain the entries for that locality in the following tables:

- Local Tax Table.
- Local Tax Reciprocity table (if applicable).
- Taxable Gross Definition table (if applicable).

Local Tax Table1 Page

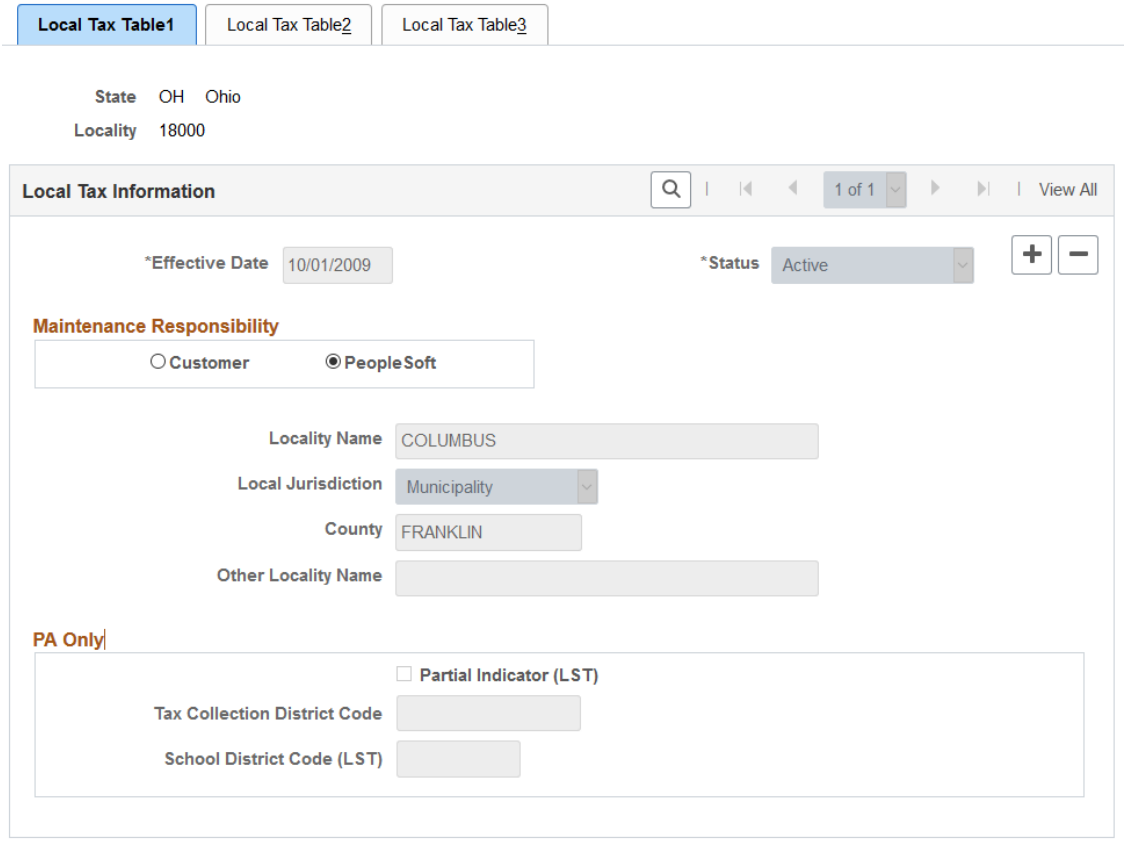
Use the Local Tax Table 1 page (LOCAL_TAX_TABLE1) to view information about the geographic area associated with a locality code.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Local Taxes**, and then **Tax Table**

This example illustrates the fields and controls on the Local Tax Table1 page.

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Field or Control	Description
Customer or **PeopleSoft**	All entries that Oracle delivers are the maintenance responsibility of PeopleSoft. However, if you add a locality to this table, the system marks it as *Customer*, indicating that it is your organization's maintenance responsibility.
Locality Name	The municipality name from the register (except for school district entries, which are school district name). Combined jurisdictions have the appendage M+SD.
Local Jurisdiction	Reserved for future use.
Other Locality Name	For Pennsylvania localities, combined entries display the school district name.

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PA Only

Field or Control	Description
Partial Indicator (LST) (Local Services Tax)	(Used for Local Services Tax only.) This check box is selected to indicate a Pennsylvania municipality that is co-terminus with multiple school districts, meaning the boundary of the municipality overlaps the boundaries of multiple school districts. For example, in Westmoreland County, the City of Greensburg is co-terminus with both the Greensburg Salem School District and the Hempfield Area School District. Be sure to use the Local Tax Table entry that represents the correct municipality/ school district combination.
Tax Collection District Code	The 2-digit location code under which local earned income taxes are reported by the employer according to PA Act 32.
School District Code (LST) (Local Services Tax)	(Used for Local Services Tax only.) For Pennsylvanian localities, the appropriate school district code appears here.

Related Topics

- Understanding Locality Codes
  The local Tax Table component (LOCAL_TAX_TABLE) displays information used when the system calculates local withholding tax. In this table, each locality is assigned a code of up to ten characters. Typically this is how these codes are assigned:

Local Tax Table 2 Page

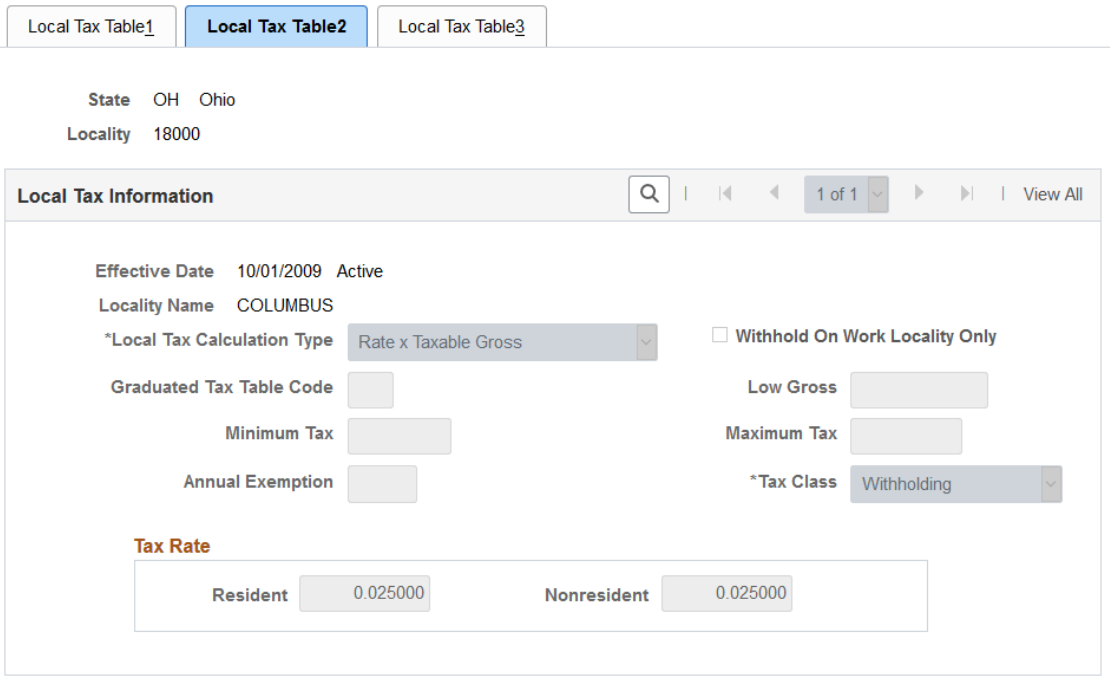
Use the Local Tax Table 2 page (LOCAL_TAX_TABLE2) to view the method used to calculate local withholding taxes, tax rates, and other constants.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Local Taxes**, and then **Tax Table**

This example illustrates the fields and controls on the Local Tax Table2 page.

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Field or Control	Description
Local Tax Calculation Type	Indicates the calculation method used to determine the amount of local income tax withheld.
Withhold On Work Locality Only	When this check box is selected for a locality, only wages earned in that locality are considered taxable for residents of the locality. No resident tax is withheld from wages paid for work performed outside of the locality.
Graduated Tax Table Code	This option takes effect if the locality requires that tax tables be referenced during calculation, as do New York City, Yonkers, and Maryland counties. In this case, the graduated tax table code entered here links the record to the appropriate entry in the PeopleSoft Federal/State Tax table where the graduated tax rates are stored.

Tax Rate

Field or Control	Description
Resident	This field displays the tax rate for residents of the locality.
Nonresident	This field displays the tax rate for nonresidents in the locality.

Local Tax Table3 Page

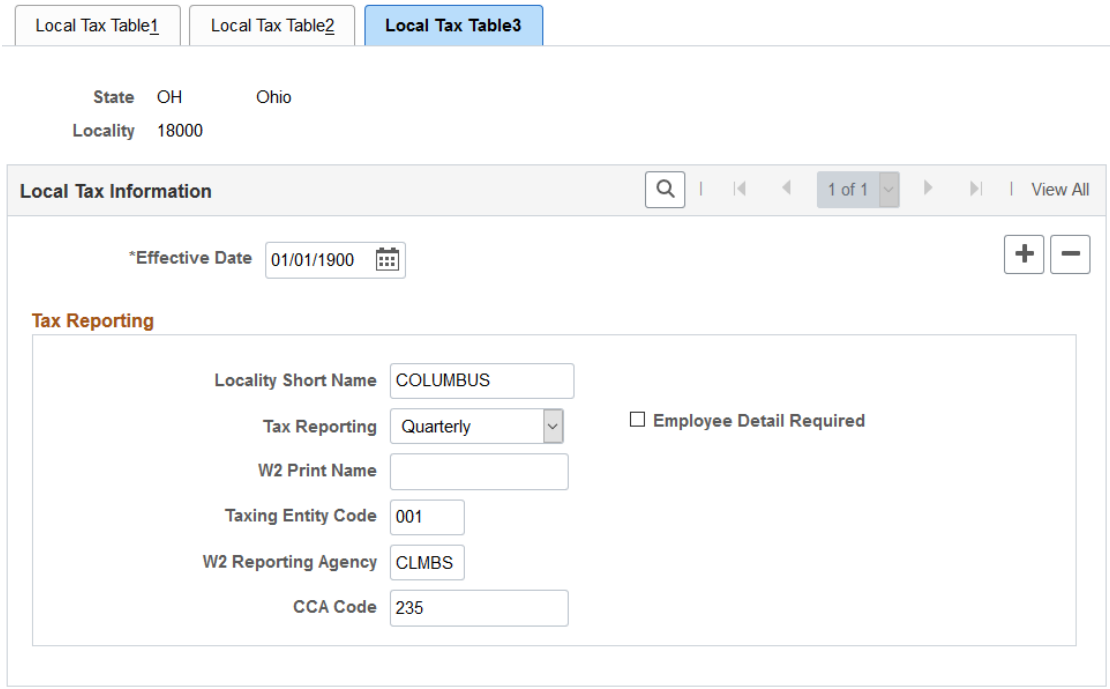
Use the Local Tax Table3 page (LOCAL_TAX_TABLE3) to enter data on the locality's tax reporting requirements.

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Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Local Taxes**, and then **Tax Table**

This example illustrates the fields and controls on the Local Tax Table3 page.



Information on this page is used in quarterly and year-end reporting.

Field or Control	Description
Locality Short Name	The value in this field is printed as the locality name on Form W-2 if the **W2 Print Name** field is blank. If both the **Locality Short Name** and **W2 Print Name** fields are blank, then a truncated version of the value in the **Locality Name** field on the Local Tax Table1 page is used. **Note:** Customers are responsible for populating the **Locality Short Name** field for localities in Pennsylvania
Tax Reporting	Displays the interval required by the locality for tax reporting, *Monthly*, *Quarterly*, or *Annual*. This field is for your reference only. It has no function in the system.
Employee Detail Required	This check box is for your reference only. It has no function in the system.

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Field or Control	Description
W2 Print Name	A value entered in this field overrides a value in the **Locality Short Name** field to print as the locality name on Form W-2. **Note:** Do not change any Oracle-delivered value that automatically populates this field.
Taxing Entity Code	Identifies the locality on the appropriate electronic or magnetic media records when reporting W-2 data to either state or local tax agencies. The system populates this field for the localities for which PeopleSoft supports the reporting of W-2 data to state and/or local tax agencies.
W2 Reporting Agency	Identifies the tax reporting agency to which W-2 data for the locality is submitted electronically or on magnetic media. In some cases, the value in this field is also included in the file records.
CCA Code	This field stores specific mandated CCA City Codes that are required in positions 7-9 on the RS Record, as well as specific mandated State Control numbers that are required in positions 331-337 in the files created by TAX960LC to report W-2 data to CCA local tax authorities. The CCA City Code is separated from the State Control number with a hyphen. This field is maintained by PeopleSoft, and is populated for all CCA Members and CCA Recognized Cities. **Note:** For the Ohio localities where the field is blank, positions 7-9 on the RS Record will be hardcoded with “887” per the CCA requirements.

Important

If you add a locality, you are responsible for maintaining the entries on these tables for the new locality until PeopleSoft incorporates it into a tax update. Contact your Global Support Center if you discover any localities not listed or any errors so we can include the addition or correction in the next PeopleSoft Payroll Tax Update.

Related Topics

- Understanding Year-End Processing Instructions
  Payroll for North America is designed to help you efficiently organize and process year-end data and reports.

(USA) Managing Tax Reciprocity

To manage tax reciprocity, use the State Tax Reciprocity Table component (STATE_TX_RECIP_TBL), local Tax Reciprocity Table component (LOCL_TAX_RECIP_TBL), and the Work Locality Reciprocity component (LCLTX_WK_RECIP_TBL).

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Pages Used to Manage State Tax Reciprocity

Page Name	Definition Name	Usage
State Tax Reciprocity Table Page	STATE_TX_RECIP_TBL	Display the rules used during payroll calculation to determine withholding liability when an employee lives in one state and works in another.
State Reciprocity Rules Report Page	PRCSRUNCNTRL	Run TAX708 to print a summary of the rules that determine where to withhold income taxes when an employee works in one state and lives in another.
Local Tax Reciprocity Table Page	LOCL_TAX_RECIP_TBL	View reciprocal agreements between an employee's state of residence and a locality of employment.
Local Reciprocity Rules Report Page	PRCSRUNCNTRL	Run TAX709 to print a list of the rules that determine where to withhold income taxes when an employee works in one locality and lives in another.
Work Locality Reciprocity Page	LOCLWK_TXRCP_TABLE	Establish reciprocal agreements between work localities.
Work Locality Reciprocity Rpt Page	PRCSRUNCNTL	Run TAX713 to print the reciprocal rules that determine local income tax withholding when an employee works in a location that has multiple taxing jurisdictions that share a reciprocal agreement.

Understanding State Tax Reciprocity Settings

Although the employee's residence state may require withholding on all wages paid to the employee, many states provide credit for taxes paid by their residents to another state. Many other examples of reciprocity agreements also exist between states. Under these agreements, wages earned in a work state that has an agreement with the residence state are taxed by, and taxes withheld are submitted to, the employee's residence state. Reciprocity rules are defined in the State Tax Reciprocity table.

The State Tax Reciprocity table doesn't identify every state-to-state combination individually because most states have a single rule for dealing with residents who earn taxable wages in other states. The default reciprocity rule between a state of residence and all other states of employment is the one where no employment state is specified.

If you must modify these table entries, consult the PeopleSoft Global Support Center.

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> **Note**
>
> If you're a multi-state employer, review the rules in this table, particularly if you can be considered a non-resident employer for certain employees. For example, Alabama requires that resident employers withhold Alabama tax on wages earned both inside and outside the state by Alabama residents. Non-resident employers must withhold on only those wages earned in Alabama, regardless of where the employee resides. The entries in the State Tax Reciprocity table—as delivered by PeopleSoft—assume that you are a resident employer in each state.

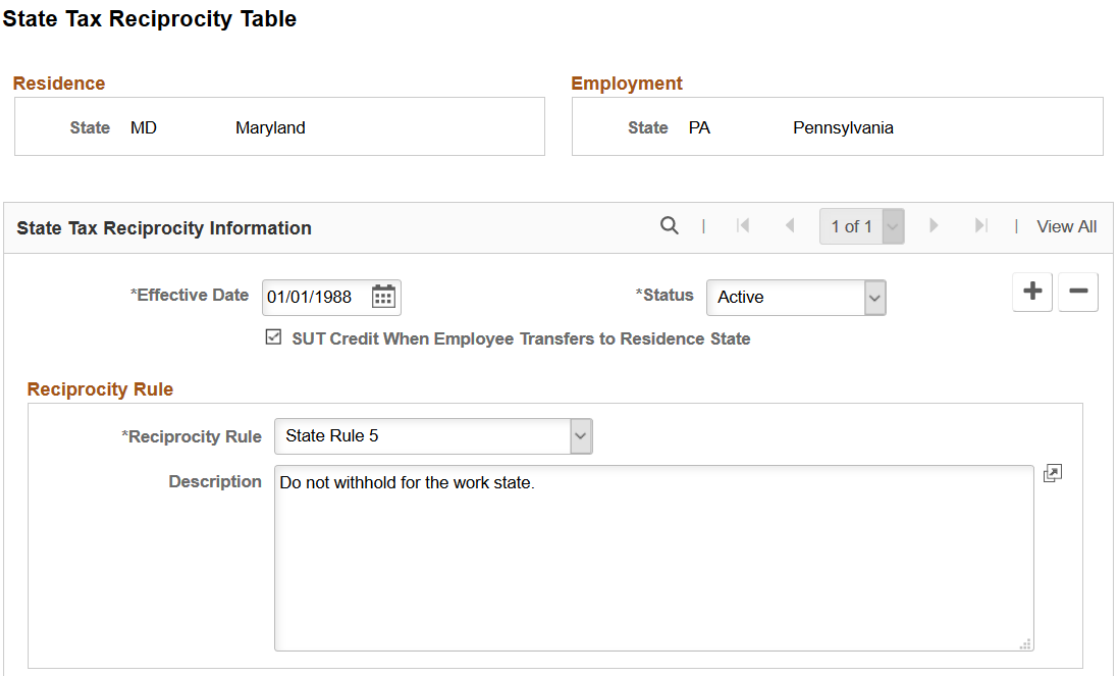
State Tax Reciprocity Table Page

Use the State Tax Reciprocity Table page (STATE_TX_RECIP_TBL) to display the rules used during payroll calculation to determine withholding liability when an employee lives in one state and works in another.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Federal/State Taxes**, and then **State Tax Reciprocity Table**

This example illustrates the fields and controls on the State Tax Reciprocity Table page.



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> **Note**
>
> The State Tax Reciprocity Table page is used to set up any and all withholding tax relationships between an employee's residence state and employment state, to cover any situation where an employee lives in one state and works in another state. Although some of the table entries reflect formal reciprocal agreements between states, the majority of the table entries do not.

Residence and Employment

The **Residence** and **Employment** group boxes identify the state-to-state combination for the reciprocity rule. The default reciprocity rule between a state of residence and all other states of employment is the one where the with no employment state (the **State** field in the **Employment** group box is blank).

State Tax Reciprocity Information

Field or Control	Description
SUT Credit when employee transfers to residence state	When selected, this check box indicates that, for unemployment tax purposes, the (residence) state allows credit against its state unemployment taxable wage base for wages paid to an employee in another state.

Reciprocity Rule

The Reciprocity Rule field displays the rule applied to the residence / employment state combination. In the PeopleSoft system, the Reciprocity Rule value controls the appearance of calculated tax (TAX_CUR) and taxable gross (TXGRS_CUR).

The state tax reciprocity rules are:

Field or Control	Description
State Rule 1	Withhold both work state tax and residence state tax on work state wages.
State Rule 2	Calculate residence state and work state withholding separately on work state wages. Withhold 100% of calculated work state withholding. Withhold calculated residence state tax on work state wages to the extent that calculated residence state withholding exceeds calculated work state withholding.

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Field or Control	Description
State Rule 3	Withhold 100% of calculated work state withholding on work state wages. Then calculate Missouri withholding by the applicable method: 1. If the employee works 100% in a state with no withholding, calculate 100% of taxable gross and associated tax for Missouri. 2. If the employee works 100% in a state where the withholding rate is: a. greater than the tax rate for Missouri, then do not calculate taxable gross or tax for Missouri. b. less than the tax rate for Missouri, then do not calculate taxable gross for Missouri, but withhold the difference in tax for Missouri. 3. If the employee works both in Missouri and in other state(s): Calculate Missouri withholding on total wages, then factor the calculated Missouri withholding by the percentage of total wages earned in Missouri, and withhold the factored amount of Missouri withholding.
State Rule 4	Withhold 100% of calculated work state withholding on work state wages. Reduce total residence state wages by work state wages, and calculate residence state tax on the reduced residence state wages.
State Rule 4A	Withhold 100% of calculated work state withholding on work state wages. Reduce total residence state wages by work state wages, and calculate residence state tax on the reduced residence state wages. Report total residence state wages.
State Rule 5	Do not withhold for the work state.
State Rule 5A	Do not withhold for the work state. Report work state with no wages.
State Rule 6	Special rule for Maryland residents working in Delaware.

Local Tax Reciprocity Table Page

Use the Local Tax Reciprocity Table page (LOCL_TAX_RECIP_TBL) to view reciprocal agreements between an employee's state of residence and a locality of employment.

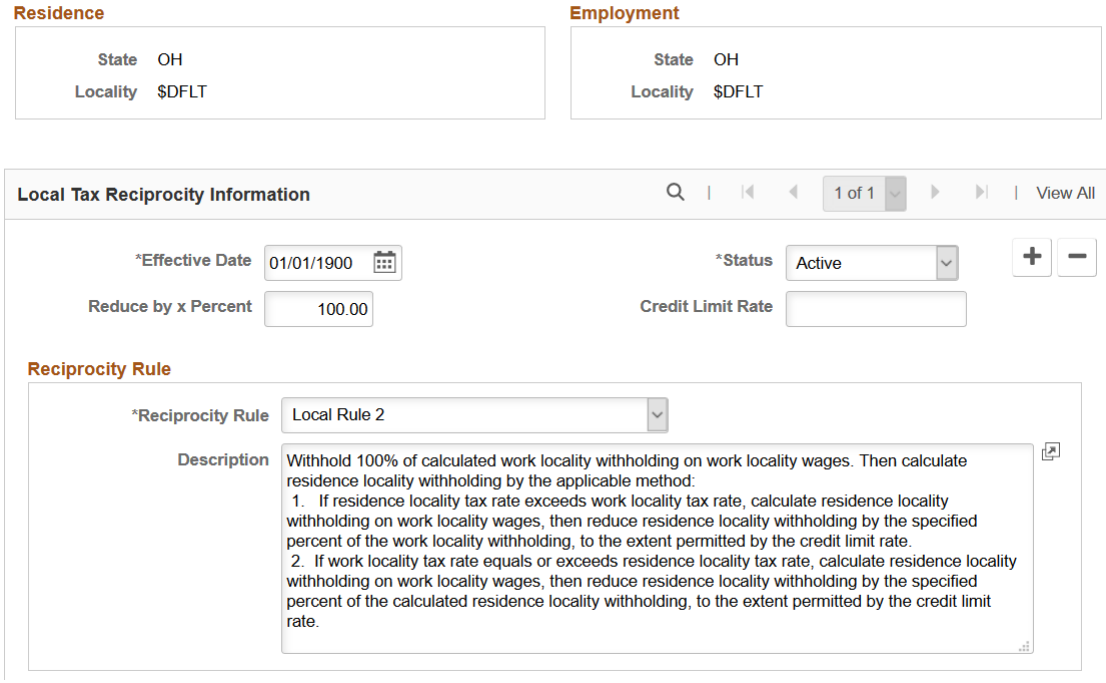
Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Local Taxes**, and then **Tax Reciprocity Table**

This example illustrates the fields and controls on the Local Tax Reciprocity Table page.

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Local Tax Reciprocity Table



When the residence locality differs from the employment locality, the system calculates both taxes and applies the reciprocity rule from this table to produce the correct net withholding for the employee in each locality.

Field or Control	Description
Residence	Displays the state and locality for the employee's locality of residence. This table does not identify every residence/employment combination, because most localities in a given state follow the same rule. The table entry for the default value, *$DFLT*, is used when there is no individual entry. Any exceptions require separate entries and act as overrides. Entries that identify reciprocity agreements between a state of residence and employment localities are special cases. The residence state is specified as usual, but the value in this field is a special code: *STATERC*.
Employment	Displays the state and locality for the employee's locality of employment. This table does not identify every residence/locality combination, because most localities in a given state follow the same rule. The table entry for the default value, *$DFLT*, is used when there is no individual entry. Any exceptions require separate entries and act as overrides.
Reduce by x Percent	The maximum portion of the work locality's tax rate which can qualify as a credit against the resident locality's withholding.

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Field or Control	Description
Credit Limit Rate	The maximum portion by which the resident locality's tax rate can be reduced by a credit for the work locality's withholding.

Reciprocity Rule

The Reciprocity Rule field displays the rule applied to the residence / employment locality combination. The local tax reciprocity rules are:

Field or Control	Description
Local Rule 1	Withhold both work locality tax and residence locality tax on work locality wages.
Local Rule 2	Withhold 100% of calculated work locality withholding on work locality wages. Then calculate residence locality withholding by the applicable method: 1. If residence locality tax rate exceeds work locality tax rate, calculate residence locality withholding on work locality wages, then reduce residence locality withholding by the specified percent of the work locality withholding, to the extent permitted by the credit limit rate. 2. If work locality tax rate equals or exceeds residence locality tax rate, calculate residence locality withholding on work locality wages, then reduce residence locality withholding by the specified percent of the calculated residence locality withholding, to the extent permitted by the credit limit rate.
Local Rule 3	Calculate work locality and residence locality withholding separately on work locality wages. Withhold 100% of calculated residence locality withholding. Reduce work locality withholding by the specified percent of the residence locality withholding.
Local Rule 4	Withhold 100% of calculated work locality withholding on work locality wages. Reduce total residence locality wages by work locality wages, and calculate residence locality withholding on the reduced residence locality wages.
Local Rule 5	Do not withhold for the work locality.
Local Rule 6	Withhold 100% of calculated work locality withholding on work locality wages. Calculate residence locality withholding on total work locality wages. Then reduce the residence locality withholding by the work locality's tax rate as applied to the residence locality's definition of taxable wages.

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Field or Control	Description
Local Rule 7	Compare resident tax rate of residence locality and nonresident tax rate of work locality, then calculate tax on work locality wages using the higher of the two rates.

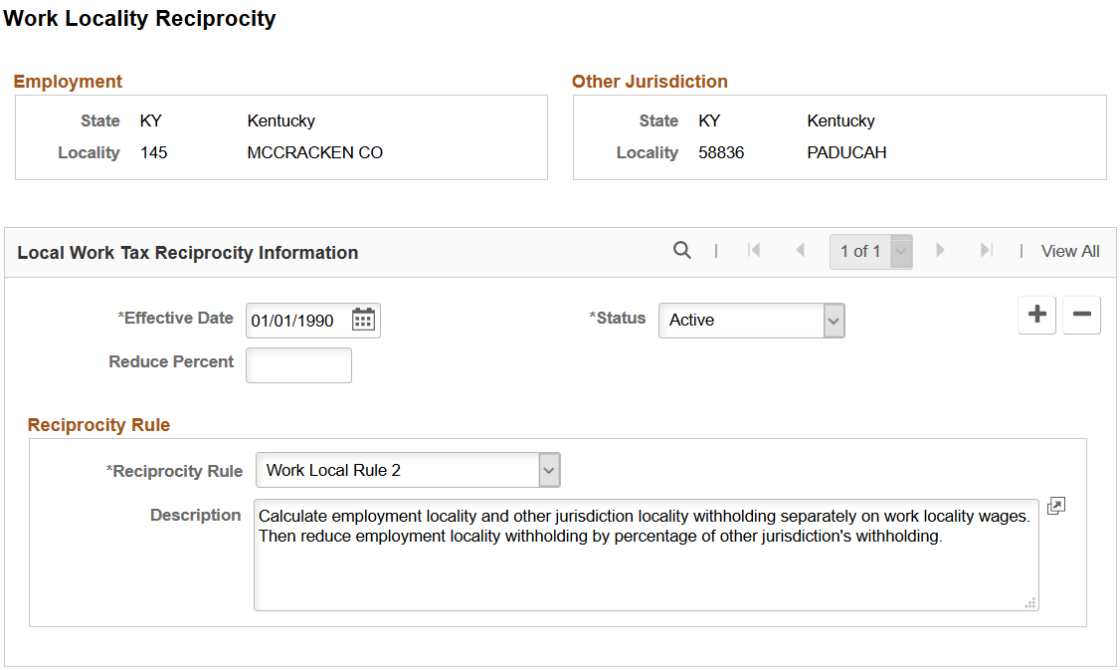
Work Locality Reciprocity Page

Use the Work Locality Reciprocity page (LOCLWK_TXRCP_TABLE) to establish reciprocal agreements between work localities.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Local Taxes**, and then **Work Locality Reciprocity**

This example illustrates the fields and controls on the Work Locality Reciprocity page.



Other Jurisdiction

Field or Control	Description
State	The state of other jurisdiction for each record represents the state of the primary local tax jurisdiction. That is, the state of the local tax jurisdiction whose tax must be withheld in full.
Locality	This represents the primary tax jurisdiction. That is, the jurisdiction whose tax must be withheld in full.

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Local Work Tax Reciprocity Information

Field or Control	Description
Reduce Percent	Where allowed, this represents a percent of other jurisdiction withholding to be credited toward the withholding amount required by the locality of employment. This is not always 100%. PeopleSoft displays the percent of credit reduction allowed.

Reciprocity Rule

The Reciprocity Rule field displays the rule applied to the employment locality / other jurisdiction combination. The work locality tax reciprocity rules are:

Field or Control	Description
Work Local Rule 1	Withhold both employment locality tax and other jurisdiction locality tax on work locality wages.
Work Local Rule 2	Calculate employment locality and other jurisdiction locality withholding separately on work locality wages. Then reduce employment locality withholding by percentage of other jurisdiction's withholding.

Related Topics

- Understanding Payroll Data
  The Employee Pay Data menu contains the Payroll for North America pages that you use to maintain payroll-specific data, such as tax information, additional pay, general deductions, direct deposit, and garnishments information.

(USA) Updating the Taxable Gross Definition Table

To update the Taxable Gross Definition Table, use the Taxable Gross Definition Table component (TAXGR_DEFIN_TBL).

Pages Used to Update the Taxable Gross Definition Table

Page Name	Definition Name	Usage
Taxable Gross Definition Table Page	TAXGR_DEFIN_TBL	Set up a taxable gross definition, which defines the taxability and withholding for specific earnings or deduction types that must be treated differently at the state or local level than at the federal tax level.

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Page Name	Definition Name	Usage
Taxable Gross Definition Rpt Page	PRCSRUNCNTRL	Run TAX706 to print information from the Taxable Gross Definition Table, which contains definitions that the system uses during payroll calculation to determine state and local taxable grosses that deviate from the normal federal withholding. It specifies the base for taxable gross and indicates modifications to that base.

Understanding the Taxable Gross Definition Table

Taxing jurisdictions may have different rules as to whether a given type of earnings or deduction should be taxed, and whether or not the tax should be withheld at the time of payment. The Taxable Gross Definition table defines the taxability for specific earnings or deduction types that must be treated differently at the state or local level than at the federal tax level. It also enables you to specify whether the state and local income tax withholding follows the same rules as federal withholding.

This topic discusses:

- Taxability.
- Withholding.
- Delivered entries on the Taxable Gross Definition table.
- Example of setting up an earning with state tax withholding but without federal tax withholding.
- Reference table of taxability and withholding setup.

Taxability

PeopleSoft Payroll for North America tracks these differences in taxability by documenting where the taxable wage definition of a particular jurisdiction differs from a standard definition for the following basic payroll tax types:

- Withholding
- Unemployment
- Disability
- Paid Benefit

  Paid Benefit will be used to support the calculation and processing of employee payroll deductions and employer contributions for state and voluntary paid leave or child care contribution programs.
- Paid Benefit - Other

  Paid Benefit - Other will be used to support the calculation and processing of payroll taxes for reclassified employees that are enrolled in the Delaware Paid Leave program.

For each of these tax types, certain earnings and deductions are taxable at the state or local level, while others are not. What is taxable differs for each tax, so we have a separate standard

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definition for each type. Because most states and localities follow federal guidelines for taxing earnings, we use Federal income tax withholding, Federal unemployment, and FICA as the standard taxes from which to develop these rules.

The system automatically maintains federal taxable grosses, FWT, FICA, and FUT based on these entries in the Earnings Table and Deduction Table:

Deduction Table	Earnings Table
Deduction classification = Taxable	Subject to FWT
Effect on FICA gross	Subject to FICA
Effect on FUT gross	Subject to FUT

Normally, the system calculates state and local taxes using the following taxable grosses:

Calculation	Taxable Gross Used
State withholding taxes (SWT)	FWT gross
State unemployment taxes (SUT)	FUT gross
State disability insurance (SDI)	FUT gross
Local withholding taxes (LWT)	FWT gross

PeopleSoft uses the FUT gross as the starting point for SDI because most states do not publish any separate definition of subject wages for SDI. Instead, states treat the definition of wages for SDI purposes as the same as the definition of wages for SUI purposes. Since SUI wages are based on FUT wages, and SDI subject wages are the same as SUI wages, FUT is the starting point for determining both SUI and SDI wages.

You can override or establish exceptions to the federal definitions of taxable gross for the following taxable grosses:

- State withholding
- State unemployment
- State disability
- Local withholding

When a state or locality declares that taxability of a certain earnings or deduction is different from one of these federal standards, a rule must be placed in the Taxable Gross Definition table indicating the deviation. The system uses the rules stored in the Taxable Gross Definition table to adjust the taxable gross for the states and localities that deviate from the federal norm.

For each of these taxable gross definitions, identify a Taxable Gross Component ID and assign it to the various states or localities affected.

Withholding

When you set up earnings and taxable benefits that are federally taxable, you specify whether or not that amount should also be subject to federal income tax withholding using:

- The **Subject to FWT** field on the Earnings Table - Taxes page.
- The **Withhold FWT** field on the Deduction Table – Tax Effect page.

Use the **Withholding Follows Fed Rules** (withholding follows federal rules) field on the Taxable Gross Definition Tbl page (TAXGR_DEFIN_TBL) to specify whether the state and local income tax withholding follows the same rules as federal withholding.

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> **Note**
>
> You *must* create a Taxable Gross Definition table entry when you want to stop state or local income tax withholding on a particular earnings or taxable benefit. This is true regardless of whether or not the state or locality follows the federal rule for including the amount in taxable income, and regardless of whether or not you have selected to withhold federal income tax on the earnings or taxable benefit.

Delivered Entries on the Taxable Gross Definition Table

PeopleSoft delivers several entries on the Taxable Gross Definition table. These entries are delivered with the **Plan Type** element blank and the **Deduction Code** set to *$DFLT.* You must review these entries and determine if you need to create new plan-specific entries for your implementation.

Do not make modifications to the delivered entries. You can use the delivered entries as guides if you need to add additional taxable gross definitions.

The delivered sample entries are:

125: Section 125 cafeteria plan.

401K: 401(K) savings plan.

401R: Employer 401(K) savings plan match.

ACT: Adult child taxability.

DPB: Domestic partner benefits

GTL: Group-term life.

HSA: Health savings account.

HSR: Health savings account employer contribution.

SSS or *SSP:* Same-sex spouse.

TIP: Reported tips for an employee.

For Section 125 cafeteria plans, the taxable gross definitions are for employee deductions only. You may have to set up your own entries to process specific parts of your plan. In some states, the taxability of deductions depends on whether the employee has the option of receiving cash. Review the definitions in this table carefully with regard to your particular 125 plans.

For more information about the delivered samples, see the Deduction Table - Tax Effect page, Taxable Gross Comp ID field description in the Setting Up Deductions topic.

How Taxable Gross Definitions Affect Earnings and Deductions

The standard definition of taxability of an earnings or deduction type is determined by entries on the Earnings and Deduction tables. When establishing an entry on these tables, you specify if the earning or deduction is to be taxed for FWT, FUT, and FICA. Any earnings and deductions you marked as taxable are totaled during payroll processing to determine an employee's taxable gross for each of the standard tax types. For earnings or deduction types that increase or decrease the state or local taxable grosses compared to the federal taxable gross, enter a taxable gross component ID that identifies which rules on the Taxable Gross Definition table to use.

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For example, Pennsylvania considers employee before-tax 401(k) contributions taxable for state withholding, whereas they are not taxed at the federal level. Therefore, you must have a Taxable Gross Definition for 401(k) deductions that indicate to the payroll calculation programs that when taxable gross for withholding is determined, 401(k) deductions should be included as earnings for Pennsylvania (but not for federal) withholding purposes.

Example of Setting Up an Earning with State Tax Withholding but Without Federal Tax Withholding

Take a hypothetical example of moving expenses in the state of Pennsylvania. This example assumes the following:

- Certain types of moving expense reimbursement payments that you make to Pennsylvania employees are includable in taxable gross at both the federal and state level.
- Federal regulations do not require that federal income tax be withheld from these moving expense reimbursement payments.
- Pennsylvania regulations do require that Pennsylvania income tax be withheld from these amounts at the time of payment.

In this case, state withholding does not follow the federal rules.

The following table illustrates these assumptions:

Taxing Jurisdiction	Include in Taxable Gross?	Withholding Required?
Federal	Yes	No
Pennsylvania	Yes	Yes

To define the moving expense earnings with the proper tax and withholding effects:

1. Define a Taxable Gross Component ID (here named MOV) to identify these moving expense reimbursement payments that require different tax treatments at the federal and state levels.

   This table shows the relevant page elements and values on the Taxable Gross Definition Table page:

Page Element	Value	Explanation
Taxable Gross	*Withholding*	
Base Gross	*FWT*	
Taxable Gross Component ID	*MOV*	
Withholding Follows Fed Rules	Deselect the check box.	You do not want state tax withholding to follow the selection you will make for the **Subject to FWT** check box on the Earnings Table - Taxes page for these moving expense reimbursement amounts. You do not want federal income tax withheld on this earnings type, but you do want Pennsylvania income tax withheld.

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Page Element	Value	Explanation
Tax Gross Effect	*No Effect*	The earnings type is to be included in both the federal and Pennsylvania taxable grosses.

2. Enter the Taxable Gross Component ID when you set up the earnings on the Earnings Table - Taxes page.

   This table shows the relevant page elements and values for setting up this moving expense reimbursement earning on the Earnings Table - Taxes page:

Page Element	Value	Explanation
Earnings Type	*MOV*	
Earnings Description	*Mov Exp Reimb – No Fed W/H*	Moving expense reimbursement without federal withholding
Tax Method	*Annualized*	
Subject to FWT	Selected	
Taxable Gross Component ID	*MOV*	You must set up the taxable gross component ID before you can select it on this page.
Add to Gross Pay	Selected	
Maintain Earnings Balances	Selected	

Reference Table of Taxability and Withholding Setup

Use the table below to look up the table entries for any combination of federal and state/local taxing options that you might need for a particular earnings or taxable benefit. The table lists the correct values for the relevant fields on the Earnings table, Deduction table, and Taxable Gross Definition table.

Row	Earnings Table - Taxes page:	Deduction Table - Tax Effect page:	State/local tax treatment you want:	State/local withholding treatment you want:	Taxable Gross Definition Table:	Taxable Gross Definition Table:	Taxable Gross Definition Table:
	Subject to FWT	**Withhold FWT**	**Subject to state/local tax?**	**Withhold SWT/ LWT?**	**Entry required?**	**Tax Gross Effect**	**Withholding Follows Federal Rules**
1	Yes	Yes	Yes	Yes	No	NA	NA
2	Yes	Yes	Yes	No	Yes	No effect	No (deselected)
3	Yes	Yes	No	No	Yes	Subtracts from	NA (check box does not apply)
4	Yes	No	Yes	No	Yes	No effect	Yes (select)
5	Yes	No	No	No	Yes	Subtracts from	NA (check box does not apply)

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Row	Earnings Table - Taxes page:	Deduction Table - Tax Effect page:	State/local tax treatment you want:	State/local withholding treatment you want:	Taxable Gross Definition Table:	Taxable Gross Definition Table:	Taxable Gross Definition Table:
	Subject to FWT	Withhold FWT	Subject to state/local tax?	Withhold SWT/ LWT?	Entry required?	Tax Gross Effect	Withholding Follows Federal Rules
6	Yes	No	Yes	Yes	Yes	No effect	No (deselected)
7	No	No	Yes	No	Yes	Adds to	Yes (select)
8	No	No	No	No	No	NA	NA
9	No	No	Yes	Yes	Yes	Adds to	No (deselected)

Row 6 contains the setup values for the MOV earnings described in the example.

Related Topics

- Understanding Earnings Tables
  This topic lists prerequisites and common elements and discusses earnings tables.
- Understanding Deductions
  This topic lists prerequisites and discusses:

Taxable Gross Definition Table Page

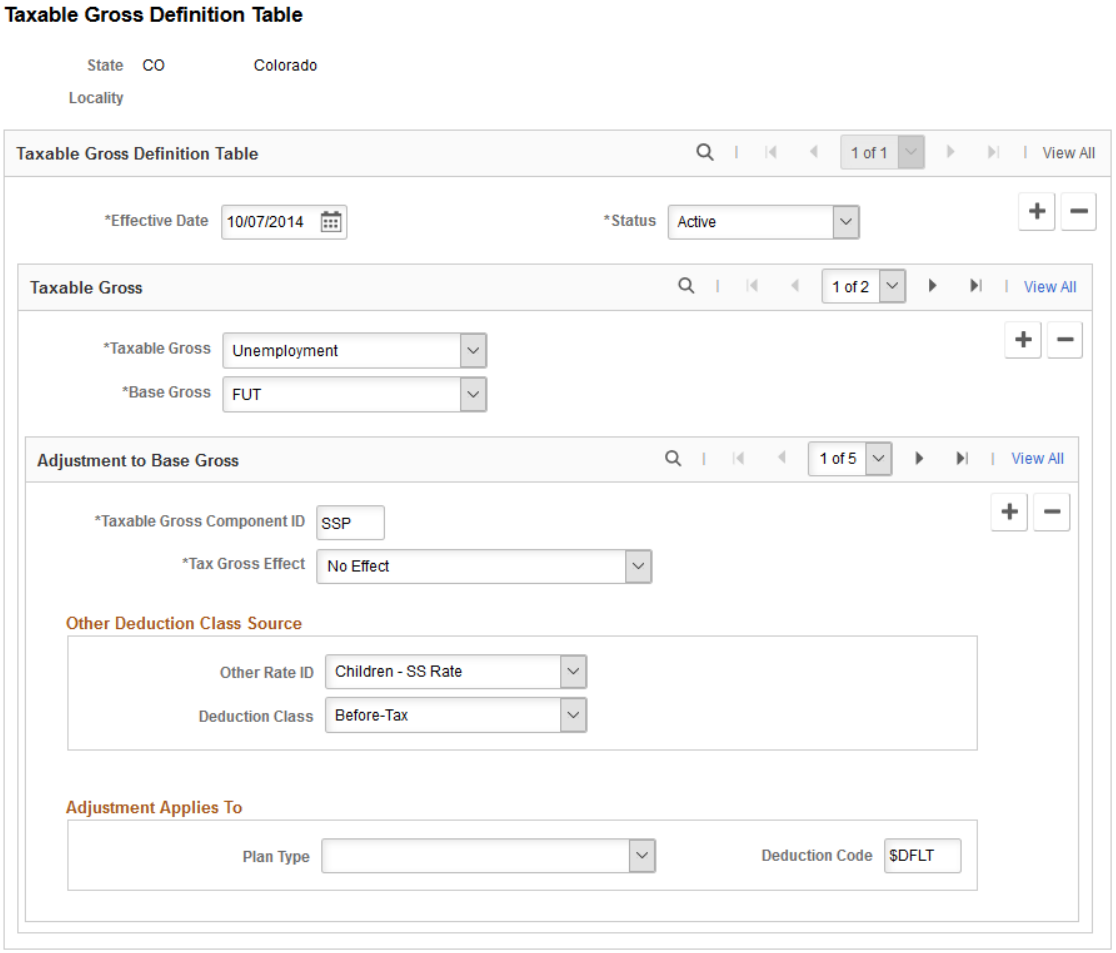
Use the Taxable Gross Definition Table page (TAXGR_DEFIN_TBL) to set up a taxable gross definition, which defines the taxability and withholding for specific earnings or deduction types that must be treated differently at the state or local level than at the federal tax level.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Federal/State Taxes**, and then **Taxable Gross Definition Table**, and then **Taxable Gross Definition Table**

This example illustrates the fields and controls on the Taxable Gross Definition Table page.

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Taxable Gross

Field or Control	Description
Taxable Gross	Select the type of taxable gross you're defining. Valid values are: *Disability* *Paid Benefit:* This type is used by all states for paid benefit, as opposed to *Paid Benefit - Other*, which is specific to reclassified employees in DE. (DE only) *Paid Benefit - Other:* This type is used to calculate paid benefit taxes for reclassified employees that are enrolled in the Delaware Paid Leave program. *Unemployment* *Withholding*

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Field or Control	Description
Base Gross	Select: *All Gross* **Note:** When Taxable Gross is *Paid Benefit* and the Base Gross is *All Gross*, the gross wages paid in the employee's check will be the base when determining the taxable gross that is used to calculate the paid leave taxes. For example, Colorado, Connecticut, and Washington require paid leave taxes to be calculated on all gross wages. *FICA* (Federal Insurance Contributions Act) for disability. *FUT* (Federal Unemployment Tax) for unemployment, disability, or paid benefit. *FWT* (Federal Withholding Tax) for withholding. (VT only) *SWT* (State Withholding Tax) for paid benefit. Vermont requires child care contributions to be calculated only on wages earned in Vermont. (DE only) *State FICA* (State Withholding Tax) for paid benefit. For regular employees, Delaware requires paid leave taxes to be calculated on the FICA wages that are earned in Delaware only. For reclassified employees, paid leave taxes are calculated on all FICA wages.

Adjustment to Base Gross

This scroll area lists the specific components for which adjustments are necessary.

Field or Control	Description
Taxable Gross Component ID	The taxable gross component ID you specify must be unique in what it represents (for example, 401k, GTL, 125, SSS, and so forth). If it is not unique, it can cause the taxable grosses to be incorrect.
Withholding Follows Federal Rules	This check box is selected by default. Deselect it if the withholding associated with the taxable gross component ID does not follow the same rules as federal withholding. This check box appears only if you select *Withholding* in the **Taxable Gross** field. This check box applies only to earnings and taxable benefit amounts identified by a taxable gross component ID. It has no effect on the processing of any before-tax deductions (such as 401(k) and Sec 125 amounts) for which there may also be entries on the Taxable Gross Definition table.
Tax Gross Effect	This field controls the effect on the gross. It can either add to the gross, subtract from it, or have no effect.

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Field or Control	Description
Plan Type and **Deduction Code**	Some states do not recognize certain before-tax benefits deductions. They require specific before-tax deductions to be included in taxable gross wages. Use these fields to identify such plans to the system by plan type and deduction code on the Taxable Gross Definition record for the applicable states.

Related Topics

- Understanding Deductions
  This topic lists prerequisites and discusses:

(USA) Viewing State Tax Status Codes

To view state tax status codes, use the SWT Marital Status Table component (SWT_MAR_STATUS_TBL).

Pages Used to View a State's Tax Status Codes

Page Name	Definition Name	Usage
SWT Marital Status Table Page	SWT_MAR_STATUS_TBL	View descriptions of a state's tax status codes for state withholding tax (SWT).
SWT Marital Status Codes Rpt Page	PRCSRUNCNTRL	Print information from the Marital Codes Status Table, which contains all valid tax status codes, sorted by state.

(CAN) Viewing Canadian Tax Tables

To view Canadian tax tables, use the Canadian Tax Table component (CAN_TAX_TABLE).

Pages Used to View Canadian Tax Tables

Page Name	Definition Name	Usage
CPP/QPP and EI Page	CAN_TAX_TABLE1	View the constant values required for calculation of contributions to Canada and Quebec Pension Plans and premiums for Employment Insurance, as well as premiums for Quebec Employment Insurance, and the Quebec Parental Insurance Plan. PeopleSoft maintains this table for you.

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Page Name	Definition Name	Usage
Tax Rates, Credits, and Other Page	CAN_TAX_TABLE4	View the wage threshold and rates for calculating Canadian federal surtax. PeopleSoft maintains this page for you.
Provincial Rates Page	CAN_TAX_TABLE2	View rates, thresholds, and constants needed to determine withholding of Canadian provincial taxes, including withholding, health insurance, and sales taxes. PeopleSoft maintains this page for you.
Provincial Tax Thresholds Page	CAN_TAX_TABLE3	View by province the net claim amount threshold and tax reduction amount. Note that this page does not affect all provinces. PeopleSoft maintains this table for you.

Understanding Canadian Tax Tables

The Canadian Tax tables are used during payroll calculation to compute all federal, provincial, and Quebec taxes.

Because these tables are maintained largely by PeopleSoft and updated based on the standards outlined in the Canada Revenue Agency (CRA) publication Payroll Deductions Formulas for Computer Programs and the Revenu Quebec publication Guide for Employers: Source Deductions and Contributions, you shouldn't need to modify them. However, you can make changes using the Canadian Tax Table pages if you have the appropriate security authorization.

Tax Rates, Credits, and Other Page

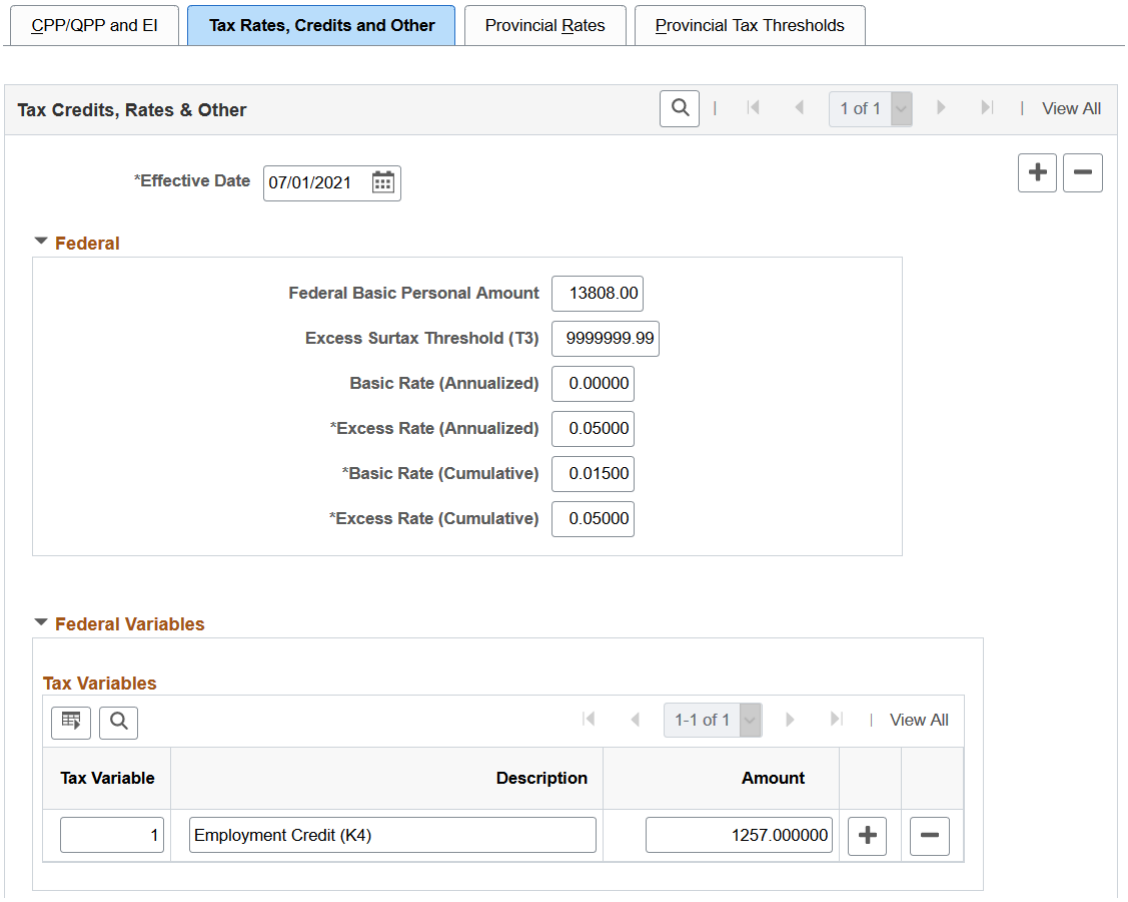
Use the Tax Rates, Credits, and Other page (CAN_TAX_TABLE4) to view the wage threshold and rates for calculating Canadian federal surtax.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Canadian Taxes**, and then **Tax Table**, and then **Tax Rates, Credits and Other**

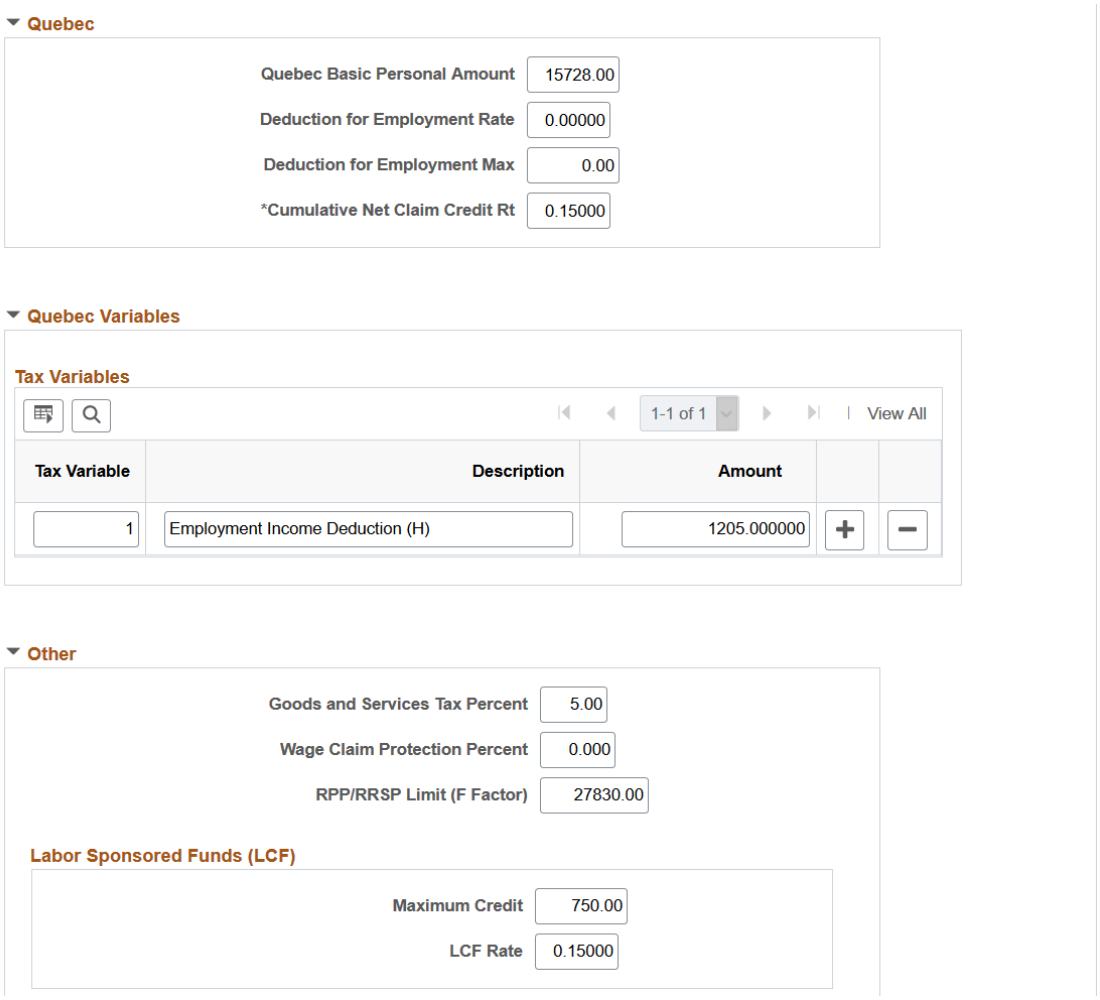
This example illustrates the fields and controls on the Tax Rates, Credits and Other page (1 of 4).

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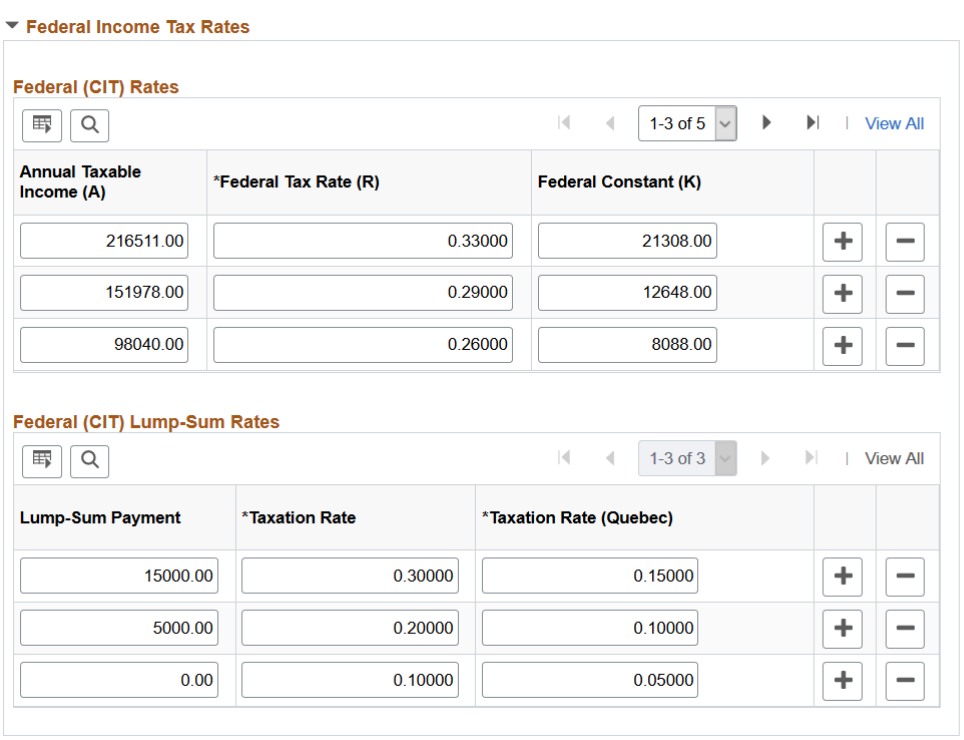
This example illustrates the fields and controls on the Tax Rates, Credits and Other page (2 of 4).

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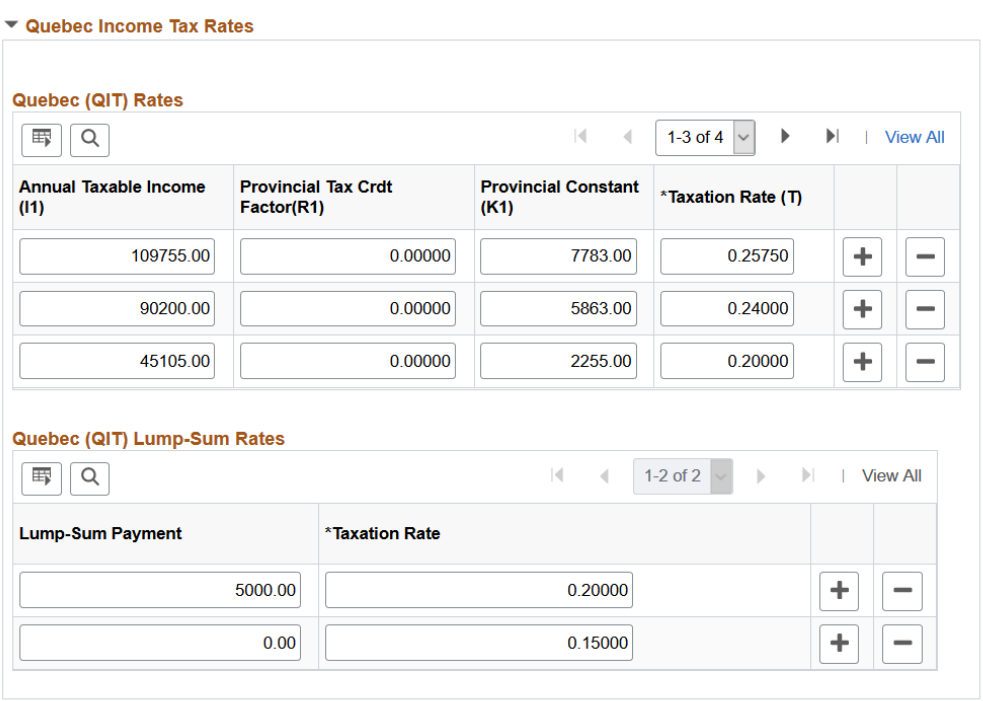


This example illustrates the fields and controls on the Tax Rates, Credits and Other page (3 of 4).

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This example illustrates the fields and controls on the Tax Rates, Credits and Other page (4 of 4).



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Federal Variables

This section stores the variables that are used in the federal tax calculation. Any change to the amount of any variable, as a result of a tax rate change announced after a tax update, can be updated conveniently in this section, provided no program modifications are required.

> **Note**
>
> New or modified tax calculations introduced by the Federal government will require program modifications. Any new values in this section will not be effective until the program changes are in place.

Currently, the K4 factor for the Federal Employment Credit is listed.

Quebec Variables

This section stores the variables used in the tax calculation for Quebec. Any change to the amount of any variable, as a result of a tax rate change announced after a tax update, can be updated conveniently in this section, provided no program modifications are required.

> **Note**
>
> New or modified tax calculations introduced by the Quebec government will require program modifications. Any new values in this section will not be effective until the program changes are in place.

Currently, the Variable H for the Deduction for Employment Income is listed.

Other

Field or Control	Description
RRP/RRSP Limit (F factor)	This field is used during the calculation of Canadian income taxes subject to the commission tax method.

Labor Sponsored Funds (LCF)

Field or Control	Description
Maximum Credit	This field displays the monetary amount to be applied to employee purchases of shares in Labour Sponsored Venture Capital Corporations (LSVCC). The federal tax credit is limited to the lesser of the maximum credit and the LCF Rate. The system applies this credit to each participating employee, according to the LCF Amount you enter on the employee's Canadian Income Tax Data page.

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Field or Control	Description
LCF Rate	This field displays the percentage to be applied to employee purchases of shares in Labour Sponsored Venture Capital Corporations (LSVCC). The federal tax credit is limited to the lesser of the maximum credit and the LCF rate. The system applies this credit to each participating employee according to the LCF Amount you enter on the employee's Canadian Income Tax Data page.

Provincial Rates Page

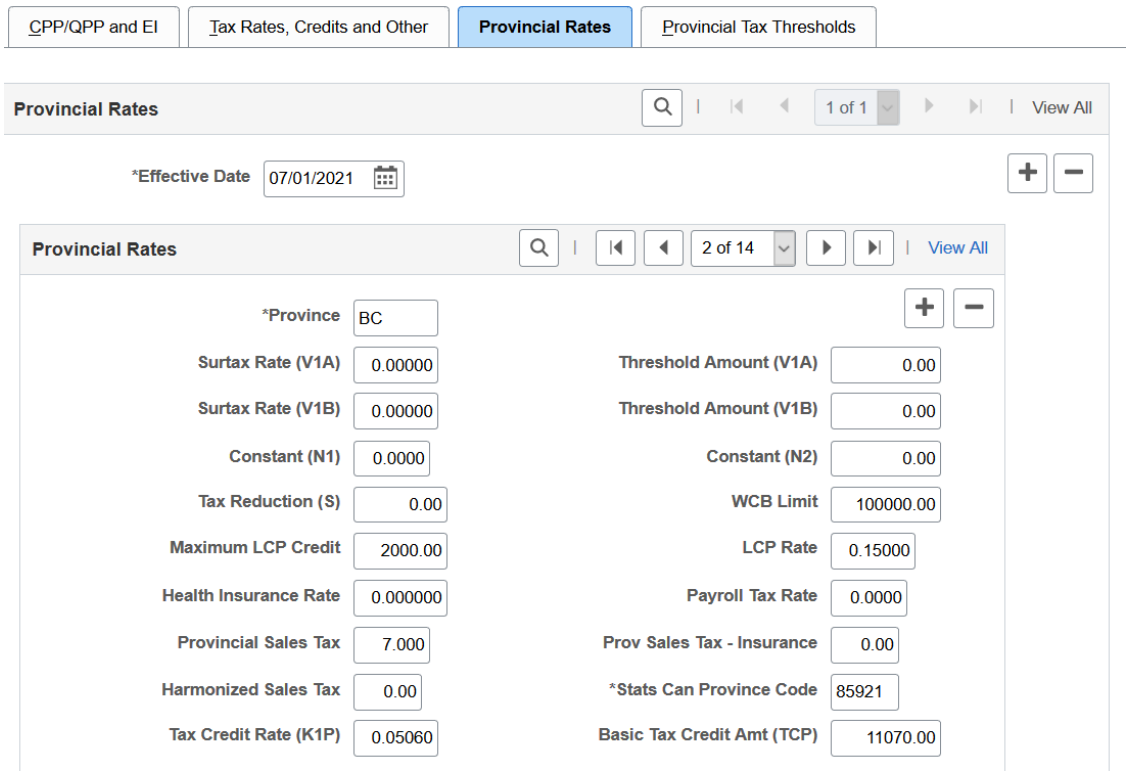
Use the Provincial Rates page (CAN_TAX_TABLE2) to view rates, thresholds, and constants needed to determine withholding of Canadian provincial taxes, including withholding, health insurance, and sales taxes.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Canadian Taxes**, and then **Tax Table**, and then **Provincial Rates**

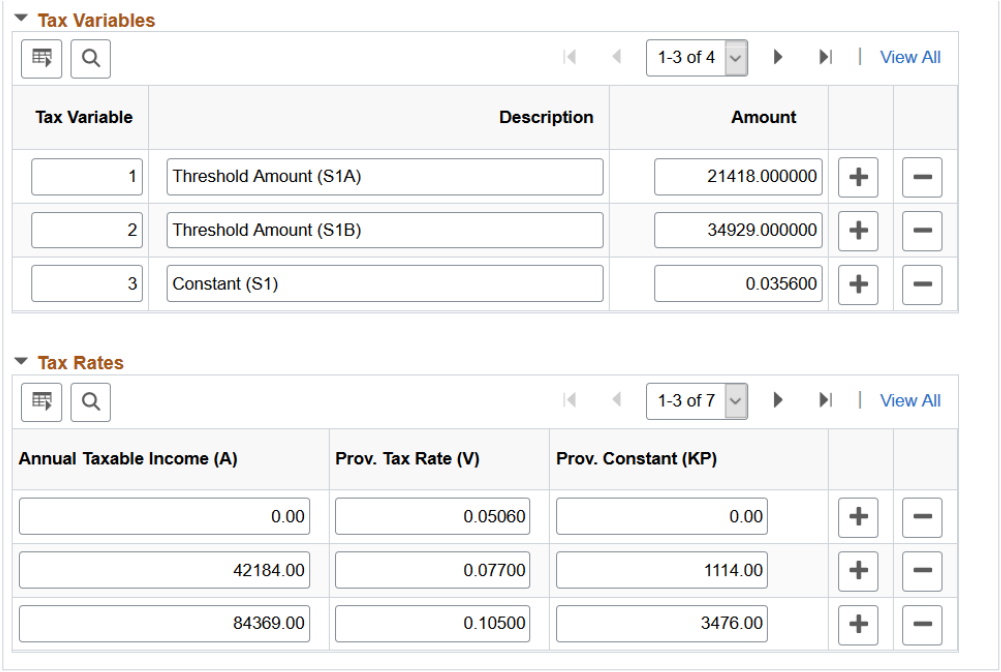
PeopleSoft maintains this page for you.

This example illustrates the fields and controls on the Provincial Rates page (1 of 2)



This example illustrates the fields and controls on the Provincial Rates page (2 of 2)

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Field or Control	Description
Maximum LCP Credit	For provinces where provincial labor-sponsored venture tax credits are available, you maintain the maximum LCP credit amount to be applied for that province on this table. This applies to employee purchases of shares in Labour Sponsored Venture Capital Corporations (LSVCC).
LCP Rate	For provinces where provincial labor-sponsored venture tax credits are available, you maintain the LCP rate to be applied for that province on this table. This applies to employee purchases of shares in Labour Sponsored Venture Capital Corporations (LSVCC).
Health Insurance Rate	You override the default health insurance rate on the Canadian Company Tax table.

Tax Variables

The **Tax Variables** section contains threshold amounts, rates and constants that apply to the individual provinces and are used in the calculation of the provincial income tax.

Currently, the system includes tax variables for these provinces: British Columbia, Nova Scotia, Ontario, Quebec, and Yukon.

Related Topics

- Application Fundamentals: Company Tax Table Page

(CAN) Setting Up Wage Loss Plans

To set up wage loss plans, use the Wage Loss Plan (WAGELS_PLN_TBL) component

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Pages Used to Set Up Wage Loss Plans

Page Name	Definition Name	Usage
Wage Loss Plan Table Page	WAGELS_PLN_TBL1	Define a wage loss plan for your company.
Wage Loss Plan Report Page	PRCSRUNCNTL	Generate a report that lists information from the Wage Loss Plan Table for Canadian employers.

Understanding Wage Loss Plans

The Canadian Wage Loss Plan table identifies valid Canadian wage loss replacement plans. The Wage Loss Replacement Plan field in the Canadian Income Tax Data table at the employee level is edited against this table. You must create entries on this table before you enter any Canadian tax data for your employees.

You must set up at least one entry on the Wage Loss Plan table for each company. Typically, you create this entry using the default EI Employer Rate and corresponding Quebec EI Employer Rate. You must define additional entries for each wage loss plan your company has registered with CRA.

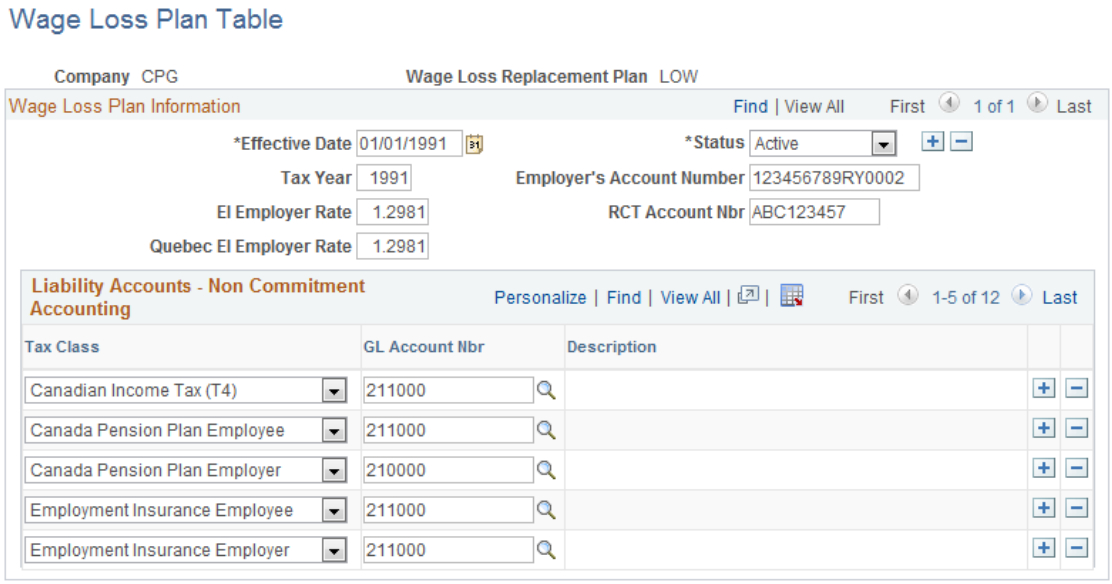
Wage Loss Plan Table Page

Use the Wage Loss Plan Table page (WAGELS_PLN_TBL1) to define a wage loss plan for your company.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Canadian Taxes**, and then **Wage Loss Plan Table**, and then **Wage Loss Plan Table**

This example illustrates the fields and controls on the Wage Loss Plan Table page.



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Wage Loss Plan Information

Field or Control	Description
Employer's Account Number	For each plan you set up, enter your company's unique CRA Taxation account number in this field. Because a company can have more than one wage loss replacement plan, you can set up any number of plans on this table.
EI Employer Rate	This is the rate of your contribution to Employment Insurance. The default rate (which comes from the Employer EI Premium Rate on the Canadian Tax table) may be overridden with your specific plan rate.
RCT Account Number	This field is hidden on the page for all entries with an Effective Date of 01/01/1997 or later. The field will be displayed and is available for use for all entries dated prior to 01/01/1997 for historical purposes only.
Quebec EI Employer Rate	This is the rate of your contribution to Employment Insurance. You can override the default rate (which comes from the Quebec Employer EI Premium Rate on the Canadian Tax table) by entering your specific plan rate.

(CAN) Defining Canadian WCB Assessment Reporting

To define Canadian WCB assessment reporting, use the WCB Classifications Component (CAN_WCB_CU_RATES). Use the CAN_WCB_CU_RATES component interface to load data into the tables for this component.

Pages Used to Define Canadian WCB Assessment Reporting

Page Name	Definition Name	Usage
Tax Form Definitions Page	TAXFORM_DEFN_TBL	Define WCB assessable earnings.
WCB Classifications Page	CAN_WCB_CU_RATES	Define WCB classifications, rate groups, and assessment rates.

Understanding Canadian WCB Assessment Reporting

PeopleSoft Payroll for North America enables employers registered with the Workers' Compensation Boards (WCB) in Canada to report and pay assessments based on the total assessable earnings of their workers. The system accommodates the assessment reporting structures of all provinces. This functionality enables the reporting of assessments by rate groups and classification units.

Tax Form Definitions Page

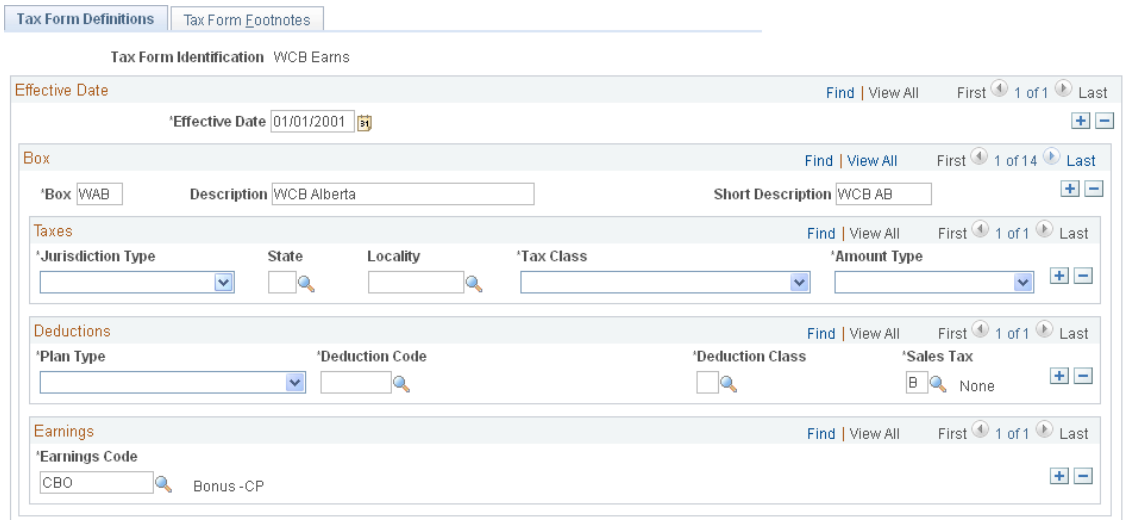
Use the Tax Form Definitions page (TAXFORM_DEFN_TBL) to define WCB assessable earnings.

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Navigation:

Payroll for North America, and then **Year-End Processing CAN**, and then **Define Annual Tax Reporting**, and then **Tax Form Definitions**, and then **Tax Form Definitions**

This example illustrates the fields and controls on the Tax Form Definitions page.



To define WCB assessable earnings:

1. Establish a new Tax Form ID—WCB Assessable Earnings—and the associated tax form Boxes for each province on the Tax Form Definition page.

   The Boxes reflect the two-letter province code, preceded by a W.

2. Define and associate the assessable Earnings and Deduction Codes for each province with the WCB Assessable Earnings Tax Form ID.

   Select the applicable provinces and define the assessable earnings.

   The Earnings Codes defined as Regular Hours and Overtime Hours on the Pay Group table are automatically accumulated by the system as assessable earnings without defining them on the Tax Form Definitions page.

3. Associate the *WCB Assessable Earnings* tax form ID with the appropriate **Plan Type, Deduction Code, Deduction Class, Sales Tax,** and **Earnings Code.**

> **Note**
>
> The earnings codes defined as Regular Hours and Overtime Hours on the Pay Group table are automatically accumulated by the system as assessable earnings without defining them on the Tax Form Definitions page.

Related Topics

- Understanding Year-End Processing Instructions
  Payroll for North America is designed to help you efficiently organize and process year-end data and reports.

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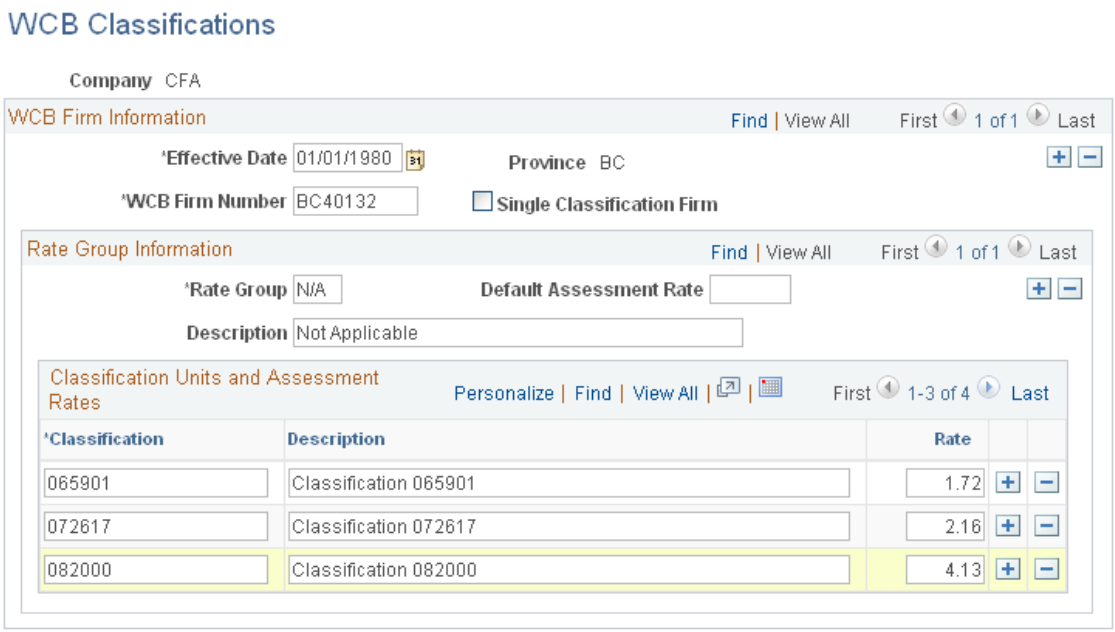
WCB Classifications Page

Use the WCB Classifications page (CAN_WCB_CU_RATES) to define WCB classifications, rate groups, and assessment rates.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Canadian Taxes**, and then **WCB Classifications**

This example illustrates the fields and controls on the WCB Classifications page.



This page can accommodate both a single classification assigned to a single province and multiple Rate Groups associated with multiple classifications (or CUs) for a single province.

Field or Control	Description
WCB Firm Number	Enter the WCB firm number. If a single rate group and/or classification and assessment rate applies to all covered employees in the province, select **Single Classification Firm.**
Single Classification Firm	If this check box is selected, the Workers Compensation report (PAY102CN) uses the entry on this page as the source for reporting assessment information for all covered employees in the province. If this check box is deselected, the information defined on the Job Code table (WCB Classifications page) 4 is used as the source for reporting.
Rate Group	When adding the original entry for a province, this is set by default to *N/A* . If rate groups are applicable to the specified province, override the default by entering the rate group.

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Field or Control	Description
Default Assessment Rate	If you enter a default assessment rate, that rate populates into the **Assessment Rate** for each **Classification** assigned to the **Rate Group.**
Description (for Rate Group)	Enter the rate group description, if applicable. Similar to the **Rate Group** field, the description is set by default to *Not Applicable* when adding the original entry for a province.
Classification	Define a classification or classification unit (CU).
Assessment Rate	Enter the assessment rate applicable to the classification.

(USF) Setting Up State and Locality Tax Routing

To set up state and locality tax routing, use the State Tax Routing USF component (GVT_STATE_TAX_ROUT) and the Locality Tax Routing USF component (GVT_LOC_TAX_ROUT).

Pages Used to Set Up State and Locality Tax Routing

Page Name	Definition Name	Usage
State Tax Routing 1 Page	GVT_ST_TAX_RT1	Identify the payment method for paying state taxes and provide details of the EFT method.
State Tax Routing 2 Page	GVT_ST_TAX_RT2	Identify check address information if the payment method for paying state taxes is by check.
Locality Tax Routing 1 Page	GVT_LC_TAX_RT1	Identify the payment method for paying local taxes and provide details of the EFT method.
Locality Tax Routing 2 Page	GVT_LC_TAX_RT2	Identify check address information if the payment method for paying local taxes is by check.
State Tax TXP Addendum Information Page	GVT_ST_TAX_RT_DET	Provide TXP addendum information and amount controls.

Related Topics

- Application Fundamentals: Understanding Data Encryption for Payroll for North America
- Application Fundamentals: Setting Up the Encryption Framework

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(E&G) Setting Up 1042 Processing for Non-resident Aliens

To establish 1042 processing for non-resident aliens, use the Treaty/NR Alien Table component (TREATY_NR_ALIEN_TA), the Income Code Table component (INC_CD_1042_TABLE), and the Exemption Code Table component (EXM_CD_1042_TABLE).

Pages Used to Set Up 1042 Processing for Non-Resident Aliens

Page Name	Definition Name	Usage
Income Code Table Page	INC_CD_1042_TABLE	(E&G) Set up the income codes used for 1042–S processing.
Exemption Code Table Page	EXM_CD_1042_TABLE	(E&G) Set up the exemption codes used for 1042–S processing.
NR Alien Tax Treaty Table Page	TREATY_NRA_TABLE	(E&G) Set up the rules associated with the treaties required for each country with which the U.S. has an agreement.
Treaty/Non Resident Alien Rpt Page	PRCSRUNCNTL	(E&G) Report on information from the Tax Treaty Table using Tax Treaty Table report (TAX720.SQR)

Understanding Tax Treaties

The U.S. government has entered into tax treaties with nearly 40 foreign jurisdictions. Income tax treaties coordinate the tax systems of the United States and other countries that are parties to treaties. Treaty provisions affect the taxation of non-resident aliens working in the U.S. While tax treaties are generally based on a standard model, each treaty might have slightly different provisions.

In addition to employees covered by tax treaties, you must also report earnings on a 1042-S form for some non-resident alien employees, such as those with specific types of earnings such as scholarships, fellowships, and grants.

Employee and Employer Requirements

To claim benefits of a treaty, an employee must have a visa and be a resident of one of the treaty countries. An employee can claim benefits of only one treaty at any given time. Employees who want to claim benefits under a tax treaty must submit a written statement and applicable forms (W-4, Form 8233, Form 1001) to their employer.

As an employer, you must apply the specific treaty rules when calculating federal withholding tax. These rules often include time limits and earnings caps. Different types of earnings, such as scholarships, grants, and fellowships, might be subject to different taxation rates. You must produce a Form 1042-S and a 1042 summary form for each non-resident alien employee affected by the special withholding rates. If you file 250 or more 1042-S forms, you must report on magnetic media. Earnings reported on a 1042-S are not reported on a W-2; so, an employee may need both a W-2 and a 1042-S if some earnings are covered by the special tax treaty rates and some are not.

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Income Code and Exemption Code Setup in Payroll for North America

Use the Income Code Table page and the Exemption Code Table page to view income and exemption codes for IRS 1042–S reporting. Oracle delivers and maintains the values in these tables, which are updated only when the IRS changes the value for an Income Code or Exemption Code. The most current effective-dated rows in each table reflect the correct IRS code values for the current tax year.

Tax Treaty Setup in Payroll for North America

Use the NR Alien Tax Treaty Table page to capture the tax rates specified in tax treaties (including exempt earnings, which are recorded with a 0% tax rate). This table identifies those earnings subject to a 30% flat withholding tax.

If you employ nonresident aliens from countries that do not have a tax treaty with the U.S., set up a record with NO TREATY as the treaty ID. You can either set up a record for each country that does not have a treaty, or one record for all countries without treaty. You must also identify these employees as nonresident aliens on their federal tax data records.

> **Note**
>
> PeopleSoft re-delivers the tax treaty table with each major version and, if required, with the year-end Tax Update. If interim changes are required, you must track and apply the changes in your environment.

Related Topics

- Federal Tax Data Page
  (USA, USF) Use the Federal Tax Data page (TAX_DATA1) to enter and maintain the federal tax information that the system uses to calculate federal taxes for employees.

Income Code Table Page

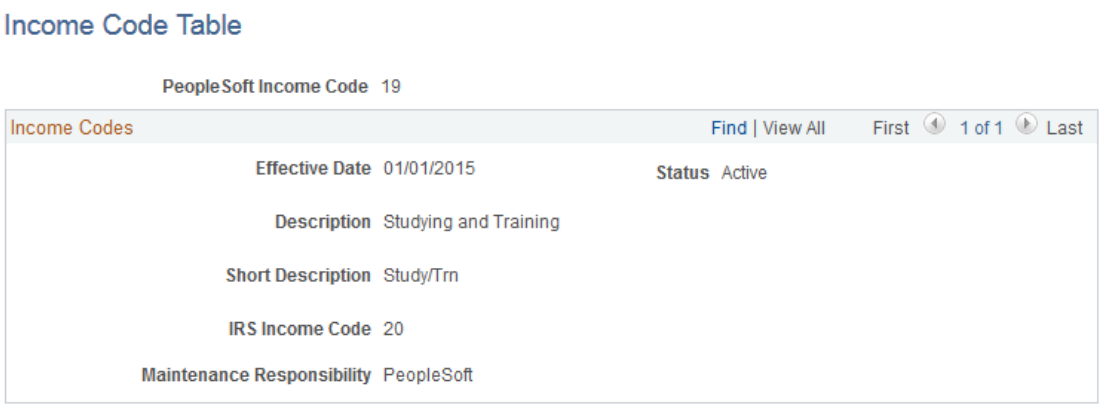
(E&G) Use the Income Code Table page (INC_CD_1042_TABLE) to set up the income codes used for 1042–S processing.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Federal/State Taxes**, and then **Income Code Table**, and then **Income Code Table**

This example illustrates the fields and controls on the Income Code Table page.

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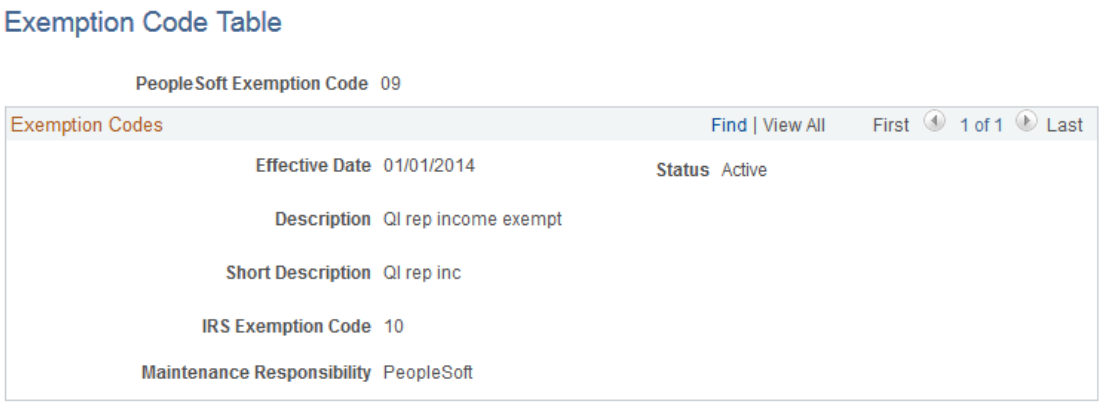
Field or Control	Description
PeopleSoft Income Code	Displays the system's unique identifier for the income code. This value does not always match the IRS Income Code, which can change over time.
IRS Income Code	Displays the income code used by the IRS. This is the code that appears on pages and reports that reference the income code.

Exemption Code Table Page

(E&G) Use the Exemption Code Table page (INC_CD_1042_TABLE) to set up the exemption codes used for 1042–S processing.

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Federal/State Taxes**, and then **Exemption Code Table**, and then **Exemption Code Table**

This example illustrates the fields and controls on the Exemption Code Table page.



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Field or Control	Description
PeopleSoft Exemption Code	Displays the system's unique identifier for the exemption code. This value does not always match the IRS Exemption Code, which can change over time.
IRS Exemption Code	Displays the exemption code used by the IRS. This is the code that appears in reports that reference the exemption codes.

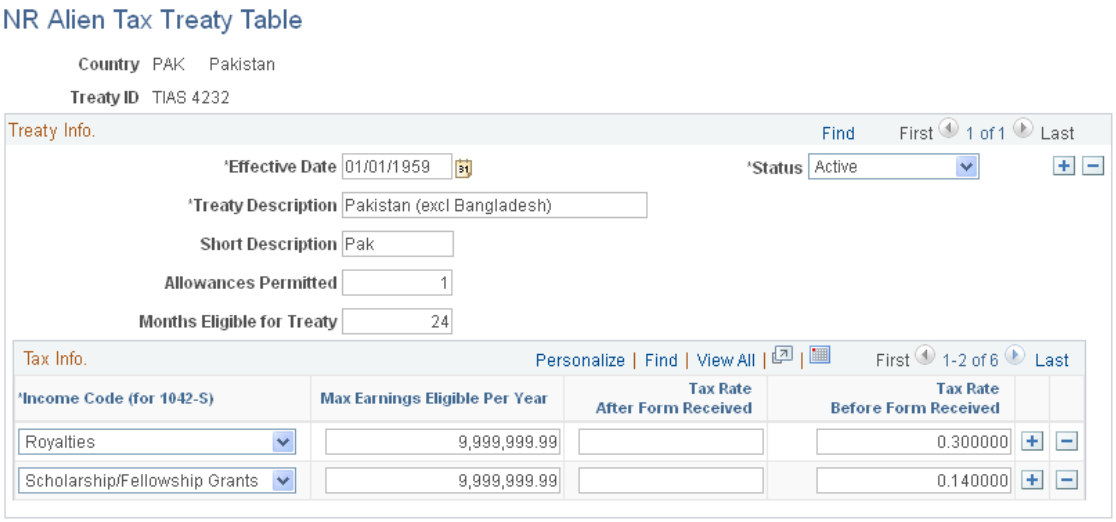
NR Alien Tax Treaty Table Page

(E&G) Use the NR Alien Tax Treaty Table page (TREATY_NRA_TABLE) to set up the rules associated with the treaties required for each country with which the U.S. has an agreement.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Federal/State Taxes**, and then **NR Alien Tax Treaty Table**, and then **NR Alien Tax Treaty Table**

This example illustrates the fields and controls on the NR Alien (non-resident alien) Tax Treaty Table page.



Field or Control	Description
Country	If you want to establish entries on the NR Alien Tax Treaty table that are applicable to more than one country (for example, to use for all scholarship income that is to be taxed at 30%, or for countries that do not have a treaty), you can use any value prefixed by a $ in the country code (for example, **Country** = *$S).*
Treaty ID	For countries that do not have a treaty agreement with the U.S., enter *NO TREATY* in this field on the search page.

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Field or Control	Description
Allowances Permitted	For each tax treaty record you establish, specify the number of allowances permitted by the treaty. The system issues an error message when the employee's claimed allowance is over the maximum allowance permitted. For countries with no treaty, enter 1.
Income Code (for 1042-S)	Select each type of earnings subject to special tax treatment under the treaty. Values come from the Income Code Table Page.
Max Earnings Eligible Per Year	Specify the earnings caps that apply for each earnings type.
Tax Rate After Form Received	Specify the taxation rates that apply for each earnings type.
Tax Rate Before Form Received	Specify the taxation rates that apply for each earnings type.

Related Topics

- Federal Tax Data Page
  (USA, USF) Use the Federal Tax Data page (TAX_DATA1) to enter and maintain the federal tax information that the system uses to calculate federal taxes for employees.

(USA) Establishing UI Report Codes

To establish UI report codes, use the UI Report Code Table component (CO_UI_RPTCD_TBL).

Page Used to Establish UI Report Codes

Page Name	Definition Name	Usage
UI Report Code Table Page	CO_UI_RPTCD_TBL	(USA) Establish UI report codes in PeopleSoft Payroll for North America for multiple work sites.

Understanding UI Report Codes

Information you enter on the UI Report Code Table page works with the Multiple Worksite Report (TAX004) to link a tax location code to a UI report code. When you add an entry to the UI Report Code table, the system prompts you to enter the company code and the location code of the site you want to establish for reporting worksite information to the U.S. Bureau of Labor Statistics.

Exceptions for MI and MN

Most states do not require the reporting of multiple worksite data at the individual state level if the information is consolidated and reported to the U.S. Bureau of Labor Statistics. However, the states of Michigan and Minnesota do require that this data be reported individually as part of the quarterly unemployment wage reporting using these reports:

- TAX810MN for commercial and E&G customers.

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- TAX810MI for E&G customers only.

The TAX810MN and TAX810MI reports append the employer ID extension to Employer SUT ID (from the Company State Tax table) as a unique ID for reporting purposes.

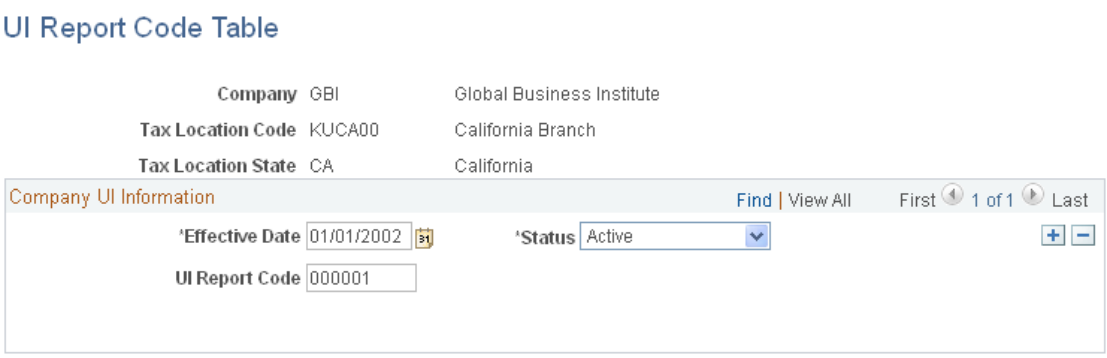
UI Report Code Table Page

(USA) Use the UI Report Code Table page (CO_UI_RPTCD_TBL) to establish UI report codes in PeopleSoft Payroll for North America for multiple work sites.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Federal/State Taxes**, and then **UI Report Code Table**, and then **UI Report Code Table**

This example illustrates the fields and controls on the UI Report Code Table page.



Company UI Information

Field or Control	Description
UI Report Code	Enter the code you have received from the state for this site.
Employer ID Ext (employer ID extension)	This field is available for data entry when the tax location state is MI or MN. Enter the employer ID extension for reporting multiple worksite data. See Understanding UI Report Codes.

(USA) Establishing Standard Occupational Classifications

To establish standard occupational classifications for Alaska, use the U.S. SOC Table component (US_SOC_TBL). Use the US_SOC_TABLE component interface to load data into the tables for this component.

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Page Used to Establish U.S. Standard Occupational Classifications

Page Name	Definition Name	Usage
U.S. SOC Table Page	US_SOC_TABLE	(USA) Set up the U.S. Standard Occupational Classification (SOC) Table page used in quarterly unemployment insurance reporting for the state of Alaska or for the Wyoming Workers Compensation Division.

U.S. SOC Table Page

(USA) Use the U.S. SOC Table page (US_SOC_TABLE) to set up the U.S. Standard Occupational Classification (SOC) Table page used in quarterly unemployment insurance reporting for the state of Alaska or for the Wyoming Workers Compensation Division.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Federal/State Taxes**, and then **U.S. SOC Table**, and then **U.S. SOC Table**

Field or Control	Description
Standard Occupational Classification Code	The codes established here are used in the Quarterly UI Wage Tape for Alaska (TAX810AK). This report corresponds to Alaska's quarterly *Employer's Report of Wages for Each Employee* form. The codes are also used as NAICS codes for Wyoming.

> **Note**
>
> Use the Job Code table to link Standard Occupational Classification codes with particular job codes in your organization. If your organization has employees in both Alaska and Wyoming, you must set up unique job codes for these two states because the SOC codes on this table are used differently in these two states.

(USA) Specifying Voluntary Disability Insurance Plan Location and Contact Information

To specify voluntary disability insurance plan location and contact information, use the VDI/FLI Administrator Table component (VDI_ADMINISTRATOR).

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Pages Used to Enter Voluntary Disability Insurance Plan Location and Contact Information

Page Name	Definition Name	Usage
VDI/FLI Administrator Table Page	VDI_ADMIN_TABLE	(USA) Enter location and contact information about the administrators of employee voluntary disability plans and voluntary family leave plans. After you've established your VDI and FLI administrators, assign administrators to their voluntary plans on the Company State Tax Table - VDI/FLI page.
VDI Administrator Report Page	PRCSRUNCNTL	(USA) Report on information from the VDI/FLI Administrator Table using the VDI/FLI Administrator report (TAX715.SQR).

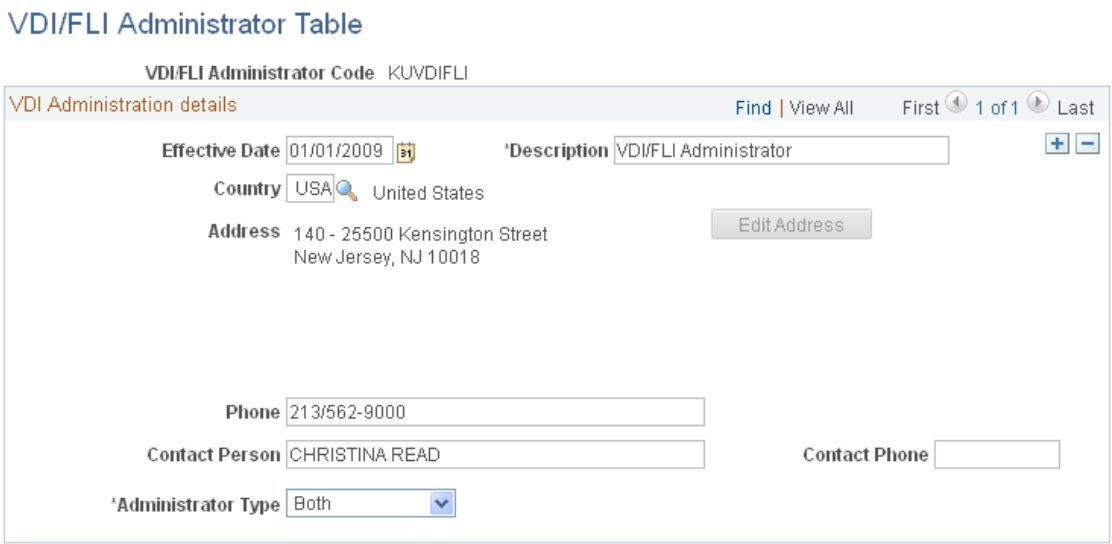
VDI/FLI Administrator Table Page

(USA) Use the VDI/FLI Administrator Table page (VDI_ADMIN_TABLE) to enter location and contact information about the administrators of employee voluntary disability plans and voluntary family leave plans.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Federal/State Taxes**, and then **VDI/FLI Administrator Table**, and then **VDI/FLI Administrator Table**

This example illustrates the fields and controls on the VDI/FLI Administrator Table.



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> **Note**
>
> After you've established your VDI and FLI administrators, assign administrators to their voluntary plans on the Company State Tax Table - VDI/FLI page.

Field or Control	Description
Administrator Type	Select *VDI*,, *FLI*, or *Both* to indicate whether this administrator administers your voluntary disability insurance plan, your voluntary family leave insurance plan, or both. **Note:** (WA) Select either *FLI* or *Both* for Washington Paid Family Leave, Washington Paid Medical Leave, or both.

(USA) Specifying Parameters for Quarterly Tax Reporting

To specify parameters for quarterly tax reporting, use the Tax Reporting Parameters component (TAX_RPT_PARAMETERS).

Pages Used to Specify Parameters for Quarterly Tax Reporting

Page Name	Definition Name	Usage
Quarterly Tax Reporting Parameters Page	TAX_RPT_PARAMETERS	(USA) Set up parameters for quarterly tax reporting.
Electronic Parameters Page	MMREF_PARAMETERS	(USA) Set up customer contact parameters for quarterly tax reporting.
NY Reportable Wage Exclusions Page	PY_NY_NO_SWT_DPB	(NY) Identify benefit deductions that are subject to U.S. federal taxation but are not included in the New York definition of taxable wages.

Quarterly Tax Reporting Parameters Page

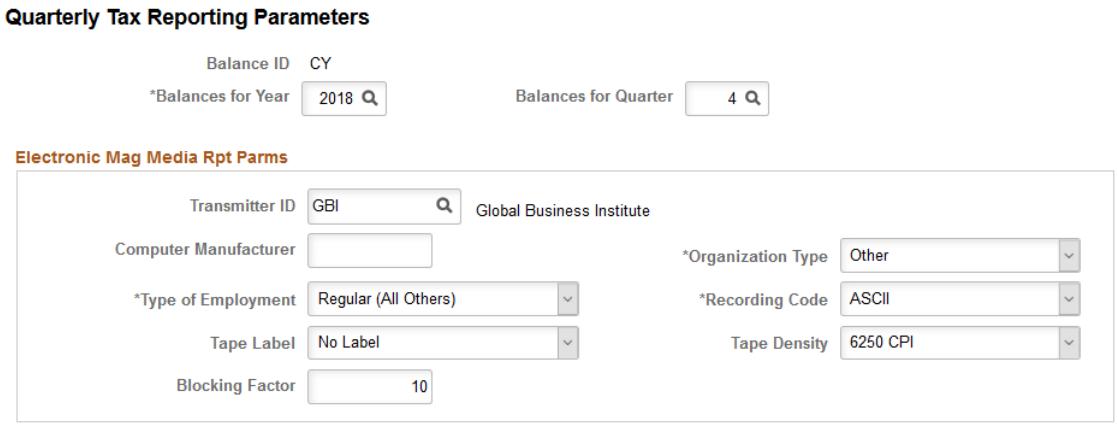
(USA) Use the Quarterly Tax Reporting Parameters page (TAX_RPT_PARAMETERS) to set up parameters for quarterly tax reporting.

Navigation:

Payroll for North America, and then **U.S. Quarterly Processing**, and then **Define Quarterly Tax Reporting**, and then **Tax Reporting Parameters**, and then **Quarterly Tax Reporting Parameters**

This example illustrates the fields and controls on the Quarterly Tax Reporting parameters page.

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Field or Control	Description
Balances for Year	The value you enter here defines the reporting period.
Balances for Quarter	The value you enter here defines the reporting period.

Electronic Mag Media Rpt Parms

Field or Control	Description
Transmitter ID	Enter the Company ID of the company transmitting W-2s for tax reporting. This is used in a multi-company environment when a single company acts as the transmitter for all companies in the organization.
Computer Manufacturer	Enter the name of the manufacturer, such as IBM, Compaq, or Digital that makes the computer you use to create the magnetic media (such as diskette or tape) for tax reporting.
Organization Type	Select *Government* or *Other*.
Type of Employment	Select *Agriculture, Federal, Medicare Qualified Government Employee, Military, Railroad,* or *Regular (All Others).*
Recording Code	Select *ASCII* or *EBCDIC*.
Tape Label	Select the type of tape label.
Tape Density	Select the tape density.
Blocking Factor	Enter the blocking factor.

Electronic Parameters Page

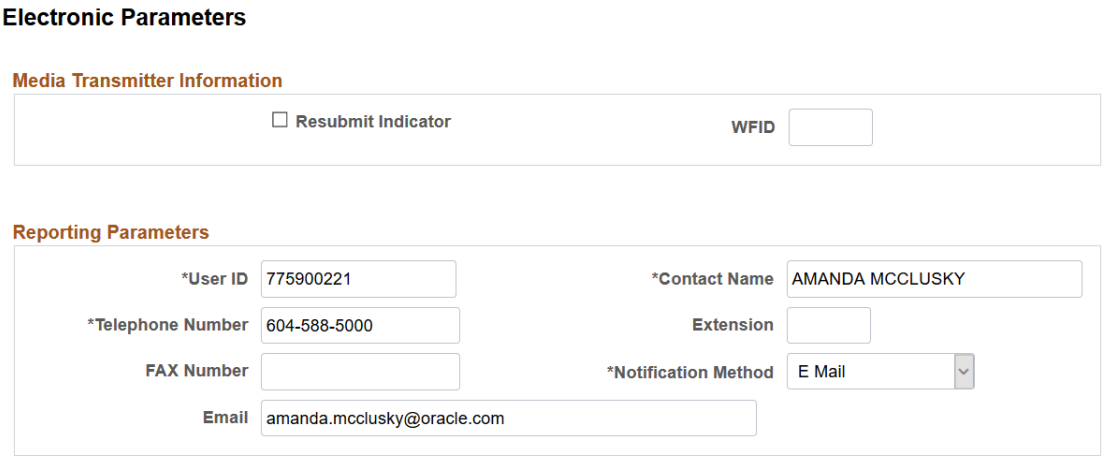
Use the Electronic Parameters page (MMREF_PARAMETERS) to set up customer contact parameters for quarterly tax reporting.

Navigation:

Payroll for North America, and then **U.S. Quarterly Processing**, and then **Define Quarterly Tax Reporting**, and then **Electronic Parameters**

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This example illustrates the fields and controls on the Electronic Parameters page.



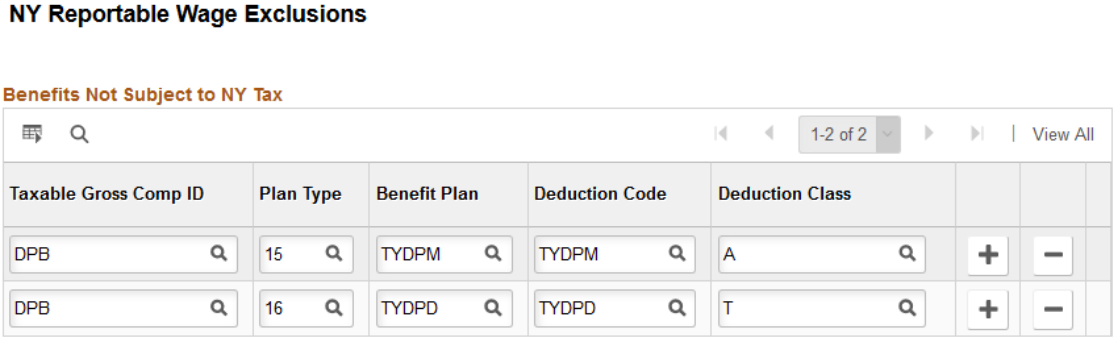
NY Reportable Wage Exclusions Page

(NY) Use the NY Reportable Wage Exclusions page (PY_NY_NO_SWT_DPB) to identify benefit deductions that are subject to U.S. federal taxation but are not included in the New York definition of taxable wages.

Navigation:

Payroll for North America, and then **U.S. Quarterly Processing**, and then **Define Quarterly Tax Reporting**, and then **NY Reportable Wage Exclusions**

This example illustrates the fields and controls on the NY Reportable Wage Exclusions page.



YTD values for deductions entered on this page are excluded from the total federal taxable wages reported as *annual gross wages subject to withholding* in the 1W record when TAX810NY is run for the quarter ending December 31. The values entered on this page when year-end data records are loaded must match identically the values entered on this page when TAX810NY is run for the quarter ending December 31.

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(USA) Setting Up FUTA State Credit Reduction

Pages Used to Set Up FUTA State Credit Reduction

Page Name	Definition Name	Usage
FUTA State Credit Reductions Page	STATE_FUTA_CR_RE	(USA) Define official FUTA credit reduction states. See (USA) Viewing Federal and State Tax Tables.
Tax Expenses Page	PYGL_ACTIVE_TAXGRP	(USA) Specify the Tax Class to use for FUTA Credit Reduction. Tax Expenses Page.
U.S. Tax Mapping Page	PYGL_CO_CF_MAPTAX	(USA) Map the FUTA Credit Reduction expense tax class to a tax group. U.S. Tax Mapping page.
Tax Type Table Page	TAX_TYPE_TBL	(USA) Create a tax type entry to include payments of FUTA Credit Reduction amounts in the Accounts Payable extract. See Setting Up Tax Types for PeopleSoft Payables Integration.
AP State Tax Types/Classes Table Page	STAT_TAX_TYPE_PNL	(USA) Set up the *$U* class table entry for State. See AP State Tax Types/Classes Table Page.
Extract AP Federal Taxes Page	RC_X_TAX_FEDERAL	(USA) Run the U.S. Tax Extract Program Application Engine process (PYAP_XTAX) for the FUTA Credit Reduction tax type. See Extract AP Federal Taxes Page.
FUTA Credit Reduction Tax Page	RUNCTL_TAX020	(USA) Run the FUTA Credit Reduction Tax Verification (TAX020.SQR) program to verify and adjust employee Tax Balance records for FUTA Credit Reduction (Tax Class 6) amounts.

Understanding FUTA State Credit Reduction Setup

To use PeopleSoft functionality to calculate additional employer tax liability imposed by the Federal Unemployment Tax Act (FUTA) on wages paid to employees in FUTA Credit Reduction states (Tax Class 6), you must set up the FUTA Credit Reductions data.

To set up FUTA Credit Reduction data, do the following based on your company's needs:

1. Define the official FUTA Credit Reduction states on the FUTA State Credit Reductions page. See(USA) Viewing Federal and State Tax Tables.

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The FUTA Credit Reduction states table is a *customer-maintained* table. Oracle/PeopleSoft does not maintain it. However, Oracle/PeopleSoft does include the list of FUTA Credit Reduction states in the December tax update each year. You are responsible for using the information to update the FUTA State Credit Reductions table as necessary.

Based on your company's needs, you may choose to let the Credit Reduction State status of states for the preceding year roll forward for payroll processing in the next year, for example, while waiting for the U.S. Department of Labor's announcements in the following November. In this case, you do not need to add a new row to the table for the year. The system uses values from the most current effective-dated row.

You may choose to add a state mid-year, for example if you learn that a state is likely to be identified as a Credit Reduction State in November. You may also choose to end a state's Credit Reduction status mid year (change Credit Reduction Rate field to *zero)* if you learn that the state has repaid its loan to the Federal Unemployment Account and will not be identified as a Credit Reduction state on the November list.

> **Note**
>
> *Important!* To maintain the self-adjusting feature of the FUTA Credit Reduction Tax functionality, once you have confirmed a payroll with a particular state identified as a Credit Reduction State (Credit Reduction State check box is selected on the FUTA State Credit Reductions page), do *not* de-select it until *after* the final payroll for the tax year has been calculated and confirmed. To end a state's status as a Credit Reduction State mid-year, leave the check box selected, but change the value in the Credit Reduction Rate field to *zero.*

2. Select the appropriate Tax Class on the GL Interface, on the Tax Expenses page (PYGL_ACTIVE_TAXGRP). See Grouping Earnings, Deduction, and Tax Expenses.. For example, to represent FUTA Credit Reduction (Tax Class 6) for Non-Commitment Accounting, select the FCR (FUTA Credit Reduction) tax class.

> **Note**
>
> For General Ledger activity grouping purposes, tax expenses for mapping for Federal Tax Class FCR can either be 1) combined in the same tax groups with Federal Tax Class FUT, or 2) set up to be processed in a separate tax group for expense distribution.
>
> *Option 1:* Combine amounts for both Federal Unemployment Tax (Tax Class = FUT) and FUTA Credit Reduction (Tax Class = FCR) in the same Tax Group under Tax Expenses.
>
> *Option 2:* Track amounts for Federal Unemployment Tax (Tax Class = FUT) and FUTA Credit Reduction (Tax Class = FCR) separately and individually: 1) Review the existing Tax Group under Tax Expenses for Federal Unemployment Tax (Tax Class = FUT); 2) Add a new separate Tax Group under Tax Expenses for FUTA Credit Reduction (Tax Class = FCR); and 3) On the U.S. Tax Mapping page (PYGL_CO_CF_MAPTAX), map the expense account to the new Tax Group. See Mapping Expense Groups to ChartField Combinations.

For more information on FUTA Credit Reduction States and how they affect an employer's unemployment taxes, refer to the Internal Revenue Service website: http://www.irs.gov/Businesses/Small-Businesses-&-Self-Employed/FUTA-Credit-Reduction.

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3. On the Tax Type Table page (TAX_TYPE_TBL for USA, or CAN_TAX_TYPE for CAN)), create a Tax Type entry (for example, ADDL FUTA) to include payments of FUTA Credit Reduction amounts in the Accounts Payable extract. See Setting Up Tax Types for PeopleSoft Payables Integration.

For Accounts Payable extract processing, payments of FUTA Credit Reduction amounts must be set to process with Federal tax.

1. On the AP State Tax Types/Classes Table page (LOCL_TAX_TYPE_PNL), set up one table entry for State = *$U.* See Setting Up Tax Types for PeopleSoft Payables Integration
2. Complete the Extract AP Federal Taxes page (RC_X_TAX_FEDERAL) run control page for the FUTA Credit Reduction tax type. See Extracting Deductions
3. Complete the FUTA Credit Reduction Tax page to run the FUTA Credit Reduction Tax Verification program (TAX020.SQR) to verify and adjust employee Tax Balance records for FUTA Credit Reduction (Tax Class 6) amounts. The TAX020.SQR program performs the same functions for YTD FUTA credit reduction tax amounts that program TAX017.SQR (Quarterly State Unemployment Tax Verification) performs for QTD state unemployment tax amounts.

   For information about these reports, see Tax Reports (TAX) in PeopleSoft Payroll for North America Reports: A to Z.

> **Note**
>
> You can run the TAX020.SQR report in *Report Only* or *Update* mode.
>
> Use *Report Only* mode to verify employee FUTA Credit Reduction Tax Balance records without actually updating any employee Tax Balance records. The output report will list all employees for whom YTD tax does not = YTD taxable wages X the Credit Reduction Rate, as well as the dollar amount of any required adjustment. However, no Tax Balance records will be updated.
>
> After running the program in *Report Only* mode, and reviewing the report output, you can choose to run the program in *Update* mode to update employee Tax Balance records. The output report will lists all employees for whom Tax Balance records have been updated, and the dollar amount of the adjustment made for each employee.

Setting Up Tax Types for PeopleSoft Payables Integration

To set up tax types for PeopleSoft Accounts Payables integration, use the Tax Type Table USA component (TAX_TYPE_TBL), Tax Type Table USF component (TAX_TYPE_TBL), or Tax Type Table CAN component (CAN_TAX_TYPE), the State Tax Types/Classes USA component (STAT_TAX_TYPE_TBL) or State Tax Types/Classes USF component (STAT_TAX_TYPE_TBL), and the Local Tax Types/Classes USA component (LOCL_TAX_TYPE_TBL) or Local Tax Type/Classes USF component (LOCL_TAX_TYPE_TBL). Use the TAX_TYPE_TABLE component interface to load data into the tables for the Tax Type Table USA component and Tax Type Table USF component

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Pages Used to Set Up Tax Types for PeopleSoft Accounts Payable Integration

Page Name	Definition Name	Usage
Tax Type Table Page	TAX_TYPE_TBL	Define the names of the tax types you want to use.
Canadian Tax Type Table Page	CAN_TAX_TYPE	(CAN) Define Canadian federal and provincial tax types and link them to vendors and tax classes.
AP State Tax Types/Classes Table Page	LOCL_TAX_TYPE_PNL	(USA, USF) Link a tax type to the local tax authority and the applicable set of tax classes.
AP Local Tax Types/Classes Page	STAT_TAX_TYPE_PNL	(USA, USF) Link a tax type to a federal or state tax authority and set of tax classes.
Vendor Information Page	VNDR_ID1	Enter vendor data for tax collectors.

Related Topics

- Understanding the Interface with Payables
  This topic discusses:

Understanding Tax Types for PeopleSoft Accounts Payable Integration

If you plan to use PeopleSoft Accounts Payable to send tax authorities the taxes deducted from employees' paychecks, you must link the appropriate set of deductions to each tax vendor.

Tax types are used to link tax classes to vendors. A tax type represents a collection of tax classes, such as withholding, earned income credit, and so on, specific to a particular tax jurisdiction (federal, state, local, provincial).

Setting up tax types and linking them to vendors is done differently for the U.S. and Canada.

- Canada

  Use the Canadian Tax Types page to name the tax type and link it to tax classes and vendors.

- U.S.A.

  1. Define tax types on the Tax Type Table page.
  2. Link tax types to tax classes and vendors on the AP State Tax Types/Classes Table page or the AP Local Tax Types/Classes page.

Example

In the state of California, employees are subject to two taxes for short-term disability: SDI (paid to the state) and OASDI (paid to the federal government). Each tax is comprised of a different set of tax classes. In this case, you might create a tax type named Short-Term disability. You would then access the Fed/State Tax Type/Classes page and define what Short-Term Disability represents at the federal level: For the vendor, you select the Internal Revenue Service; for the

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tax classes you select only those included in OASDI. You then repeat the process to define Short-Term Disability at the state level. This time, you select the Franchise Tax Board as the vendor and just those tax classes that contribute to SDI.

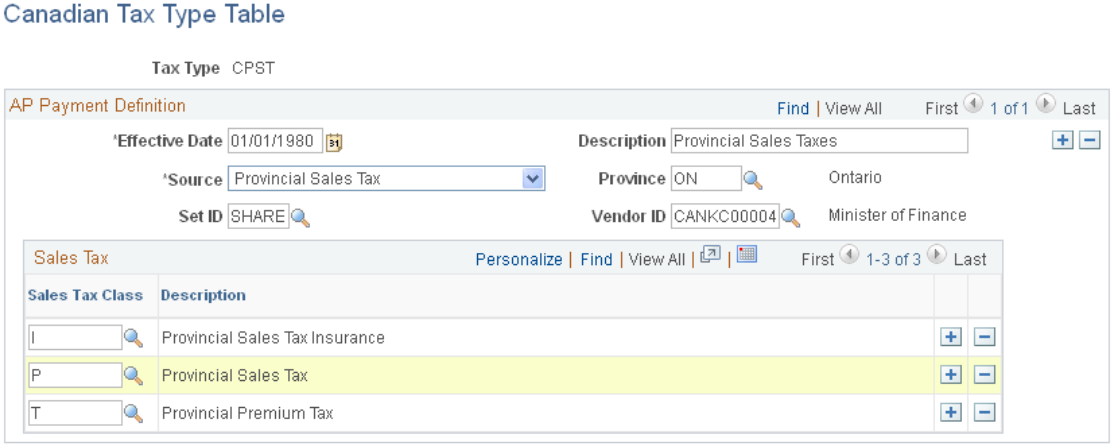
Canadian Tax Type Table Page

(CAN) Use the Canadian Tax Type Table page (CAN_TAX_TYPE) to define Canadian federal and provincial tax types and link them to vendors and tax classes.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **AP - Tax Types/Classes**, and then **Tax Type Table CAN**, and then **Tax Type Table**

This example illustrates the fields and controls on the Canadian Tax Type Table page.



Field or Control	Description
Source	Select the type of tax transaction from the options available. Values include *Goods and Services Tax, Health and Payroll Taxes, Provincial Sales Tax,* or *Statutory Deductions.*
Province	If you chose *Provincial Sales Tax* in the **Source** field, select the **Province** in this field.

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Field or Control	Description
Tax Class	Select the tax class you want to associate with this tax type and vendor from the options available. Add all applicable tax classes. The **Source** field determines which tax classes are available for selection. • If *Goods and Services Tax* is selected, only federal sales tax types are allowed: *G (GST)* and *H (HST).* • If *Health and Payroll Taxes* is selected, only health and payroll tax types are allowed: *HTX* and *PYT.* • If *Provincial Sales Tax* is selected, only provincial sales tax types are allowed: *I (PSTI), P (PST), Q (QSTI), S (QST), T (PPT),* and *U (QPT).* • If *Statutory Deductions* is selected, only income related tax types are available: *CIT, CPP, CPR, EIE, EIR, QIE, QIR, QIT, QPP, QPR, RV2* and *T4A.*

Related Topics

- Maintaining Vendor Information
  This topic provides an overview of maintaining vendors and discusses how to run the AP Vendor Listing report.

AP State Tax Types/Classes Table Page

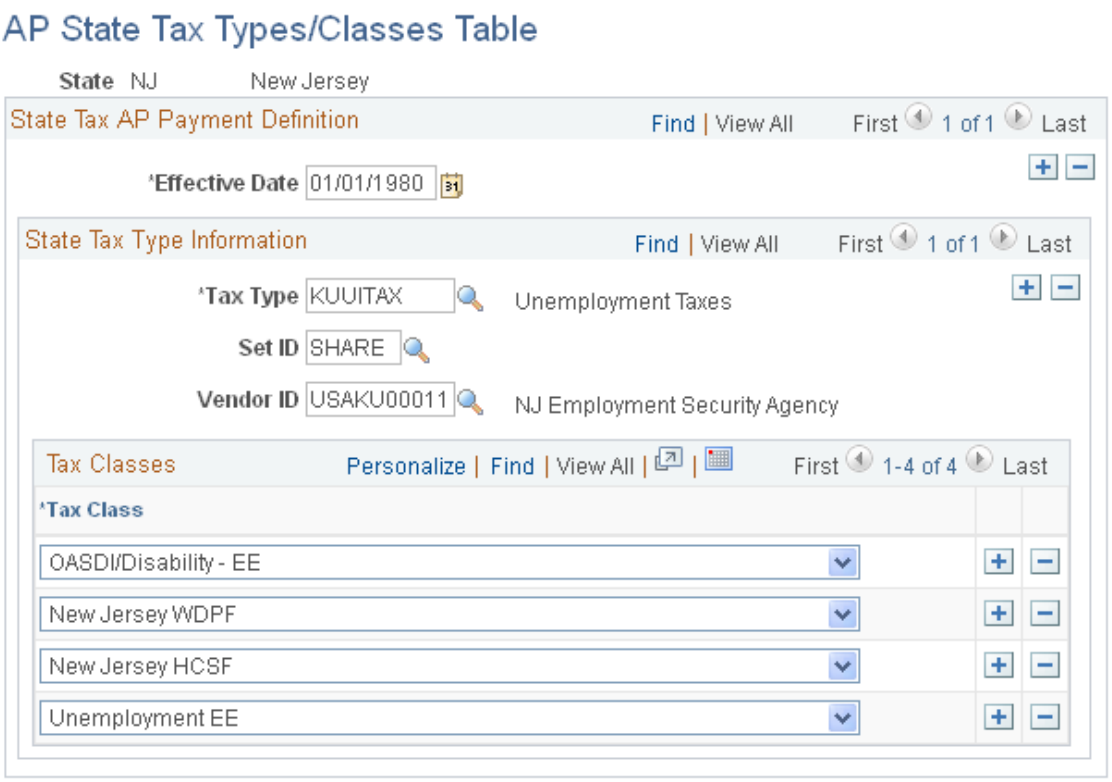
(USA, USF) Use the AP State Tax Types/Classes Table page (STAT_TAX_TYPE_PNL) to link a tax type to a federal or state tax authority and set of tax classes.

Navigation:

- **Set Up HCM**, and then **Product Related**, and then **Payroll for North America**, and then **AP - Tax Types/Classes**, and then **State Tax Types/Classes USA**, and then **AP State Tax Types/Classes Table**
- **Set Up HCM**, and then **Product Related**, and then **Payroll for North America**, and then **AP - Tax Types/Classes**, and then **State Tax Types/Classes USF**, and then **AP State Tax Types/Classes Table**

This example illustrates the fields and controls on the AP State Tax Types/Classes Table page.

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> **Note**
>
> Enter $U in the search page to enter federal tax type information.

Field or Control	Description
Tax Type	Select the tax type you want to define. The prompt table displays the names of the tax types you set up on the Tax Type Table page.
SetID	Select the setID for the tax type. This determines which set of vendors (tax authorities) you can select in the **Vendor ID** field.
Vendor ID	Select the tax authority (vendor) to which you want the taxes for this tax type paid. The prompt table displays only those vendors associated with the setID you selected.
Class Name	Select the tax classes associated with this tax type and vendor. Add all applicable tax classes.

AP Local Tax Types/Classes Page

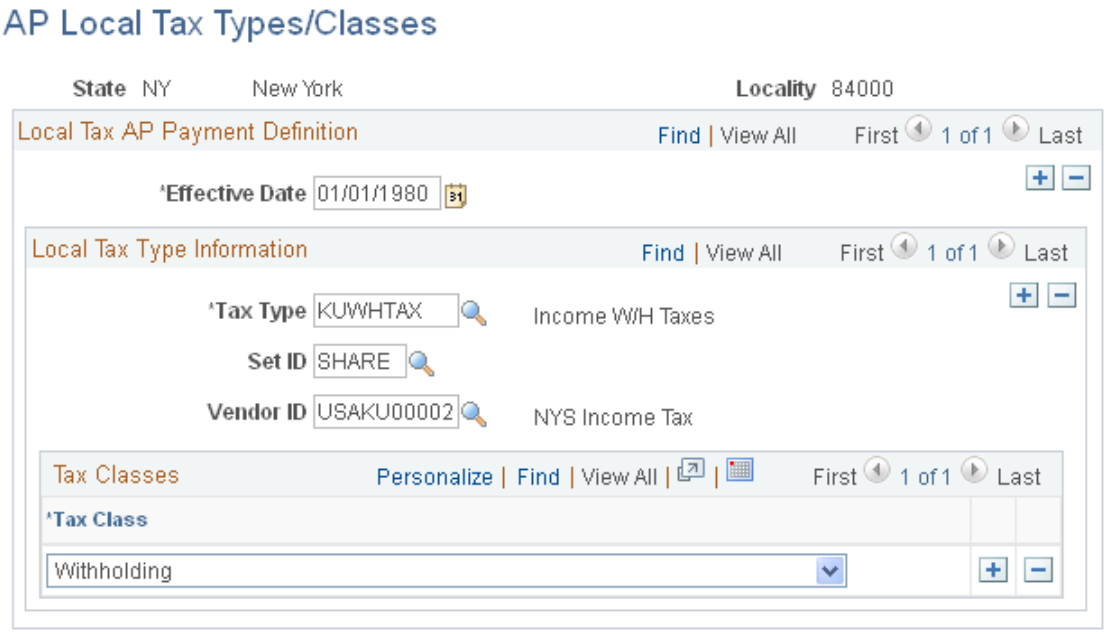
(USA, USF) Use the AP Local Tax Types/Classes page (LOCL_TAX_TYPE_PNL) to link a tax type to the local tax authority and the applicable set of tax classes.

Navigation:

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- **Set Up HCM**, and then **Product Related**, and then **Payroll for North America**, and then **AP - Tax Types/Classes**, and then **Local Tax Types/Classes USA**, and then **AP Local Tax Types/Classes**
- **Set Up HCM**, and then **Product Related**, and then **Payroll for North America**, and then **AP - Tax Types/Classes**, and then **Local Tax Types/Classes USF**, and then **AP Local Tax Types/Classes**

This example illustrates the fields and controls on the AP Local Tax Types/Classes page.



The fields on this page are the same as those on the AP State Tax Types/Classes Table page.

See AP State Tax Types/Classes Table Page.

Vendor Information Page

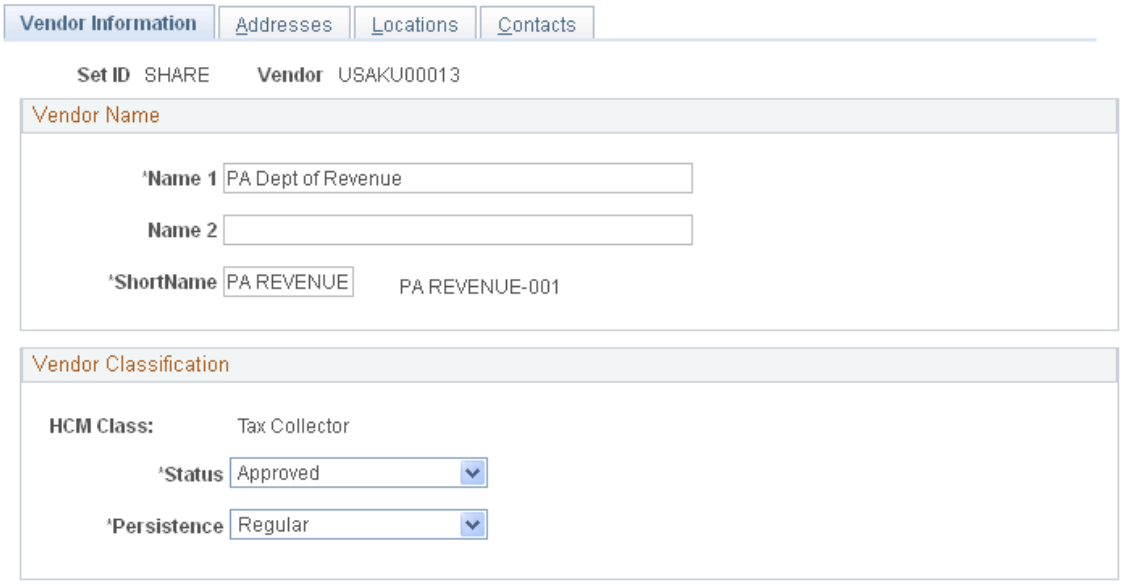
Use the Vendor Information page (VNDR_ID1) to enter vendor data for tax collectors.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Federal/State Taxes**, and then **Tax Collector Table**, and then **Vendor Information**

This example illustrates the fields and controls on the Vendor Information page.

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Set up tax collectors as vendors using the Tax Collector Table (TAX_COLLECTOR_TBL) component Vendor Information page as shown here, or in the Vendor Table component (VNDR_ID).

After entering information about the tax-collecting agency, enter the vendor code on the Local Tax Type - Classes page .

Maintaining the Tax Collector Table for Pennsylvania

For each municipality and overlying school district, the State Tax Register lists the effective rates for both Earned Income and Emergency and Municipal Service taxes for residents and, when applicable, nonresidents. Earned income and emergency and municipal service tax collector information for each municipality and school district are also listed. In some instances, there are different tax collectors for the municipality and the school district. When this occurs, employers must remit the school district's tax to its collector and the municipality's tax to its collector.

Related Topics

- Maintaining Vendor Information
  This topic provides an overview of maintaining vendors and discusses how to run the AP Vendor Listing report.
- Setting Up Tax Types for PeopleSoft Payables Integration
  To set up tax types for PeopleSoft Accounts Payables integration, use the Tax Type Table USA component (TAX_TYPE_TBL), Tax Type Table USF component (TAX_TYPE_TBL), or Tax Type Table CAN component (CAN_TAX_TYPE), the State Tax Types/Classes USA component (STAT_TAX_TYPE_TBL) or State Tax Types/Classes USF component (STAT_TAX_TYPE_TBL), and the Local Tax Types/Classes USA component (LOCL_TAX_TYPE_TBL) or Local Tax Type/Classes USF component (LOCL_TAX_TYPE_TBL). Use the TAX_TYPE_TABLE component interface to load data into the tables for the Tax Type Table USA component and Tax Type Table USF component

Working With Program Funding Configuration

This topic provides an overview of the Program Funding Configuration feature and discusses:

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- Implementing state programs using program funding configuration
- Data maintenance responsibility
- Accessing program funding configuration

It also discusses how to work with program funding configuration.

Pages Used to Work with Program Funding Configuration

Page Name	Definition Name	Usage
Tax Class Table Page	PY_TAX_CLASS	Review delivered tax classes, or add new tax classes if necessary.
GL Tax Class Page	PY_GL_TAX_CLASS	Review delivered General Ledger tax classes, or add new GL tax classes if necessary.
Maintain Translate Values Page	PSXLATMAINT	Review delivered ACTIVITY field translate values, or add new values if necessary.
Taxable Gross Definition Table Page	TAXGR_DEFIN_TBL	Review delivered taxable gross definition.
Define Program ID Page	PY_PFF_PROGID	Review or define funding programs.
Define Ratio ID Page	PY_PFF_RATIOID	Review or define ratio IDs if necessary.
Define Calculation Rule - Description Page	PY_PFF_CALCRULE	Review or define general information of calculation rules.
Define Calculation Rule - Calculation Formula Page	PY_PFF_CALCRULE1	Review or define calculation formulas.
Program ID Association Page	PY_PFF_ST_PROG	Review or configure program association details for states.
Define Relationship Page	PY_PFF_RULREL	Review or define tax class relationships for states.
Tax Table - Additional Rates Page	STATE_TAX_TABLE4	Review delivered state tax parameters, or add new values if necessary.
Application Fundamentals: Company State Tax Table - Other Programs Page	CO_STATE_TAX_TBL4	Specify company-specific tax parameters for programs.
Application Fundamentals: Company State Tax Table - GL Accounts Page	CO_STATE_TAX_TBL3	Specify GL liability accounts for program tax classes.
State Tax Data Page	TAX_DATA3	Update program statuses for employees for state tax calculation.

Understanding Program Funding Configuration

Payroll for North America delivers the Program Funding Configuration feature to implement state programs (such as paid family medical leave) that are funded by employers, employees, or both, to the system quickly and efficiently.

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Program Funding Configuration streamlines this implementation by providing a configurable interface in which tax and program definition, program association with states, calculation rules for new tax classes can be set up in a central location to define state programs. Payroll reports and General Ledger will refer to the program funding configuration and process the taxes added to support these new programs.

Paycheck Modeler has been updated to use new taxes set up in the program funding configuration in the tax calculation.

The Program Funding Configuration feature consists of a set of setup pages that can be used by:

- Oracle PeopleSoft to define new tax classes, calculation rules, and other data for each state program it supports using scripts.

  This collection of data will be delivered to customers as PeopleSoft-maintained system data and cannot be updated by customers.
- Customers to define their own tax classes and rules if they prefer. Customers can create their own data by adding new definitions, or adding new rows to PeopleSoft-delivered definitions and making changes to the data that's populated on those rows. It's the customer's responsibility to maintain the data that they added to the system.

> **Note**
>
> While customers have the option to create their own tax classes, it is recommended that they do not create their own and instead use existing tax classes in customer-maintained program IDs and program ID association setup. If customers create their own tax classes, any new reports will not be accurate unless customers modify the SQRs.

For more details about Program Funding Configuration, refer to the *Program Funding Configuration (22-D)* document that is available in the **Payroll for North America Tax Updates** knowledge article (KA643) on My Oracle Support, under the *Tax Update 22-D/Update Image 9.2.044* section.

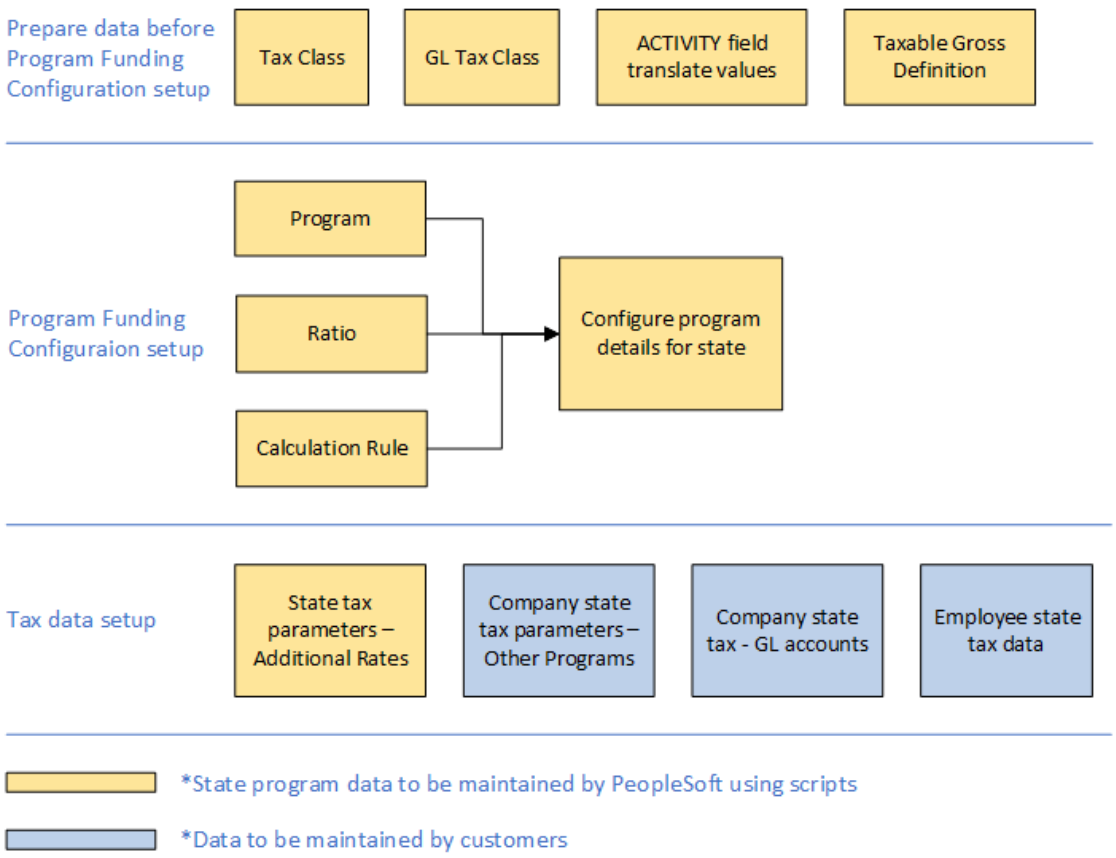
Implementing State Programs Using Program Funding Configuration

The implementation of state programs using the Program Funding Configuration feature includes these setup phases:

1. Prepare data for use in program funding configuration.
2. Set up program funding configuration.
3. Update tax data for companies and employees.

This diagram illustrates the components included in each setup phase for implementing state programs using program funding configuration. PeopleSoft delivers state programs using this functionality, and provides necessary updates through scripts for setup definitions that are shown in yellow cells in this diagram. Customers are responsible for maintaining setup data displayed in blue cells.

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Video: Image Highlights, PeopleSoft HCM Update Image 44: Program Funding Configuration

Data Preparation Before Program Funding Configuration

Prior to setting up program funding configuration, perform these steps to prepare the data that will be used later in the setup:

1. Review PeopleSoft-maintained tax classes on the Tax Class Table Page. These tax classes will be used to deduct employee and employer premiums for state programs.

   Customers can use PeopleSoft-maintained program tax classes in customer-maintained programs.

   For more details about reusing delivered paid family and medical leave tax classes in customer-maintained programs, refer to the *Program Funding Configuration: Ability to Reuse Delivered Tax Classes and Other PFML Enhancements (23-B)* document that is available in the **Payroll for North America Tax Updates** knowledge article (KA643) on My Oracle Support, under the *Tax Update 23-B/Update Image 9.2.046* section.

   Customers can also create and maintain their tax classes. For customer-maintained tax classes, the tax class ID must begin with the number *0* through *5*, for example, 0CO, 1CO, 2CO, and so on.

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> **Note**
>
> For the Colorado Family and Medical Leave Insurance Program, Delaware Paid Leave, Paid Leave Oregon Program, Maine Paid Family and Medical Leave, and Vermont Child Care Contribution, it is recommended that you use PeopleSoft-maintained tax classes in these programs if you run the quarterly reports for them. The reason is that these quarterly reports capture details for PeopleSoft-maintained tax classes only. If you do not use system-delivered quarterly reports, you may create and your own tax classes as needed. All other tax and payroll reports support customer-maintained tax classes.
>
> See Also
>
> Understanding the Colorado Family and Medical Leave Insurance Program
>
> Understanding the Delaware Paid Leave Program
>
> Understanding the Paid Leave Oregon Program
>
> Understanding the Maine Paid Family and Medical Leave
>
> Understanding the Vermont Child Care Contribution

> **Important**
>
> Do not use existing tax classes that are used to calculate disability or other paid leave programs for states like CA, CT, DC, NJ, NY, MA, PR, RI and WA in program funding configuration. Doing so may result in incorrect results when calculating the checks.

2. Review PeopleSoft-maintained GL tax classes on the GL Tax Class Page. These values are used in Non-commitment Accounting.

   Customers can also create and maintain their GL tax classes if needed. For customer-maintained GL tax classes, the GL tax class ID must begin with the letter *Z.*

> **Important**
>
> When selecting GL tax classes for customer-defined paid family and medical leave programs, you must use the GL Tax Class values that were delivered with PeopleSoft-maintained program IDs to ensure Non-commitment Account data is correct.
>
> Similarly, when selecting GL tax classes for customer-defined child care contribution programs, be sure to use the GL tax class values that were delivered with PeopleSoft-maintained program IDs.

3. Review PeopleSoft-maintained translate values used in the **ACTIVITY** field on the Maintain Translate Values page. These values are for tax classes used in the feature and are used in Commitment Accounting.

   Customers can enter and maintain their own values if needed. Customer-maintained values must begin with the letter *Z.*

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> **Important**
>
> When selecting ACTIVITY field translate values for customer-defined paid family and medical leave programs, you must use the Payroll Activity field translate values that were delivered with PeopleSoft-maintained program IDs to ensure Commitment Accounting data is correct.
>
> Similarly, when selecting ACTIVITY field translate values for customer-defined child care contribution programs, be sure to use the Payroll Activity field translate values that were delivered with PeopleSoft-maintained program IDs.

For more information about maintaining translate values, see *PeopleTools: System and Server Administration*, Using PeopleTools Utilities, "Using Administration Utilities."

4. Review PeopleSoft-delivered taxable gross definition based on the state's definition of taxable wages on the Taxable Gross Definition Table Page.

   Customers can also create and maintain Taxable Gross Definition Table entries.

> **Important**
>
> If you add custom entries to the Taxable Gross Definition Table, the next time PeopleSoft delivers updates for that state, your entries will be overridden and you will need to add them back.

Program Funding Configuration

To set up program funding configuration:

1. Review PeopleSoft-maintained or create customer-maintained program definitions on the Define Program ID Page.
2. (Optional) Review PeopleSoft-maintained or create customer-maintained ratio IDs on the Define Ratio ID Page. A ratio ID is necessary only when you need to tie together related tax classes on the Program ID Association Page for specific states.
3. Review PeopleSoft-maintained or create customer-maintained tax calculation rules on the Define Calculation Rule - Description Page and Define Calculation Rule - Calculation Formula Page.
4. Review PeopleSoft-maintained or create customer-maintained state programs by associating program definitions with states and specifying applicable tax classes and calculation rules on the Program ID Association Page.

> **Note**
>
> Make sure that the state program setup is correct and complete before moving on to the next setup phase. Because pages used in subsequent setup steps refer to program information previously defined in the configuration, changing or removing added data from the state program setup (for example, remove a tax class from the state program on the association page) may impact data integrity in the system.

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Tax Data Setup After Program Funding Configuration

When the program funding configuration setup is completed, additional updates need to be made to support the implementation of the state program, for example:

1. Review PeopleSoft-maintained or create customer-maintained state tax parameters on the Federal/State Tax Table - Additional Rates Page.

   PeopleSoft delivers state tax updates to support state programs using scripts for state and voluntary taxes, if required. If your company has rates that are different than the state program, enter those rates in the Company State Tax Table but not the State Tax Table. Employee and employer voluntary tax rates may or may not be the same as the employee and employer state rates.

   > **Important**
   >
   > If you change the delivered state attributes, or the voluntary rates are entered in the State Tax Table, the next time PeopleSoft delivers updates to that State Tax Table, your entries will be overridden and you will need to add them back.

2. Add a new effective-dated row to show new programs and specify the company-specific tax parameters for programs on the Application Fundamentals: Company State Tax Table - Other Programs Page.

   It is the customer's responsibility to update this page.

3. On the new effective-data row, specify GL liability accounts for the program tax classes on the Application Fundamentals: Company State Tax Table - GL Accounts Page.

   It is the customer's responsibility to update this page.

4. Add a new effective-dated row to show new programs and update the status of the programs for employees on the Update Employee Tax Data - State Tax Data Page.

The payroll processing will process employees' paychecks with taxes that have been set up for the state program. The state and voluntary taxes will show up on the reports and move to PeopleSoft Financials for processing.

Data Maintenance Responsibility

Payroll for North America delivers data, such as tax classes and calculation rules, to support tax and legislative updates from the Government.

Customers can use the delivered data as is, or they can create their own program setup using the Program Funding Configuration functionality to suit their needs.

The **Maintenance Responsibility** field appears on setup pages to indicate if the data listed is owned and maintained by PeopleSoft or the customer. Data is:

- *Read-only* it if it is PeopleSoft-maintained in a customer environment.
- *Editable* if it is customer-maintained in a customer environment, or PeopleSoft-maintained in a PeopleSoft environment.

Considerations for Creating Customer-Maintained Programs

Customers have the option to create their own programs as needed to address their business needs.

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When creating programs that are defined and maintained by customers, Oracle's recommendations are:

- Use the system-delivered tax classes in new programs to ensure that tax calculations and reporting (Non-commitment Accounting, Commitment Accounting, and quarterly) are correct. System-delivered tax classes include:

Tax Class	Long and Short Description
P01	Paid Fam Med Leave Ins EE FML/EE
P02	Paid Fam Med Leave Ins ER FML/ER
P03	Vol Paid Fam Med Leave Ins EE Vol FML/EE
P04	Vol Paid Fam Med Leave Ins ER Vol FML/ER
P05	Child Care EE CC/EE
P06	Child Care ER CC/ER
P07	Vol Child Care EE Vol CC/EE (reserved for future use)
P08	Vol Child Care ER Vol CC/ER (reserved for future use)
P09	Paid Parental Leave EE PPL/EE
P10	Paid Parental Leave ER PPL/ER
P11	Paid Medical Leave EE PML/EE
P12	Paid Medical Leave ER PML/ER
P13	Paid FC/QE Leave EE PFC/QE/EE
P14	Paid FC/QE Leave ER PFC/QE/ER
P15	Vol Paid Parental Leave EE VPPL/EE
P16	Vol Paid Parental Leave ER VPPL/ER
P17	Vol Paid Medical Leave EE VPML/EE
P18	Vol Paid Medical Leave ER VPML/ER

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Tax Class	Long and Short Description
P19	Vol Paid FC/QE Leave EE VPFC/QE/EE
P20	Vol Paid FC/QE Leave ER VPFC/QE/ER
P21	Paid Parental Leave EE-Reclass PPL/EE-R
P22	Paid Parental Leave ER-Reclass PPL/ER-R
P23	Paid Medical Leave EE-Reclass PML/EE-R
P24	Paid Medical Leave ER-Reclass PML/ER-R
P25	Paid FC/QE Leave EE-Reclass PFCQE/EE-R
P26	Paid FC/QE Leave ER-Reclass PFCQE/ER-R
P27	Vol Paid Parental Lv EE-Reclas VPPL/EE-R
P28	Vol Paid Parental Lv ER-Reclas VPPL/ER-R
P29	Vol Paid Medical Lv EE-Reclass VPML/EE-R
P30	Vol Paid Medical Lv ER-Reclass VPML/ER-R
P31	Vol Paid FC/QE Lv EE-Reclass VPFCQEEE-R
P32	Vol Paid FC/QE Lv ER-Reclass VPFCQEER-R

Important

Do not use existing tax classes that are used to calculate disability or other paid leave programs for states like CA, CT, DC, NJ, NY, MA, PR, RI and WA in program funding configuration. Doing so may result in incorrect results when calculating the checks.

- If Commitment Accounting is used, insert these entries in the Tax Class Configuration - Commitment Accounting tab of the Define Program ID Page:

  (For paid family and medical leave program)

  – Tax Class: *Paid Fam Med Leave Ins EE* and Payroll Activity: *Paid Fam Med Leave Ins EE*

  – Tax Class: *Paid Fam Med Leave Ins ER* and Payroll Activity: *Paid Fam Med Leave Ins ER*

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- Tax Class: *Vol Paid Fam Med Leave Ins EE* and Payroll Activity: *Vol Paid Fam Med Leave Ins EE*
- Tax Class: *Vol Paid Fam Med Leave Ins ER* and Payroll Activity: *Vol Paid Fam Med Leave Ins ER*

(For child care contribution program)

- Tax Class: *Child Care EE* and Payroll Activity: *Child Care EE*
- Tax Class: *Child Care ER* and Payroll Activity: *Child Care ER*

(For paid leave program)

- Tax Class: *Paid Parental Leave EE* and Payroll Activity: *Paid Parental Leave EE*
- Tax Class: *Paid Parental Leave ER* and Payroll Activity: *Paid Parental Leave ER*
- Tax Class: *Paid Medical Leave EE* and Payroll Activity: *Paid Medical Leave EE*
- Tax Class: *Paid Medical Leave ER* and Payroll Activity: *Paid Medical Leave ER*
- Tax Class: *Paid FC/QE Leave EE* and Payroll Activity: *Paid FC/QE Leave EE*
- Tax Class: *Paid FC/QE Leave ER* and Payroll Activity: *Paid FC/QE Leave ER*
- Tax Class: *Vol Paid Parental Leave EE* and Payroll Activity: *Vol Paid Parental Leave EE*
- Tax Class: *Vol Paid Parental Leave ER* and Payroll Activity: *Vol Paid Parental Leave ER*
- Tax Class: *Vol Paid Medical Leave EE* and Payroll Activity: *Vol Paid Medical Leave EE*
- Tax Class: *Vol Paid Medical Leave ER* and Payroll Activity: *Vol Paid Medical Leave ER*
- Tax Class: *Vol Paid FC/QE Leave EE* and Payroll Activity: *Vol Paid FC/QE Leave EE*
- Tax Class: *Vol Paid FC/QE Leave ER* and Payroll Activity: *Vol Paid FC/QE Leave ER*
- Tax Class: *Paid Parental Leave EE-Reclass* and Payroll Activity: *Paid Parental Leave EE-Reclass*
- Tax Class: *Paid Parental Leave ER-Reclass* and Payroll Activity: *Paid Parental Leave ER-Reclass*
- Tax Class: *Paid Medical Leave EE-Reclass* and Payroll Activity: *Paid Medical Leave EE-Reclass*
- Tax Class: *Paid Medical Leave ER-Reclass* and Payroll Activity: *Paid Medical Leave ER-Reclass*
- Tax Class: *Paid FC/QE Leave EE-Reclass* and Payroll Activity: *Paid FC/QE Leave EE-Reclass*
- Tax Class: *Paid FC/QE Leave ER-Reclass* and Payroll Activity: *Paid FC/QE Leave ER-Reclass*
- Tax Class: *Vol Paid Parental Lv EE-Reclas* and Payroll Activity: *Vol Paid Parental Lv EE-Reclas*
- Tax Class: *Vol Paid Parental Lv ER-Reclas* and Payroll Activity: *Vol Paid Parental Lv ER-Reclas*
- Tax Class: *Vol Paid Medical Lv EE-Reclass* and Payroll Activity: *Vol Paid Medical Lv EE-Reclass*
- Tax Class: *Vol Paid Medical Lv ER-Reclass* and Payroll Activity: *Vol Paid Medical Lv ER-Reclass*

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- Tax Class: *Vol Paid FC/QE Lv EE-Reclass* and Payroll Activity: *Vol Paid FC/QE Lv EE-Reclass*
- Tax Class: *Vol Paid FC/QE Lv ER-Reclass* and Payroll Activity: *Vol Paid FC/QE Lv ER-Reclass*

> **Important**
>
> If you create your own program IDs, you must use the Payroll Activity field translate values that were delivered with PeopleSoft-maintained program IDs. If not, GL reporting may not be correct.

- If Non-commitment Accounting is used, insert these entries in the Tax Class Configuration - Non-commitment Accounting tab of the Define Program ID Page:

  (For paid family and medical leave program)

  - Tax Class: *Paid Fam Med Leave Ins EE* and GL Tax Class: *P01*
  - Tax Class: *Paid Fam Med Leave Ins ER* and GL Tax Class: *P02*
  - Tax Class: *Vol Paid Fam Med Leave Ins EE* and GL Tax Class: *P03*
  - Tax Class: *Vol Paid Fam Med Leave Ins ER* and GL Tax Class: *P04*

  (For child care contribution program)

  - Tax Class: *Child Care EE* and GL Tax Class: *P05*
  - Tax Class: *Child Care ER* and GL Tax Class: *P06*

  (For paid leave program)

  - Tax Class: *Paid Parental Leave EE* and GL Tax Class: *P09*
  - Tax Class: *Paid Parental Leave ER* and GL Tax Class: *P10*
  - Tax Class: *Paid Medical Leave EE* and GL Tax Class: *P11*
  - Tax Class: *Paid Medical Leave ER* and GL Tax Class: *P12*
  - Tax Class: *Paid FC/QE Leave EE* and GL Tax Class: *P13*
  - Tax Class: *Paid FC/QE Leave ER* and GL Tax Class: *P14*
  - Tax Class: *Vol Paid Parental Leave EE* and GL Tax Class: *P15*
  - Tax Class: *Vol Paid Parental Leave ER* and GL Tax Class: *P16*
  - Tax Class: *Vol Paid Medical Leave EE* and GL Tax Class: *P17*
  - Tax Class: *Vol Paid Medical Leave ER* and GL Tax Class: *P18*
  - Tax Class: *Vol Paid FC/QE Leave EE* and GL Tax Class: *P19*
  - Tax Class: *Vol Paid FC/QE Leave ER* and GL Tax Class: *P20*
  - Tax Class: *Paid Parental Leave EE-Reclass* and GL Tax Class: *P21*
  - Tax Class: *Paid Parental Leave ER-Reclass* and GL Tax Class: *P22*
  - Tax Class: *Paid Medical Leave EE-Reclass* and GL Tax Class: *P23*
  - Tax Class: *Paid Medical Leave ER-Reclass* and GL Tax Class: *P24*
  - Tax Class: *Paid FC/QE Leave EE-Reclass* and GL Tax Class: *P25*
  - Tax Class: *Paid FC/QE Leave ER-Reclass* and GL Tax Class: *P26*

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- Tax Class: *Vol Paid Parental Lv EE-Reclas* and GL Tax Class: *P27*
- Tax Class: *Vol Paid Parental Lv ER-Reclas* and GL Tax Class: *P28*
- Tax Class: *Vol Paid Medical Lv EE-Reclass* and GL Tax Class: *P29*
- Tax Class: *Vol Paid Medical Lv ER-Reclass* and GL Tax Class: *P30*
- Tax Class: *Vol Paid FC/QE Lv EE-Reclass* and GL Tax Class: *P31*
- Tax Class: *Vol Paid FC/QE Lv ER-Reclass* and GL Tax Class: *P32*

Important

If you create your own program IDs, you must use the GL Tax Class field translate values that were delivered with PeopleSoft-maintained program IDs. If not, GL reporting may not be correct.

Refer to Doc ID 2943989.1 on My Oracle Support to review examples on how customer-maintained programs and the system can be set up to address tax calculation scenarios involving different contribution rules that are not covered by the delivered program.

Accessing Program Funding Configuration

Navigation paths to the setup pages are slightly different based on the PeopleTools version of the system.

If the PeopleTools version is 8.55 or higher, the Program Funding Configuration menu is used to access setup pages as a group in the navigation collection.

If the PeopleTools version is lower than 8.55, the Program Funding Administration menu is used to access individual setup pages.

GL Tax Class Page

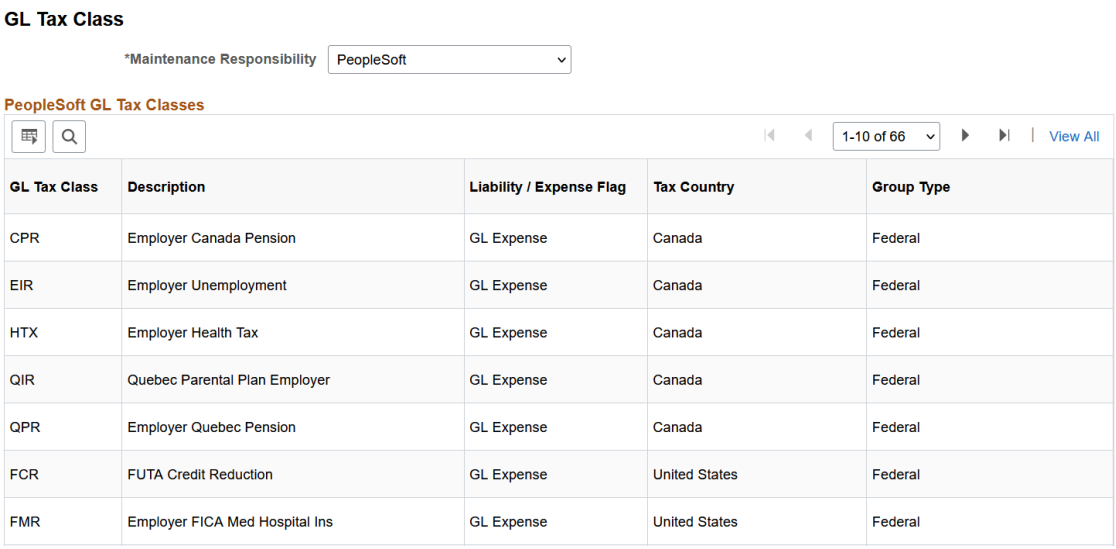
Use the GL Tax Class page (PY_GL_TAX_CLASS) to define or review General Ledger tax classes.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Federal/State Taxes**, and then **GL Tax Class**

This example illustrates the fields and controls on the GL Tax Class page.

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GL Tax Class

*Maintenance Responsibility: PeopleSoft

PeopleSoft GL Tax Classes

1-10 of 66 View All

GL Tax Class	Description	Liability / Expense Flag	Tax Country	Group Type
CPR	Employer Canada Pension	GL Expense	Canada	Federal
EIR	Employer Unemployment	GL Expense	Canada	Federal
HTX	Employer Health Tax	GL Expense	Canada	Federal
QIR	Quebec Parental Plan Employer	GL Expense	Canada	Federal
QPR	Employer Quebec Pension	GL Expense	Canada	Federal
FCR	FUTA Credit Reduction	GL Expense	United States	Federal
FMR	Employer FICA Med Hospital Ins	GL Expense	United States	Federal

View existing PeopleSoft-maintained General Ledger (GL) tax classes or add new customer-maintained GL tax classes. PeopleSoft delivers GL tax class updates to support the new tax classes for state programs using scripts.

Field or Control	Description
Maintenance Responsibility	Select *Customer* to register customer-maintained GL tax classes. *PeopleSoft* GL tax classes are read-only.
GL Tax Class	For customer-maintained GL tax classes, start the value with the letter *Z*. Refer to the Considerations for Creating Customer-Maintained Programs section for the list of system-delivered tax classes.
Liability/Expense Flag	Displays or select if the GL tax class is a *GL Expense* or *GL Liability*. **Note:** The system delivers GL liability entries for all new tax classes for both employee and employer taxes, and GL expense entries for all new tax classes for employer taxes. GL tax classes are referenced from the **Non-commitment Accounting** tab on the Define Program ID Page.
Tax Country	Displays or select whether the GL tax class is applicable to *Canada* or *United States*.
Group Type	Displays or select whether the GL tax class is applicable to a: (United States) *Federal, Local,* or *State* program. (Canada) *Federal* or *Provincial* program.

Define Program ID Page

Use the Define Program ID page (PY_PFF_PROGID) to review or define funding programs.

Navigation:

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- **Set Up HCM**, and then **Product Related**, and then **Payroll For North America**, and then **Program Funding Configuration**, and then **Program Funding Administration**

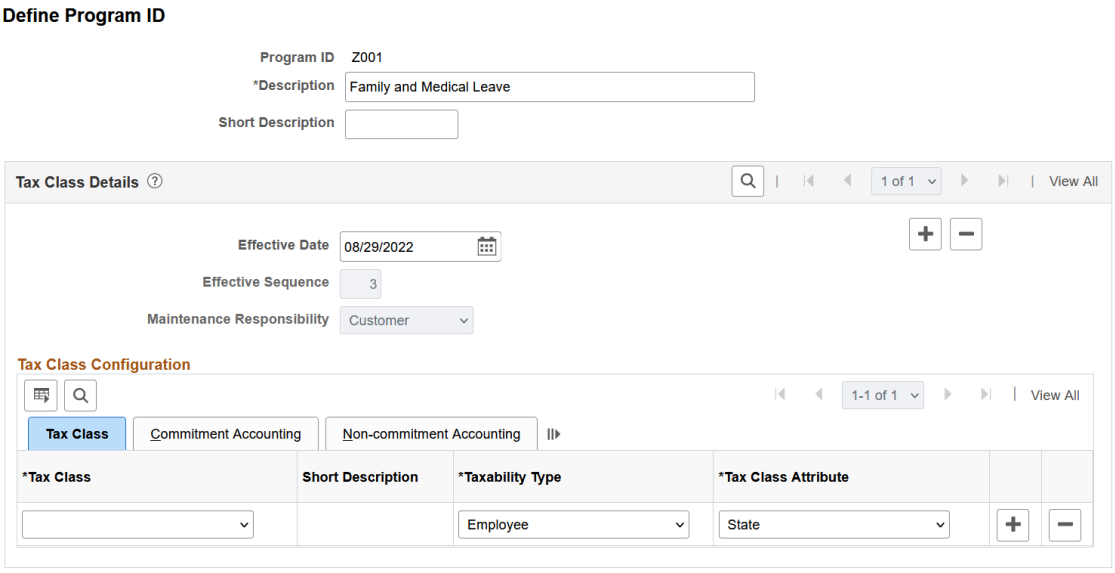
  Select *Define Program ID* from the navigation collection.

- **Set Up HCM**, and then **Product Related**, and then **Payroll For North America**, and then **Program Funding Administration**, and then **Define Program ID**

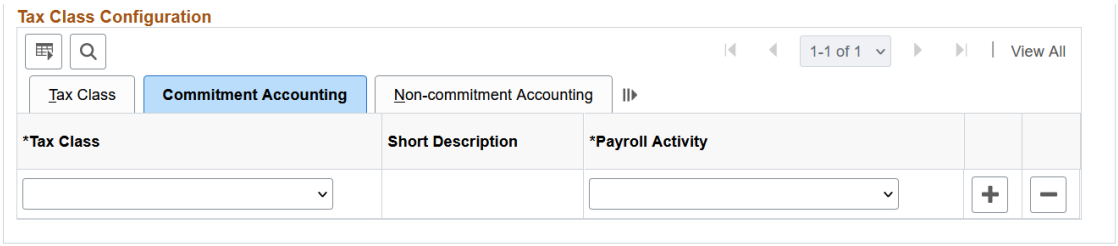
Use this page to define funding programs and associate them with applicable tax classes, payroll activity codes (for Commitment Accounting) and GL tax class codes (for Non-commitment Accounting) as needed.

PeopleSoft delivers program definitions to support state programs using scripts.

This example illustrates the fields and controls on the Define Program ID page. The Tax Classes tab is displayed.

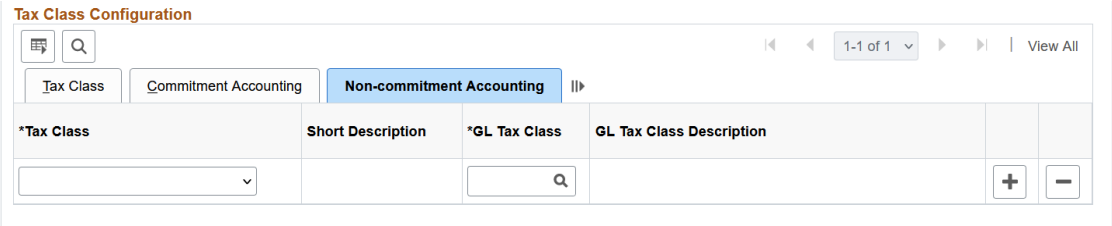


This example illustrates the fields and controls on the Commitment Accounting tab of the Define Program ID page.



This example illustrates the fields and controls on the Non-commitment Accounting tab of the Define Program ID page

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Field or Control	Description
Program ID	Displays the ID of the program. The maximum length is 4 characters. PeopleSoft-maintained programs cannot be updated by the customer. To make any updates on a PeopleSoft-maintained program, add a new customer row. If both the PeopleSoft and customer rows that exist have the same program ID information and effective date, the system uses the customer row for processing. Customer-maintained program IDs must start with the letter *Z*, which is reserved for customer-entered data. PeopleSoft-maintained program IDs do not start with *Z*.
Description and **Short Description**	Displays or enter the long and short descriptions of the program.
Effective Date	The effective date of the program is read-only if it is for a PeopleSoft-maintained row in a customer environment.
Effective Sequence	Displays the effective sequence of the program row. Values *0* through *2* are reserved for PeopleSoft-maintained rows delivered on the same effective date. The system limits the adding of Peoplesoft-maintained rows to 3 a day and displays an error message if the maximum is reached. When you add a customer-maintained row, the initial effective sequence is set to *3*. If multiple rows exist for the same effective date, the one with the highest effective sequence will be used for processing.

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Field or Control	Description
Maintenance Responsibility	Displays: *PeopleSoft* if the program is delivered by PeopleSoft. Also, if a new row is added to the program in a PeopleSoft environment, the *PeopleSoft* value is used. *Customer* if the program is added by the customer, or a new row is added to a PeopleSoft-delivered program by the customer. **Note:** If a new PeopleSoft-maintained row (effective seq = 1) is delivered after a customer-maintained row (effective seq = 3) was added to override the original row (effective seq = 0), another customer-maintained row (effective seq = 4) needs to be added to override the effective sequence 1 row.

Tax Class

Field or Control	Description
Tax Class	Displays or select a tax class to be included in the program. A tax class is used to deduct employee or employer premium for the program. A tax class can be used in multiple states when it is linked to a state on the Program ID Association Page. PeopleSoft-maintained tax classes (P01 - P04 for paid family and medical leave, P05 - P06 for child care contribution), and P09 - P32 for paid leave) can also be used in customer-maintained programs. You can add, update, or remove tax classes in a customer-maintained row (or a PeopleSoft-maintained row in a PeopleSoft environment). When you select a different tax class, **Taxability Type** and **Tax Class Attribute** fields become editable, and the **Payroll Activity** and **GL Tax Class** field values are cleared automatically.
Taxability Type	Displays or select if the tax class is for an *Employee* (default) or *Employer* tax. The system displays a warning when you change this value for a tax class because it can impact payroll processing and reporting. The system also clears the **GL Tax Class** field.
Tax Class Attribute	Displays or select if the tax class is for *State* (default) or *Voluntary* tax. The system uses this value to determine which tax to be calculated for the corresponding tax class. The system displays a warning when you change this value for a tax class because it can impact payroll processing.

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Commitment Accounting

Field or Control	Description
Payroll Activity	Displays the payroll activity selected or select a payroll activity for the tax class for Commitment Accounting. When you select a tax class or add a row, the default value of *Not Applicable* is displayed. You need to specify a payroll activity if Commitment Accounting is used. Payroll activity values are set up on the **Maintain Translate Values** page. Customer-maintained payroll activity values start with the letter Z. The system displays a warning when you change this value for a tax class because it can impact Commitment Accounting.

Non-commitment Accounting

Field or Control	Description
GL Tax Class	Displays the GL tax class selected or select a GL tax class for the tax class for Non-commitment Accounting. When you select a tax class or add a row, the default value of *N/A* is displayed. You need to specify a GL tax class if Non-commitment Accounting is used. GL tax classes are set up on the GL Tax Class Page. If the taxability type of the specified tax class is *Employee, GL Liability* tax classes are available for selection. If the taxability type is *Employer, GL Expense* tax classes are available for selection. The system displays a warning when you change this value for a tax class because it can impact Non-commitment Accounting.

Define Ratio ID Page

Use the Define Ratio ID page (PY_PFF_RATIOID) to review or define ratio IDs if necessary.

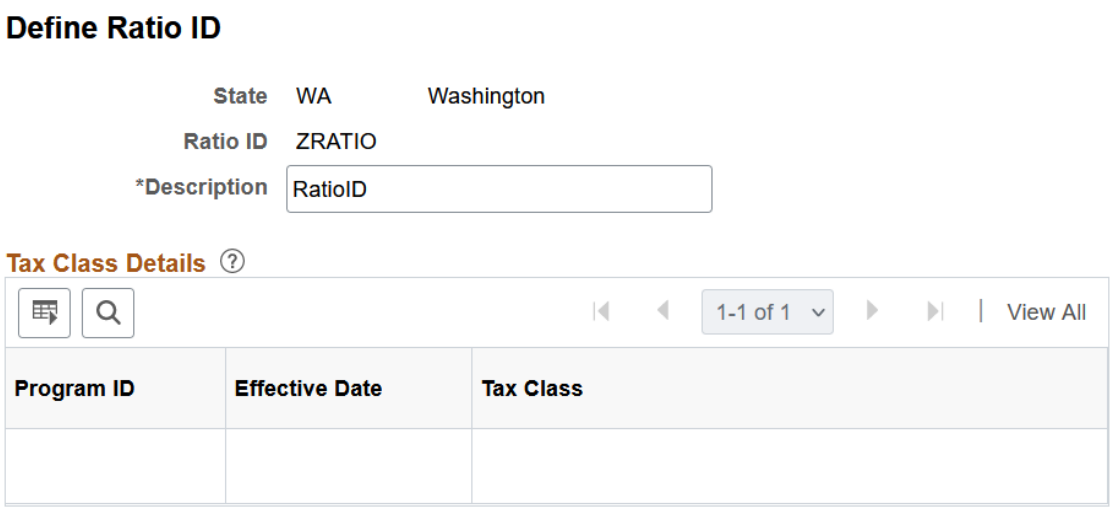
Navigation:

- **Set Up HCM**, and then **Product Related**, and then **Payroll For North America**, and then **Program Funding Configuration**, and then **Program Funding Administration**

  Select *Define Ratio ID* from the navigation collection.
- **Set Up HCM**, and then **Product Related**, and then **Payroll For North America**, and then **Program Funding Administration**, and then **Define Ratio ID**

This example illustrates the fields and controls on the Define Ratio ID page.

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The system uses the ratio ID to tie together related tax classes that share tax amounts on the Tax Table - Additional Rates Page. For example, a paid medical leave program requires that the employee pays 45% (ratio: 0.45) and the employer 55% (ratio: 0.55) of the tax amount. When you specify the ratio ID for related tax classes on the Program ID Association Page, the system ensures that the sum of the ratio values for tax classes with the same ratio ID is 1 and that the premium portions are calculated properly.

This setup is optional and does not apply to every state or province.

PeopleSoft delivers ratio IDs to support state programs using scripts.

Field or Control	Description
Ratio ID	Displays the ratio ID for the listed state. PeopleSoft-maintained ratio IDs cannot be updated by the customer. To create customer-maintained ratio IDs, start the ratio ID with the letter *Z*.
Program ID and **Tax Class**	Displays the program ID and tax class that are associated with the listed ratio ID on the Program ID Association Page.
Effective Date	Displays the effective date of the association between the ratio ID and the program ID and tax class combination on the Program ID Association Page.

Define Calculation Rule - Description Page

Use the Define Calculation Rule - Description page (PY_PFF_CALCRULE) to review or define general information of calculation rules.

Navigation:

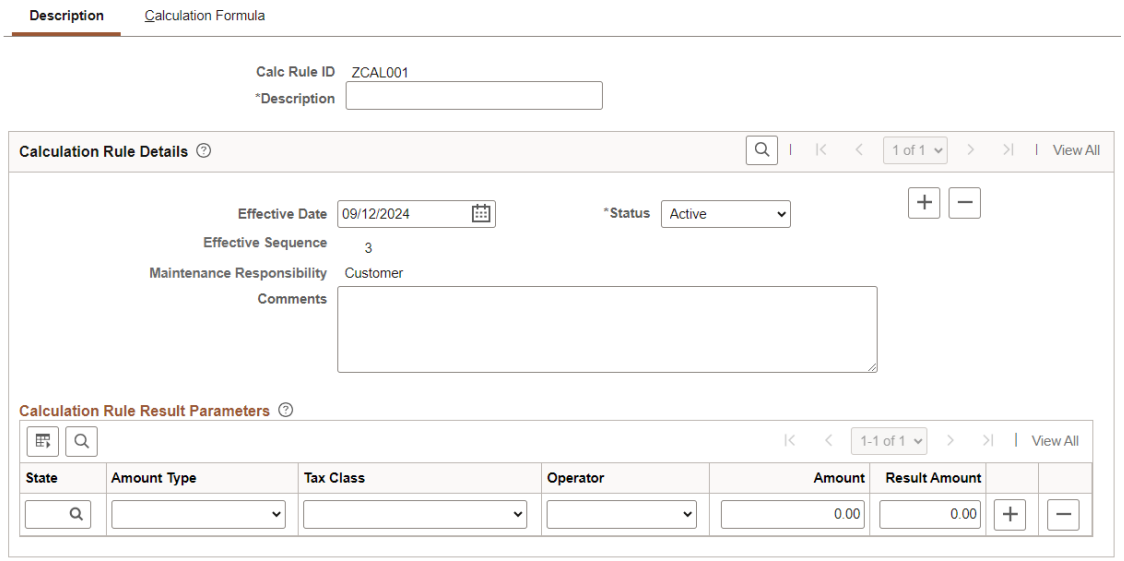
- **Set Up HCM**, and then **Product Related**, and then **Payroll For North America**, and then **Program Funding Configuration**, and then **Program Funding Administration**

  Select *Define Calculation Rule* from the navigation collection.

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- **Set Up HCM**, and then **Product Related**, and then **Payroll For North America**, and then **Program Funding Administration**, and then **Define Calculation Rule**

This example illustrates the fields and controls on the Define Calculation Rule - Description page.



PeopleSoft delivers calculation rules to support state programs using scripts.

Field or Control	Description
Calc Rule ID (calculation rule ID)	Displays the ID of the calculation rule to be used in tax calculation. PeopleSoft-maintained calculation rules cannot be updated by the customer. To create customer-maintained calculation rules, start the ID with the letter *Z*. Once the customer-maintained rule is created, you can use the copy functionality on the Define Calculation Rule - Calculation Formula Page to copy the rule details.
Effective Date	Displays or specify the effective date of the calculation rule.
Status	Displays or specify the calculation rule status. The system displays a warning when you change the status because it can impact payroll processing. Also, you cannot inactivate a calculation rule that is associated with a tax class.

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Field or Control	Description
Effective Sequence	Displays the effective sequence of the rule row. Values *0* through *2* are reserved for PeopleSoft-maintained rows. The system limits the adding of Peoplesoft-maintained rows to 3 a day and displays an error message if the maximum is reached. When you add a customer-maintained row, the initial effective sequence is set to 3. If multiple rows exist for the same effective date, the one with the highest effective sequence will be used for processing.
Maintenance Responsibility	Displays: *PeopleSoft* if the rule is delivered by PeopleSoft. *Customer* if the rule is added by the customer, or a new row is added to a PeopleSoft-delivered rule by the customer.
Comments	Displays or enter comments for the calculation rule.

Calculation Rule Result Parameters

Review PeopleSoft-maintained or define customer-maintained calculation rule values in the **Calculation Rule Result Parameters** section.

In this section, specify values in the **State, Amount Type, Tax Class, Operator** (mathematical action), **Amount** and **Result Amount** fields to suppress or limit the calculated tax in the current check. For example, if the operator is *Less than,* the amount is *10.00* and the result amount is *0,* tax will not be calculated for the selected state and tax class.

Define Calculation Rule - Calculation Formula Page

Use the Define Calculation Rule - Calculation Formula page (PY_PFF_CALCRULE1) to review or define calculation formulas.

Navigation:

- **Set Up HCM**, and then **Product Related**, and then **Payroll For North America**, and then **Program Funding Configuration**, and then **Program Funding Administration**

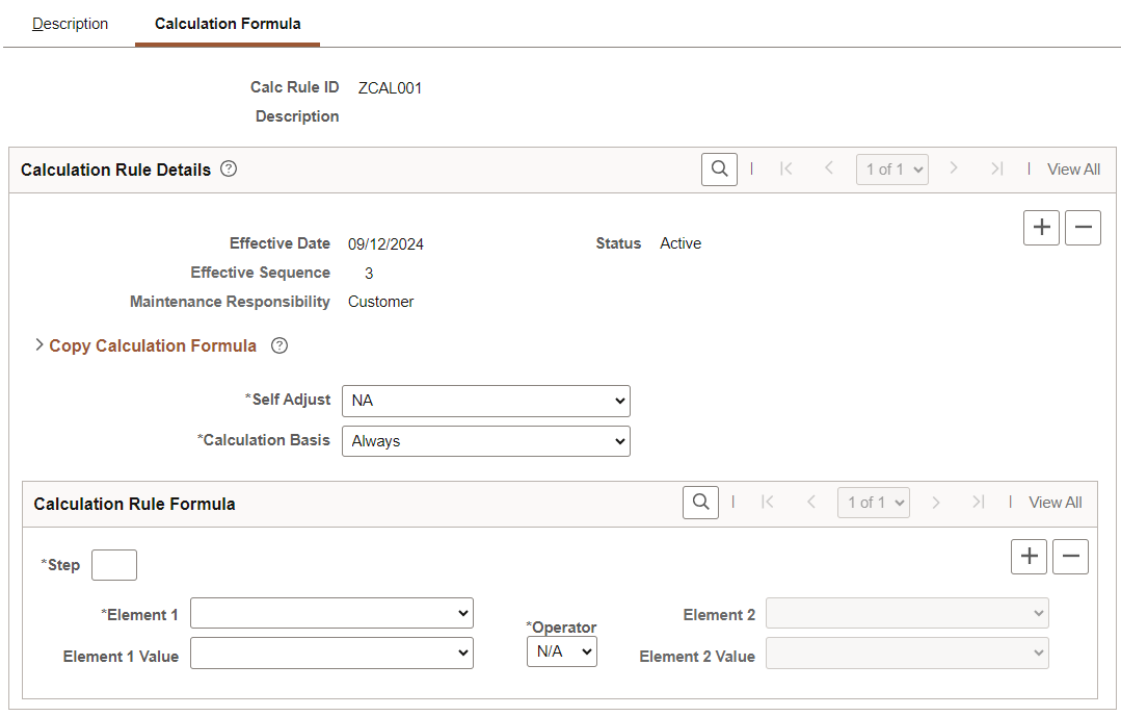
  Select *Define Calculation Rule* from the navigation collection. Select the Calculation Formula page.

- **Set Up HCM**, and then **Product Related**, and then **Payroll For North America**, and then **Program Funding Administration**, and then **Define Calculation Rule**

  Select the Calculation Formula page.

This example illustrates the fields and controls on the Define Calculation Rule - Calculation Formula page.

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Calculation Rule Details

Field or Control	Description
Effective Date, Status, Effective Sequence, and **Maintenance Responsibility**	Displays the values from the Define Calculation Rule - Description Page.
Self Adjust	Displays or select if and how self-adjusting is applied. Values are *NA* (not applicable, default), *MTD*, *QTD*, and *YTD*. This value is used by the batch payroll processing to adjust the tax based on the selected time period (monthly, quarterly or yearly). The system displays a warning if you change this value.
Calculation Basis	Displays or select the calculation basis of the rule. Values are *Always, Resident, UI Jurisdiction* and *UI Jurisdiction or Resident.* The batch payroll processing applies the calculation rule only if the tax state matches the option selected. The system displays a warning if you change this value.

Copy Calculation Formula

You can add your own calculation rules by copying or cloning from existing rules. The system prepopulates page fields with values from the specified rule; you can update field values as needed.

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Field or Control	Description
Calc Rule ID, Effective Date, and **Copy Calc Formula**	Specify the ID and applicable effective date of an existing calculation rule to be cloned. Select the **Copy Calc Formula** button for the system to populate rest of this page with information from the specified rule and effective date. Do not use the calculation rule you are viewing to be the rule from which the information is cloned. Both **Calc Rule ID** and **Effective Date** fields are cleared after data is populated.

Calculation Rule Formula

Field or Control	Description
Step	Enter a sequence number for the step in the calculation formula.
Element 1 and **Element 2**	Specify the elements to use in the step, which can be field values on the Application Fundamentals: Company State Tax Table - Other Programs Page or Tax Table - Additional Rates Page, a user-entered rate, or the result of a step. Values are: *Company Tax - EE Rate Percent* *Company Tax - EE Ratio* *Company Tax - ER Rate Percent* *Company Tax - ER Ratio* *Not Applicable* (Element 2 only) *Rate Percent* *Result of Step* *Tax Table - Ratio* *Tax Table - Tax Rate*
Operator	Specify the mathematical operation for the step. If operator is set to *N/A*, **Element 2** and **Element 2 Value** fields are not editable.

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Field or Control	Description
Element 1 Value and **Element 2 Value**	Specify the values of the **Element 1** and **Element 2** fields to be used in the step. Depending on the value selected in the corresponding element field, you may be selecting the value from a drop-down list or entering a number. If a Tax Table-specific element is selected, all tax classes listed on the Tax Class Table page are available for selection. Suppose that in a step, the value for **Element 1** is *Tax Table - Tax Rate* and the value for **Element 1 Value** is *Family And Medical Leave EE.* The system will look up the tax rate of the selected EE tax class from the Tax Table - Additional Rates Page for the associated state. If the selected element is *Rate Percent,* enter a percentage value. For example, enter 3.2 for 3.2 percent. This gives you an option to specify the rate manually in the formula if you prefer not to reference a tax rate from the Company State Tax Table or Federal/State Tax Table page. If the selected element is *Result of Step,* enter a step number that is available in the calculation rule other than the current step. If a Company Tax-specific element is selected, all program IDs enabled for the company are available for selection. Suppose that the value for **Element 2** is *Company Tax - EE Ratio* and the value for **Element 2 Value** is *Family And Medical Leave.* the system will look up the employee ratio of the specified program from the Application Fundamentals: Company State Tax Table - Other Programs Page for the associated state. If the selected element is *Not Applicable,* this field is not editable.

Program ID Association Page

Use the Program ID Association page (PY_PFF_ST_PROG) to review or configure program association details for states.

Navigation:

- **Set Up HCM**, and then **Product Related**, and then **Payroll For North America**, and then **Program Funding Configuration**, and then **Program Funding Administration**

  Select *Program ID Association* from the navigation collection.

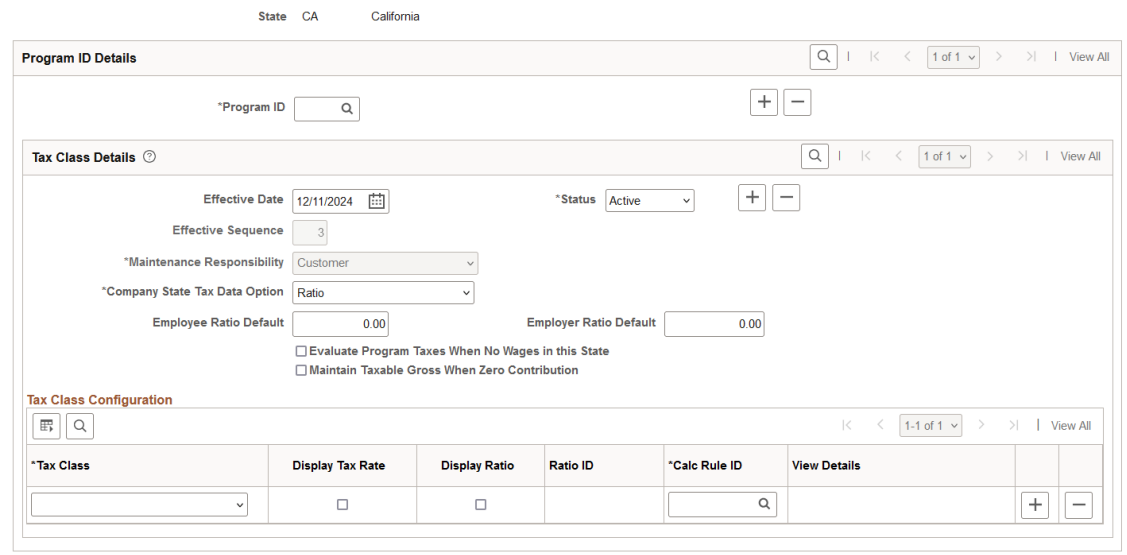
- **Set Up HCM**, and then **Product Related**, and then **Payroll For North America**, and then **Program Funding Administration**, and then **Program ID Association**

Program IDs are displayed for states with which they are associated on the Application Fundamentals: Company State Tax Table - Other Programs Page and Update Employee Tax Data - State Tax Data Page.

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PeopleSoft delivers program and state association details to support state programs using scripts.

This example illustrates the fields and controls on the Program ID Association page.



Field or Control	Description
Program ID	Displays or specify the ID of the program to be used by the listed state.
Status	Specify the status of the program and state association. Inactive program IDs are displayed as read-only when you add a new effective-dated row on the Company State Tax Table - Other Programs Page and the State Tax Data page. When a program ID is inactive, its plan type (on the Other Programs page) and tax status (on the State Tax Data page) will be set to *Not Applicable* for the companies and employees that are associated with the listed state. The system displays an error message when an inactive program is identified during payroll processing.

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Field or Control	Description
Company State Tax Data Option	Displays or select which set of fields to display as editable on the Application Fundamentals: Company State Tax Table - Other Programs Page. Values are: *Rate Percent:* when selected, the system displays **Employee Rate Percent** and **Employer Rate Percent** fields for data entry. *Ratio:* when selected, the system displays the **Employee Ratio** and **Employer Ratio** fields for data entry. The system displays a warning if you change this value as it impacts the company state tax data entry.
Employee Ratio Default and **Employer Ratio Default**	Displays or select the default values for the **Employee Ratio** and **Employer Ratio** fields when you add a row for this program for the first time on the Application Fundamentals: Company State Tax Table - Other Programs Page. The sum of these two ratio defaults must be *100*. For any additional row you add, the system copies the values from the previous row. These field appear when the **Company State Tax Data Option** field is set to *Ratio*. The system displays a warning if you change this value.
Employee Rate Percent Default and **Employer Rate Percent Default**	Displays or select the default values for the **Employee Rate Percent** and **Employer Rate Percent** fields when you add a row for this program for the first time on the Application Fundamentals: Company State Tax Table - Other Programs Page. For any additional row you add, the system copies the values from the previous row. These field appear when the **Company State Tax Data Option** field is set to *Rate Percent*. The system displays a warning if you change this value.

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Field or Control	Description
Evaluate Program Taxes When No Wages in this State	Select this option to calculate FML taxes for employees when no wages are paid in the UI state. By default, this option is cleared. When this option is selected, and the calculation basis of associated calculation rules (displayed in the Tax Class Configuration section) is set to *Always, UI Jurisdiction,* or *UI Jurisdiction or Resident* on the Define Calculation Rule - Calculation Formula Page, FML taxes are calculated for the paid leave programs when there are no wages in the UI state. For example, an employee works and lives in OR (the employee's UI state), but does not get paid there. When this option is selected, the system calculates the OR FML employer and employee taxes for the employee. When cleared, these taxes are not calculated because the employee was not paid in their UI state.
Maintain Taxable Gross When Zero Contribution	Select this option for the system to calculate taxable grosses for tax classes defined on this page for all employees enrolled in the program, even if taxes were not withheld due to insufficient wages. Clear this option to not calculate taxable grosses when taxes were not withheld due to insufficient wages.

Tax Class Configuration

Field or Control	Description
Tax Class	Displays or select a tax class from the specified program ID to be associated with the listed state. Selecting a different tax class clears the rest of the values of the row. Selecting a PeopleSoft-delivered tax class populates the row with the corresponding delivered data.
Display Tax Rate	Displays or select if you want to show the **Tax Rate** field as editable for the corresponding tax class, state and effective date on the Federal/State Tax Table - Additional Rates Page. Clear this check box to hide the **Tax Rate** field.
Display Ratio	Displays or select if you want to show the Ratio field as editable for the corresponding tax class, state and effective date on the Federal/State Tax Table - Additional Rates Page. Clear this check box to hide the **Ratio** field.

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Field or Control	Description
Ratio ID	Displays or select the associated ratio ID for the specified tax class, program, and state, when the **Display Ratio** check box is selected. **Note:** Enter this value only when there are at least two tax classes specified in this grid from an active program for a state, and the sum of the ratio values of these tax classes must be equal to 1. Ratio IDs are created on the Define Ratio ID Page.
Calc Rule ID	Displays or select the calculation rule to be used for tax calculation.
View Details	Select to view the details of the selected calculation rule on the Define Calculation Rule - Description Page and Define Calculation Rule - Calculation Formula Page in read-only mode.

Define Relationship Page

Use the Define Relationship page (PY_PFF_RULREL) to review or define tax class relationships for states.

Navigation:

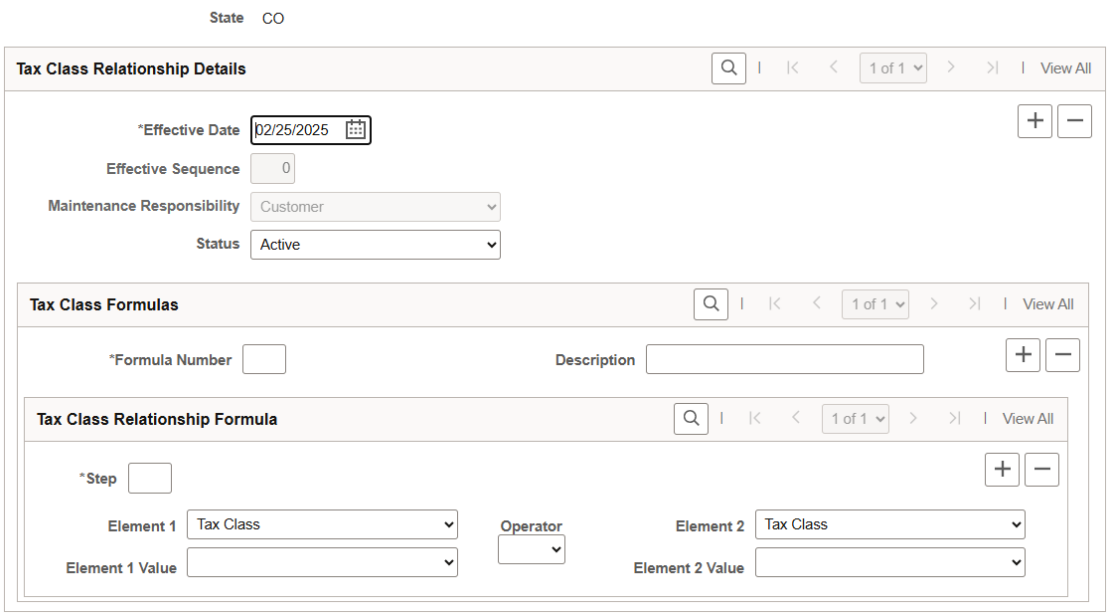
- **Set Up HCM**, and then **Product Related**, and then **Payroll For North America**, and then **Program Funding Configuration**, and then **Program Funding Administration**

  Select *Define Relationship* from the navigation collection.
- **Set Up HCM**, and then **Product Related**, and then **Payroll For North America**, and then **Program Funding Administration**, and then **Define Relationship**

This example illustrates the fields and controls on the Define Relationship page.

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Define Relationship



The Define Relationship page is reserved for future use.

For future state programs that will be delivered using Program Funding Configuration, PeopleSoft will provide tax class relationship data on this page to assist the processing of Program Funding calculations by eliminating rounding issues whenever paid leave contributions can be split between employee and employer contributions.

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7

Setting Up Pay Groups

Understanding Pay Groups

This topic discusses:

- Purpose and function of pay groups.
- Default pay group for the company.
- Checklist for identifying pay groups.
- How the Pay Group table affects paysheets.

Purpose and Function of Pay Groups

When you implement Payroll for North America, a major decision you have to make is which pay groups to define. A pay group is a logical grouping of employees based on shared characteristics that facilitate payroll processing because of common requirements such as employee type, pay frequency, same country location, and so on. A pay group consolidates a set of employees within a company for payroll processing. When you run the Create Paysheet COBOL SQL process (PSPPYBLD), the system processes one pay group at a time. At this point, the system verifies that the company and pay group assigned on the employee job data match the company and pay group specified for the payroll run.

Other reasons for defining multiple pay groups are:

- If you print checks or advices on more than one print stock, you must create a separate pay group for each print stock that you use.
- If the organization has both U.S. and Canadian employees, you must set up a separate pay group for each.
- If paysheets and checks are printed in different sort sequences, you need a separate pay group for each sequence.

Default Pay Group for the Company

When you first add a pay group, you're prompted for a company ID and pay group ID. The company ID is a key field on the pay group table, implying that all employees in a pay group are also in the same company. For the pay group ID, use any three-character alphanumeric ID that conforms to your payroll standards.

There is no limit to the number of pay groups that you can define for a company. You might need only one, or more likely, several pay groups to accommodate the different payroll schedules that you have.

After you define all the valid pay groups for a company, you must return to the Company Table - Default Settings page, to assign a pay group default. Typically, that default should be the most common pay group for the company. Employees assigned to that company in their Job data are set by default to the pay group established for that company and the employee type established for that pay group.

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Checklist for Identifying Pay Groups

As you define pay groups, use this checklist to verify that the employees you're grouping together should be in the same pay group. All employees:

- Belong to the same company.
- Are paid at the same pay frequency.
- Use the same check form or direct deposit advice form.
- Have the same check date.
- Share the same pay period begin and end dates.
- Work in the same country.
- Are paid by the same bank.
- Are assigned the same work schedule for proration.
- Are assigned the same minimum net pay.
- (USA) Are similarly affected by the Fair Labor Standards Act (FLSA) (FLSA either applies or does not apply to all employees).

  If FLSA applies, all FLSA rules (FLSA Calendar ID and FLSA Salaried Hrs Use—for example) must be the same for all employees.
- Are assigned to the same earnings program, the same retro pay program, and the same retro pay trigger program.

When processing payrolls, group multiple pay groups together only if they can be scheduled and completed concurrently.

Pay Group Setup Example

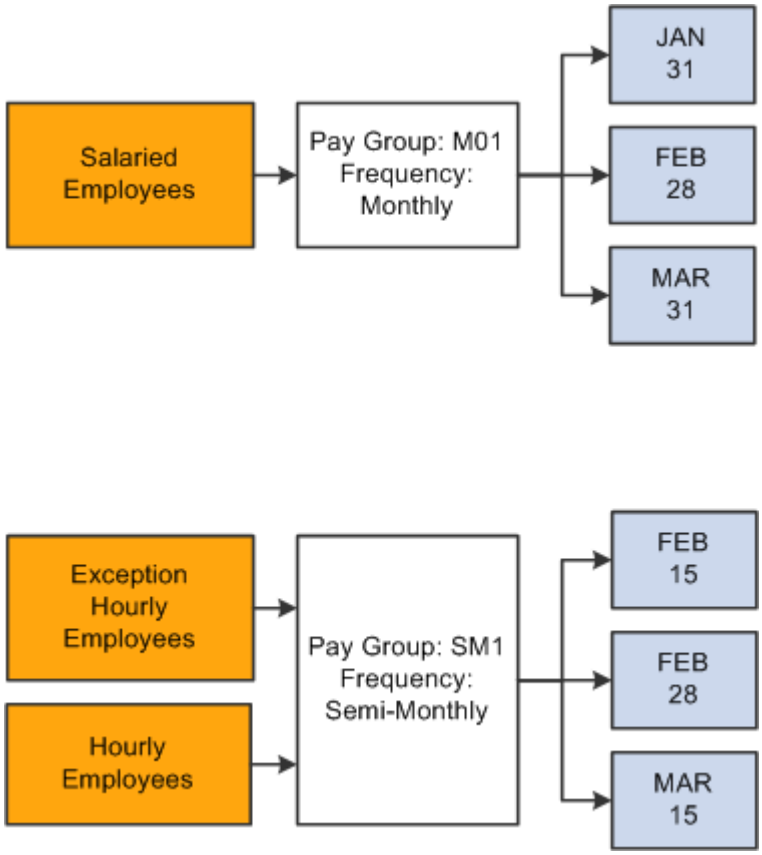
Here is an example of setting up pay groups for a company:

Pay Group	Description
MO1–Monthly	Employees who are paid monthly and share the same pay period, which ends on the last day of the month, can belong to the same pay group. Salaried employees at CCB are paid monthly.
SM1–Semimonthly	Employees who are paid semimonthly, and share the same pay periods (ending on the 15th and last day of the month) can also belong to the same pay group. Exception hourly and hourly employees at CCB are paid semimonthly.

This diagram shows an example of pay group setup for salaried, exception hourly, and hourly employees:

This diagram shows an example of pay group setup for salaried, exception hourly, and hourly employees.

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Related Topics

- Application Fundamentals: Creating Pay Calendars and FLSA Calendars

How the Pay Group Table Affects Paysheets

When you enter regular hours, overtime hours, or regular earnings on paysheets, the system refers back to the Pay Group table to determine the earnings code for regular hours, overtime hours, and regular earnings. Under other earnings, the system automatically generates entries for any holiday pay using the holiday earnings code specified on the Pay Group table.

Related Topics

- Understanding Compensation Rates
  You base employee compensation on various rates of pay, including:

Understanding Proration Rules

This topic discusses:

- Proration rules.
- Proration examples with delivered frequencies.
- Proration examples with nondelivered frequencies.

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Proration Rules

An employee is considered eligible for partial pay whenever a Job record has an effective date in the middle of a pay period. Typically, this happens whenever you hire, terminate, transfer, or change the rate of pay for an employee in the middle of a pay period.

On the Pay Group Table - Paysheets page, you select a proration rule to be applied to salaried workers and a proration rule to be applied to hourly or exception hourly workers. The rule that you select in each category determines how earnings and hours are prorated during paysheet creation for employees eligible for partial pay.

Whenever the system encounters a Job record causing partial pay, it applies one of these proration rules, depending on the employee type, and creates a separate pay earnings record with the corresponding hours or earnings for each partial period. Each proration method uses the work schedule specified for the pay group on the Pay Group Table - Paysheets page to determine the number of work days in the partial period, and then calculates the associated hours or earnings.

Additional data used to calculate hours and earnings in a prorated pay period include:

- Standard hours defined on the Job Information page in the employee's job data.
- The annualization factor of the work period frequency defined on the Job Information page in the employee's job data.
- The annualization factor of the pay period frequency entered on the Pay Group - Definition page.
- The annualization factor of the daily frequency entered on the Pay Group - Definition page.

Each proration rule uses some, but not all, of these additional factors.

Proration Rule Formulas

This table lists the formulas used to calculate proration:

Proration Rule	Calculation Formula
Salaried – Percent of Annual	Work Days × Annual Pay Rate / Work Days per Year
Salaried – Rate per Work Day	Work Days × Hours Per Day × Hourly Rate
Salaried – Percent of Period	Work Days × Pay Period Compensation Amount / Total Work Days in Pay Period
Hourly – Work Days	Work Days × Hours Per Day × Hourly Rate
Hourly – Percent of Period	Work Days × Hours in Period × Hourly Rate / Total Work Days in Pay Period

This table defines the variables in the proration rule formulas:

Proration Rule Variable	Definition
Work Days	The number of days worked that correspond to the effective-dated action on the employee's job record, such as a mid-period pay rate change. Work days are specified in the Work Schedule field on the Pay Group table.

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Proration Rule Variable	Definition
Work Days per Year	The system calculates work days per year based on the number of work days defined in the work schedule on the Pay Group table. For example: • If the work schedule has five days, the work days per year is 5 × 52 = 260. • If the work schedule has three days, then the work days per year is 3 × 52 = 156. **Note:** Custom daily frequencies do not affect the calculation of Work Days per Year.
Hours Per Day	The employee's standard hours in Job data times the annualization factor of the work period in Job data divided by the annualization factor of the daily frequency on the Pay Group table.
Hourly Rate	The employee's hourly compensation rate in Job data.
Total Work Days in Pay Period	Based on the work schedule on the Pay Group table and the pay period begin and end dates.
Hours in Pay Period	The standard hours in Job data times the annualization factor of the work period in Job data divided by the pay period frequency annualization factor.

Important

If an employee is set up with any active job distributions (earnings distribution type is other than none) on the Job Earnings Distribution page, the system automatically calculates the proration—or partial pay—using percent of period, in place of any other proration rule that you might have specified on the Pay Group Table - Paysheets page.

Proration Examples with Delivered Frequencies

The examples in this topic illustrate how the system applies salaried and hourly proration rules for mid-period pay rate changes using delivered frequencies.

Example Scenario

This table lists the relevant data in the employees' Job data:

Employee	Employee Type	Compensation Rate	Compensation Frequency	Standard Hours	Work Period
Mark	Salaried	Before: 1000 USD After: 1100 USD	Semimonthly (annualization factor 24)	40	Week (annualization factor 52)

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Employee	Employee Type	Compensation Rate	Compensation Frequency	Standard Hours	Work Period
Jan	Hourly	Before: 10.00 USD After 11.00 USD	Hourly (annualization factor 2080)	40	Week (annualization factor 52)

This table lists the relevant data on the Pay Group table:

Pay Frequency	Daily Frequency	Monthly Frequency	Work Schedule
S: Semimonthly (annualization factor 24)	D: Daily (annualization factor 260)	M: Monthly (annualization factor 12)	NYYYYYN

The examples involve one semi-monthly pay period of July 1 through July 15 as represented in this calendar:

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15					

As defined by the work schedule on the Pay Group table, there are 11 workdays in the period July 1–15. On Monday July 8, all employees received a 10 percent pay increase. The respective pay rates are indicated as before and after in the compensation data listed in the activity scenario data. The following examples illustrate how Mark and Jan's pay would be prorated.

> **Note**
>
> The following examples assume that the employee's Earnings Distribution Type on the Job Earnings Distribution page is *None.*

Salaried – Percent of Annual

Work Days x Annual Pay Rate / Work Days per Year

5 Work Days × 24,000 USD / 260 = 461.54 USD

6 Work Days × 26,400 USD / 260 = 609.23 USD

Total Pay = 1,070.77 USD

Salaried – Rate per Work Day

Work Days × Hours Per Day x Hourly Rate

5 Work Days × 8 Hours per Day × 11.538462 USD per hour = 461.54 USD

6 Work Days × 8 Hours per Day × 12.692308 USD per hour = 609.23 USD

Total Pay = 1,070.77 USD

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Salaried – Percent of Period

Work Days × Pay Period Compensation Amount / Total Work Days in Pay Period

5 Work Days × 1,000 USD / 11 Total Work Days = 454.55 USD

6 Work Days × 1,100 USD / 11 Total Work Days = 600 USD

Total Pay = 1,054.55 USD

Review of the Salaried Calculation Results

Reviewing the results of the proration rules above on salaried employee Mark, we find results vary from 1,070.77 USD to 1,054.55 USD. The prorated 1,070.77 pay is higher than the new pay rate of 1,100 per pay period, This overstated amount can be attributed to proration rules Percent of Annual and Rate per Day, which use factors Work Days per Year and Hours per Day that may vary per pay period compared to a fixed annual rate.

For example, a semimonthly pay period can have 9 to 12 actual Work Days per period compared to a fixed annualized 10.83 days (260 days a year / 24 periods a year). Using Percent of Annual depending on number of actual days per period (9 to 12 days) compared to annualized 10.83 days, the resulting pay period prorated rate may be under or over stated accordingly. Therefore, for semimonthly pay period, we recommend using the Percent of Period salaried proration rule. This holds true for monthly pay period also.

> **Note**
>
> For salaried employees paid on monthly or semimonthly pay period, it is highly recommended to use the Percent of Period salaried proration rule.

If the annualized factor is the same per pay period, for example weekly or biweekly pay period, then all the proration rules compute the same total earnings. For example, if Mark is paid biweekly, the prorated earnings are computed as illustrated in the following examples:

Salaried - Percent of Annual with Biweekly Pay Period

This example uses the same data presented in the example scenario with the exception of the pay period frequency. (The biweekly pay period covers only 10 work days).

Work Days x Annual Pay Rate / Work Days per Year

5 Work Days × 24,000 USD / 260 = 461.54 USD

5 Work Days × 26,400 USD / 260 = 507.69 USD

Total Pay = 969.23 USD

Salaried - Rate per Work Day with Biweekly Pay Period

This example uses the same data presented in the example scenario with the exception of the pay period frequency. (The biweekly pay period covers only 10 work days).

Work Days × Hours Per Day x Hourly Rate

5 Work Days × 8 Hours per Day × 11.538462 USD per hour = 461.54 USD

5 Work Days × 8 Hours per Day × 12.692308 USD per hour = 507.69 USD

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Total Pay = 969.23 USD

Salaried - Percent of Period with Biweekly Pay Period

This example uses the same data presented in the example scenario with the exception of the pay period frequency. (The biweekly pay period covers only 10 work days).

Work Days × Pay Period Compensation Amount / Total Work Days in Pay Period

For a biweekly pay period, the Pay Period Compensation Amount = Annual Rate / 26

5 Work Days × (24,000 USD / 26) /10 Total Work Days = 461.54 USD

5 Work Days × (26,400 USD / 26) /10 Total Work Days = 507.69 USD

Total Pay = 969.23 USD

Hourly – Work Days

Work Days × Hours Per Day × Effective-Dated Hourly Rate

5 Work Days × 8 Hours per Day × 10 USD per hour = 400 USD

6 Work Days × 8 Hours per Day × 11 USD per hour = 528 USD

Total Pay = 928 USD

Hourly – Percent of Period

Work Days × Hours in Period × Effective-Dated Hourly Rate / Total Work Days in Pay Period

5 Work Days × 86.67 Hours / 11 workdays in the period = 39.3954 (which is rounded to 39.4) x 10 USD = 394.00 USD

6 Work Days × 86.67 Hours / 11 workdays in the period = 47.2745 (which is rounded to 47.27) x 11 USD = 519.97 USD

Total Pay = 913.97 USD

Review of the Hourly Calculation Results

Reviewing the results of the previous examples of the Work Days proration rule for hourly employee Jan, we find the total hours of 88 (8 hours x 11 days) does not add up to the total of 86.67 annualized hours for the semi-monthly period that the system calculates at paysheet creation. This can be attributed to Work Days proration rule using Hours per Day that may vary per pay period compared to a fixed annual rate.

For example, a semimonthly pay period can have 9 to 12 actual Work Days, giving 72 to 96 hours per pay period. This variation in actual work hours per period accounts for the difference in hours allocated compared to a fixed annualized 86.67 hours per biweekly period (2080 hours a year / 24 periods a year). Therefore, for semi-monthly, we recommend using the Percent of Period hourly proration rule. This holds true for a monthly pay period also.

> **Note**
>
> For Hourly and Exception Hourly employees paid on Monthly or Semi-monthly pay period, it is highly recommended to use Percent of Period Hourly Proration Rule.

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If the annualized factor is the same per pay period, for example, a weekly or biweekly pay period, then all the proration rules compute the same total hours. For example, if Jan is paid biweekly, the prorated earnings are computed as illustrated in the following examples:

Hourly - Work Days with Biweekly Pay Period

This example uses the same data presented in the example scenario with the exception of the pay period frequency. (The biweekly pay period covers only 10 work days).

Work Days × Hours Per Day × Hourly Rate

5 Work Days × 8 Hours per Day × 10 USD per hour = 400.00 USD

5 Work Days × 8 Hours per Day × 11 USD per hour = 440.00 USD

Total Pay = 840.00 USD

Hourly - Percent of Period with Biweekly Pay Period

This example uses the same data presented in the example scenario with the exception of the pay period frequency. (The biweekly pay period covers only 10 work days).

Work Days × Hours in Period × Hourly Rate/Total Work Days in Pay Period

Hours in Period is 80 (2080 hours a year / 26 periods a year)

5 Work Days × 80 Hours × 10 USD / 10 Work Days in Pay Period = 400.00 USD

5 Work Days × 80 Hours × 11 USD / 10 Work Days in Pay Period = 440.00 USD

Total Pay = 840.00 USD

Related Topics

- Proration Rules
  An employee is considered eligible for partial pay whenever a Job record has an effective date in the middle of a pay period. Typically, this happens whenever you hire, terminate, transfer, or change the rate of pay for an employee in the middle of a pay period.

Proration Examples with Nondelivered Frequency

The previous examples employed PeopleSoft-delivered frequencies, which are based on a standard 40-hour, 5-day workweek. The examples in this topic illustrate how the system applies salaried and hourly proration rules for mid-period pay rate changes when the daily frequency is defined for a 40-hour, 3-day workweek.

In the example of a 40-hour, 3-day week, the annual number of workdays is 3 × 52 = 156. On the Frequency table, a nonstandard daily frequency must be defined with the annualization factor of 156. This frequency must be assigned on the Pay Group table.

The Hours per Day is derived by taking the employee's standard hours in Job data times the annualization factor of the work period in Job data divided by the annualization factor of the daily frequency on the Pay Group table. In the example of a 40 hour, 3-day week, the Hours per Day calculation is 40 × 52 / 156 = 13.333.

Example Scenario

This table lists the relevant data in the employees' Job data:

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Employee	Employee Type	Compensation Rate	Compensation Frequency	Standard Hours	Work Period
Marie	Salaried	Before: 1000 USD After: 1100 USD	Semimonthly (annualization factor 24)	40	Week (annualization factor 52)
John	Hourly	Before: 10.00 USD After 11.00 USD	Hourly (annualization factor 2080)	40	Week (annualization factor 52)

This table lists the relevant data on the Pay Group table:

Pay Frequency	Daily Frequency	Monthly Frequency	Work Schedule
S: Semimonthly (annualization factor 24)	D156: (annualization factor 156)	M: Monthly (annualization factor 12)	NNNNYYY

The examples involve one semi-monthly pay period of July 1 through July 15 as represented in this calendar:

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15					

As defined by the work schedule on the Pay Group table, there are 11 workdays in the period July 1–15. On Monday July 8, all employees received a 10 percent pay increase. The respective pay rates are indicated as before and after in the compensation data listed in the activity scenario data. The following examples illustrate how Marie and John's pay would be prorated.

> **Note**
>
> The following examples assume that the employee's Earnings Distribution Type on the Job Earnings Distribution page is *None.*

> **Note**
>
> The following examples use the formulas and variable definitions provided earlier in the topic.

See Proration Rules.

Salaried – Percent of Annual

Work Days x Annual Pay Rate / Work Days per Year

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3 Work Days × 24,000 USD / 156 = 461.54 USD

3 Work Days × 26,400 USD / 156 = 507.69 USD

Total Pay = 969.23 USD

> **Note**
>
> Work Days per Year cannot be calculated using custom frequencies.

Salaried – Rate per Work Day

Work Days × Hours Per Day x Hourly Rate

3 Work Days × 13.333 Hours per Day × 11.538462 USD per hour = 461.53 USD

3 Work Days × 13.333 Hours per Day × 12.692308 USD per hour = 507.68 USD

Total Pay = 969.21 USD

Salaried – Percent of Period

Work Days × Pay Period Compensation Amount / Total Work Days in Pay Period

3 Work Days × 1,000 USD / 6 Total Work Days = 500.00 USD

3 Work Days × 1,100 USD / 6 Total Work Days = 550.00 USD

Total Pay = 1,050.00 USD

Hourly – Work Days

Work Days × Hours Per Day × Effective-Dated Hourly Rate

3 Work Days × 13.3333 Hours per Day = 39.99 (rounded to 40) × 10 USD per hour = 400 USD

3 Work Days × 13.3333 Hours per Day = 39.99 (rounded to 40) × 11 USD per hour = 440 USD

Total Pay = 880 USD

Hourly – Percent of Period

Work Days × Hours in Period × Effective-Dated Hourly Rate / Total Work Days in Pay Period

3 Work Days × 86.67 Hours / 6 workdays in the period = 43.335 (rounded to 43.34) x 10 USD = 433.40 USD

3 Work Days × 86.67 Hours / 6 workdays in the period = 43.335 (rounded to 43.34) x 11 USD = 476.74 USD

Total Pay = 910.14 USD

Related Topics

- Proration Rules
  An employee is considered eligible for partial pay whenever a Job record has an effective date in the middle of a pay period. Typically, this happens whenever you hire, terminate, transfer, or change the rate of pay for an employee in the middle of a pay period.

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Defining Pay Groups

To set up pay groups, use the Pay Group Table (PAYGROUP_TABLE) component.

Pages Used to Define Pay Groups

Page Name	Definition Name	Usage
Application Fundamentals: Pay Group Table - Definition Page.	PAYGROUP_TABLE1	Define a pay group and its basic characteristics.
Pay Group Table - Process Control Page	PAYGROUP_TABLE2	Set process controls and establish default employee types. See Application Fundamentals: Process Control Page.
Application Fundamentals: Pay Group Table - Calc Parameters Page (Pay Group table - calculation parameters)	PAYGROUP_TABLE3	Further define payroll processing parameters for pay groups.
Education and Government Additional Earnings Codes Page	PAYGROUP_TBL3_HP_SEC	Access additional earnings codes for education and government.
FLSA Period Definition Page (Fair Labor Standards Act period definition)	FLSA_PERIOD_SBPNL	(USA) Specify the FLSA period that applies to this pay group and other FLSA calculation parameters. You must select the **FLSA Required** check box on the Calc Parameters page to activate the button to access this page.
Pay Group Table - Paysheets Page	PAYGROUP_TABLE4	Specify the proration rules and paysheet options for each pay group that you establish.
Pay Group Table - Check Distribution Page	PAYGROUP_TABLE5	Specify the order in which you want paychecks to be sorted and to select address and delivery options.
Pay Group Table - Check Sequencing Page	PAYGROUP_TABLE6	Define print sequence options.
Pay Group Table - Report Parameters Page	PAYGROUP_TABLE7	Define other report parameters for pay groups.
Pay Group Table - Bank/Tip Info Page	PAYGROUP_TABLE8	Specify the bank from which employees are to be paid. Establish tips processing for tipped employees within the pay group.
Pay Group Table - Time and Labor Page	PAYGROUP_TABLE9	Define which time and labor elements are loaded into paysheets for the pay group. See Setting Up the Interface with Time and Labor.

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Page Name	Definition Name	Usage
Pay Group Report Page	PRCSRUNCNTL	Generate PAY711 that lists pay groups, effective dates, and processing characteristics from the Pay Group table.

Pay Group Table - Paysheets Page

Use the Pay Group Table - Paysheets page (PAYGROUP_TABLE4) to specify the proration rules and paysheet options for each pay group that you establish.

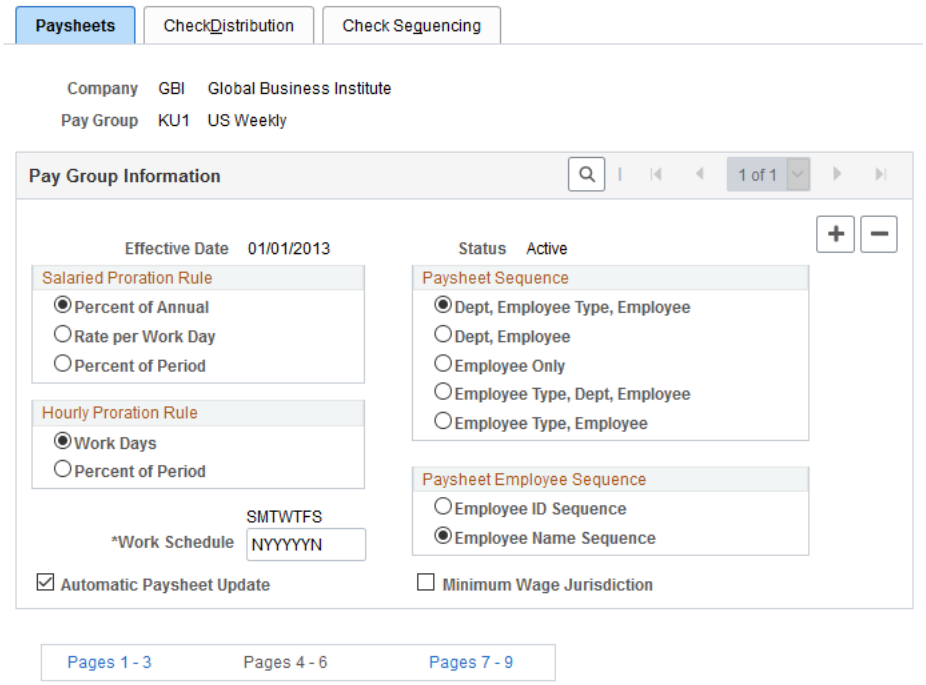
Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Payroll Processing Controls**, and then **Pay Group Table**

Select the **Pages 4 - 6** link (at the bottom).

Access the Paysheets page.

This example illustrates the fields and controls on the Pay Group Table - Paysheets page.



> **Note**
>
> If you defined an earnings distribution type for the employee on the Job Earnings Distribution page, the system uses the percent of period calculation method regardless of which salaried or hourly proration rule you select on this page.

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Salaried Proration Rule

This group box enables you to define how earnings and hours are prorated during paysheet creation for salaried employees eligible for partial pay.

> **Note**
>
> For exception (salaried) hourly employees (those employees who receive a specified amount for the period) use the hourly proration rules.

See Proration Rules.

Hourly Proration Rule

This group box enables you to define how earnings and hours are prorated during paysheet creation for hourly and exception hourly employees eligible for partial pay.

See Proration Rules.

Paysheet Sequence

Use this group box to instruct the system how to sort online and printed paysheets. Depending on the option that you select, the paysheet process forces a page break any time it finds a new sequencing code.

Field or Control	Description
Dept, Employee Type, Employee (department, employee type, employee)	Select this option to insert page breaks after each different employee type and department.
Dept, Employee (department, employee)	Select this option to insert page breaks after each different department.
Employee Only	Select this option to insert page breaks based on the number of paylines it can accommodate.
Employee Type, Dept, Employee (employee type, department, employee)	Select this option to insert page breaks after each different department and employee type.
Employee Type, Employee	Select this option to insert page breaks after each different employee type.

Paysheet Employee Sequence

Use this group box to instruct the system to sort paysheets by employee ID or by employee name sequence. You have 10 sorting options. The online and hardcopy reports vary, depending on how you choose to sequence them.

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Additional Page Elements

Field or Control	Description
Work Schedule	Define the work schedule that the system uses when prorating partial pay. Enter a *Y* (yes) or an *N* (no) under the initial of each day to specify the days that are included in the normal work schedule for this pay group. The field is seven characters long, one character for each day of the week, starting with Sunday. The system uses these indicators to determine the number of work days per year and the number of work days per week. If the normal work schedule for the pay group is Monday through Friday, enter *NYYYYYN*.
Automatic Paysheet Update	Select this check box to compare paysheet records to Job data. If the system finds discrepancies between the two records, it automatically updates the paysheet from the Job record information before calculating pay, if you have the **Automatic Paysheet Update** option selected. For example, assume that you run paysheets on July 10. You then receive the late paperwork on Jan's salary change, which should have gone into effect on July 1. If you selected the **Automatic Paysheet Update** check box, during pay calculation the system accesses the new salary information from the Job data and updates Jan's payline to reflect the new pay rate.
Minimum Wage Jurisdiction	Select this check box to enable the use of jurisdiction minimum wage rates in payroll calculations. This field appears when the **Minimum Wage Jurisdiction** field is selected on the Payroll for NA Installation Page. See Understanding Minimum Wages for Jurisdictions.

Related Topics

- Proration Rules
  An employee is considered eligible for partial pay whenever a Job record has an effective date in the middle of a pay period. Typically, this happens whenever you hire, terminate, transfer, or change the rate of pay for an employee in the middle of a pay period.

Pay Group Table - Check Distribution Page

Use the Pay Group Table - Check Distribution page (PAYGROUP_TABLE5) to specify the order in which you want paychecks to be sorted and to select address and delivery options.

Navigation:

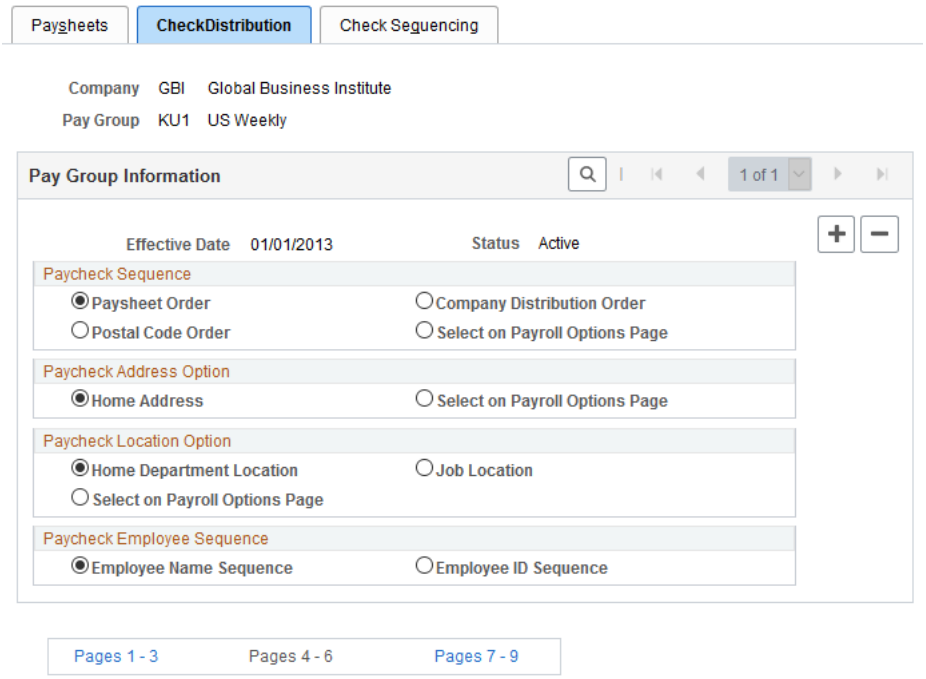
Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Payroll Processing Controls**, and then **Pay Group Table**

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Select the **Pages 4 - 6** link.

Access the Check Distribution page.

This example illustrates the fields and controls on the Pay Group Table - Check Distribution page.



Paycheck Sequence

Use this group box to select a sort order for the checks. The system prints checks according to the various sequencing options in the Pay Group table in off-cycle and on-cycle modes. Check sequencing occurs during the Pay Confirmation COBOL SQL process (PSPCNFRM). Because the system confirms one off-cycle paysheet page at a time, it sorts off-cycle checks within each paysheet page. For example, if you confirm off-cycle paysheet pages 1−5 in a single confirmation run, and each page contains ten checks, each page is sorted individually: You end up with five individually sorted groups of ten checks each, not one group of fifty checks sorted as a whole.

Field or Control	Description
Paysheet Order	Select this option to sort checks in the same order as paysheets. This is the system default, and is the most efficient and fastest sort order.
Postal Code Order	Select this option to sort checks by postal code. Use the postal code from the Paycheck Address option. Note that this sort option applies to U.S. zip codes as well as Canadian and other international postal codes.
Company Distribution Order	Select this option to sort checks according to the print check sequence, which you define on the Pay Group Table - Check Sequencing page.

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Field or Control	Description
Select on Payroll Options Page	Select this option to sort checks by company distribution or postal code sequence based on the paycheck delivery option that you select on the Payroll Options 1 page and the Payroll Options 2 page.

Paycheck Address Option

Use this group box to select which address you want to appear on the employee payroll checks. When you print paychecks for employees, the system always prints an address on the check, no matter which paycheck sequence option you select.

Field or Control	Description
Home Address	Select this option to print the employee's home address, as entered on the Personal Information pages under the Workforce Administration menu.
Select on Payroll Options Page	Select this option to print the address according to the paycheck location option selected on the Payroll Options 1 page. This option enables you to override the default address at the employee level.

Paycheck Location Option

Use this group box to specify the location to use to sort checks when you use location as a sort option for company distribution.

Field or Control	Description
Home Department Location	Select this option to sort checks by home department location.
Select on Payroll Options Page	Select this option to sort checks using the Payroll Options 1 and Payroll Options 2 pages. Enter the appropriate location at the employee level.
Job Location	Select this option to sort checks by job location.

Paycheck Employee Sequence

Field or Control	Description
Employee Name Sequence	Select this option to sort checks by employee name.
Employee ID Sequence	Select this option to sort checks by employee ID.

Pay Group Table - Check Sequencing Page

Use the Pay Group Table - Check Sequencing page (PAYGROUP_TABLE6) to define print sequence options.

Navigation:

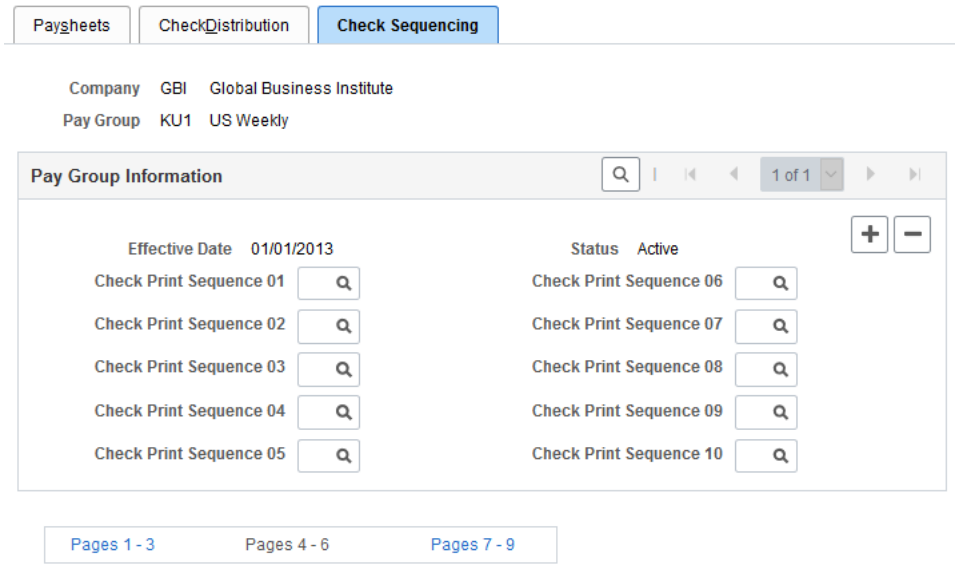
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Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Payroll Processing Controls**, and then **Pay Group Table**

Select the **Pages 4 - 6** link.

Access the Check Sequencing page.

This example illustrates the fields and controls on the Pay Group Table - Check Sequencing page.



Pay Group Information

Use this group box to define print sequence options. For example, to sort checks by location, shift within location, and employee ID/name (based on whether you select **Employee ID Sequence** or **Employee Name Sequence** in the **Paycheck Employee Sequence** group box on the Pay Group Table - Check Distribution page) within shift, you enter three sort criteria on this page:

Print Sequence	Field Value	Description
Prt Seq 01	*L*	Location
Prt Seq 02	*S*	Shift
Prt Seq 03	*E*	Employee

Field or Control	Description
Check Print Sequence 01 – 10	If you selected the company distribution order option as the paycheck sequence on the Pay Group Table - Check Distribution page, you must select a check print sequence here: *Department ID (D), Employee ID or Name (E), FLSA Status (F), Location (L), Mail Drop (M), Shift (S), Employee Type (T),* and *Supervisor ID (U).*

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Pay Group Table - Report Parameters Page

Use the Pay Group Table - Report Parameters page (PAYGROUP_TABLE7) to define other report parameters for pay groups.

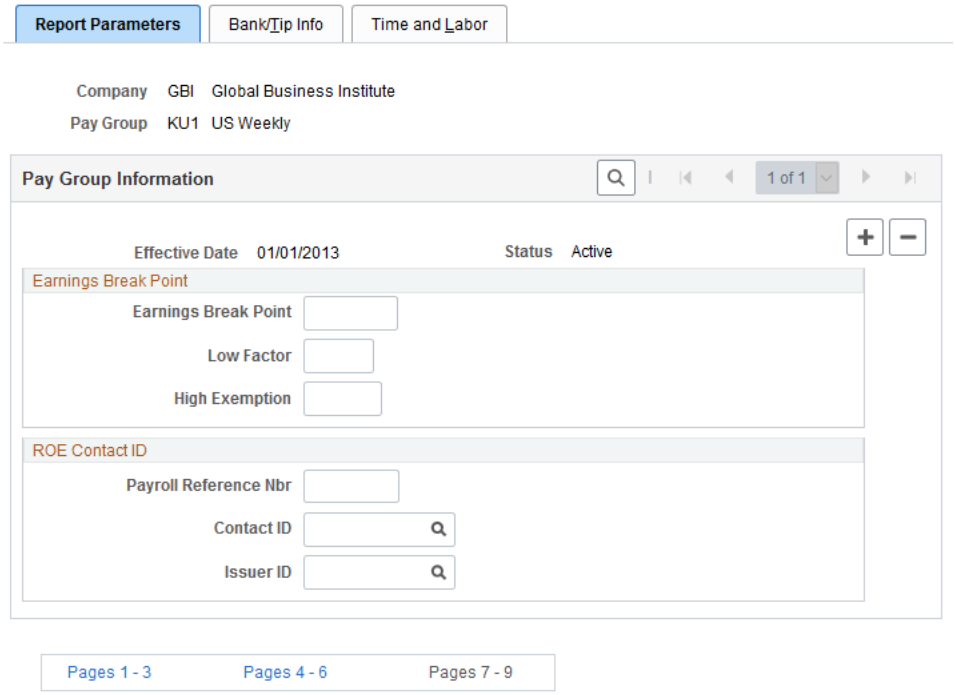
Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Payroll Processing Controls**, and then **Pay Group Table**

Select the **Pages 7- 9** link.

Access the Report Parameters page.

This example illustrates the fields and controls on the Pay Group Table - Report Parameters page.



(E&G) Earnings Break Point

Use this group box only if the pay group includes employees who belong to the California Public Employees' Retirement System (PERS). If you have no California-based public employees participating in PERS, leave these fields blank.

If you participate in PERS, the information on these fields is used during benefit calculation, if you've set up the PERS plan in the Retirement Plan page to be coordinated with the Federal Insurance Contributions Act (FICA). The Old Age Survivor and Disability Insurance (OASDI) Modification Data fields correspond to the fields on the OASDI Modification Chart.

Suppose 400 USD is the break point for calculating employee earnings reported monthly. According to the OASDI Modification Chart, if earnings are:

- Less than 400 USD, earnings are recalculated as:

  Earnings × 2/3 × Rate.

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- Greater than 400 USD, earnings are recalculated using the OASDI formula:

  (Earnings - 133.33 USD) × Rate.

To set up this data for a pay group with a monthly pay frequency, enter *400* in the **Earnings Break Point** field, *0.6667* in the **Low Factor** field, and *133.33* in the **High Exemption** field.

Field or Control	Description
Earnings Break Point	Enter a dollar amount at which earnings below the break point are treated differently from earnings above the break point.
Low Factor	Enter a value to represent the factor that is used in the calculation to modify earnings that fall below the break point.
High Exemption	Enter a value to represent the factor that is used to modify earnings that exceed the break point.

(CAN) ROE Contact ID

If you run Canadian payrolls and produce Record of Employment (ROE) forms, you must enter the appropriate reference and contact information in this group box.

Field or Control	Description
Payroll Reference # (payroll reference number)	Enter a reference number to help you locate employees. This is an internal payroll reference number.
Contact ID	Select a value representing the employee ID of the person who should respond to any internal questions regarding ROE's.
Issuer ID	Select a value representing the employee ID of the person who issued the ROE.

Pay Group Table - Bank/Tip Info Page

Use the Pay Group Table - Bank/Tip Info page (PAYGROUP_TABLE8) to specify the bank from which employees are to be paid.

Establish tips processing for tipped employees within the pay group.

Navigation:

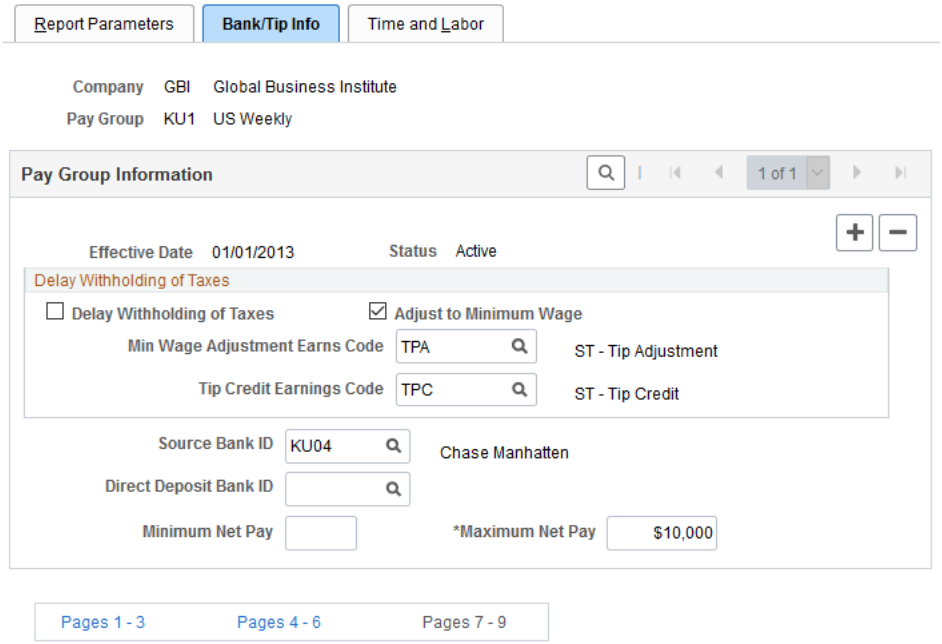
Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Payroll Processing Controls**, and then **Pay Group Table**

Select the **Pages 7- 9** link.

Access the Bank/Tip Info page.

This example illustrates the fields and controls on the Pay Group Table - Bank/Tip Info page.

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(USA) Delay Withholding of Taxes

Field or Control	Description
Delay Withholding of Taxes	Select this check box if you do not want to withhold taxes until tipped employees have reported tips equaling the month-to-date tips withholding threshold established on the Federal/State Tax Table - Special Tax Amounts page.
Adjust to Minimum Wage (adjustment to minimum wage)	This check box is selected by default, so that the system adjusts tips for the pay group to minimum wage. If you have an agreement with the Internal Revenue Service, you can deselect this check box. If this check box is selected, you must select a minimum wage adjustment earnings code in the **Min Wage Adjustment Earns Code** field.
Min Wage Adjustment Earns Code (minimum wage adjustment earnings code)	Select the earnings code to be used for adjusting a tipped employee's earnings up to minimum wage when reported tips plus earnings do not equal the required minimum wage. The default values come from the Company table but you can override the Company table values here.
Tip Credit Earnings Code	Select the earnings code to be used for tips credit. The default values come from the Company table but you can override the Company table values here. **Note:** Tips processing covers tip allocation, tip credit, and tip establishment mainly in the hospitality industry, but it can be used for any tipped employee population.

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Additional Page Elements

Field or Control	Description
Source Bank ID	Select a source bank ID to indicate the bank from which employees in this pay group are to be paid. The source bank identifies the transit number, bank account number, check and advice form, and other information necessary to create checks and direct deposit entries for employees. If you leave the **Direct Deposit Bank ID** field blank, the system uses the source bank ID that you enter here for both checks and direct deposit. If you enter a source bank ID in the **Direct Deposit Bank ID** field, then the system uses the value in the Source Bank ID field for check processing only.
Direct Deposit Bank ID	To pay direct deposit from a different bank and account than checks, enter a source bank ID here to identify the bank and account for direct deposit transmittals. If you use the same bank and account for both checks and direct deposit, leave this field blank
Minimum Net Pay and **Maximum Net Pay**	Enter the minimum and maximum dollar amounts (net) that any given check may be issued for within the selected pay group.

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8

Defining Earnings Codes and Earnings Programs

Understanding Earnings Tables

This topic lists prerequisites and common elements and discusses earnings tables.

Prerequisites

Before setting up earnings:

1. Set up the Company table, Earnings table, Special Accumulator table, Shift table, and Pay Group table.
2. Determine how your organization wants to define and segregate earnings, special accumulators, and shifts within the system.

> **Note**
>
> When you define earnings codes, you must define several basic earnings codes on the Pay Group Table - Calc Parameters (Pay Group table - Calculation Parameters) page.

Related Topics

- Application Fundamentals: Entering Company Information
- Understanding Pay Groups
  This topic discusses:
- Establishing Special Accumulator Codes
  To set up special accumulators, use the Special Accumulator Table (SPCL_EARNS_TABLE) component.
- Understanding Shift Pay Calculation Methods
  Payroll for North America provides a variety of methods for setting up and calculating shift pay.
- Setting Up the Shift Table
  To set up shifts, use the Shift Table (SHIFT_TABLE) component.

Common Elements Used in Earnings Tables

Field or Control	Description
Override Limit Amount	Enter a value by which to limit the amount to pay if the regular payout amount exceeds the amount specified for an earnings code.

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Field or Control	Description
Frequency	Specify how to express the compensation rate: *Hourly, Daily, Monthly, Annually,* and so on. Maintain frequencies on the Frequency Table page.

Earnings Tables

The system calculates earnings based on information that you enter in the Company table, Earnings table, Special Accumulator table, Shift table, and Pay Group table.

The Earnings table is the basis for calculating and taxing earnings, although some of the information in the table depends on special accumulator codes and shift information. In the Earnings table, you define how to tax, calculate, and adjust each type of earnings (such as regular, overtime, and sick). You also define how earnings types affect other balances, such as leave accruals. Use the Special Accumulator table to accumulate earnings to use later in deduction calculations, such as a savings deduction based on a percentage of regular and overtime pay only. The Shift table works in conjunction with the Earnings table to calculate shift premiums.

> **Note**
>
> The information that you define in the Earnings table affects several fields on paysheets: regular hours, overtime hours, regular earnings, and additional earnings, and tax methods. You can override most of this data on the paysheet, depending on how you define it in the Earnings table.

Understanding Tax Specification

It is important to understand how taxes work when specifying special tax options and tax methods for earnings codes.

This topic discusses:

- (USA) U.S. tax specification.
- (CAN) Canadian tax specification.

(USA) U.S. Tax Specification

To better understand how the U.S. tax options work, consider how you might define the following earnings codes:

Earnings Code	Federal Withholding Tax (FWT)	Federal Unemployment Tax (FUT)	Federal Insurance Contributions Act (FICA)
Regular	Tax	Tax	Tax
Overtime	Tax	Tax	Tax
Injury Pay	Tax	No Tax	Tax

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Earnings Code	Federal Withholding Tax (FWT)	Federal Unemployment Tax (FUT)	Federal Insurance Contributions Act (FICA)
Expense Reimbursement	No Tax	No Tax	No Tax
Disability Payment	Tax	No Tax	No Tax

Select the **Subject to FWT** (subject to federal withholding tax), **Subject to FUT** (subject to federal unemployment tax), and **Subject to FICA** (subject to Federal Insurance Contributions Act) check boxes (on the Earnings Table - Taxes page) for all earnings to add to the taxable gross for the specific tax. These settings enable the system to determine exactly how much of an employee's pay is subject to federal taxes.

(CAN) Canadian Tax Specification

To better understand how to tax different earnings codes, consider how you might define the following earnings at Viceroy Northern Bank:

Earnings Code	Canadian Income Taxes (CIT)	True T4	Canada Pension Plan (CPP)	Employment Insurance (EI) Earn	EI Hrs
Regular	Tax	Yes	Tax	Tax	Yes
Overtime	Tax	Yes	Tax	Tax	Yes
Shift Premium	Tax	Yes	Tax	Tax	No
Expense Reimbursement	No Tax	No	No Tax	No Tax	No
Retiring Allowance	Tax	No	No Tax	No Tax	No

Earnings Code	Quebec Income Taxes (QIT)	True RL	Quebec Pension Plan (QPP)	Payroll Tax	T4A	RL-2	Quebec Parental Insurance Plan (QPIP)
Regular	Tax	Yes	Tax	Tax	No Tax	No Tax	Tax
Overtime	Tax	Yes	Tax	Tax	No Tax	No Tax	Tax
Shift Premium	Tax	Yes	Tax	Tax	No Tax	No Tax	Tax
Expense Reimbursement	No Tax	No	No Tax	No Tax	No Tax	No Tax	No Tax
Retiring Allowance	Tax	No	No Tax	Tax	Tax	Tax	No Tax

Select the tax option check boxes (on the Earnings Table - Taxes page) for earnings types to tax or accumulate. These settings enable the system to determine how much of an employee's pay is subject to different tax types:

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Earnings Code	Amount	CIT	True T4	CPP	EI Earn	EI Hrs
Regular	1000	1000	1000	1000	1000	40
Overtime	200	200	200	200	200	10
Shift Premium	100	100	100	100	100	
Injury Pay	200	200	200	200		
Expense Reimburse-ment	1000					
Retiring Allowance	500					
Total	3000	1500	1500	1500	1300	50

Earnings Code	Amount	QIT	True RL	QPP	T4A	RL-2	Payroll Tax	QPIP
Regular	1000	1000	1000	1000			1000	1000
Overtime	200	200	200	200			200	200
Shift Premium	100	100	100	100			100	100
Injury Pay	200	200	200	200			200	
Expense Reimbursement	1000							
Retiring Allowance	500				500	500.00		
Total		1500	1500	1500	500	500.00	150	1300

Related Topics

- Understanding Deductions
  This topic lists prerequisites and discusses:
- (USA) Updating the Taxable Gross Definition Table
  To update the Taxable Gross Definition Table, use the Taxable Gross Definition Table component (TAXGR_DEFIN_TBL).
- Understanding Payroll Data
  The Employee Pay Data menu contains the Payroll for North America pages that you use to maintain payroll-specific data, such as tax information, additional pay, general deductions, direct deposit, and garnishments information.
- Understanding Canadian Tax Methods
  This topic discusses:

Establishing Earnings Codes

To set up earnings codes, use the Earnings Table (EARNINGS_TABLE) component.

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Pages Used to Establish Earnings Codes

Page Name	Definition Name	Usage
Earnings Table - General Page	EARNINGS_TABLE1	Define parameters and rules for calculating earnings. Also specify the effects on Fair Labor Standards Act (FLSA) regular rate calculations, and define retro pay processing options.
Earnings Table - Taxes Page	EARNINGS_TABLE2	Enter special options and tax methods for earnings codes.
Additional Earnings Page	GVT_EARNINGS_SEC	(USF) Specify additional earnings code settings.
Earnings Table - Calculation Page	EARNINGS_TABLE3	Specify whether an earnings code is based on other earnings and define special earnings calculation formats that control how the pay calculation handles the earnings code and what results the earnings code produces.
Earnings Table - Special Process Page	EARNINGS_TABLE4	Define how earnings codes affect leave accruals and special accumulators.
Earnings Table - Pay Limit Page	GVT_EARNINGS_TBL5	(USF) Select the corresponding earning process type to include the earnings code in pay limit calculations.
Earnings Report Page	PRCSRUNCNTL	Generate PAY712, which is a report that lists earnings types and their payroll characteristics.

Understanding Earnings Codes

Determine the different types of earnings that your organization requires, and decide which three-character earnings code to assign to each one (such as REG, VAC, and HOL).

At a minimum, you must define earnings codes for regular and overtime pay. You might also define earnings codes for sick pay, holiday pay, vacation pay, or company-specific functions, such as:

- Regular earnings that are normally associated with a regular salary or regular hours worked.

  Regular earnings that are typically taxed by all taxing entities and consist of a simple rate-multiplied-by-time calculation, or a flat amount.
- Earnings that use a slightly different method of calculation.

  For example, overtime, double-time, or triple-time earnings codes apply a multiplication factor to the earnings.
- Earnings to handle accrual accounting.

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To track holidays, vacation and sick leave, jury duty, personal time off, and so on for leave accruals, define earnings codes for these leave categories and report applicable hours.

- Nonhour-related earnings, such as bonuses, commissions, or automobile allowances.
- Differentiation between earnings that should or should not be taxed, such as automobile allowances or expense advances.
- Earnings for accumulation of hours and dollars in other special accumulator balances.

  For example, certain earnings are eligible for retirement programs, while other earnings are not.
- Earnings resulting from late paperwork or collective bargaining to calculate through the Retroactive Pay Calculations COBOL SQL process (PSPRPEXT).
- Earnings codes for paying retro pay earnings.

> **Important**
>
> Oracle delivers two earnings codes, $AC and $NA, that the system uses during retro pay processing. You will never explicitly reference these codes, nor will you see them referenced on any pages outside of the Earnings Table component, but they are critical to the retro pay process. Do not modify, remove, or inactivate either of these earnings codes.

Using a Worksheet to Map Earnings Codes

We suggest that you create a worksheet to map out your needs. For example:

Earnings Type	Earnings Code	Earnings Profile	Tax Method	Other Considerations
Regular	REG	Add to gross pay	Annualized	Adds to leave accruals Savings plan accumulators
Vacation	VAC	Add to gross pay shift differential	Annualized	Subtracts from leave accruals
Sick	SCK	Add to gross pay shift differential	Annualized	Subtracts from leave accruals
Holiday	HOL	Add to gross pay shift differential	Annualized	Statutory
Bonus	BON	Add to gross pay	(USA) Supplemental (or Special Supplemental in California) (CAN) Bonus	

Earnings Table - General Page

Use the Earnings Table - General page (EARNINGS_TABLE1) to define parameters and rules for calculating earnings.

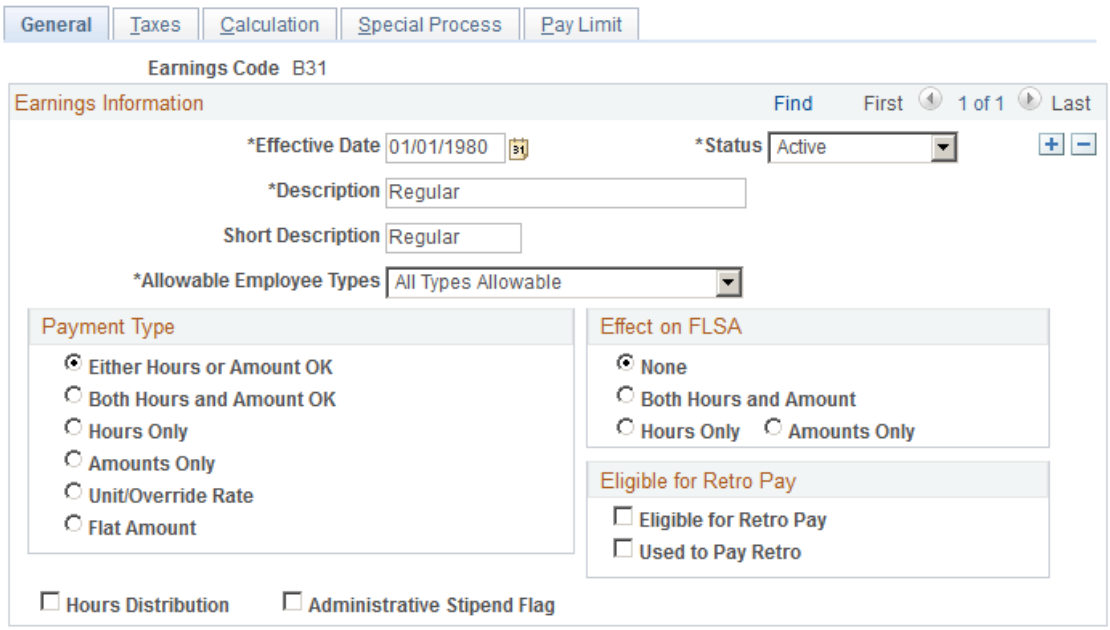
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Also specify the effects on Fair Labor Standards Act (FLSA) regular rate calculations, and define retro pay processing options.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Compensation and Earnings**, and then **Earnings Table**, and then **General**

This example illustrates the fields and controls on the Earnings Table - General page.



Field or Control	Description
Short Description	Enter a meaningful name that your employees recognize. The check printing processes print this name on payslips.
Allowable Employee Types	The Paysheet uses allowable employee types to indicate which employees are eligible for this earnings code. This field is informational only.

Payment Type

Use this group box to specify the types of payment information that you can enter on an employee's paysheet for this earnings code.

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Field or Control	Description
Unit/Override Rate	When you select this option, a blank field appears where you enter the new rate, which the system uses to calculate the earnings amount. This overrides the hourly rate in the employee's Job record. You must enter the number of units, or hours worked, in the **Hours** field on the paysheet, but you do not need to change the hourly rate on the paysheet. You can use earnings codes based on the unit or override rate for piecework earnings. For example, you pay 2 USD for each door that an employee fastens on a new vehicle. You define an earnings code, ASM, and enter *2* in the **Unit/Override Rate** field. During the first pay period, an employee fastens 428 doors. On the employee's paysheet, you insert an Other Earnings entry with the code ASM and enter *428* in the **Hours** field. The system calculates the earnings as 2 USD × 428, or 856 USD. If you set up an earnings code for shift pay that uses the unit/override rate *and* is based on a single earnings code, you must ensure that you include the shift earnings code on each payline that contains the earnings on which it is based. For example, if the shift earnings is based on the REG earnings, and if you add an additional REG payline to the paysheet, you must manually add the shift earnings code to that payline as well.
Flat Amount	When you select this option, a blank field appears where you enter the flat amount. The system uses the flat amount from the Earnings table instead of the rate in the employee's Job record. To give multiple employees a flat amount of additional pay, make blanket changes to the flat amount in the Earnings table instead of maintaining multiple Additional Pay records at the employee level.

(USA) Effect on FLSA

Specify the effect on the FLSA rate calculation.

> **Note**
>
> You must also assign each earnings code to an FLSA category of regular, overtime, or excluded on the Earnings Table - Calculation page.

See Overview of FLSA Calculations.

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> **Note**
>
> **Effect on FLSA** is also used when setting up earnings codes for tip allocation and for the calculation of Oregon's Workman's compensation.

See Setting Up for FLSA Calculation.

See Understanding Payroll Data.

Eligible for Retro Pay

Field or Control	Description
Eligible For Retro Pay	Select this check box if payees can receive retro pay for the earnings code. Selecting this check box enables you to include the earnings code in a retro pay program.
Used to Pay Retro	Select this check box if the earnings code is used to pay retroactive earnings. Selecting this check box enables you to associate this earnings code with a retro-eligible earnings code when you set up a retro pay program.

See Setting Up Retro Pay Processing.

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Additional Page Elements

Field or Control	Description
Hours Distribution	Select this check box to distribute standard hours to a nonregular earnings code according to the parameters on the Job Data - Earnings Distribution page. This check box controls the distribution of standard hours to nonregular earnings codes for salaried employees whose job earnings distribution type is either by amount or by percent. The distributed hours are based on a proration of the employee's total standard hours defined in the Job Data component (JOB_DATA). These hours appear on Paycheck Inquiry pages and in the payroll registers. Note, however, that hours are not displayed on paychecks for salaried employees. The system automatically processes and displays the distribution of standard hours to the regular earnings code, regardless of the hours distribution setting. **Note:** For earnings codes with a payment type of amounts only or flat amount, deselect the **Hours Distribution** check box. These payment types do not calculate or display hours. For example, a salaried employee has 80 standard hours per biweekly pay period. The job earnings distribution information specifies a 50 percent distribution to a regular earnings code (REG) and a 50 percent distribution to a nonregular earnings code (STD). The STD earnings code has a payment type of **Either Hours or Amounts OK.** • If the **Hours Distribution** check box for the STD earnings code is not selected, 40 hours are associated with the REG earnings code, and *blank* hours are associated with the STD earnings code. • If the **Hours Distribution** check box for the STD earnings code is selected, 40 hours are associated with the REG earnings code, and 40 hours are associated with the STD earnings code. **Note:** (CAN) To accumulate the hours that are distributed to nonregular earnings codes and report them as EI hours, you must select the **Hours Distribution** check box for those earnings codes. The system sets a salaried employee's EI hours to zero if none of the earnings codes on that employee's job earnings distribution page specify hours distribution. To maintain the integrity of EI hours processing and reporting, ensure that you correctly define the hours distribution definitions that are associated with each earnings code.

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Field or Control	Description
(E&G, CAN) Administrative Stipend Flag	Select this check box to indicate that this earnings code is an administrative stipend. The system uses this information, in conjunction with the Job Earnings Distribution table, to distribute administrative stipend earnings for the Statistics Canada Academic Teaching Survey.

(USA) Setting Up the Earnings Table for FLSA Calculations

Use the Earnings Table - General page and the Earnings Table - Calculation page to specify the earnings codes in the company that are affected by FLSA regulations, and to assign the earnings codes to FLSA categories. Only these two pages in the Earnings Table component (EARNINGS_TABLE) effect FLSA payment.

The following steps are required, but not necessarily in this order.

- Complete the Earnings Table - General page.
- Complete the Earnings Table - Calculation page.

Completing the Earnings Table - General Page

Use the **Effect on FLSA** (effect on Fair Labor Standards Act) group box to specify whether the hours and/or amount affect FLSA regular rate calculations. For regular pay, the calculation includes both hours and amount. For shift pay only, the calculation includes amount only, because the hours are already recorded in the regular pay.

Completing the Earnings Table - Calculation Page

Assign each earnings code to a FLSA category (regular, overtime, or excluded). If the FLSA category is overtime, the **Regular Pay Included?** check box becomes available for entry.

Select the **Regular Pay Included?** check box if the multiplication factor for the overtime earnings is greater than 1.0. This depends on the company's business rules. Some companies include all straight time pay with the overtime calculation, while other companies separate straight time pay from the premium portion of overtime.

Related Topics

- Payroll for North America Overview
  Payroll for North America provides the tools to calculate earnings, taxes, and deductions efficiently; maintain balances; and report payroll data while minimizing the burden on IT managers and payroll staff.

Earnings Table - Taxes Page

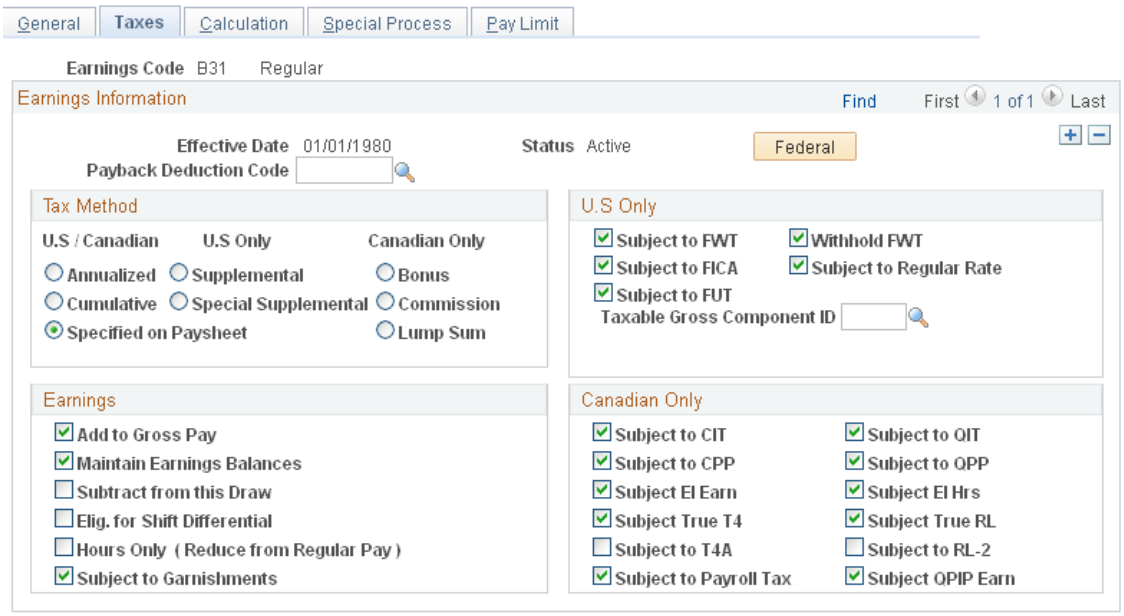
Use the Earnings Table - Taxes page (EARNINGS_TABLE2) to enter special options and tax methods for earnings codes.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Compensation and Earnings**, and then **Earnings Table**, and then **Taxes**

This example illustrates the fields and controls on the Earnings Table - Taxes page.

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Earnings Information

Field or Control	Description
(USF) Federal	Select this button to access the Additional Earnings page.
Payback Deduction Code	Use this field when setting up a payback earnings code to use for payback situations such as pay advance or negative adjustment. In this field, enter the payback deduction code that corresponds with the payback earnings code. If you enter a deduction code in this field, the system will automatically create an arrears balance assigned to that deduction code for the earnings amount that you enter with the corresponding payback earnings code on the paysheet. See Setting Up and Processing Payback Deductions.

Tax Method

Use this group box to select the tax calculation method. For example, for a U.S. bonus earnings, select a supplemental option; for a Canadian bonus earnings, select the **Bonus** option.

> **Note**
>
> You can assign only one tax method to each earnings code. Multi-country employers must define separate earnings codes to apply country-specific tax methods.

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> **Note**
>
> If you select a tax method other than *Specified on Paysheet* when you set up the earnings code on this page, you cannot override the tax method on paysheets—for all other tax methods, the system calculates according to the tax method selected on this page, even if you select a different method on the paysheet.

Before completing this group box, review the overview information about tax methods:

- CAN:

  See Understanding Canadian Tax Methods.
- USA:

  See Special Withholding Tax Status.

Field or Control	Description
Annualized	Select this option to annualize the earnings, calculate tax on the annualized amount, and divide the tax by the number of pay periods in the year. The result is the withholding for the pay period. This is the most common tax method.
Cumulative	(USA) Select this option to add together the YTD earnings and the earnings for this pay period, annualize the result, and calculate the annualized tax. The system de-annualizes the tax by dividing it by the number of tax periods on the paysheet. If the result is greater than the YTD withholding, the difference becomes the withholding for the pay period. Use this option for employees whose wages vary significantly from pay period to pay period, such as salespeople on commission.
Specified on Paysheet	Select this option to instruct the system to use the tax method specified on the paysheet. The default method on the paysheet is *annualized*, which you can override on the paysheet if you set up the earnings code's tax method as *Specified on Paysheet.* **Note:** If you select a tax method other than *Specified on Paysheet* when you set up the earnings code on this page, you cannot override the tax method on system generated paysheets—the system calculates according to the tax method selected on this page. However, if you add a payline manually to a system generated paysheet, you can select any tax method.

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Field or Control	Description
(USA) Supplemental	Select this option for earnings codes that identify supplemental wages. Do not use it for bonus and stock option payments if you have employees in California. Indicate whether supplemental wages are paid with regular pay or as separate pay on the Federal/State Tax Table - General page. **Note:** Set up a special accumulator for supplemental payments and associate it with all earnings codes that you designate for supplemental or special supplemental tax method. See Special Withholding Tax Status.
(USA) Special Supplemental	Select this option for bonus and stock option payments if you have employees in California. These payments in California are subject to a higher supplemental withholding rate than other types of supplemental wage payments such as commissions and overtime pay. If you have employees in California and other states, use the Special Supplemental option. When you use this option to pay bonuses to an employee not in California, the system automatically calculates the tax using the supplemental method. This enables you to set up one bonus earnings code for all U.S. employees.
(CAN) Bonus	Select this option to calculate taxes on irregular payments, such as bonus payments. The system calculates tax differently, depending on whether the payment is included with other earnings or paid in a separate check.
(CAN) Commission	Select this option to use amounts from the **Commission** group box (**Income, Expenses,** and **RPP/RRSP Limit** [Registered Pension Plan/ Registered Retirement Savings Plan limit] fields) on the Canadian Income Tax Data page and the Quebec Income Tax Data page. If these amounts are not entered, the system calculates tax using the annualized tax method, resulting in a higher amount of tax withheld. The commission tax method calculates the taxes on commissions differently, depending upon whether you are calculating CIT or QIT. **Note:** Commission income and expenses amounts from the Canadian Income Tax Data page and the Quebec Income Tax Data page represent the total annual estimated earnings and expenses reported by employees on the Revenue Canada Statement of Remuneration and Expenses and Revenue Quebec Statement of Commissions and Expenses for source deduction purposes.

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Field or Control	Description
(CAN) Lump Sum	Select this option to determine the withholding for the period using the corresponding taxable gross rates from the **Federal CIT Lump-Sum Rates** group box or the **Quebec (QIT) Lump-Sum Rates** group box on the Tax Rates, Credits and Other page.

(USA) U.S. Only

Before completing this group box, review the overview information about U.S. Taxes.

See (USA) U.S. Tax Specification.

Field or Control	Description
Subject to FWT (subject to federal withholding tax), **Subject to FICA** (subject to Federal Insurance Contributions Act), and **Subject to FUT** (subject to federal unemployment tax)	Specify the effect that the earnings code has on the corresponding taxable grosses. The system maintains separate accumulators for each of the taxable grosses. **Note:** A Taxable Gross Definition Table entry is always required when you want to stop state or local income tax withholding on a particular earnings, regardless of whether or not the state or locality follows the federal rule for including the amount in taxable income, and regardless of whether or not you have selected this check box for the earnings. See (USA) Updating the Taxable Gross Definition Table.
Withhold FWT (withhold federal withholding tax)	This check box is selected by default, indicating that the earnings code is subject to federal income tax withholding. If you deselect this check box, you can still add to the earnings to the taxable gross, but withholding isn't taken for this earnings code. For example, tuition reimbursement is an earnings code that adds to taxable gross, but is not subject to withholding. Normally, this check box should be selected to prevent underwithholding. Most earnings are taxable for FWT, FICA, and FUT, but deselect these check boxes for nontaxable earnings codes (such as expense reimbursements and salary advances). **Note:** For states and localities, use the Taxable Gross Definition table to specify whether withholding on a taxable gross component follows the rule that you select here. Regardless of federal withholding, you must have a taxable gross component ID for any earnings code for which you do not withhold state or local income tax.
Subject to Regular Rate	This check box is for information only and does not affect processing.

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Field or Control	Description
Taxable Gross Component ID	Payroll for North America normally sets the taxable gross used for calculating state and local income tax withholding to the same value as the taxable gross for federal withholding. It also sets the taxable gross for state unemployment and disability to the same value as the taxable gross for federal unemployment. However, some states and localities don't follow federal rules for the taxability of all types of wages. Select a value to override the federal rules for taxability: *125*, *401K*, *GTL* (group-term life), or *TIP*. The taxable gross component ID code defines a taxable gross base—different from federal—to use when calculating state and local taxes. This code points to information in the Taxable Gross Definition table, which: • Indicates which federal taxable gross level (such as FWT, FUT, or FICA) is used as a base for state and local taxable gross. • Specifies how to add to, or subtract from, the state and local base when it differs from the federal definition. PeopleSoft maintains state and local taxable grosses that have been adjusted for 401(k), Thrift Savings Plan, Section 125, group life plans, and Federal Employee Group Life Insurance (FEGLI) plans. You can add entries to the Taxable Gross Definition table for other types of earnings that need adjusting. PeopleSoft also maintains a taxable gross definition called TIP for employers of tipped people. **Note:** The taxable gross component ID must be unique! If it is not unique, it can cause incorrect taxable grosses. **Note:** You must define a taxable gross component ID in the Taxable Gross Definition table before entering it in the Earnings table.
(E&G) Income Code (for 1042-S)	Specify a nonresident alien income code for 1042-S processing. Values come from the Income Code Table Page.

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Earnings

Field or Control	Description
Add to Gross Pay	Select this check box to indicate that an employee receives actual dollars for this earnings code. Most, but not all, earnings add to gross pay. For example, some earnings don't actually consist of dollars paid, such as the value of a company-supplied automobile. Because the company supplies the employee with a car—not with the money to buy one—you do not add these earnings to the gross income. However, the value of the car must appear as taxable wages, and you must track it for the reporting on W-2 or T4. To define this auto earnings code, deselect the **Add to Gross Pay** check box, and select the appropriate U.S. or Canadian subject to tax check boxes. For an expense advance, however, select the **Add to Gross Pay** check box, but do not select a subject to tax check box.
Maintain Earnings Balances	Select this check box to automatically maintain YTD, quarter-to-date, and month-to-date earnings balances. Select this check box for all earnings codes.
Subtract from this Draw	This check box is for your information only.
Elig. for Shift Differential (eligible for shift differential)	Select this check box if the earnings code is for shift pay and you're using the pay group setID and Shift table method of calculating shift pay. If an employee is assigned to a shift, the system checks each earnings code that is eligible for shift differential and performs the calculation based on the routines selected in the Shift table and on the shift to which the employee is assigned. You can also specify shift differentials at the employee level. See Understanding Shift Pay Calculation Methods.

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Field or Control	Description
Hours Only (Reduce from Reg Pay)	Select this check box to have hours or earnings entered for the earnings code reduce the employee's regular pay by an equivalent number of hours entered on the paysheets. Use this check box for earnings codes such as holiday, sick leave, and vacation leave. Hours posted to the earnings code reduce regular hours for hourly employees (or regular earnings for salaried employees) by the number of hours entered during the payroll calculation run. How you use this check box depends on how you report time. You typically use positive time entry for hourly employees, so in effect their hours are already reduced. For example, you might enter 32 hours of regular pay and eight hours of vacation pay on an hourly employee's paysheet. For exception hourly and salaried employees, you typically enter only exception pay, but not regular pay. If a salaried employee takes eight hours off in a given week, you only enter eight hours of vacation time on paysheets. For different employee types, you can establish some earnings codes that use this feature and others that don't.
Subject to Garnishments	Select this check box to include the earnings code in garnishment processing.

(CAN) Canadian Only

Before completing this group box, review the overview information about Canadian taxes.

See (CAN) Canadian Tax Specification.

> **Warning**
>
> It is imperative that you define all earnings that are subject to CIT, T4A, QIT, and RL-2 withholding before they are paid to employees. To ensure that all amounts are allocated to the proper accumulators, you must complete this setup before running the first payroll of the new tax year.

Field or Control	Description
Subject to CIT (subject to Canadian income tax), **Subject to QIT** (subject to Quebec income tax), **Subject to CPP** (subject to Canada Pension Plan (CPP)), and **Subject to QPP** (subject to Quebec Pension Plan)	Most earnings are taxable for CIT, EI, and CPP, but deselect these check boxes for nontaxable earnings (such as expense reimbursements, uniform allowances, auto reimbursements, and so on). If the company is in Quebec, most earnings also reflect QIT and QPP.

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Field or Control	Description
Subject EI Earn (subject to Employment Insurance earnings) and **Subject EI Hrs** (subject to Employment Insurance hours)	Select the **Subject EI Earn** check box if the amount that is associated with an earnings code is subject to EI premiums and insurability. Select the **Subject EI Hrs** check box if EI reporting requires the hours associated with an earnings code. This information is for the Record of Employment. When setting up earnings subject to EI, you must determine whether to accumulate both the dollars and hours, or just the dollars. To accommodate the accumulation of dollars, but not hours, the system segregates EI options by hours and earnings when multiple earnings codes representing the same hours (and subject to EI) are paid in conjunction with one another. This applies to premiums or differentials that are paid in conjunction with regularly paid work hours. For example, if you define shift premiums as earnings codes in the Earnings table, but pay them in conjunction with regular pay, use the following EI tax options: • Regular pay: EI earnings (yes), EI hours (yes) • Shift premiums: EI earnings (yes), EI hours (no)
Subject True T4	Select this check box if the earnings represent the accumulation of total federal employment income for Canada.
Subject True RL	Select this check box if the earnings represent the accumulation of total provincial employment income for Quebec.
Subject to T4A and **Subject to RL-2**	Specify whether the earnings are subject to T4A or RL-2 withholding. This ensures that the appropriate amount of tax appears on the T4A and RL-2 year-end slips. The system automatically selects the **Subject to CIT** check box (for T4A) or the **Subject to QIT** check box (for RL-2) when you save the record. **Note:** You must define earnings codes subject to T4A and RL-2 withholding in the T4A and RL-2 Tax Form Definition tables before running the year-end process for that tax year. You can reclassify the same earnings code between T4 and T4A (or RL-1 and RL-2) earnings before running payrolls in the new tax year. A mid-year reclassification of earnings, however, requires that you define a separate earnings code to allocate the earnings to the correct T4 and T4A (or RL-1 and RL-2) accumulators.

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Field or Control	Description
Subject to Payroll Tax	Select this check box if the earnings are subject to the Northwest Territories or Nunavut payroll tax. By default, the system calculates and withholds a 1 percent payroll tax on specified remuneration paid to employees for work performed in the Northwest Territories or Nunavut. A Northwest Territories or Nunavut employee whose total Northwest Territories or Nunavut earnings do not total more than 5,000 CAD for the calendar year are not subject to this tax. To stop the tax withholding for these exempt employees, select the **Payroll Tax Exempt** check box on the Canadian Income Tax Data page.
Subject to QPIP Earn (subject to Quebec Parental Insurance Plan Earning)	Deselect the check box if the earnings is not subject to QPIP.

> **Note**
>
> Because the system maintains separate accumulators for each of these taxable grosses, consider each option individually when determining whether to select a check box.

Related Topics

- Understanding Canadian Tax Methods
  This topic discusses:
- (CAN) Canadian Tax Specification
  To better understand how to tax different earnings codes, consider how you might define the following earnings at Viceroy Northern Bank:
- Special Withholding Tax Status
  Specify the special withholding tax status for each employee in the Special Withholding Tax Status field on the Federal Tax Data (TAX_DATA1), State Tax Data (TAX_DATA3), or Local Tax Data (TAX_DATA5) pages, referred to in the table below as the employee tax data page.

Additional Earnings Page

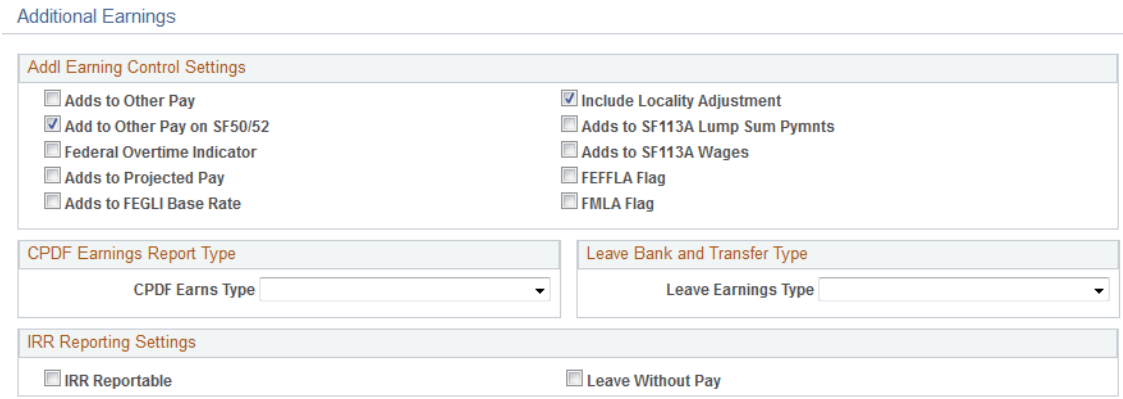
(USF) Use the Additional Earnings page (GVT_EARNINGS_SEC) to specify additional earnings code settings.

Navigation:

Select the **Federal** button on the Earnings Table - Taxes page.

This example illustrates the fields and controls on the Additional Earnings page.

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Addl Earning Control Settings

Field or Control	Description
Adds to Other Pay	Select if the earnings adds to other pay in the employees Job - Compensation Data - Other Earnings page.
Add to Other Pay on SF50/52	Select if the earnings code adds to other pay on the SF50 or SF52.
Federal Overtime Indicator	Select if the earnings code is used to pay federal overtime.
Adds to Projected Pay	Select to include the earnings in total Projected/ Future pay for annual total pay cap limitations. **Note:** For an earnings code (including regular earnings codes) to be included in Projected/ Future pay, the **Adds to Projected Pay** check box *must* be selected. When no **Adds to Projected Pay** check boxes are selected, the system reverts to using the employee's regular biweekly pay for projected and future pay calculation. For information on how the system calculates annual total pay caps and limits, see Understanding Annual Total Pay Caps and Limits Calculation.
Adds to FEGLI Base Rate (adds to Federal Employee Group Life Insurance base rate)	Select if earnings add to FEGLI base rate calculation.
FEFFLA Flag (Federal Employees Family Friendly Leave Act flag)	Select if this earning code is for the FEFFLA.
FMLA Flag (Family Medical Leave Act flag)	Select if the earning code is for the FMLA.

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CPDF Earnings Report Type

Field or Control	Description
CPDF Earns Type (Central Personnel Data File earnings type)	If additional earnings for this earnings code are reportable to the CPDF, select the CPDF earnings code: *Not Rpted* (not reported), *Retn Allow* (retention allowance), *Staff Diff* (staffing differential), or *Suprv Diff* (supervisory differential).

Leave Bank and Transfer Type

Field or Control	Description
Leave Earnings Type	Select a value if you're defining an earnings code to use with a leave transfer program type. Valid values are: *Donate to Bank:* For donor activity in Leave Bank Transfer programs. *Donate to Emergency:* For donor activity in Emergency Leave Transfer programs. *Donate to Recipient:* For donor activity in Voluntary Leave Transfer programs. *Receive from Bank:* For recipient activity in Leave Bank or Emergency Leave Transfer programs. *Receive from Donor:* For recipient activity in Voluntary Leave Transfer programs.

IRR Reporting Settings

Field or Control	Description
IRR Reportable (Individual Retirement Record reportable)	Select this check box if additional earnings for this earnings code are associated with basic compensation and are IRR reportable.
Leave Without Pay	Select this check box if additional earnings for this earnings code are considered leave without pay on the IRR. These earnings are reported on the Leave Audit SF1150 report (FGSF1150).

Related Topics

- PeopleSoft Human Resources Administer Workforce: Setting Up Leave Transfer Programs
- Administering Pay Caps and Limits

Earnings Table - Calculation Page

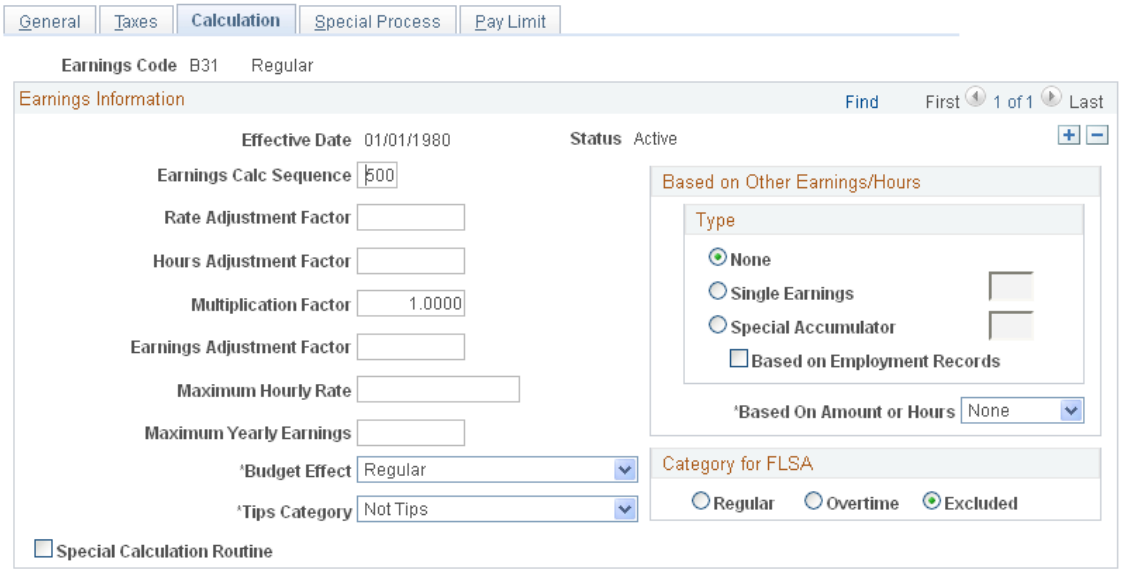
Use the Earnings Table - Calculation page (EARNINGS_TABLE3) to specify whether an earnings code is based on other earnings and define special earnings calculation formats that control how the pay calculation handles the earnings code and what results the earnings code produces.

Navigation:

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Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Compensation and Earnings**, and then **Earnings Table**, and then **Calculation**

This example illustrates the fields and controls on the Earnings Table - Calculation page.



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Field or Control	Description
Earnings Calc Sequence (earnings calculation sequence)	Enter a number to indicate the order in which to process earnings during payroll calculation. Lower sequence numbers result in a higher processing priority for the earnings code. Earnings that are based on other earnings or special accumulators will be calculated first, before limits are applied. Earnings will be reduced in the Earnings Calculation Sequence from lower in the sequence to higher in the sequence, until the amount exceeding the pay cap limit has been reduced in full, or until all earnings eligible for reduction have been reduced to zero, whichever condition is met first. Calculation sequence is important when one earnings calculation is dependent on another. For example, regular earnings must have a lower sequence number than any earnings codes that reduce regular earnings (that is, earnings designated to have hours only reduced from regular pay). For example: • Earnings for hourly employees = (pay rate or unit/override rate + shift rate + rate adjustment factor) × (hours + hours adjustment factor) × multiplication factor) + earnings adjustment factor • Earnings for salaried employees = earnings amount × multiplication factor (USF) Calculation sequence is important. When a pay limit is reached and more than one earnings code is included in the limit, and both are reducible, the earnings code with the highest processing priority is depleted before the next earnings code is reduced. Also, for Danger Pay limits, you must set up the Service Need Differential (SND) earnings with a lower Earnings Calc Sequence number than danger allowance to ensure the SND earnings is reduced or eliminated before the danger allowance earnings. For example, if Service Need Differential sequence is *501* and danger allowance sequence is *600*, the Service Need Differential will be depleted before danger allowance is reduced. (USF) The payout earnings codes must have a lower Earnings Calc Sequence number than the associated earnings code. For instance, when F01 (payout for FD1) is assigned Earnings Calc Sequence number 590, then the Earnings Calc Sequence number for earnings code FD1 (Danger Pay 35%) must be greater than 590.

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Field or Control	Description
Rate Adjustment Factor	Enter a dollar amount to adjust the hourly rate that is associated with an earnings code. For example, if a union negotiates a 0.30 USD per hour cost of living adjustment, enter *0.3* in this field for any applicable earnings, such as regular, overtime, vacation leave, and sick leave. Employees receiving these types of earnings get 0.30 USD per hour in addition to the compensation rate specified in their Job records.
Hours Adjustment Factor	Enter a positive or negative number to adjust the number of hours that are associated with an earnings code, such as 40 hours for regular. For example, Jan was a nurse at Diablo Hills Hospital where she was paid for a full 40-hour week. However, because she was required to record her lunch hours, her time cards showed that she worked only 37.5 hours a week—the actual number of hours that was entered on her paysheets. To set up this salary structure, enter an hours adjustment factor of *2.5*.
Multiplication Factor	For hourly earnings, enter the number by which you multiply earnings, such as *1.5* for overtime, or *2.0* for double time. To calculate alternative overtime, the system uses the multiplication factor specified for the overtime earnings code on the Earnings table instead of the fixed *0.5* used in federal FLSA calculation. **Note:** The use of negative multiplication factors in Alternative Overtime calculation will not work. Any multiplication factors other than the values needed to comply with Alternative Overtime regulations will result in incorrect calculations. A warning will be generated during batch processing in Payroll Error Messages if earnings codes are set up with negative multiplication factors. See Multiplication Factors in FLSA Calculations.
Earnings Adjustment Factor	Enter a flat amount that does not affect pay rate or hours. Use this field for earnings codes for which the dollar amount always remains the same for all employees, such as a 100 CAD holiday bonus. When you define this type of earnings, set the multiplication factor to zero.
Maximum Hourly Rate	This field is for your information only.
Maximum Yearly Earnings	To set a yearly ceiling on the earnings code, enter the maximum yearly earnings. You cannot pay more than this amount to any employee in a year. **Note:** Use this field with individual earnings codes only—not special accumulators.
Budget Effect	This field is for your information only.

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Field or Control	Description
(USA) Tips Category	Specify how tips affect taxable gross: *Compulsory Gratuity:* Select this value if the earnings code represents mandatory service charges that are added to a bill or fixed by the employer that the customer must pay (for example, gratuities required for banquet service). Gratuities are excluded from the tip minimum wage calculation, but included in determining the FLSA rate used for overtime pay calculations. *Not Tips:* Select this value if the earnings code does not represent earnings subject to tipping or reported tips for calculating tip credit. This is the default value. *Reported Tips:* Select this value if the earnings code represents cash or charge tips that your employees report. *Other Sys Calc'd Tips* (other system calculated tips): Select this value if the earnings code represents amounts used to bring employee earnings up to minimum wage when the cash wage plus tips is less than minimum wage. *Tip Allocation:* Select this value if the earnings code represents system-calculated amounts of tips allocated to employees. *Tip Credit:* Select this value if the earnings code represents system-calculated amounts of tip credit.
Special Calculation Routine	Select this check box if you have modified the COBOL code to perform a calculation routine. **Note:** Before you modify the COBOL code, discuss the proposed alterations with your PeopleSoft account executive.

Based on Other Earnings/Hours

Use this group box to designate earnings codes based on other earnings codes or special accumulators. The system can calculate earnings as a percentage of another earnings code, a rate multiplied by a single hour, or a rate multiplied by a group of hours. You might use this feature to keep shift earnings separate from regular earnings by creating a separate earnings code for shift earnings, based on a percentage of regular earnings.

If you set up an earnings code for shift pay that uses the unit/override rate *and* is based on a single earnings code, you must ensure that you include the shift earnings code on each payline that contains the earnings on which it is based. For example, if the shift earnings is based on the REG earnings, and if you add an additional REG payline to the paysheet, you must manually add the shift earnings code to that payline as well.

Field or Control	Description
Single Earnings and **Special Accumulator**	Select an option to indicate the type of other earnings on which the earnings code is based, and enter an earnings code or special accumulator code in the associated field.

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Field or Control	Description
Based on Employment Records	Select this check box to base the earnings on the specified earnings code or special accumulator for the employment record being processed. Deselect the check box when the earnings code is based on the combined earnings or special accumulator for all of an employee's jobs.
Based on Amount or Hours	Specify how to calculate earnings: *None:* The default. *Amount:* The system calculates the earnings by applying the multiplication factor to the current period amount for the earnings code or special accumulator code specified. For example, to calculate the earnings code that you're setting up as 4 percent of a specified earnings code, enter a multiplication factor of *.04*. *Hours:* The system calculates the earnings by multiplying the current period hours for the specified earnings code or special accumulator code by the hourly rate on the paysheet entry. Then it applies the multiplication factor. For example, to calculate a bonus earnings code as ten percent of the employee's regular pay, select the **Single Earnings** type option and enter the earnings code *REG*. Specify that the calculation is based on amount, and enter *.1* as the multiplication factor.

(USA) Category for FLSA

Field or Control	Description
Regular	Select this option if these earnings are not overtime and are used in the calculation of the FLSA rate.
Overtime and **Regular Pay Included**	Select this option if this earnings code has an effect on overtime or alternative overtime pay. When selected, the system displays a **Regular Pay Included** check box. If the multiplication factor for overtime is *.9* or less, deselect this check box. If the multiplication factor is *1.1* or greater, select this check box.
Excluded	Select this option if these earnings have no effect on the FLSA calculation. **Note:** When the **Category for FLSA** field is *Excluded,* the **Effect on FLSA** field must be set to *None* only. Do not select any other **Effect on FLSA** value.

Related Topics

- Setting Up the Payroll System for Tip Allocation

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- Allocating Tips
  This topic provides overviews of the tip allocation process and tip allocation calculation methods, and discusses how to allocate tips.
- Setting Up for FLSA Calculation
  To set up FLSA period definitions, use the FLSA Period Table (FLSA_PERIOD_TBL) component.

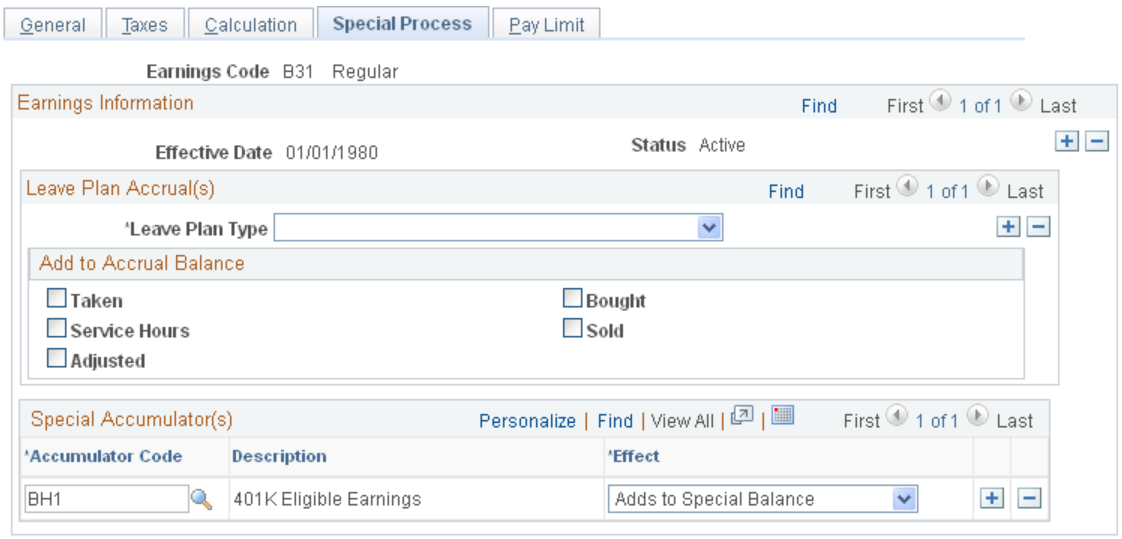
Earnings Table - Special Process Page

Use the Earnings Table - Special Process page (EARNINGS_TABLE4) to define how earnings codes affect leave accruals and special accumulators.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Compensation and Earnings**, and then **Earnings Table**, and then **Special Process**

This example illustrates the fields and controls on the Earnings Table - Special Process page.



Leave Plan Accrual(s)

Use this group box to indicate how the hours for each earnings code affect leave plans. Employees can accrue time using the number of hours they've worked (service hours) or the length of time they've worked for the company (based on the service date in the Job Data component). Set up the accrual method in the Leave Plan table in the Benefits component.

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Add to Accrual Balance

Field or Control	Description
Taken	Select this check box for earnings codes (such as vacation or sick) that subtract from the leave plan balance. The system updates the unprocessed data on the Leave Accruals page by adding to the leave plan balance for hours taken, but it does not update the hours taken from the actual leave plan balance until you run the leave accrual program.
Service Hours	Select this check box if the leave plan accrues based on the number of hours an employee has worked (service hours). The system adds the hours that are associated with the earnings code to an employee's service hours that are maintained on the leave plan accrual balances. However, if the employee is not enrolled in that leave plan, the system does not update the service hours fields in leave accruals. For example, suppose a company's employee leave plan offers 0.02 hours of vacation time for every hour of regular time and overtime that employees work. In this case, select the **Service Hours** check box for regular and overtime earnings codes to show that they add to the accrual balance for the employee leave plan. If Jan has 30 hours of regular and 10 hours of overtime earnings, the system adds 40 service hours to her leave plan. It also updates the leave accruals unprocessed data for her leave plan, and accrues 0.8 hours of vacation time when the leave accrual program is run. **Note:** If you base your leave plan on months of service, the leave accrual program does not use the service hours accumulated by payroll. Instead, it uses the service date in the Employee record to accrue hours for your leave plan.
Adjusted	Select this check box if you are defining the earnings code only to add hours to, or subtract hours from, an employee's accrual balances. When you perform the actual adjustments on paysheets, the system accepts positive or negative hours. For example, Jessica Morris, came to CCB from her former company with an intercompany transfer agreement. As part of the agreement, CCB let her carry over 25 hours of vacation time from her old company. To do this, the payroll clerk added 25 hours of accrual adjustment time to Jessica's paysheet. The system—looking at the Earnings table already set up for this type of situation (with **Adjusted** selected for the VAC leave plan type)—did the rest.

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Field or Control	Description
Bought and **Sold**	If your company has a vacation buy or sell plan, select a check box to indicate that the earnings code affects vacation hours bought or sold. Use deductions to handle the actual buying and selling and earnings codes to handle the accruals. For example, Theresa bought 20 hours of vacation time. The payroll clerk added the hours using an earnings code defined with the VAC leave plan type and the **Bought** check box selected. He used a deduction to take the money that Theresa used to buy the vacation time. If an employee sells vacation time, subtract from the accrual balance using an earnings code defined with the VAC leave plan type and the **Sold** check box selected. Use a negative deduction to give the employee the money.

> **Note**
>
> You must run the leave accrual program before the system recognizes or reports any leave accrual information that you define for your company and specific employees.

Special Accumulator(s)

Field or Control	Description
Accumulator Code	Use special accumulators to roll together earnings codes to use later in deduction earning calculations or for tracking supplemental wages for tax purposes. Before you enter this code, define the special accumulator code in the Special Accumulator table. The system delivers the *GRS* special accumulator code to track the gross wages paid in the employee's check. For more information, refer to the *Special Accumulator Code for Gross Wages* section in the Understanding the Washington Paid Family and Medical Leave Tax topic.
Effect	Select a value to designate how the earnings affects the special accumulator: • *Adds to Special Balance:* Adds to the special accumulator balance. • *Subtracts from Special Balance:* Subtracts from the special accumulator balance. • *Adds TXGRS to Special Balance:* Adds taxable gross to the special accumulator balance. Select this option for the special accumulator associated with supplemental earnings.

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Related Topics

- Establishing Earnings Codes
  To set up earnings codes, use the Earnings Table (EARNINGS_TABLE) component.
- Supplemental Tax Calculations
  This topic provides an overview of supplemental tax calculations and discusses these supplemental tax methods:
- Establishing Special Accumulator Codes
  To set up special accumulators, use the Special Accumulator Table (SPCL_EARNS_TABLE) component.

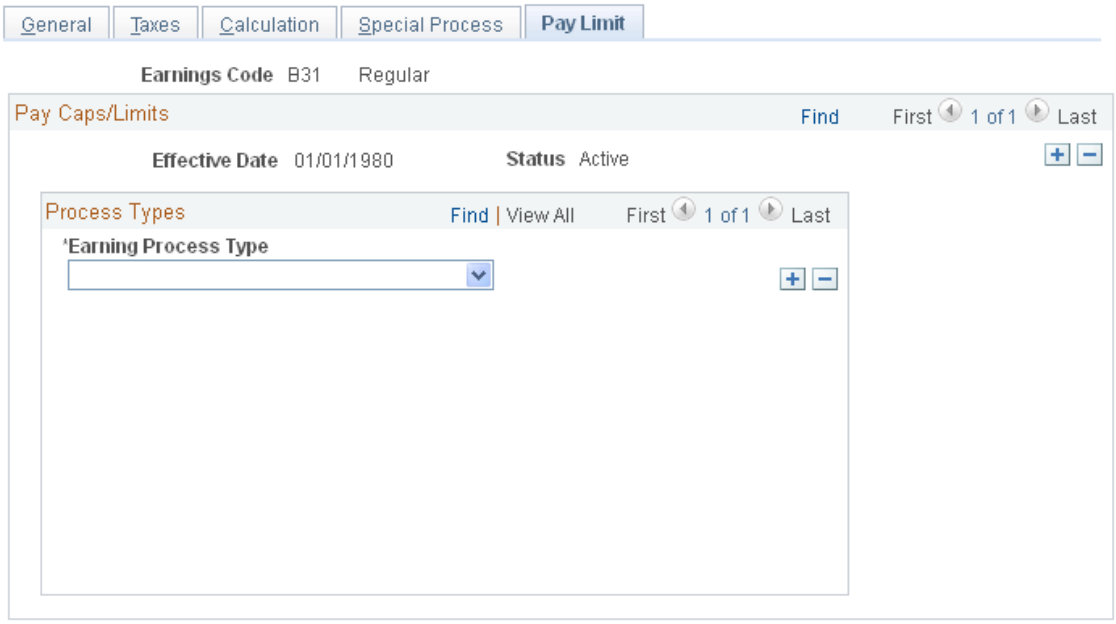
Earnings Table - Pay Limit Page

(USF) Use the Earnings Table - Pay Limit page (GVT_EARNINGS_TBL5) to select the corresponding earning process type to include the earnings code in pay limit calculations.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Compensation and Earnings**, and then **Earnings Table**, and then **Pay Limit**

This example illustrates the fields and controls on the Earnings Table - Pay Limit page.



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Field or Control	Description
Earning Process Type	To include the earnings code in pay limit calculations, select the applicable process types: *Danger Pay:* Earnings are capped to a defined percentage of Basic Pay per period. *Overtime:* Base pay plus overtime is subject to a pay period limit. Overtime hourly rate is subject to an hourly rate limit. *Pay Cap - Basic Pay:* The sum of base pay, law enforcement officer pay, and locality pay is subject to a defined limit. *Pay Limit - Premium Pay:* Earnings are subject to a pay period limit. *Pay Limit - Total Annual:* Total annual earnings are subject to an annual pay limit. **Note:** To learn more about each earning process type and determine the order in which their pay limits and caps are processed, see Understanding Pay Caps and Limits.

Related Topics

- Understanding Pay Caps and Limits
  The system processes the following earning process types, which are used to set up pay caps and limits:

Establishing Earnings Programs

To set up earnings programs, use the Earnings Program Table (EARNS_PROGRAM_TBL) component.

Pages Used to Establish Earnings Programs

Page Name	Definition Name	Usage
Earnings Program Table Page	EARNS_PROGRAM_TBL	Define earnings programs for pay groups and the employees belonging to those groups.
Earnings Program Report Page	PRCSRUNCNTL	Run PAY717, which generates a report that lists information from the Earnings Program table.

Understanding Earnings Programs

After you define earnings codes in the Earnings table, you must establish earnings programs in the Earnings Program table. An earnings program is a set of earnings codes that are valid for one or more pay groups. A single company can have any number of earnings programs. An individual employee can belong to only one program, and the earnings codes constituting that program are the only valid earnings codes for that employee.

To define an earnings program, you define valid earnings codes for the pay groups that use that program, and hence for the employees belonging to those pay groups. For example:

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- If executives don't get overtime pay, their pay group's earnings program doesn't include overtime as a valid earnings code.
- You might exclude part-time employees who work fewer than 30 hours a week from certain benefits.

The earnings program that you enter on the Company - Default Settings page becomes the default earnings program for the pay groups that you define in the Pay Group Table component (PAYGROUP_TABLE). To override this default, specify a different earnings program for a pay group on the Pay Group Table - Calc Parameters page. You cannot override the pay group earnings program at the employee level. If Nancy belongs to a certain pay group, she must belong to that pay group's earnings program.

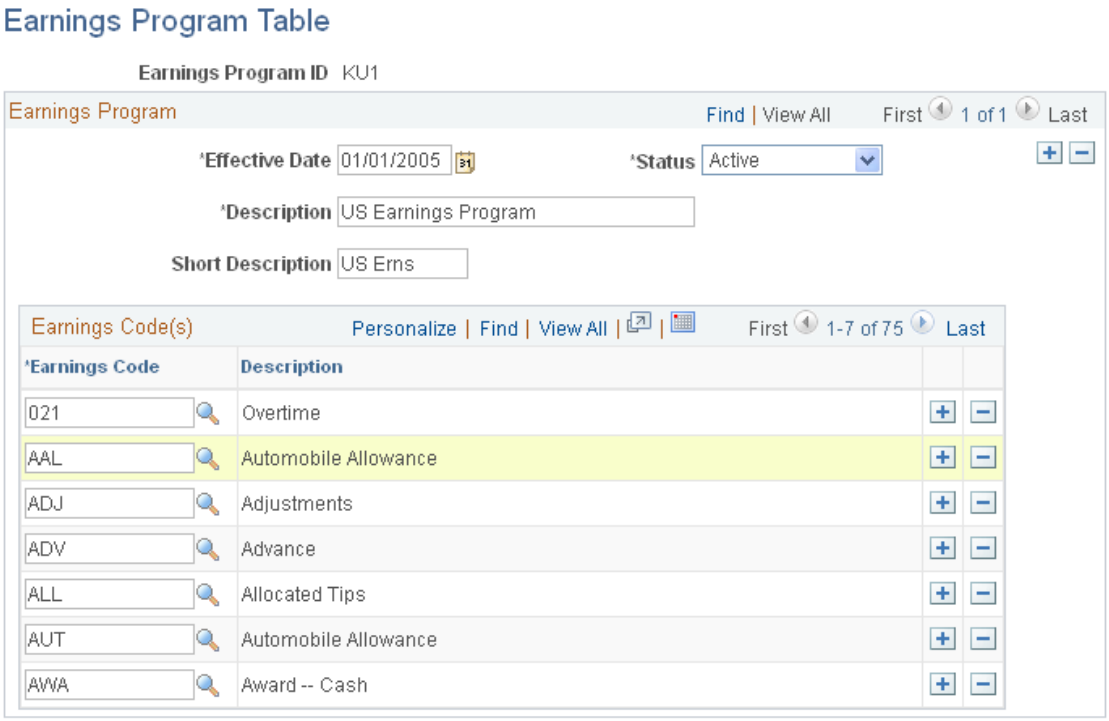
Earnings Program Table Page

Use the Earnings Program Table page (EARNS_PROGRAM_TBL) to define earnings programs for pay groups and the employees belonging to those groups.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Compensation and Earnings**, and then **Earnings Program Table**, and then **Earnings Program Table**

This example illustrates the fields and controls on the Earnings Program Table page.



Field or Control	Description
Earnings Code	Select each earnings code to include in the program. Insert additional rows if necessary.

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9

Defining Deductions

Understanding Deductions

This topic lists prerequisites and discusses:

- The four steps to defining deductions.
- General deductions and benefits deductions.

Related Topics

- Setting Up a Garnishment Deduction
  This topic discusses how to:
- Setting Up the Payroll System for Tip Allocation
- Establishing Pay Plans

Prerequisites

Before you begin defining deductions:

- Define special accumulator codes on the Special Accumulator table.
- Read through the sections that describe how to set up deductions tables.
- Map out how you want the deductions, general deductions, and benefits to be defined and segregated within the system before you actually set them up.
- As with earnings, you may want to develop a deduction worksheet on which you can put information to set up deductions in the related tables.

Related Topics

- Establishing Special Accumulator Codes
  To set up special accumulators, use the Special Accumulator Table (SPCL_EARNS_TABLE) component.
- Setting Up a Garnishment Deduction
  This topic discusses how to:
- Setting Up the Payroll System for Tip Allocation
- Establishing Pay Plans

The Four Steps to Defining Deductions

To define how you want the system to process a deduction, follow these four general steps:

1. Use the Deduction Table component (DEDUCTION_TABLE) to select a plan type, enter a deduction code, and specify the deduction processing rules, including the priority of the deduction, how the deduction affects taxes, related general ledger account codes, and other special payroll process indicators, such as how arrears should be handled.

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2. Use the General Deduction Table component (GENL_DEDUCTION_TBL) to define the rules for the actual calculation of general deductions such as parking or union dues.
3. Use the Company General Deductions component (GDED_COM_TBL) to build a general deduction plan using the general deductions you have set up.
4. Use the Benefit Program Table component (BEN_PROG_DEFN) to define the rules for the actual calculation of benefit deductions such as health plans and dental plans.

General Deductions and Benefit Deductions

In Payroll for North America, there are two types of deductions: general (non-benefit) deductions and benefit deductions. The system uses different deduction rules depending on the type of deduction that you're setting up.

Term	Definition
Deduction Table Component	Defines the deduction processing rules for both general deductions and benefit deductions.
General Deduction Table Component	Defines the deduction calculation rules for general deductions, such as parking fees and union dues.
Benefit Program Table Component	Defines the deduction calculation rules for benefit deductions, such as health plans and dental plans.

> **Note**
>
> While the system enables you to set up benefits as general deductions rather than benefit deductions, we recommended against this because the general deductions cannot process the complex calculations and rules needed for some benefit deductions, such as 401(k) participation.

Whether you are setting up a general deduction or a benefit deduction, you must set up corresponding entries on the Deduction Table component. For example:

- If you're setting up a 50.00 USD general deduction for parking, indicate the dollar amount and any special calculation routines and parameters using the General Deduction Table component. Then use the Deduction Table component to indicate that this is an after-tax deduction.
- Similarly, if you're setting up a benefit deduction for a monthly life insurance premium, use the Benefit Program Table component to enter the plan and the associated rates, rules, and routines that determine the cost of the deduction. Then use the Deduction Table component to indicate that this, too, is an after-tax deduction.

> **Note**
>
> General deductions are set up using Payroll for North America. Benefit deductions are set up using Payroll for North America and the Manage Base Benefits business process in PeopleSoft HR.

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Related Topics

- Understanding Deductions
  This topic lists prerequisites and discusses:

Creating Deduction Subsets

To set up deduction subsets, use the Deduction Subset Table (DED_SUBSET) component.

Page Used to Create Deduction Subsets

Page Name	Definition Name	Usage
Deduction Subset Table Page	DED_SUBSET	Define subsets of deductions.

Understanding Deduction Subsets

A deduction subset is a group of deductions that you select from the standard set of deductions that you define for your company. Use deduction subsets to process only a subset of the deductions that have been set up on an employee's record. For example, when running a bonus payroll, you may want to have 401(k) and garnishments deducted from the bonus checks but not medical, dental, and so on. A deduction subset is set up with only 401(k) and garnishments deductions. The subset is added to the pay calendar, which sends it to the paysheets. When the payroll is run, any deductions that are not in the subset are not taken from any of the checks. This enables overriding the deductions on a group of employee's without having to look up each individual employee and entering a one-time override on the paysheet.

You can define as many deduction subsets as needed. As you establish deductions on the Deduction table, you can include each one in as many of the deduction subsets as needed. You can also set up a deduction subset ID with which you associate no deductions at all. You could use this no-deductions subset on pay runs for which you want to ensure that no deductions are taken.

> **Note**
>
> Create the deduction subset before defining the deductions so that the subset is available for use when creating the deduction codes. If you were to create the subsets after defining the deductions, you would have to go back into the Deduction table in Correction mode to add the deduction subset to the appropriate deductions. Correction mode access is rarely given to users.

Setting Up Deductions

To set up deductions, use the Deduction Table (DEDUCTION_TABLE) component.

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Pages Used to Set Up Deductions

Page Name	Definition Name	Usage
Deduction Table - Setup Page	DEDUCTION_TABLE1	Specify the deduction priority, subset ID, and other parameters for arrears payments and garnishments.
Federal Distribution Destinations Page	GVT_DEDUCT1_SEC	(USF) Further define the deduction and the interface in which it will be included.
Deduction Table - Tax Class Page	DEDUCTION_TABLE2	Specify a deduction classification for deduction codes. You can also define how the deduction code affects special accumulators. (CAN) Specify sales taxes applicable to deduction codes.
Deduction Table - Tax Effect Page	DEDUCTION_TABLE3	Specify U.S. and Canadian tax considerations for the deduction that you are defining.
Other Taxable Gross Components	DEDUCTION_TGCID	Enter each taxable gross component ID to use for the deduction class.
Deduction Table - Process Page	DEDUCTION_TABLE4	Establish parameters for partial deductions and arrears.
Deduction Table - Schedule Page	DEDUCTION_TABLE5	Specify which pay periods the deduction should be taken for the pay frequencies that you want to override.
Deduction/Frequency Report Page	PRCSRUNCNTL	Generate the PAY704 report, which lists information from the Deduction/Deduction Frequency table, which contains deduction priority, tax effect, and frequency of both benefit and nonbenefit deductions.
Deduction Class Report Page	PRCSRUNCNTL	Generate the PAY705 report, which lists deduction classification codes from the Deduction table.

Understanding the Deduction Table

The Deduction Table component defines the tax effect on deduction types and specifies how the system processes arrears and other special deduction considerations during payroll processing. Deductions consist of all payroll deductions and employer contributions to benefit plans—not including taxes. We refer to deductions for taxes simply as *taxes.*

Deductions on the Deduction Table component are grouped by plan type. The plan type that you select is critical in the deduction process, because it indicates to the system from which component — General Deduction Table or Benefit Program Table — to retrieve the deduction

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calculation rules. The plan type code for general deductions is always *00.* If you want to create your own plan types, use *Z0* through *ZZ.*

When you assign new codes, you must assign a code in the correct range and identical to the one defined in the General Deduction Table component or Benefit Program Table component, otherwise the deduction is not calculated.

> **Note**
>
> Each entry on the General Deduction Table component or the Benefit Program Table component must have a corresponding entry on the Deduction Table component for payroll to process the deduction. Otherwise, you receive an error during pay calculation.

Understanding Deduction Classifications

Deduction classifications have a significant effect on how the system calculates tax amounts during payroll processing. Some deductions may have more than one classification. For example, retirement plan deductions, such as 401(k) benefit deductions, can have both before- and after-tax classifications as well as a nontaxable classification for any employer contributions. And certain benefits, such as life insurance, may have a before- or after-tax classification for the employee contribution in addition to a nontaxable or taxable classification for the employer contribution.

For example, suppose your company has a life insurance plan that provides coverage in an amount equal to three times your base salary of 40,000 USD a year. You pay for the after-tax deduction portion of the plan, while your company pays for the nontaxable benefit portion. And because of Internal Revenue Service rules governing employer-paid insurance for coverage over 50,000 USD, there is also a taxable benefit classification for the plan.

> **Note**
>
> Remember that each entry on the General Deduction Table component or the Benefit Program Table component must have a corresponding entry on the Deduction Table component for payroll to process the deduction. Otherwise, you receive an error during payroll calculation.

Deduction Classifications

Even though a deduction may have more than one classification, it is still considered only one deduction. For example, a 401(k) plan might consist of a standard before-tax portion, an after-tax portion for those employees who want to contribute more to the plan, and a nontaxable portion relating to the employer's matching contribution.

To define a deduction with multiple classifications, select the **Add** button in the Tax Classifications scroll area of the Tax Class page to insert another class. Remember that the order in which deductions are calculated is determined by the priority within classification.

If, after taking a before-tax deduction and calculating taxes, the system is unable to take an after-tax deduction with a higher priority number than the before-tax deduction, it returns to the beginning. It then recalculates taxes without taking the before-tax deduction and uses the remaining amount to take the after-tax deduction.

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As long as an employee has enough remaining pay for the system to take all deductions, deduction priority, while still part of the calculation, is not particularly important. Priority becomes important when the employee doesn't have enough pay to satisfy all deductions. When this occurs, the system starts with the deductions that have the highest priority (those with the lowest deduction priority numbers) and takes the deductions until it reaches the minimum net pay requirements defined in the Pay Group table. Define deduction priority order on the Deduction Table - Setup page.

Here are two examples that show how the before-tax and after-tax deductions will be treated based on the deduction priority and whether a partial deduction is allowed when the employee has a low gross.

If the after-tax deduction has a higher priority (lower priority number) than a before-tax deduction, and partial deductions are not allowed for the after-tax deduction, it may look like the deductions were not taken correctly.

For instance, the calculated check appears as follows:

Total earnings = $1200

Total taxes = $350

After-tax deduction = $0 ($900 appears in the not taken field)

Before-tax deduction = $100 ($400 appears in the not taken field)

Net Pay = $750

In the case above, the after-tax deduction did not allow partial deductions, and had a higher priority, so the after-tax deduction could not be taken and the before-tax deduction was reduced from $500 to $100.

If the after-tax deduction has a lower priority (higher priority number) than a before-tax deduction, and the employee is set up with the same gross and deductions as above, the check would look like this:

Total earnings = $1200

Total taxes = $100

Before-tax deduction = $500

After-tax deduction = $0 ($900 appears in the not taken field)

Net Pay = $600

(CAN) The Logic Behind Canadian Sales Tax Calculations

When a particular deduction is identified as subject to a sales tax, the sales tax is calculated according to the rates that are specified for each province on the Canadian Tax Table - Tax Rates, Credit and Other page for goods and services tax (GST) and Canadian Tax Table - Provincial Rates page for other sales taxes. For this reason, any deductions that do not have the same sales tax application for all provinces must be set up as separate deduction codes. For example, the same deduction might be represented by two deduction codes:

- One subject to provincial sales taxes.
- One not subject to provincial sales taxes.

For GST and harmonized sales tax (HST) sales tax processing, the system determines which tax type to apply based on the employee's tax location, providing that the deduction has been set up with both the GST and HST sales tax types specified.

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When the system calculates provincial sales tax on insurance (PSTI), it uses the employee's province of residence on the Name/Address page of the Personal Data table for employee-paid portions of a deduction. However, the system uses the employee's tax location on the Payroll page of the Job Data table when calculating PSTI for the employer-paid portions. All other sales tax types use the employee's tax location when calculating the applicable tax.

Canadian deduction classifications are discussed in further detail in the description of the Deduction Table - Tax Effect page.

> **Note**
>
> Depending upon what agreements you have with benefit carriers, a provincial premium tax (PPT) rate may or may not be required at your site.

Related Topics

- Understanding the Pay Calculation Business Process
  This topic discusses:

(USA) Understanding U.S. Tax Considerations

Payroll for North America sets the taxable gross used for calculation of state and local income tax withholding to the taxable gross for federal withholding. Similarly, the system assumes the taxable gross for state unemployment and disability to be the same as the taxable gross for federal unemployment. However, some states and localities do not follow federal rules for the taxability of all types of benefits. Payroll for North America provides taxable gross definitions as a means of overriding the taxability rules that you specify in the Deduction table.

PeopleSoft maintains state and local taxable grosses that have been adjusted for 401(k), section 125, Thrift Savings Plan (TSP), group-term life plans (GTL), health savings account (HSA), health savings account employer contribution (HSR), and tips. You can add your own entries to the Taxable Gross Definition table for other types of deductions that must be adjusted.

Related Topics

- (USA) Updating the Taxable Gross Definition Table
  To update the Taxable Gross Definition Table, use the Taxable Gross Definition Table component (TAXGR_DEFIN_TBL).

(CAN) Understanding Canadian Deductions

The following are examples of benefit deduction setups and the expected resulting calculations for Ontario and Quebec. To set up these benefit deductions and enter information (such as deduction classification, which sales tax types the deduction is subject to, and effect on taxable grosses), use the Deduction Table - Tax Class and Deduction Table - Tax Effect pages.

Example 1: Ontario—Insurance Other Than Life Insurance (Plan Type 10 and 30)

Define on the Deduction table:

Deduction Classification	Sales Tax Type	EE or ER	Effect on Taxable Grosses	Notes
After-Tax	None	EE pays	None	

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Deduction Classification	Sales Tax Type	EE or ER	Effect on Taxable Grosses	Notes
Nontaxable Benefit	None	ER pays	None	

Example: Total Premium = 100 CAD per month:

- Employer pays 60 CAD
- Employee pays 40 CAD

Deduction Class	Sales Tax Type	Amount	Calculation
After-Tax	None	40 CAD	
Nontaxable Benefit	None	60 CAD	

Class	Premium
EE pays	40 CAD
ER pays	60 CAD

Example 2: Ontario—Life Insurance (Plan Type 20)

PPT = 2% Ontario Provincial Premium Tax

PSTI = 8% Ontario Provincial Sales Tax

PSTI = 9% Quebec Provincial Sales Tax

Province of residence = QC (Quebec)

Province of Employment (Tax Location) = ON

Define on the Deduction table:

Deduction Class	Sales Tax Type	EE or ER	Effect on Taxable Grosses	Notes
After-Tax	None	EE pays	None	Subject to PPT, PSTI
Taxable Benefit	None	ER pays	Adds to EE taxable grosses	Subject to PPT, PSTI
After-Tax	PPT	EE pays	None	
After-Tax	PSTI	EE pays	None	Calculated on the total of prem + PPT
Taxable Benefit	PPT	ER pays	Adds to EE taxable grosses	
Taxable Benefit	PSTI	ER pays	Adds to EE taxable grosses	Calculated on the total of prem + PPT

Example: coverage priced at 1 CAD per 1000 CAD:

- Employer pays 0.60 CAD per 1000 CAD

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- Employee pays 0.40 CAD per 1000 CAD

For 100,000 CAD coverage: Total Premium = 100 CAD:

- Employer pays 60 CAD
- Employee pays 40 CAD

Deduction Class	Sales Tax Type	Amount	Calculation
After-Tax	None	40 CAD	100,000 × 0.40 / 1,000
Taxable Benefit	None	60 CAD	100,000 × 0.60 / 1,000
After-Tax	PPT	0.80 CAD	40 CAD × 2 %
After-Tax	PSTI	3.67 CAD	40.80 CAD × 9 %
Taxable Benefit	PPT	1.20 CAD	60 CAD × 2 %
Taxable Benefit	PSTI	4.90 CAD	61.20 CAD × 8 %

Action	Premium	Plus	PPT		PSTI	Equals	Total
EE pays	40 CAD	+	0.80 CAD	+	3.67 CAD	=	44.47 CAD
Adds to EE taxable gross	60 CAD	+	1.20 CAD	+	4.90 CAD	=	66.10 CAD
ER pays	60 CAD	+	1.20 CAD	+	4.90 CAD	=	66.10 CAD

Example 3: Quebec—Health Insurance (Plan Type 10)

PPT = 2.35% Quebec Provincial Premium Tax

PST = 7.5% Quebec Provincial Sales Tax

Define on the Deduction table:

Deduction Class	Sales Tax Type	EE or ER	Effect on Taxable Grosses	Notes
After-Tax	None	EE pays	None	Subject to PPT, PST
QC Taxable Benefit		ER pays	Adds to EE QC taxable grosses	Subject to PPT, PST
After-Tax	PPT	EE pays	None	
After-Tax	PST	EE pays	None	
QC Taxable Benefit	PPT	ER pays	Adds to EE QC taxable grosses	
QC Taxable Benefit	PST	ER pays	Adds to EE QC taxable grosses	

Example: Total Premium = 100 CAD per month:

- Employer pays 60 CAD
- Employee pays 40 CAD

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Deduction Class	Sales Tax Type	Amount	Calculation
After-Tax Benefit	None	40 CAD	
QC Taxable Benefit	None	60 CAD	
After-Tax	PPT	0.94 CAD	40 CAD × 2.35 %
After-Tax	PST	3 CAD	40 CAD × 7.5 %
QC Taxable Benefit	PPT	1.41 CAD	60 CAD × 2.35 %
QC Taxable Benefit	PST	4.50 CAD	60 CAD × 7.5 %

Deduction Class	Premium		PPT		PST		Total
EE pays	40 CAD		0.94 CAD	+	3 CAD	=	43.94 CAD
Adds to EE Fed taxable gross		+		+		=	0 CAD
Adds to EE Quebec taxable gross	60 CAD	+	1.41 CAD	+	4.50 CAD	=	65.91 CAD
ER pays	60 CAD	+	1.41 CAD	+	4.50 CAD	=	65.91 CAD

Example 4: Quebec—Life Insurance (Plan Type 20)

PPT = 2.35 % Quebec Provincial Premium Tax

PSTI = 9 % Quebec Provincial Sales Tax on Insurance

Province of residence = QC

Province of employment (Tax Location) = QC

Define on the Deduction table:

Deduction Class	Sales Tax Type	EE or ER	Effect on Taxable Grosses	Notes
After-Tax	None	EE pays	None	Subject to PPT, PSTI
Taxable Benefit	None	ER pays	Adds to EE Fed taxable grosses	Subject to PPT, PSTI
After-Tax	PPT	EE pays	None	
After-Tax	PSTI	EE pays	None	Calculated on the total of prem + PPT
Taxable Benefit	PPT	ER pays	Adds to EE Fed taxable grosses	
Taxable Benefit	PSTI	ER pays	Adds to EE Fed taxable grosses	Calculated on the total of prem + PPT

Example: Coverage priced at 1 CAD per 1000 CAD:

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- Employer pays 0.60 CAD per 1000 CAD
- Employee pays 0.40 CAD per 1000 CAD

For 100,000 CAD coverage: Total Premium = 100 CAD:

- Employer pays 60 CAD
- Employee pays 40 CAD

Deduction Class	Sales Tax Type	Amount	Calculation
After-Tax	None	40 CAD	100,000 × 0.40 / 1,000
Taxable Benefit		60 CAD	100,000 × 0.60 / 1,000
After-Tax	PPT	0.94 CAD	40 CAD × 2.35 %
After-Tax	PSTI	3.68 CAD	40.94 CAD × 9 %
Taxable Benefit	PPT	1.41 CAD	60 CAD × 2.35 %
Taxable Benefit	PSTI	5.53 CAD	61.41 CAD × 9 %

Deduction Class	Premium		PPT		PSTI		Total
EE pays	40 CAD	+	0.94 CAD	+	3.68 CAD	=	44.62 CAD
Adds to EE Fed taxable gross	60 CAD	+	1.41 CAD	+	5.53 CAD	=	66.94 CAD
Adds to EE Quebec taxable gross		+		+		=	0 CAD
ER pays	60 CAD	+	1.41 CAD	+	5.53 CAD	=	66.94 CAD

Deduction Table - Setup Page

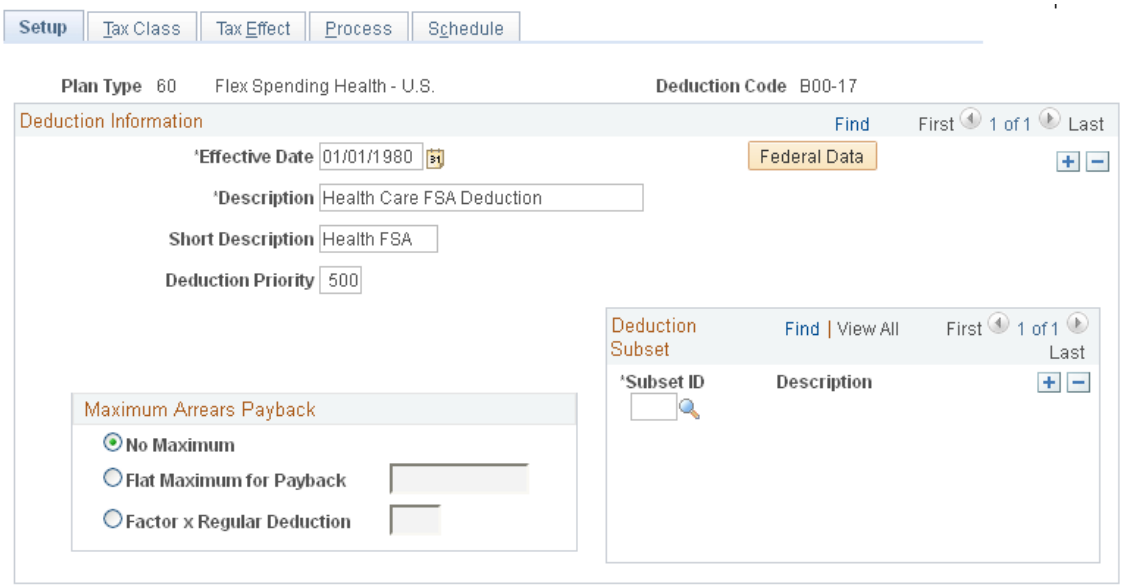
Use the Deduction Table - Setup page (DEDUCTION_TABLE1) to specify the deduction priority, subset ID, and other parameters for arrears payments and garnishments.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Deductions**, and then **Deduction Table**, and then **Setup**

This example illustrates the fields and controls on the Deduction Table - Setup page.

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Deduction Information

Field or Control	Description
Federal Data	(USF) Select this button to access the Federal Distribution Destinations page where you can further define the deduction and the interface in which it should be included.
Short Description	Enter a short description of the deduction. The short description that you enter here appears on the paycheck stubs by the check printing processes.

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Field or Control	Description
Deduction Priority	Enter a deduction priority number for the deduction code. The order in which the system takes deductions during pay calculation is based on the deduction priority number and the deduction classification. You define deduction classifications on the Deduction Table - Tax Class page. The lower the deduction priority number, the higher the priority of that deduction. For example, a deduction with a priority number of 20 is taken before a deduction with a priority number of 40. PeopleSoft recommends that you give each deduction a unique deduction priority number, particularly with before-tax deductions. Before-tax deductions should be taken before after-tax deductions. The deduction priority is also important when the employee's net pay is not large enough to cover all deductions. Assigning unique deduction priorities will ensure the order in which deductions are taken. A possible exception is where you may want to establish a set of related deductions with equal deduction priorities. For example, if your company offers a flexible benefits program that requires each employee to choose only one of several health plans, you may want to assign the same deduction priority to all the available health plans. Deductions can be included in special accumulators. If you assign a deduction to a special accumulator and that special accumulator is then used to calculate another deduction, the deduction priority of the first deduction must be less than the deduction priority of the deduction using the special accumulator.
Special Processing	Select a value from this field if the deduction is for a special process: *Bond:* Select if the deduction is for purchasing Canada Payroll Savings plans. *Garnishment:* Select if the deduction is for garnishments. This option initiates garnishment processing during payroll calculation. *Union Dues:* Select if the deduction is for union dues. When you select this option, the system automatically displays the **Union Code** field. **Note:** When no special process is applicable, this field should be empty.
Union Code	This field appears only when you select *Union Dues* in the **Special Processing** field. Select the union code that is associated with the union for which this deduction applies. Union codes are maintained in the CAN/USA - Union table.

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Maximum Arrears Payback

Use this group box to specify how the system processes the payback of arrears balances. Note that any arrears processing method that you define here can be overridden either at the employee level on the Paysheet One-Time Deductions page, or on the General Ded Code Override (general deduction code override) page for general deductions.

Field or Control	Description
No Maximum	Select this option if you do not want a maximum amount specified for arrears payback. If you select this field, the system deducts as much money as possible from the employee's paycheck to pay back the arrears balance.
Flat Maximum for Payback	Select this option if you want the maximum arrears payback to be a flat rate. For example, if an employee has an arrears balance of 500 CAD and a flat maximum amount for payback specified at 100 CAD, only 100 CAD is deducted on each paycheck for the arrears balance until the total 500 CAD has been withheld. Note that this amount is in addition to any regular deductions.
Factor x Regular Deduction	Select this option if you want to have a percentage of a regular deduction withheld for the payback of the arrears balance. This is in addition to the withholding of the regular deduction. For example, an employee has a medical deduction of 100 CAD with an arrears balance of 500 CAD. You may want to have the system deduct the normal 100 CAD medical deduction and specify that 50 percent of that amount to apply to the arrears balance. This makes a total deduction of 150 CAD. To do this, you select this field, and enter *.5* as the factor.

> **Note**
>
> For benefit deductions, the maximum arrears payback method that you select applies to all employees with this deduction who are in arrears. To change the arrears processing method for an individual employee, you'll use Benefit Arrears/Frequency Ovrd (benefit arrears/frequency override) page.

Deduction Subset

If you want to include the deduction in any of the deduction subsets that you've defined on the Deduction Subset Table page, select an applicable deduction subset ID. You can include a deduction in any number of deduction subsets.

Field or Control	Description
Subset ID	Select an applicable deduction subset ID.

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Related Topics

- Understanding the Pay Calculation Business Process
  This topic discusses:
- Setting Up a Garnishment Deduction
  This topic discusses how to:

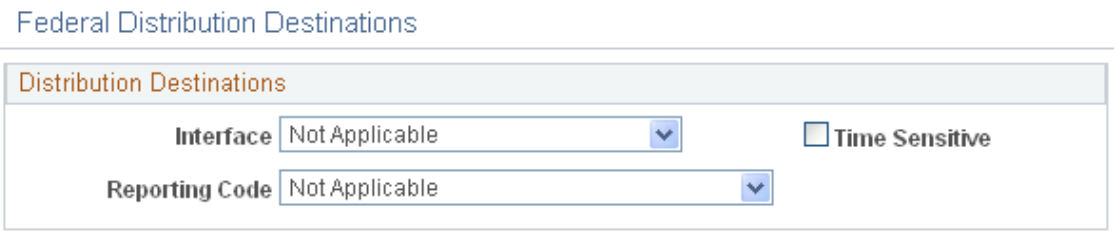
Federal Distribution Destinations Page

(USF) Use the Federal Distribution Destinations page (GVT_DEDUCT1_SEC) to further define the deduction and the interface in which it will be included.

Navigation:

Select the **Federal Data** button on the Deduction Table - Setup page.

This example illustrates the fields and controls on the Federal Distribution Destinations page.



Field or Control	Description
Interface	Select the interface in which the deduction will be included: *Not Applicable, OPM/RITS Interface, Thrift Savings Board Interface,* or *U.S. Department of Treasury.* To define a deduction as a military deposit deduction select *OPM/RITS Interface.*
Reporting Code	Select the reporting code to define the type of deduction. To define a deduction as a military deposit deduction select *Military Deposit Deduction.*
Time Sensitive	Select if you want the deduction to be eligible for distribution through electronic certification system off-cycle processing.

Deduction Table - Tax Class Page

Use the Deduction Table - Tax Class page (DEDUCTION_TABLE2) to specify a deduction classification for deduction codes.

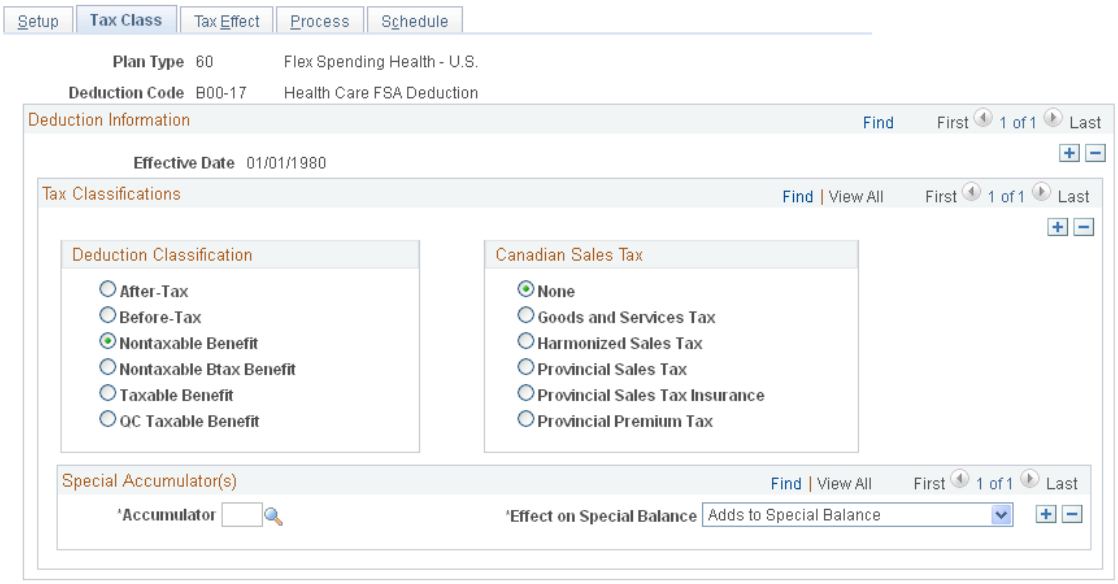
You can also define how the deduction code affects special accumulators.(CAN) Specify sales taxes applicable to deduction codes.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Deductions**, and then **Deduction Table**, and then **Tax Class**

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This example illustrates the fields and controls on the Deduction Table - Tax Class page.



Tax Classifications

Use this group box to assign a deduction classification—and if applicable—Canadian sales taxes to each deduction code. The order in which the system takes deductions during pay calculation is based on the deduction classification and the deduction priority number. Define the deduction priority on the Deduction Table - Setup page. After a deduction code is assigned a classification, (before-tax, after-tax, taxable benefit, and so on) the system uses that classification to decide which deduction takes precedence over the other when a specific deduction has multiple classifications—a 401(k) with both a before-tax and after-tax classification for example.

Deduction Classification

Use this group box to select an appropriate classification for the deduction.

Field or Control	Description
After Tax	Select to reduce net pay. An example is a monthly parking deduction.
Before-Tax	Select to reduce net pay and taxable gross. One example is an employee contribution to a retirement program, such as a 401(k) plan.
Nontaxable Benefit	Select to represent an employer contribution with no taxable implications (not subject to tax) to an employee benefit plan such as a health plan or retirement plan (U.S. only). This contribution has no direct payroll effect.
Nontaxable Btax Benefit (nontaxable before-tax benefit)	Select to represent an employer contribution for a before-tax deduction (not subject to federal tax) to an employee benefit plan. Currently only used for the before-tax matching contribution to savings plans. **Note:** (CAN) Before-tax deductions affect federal and provincial taxes.

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Field or Control	Description
Taxable Benefit	Select to represent an employer contribution (subject to federal tax, U.S. only) on behalf of an employee, such as life insurance. This contribution increases taxable gross (for tax purposes), but does not increase total gross (for pay purposes). An example of a taxable benefit is the imputed income on employer paid group-term life insurance in excess of fifty thousand dollars.
(CAN) QC Taxable Benefit (Quebec taxable benefit)	Select to represent employer paid items that specifically affect Quebec income tax, such as contributions to employee dental and extended health plan benefits. The contribution increases Quebec provincial gross (for tax purposes), but does not increase total gross (for pay purposes). Unlike the taxable benefit deduction classification (which automatically increases Canadian income taxes [CIT] taxable gross) QC taxable benefit deductions must be defined to add to Quebec income taxes (QIT) taxable gross on the Deduction Table - Tax Effect page.

> **Note**
>
> Each deduction must have one or more deduction classifications to determine its effect on gross pay and taxable gross.

(CAN) Canadian Sales Tax

Use this group box to specify a sales tax type for each deduction classification that you define. The system then applies the appropriate sales tax percentage against the deduction classification amount calculated and adjusts the taxable gross amounts accordingly.

> **Note**
>
> PeopleSoft maintains the rates for GST, HST, PST, and PSTI on the Canadian Tax tables. The PPT rates are defined and maintained by you on the Canadian Company Tax table.

> **Note**
>
> If a deduction is subject to sales tax, you must insert rows to associate each sales tax type that is required for each applicable deduction classification.

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Field or Control	Description
None	Because you must assign each deduction classification a sales tax type, this is the system default value.
Goods and Service Tax	Select if the deduction code is subject to GST.
Harmonized Sales Tax	Select if the deduction code is subject to HST.
Provincial Sales Tax	Select if the deduction code is subject to PST.
Provincial Sales Tax Insurance	Select if the deduction code is subject to PSTI.
Provincial Premium Tax	Select if the deduction code is subject to PPT.

> **Note**
>
> To include sales taxes when calculating the value of employee benefits (taxable benefits), you must set up Deduction table entries for those benefit plans.

Special Accumulator(s)

If you want to roll together specific deduction codes to be used later during payroll processing, you enter a special accumulator code here. This code enables you to designate which deductions should add to or subtract from what can best be described as a bucket of earnings. This enables you to specify deductions that will affect the values in the special accumulators during payroll processing.

Deductions are calculated in priority order. If the deduction code has been specified as having an effect on a special accumulator, then the deduction amount is added to or subtracted from the accumulator. If a subsequent deduction is based on that accumulator, then the amount in the accumulator will be a combination of the earnings *and* the deductions specified.

Field or Control	Description
Accumulator	Select a special accumulator code. Before you enter the code on this page, you must set up the special accumulator code on the Special Accumulator table.
Effect on Special Balance	Select a value that specifies whether the deduction code adds to or subtracts from the special accumulator balance.

> **Note**
>
> If you are calculating a deduction that is based on a special accumulator, and that accumulator includes some deductions, then all of the deductions affecting that special accumulator must have a higher priority than the deduction using the accumulator.

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> **Note**
>
> (CAN) For Canadian payrolls, all before-tax deductions and taxable benefits are calculated before after-tax deductions and nontaxable benefits. Therefore, you cannot base a before-tax deduction on a special accumulator that is affected by an after-tax deduction and have the after-tax amount used in the before-tax calculation, regardless of the deduction priorities.

Related Topics

- Understanding the Pay Calculation Business Process
  This topic discusses:
- (USA) Understanding U.S. Tax Considerations
  Payroll for North America sets the taxable gross used for calculation of state and local income tax withholding to the taxable gross for federal withholding. Similarly, the system assumes the taxable gross for state unemployment and disability to be the same as the taxable gross for federal unemployment. However, some states and localities do not follow federal rules for the taxability of all types of benefits. Payroll for North America provides taxable gross definitions as a means of overriding the taxability rules that you specify in the Deduction table.
- (CAN) Understanding Canadian Deductions
  The following are examples of benefit deduction setups and the expected resulting calculations for Ontario and Quebec. To set up these benefit deductions and enter information (such as deduction classification, which sales tax types the deduction is subject to, and effect on taxable grosses), use the Deduction Table - Tax Class and Deduction Table - Tax Effect pages.

Deduction Table - Tax Effect Page

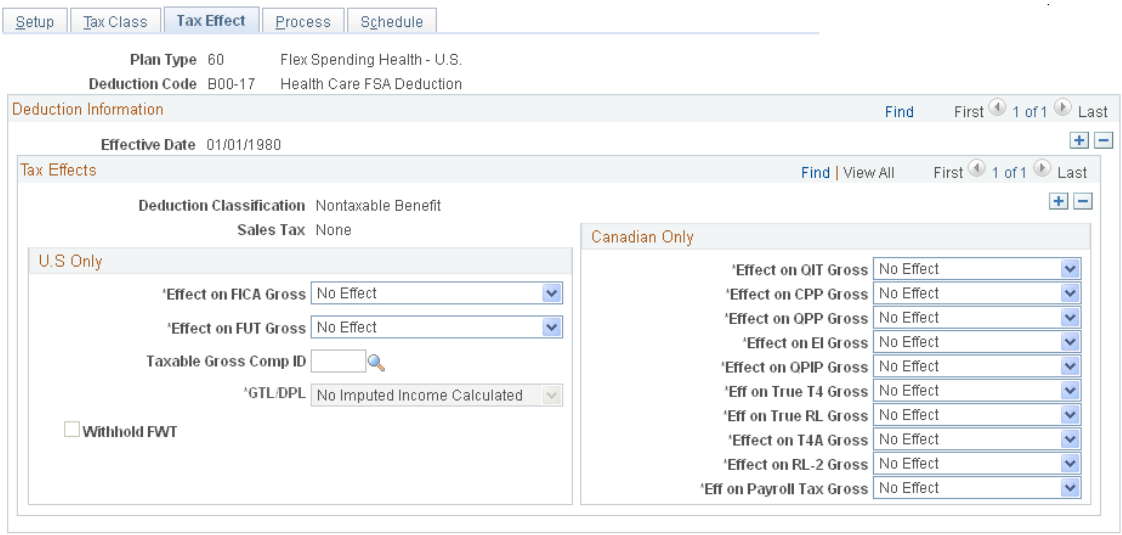
Use the Deduction Table - Tax Effect page (DEDUCTION_TABLE3) to specify U.S. and Canadian tax considerations for the deduction that you are defining.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Deductions**, and then **Deduction Table**, and then **Tax Effect**

This example illustrates the fields and controls on the Deduction Table - Tax Effect page.

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Tax Effects

Field or Control	Description
Deduction Classification	The deduction classification specified on the Deduction Table - Tax Class page appears here.
(CAN) Sales Tax	The Canadian sales tax that is specified on the Deduction Table - Tax Class page appears here.

(USA) U.S. Only

Use this group box to indicate whether the deduction adds to, subtracts from, or has no effect on Federal Insurance Contributions Act (FICA) gross and federal unemployment tax (FUT) gross. These fields should be used only on the taxable benefit or before-tax portion of the deduction.

Field or Control	Description
Effect on FICA Gross (effect on Federal Insurance Contributions Act gross)	Select how the deduction should affect the taxable gross for FICA: *Adds To, No Effect,* and *Subtracts.*
Effect on FUT Gross (effect on federal unemployment tax gross)	Select how the deduction should affect the taxable gross for FUT: *Adds To, No Effect,* and *Subtracts.*

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Field or Control	Description
Taxable Gross Comp ID (taxable gross component ID)	Enter the code for the system to use to define a taxable gross base different from federal when calculating state and local taxes. This code points to information in the Taxable Gross Definition table, which serves two purposes: 1) Indicates which federal taxable gross level (such as federal withholding tax [FWT], FICA, and FUT) is used as a base for state and local taxable gross. 2) Indicates how to adjust (add to or subtract from) the state and local base when it differs from the federal definition. This field is unavailable for entry unless you selected the **Taxable Benefit** option on the Deduction Table - Tax Class page. **Note:** The taxable gross component ID that you specify must be unique. If it is not unique, it can cause the taxable grosses to be incorrect. **Note:** You cannot enter a taxable gross component ID on the Deduction table if you have not yet defined it on the Taxable Gross Definition table. For more information about the Taxable Gross Definition table, see (USA) Updating the Taxable Gross Definition Table in your PeopleSoft Payroll for North America product documentation. Delivered Taxable Gross Comp ID values include: *125:* Section 125 cafeteria plan. *401K:* 401(k) savings plan. *401R:* Employer 401(k) savings plan match. *ACT:* Adult child taxability (see note below). *DPB:* Domestic partner benefits *GTL:* Group-term life. *HSA:* Health savings account. *HSR:* Health savings account employer contribution. *SSS* or *SSP:* Same-sex spouse (see note below). *TIP:* Reported tips for an employee. **Note:** For more information about the *ACT* Taxable Gross Component ID, see PeopleSoft Benefits Administration: Understanding the Adult Child Benefit Taxability in your PeopleSoft Benefits Administration product documentation. **Note:** The Taxable Gross Component IDs *SSS* and *SSP* can both be used to identify the portion of an employee deduction or employer-paid contribution amount that represents the cost of benefits provided to an employee's same-sex spouse that are *excluded* from U.S. federal taxable wages, but which must be *included* in the definition of taxable wages for state and local tax jurisdictions that do not recognize same-sex marriage. If you are using the PeopleSoft Benefits same-spouse benefit

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Field or Control	Description
	rate functionality, use *SSP*. If you are not using the Benefits functionally, use *SSS*. For more information on the Benefits same-spouse benefits rate functionality, see PeopleSoft Human Resources Manage Base Benefits: Understanding Benefit Rate Enhancements for U.S. Same-Sex Spouse in your PeopleSoft Human Resources Manage Base Benefits product documentation. For example, Pennsylvania does not consider 401(k) contributions as a reduction in state taxable wages. So the 401(k) deduction would be considered taxable for state withholding tax, but not federal withholding tax. To set this up, you first create a taxable gross component ID, such as *401K*, on the Taxable Gross Definition table for Pennsylvania. You then enter *401K* in the **Taxable Gross Comp ID** field on this page when defining the 401(k) deduction.
Other Taxable Gross Components	Click this link to access the Other Taxable Gross Components page where you can enter each taxable gross component ID to use for the deduction class. If you enter IDs on the secondary grid, the parent field can remain blank, or you can enter a value there and enter additional values on the secondary grid.
GTL/DPL (group-term life/dependent life)	Select: *Add to GTL* (add to group-term life): Select this value if you set up a regular or supplemental employee life plan that qualifies as a group-term plan. *Add to DPL* (add to dependent life): Select this value if you set up a dependent life plan that qualifies as a group-term plan. *No Effect:* This value is for other types of plans that do not qualify as group-term life plans. This field is unavailable for entry unless you selected the **Taxable Benefit** option on the Deduction Table - Tax Class page. If the deduction classification is anything other than taxable benefit this field is unavailable for entry.

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Field or Control	Description
Withhold FWT (withhold federal withholding tax)	When you select the **Taxable Benefit** option on the Deduction Table - Tax Class page, this check box is selected by default, indicating that the taxable benefit portion of the deduction should be withheld. If you do not want the taxable benefit portion withheld, deselect this check box. This field is unavailable for entry unless you selected the **Taxable Benefit** option on the Deduction Table - Tax Class page. If you want state income tax to be withheld for this earnings type, do not select this check box. **Note:** A Taxable Gross Definition table entry is always required when you want to stop state or local income tax withholding on a particular taxable benefit deduction, regardless of whether or not the state or locality follows the federal rule for including the amount in taxable income, and regardless of whether or not you have selected this check box for the deduction. See (USA) Updating the Taxable Gross Definition Table.
Add to FICA Credit (add to Federal Insurance Contributions Act credit)	(E&G) This field appears if the plan type is Pension Plan (plan 80). By default, this check box is not selected. Select the check box if the corresponding deductions are being classified as part of FICA credit that is used to calculate the Massachusetts state tax. (USF) This field appears if the plan type is Thrift Savings (plan 42) or Retirement (plan 70).
Adjust 1042 Gross	(E&G) This field appears if the **Deduction Classification** is *Before-Tax* or *Taxable Benefit*. By default, this check box is not selected. Select the check box to reduce Form 1042-S reportable earnings or W-2 reportable earnings by the before-tax deduction amount or increase them by the taxable benefit deduction amount. If the employee receives both Form 1042-S and W-2 reportable earnings, the taxable benefit or before-tax deduction amount is prorated to adjust taxable wages associated with both types of earnings.
Add to FICA Credit (add to Federal Insurance Contributions Act credit)	(E&G) This field appears if the plan type is Pension Plan (plan 80). By default, this check box is not selected. Select the check box if the corresponding deductions are being classified as part of FICA credit that is used to calculate the Massachusetts state tax. (USF) This field appears if the plan type is Thrift Savings (plan 42) or Retirement (plan 70).

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Field or Control	Description
Adjust 1042 Gross	(E&G) This field appears if the **Deduction Classification** is *Before-Tax* or **Taxable Benefit.**By default, this check box is not selected. Select the check box to reduce Form 1042-S reportable earnings or W-2 reportable earnings by the before-tax deduction amount or increase them by the taxable benefit deduction amount. If the employee receives both Form 1042-S and W-2 reportable earnings, the taxable benefit or before-tax deduction amount is prorated to adjust taxable wages associated with both types of earnings.
Add to FICA Credit (add to Federal Insurance Contributions Act credit)	(E&G) This field appears if the plan type is Pension Plan (plan 80). By default, this check box is not selected. Select the check box if the corresponding deductions are being classified as part of FICA credit that is used to calculate the Massachusetts state tax. (USF) This field appears if the plan type is Thrift Savings (plan 42) or Retirement (plan 70).
Adjust 1042 Gross	(E&G) This field appears if the **Deduction Classification** is *Before-Tax* or *Taxable Benefit*. By default, this check box is not selected. Select the check box to reduce Form 1042-S reportable earnings or W-2 reportable earnings by the before-tax deduction amount or increase them by the taxable benefit deduction amount. If the employee receives both Form 1042-S and W-2 reportable earnings, the taxable benefit or before-tax deduction amount is prorated to adjust taxable wages associated with both types of earnings.

(CAN) Canadian Only

In this group box (with the exception of CIT gross), you specify how the deduction should affect the taxable gross amounts for each of these accumulators. You can specify whether a deduction adds to, has no effect on, or subtracts from the taxable gross amounts.

> **Important**
>
> This setup is a requirement for Canadian processing. It is imperative that you define deductions that affect T4A and RL-2 withholdings before they are processed. To ensure that all amounts are allocated to the proper accumulators for year-end processing, complete this setup prior to running the first payroll of the new tax year. Be aware that the corresponding deduction codes must be defined to the appropriate tax form definitions through the Tax Form Definitions table prior to running the year-end process.

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Field or Control	Description
Effect on QIT Gross (effect on Quebec income taxes gross)	Select *Adds To* if the deduction affects Quebec taxable gross. If the deduction is not subject to QIT, select *No Effect.* If the deduction is eligible for reducing Quebec taxable gross, select *Subtracts.*
Effect on CPP Gross (effect on Canada Pension Plan gross)	Select *Adds To* when deductions are subject to CPP contributions. If the deduction does not impact CPP contributions, select *No Effect.* If the deduction is eligible to reduce CPP contributions, select *Subtracts.* **Note:** Although CPP contributions are affected, these deductions are adding to or subtracting from the grosses.
Effect on QPP Gross (effect on Quebec Pension Plan gross)	Select *Adds To* when deductions are subject to QPP contributions. If the deduction does not impact QPP contributions, select *No Effect.* If the deduction is eligible to reduce QPP contributions, select *Subtracts.* **Note:** Although QPP contributions are affected, these deductions are adding to or subtracting from the grosses.
Effect on EI Gross (effect on Employment Insurance gross)	Select *Adds To* when deductions are subject to EI premiums. If the deduction does not impact EI premiums, select *No Effect.* If the deduction is eligible to reduce EI premiums, select *Subtracts.* **Note:** Although EI premiums are affected, these deductions are adding to or subtracting from the grosses.
Effect on QPIP Gross (effect on Quebec Parental Insurance Plan gross)	Select *Adds To* when deductions are subject to QPIP premiums. If the deduction does not impact QPIP premiums, select *No Effect.* If the deduction is eligible to reduce QPIP premiums, select *Subtracts.* **Note:** Although QPIP premiums are affected, these deductions are adding to or subtracting from the grosses.
Eff on True T4 Gross (effect on true T4 gross)	Taxable benefits should be defined as *Adds To.* Before-tax deductions should be defined as having *No Effect.* This field affects accumulated total employment income amounts, which are used for reporting, purposes. The Health Insurance Premium report (TAX102CN) is an example.
Eff on True RL Gross (effect on true RL gross)	Affects accumulated total employment income amounts that are used for reporting purposes. The Health Insurance Premium report (TAX102CN) is an example. Define taxable benefits as *Adds To.* Define before-tax deductions as having *No Effect.* Values are *Adds To, No Effect,* and *Subtracts.*

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Field or Control	Description
Effect on T4A Gross	Affects the accumulated taxable gross amount to establish separate income taxes to be reported on a T4A slip. Values are *Adds To, No Effect,* and *Subtracts.*
Effect on RL-2 Gross	Affects the accumulated taxable gross amount to establish separate QIT to be reported on an RL-2 slip. When **Effect on RL-2 Gross** is set to *Adds To* or *Subtracts*, the system automatically sets **Effect on QIT Gross** to *Adds To* or *Subtracts*, respectively. Values are *Adds To, No Effect,* and *Subtracts.*
Eff on Payroll Tax Gross (effect on payroll tax gross)	Affects an accumulated gross amount that is subject to Northwest Territories and Nunavut payroll tax. Values are *Adds To, No Effect,* and *Subtracts.*

Related Topics

- (USA) Understanding U.S. Tax Considerations
  Payroll for North America sets the taxable gross used for calculation of state and local income tax withholding to the taxable gross for federal withholding. Similarly, the system assumes the taxable gross for state unemployment and disability to be the same as the taxable gross for federal unemployment. However, some states and localities do not follow federal rules for the taxability of all types of benefits. Payroll for North America provides taxable gross definitions as a means of overriding the taxability rules that you specify in the Deduction table.
- (CAN) Understanding Canadian Deductions
  The following are examples of benefit deduction setups and the expected resulting calculations for Ontario and Quebec. To set up these benefit deductions and enter information (such as deduction classification, which sales tax types the deduction is subject to, and effect on taxable grosses), use the Deduction Table - Tax Class and Deduction Table - Tax Effect pages.

Deduction Table - Process Page

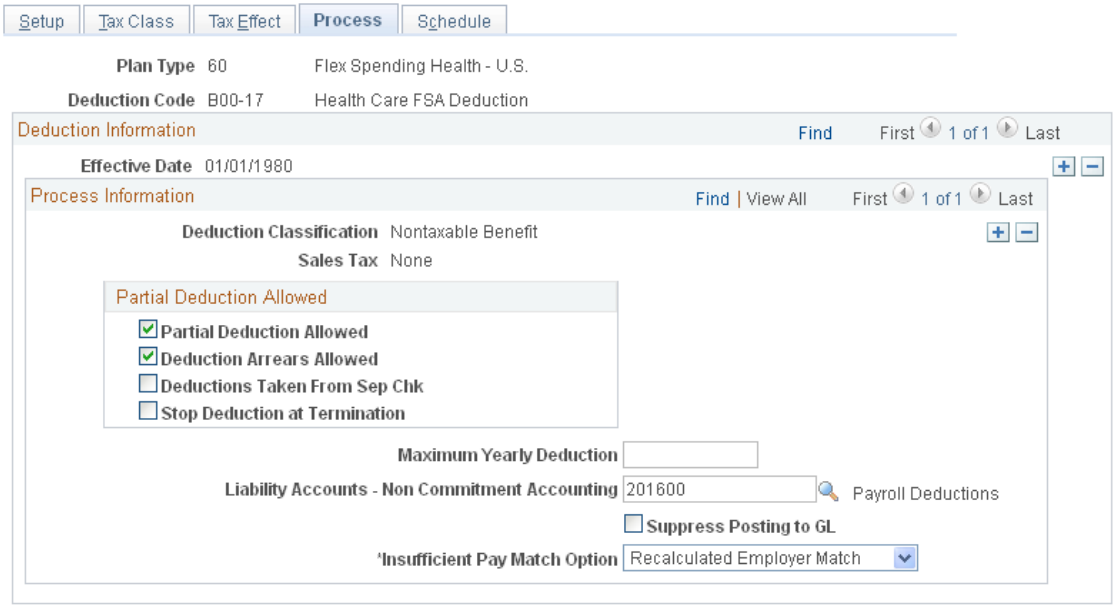
Use the Deduction Table - Process page (DEDUCTION_TABLE4) to establish parameters for partial deductions and arrears.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Deductions**, and then **Deduction Table**, and then **Process**

This example illustrates the fields and controls on the Deduction Table - Process page.

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Partial Deduction Allowed

Use this group box to define parameters for deductions during deduction processing and arrears.

Field or Control	Description
Partial Deduction Allowed	Select this check box if you want a partial deduction to be taken during deduction processing when there is insufficient pay to take the entire amount. Do not select this option for garnishment deductions.

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Field or Control	Description
Deduction Arrears Allowed	Select this check box to have the system transfer any uncollected amount for a deduction into an arrears balance. During subsequent payroll runs the system attempts to recover the balance in arrears from an employee's paycheck—up to the maximum controlled by the arrears payback amount on this table. If you set up an arrears payback deduction (such as a company loan or a vacation advance) on the Earnings Table - Taxes page, this check box must be selected. **Note:** If an employee is not paid during a regularly scheduled payroll and there are deductions scheduled to be withheld, those deductions are put into arrears if the **Deduction Arrears Allowed** check box is selected. **Note:** Do not select the **Deduction Arrears Allowed** check box for garnishments. Late or unpaid garnishments cannot be held in arrears—these are managed by the court system and are prohibited from being placed in arrears by garnishment regulations. If you select this check box for garnishments, unexpected or incorrect pay results may occur for both U.S. and Canadian customers.
Deductions Taken From Sep Chk (deductions taken from separate check)	Select to take the deduction from any additional check that an employee might get in a single pay period. You may want to select this check box for deductions for savings plan contributions.
Stop Deduction at Termination	Select to indicate not to take the deduction from the paycheck of a terminated employee. If an employee's termination date is equal or prior to the pay period end date, the deduction will not be taken. For example, most health insurance plans are prepaid—premiums deducted for this month are used to provide coverage for next month. If employees no longer have health benefits after they are terminated, the deduction shouldn't be taken.
Maximum Yearly Deduction	Enter an amount for any deductions that have a yearly limit. For example, there is a limit on the amount of before-tax portion 401(k) contributions an employee can make. For that deduction classification, enter the maximum contribution here, so the system will automatically stop after the deduction limit has been reached. The value that you enter here remains valid for one calendar year. It resets to zero at the start of the new year.

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Field or Control	Description
Liability Accounts - Non Commitment Accounting	Enter the general ledger liability account to which this deduction should be charged. At least one general ledger account must be entered for a deduction and a general ledger account is required for every deduction classification. **Note:** (E&G) The **Expense Accounts - Non Commitment Accounting** and **Liability Accounts - Non Commitment Accounting** fields are not applicable to education and government users.
Suppress Posting to GL	This check box appears only when the deduction class is an employer expense: *Nontaxable Benefit, Nontaxable Btax Benefit* (before tax), *Taxable Benefit,* and *QC Taxable Benefit*. Select this check box to prevent the accounting entry from being generated from the GL Interface processes for the specified deduction/deduction class combination. **Note:** This check box must be selected for the Adult Child deduction code/Non-taxable before tax benefit class. The Commitment Accounting Actuals Distribution process and PAYGL02.SQR, and the Commercial PAYGL01.SQR look at this check box, and when the check box is selected, suppresses accounting data. The PAY705A SQR Deduction Classes report, reports the Suppress Posting to GL value for every deduction code/deduction.

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Field or Control	Description
Insufficient Pay Match Option	This field appears for 4x Savings and 6x FSA plans when the deduction class is *Nontaxable Benefit, Nontaxable Btax Benefit* (before tax), and *QC Taxable Benefit*. **Note:** The insufficient match pay options only work with the Service Step table and **Percent of Employee Investment** options. Specify how the employer matching/ nonmatching contribution should be paid in situations of insufficient net pay: • *Full Employer Match:* Pay the entire employer contribution. • *No Employer Match:* Pay no employer contribution. • *Recalculated Employer Match:* Recalculate the employer contribution based upon the actual employee contribution. When using the service step table to base the employer match, the full or a portion of the employer contribution is made. **Note:** A recalculated match is not a prorated or partial match. The system recalculates the employer contribution based upon the effective percent of the new employee contribution considering insufficient net pay. Effective percent is calculated as: *calculated employee contribution* divided by *employee's eligible earnings*.

Deduction Table - Schedule Page

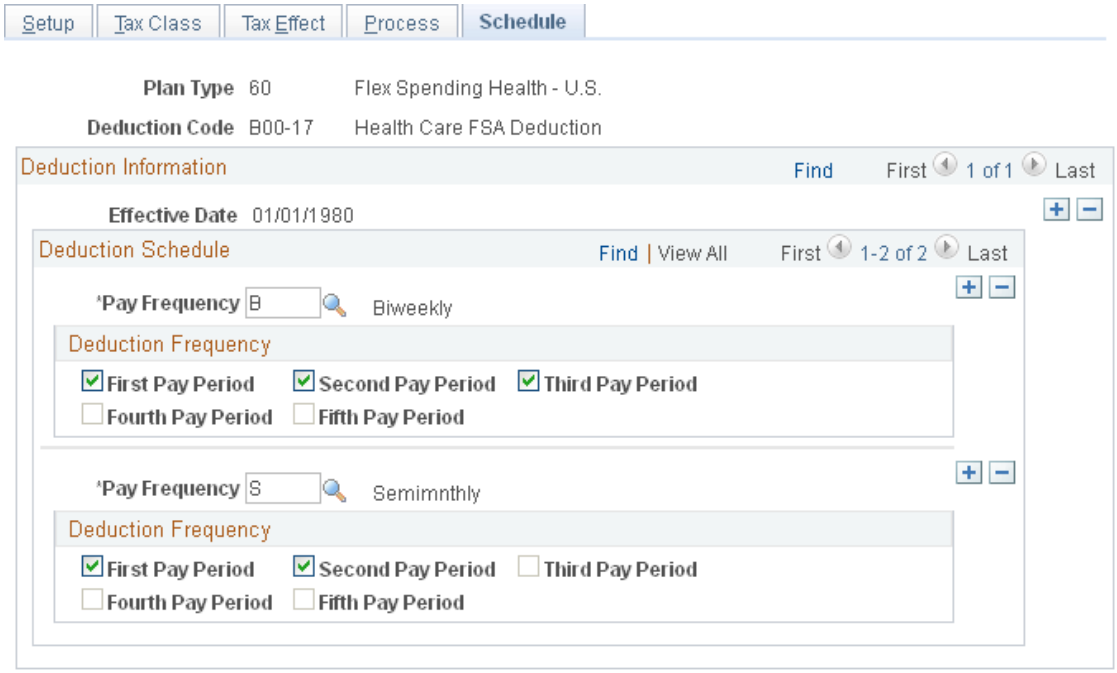
Use the Deduction Table - Schedule page (DEDUCTION_TABLE5) to specify which pay periods the deduction should be taken for the pay frequencies that you want to override.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Deductions**, and then **Deduction Table**, and then **Schedule**

This example illustrates the fields and controls on the Deduction Table - Schedule page.

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By default, each deduction comes out every pay period regardless of pay frequency. If you want a deduction to be taken out on a schedule other than every pay period, you must complete the Deduction Table - Schedule page.

Deduction Schedule

Field or Control	Description
Pay Frequency	Specify the pay frequency that you want to override for those deductions that are not deducted every pay period. Values prompt from the Frequency table: *Annual*, *Biweekly*, *Daily*, *Monthly*, *Quarterly*, *Semimonthly*, and *Weekly*. If you select a *Weekly* frequency, you can select the **Fifth Pay Period** option only if you have also selected the first, second, third, and fourth periods. Likewise, for a *Biweekly* frequency you can only select the **Third Pay Period** option if you have also selected the first and second. Because a deduction with a monthly frequency is always taken once a month, there is no override for that pay frequency on this page. Suppose that you have a semimonthly payroll, but health deductions should only come out of the last paycheck of the month. In this case, you would select a pay frequency of *Semimonthly* and take a deduction in the second pay period.

Deduction Frequency

Use this group box to specify which appropriate pay periods to take the deduction for the pay frequency selected. You must insert a new row for every pay frequency for which you have a pay group defined.

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Field or Control	Description
First Pay Period through **Fifth Pay Period**	Select the appropriate period check boxes that you want the deduction to be taken in.

> **Note**
>
> If you want the deduction code to be taken each pay period, do not alter this page when you initially create the deduction code. The default for this page is every pay period for every pay frequency.

Related Topics

- Application Fundamentals: Understanding Frequency IDs
- Earnings Table - Taxes Page
  Use the Earnings Table - Taxes page (EARNINGS_TABLE2) to enter special options and tax methods for earnings codes.
- Setting Up and Processing Payback Deductions
  This topic provides an overview of payback deduction processing and discusses how to:

Defining General Deductions

To set up general deductions, use the General Deduction Table (GENL_DEDUCTION_TBL) component.

Pages Used to Define General Deductions

Page Name	Definition Name	Usage
General Deduction Table Page	GENL_DEDUCTION_TBL	Define how nonbenefit deductions are calculated.
Federal General Deduction Routing Information Page	GVT_GENL_DED_SEC	(USF) Define the distribution routing level and summary level to use in the US Treasury Interface.
General Deduction Distribution Page	GVT_DED_DIST_TBL	(USF) Define general deduction distribution information to use in the US Treasury Interface.
Deduction Contact Information Page	GVT_DED_CONT_SEC	(USF) Enter contact information for the general deduction distribution.
Deduction Distribution Information Page	GVT_DED_DIST_SEC	(USF) Enter distribution information for the general deduction distribution.
Deduction Remittance Information Page	GVT_DED_REMIT_FREQ	(USF) Enter remittance frequency information for the general deduction distribution to use in the US Treasury Interface.

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Page Name	Definition Name	Usage
General Ded/Frequency Report Page (general deduction / frequency report)	PRCSRUNCNTL	Generate the PAY703 report, which lists information from the General Deduction/ Deduction Frequency table, which contains payroll deductions that do not fit into a category that is covered by a benefit table, such as United Way, union dues, or parking fees.

Understanding General Deductions

In PeopleSoft HR, a general deduction is any deduction that isn't a benefit deduction. Charitable deductions, union dues, parking, garnishments, and so on all fit into this category. Use the General Deduction table to define how these nonbenefit deductions are calculated.

Setting Up Benefit Deductions as General Deductions

Even though the system enables you to set up benefit deductions as general deductions on the General Deduction table, we recommended against this because the general deductions cannot process the complex calculations and rules needed for some benefit deductions, such as 401(k) participation.

If you decide to set up benefit deductions on the General Deduction table rather than the Benefit Program table, you must:

1. Set up separate deduction codes for each tax class.

   Even though the system enables you to set up one deduction code with multiple tax classes, you cannot do this if you are using the deduction code as a general deduction.

   For example, you would require a deduction code for the after tax portion and a separate deduction code for the before tax portion.

2. Set up a separate general deduction for each deduction code.

   For example, you would require a general deduction for the after tax deduction code and a separate general deduction for the before tax deduction code.

General Deduction Table Page

Use the General Deduction Table page (GENL_DEDUCTION_TBL) to define how nonbenefit deductions are calculated.

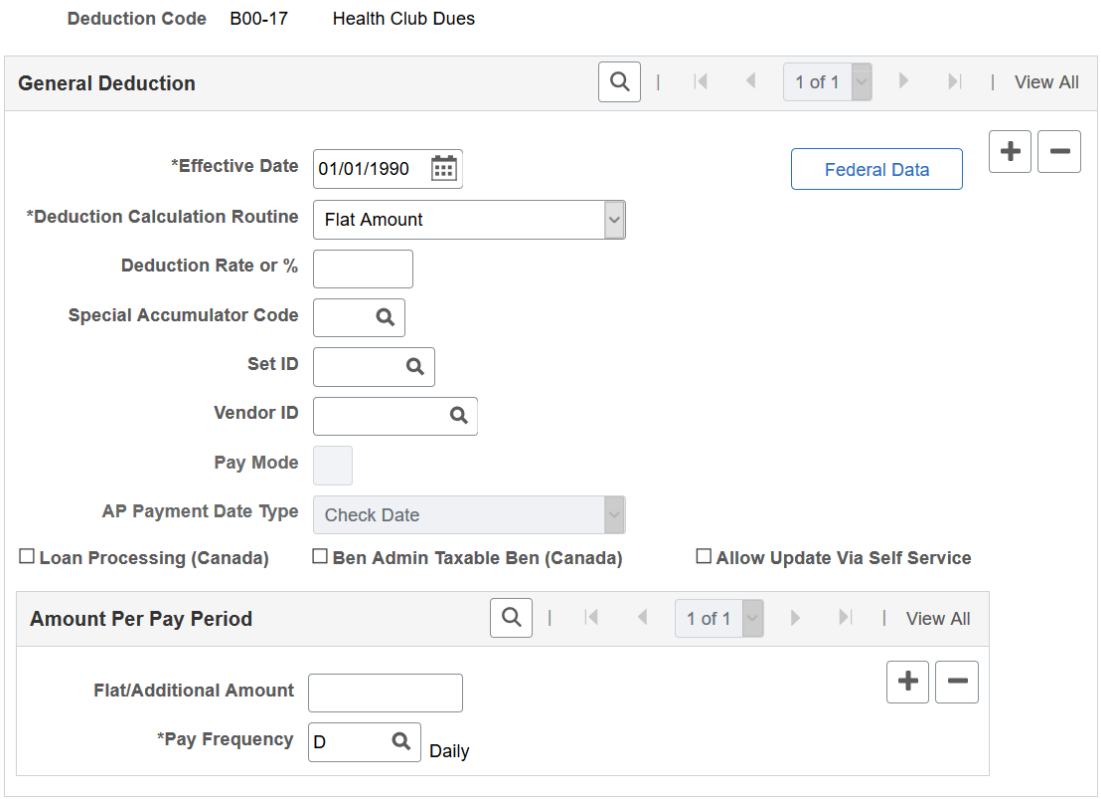
Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Deductions**, and then **General Deduction Table**, and then **General Deduction Table**

This example illustrates the fields and controls on the General Deduction Table page.

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General Deduction Table



> **Note**
>
> For general deductions, you do not have to specify a plan type because it is always *00.* However, there must be a matching entry on the Deduction table with a plan type of *00* using the same deduction code that you enter on this table.

General Deduction

Field or Control	Description
(USF) Federal Data	Select to access the Federal General Deduction Routing Information page.

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Field or Control	Description
Deduction Calculation Routine	For each general deduction, indicate a specific deduction calculation routine for the system to use to determine the amount of the deduction. You can override any of these calculation routines at the employee level. Remember that regardless of which deduction calculation routine you select, the default deduction rate or percent and the calculation routine that you enter here can be overridden at the employee level. Values are: *Calculated by Salary System:* Select this value to calculate the deduction by the payroll system. **Note:** The *Calculated by Salary System* option does not apply to Payroll for North America. *Default to Deduction Table:* Select this value to use the calculation routine that is specified on the Deduction Table. *Flat Amount:* Select this value to calculate the deduction as a flat amount and enter the amount in the **Flat/Additional Amount** field. However, if the amount varies from employee to employee, such as with charitable contributions, leave the **Flat/Additional Amount** field blank and enter the amount on the employee's Create General Deductions page. *Percent of Federal Gross:* Select this value to calculate the deduction as a percent of the employee's federal taxable gross. Enter the percent in the **Deduction Rate or %** (deduction rate or percent) field. *Percent of Net Pay:* Select this value to calculate the deduction as a percent of the employee's net pay. Enter the percent in the **Deduction Rate or %** field. Net pay is determined at the time that the deduction is calculated. You establish the priority of the calculation on the Deduction table. *Percent of Special Earnings:* Select this value to calculate the deduction as a percentage of the employee's special accumulators, such as 401(k). Enter the percentage in the **Deduction Rate or %** field, then enter the appropriate special accumulator code. *Percent of Total Gross:* Select this value to calculate the deduction as a percent of the employee's total gross. Enter the percent in the **Deduction Rate or %** field. *Percentage:* Select this value to calculate the deduction as a percentage. Enter the percentage in the Deduction Rate or % (deduction rate or percent) field. **Note:** The *Percentage* option does not apply to Payroll for North America. *Rate x Hours Worked:* Select this value to calculate the deduction as rate multiplied by hours worked. Enter the rate in the **Deduction Rate or %** field. The system adds all employee

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Field or Control	Description
	earnings types that have the **FLSA Hours Worked** (Fair Labor Standards Act hours worked) check box selected in the Earnings table, and multiplies the total by the rate stated here. *Rate x Special Hours:* Select this value to calculate the deduction as a rate multiplied by special hours. Enter the rate in the **Deduction Rate or %** field, and select the special accumulator code to be used to accumulate the special hours. Select a special accumulator code in the **Special Accumulator Code** field. *Rate x Total Hours:* Select this value to calculate the deduction as a rate multiplied by total hours worked in a period. Enter the rate in the **Deduction Rate or %** field. This rate is multiplied by all the hours specified on employee paysheets during a pay period. *Special Deduction Calculation:* Select this value to indicate that you've created a calculation for this deduction. Be sure to consult with your PeopleSoft Account Manager before making changes to the program.
Deduction Rate or % (deduction rate or percent)	Enter the deduction rate or percentage of the nonbenefit deduction.
Special Accumulator Code	If you select *Rate x Special Hours* as the deduction calculation routine, select the code of the special accumulator that you want associated with this deduction.
SetID	Enter the setID for the vendor. (The Vendor table is keyed by setID so when a vendor is entered, a setID must also be entered). This field applies only if you are using PeopleSoft Payables to pay deductions withheld from employee paychecks to vendors—such as a garnishment collector or tax collection authority.
Vendor ID	Enter the ID of the vendor to whom monies for this deduction should be paid. The interface between Payroll for North America and PeopleSoft Accounts Payable uses this vendor ID to extract data and create accounts payable (AP) vouchers. This field applies only if you are using Accounts Payable to pay deducted amounts to third parties. The prompt table lists only those vendors that are associated with the setID that you entered in the previous field.

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Field or Control	Description
Pay Mode	Enter the pay mode to use when creating AP vouchers. This field becomes available when you select a setID and vendor ID. It indicates when to pay the deducted amount to the vendor. When you run the extract program, the system reads the value that you entered in this field to determine whether to create a voucher for Accounts Payable. Values are: *Pay as Deducted:* Select this option if you want Accounts Payable to pay the vendor each time Payroll for North America calculates this deduction. *Pay when Collection Completed:* Select this option if you want Accounts Payable to pay the vendor only when the goal amount or deduction end date has been reached. (This pay mode is valid for general deductions and garnishments). *Pay when Bond Price Met:* If the deduction is for a bond purchase, select this option if you want Accounts Payable to pay the vendor only when the bond purchase price has been reached. *Pay at Specified Date:* Select this option if you want to pay the vendor on the date indicated on the run control page for the PY-AP Extraction - Deductions (PYAP_XDEDN) Application Engine process. This option is appropriate when deductions for more than one pay period must be extracted (for example, benefit deductions that are withheld every pay period and sent to the vendor at the end of the month).
AP Payment Date Type (accounts payable payment date type)	The PY-AP Extraction - Deductions process uses this date when it processes deductions with a pay mode of *Pay at Specified Date.* Indicate which type of date should be used to create the AP voucher. Values are: *Check Date:* Select this value if the date is a check date. *Pay Period End Date:* Select this value if the date is a pay period end date.
(CAN) Loan Processing (Canada)	Select this check box if you are establishing a deduction for Canadian low-interest loan paybacks. This activates the unique calculation routines that are used for low-interest loans. **Note:** *Do not* select this check box for deduction codes that are for home purchase or home relocation loans. The PeopleSoft system does not calculate the taxable benefit for these types of loans.
(CAN) Ben Admin Taxable Ben (Canada) (benefits administration taxable benefits [Canada])	Select this check box if you are a Canadian organization using PeopleSoft Benefits Administration and want to identify the taxable benefit deduction codes specified on the Credit Allocation Hierarchy table.

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Field or Control	Description
Allow Update Via Self Service	Select this check box to include the deduction in any employee self-service transaction.
Federal Data	This button appears only in a Federal database. Select it to access the Federal General Deduction Routing Information page where you can identify the payment distribution routing information.

Amount Per Pay Period

Use this group box for deductions that are a flat amount for the month, regardless of the pay frequency. Set up each pay frequency with it's own entry. For example, a parking deduction for the month is 100 USD for all employees. Rather than setting up individual deductions for each pay frequency, you can set up one deduction with a flat amount of 100 USD. You can then enter a line for pay frequency weekly with an amount of 25 USD, pay frequency biweekly with an amount of 50 USD, pay frequency semimonthly with an amount of 50 USD and pay frequency monthly with an amount of 100 USD.

Field or Control	Description
Flat/Additional Amount	If you select a deduction calculation routine that uses a deduction rate or percent, you can also enter an additional or flat amount per pay period to be deducted. However, you must indicate the amount here only if it's the same for all employees within a pay frequency. If it varies from employee to employee, enter the amounts for each employee on the Create General Deductions page.
Pay Frequency	If you have a deduction that varies by pay frequency, you must indicate the dollar amount to be taken each pay period for each pay frequency. Values prompt from the Frequency table.

Federal General Deduction Routing Information Page

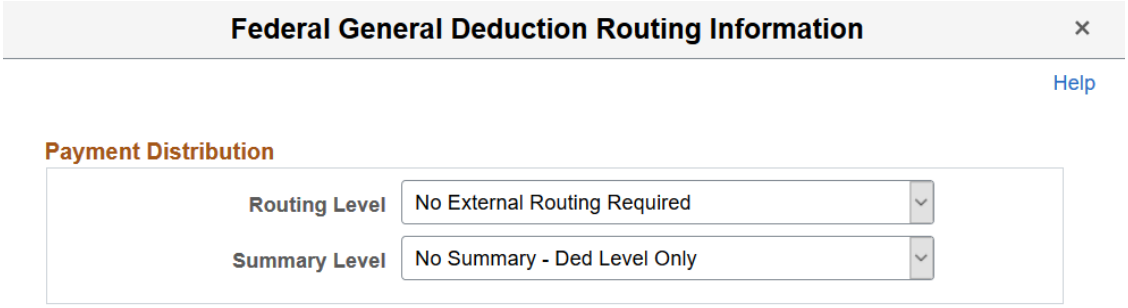
(USF) Use the Federal General Deduction Routing Information page (GVT_GENL_DED_SEC) to define the distribution routing level and summary level to use in the US Treasury Interface.

Navigation:

Select the **Federal Data** button on the General Deduction Table page.

This example illustrates the fields and controls on the Federal General Deduction Routing Information page.

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Field or Control	Description
Routing Level	Select a routing level to group the deductions. They can be grouped according to distribution code such as Federal Employee Retirement System Retirement or the groupings can be defined at the employee level with Routing Number and Account Number. If the deduction is not routed, leave the routing level at the default value *No External Routing Required.*
Summary Level	Select a summary level to further define whether the deduction data is to be summarized or detailed. The data can be summarized by distribution code or defined at the employee level. If the deduction is not summarized, use *No Summary - Ded Level Only* (no summary - deduction level only).

General Deduction Distribution Page

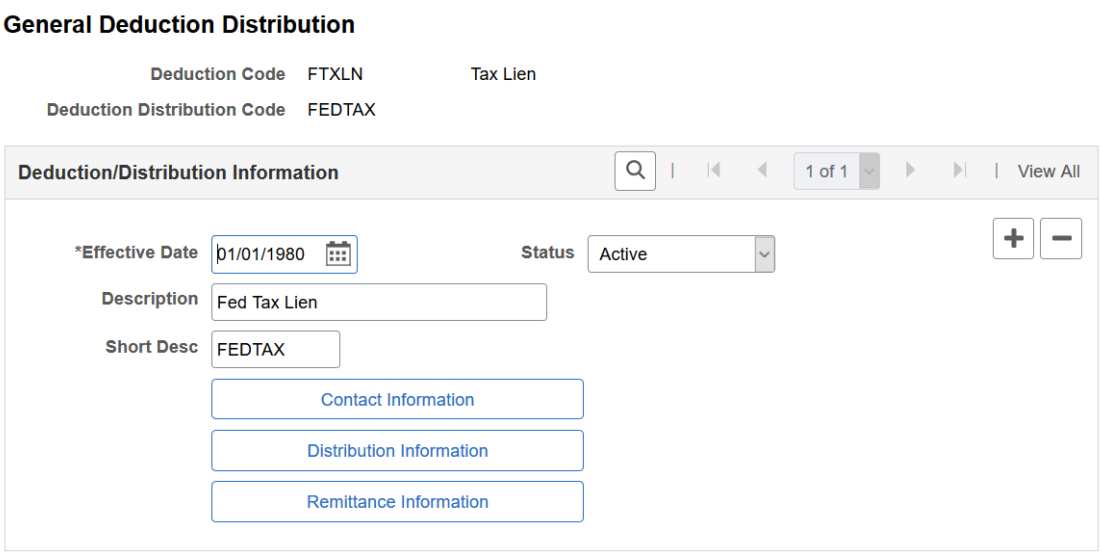
(USF) Use the General Deduction Distribution page (GVT_DED_DIST_TBL) to define general deduction distribution information to use in the US Treasury Interface.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Deductions**, and then **General Deduction Dist USF**, and then **General Deduction Distribution**

This example illustrates the fields and controls on the General Deduction Distribution page.

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Field or Control	Description
Contact Information	Select to access the Deduction Contact Information page (GVT_DED_CONT_SEC).
Distribution Information	Select to access the Deduction Distribution Information page (GVT_DED_DIST_SEC). **Note:** The page layout of the Deduction Distribution Information page and Application Fundamentals: (USF) GVT Employee Distribution Page are identical. If data encryption is enabled and the encryption process is run for the GVT_DED_DIST record, the account number (which appears on the Deduction Distribution Information page) is encrypted in the database if it belongs to a country that is specified on the Application Fundamentals: Define Country for Encryption Page. Also, the account number appears as masked on that same page. An exception to this is when the user is assigned the *Bank Account Admin* role, and this role is defined on the Application Fundamentals: Grant Unmasked Access Page for the GVT_DED_DIST record. In this case, the user sees the unmasked account number. See Also Application Fundamentals: Understanding Data Encryption for Payroll for North America.
Remittance Information	Select to access the Deduction Remittance Information page (GVT_DED_REMIT_FREQ).

Deduction Remittance Information Page

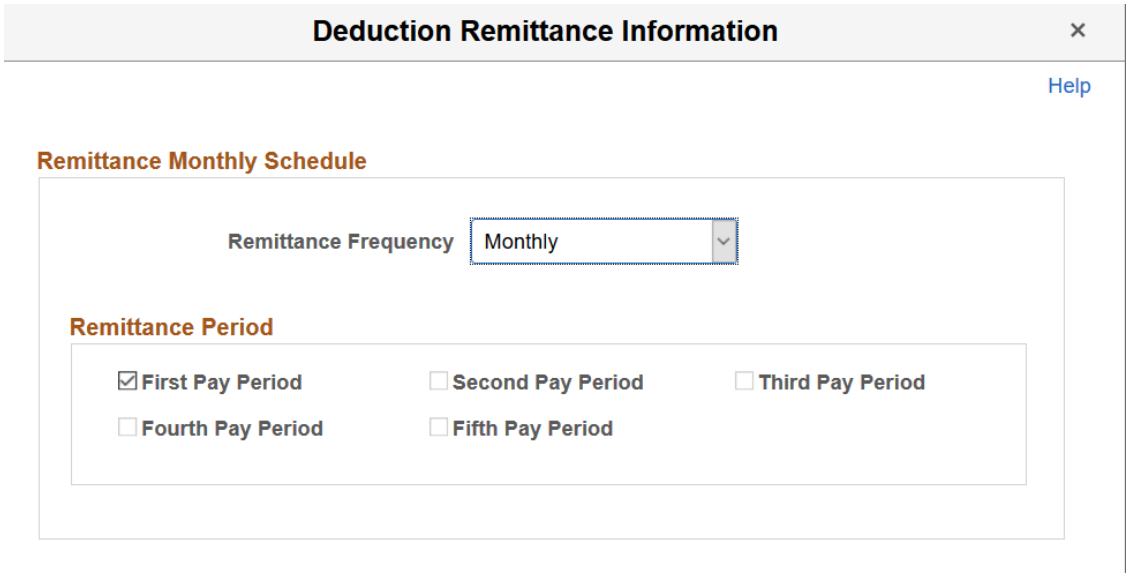
(USF) Use the Deduction Remittance Information page (GVT_DED_REMIT_FREQ) to enter remittance frequency information for the general deduction distribution to use in the US Treasury Interface.

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Navigation:

Select the **Remittance Information** button on the General Deduction Distribution page.

This example illustrates the fields and controls on the Deduction Remittance Information page.



Select the remittance frequency and then select the pay period in which distribution should be paid.

Defining Benefit Deductions

Benefit deductions are set up on separate deduction pages.

Related Topics

- PeopleSoft Human Resources Manage Base Benefits: Understanding Benefit Programs

Assigning General Deductions to a Company

To assign general deductions to a company, use the Company General Deductions Table (GDED_COM_TBL) component.

Page Used to Assign General Deductions to a Company

Page Name	Definition Name	Usage
Company General Deductions Page	GDED_COM_TBL	Assign general deductions to each company. Use the basic general deductions that you have already set up to build a general deduction plan for which employees in the company will be eligible.

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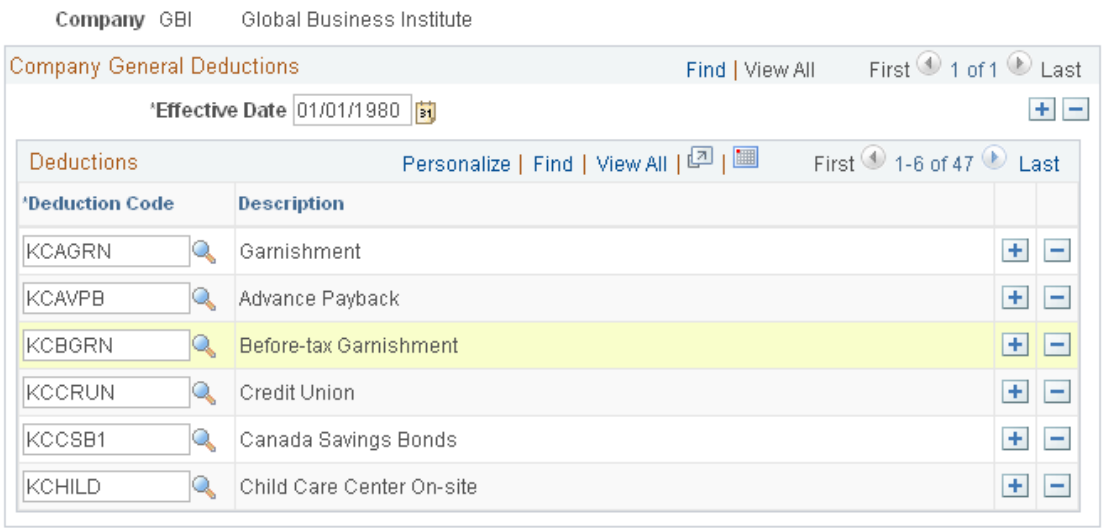
Company General Deductions Page

Use the Company General Deductions page (GDED_COM_TBL) to assign general deductions to each company.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Deductions**, and then **Company General Deductions**, and then **Company General Deductions**

This example illustrates the fields and controls on the Company General Deductions page.



Use the basic general deductions that you have already set up to build a general deduction plan for which employees in the company will be eligible.

Deductions

Field or Control	Description
Deduction Code	Enter a deduction code to assign to the company.

(USF) Specifying Deduction Processing Sequence

To specify deduction processing sequence, use the Federal OPM Sort Sequence (GVT_OPM_SORT) component.

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Page Used to Specify Deduction Processing Sequence

Page Name	Definition Name	Usage
Federal OPM Sort Sequence Page	GVT_OPM_SORT	Specify the order in which deductions for retirement, basic health and life insurances are processed where there is insufficient net pay.

Understanding Deduction Processing Sequence Setup

The Office of Personnel Management (OPM) issued guidelines that determine the order in which authorized deductions are processed from federal employees' pay when the pay is insufficient to cover all deductions.

In case of insufficient net pay, the payroll program processes deductions in the following order, in accordance with OPM guidelines:

1. Retirement Deductions
2. Social Security (OASDI) Tax
3. Medicare Tax
4. Additional Medicare Tax
5. Federal Income Tax
6. Basic Health Insurance Deductions
7. Basic Life Insurance Deductions
8. State Income Tax
9. Local Income Tax

Payroll administrators can use the Federal OPM Sort Sequence Page to specify deduction codes for plan types in the *Retirement* (item #1), *Basic Health Insurance* (item #6), and *Basic Life Insurance* (item #7) categories, and determine the order in which the payroll program processes these specified deduction codes within each category.

Video: Image Highlights, PeopleSoft HCM Update Image 54: Deduction and Tax Priority for U.S. Federal Payroll per OPM

Federal OPM Sort Sequence Page

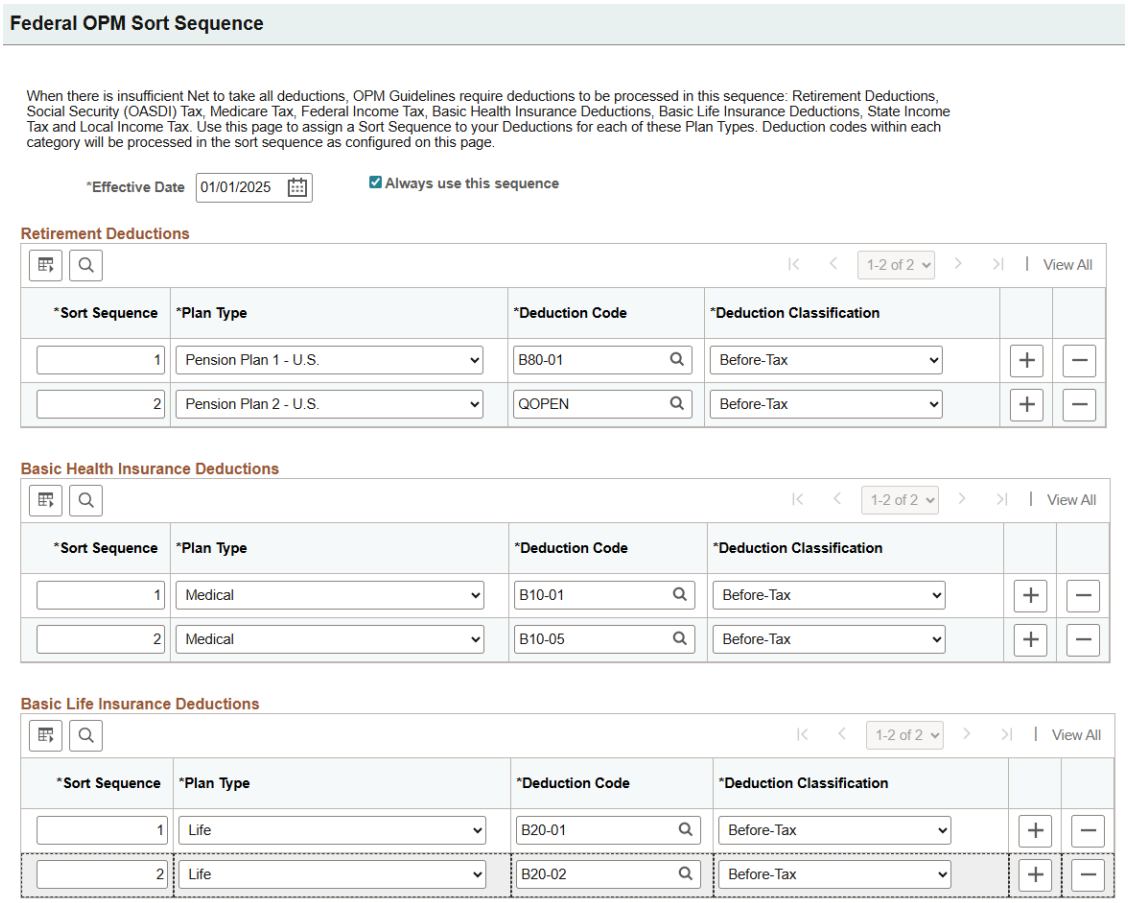
Use the Federal OPM Sort Sequence page (GVT_OPM_SORT) to specify the order in which deductions for retirement, basic health and life insurances are processed where there is insufficient net pay.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Payroll Processing Controls**, and then **Federal OPM Sort Sequence**

This example illustrates the fields and controls on the Federal OPM Sort Sequence page.

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Based on the setup shown in the screenshot, if there is insufficient net pay to cover all deductions, payroll deductions will be processed in the following order:

1. (Retirement Deduction) *Pension deduction B80-01*
2. (Retirement Deduction) *Pension deduction QOPEN*
3. Social Security (OASDI) Tax
4. Medicare Tax
5. Additional Medicare Tax
6. Federal Income Tax
7. (Basic Health Insurance Deduction) *Medical deduction B10-01*
8. (Basic Health Insurance Deduction) *Medical deduction B10-05*
9. (Basic Life Insurance Deduction) *Life deduction B20-01*
10. (Basic Life Insurance Deduction) *Life deduction B20-02*
11. State Income Tax
12. Local Income Tax

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Field or Control	Description
Always use this sequence	Select for the system to use this setup as the default for processing deductions when employees do not have sufficient net pay.

Specify the deduction processing order for plan types in the **Retirement Deductions, Basic Health Insurance Deductions,** and **Basic Life Insurance Deductions** sections.

Field or Control	Description
Sort Sequence	Enter the priority order of the deduction code to be processed. The lower the number, the higher the priority. Each sort sequence within the same section must be unique.
Plan Type	Select the plan type of the deduction code.
Deduction Code and **Deduction Classification**	Select the deduction code to be used. Specify whether it's a *After-Tax* or *Before-Tax* deduction.

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10

Setting Up the Payroll Process

Understanding HCM Information Used in the Payroll Process

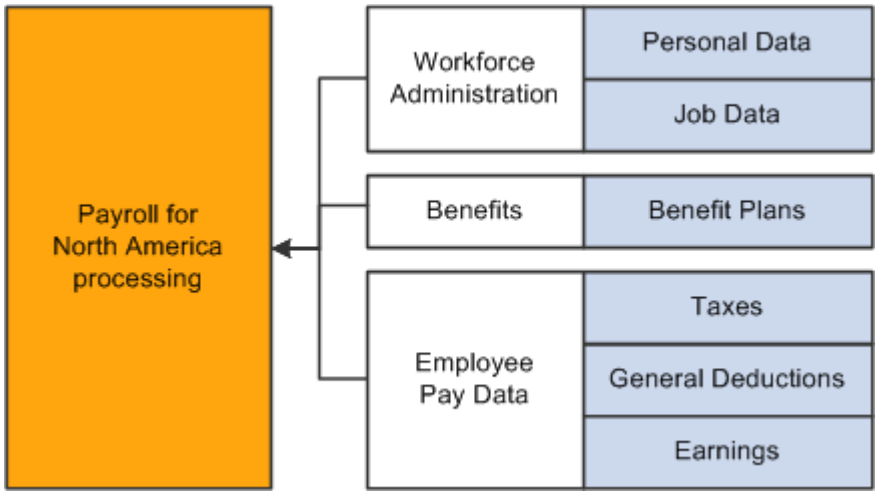
Much of the employee information required to process a payroll resides in tables common to all PeopleSoft Human Capital Management (PeopleSoft HCM) applications. Employee workforce and benefits information (such as name, address, social security number or social insurance number, rate of pay, department, medical and savings plans, and so on) works in conjunction with payroll data that you provide.

Relationship Between PeopleSoft HCM and Payroll for North America Pages

Depending on how your company is organized, you might be responsible for entering all payroll-related information. In many companies, the human resources department enters general company and benefit data, but only the payroll department is authorized to enter data specific to payroll.

This diagram illustrates the flow of employee data from PeopleSoft HR (Workforce Administration, Benefits, and Employee Pay Data) to Payroll for North America for payroll processing:

This diagram illustrates the flow of employee data from PeopleSoft HR (Workforce Administration, Benefits, and Employee Pay Data) to Payroll for North America for payroll processing.



Related Topics

- PeopleSoft Human Resources Manage Base Benefits: Defining Benefit Plans
- PeopleSoft Human Resources Administer Workforce: Understanding Job Data
- PeopleSoft Human Resources Administer Workforce: Understanding U.S. Federal Hiring

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Understanding Tables That Support the Payroll Process

Many tables supply information for the primary payroll process tables. For example:

- The Pay Group table uses the information from the Source Bank table and Form table to verify the bank account from which to draw funds and the form on which to print paychecks or advice.
- The Pay Calendar table extracts information from the Holiday Schedule table to determine the valid holidays for the organization to which you assign various pay groups.

Related Topics

- Payroll for North America Overview
  Payroll for North America provides the tools to calculate earnings, taxes, and deductions efficiently; maintain balances; and report payroll data while minimizing the burden on IT managers and payroll staff.

Understanding Pay Calendar Date Fields

This topic discusses:

- Interactions with general deductions.
- Interactions with additional pay.
- Interactions with benefit deductions.
- Interactions with job data.
- Interactions with the Deduction table.

> **Note**
>
> The examples in this topic use a pay period that starts on February 15, 2002, ends on February 28, 2002, and has a check date of March 1, 2002.

> **Note**
>
> Because Payroll for North America balance records have effective dates, you do not have to clear balance accumulators before you begin processing payrolls for a new calendar month, quarter, or year.

Interactions with General Deductions

To process a general deduction for an employee, the system uses two dates from the Create General Deductions page:

- Effective date.
- (optional) Deduction end date.

If the effective date of the deduction is before, or on, the pay period end date, the system takes the deduction.

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If you specify a deduction end date, the system takes the deduction only if the deduction end date is after, or on, the pay period end date.

The following tables illustrate examples of how the system uses dates in processing general deductions:

Deduction Effective Date	Deduction Taken?	Reason
February 15, 2002	Yes	Effective date is before, or on, the pay period end date.
February 16, 2002	Yes	Effective date is before, or on, the pay period end date.
February 28, 2002	Yes	Effective date is before, or on, the pay period end date.
March 1, 2002	No	Effective date is not before, or on, the pay period end date.

Deduction End Date	Deduction Taken?	Reason
February 15, 2002	No	Deduction end date is not after, or on, the pay period end date.
February 16, 2002	No	Deduction end date is not after, or on, the pay period end date.
February 28, 2002	Yes	Deduction end date is after, or on, the pay period end date.
March 1, 2002	Yes	Deduction end date is after, or on, the pay period end date.

Related Topics

- Setting Up Employee General Deductions

Interactions with Additional Pay

To process additional pay for an employee, the system uses two dates from the Create Additional Pay page:

- Effective date.
- (optional) Earnings end date.

If the effective date of the additional pay is before, or on, the pay period end date, the system pays the additional pay.

If you specify an earnings end date, the system pays the additional pay only if the end date is after the pay period begin date.

The following tables illustrate examples of how the system uses dates in processing additional pay:

Additional Pay Effective Date	Additional Pay Paid?	Reason
February 15, 2002	Yes	Effective date is before, or on, the pay period end date.
February 16, 2002	Yes	Effective date is before, or on, the pay period end date.

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Additional Pay Effective Date	Additional Pay Paid?	Reason
February 28, 2002	Yes	Effective date is before, or on, the pay period end date.
March 1, 2002	No	Effective date is not before, or on, the pay period end date.

Earnings End Date	Additional Pay Paid?	Reason
February 14, 2002	No	Earnings end date is not after the pay period begin date.
February 15, 2002	No	Earnings end date is not after the pay period begin date.
February 16, 2002	Yes	Earnings end date is after the pay period begin date.
March 1, 2002	Yes	Earnings end date is after the pay period begin date.

Related Topics

- Understanding Pay Calendar Date Fields
  This topic discusses:

Interactions with Benefit Deductions

The following table illustrates examples of how the system uses dates in processing benefit deductions:

Deduction Begin Date (Effective Date)	Benefit Deduction Taken?	Reason
February 15, 2002	Yes	Deduction begin date is before, or on, the pay period end date.
February 16, 2002	Yes	Deduction begin date is before, or on, the pay period end date.
February 28, 2002	Yes	Deduction begin date is before, or on, the pay period end date.
March 1, 2002	No	Deduction begin date is not before, or on, the pay period end date.

Related Topics

- Understanding Pay Calendar Date Fields
  This topic discusses:

Interactions with Job Data

The effective date on the Job Data - Work Location page, together with the action that you select, determines whether the system processes an employee during a payroll run.

The effective date on an employee's Job record represents the first day that a change takes place. For example, if an employee has a Job record with an action of termination and an

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effective date of January 15, 2002, then January 15, 2002 represents the first day that the employee is no longer working. Therefore, the system does not pay the employee for that day.

> **Note**
>
> (USF) PeopleSoft HR for U.S. federal government accommodates statutory and regulatory requirements. Personnel actions that begin new stages of employment (hire, promotion, reassignment, transfer, disciplinary action, and pay rate changes) are effective at the beginning of the business day. Personnel actions such as removal and termination are effective at the end of the business day.

The following tables illustrate examples of how the system uses the effective dates from the job data:

Hire Effective Date	Employee Active on Paysheets?	Resulting Paysheet Proration	Reason
February 15, 2002	Yes	Full pay.	Hire effective date is before, or on, the pay period begin date.
February 16, 2002	Yes	Prorated February 16–February 28.	Hire effective date is after the pay period begin date.
February 28, 2002	Yes	Prorated February 28 only.	Hire effective date is after the pay period begin date.
March 1, 2002	No	Not on paysheet.	Hire effective date is not before, or on, the pay period end date.

Termination Effective Date	Employee Active on Paysheets	Resulting Paysheet Proration	Reason
February 15, 2002	No	Not on paysheet.	Termination effective date is before, or on, the pay period begin date.
February 16, 2002	Yes	Prorated February 15 only	Termination effective date is after the pay period begin date.
February 28, 2002	Yes	Prorated February 15–February 27.	Termination effective date is after the pay period begin date.
March 1, 2002	Yes	Full pay.	Termination effective date is after the pay period end date.

Interactions with the Deduction Table

Depending on the employee status on the Job Data - Work Location page (for example, if the employee has been terminated), there is another field that determines whether the system takes benefit and general deductions: the **Stop Deduction at Termination** field on the Deduction Table - Process page.

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If the **Stop Deduction at Termination** check box is selected, an employee must have an active employee status during the entire pay period for the system to take the deduction.

The following table illustrates whether the system would take the deduction for employees who were terminated on different days of a pay period:

Termination Effective Date	Deduction Taken?	Reason
February 15, 2002	No	Employee is not on the paysheet. If paid, the deduction is still not taken.
February 16, 2002	No	Employee is not active for the entire period.
February 28, 2002	No	Employee is not active for the entire period.
March 1, 2002	Yes	Employee is active for the entire period.

Related Topics

- Understanding Deductions
  This topic lists prerequisites and discusses:

Understanding Shift Pay Calculation Methods

Payroll for North America provides a variety of methods for setting up and calculating shift pay.

This topic discusses:

- Comparison of shift pay methods.
- Earnings code based on other earnings or special accumulator.
- Earnings code with adjustment factor.
- Pay group setID and Shift table.

Comparison of Shift Pay Methods

This topic describes the shift pay methods and then compares them.

Shift Method Descriptions

This table describes the primary shift pay methods:

Method	Description
Earnings based on other earnings or accumulator.	Create a separate earnings code for shift differential based on another earnings code or a special accumulator of earnings and pay it out as other earnings. You can set up shift differential as a percentage of amount (amount based) or a flat rate per hour (hours based).

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Method	Description
Rate adjustment factor or earnings adjustment factor.	Add an adjustment factor to applicable earnings on the earnings table: • Rate adjustment factor: Add an amount to the employee's hourly rate. • Earnings adjustment factor: Add a flat amount to the total earnings.
Pay group setID and Shift table.	Create each applicable shift for a setID on the Shift table. Assign each employee to one of these shifts. Specify the shift differential on the shift table or at the employee level in Job data.

Shift Method Comparisons

This table briefly compares the shift pay methods:

Method	Use Shift Table?	Earnings Elig for shift	Additional Pay Setup	Shift Earnings to Paysheet	Shift Pay on Paycheck
Earnings based on other earnings or accumulator	No	Deselected	Assign shift earnings code.	System adds shift earnings code as other earnings. No manual paysheet entry.	Separate
Rate adjustment factor or earnings adjustment factor	No	Deselected	Assign shift earnings code.	System adds shift earnings code as other earnings. Manually enter shift hours.	Separate
Pay group setID and Shift table	Yes	Selected	Not required	No separate shift earnings code. No manual paysheet entry.	Not separate

The following sections describe these methods in more detail.

Earnings Code Based on Other Earnings

Use the **Based on Other Earnings/Hours** group box on the Earnings Table - Calculation page to calculate shift pay based on either hours or amount of another earnings code or a special accumulator.

Calculation Description

This table describes the pages and fields that you can use to enter shift differential when you base the shift pay on other earnings:

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Page	Shift Differential Entry	Description of Shift Earnings Calculation
Earnings Table - General	Unit/Override Rate	Shift differential rate times hours of the specified earnings or accumulator.
Earnings Table - Calculation	Multiplication Factor	Shift differential percent times the amount of the specified earnings or accumulator.
Additional Pay	Hourly Rate	Shift differential rate times hours of the specified earnings or accumulator.

Setup Summary

This table summarizes how to set up shift pay using each of these calculation methods:

Shift Differential Entry	Earnings Table Setup Summary	Additional Pay Setup Summary
Unit Override Rate	General page: • Select **Unit Override Rate** as the payment type • Enter the shift differential. Taxes page: Deselect **Elig for Shift Differential.** Calculation page: • Indicate either Single Earnings or Special Accumulator as the type, and then enter the specific earnings code or accumulator. • Select Hours in the Based on Amount or Hours option.	• Enter the earnings code that you set up for shift pay based on other earnings. • Do not enter an hourly rate. **Note:** If you set up an earnings code for shift pay that uses the unit/override rate and is based on a single earnings code, you must ensure that you include the shift earnings code on each payline that contains the earnings on which it is based. For example, if the shift earnings is based on the REG earnings, and if you manually add an additional REG payline to the paysheet, you must manually add the shift earnings code to that payline as well.

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Shift Differential Entry	Earnings Table Setup Summary	Additional Pay Setup Summary
Multiplication Factor	General page: Payment type must be **Amounts Only.** Taxes page: Deselect **Elig for Shift Differential.** Calculation page: • Enter the percentage factor in the **Multiplication Factor** field. • Select either **Single Earnings** or **Special Accumulator** as the type, and then enter the specific earnings code or accumulator. • Select *Amount* in the **Based on Amount or Hours** option.	• Enter the earnings code that you set up for shift pay based on other earnings. • Do not enter an hourly rate.
Additional Pay Hourly Rate	General page: Select **Hours Only** as the payment type. Taxes page: Deselect **Elig for Shift Differential.** Calculation page: • Select either **Single Earnings** or **Special Accumulator** as the type, and then enter the specific earnings code or accumulator. • Select *Hours* in the **Based on Amount or Hours** option.	• Enter the earnings code that you set up for shift pay based on other earnings. • Enter the employee's hourly shift differential in the **Hourly Rate** field.

Example of Shift Calculations When Based on Other Earnings

All of the example calculations use this data:

Variable	Value
Shift earnings based on single earnings code	REG (base pay earnings)
Shift-eligible hours in pay period	40
REG earnings for pay period	$400.00
Base pay hourly rate	$10.00

This table shows the shift calculation for each differential entry method:

Differential Entry	Value	Shift Earnings Calculation	Total Earnings (REG + Shift)
Unit Override Rate	$2.00	40 x $2.00 = $80.00	$480.00
Multiplication Factor	.5	$400.00 x .5 = $200.00	$600.00

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Differential Entry	Value	Shift Earnings Calculation	Total Earnings (REG + Shift)
Hourly Rate in Additional Pay	$3.00	40 x $3.00 = $120.00	$520.00

> **Note**
>
> The system reports the regular earnings and the shift earnings separately on the paycheck.

Related Topics

- Establishing Special Accumulator Codes
  To set up special accumulators, use the Special Accumulator Table (SPCL_EARNS_TABLE) component.
- Earnings Table - Calculation Page
  Use the Earnings Table - Calculation page (EARNINGS_TABLE3) to specify whether an earnings code is based on other earnings and define special earnings calculation formats that control how the pay calculation handles the earnings code and what results the earnings code produces.

Earnings Code with Adjustment Factor

You can set up earnings codes for shift pay using these factors on the Earnings Table – Calculation page:

Factor	Description
Rate Adjustment Factor	An amount that adjusts the hourly rate that is associated with the earnings.
Earnings Adjustment Factor	An amount that adjusts the total earnings amount calculated for the earnings.

Here are some additional considerations for using earnings code adjustment factors to calculate shift pay:

- The paysheet must contain the shift earnings code in Other Earnings.

  The system adds the shift earnings code during paysheet creation if you set it up on the Create Additional Pay page for the employee.
- You must enter the shift hours for each shift code on the employee's paysheet.
- You cannot use these adjustment factors to base the shift pay on other earnings or special accumulators.
- You can use these factors in conjunction with the Hourly Rate field on the Create Additional Pay page for the employee.

Example: Rate Adjustment Factor Calculation

The system uses this method to calculate the shift pay with a rate adjustment factor:

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Step	Formula
Calculate new hourly rate	hourly rate (job data or additional pay) + adj. factor = new hourly rate
Calculate the amount of pay	new hourly rate x hours = amount

This example shows the calculation of a rate adjustment factor of $5.50 for an employee who worked 8 hours with an hourly rate of $10.00 in the pay earnings record:

Step	Example
Calculate new hourly rate	$10.00 + $ 5.50 = $15.50
Calculate the amount of pay	$15.50 x 8 = $124.00

Example: Earnings Adjustment Factor Calculation

The system uses this method to calculate the shift pay with an earnings adjustment factor:

Step	Formula
Calculate earnings amount	hours x hourly rate (job data or additional pay) = earnings amount
Calculate new earnings amount	earnings amount + factor = new earnings amount

This example shows the calculation of an earnings adjustment factor of $25.00 for an employee who worked 8 hours with an hourly rate of $10.00 in the pay earnings record:

Step	Example
Calculate earnings amount	8 x $10 = $80
Calculate new earnings amount	$80 + $25 = $105.00

Pay Group SetID and Shift Table

This topic discusses:

- Summary of shift pay setup using the Shift table.
- Example of relationship between setID, pay group, and shift.
- Shift differential processing.
- Shift differential calculation formulas.
- Examples of shift differential calculations.

> **Note**
>
> This method of calculating shift applies only to hourly and exception hourly employees, based on the employee type specified on the employee's job data. The system does not calculate shift pay for employee type S (salaried).

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Summary of Shift Pay Setup Using the Shift Table

To set up shift differential using the pay group setID and the Shift table:

1. Set up setIDs.

   See Application Fundamentals: Understanding PeopleSoft HCM System Data Regulation.
2. Verify or add values to the Translate table to identify the shifts that you intend to set up.
3. Set up shifts for setIDs, specifying the differential as a rate, a factor, or both.

   > **Note**
   >
   > You can set up the same shift differential for all employees in the shift, or you can specify the differential separately on the Job Information page for each employee assigned to the shift.

   See Setting Up the Shift Table.
4. Link a shift SetID to a pay group.

   See Application Fundamentals: Setting Up Pay Groups.
5. Assign employees to a valid shift on the Job Information page.

   See PeopleSoft Human Resources Administer Workforce: Job Information Page.
6. Select Elig. for Shift Differential (eligible for shift differential) on the Earnings Table - Taxes page for applicable hourly earnings codes.

   Selecting this check box triggers shift processing during paysheet creation and payroll calculation.

   See Earnings Table - Taxes Page.

Relationship Between SetID, Pay Group, and Shift

The employee's shift differential is based on the Shift table entry for the setID of the employee's pay group and the employee's shift assignment.

This example shows the shift table entries for a second shift that has two rate differentials that are linked to different setIDs:

SetID	Shift ID	Differential
SHARE	Shift 2	$1.00
USA	Shift 2	$2.00

Two pay groups are assigned to shift 2.

This table illustrates that the setID assigned to the pay group identifies the correct shift 2 differential for that pay group:

SetID	Pay Group	Shift 2 Differential
SHARE	Weekly A	$1.00
USA	Biweekly B	$2.00

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Shift Differential Processing

Here's how payroll processing uses the setup data:

- The Paysheet Creation COBOL SQL process (PSPPYBLD) uses job data to populate the shift value on the paysheet.
- The Pay Calculation COBOL SQL process (PSPPYRUN) validates the shift value on the paysheet against the Shift table and against the setID that is associated with the employee's pay group.

To process shift pay, the system checks:

1. Employees' job records and paylines to verify that you have assigned each of them to a shift and that the employee type in job data is hourly or exception hourly.
2. The Shift table to determine how you've defined each shift and whether there are any associated shift differentials that affect earnings.
3. The Earnings table to see whether the earnings are eligible for shift differential.

There must be an entry on the Shift table for the setID that is linked to the pay group. If a shift value is not defined on the Shift table, the system generates an error message during pay calculation that the shift value was not found.

> **Note**
>
> If your organization doesn't use multiple shifts, you *must* still set up the Not Applicable (N/A) shift with blank values in the Shift table for each pay group setID. N/A is the default shift in Job data. Setting up this entry in the Shift table avoids potential processing errors if an earnings code is created with Elig for Shift Differential selected (the default value), which would trigger the shift pay processing of the employee's shift identified in Job data.

Shift Differential Calculation Formulas

This table defines terms used in shift differential calculation:

Term	Definition
Shift rate	The shift differential expressed as a flat amount per hour.
Shift factor	The shift differential percentage.
Pay rate	The hourly rate in the Pay Earnings record.
Hours worked	The number of hours associated with the earnings code for that pay period.

The system follows these steps to calculate shift differentials:

Step	Formula
Calculate the shift premium	shift rate + (shift factor × pay rate) = shift premium
Adjust the total earnings eligible for shift differential	(pay rate + shift premium) × hours worked = adjusted earnings

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Example: Shift Differential Calculations

In this example, the company set up three shifts and shift differentials as follows:

Shift	Rate	Factor
1	$0.50 per hour	
2		10 percent
3	$1 per hour	15 percent

This table shows the earnings calculation in each shift for an hourly employee earning $10.00 an hour and working 40 shift-eligible hours:

Shift	Step 1. Shift Premium Calculation	Step 2. Earnings Calculation
1	$0.50 + (0 × $10) = $0.50	($10 + $0.50) × 40 = $420
2	0 + (0.10 × $10) = $1	($10 + $1) × 40 = $440
3	$1 + (0.15 × $10) = $2.50	($10 + $2.50) × 40 = $500

> **Note**
>
> The system does not report shift earnings calculated with the Shift table as a separate earnings code or earnings line on paychecks and reports such as the payroll register.

Setting Up the Shift Table

To set up shifts, use the Shift Table (SHIFT_TABLE) component.

Pages Used to Set Up and Report on Shifts

Page Name	Definition Name	Usage
Shift Table Page	SHIFT_TABLE	Define a shift. Note. If you don't have shifts, you must still define the Not Applicable shift with blank values on the Shift table.
Shift Report Page	PRCSRUNCNTL	Run PAY708, which generate a report that lists information from the Shift table.

Understanding Shifts

You define shifts in two places:

- In the Shift table, which the system checks during batch processes.

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> **Note**
>
> If your organization doesn't use multiple shifts, you must still set up the Not Applicable (N/A) shift with blank values in the Shift table for each pay group setID. N/A is the default shift in Job data. Setting up this shift avoids potential processing errors if an earnings code is created with Elig for Shift Differential selected (the default value).

- In a series of values in the Translate table, which the system uses when performing online edits on pages, such as paysheets.

  PeopleSoft delivers the following basic shift values in the Translate table:

  – 1 (first shift)
  – 2 (second shift)
  – 3 (third shift)
  – Not Applicable (for no shift)

> **Note**
>
> The values in the Shift table and Translate table must match. You must add new shift values to the Translate table using PeopleSoft Application Designer before adding them to the Shift table.

> **Note**
>
> The values in the Shift table and Translate table must match. You must add new shift values to the Translate table using PeopleSoft Application Designer before adding them to the Shift table. If you don't have multiple shifts, deactivate all shift values in the Translate table (except for the N/A shift value), and define the N/A shift in the Shift table.

> **Note**
>
> Shift earnings are not currently broken out on reports, such as paychecks and payroll registers. To review shift earnings separately, set them up as earnings codes in the Earnings table.

Related Topics

- Pay Group SetID and Shift Table
  This topic discusses:

Shift Table Page

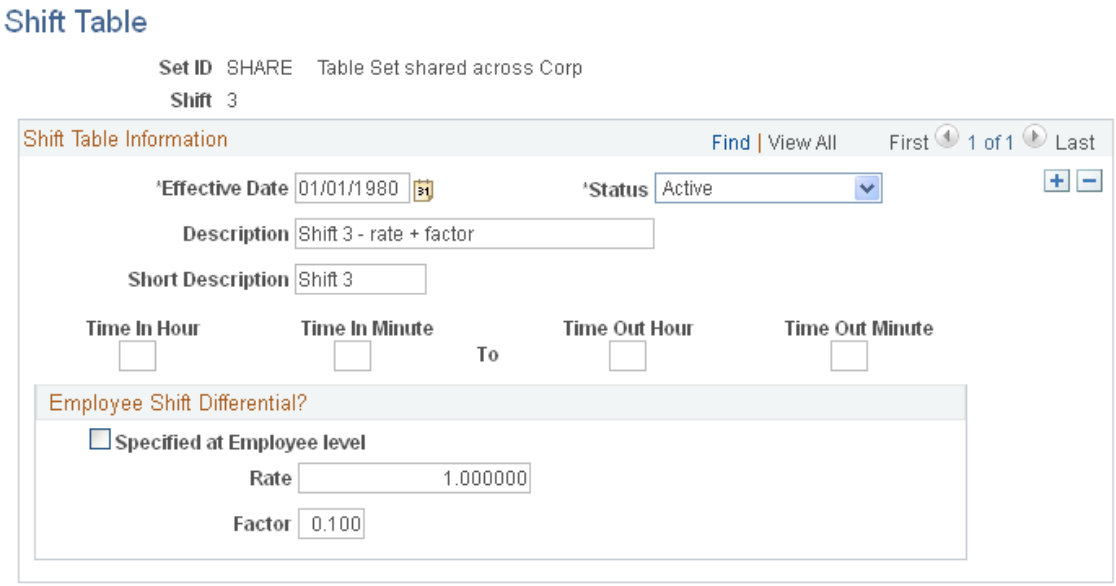
Use the Shift Table page (SHIFT_TABLE) to define a shift.

Navigation:

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Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Compensation and Earnings**, and then **Shift Table**, and then **Shift Table**

This example illustrates the fields and controls on the Shift Table page.



Shift Table Information

Field or Control	Description
Time In Hour, **Time In Minute**, **Time Out Hour**, and **Time Out Minute**	The time format uses a 24-hour clock. To define a second shift from 4 p.m. to 11:59 p.m., enter *16*, *00*, *23*, and *59*. These fields are for your information only.

Employee Shift Differential?

Field or Control	Description
Specified at Employee level	Select this check box if shift premiums vary from employee to employee within the shift and setID. This option enables you to define the shift premium rate or factor for any employee assigned to the shift at the employee level on the Job Information page.
Rate and **Factor**	If you deselect the Specified at Employee level check box, enter the shift differential as a rate (flat amount), a factor (percentage), or both. **Note:** If you enter a rate or factor, it applies to all employees assigned to that shift. You cannot override these definitions at the employee level.

Related Topics

- PeopleSoft Human Resources Administer Workforce: Job Information Page

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Establishing Special Accumulator Codes

To set up special accumulators, use the Special Accumulator Table (SPCL_EARNS_TABLE) component.

Pages Used to Establish Special Accumulator Codes

Page Name	Definition Name	Usage
PeopleSoft Human Resources Manage Base Benefits: Special Accumulator Table Page	SPCL_EARNS_TABLE	Define accumulators for deduction calculation.
Review Special Accumulators - Earnings Page	SPCL_ACCUM_EARNS	Display the earnings codes that you specified in the Earnings table as having an effect on this special accumulator. This page is display-only.
Review Special Accumulators - Deductions Page	SPCL_ACCUM_DEDCD	Display the deduction codes that you specified in the Deduction table as having an effect on this special accumulator. This page is display-only.
Special Accumulator Report Page	PRCSRUNCNTL	Run PAY713, which lists information from the Special Accumulator table. It contains codes that isolate earnings for deductions that are stated as a percent of gross such as 401(k).
Special Use Accumulator Page	PY_SPCL_ACC_USE	Assign a special accumulator for tracking gross wages.

Understanding Special Accumulators

The Savings Plan table and the General Deduction table use special accumulator codes in calculation routines.

Here's how to set up special accumulator codes:

- Define special accumulator codes on the Special Accumulator Table page.
- Use the Earnings Table - Special Process page to assign earnings codes to add to or subtract from the accumulator balances.
- Use the Deduction Table - Tax Class page to assign deduction codes to add to or subtract from accumulator balances.

Special Accumulator Example

To understand special accumulators, consider this example of setting up a 401(k) retirement savings plan to calculate the 401(k) deduction as a percentage of regular, overtime, holiday, vacation, and sick earnings:

1. Create a three-character code for the Special Accumulator table, such as 401.

   This code accumulates all earnings that affect 401(k).

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2. For each valid earnings code (such as regular or overtime), enter the 401 special accumulator code on the Earnings Table - Special Process page, and select *Adds to Special Balance* in the **Effect on Special Balance** field.

   This tells the system to add these earnings to the 401 special accumulator.

3. Define the 401(k) calculation in the Savings Plan table, and specify Use 401 Special Accumulator Instead of Total Gross.

   The system now calculates 401(k) deduction amounts based on the total amount of earnings designated with the 401 special accumulation code.

(USA) Special Accumulator for Supplemental Earnings

Create a special accumulator code to store each employee's taxable gross for supplemental payments to identify the correct point at which the higher federal supplemental withholding tax rate applies. Enter this special accumulator on the Earnings Table - Special Process page with *T* selected in the **Effect on Special Balance** field for each earnings code identified as using the supplemental tax method.

> **Note**
>
> You *must* select *T* in the **Effect on Special Balance** field for each earnings code identified as using the supplemental tax method.

Special Accumulator Code for Gross Wages

The system delivers the *GRS* special accumulator code to track the gross wages paid in employees' checks. It uses *GRS* or a user-defined unique accumulator that is specified on the Special Use Accumulator Page as the basis for calculating premiums for these programs:

- Colorado Paid Family and Medical Leave

  Understanding the Colorado Family and Medical Leave Insurance Program

- Connecticut Family and Medical Leave

  Understanding the Connecticut Paid Family and Medical Leave

- Washington Paid Family and Medical Leave

  Understanding the Washington Paid Family and Medical Leave Tax

  For more information about the special accumulator code, refer to the *Special Accumulator Code for Gross Wages* section in the same topic.

Special Use Accumulator Page

Use the Special Use Accumulator page (PY_SPCL_ACC_USE) to assign a special accumulator for tracking gross wages.

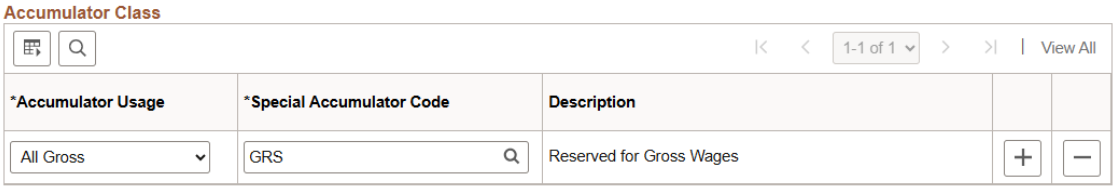
Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Compensation and Earnings**, and then **Special Use Accumulator**, and then **Special Use Accumulator**

This example illustrates the fields and controls on the Special Use Accumulator page.

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Special Use Accumulator



Field or Control	Description
Accumulator Usage	Currently, the only supported usage is *All Gross*.
Special Accumulator Code	Enter the special accumulator code to be used to track gross wages. The system-delivered special accumulator is *GRS*. You can select an alternative special accumulator to use if preferred. Special accumulators are defined on the PeopleSoft Human Resources Manage Base Benefits: Special Accumulator Table Page.

Setting Up Holiday Schedules

To set up holiday schedules, use the Holiday Schedule component (HOLIDAY_SCHED_TBL).

Page Used to Set Up Holiday Schedules

Page Name	Definition Name	Usage
Holiday Schedule Page	HOLIDAY_SCHED_TBL	Designate holidays for payroll processing.

Understanding Holiday Schedules

Because holidays might vary for different segments of the employee population (depending on location, work schedules, or other factors), you can define as many holiday schedules as you need. For example, if you pay some employees based on an eight-hour day and others on a 7.5-hour day, you must define a separate holiday schedule for each. The same applies if some employees recognize a holiday on the actual day itself and others on a different date. To add holiday schedules, complete the Holiday Schedule page for each schedule:

- The system automatically establishes an employee's holiday earnings based on the scheduled holidays in the Holiday Schedule table.

  Do not include floating holidays on this list.
- If a defined holiday occurs within the pay period during the Create Paysheet COBOL SQL process (PSPPYBLD), the system automatically creates a holiday earnings code on the paysheet for the number of hours that are indicated in the Holiday Schedule table.
- If you selected the **Hours Only (Reduce from Reg Pay)** (hours only [reduce from regular pay]) option on the Earnings Table - Taxes page, the system reduces the number of regular

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hours by the number of holiday hours during the Pay Calculation COBOL SQL process (PSPPYRUN).

- Specify the holiday earnings code in the Pay Group table.

  The system also uses the default holiday schedule from the Pay Group table during the Calendar Build COBOL SQL process (PSPCLBLD) to ensure that check issue dates do not fall on weekends or holidays.

> **Note**
>
> After you define all of your holiday schedules, you can specify a default holiday schedule for the location on the Location Profile page or for the pay group on the Pay Group Table - Calc Parameters page. You can override this default on any employee's Job Data record.

Setting Up Rapid Entry Paysheet Templates

To set up rapid entry paysheet templates, use the Rapid Entry Paysheet Template component (PYRE_TEMPLATE).

Page Used to Set Up Rapid Entry Paysheet Templates

Page Name	Definition Name	Usage
Rapid Entry Paysheet Template Page	PYRE_TEMPLATE	Define the type of earnings and earnings codes to be used in the Rapid Entry Paysheet component (PYRE_DATA_ENTRY). You can define templates based on hours, amounts, or a combination of hours and amounts.

Related Topics

- Entering Hours or Amounts Using Rapid Entry Paysheets

Understanding Rapid Entry Paysheet Templates

Payroll for North America enables you to create rapid entry paysheet templates that are used as a basis for rapid entry paysheets. You can create three types of templates:

- Hours.

  Use this template type to set up a template for earnings codes based on hours with no associated dollar amounts.

- Amounts.

  Use this template type to set up a template for earnings codes based on amounts with no associated hours.

- Hours or Amounts.

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Use this template type to set up a template for both earnings codes that accept hours and earnings codes that accept amounts.

You can create as many templates as required for each template type. In each template you specify the preset earnings codes that appear on rapid entry paysheets that are based on the template. For Hours and Amounts type templates, you can also select an additional (not preset on the template) earnings code on the rapid entry paysheet.

Fields Available by Template Type

The fields that are available on the Rapid Entry Template page vary according to the template type that you enter when you access the page. The template type determines the type of earnings code that can be specified in the template. This table describes the available fields for each template type:

Template Type	Fields on Template
Hours	Three fields for specifying earnings codes. When the template type is Hours, only the earnings codes on the Earnings table with a payment type of **Either Hours or Amount OK, Both Hours and Amount OK, Hours Only,** or **Unit/Override Rate** are available for selection.
Amounts	Two fields for specifying earnings codes. When the template type is Amounts, only earnings codes on the Earnings table with a payment type of **Either Hours or Amount OK, Both Hours and Amount OK,** or **Amounts Only** are available for selection.
Hours or Amounts	Three fields for specifying earnings codes and three fields for the corresponding earnings code types. When the template type is Hours or Amounts, you can select earnings codes that accept hours and earnings codes that accept amounts. **Note:** You cannot add an additional earnings code to a rapid entry paysheet that is based on an Hours or Amounts type template.

Rapid Entry Paysheet Template Page

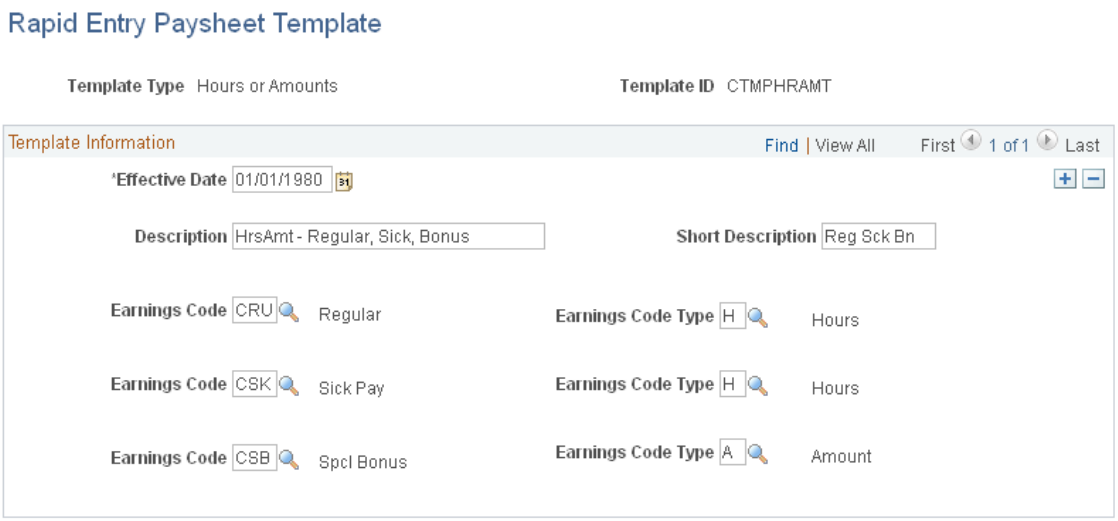
Use the Rapid Entry Paysheet Template page (PYRE_TEMPLATE) to define the type of earnings and earnings codes to be used in the Rapid Entry Paysheet component (PYRE_DATA_ENTRY).

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Payroll Processing Controls**, and then **Rapid Entry Paysheet Template**, and then **Rapid Entry Paysheet Template**

This example illustrates the fields and controls on the Rapid Entry Paysheet Template page.

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You can define templates based on hours, amounts, or a combination of hours and amounts.

> **Note**
>
> You cannot change the template type after the template is created.

Field or Control	Description
Earnings Code	Select the earnings codes that you want to preset for the template. Available earnings codes are determined by the template type.
Earnings Code Type	This field is only available if the template type is *Hours or Amounts.* Select an earnings code type for each earnings code that identifies whether hours or an amount will be entered on the rapid entry paysheet for the earnings.

Setting Up Continue with Errors Processing

Pages Used to Set Up Continue with Errors Processing

Page Name	Definition Name	Usage
Pay Message Table Page	PAY_MESSAGE_TABLE	Update the Pay Message table with options to continue processing of nonsystem errors.
Pay Group Table - Process Control Page	PAYGROUP_TABLE2	Specify continue with errors process controls for the pay group.

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Page Name	Definition Name	Usage
Pay Calendar Table - Application Fundamentals: Pay Confirm Options Page	PAY_CALENDAR_TBL2	Specify continue with errors process options for the pay calendar.
Calculate Payroll Page	RUNCTL_PAY_CALC	Specify continue with errors processing during pay calculation processing.

Understanding Continue with Errors Processing

The system issues various types of error messages for situations encountered during the payroll calculation. You can set up the Continue with Error functionality to enable certain employee-level error messages that have been identified on the Pay Message table to be transferred to an off-cycle paysheet for further reconciliation and processing, which enables the current payroll to continue.

> **Note**
>
> You cannot bypass errors that would stop the calculation. Messages that stop the payroll process are system error messages. System messages are not available to be bypassed.

After resolving all errors that were not bypassed, you can run the final pay calculation and transfer the paysheets with bypassed messages to a designated off-cycle paysheet that you've set up to process the transferred employees. You should reconcile and process the transferred paysheets so that they are confirmed before the next on-cycle processes.

Related Topics

- Continue with Errors
  After your system is set up to continue with errors, follow these payroll calculation steps:

Understanding Continue with Errors Setup

This table describes the Continue with Errors setup steps that you should complete before running the Pay Calculation process:

Page	Specific Setting	Processing Description
Pay Message Table	• Specify whether to bypass the error message. • Specify the number of times to bypass the message within a run ID.	When the number of occurrences of the message reaches the maximum bypass value, the system bypasses none of the errors. You must correct the errors before continuing the payroll process.

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Page	Specific Setting	Processing Description
Pay Group Table – Process Control	• Select **Continue with Errors**. • Select the error pay end date option.	All pay groups in the same pay run ID must have the same Continue with Errors setting. The Error Pay End Date field indicates the off-cycle date to be used for the transfer of the erred paysheets. You can use either a new standalone off-cycle calendar or an existing unprocessed off-cycle pay calendar.
Pay Calendar Table – Pay Confirm Options	Select **Continue with Errors**.	The system supplies the error pay end date on the pay calendar based on the error pay end date option selected on the Pay Group table.
Calculate Payroll	Select **Transfer Calc Errors** when you run the final calculation.	Transfer Calc Errors moves paysheets in error to off-cycle processing **Note:** To ensure that all error conditions have been resolved, first run the calculation with **(Re)Calculate All Check**s selected before running the final calculation with the Transfer Calc Errors option selected.

Error Pay End Date

The system doesn't assume the check date on the original calendar when transferring the error paysheets to the off-cycle calendar.

The **Error Pay End Date** field on the Pay Group Table page determines the off-cycle date to be used for the transfer of the erred paysheets as follows:

- *Same Day:* The default date is the same pay period end date as the pay calendar.
- *Next Day:* The default date is the next day and requires an off-cycle pay calendar with a new pay run ID.

Defining the Final Check Process

To set up the final check program, use the Final Check Action Reason (TERM_ACTN_RSN), Final Check Program Table (TERM_PGM_TBL), and Final Check Program Table USF (GVT_TERM_PGM_TBL) components.

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Pages Used to Define the Final Check Process

Page Name	Definition Name	Usage
Final Check Action/Reason Page	TERM_ACTN_RSN	Define the action and action reason code combinations that automatically trigger a final check request when an employee termination Job record enters the system.
Final Check Program Table - Program Definition Page	TERM_PGM_TBL	Establish a final check program ID description.
Final Check Program Table - Earnings Definition Page Final Check Program Table - Earnings Def Page	TERM_PGM_DEFERN	Define earnings for the final check program.
Final Check Program Table - Leave Accrual Definition Page Final Check Program Table - Leave Accrual Def Page	TERM_PGM_DEFLVE	Define rules that apply to paying leave accruals to employees for whom you decide to pay earned or prorated accruals.
Final Check Program Table - Deduction Definition Page Final Check Program Table - Deduction Def Page	TERM_PGM_DEFDED	Define which deductions to include in a final check and which limits and special rules to use when calculating the deduction.
Final Check Program Report Page	RUNCTL_PAY751	Generate the PAY751 report. The report lists information from the Final Check Program table, which contains final check processing rule definitions for earnings, leave accruals, and deductions.
Final Check Program Clone Page	RUNCTL_FCXCLONE	Run the Final Check Pgm Clone Utility (final check program clone utility) SQR Report process (FCXCLONE).

Related Topics

- Creating Final Check Paysheets
- Processing a Final Check Request

Understanding the Final Check Process

Employee terminations occur for various reasons: some are initiated by the employee, others by the employer. When employment is terminated, regardless of the reason, the law requires employers to give employees their final wages. Some states require that the employee receives final wages before leaving the premises.

The Final Check process enables you to:

- Define a set of termination rules as a final check program that identifies the earnings, deductions, and leave plans to process when creating a final check.

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- Automate the application of these rules to provide a clean, quick way of creating final checks.
- Create a final check for a terminated employee whether or not the termination has been processed through PeopleSoft HR.

  To process final checks for an employee whose termination has not been processed through PeopleSoft HR, enter the employee ID, termination date, and final check program ID on the Request Final Check page.

  > **Note**
  >
  > Because this process is workflow-enabled, the system automatically generates a worklist item to notify the personnel administrator that a final check request has been created for an employee who is not yet terminated on the Job page.

- Assign a final check program to each pay group using a final check program ID that you identify.

  The pay group's final check program becomes the default for final check requests of terminated employees in that pay group. However, you can override the default final check program for any employee on the Request Final Check page.
- Define a set of rules in each program for processing deductions or refunds on an employee's final check.

  For example, you might refund or override a general or benefit deduction on a final check.

  The system adds deductions and refunds to an employee's paysheet as one-time deductions. This enables a payroll administrator to further override any values on collections or refunds by deduction class, if there are any additional rules that are outside the scope of final checks.

  > **Note**
  >
  > Leave may be accrued each payroll by the hour, but the system does not prorate hour-to-hour leave accrual in the final check process. Even if you set up final check leave accrual to prorate leave on an hour-to-hour basis, the Final Check process does not calculate it.

Final Check Action/Reason Page

Use the Final Check Action/Reason page (TERM_ACTN_RSN) to define the action and action reason code combinations that automatically trigger a final check request when an employee termination Job record enters the system.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Payroll Processing Controls**, and then **Final Check Action/Reason**, and then **Final Check Action/Reason**

This example illustrates the fields and controls on the Final Check Action/Reason page.

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Field or Control	Description
Reason Code	Select an action reason to associate with the action code. Maintain action codes and reasons on the Action Reason Table page.

Final Check Program Table - Program Definition Page

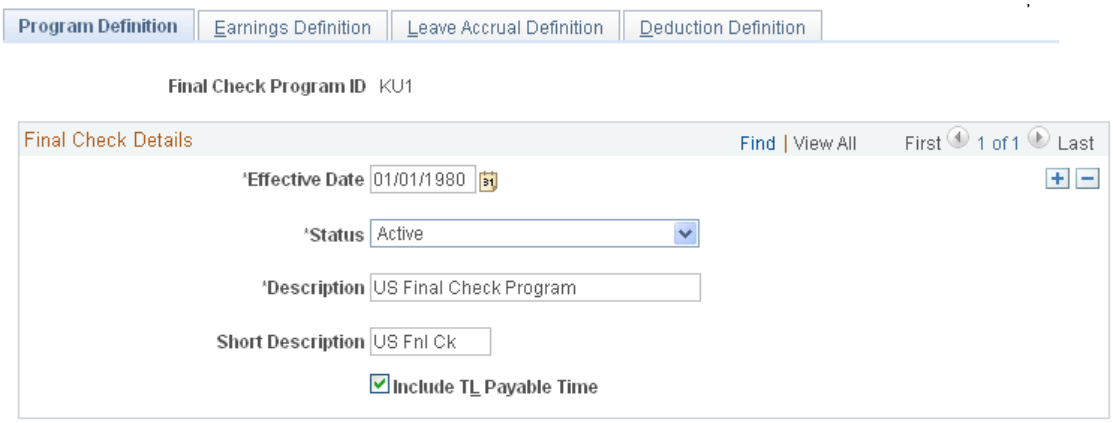
Use the Final Check Program Table - Program Definition page (TERM_PGM_TBL) to establish a final check program ID description.

Navigation:

- **Set Up HCM**, and then **Product Related**, and then **Payroll for North America**, and then **Payroll Processing Controls**, and then **Final Check Program Table**, and then **Program Definition**
- **Set Up HCM**, and then **Product Related**, and then **Payroll for North America**, and then **Payroll Processing Controls**, and then **Final Check Program Table USF**, and then **Program Definition**

This example illustrates the fields and controls on the Final Check Program Table - Program Definition page.

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Field or Control	Description
Include T&L Payable Time (include time and labor payable time)	Select this check box if you have an interface with PeopleSoft Time and Labor. If you select this check box, the system uses the time from PeopleSoft Time and Labor to create the paysheet for the final check and marks the time and labor paysheet as processed by final check.

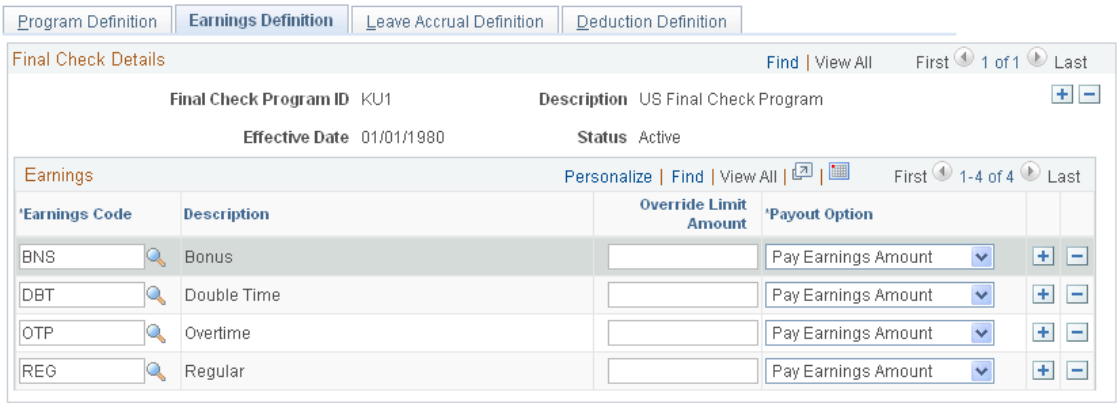
Final Check Program Table - Earnings Definition Page

Use the Final Check Program Table - Earnings Definition page (TERM_PGM_DEFERN) to define earnings for the final check program.

Navigation:

- **Set Up HCM**, and then **Product Related**, and then **Payroll for North America**, and then **Payroll Processing Controls**, and then **Final Check Program Table**, and then **Earnings Definition**
- **Set Up HCM**, and then **Product Related**, and then **Payroll for North America**, and then **Payroll Processing Controls**, and then **Final Check Program Table USF**, and then **Earnings Def**

This example illustrates the fields and controls on the Final Check Program Table - Earnings Definition page.



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Field or Control	Description
Payout Option	Select: *Pay Earning Amount*: Select this value if the Final Check process uses the regular earnings amount to pay the earnings for the earnings code. *Pay Goal Difference*: Select this value if the Final Check process searches for a corresponding Additional Pay record for the earnings code and calculates the remaining balance on the employee's goal amount.

> **Note**
>
> The final check includes only earnings that you identify here. For example, to include additional pay earnings for a car, you must include the appropriate earnings code for those earnings on this page. Otherwise it is not included in employees' final checks.

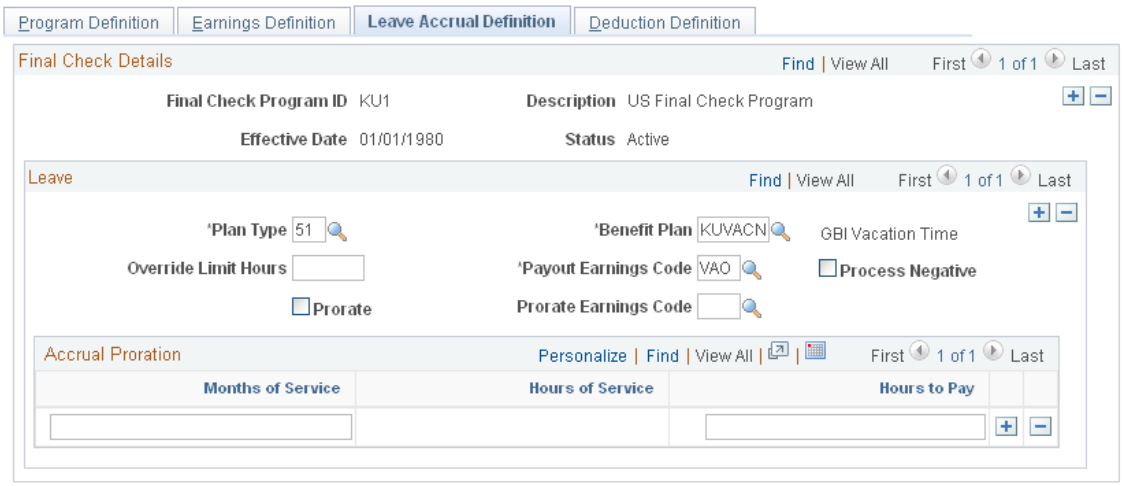
Final Check Program Table - Leave Accrual Definition Page

Use the Final Check Program Table - Leave Accrual Definition page (TERM_PGM_DEFLVE) to define rules that apply to paying leave accruals to employees for whom you decide to pay earned or prorated accruals.

Navigation:

- **Set Up HCM**, and then **Product Related**, and then **Payroll for North America**, and then **Payroll Processing Controls**, and then **Final Check Program Table**, and then **Leave Accrual Definition**
- **Set Up HCM**, and then **Product Related**, and then **Payroll for North America**, and then **Payroll Processing Controls**, and then **Final Check Program Table USF**, and then **Leave Accrual Def**

This example illustrates the fields and controls on the Final Check Program Table - Leave Accrual Definition page.



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Leave

Field or Control	Description
Override Limit Hours	To apply an override when the payout earned and prorated hours exceed the limit, enter the number of hours.
Payout Earnings Code	Select a payout earnings code to use for paying the accruals that are earned and awarded for the benefit plan. You can pay only the earned and awarded accruals, only the prorated portion, or both. Define the earnings code that you use for paying the earned and awarded accruals in the Earnings table as earnings that do not reduce regular pay but do add to hours taken. This ensures the integrity of the Accrual Balance records when you pay employee leave accruals upon termination.
Process Negative	Select this check box to pay negative accruals.
Prorate Earnings Code	Select a prorated earnings code to use for paying the prorated portion of accruals for the benefit plan. You can pay either: • The entitled and awarded accruals only. • Both the entitled and awarded accruals along with the prorated but not yet awarded leave. Define the earnings code that you use for paying prorated accruals as earnings that do not reduce regular pay, but do add to hours taken and hours adjusted. This ensures the integrity of the Accrual Balance records when you pay employee leave accruals upon termination. **Note:** Leave may be accrued each payroll by the hour, but the system does not prorate hour-to-hour leave accrual in the final check process. Even if you set up final check leave accrual to prorate leave on an hour-to-hour basis, the Final Check process does not calculate it.

Accrual Proration

If you prorate accruals for the benefit plan, use this group box to establish the proration rules.

Field or Control	Description
Months of Service	To prorate accruals by months of service, enter the monthly increments. For example, less than or equal to *1* month of service, *2* months of service, and so on. The system computes the months of service based on the employee's termination date and the last date on which you ran the Run Leave Accruals COBOL SQL process (FGPACCRL).

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Field or Control	Description
Hours of Service	To prorate accruals by hours of service, enter the hourly increments. For example, less than or equal to *160* hours of service, *320* hours of service, and so on.

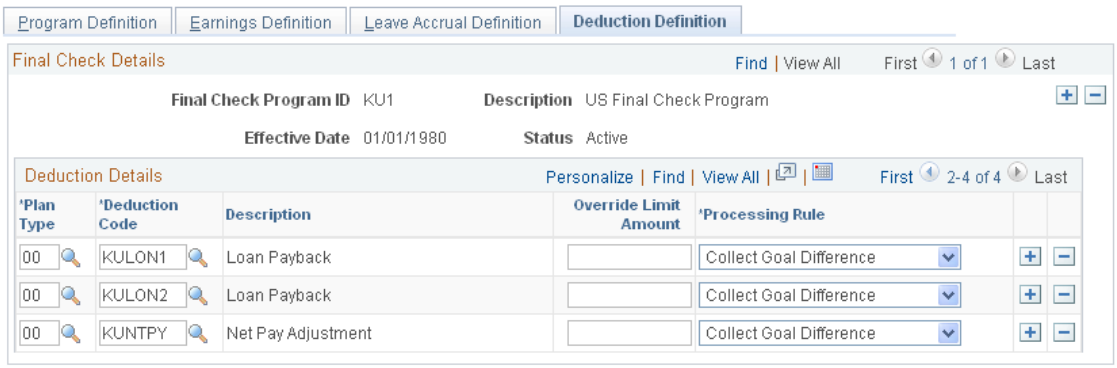
Final Check Program Table - Deduction Definition Page

Use the Final Check Program Table - Deduction Definition page (TERM_PGM_DEFDED) to define which deductions to include in a final check and which limits and special rules to use when calculating the deduction.

Navigation:

- **Set Up HCM**, and then **Product Related**, and then **Payroll for North America**, and then **Payroll Processing Controls**, and then **Final Check Program Table**, and then **Deduction Definition**
- **Set Up HCM**, and then **Product Related**, and then **Payroll for North America**, and then **Payroll Processing Controls**, and then **Final Check Program Table USF**, and then **Deduction Def**

This example illustrates the fields and controls on the Final Check Program Table - Deduction Definition page.



Field or Control	Description
Deduction Code	Select the deduction code that identifies the deduction in the Deduction table. **Note:** U.S. Savings Bond deductions are not valid deductions. Do not use deduction code KUUSBD (U.S. Savings Bond Deduction).

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Field or Control	Description
Processing Rule	Select a processing rule for each deduction code: *Collect Goal Difference*: Select this value to collect general deductions only. You collect the amount of the general deduction data goal amount minus the goal balance. *Collect Pay Period Deduction*: Select this value to collect general deductions and benefit deductions. You collect the amount of the scheduled pay period deduction. *Refund Bond Bal-Ready to Dist* (refund savings bond balance ready to distribute): U.S. Savings Bond deductions are not valid. Do not use this value. *Refund ESPP Balance* (refund employee stock purchase plan balance): This value is reserved for future use. Do not use this value. *Refund Goal Balance* (refund goal balance): Select this option to refund general deductions only. You refund the amount of the general deduction data goal balance. *Refund Last Deduction* (refund last deduction): Select this value to refund general deductions and benefit deductions. You refund the amount of the pay deduction data current deduction, which represents the amount deducted at the last time the deduction was taken. *Refund Month-to-Date Balance*: Select this value to refund general deductions and benefit deductions. You refund the amount of the deduction balance data MTD deduction. *Refund Quarter-to-Date Balance* (refund quarter-to-date balance): Select this value to refund general deductions and benefit deductions. You refund the amount of the deduction balance data QTD deduction. *Refund Sav Bond Balance* (refund savings bond balance): U.S. Savings Bond deductions are not valid. Do not use this value. *Refund Year-to-Date Balance*: Select this value to refund general deductions and benefit deductions. You refund the amount of the deduction balance data YTD deduction.

Important

The Final Check process performs normal payroll arrears processing whether or not you include the deduction in the final check program.

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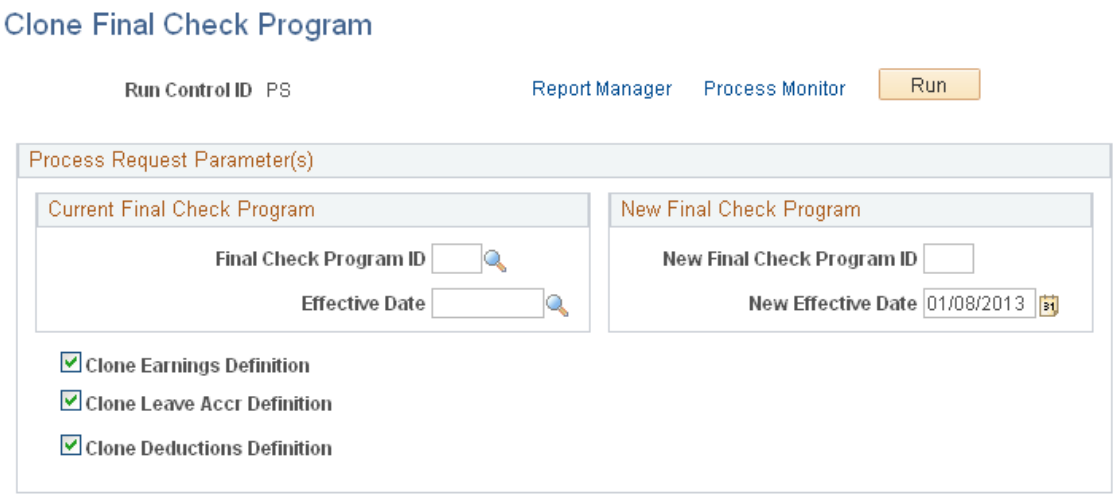
Final Check Program Clone Page

Use the Final Check Program Clone page (RUNCTL_FCXCLONE) to run the Final Check Pgm Clone Utility (final check program clone utility) SQR Report process (FCXCLONE).

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Payroll Processing Controls**, and then **Clone Final Check Program**, and then **Final Check Program Clone**

This example illustrates the fields and controls on the Clone Final Check Program page.



Identify the final check program that you're cloning, specify a final check program ID and the effective date for the new program, and indicate which program elements to copy to the new final check program.

Setting Up to Print and View Paychecks and Year-End Pay Forms with BI Publisher (BIP)

To set up to print and view PDF paychecks and year-end pay forms with Oracle Business Intelligent Publisher (BI Publisher or BIP), and to control the display of PDF and non-PDF paychecks, use the Paycheck Options Table (PY_SSP_OPTIONS) component.

> **Note**
>
> These setup steps are not necessary if you use the SQR processes to print checks and advices.

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Pages Used to Set Up Paycheck Printing and Viewing with BI Publisher

Page Name	Definition Name	Usage
Create BIP Report Definitions - Template Page	PSXPRPTTMPL	View or modify the existing template.
Create BIP Report Definitions - Properties Page	PSXPRPTPROP	Enter the PDF permission password that you want to be required to view or print self-service PDF (BI Publisher) reports such as W-2/W-2c forms, T4/T4A slips.
Paycheck Options Table Page	PY_SSP_SETUP_OPTN	Specify BI Publisher printing and self-service options, and control the display of PDF and non-PDF paychecks.
Suppress Print Page	PY_SUPPRESS_PRNT	Specify options for suppressing the printing of PDF and non-PDF paychecks.
Total Hours Worked Page	PY_SSP_SETUP_HRS	Specify options for total hours worked to be displayed on wage statements.

For more information, see:

- *PeopleTools: BI Publisher for PeopleSoft*
- Printing Paychecks and Direct Deposit Advices

Understanding Setup Steps

Before you can create paychecks and direct deposit advices in PDF format, you must complete these setup steps:

1. Configure Integration Broker and Report Manager.
2. Update the delivered report definitions on the Create BIP Report Definitions -Template Page:
   - Modify the delivered paycheck and advice templates if necessary for your organization.

     For example, you probably want to add a signature image and update the MICR font. You might also want to add a company logo or watermark.
   - (Optional) Specify the output folder for the report files.
   - (Optional) Specify the users who can access the reports in Report Manager.

   (Optional) If you wish to password-protect any PDF report (such as W-2/W-2c forms, T4/T4A slips) generated using BI Publisher, you can specify a password for the report on the Create BIP Report Definitions - Properties Page.
3. Specify BI Publisher printing and self-service options on the Paycheck Options Table Page.

   (Optional) Specify suppress print options for printed paychecks on the Suppress Print Page and options for displaying employees' total hours worked on the Total Hours Worked Page.

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4. Set up the Form table with the form IDs and the last used form number.

   See Setting Up the Form Table for Printing Checks and Direct Deposit Advices.

5. Select the **U.S. Tax Data Section Update (BI Publisher)** option on the Payroll for NA Installation Page.

   This option ensures that employees' tax data elements are accurately displayed in the TAX DATA section of U.S. paychecks and advices that are generated using BI Publisher.

Video: Image Highlights, PeopleSoft HCM Update Image 40: Zero Net Pay Configuration Options for View & Print

See:

- *PeopleTools: BI Publisher for PeopleSoft*
- *PeopleTools: Integration Broker*
- *PeopleTools: Process Scheduler*

Understanding BI Publisher Reports and Templates

The PDF check and advice creation PSJob processes (PYCHKUSA, PYCHQCAN, PYDDAUSA, or PYDDACAN) use Oracle BI Publisher to print checks and advice forms. Payroll administrators can print the checks and advices, and employees can view and print the associated wage statements through employee self service.

Payroll for North America delivers BI Publisher reports as RTF templates that define the layout of the checks and advices that the processes print. Payroll for North America also delivers reports as RTF templates to display paychecks in the ePay self-service View Paycheck transaction.

> **Note**
>
> (USF) Oracle BI Publisher cannot be used to print checks and advice forms from a U.S. Federal database.

You can modify the delivered templates using BI Publisher functionality to address your specific formatting requirements. For example, you can add a signature image and MICR font to the check printing templates. After modifying each template, you must upload it to the corresponding report definition.

See Create BIP Report Definitions -Template Page.

(USA) Overflow Statements and FLSA Weekly Wage Detail

Using the BI Publisher print processes, you can create overflow wage checks and advices when the number of lines of earnings detail information exceeds the space available on a single-page wage statement. If you activate overflow statements, you also have the option for the overflow statement to include FLSA weekly wage detail information for employees subject to FLSA whose pay frequency is biweekly, semi-monthly, or monthly.

To create overflow items and print additional wage statements for the overflow, you must select the Overflow Statements check box on the Paycheck Options Table Page. To print single-page wage statements, deselect the Overflow Statements check box on the Paycheck Options Table page.

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If the Overflow Statements check box is selected, the Print FLSA Weekly Wage Detail check box becomes visible, and you can select this check box to include the weekly wage detail on the overflow statement. FLSA wage detail is printed only if the pay group is defined as an FLSA pay group on the Application Fundamentals: Pay Group Table - Calc Parameters Page and if you use the delivered overflow templates.

For overflow wage statements, the appropriate overflow report name must be specified in the Check Report ID and Advice Report ID fields on the Paycheck Options Table page. Blank check/advice stock must be used; preprinted stock cannot be used. Contact your check stock supplier with inquiries regarding compatible blank forms stock.

(USA) Templates for Overflow Wage Statements

When an employee's number of earnings detail lines (all earnings with either a current pay period amount or a YTD balance greater than zero) exceeds 13, which is the maximum number that can be printed on the first wage statement page, you can generate an overflow wage statement to print 32 additional lines, for a total of 45 lines of wage detail.

When an employee's number of tax, before-tax deduction, after-tax deduction or employer paid benefit detail lines (all taxes, deductions, or benefits with either a current pay period amount *or* a YTD balance amount greater than zero) exceeds 13, you can generate an overflow wage statement to print 13 additional lines, for a maximum total of 26 lines (lines 14–26) of detail for taxes, deductions, employer paid benefits, or all.

To use the overflow functionality, select the **Overflow Statements** check box on the Paycheck Options Table Page.

> **Note**
>
> PRTOFCHK, PRTOFADV, SSPOFCHK, and SSPOFADV are the only templates that Oracle's PeopleSoft supports for U.S. paychecks and advices. PeopleSoft updates these templates to comply with legislative requirements. To incorporate legislative changes, Oracle revises and delivers templates in PeopleSoft Payroll for North America tax updates throughout the tax year. The templates listed in this product documentation are the most current templates as of the date of this publication. You must always use only the most current templates whenever new templates are delivered in a tax update. Using only the most current templates will help your organization comply with legislative requirements.

This table lists the U.S. templates that are delivered for wage overflow PDF check and advice creation:

Product	Report Name	Description	Data Source Type	Data Source ID
PeopleSoft Payroll for North America	PRTOFADV	Print U.S. overflow advices.	XML File	OFADVICES
PeopleSoft Payroll for North America	PRTOFCHK	Print U.S. overflow checks.	XML File	OFCHECKS
PeopleSoft ePay (self-service View Paycheck transaction)	SSPOFADV	Print U.S. self-service overflow advices.	XML File	OFADVICES

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Product	Report Name	Description	Data Source Type	Data Source ID
PeopleSoft ePay (self-service View Paycheck transaction)	SSPOFCHK	Print U.S. self-service overflow checks.	XML File	OFCHECKS

See information about specifying BI Publisher printing and self-service options in *PeopleTools: BI Publisher for PeopleSoft*.

(USA) Templates for Single-Page Checks and Advices (First 13 Lines)

To roll up earnings, taxes or deductions greater than 13 without using the overflow functionality, deselect the **Overflow Statements** check box on the Paycheck Options Table Page. When the **Overflow Statements** check box is deselected, the system prints one single-page wage statement per employee.

> **Note**
>
> (USA) You are required to use the PRTOFCHK, PRTOFADV, SSPOFCHK, and SSPOFADV templates for both single-page and overflow wage statements. They are being updated regularly by PeopleSoft to comply with USA legislative requirements. Refer to the *(USA) Templates for Overflow Wage Statements* section of this document for more information about these templates.

(USA) State Requirements

California, Colorado, Hawaii, Minnesota, New York, Oregon, and Washington have unique reporting requirements that are addressed in the U.S. templates (PRTOFCHK, PRTOFADV, SSPOFCHK, and SSPOFADV). For example, in addition to displaying regular hours for hourly and exception hourly, non-exempt employees in all states, the PeopleSoft U.S. templates also display regular hours and hourly rates for salaried, non-exempt employees in California, Colorado, Hawaii, Minnesota, New York, Oregon, and Washington. Also, California, Colorado, Hawaii, Minnesota, New York, Oregon, and Washington require that prior-period dates for adjustments appear on the wage statement. If the pay period is January 16–31, and the employee is paid for prior time for January 1-15 on the current check, PeopleSoft U.S. templates display January 1-15 (in appropriate date-with-year format) on the wage statement next to the earnings code.

When the employee has earnings in Oregon, the system prints the State Withholding Employer ID from the Application Fundamentals: Company State Tax Table - General Page (CO_STATE_TAX_TBL) as the Oregon Employer BIN on the U.S. wage statements (checks and advices).

Some states, including but not limited to New York, require that the employer’s phone number be printed on the employee’s wage statements. The PeopleSoft system prints the employer’s phone number below the employer's address on all employee wage statements (check stubs/ advices) for all states. The system uses the MAIN phone number from the Company Table. However, if the MAIN phone number on the Company Table is blank the employer's phone number will not print.

Derived Overtime Rates on Wage Statements

Several states have requirements to print the employees’ rates of pay on the wage statements. To date, the states are CA, HI, MN, NY, OR and WA.

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The derived overtime rate is printed on wage statements when the wage statement is created using BI Publisher with the PDF Overflow templates, and the Overflow Statements check box is selected on the Paycheck Options Table Page.

The derived overtime rate description on the wage statements is based on the space available on the wage statement, for example:

- If overtime is associated with current time, the wage statement displays the long description.
- If the overtime is associated with prior time, and the pay period begin and end dates are displayed on the wage statement, the wage statement displays the short description.

This table lists the long and short descriptions of derived overtime rates by state:

State	Long Description	Short Description
CA	[CA LC226 O/T derived rate]	[CA LC226]
HI	[HI WTPA O/T derived rate]	[HI WTPA]
MN	[MN 181.032 O/T derived rate]	MN 181.032
NY	[NY WTPA O/T derived rate]	[NY WTPA]
OR	[ORS 652 O/T derived rate]	[ORS 652]
WA	[WAC 296-126 O/T derived rate]	WA 296-126

> **Note**
>
> For CA, MN, OR and WA, the descriptions contain the section of the labor code that pertains to the wage statement requirements. For HI and NY, *WTPA* stands for *Wage Theft Prevention Act*.

(CAN) Templates for Single-Page Wage Statements

This table lists the CAN templates that are available for single-page wage statement creation.

Product	Report Name	Description	Data Source Type	Data Source ID
PeopleSoft Payroll for North America	PRTCNADV	Print Canadian direct deposit advice forms.	XML File	CNADVICES
PeopleSoft Payroll for North America	PRTCNCHQ	Print Canadian cheques.	XML File	CNCHEQUES
PeopleSoft ePay (self-service View Paycheck transaction)	SSPCNADV	Print Canadian self-service advice forms.	XML File	CNADVICES
PeopleSoft ePay (self-service View Paycheck transaction)	SSPCNCHQ	Print Canadian self-service paycheques.	XML File	CNCHEQUES

Templates for Bulk Wage Statements

This table lists the templates that are available for bulk wage statement creation.

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Product	Report Name	Description	Data Source Type	Data Source ID
PeopleSoft Payroll for North America (USA)	ADMUSDWD	US Admin Bulk Wage Statement Download	XML File	USDWND
PeopleSoft Payroll for North America (CAN)	ADMCNDWD	CAN Admin Bulk Wage Statement Download	XML File	CNDWND
PeopleSoft ePay (self-service Download Multiple Wage Statement USA)	SSPUSDWD	US Bulk Wage Statement Download	XML File	USDWND
PeopleSoft ePay (self-service Download Multiple Wage Statement CAN)	SSPCNDWD	CAN Bulk Wage Statement Download	XML File	CNDWND

Both *ADMUSDWD* and *SSPUSDWD* reports use the existing overflow template *PYOVRFSSP.*

Both the *ADMCNDWD* and *SSPCNDWD* reports use the PYCANDWD.rtf template. This template calls the PYCNDWD.rtf sub-template, which includes content from the templates used in SSPCNADV and SSPCNCHQ reports. To ensure consistency, the PYCNDWD.rtf sub-template needs to be updated whenever either of these templates is modified.

Related Topics

- Printing Paychecks and Direct Deposit Advices
- Generating Bulk Wage Statements
  This topic provides an overview of bulk wage statement generation and discusses how to generate bulk wage statements.
- PeopleSoft ePay: Understanding ePay Transactions for Payroll for North America

(USA) Display of Total Hours Worked on Wage Statements

You can set up the system to display employees' total work hours on wage statements to comply with state (for example, California) requirements.

The functionality displays the sum of the current total hours worked on the wage statement (HTML or printed statement) for an employee if:

- The employee's FLSA status is *Non Exempt* or *Alt OT;* and
- The employee's paysheet has hours reported for a state and earnings code combination that is defined on the Total Hours Worked Page.

Note that if the employee has reportable hours in multiple states, and at least one of the states is defined on the Total Hours Worked page, all reportable hours for all states will be summed and reported as the Current Total Hours Worked value on the wage statement. For example, if the employee has 20 regular hours reported for California and Missouri in the current pay period respectively, and only California is defined on the Total Hours Worked page, the wage statement will display 40.

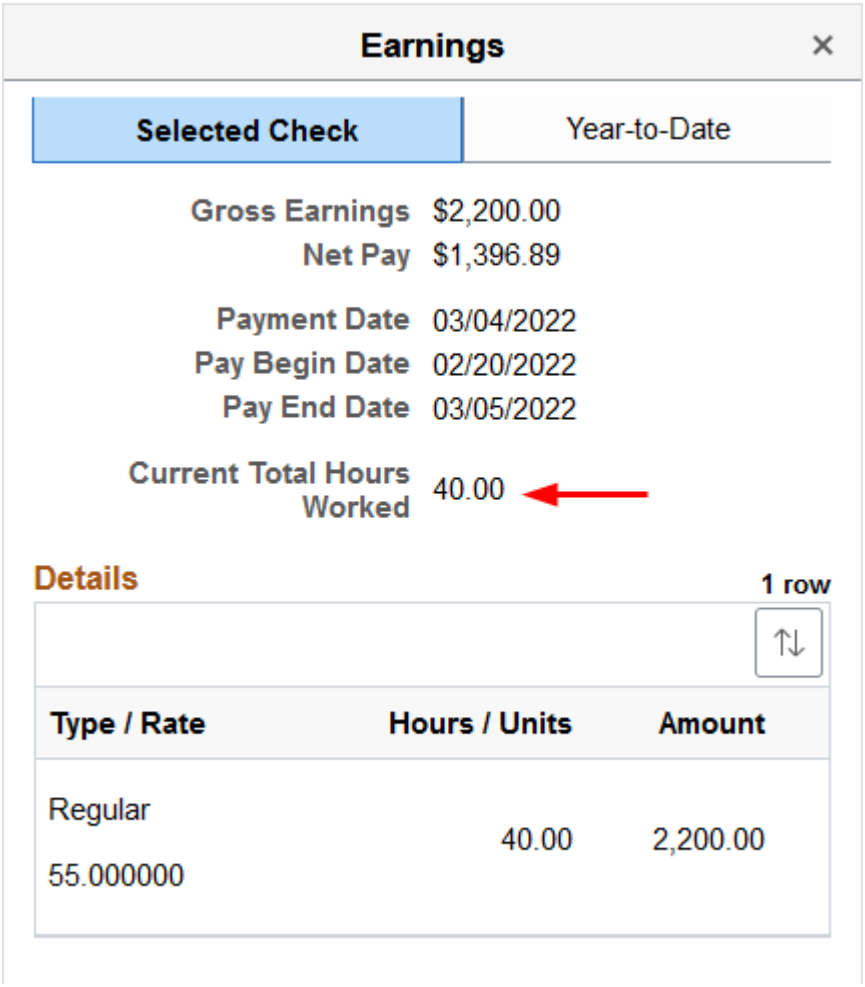
Prior period hours are not included in the Current Total Hours Worked value.

The Current Total Hours Worked value can be viewable from:

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- (Employee) Non-PDF or PDF paychecks from the PeopleSoft ePay: Paychecks Page in Fluid Employee Self-Service, or the View Paycheck page (PY_IC_PI_DATA) in non-Fluid Self Service.
- (Administrator) Non-PDF or PDF paychecks on the View Self Service Paycheck Page.

This example shows the Current Total Hours Worked value on the employee's paycheck that is accessed from the Paychecks tile in Employee Self-Service using a smartphone.



To display the Current Total Hours Worked value on wage statements, you must produce checks and deposit advices with the BI Publisher functionality using the Create PDF Paycheck/ Create PDF Advice processes. Be sure that the printing and viewing setup options are specified in the Report Definitions section on the Paycheck Options Table Page.

Create BIP Report Definitions -Template Page

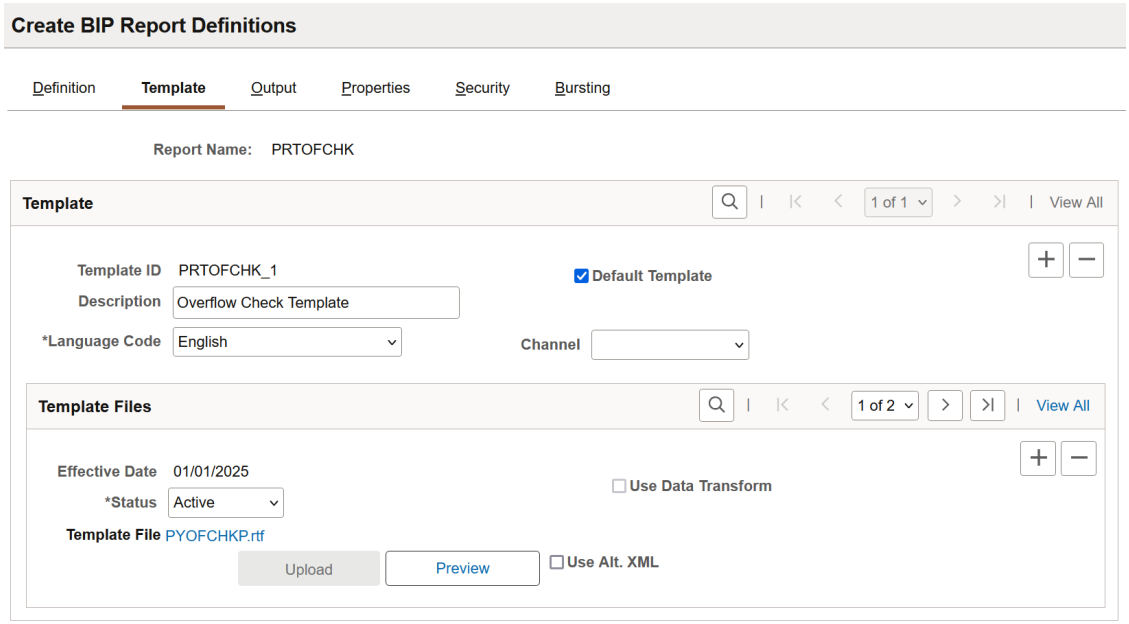
Use the Template page (PSXPRPTTMPL) to view or modify the existing template.

Navigation:

Reporting Tools, and then **BI Publisher**, and then **Create BIP Report Definitions**, and then **Template**

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This example illustrates the fields and controls on the Create BIP Report Definitions - Template page.



Viewing the Existing Template

Field or Control	Description
Template File	Select the template file name to open the RTF template in a new window or save it to a location of your choice.
Preview	Select to view an example of the report using sample data registered with the data source.

Modifying the Existing Template

To modify an existing template:

1. Select **Download** on the Template page and row for the existing RTF template that you want to copy.
2. Save a copy of the downloaded template with a new RTF file name (*.rtf).
3. Make the desired modifications to the new template file and save.

   These are some of the changes that you might want to make:

   - Change the dummy signature image.
   - Identify the valid signature image.
   - Change the MICR font.

   For more information on how to make each change, see your *PeopleTools: BI Publisher for PeopleSoft* product documentation.
4. Add a new effective dated row in the **Template Files** scroll area on the Template page.
5. Update these options:

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Field or Control	Description
Effective Date	Enter the date that the system should begin to print and display paychecks with this template.
Status	Select the Active status for the new template. **Note:**Retain the active status of all historical template files to ensure that the correct template is applied to paychecks viewed in self service.

6. Select **Upload** and select the new template file.
7. (Optional) Select **Preview** to confirm your updates and verify that the template uploaded successfully.

> **Note**
>
> Become familiar with XML Publisher before modifying any of the delivered templates.

Changing the Dummy Signature Image

The delivered paycheck template (PRTOFCHK or PRTCNCHQ) includes a dummy image in the signature area. If the valid signature image is not available when you print checks, the dummy image prints.

To change the dummy image on the check printing template:

1. Download and save a copy of the current check or cheque printing RTF template.
2. In the lower right corner, right-select the shaded box labeled *BG* and select **Properties.**

   The Text Form Field Options page appears.
3. Select the **Add Help Text** button.

   The Status Bar tab displays the address of the dummy image that is delivered with the system in the PSHome directory.
4. Modify the image address as necessary.

   You can use the existing dummy image at the existing address, change either the address or the image, or change both the address and the image.
5. Select OK to save your changes.
6. Continue with additional template modifications or proceed with uploading the updated template.

Identifying the Valid Signature Image

Follow these instructions to identify a valid signature that you secure in a secured directory on a server or on a floppy drive. The valid signature prints on checks at run time. The dummy image prints on the check instead of the valid signature at run time if the valid signature is not available, for example, if the floppy is not inserted into the drive.

To identify the valid signature for check printing:

1. Download and save a copy of the current check or cheque printing RTF template.

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2. In the lower right corner, select the signature image box to the right of the shaded box labeled *BG.*

   When the signature image box is selected, you can see its outline.

3. Double-select the signature image box.

   The Format Picture page appears.

4. Select the **Web** tab.

   The box labeled **Alternative text** contains a delivered sample signature as a placeholder and associated URL.

5. Enter the URL that points to the location of your valid signature image.

   BI Publisher resolves the value at run time.

6. Select OK to save your changes.

7. Continue with additional template modifications or proceed with uploading the updated template.

Changing the MICR Font

BI Publisher needs to know the location of the MICR font at run time so that it can use it in the final output. To specify your MICR font for check printing, you must first make the desired font available in the specific RTF template in which you want to use it. Then you must select that font for the MICR text in the template. This topic provides instructions for both tasks.

To specify your MICR font for check printing:

1. Download and save a copy of the current check or cheque printing RTF template.

2. At the bottom of the template, select in the MICR line to highlight it and select File, Properties, Custom in the Word application Toolbar.

   The delivered value, *xdo-font.GnuMICR.normal.normal,* includes a font placeholder called *GnuMICR.*

3. In the **Name** field, replace the *GnuMICR* text with the name of your MICR font.

4. In the **Value** field, replace the *GnuMICR* font and location with the name and location of your MICR font.

   Enter the location in which fonts used by Word are stored. This location depends upon your environment.

   When you update the **Value** field, the **Modify** button changes to the **Add** button.

5. Select **Add,** then select OK.

6. In your RTF check template, highlight the MICR line and select the MICR font that you just made available in the list of fonts.

7. Save your changes.

8. Continue with additional template modifications or proceed with uploading the updated template.

Create BIP Report Definitions - Properties Page

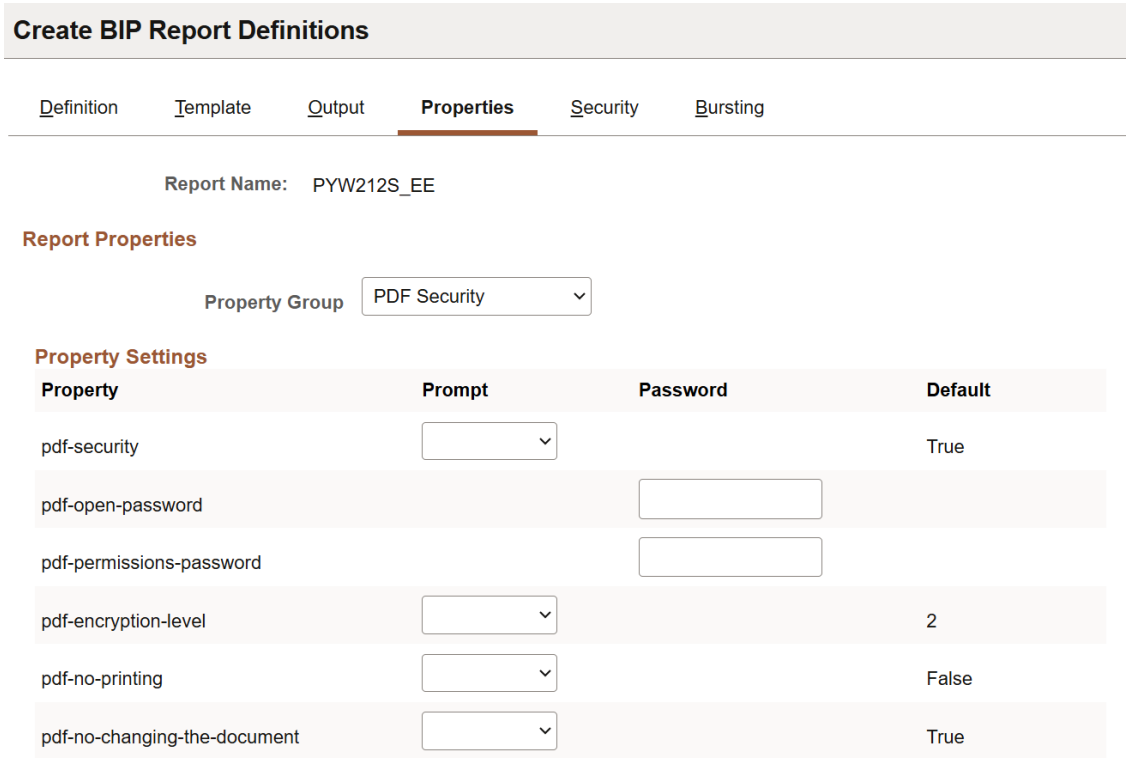
Use the Report Definitions - Properties page (PSXPRPTPROP) to enter the PDF permission password that you want to be required to view or print self-service PDF (BI Publisher) reports such as W-2/W-2c forms, T4/T4A slips.

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Navigation:

Reporting Tools, and then **BI Publisher**, and then **Create BIP Report Definitions**, and then **Properties**

This example illustrates the fields and controls on the Create BIP Report Definitions - Properties page.



Property Settings

Field or Control	Description
PDF-permissions-password	Enter a password here if you want the password to be required to view or print the following self-service PDF (BI Publisher) reports (YY = last two digits of the tax year): • PYW2YYS_EE • PYW2CYYS_EE • PYT4YYS_EE • PYT4AYYS_EE • PYRL1YYS_EE • PYW2ASYYS_EE • PYW2GUYYS_EE • PYW2VIYYS_EE

Paycheck Options Table Page

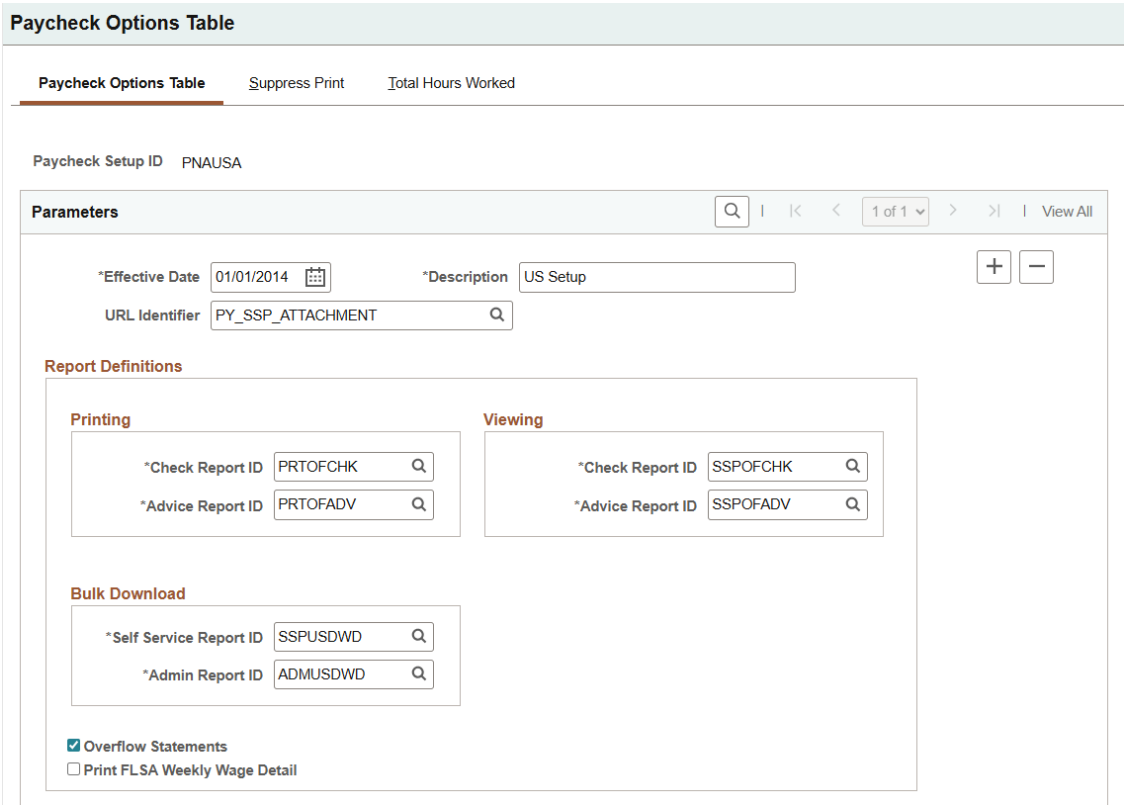
Use the Paycheck Options Table page (PY_SSP_SETUP_OPTN) to specify BI Publisher printing and self-service options, and control the display of PDF and non-PDF paychecks.

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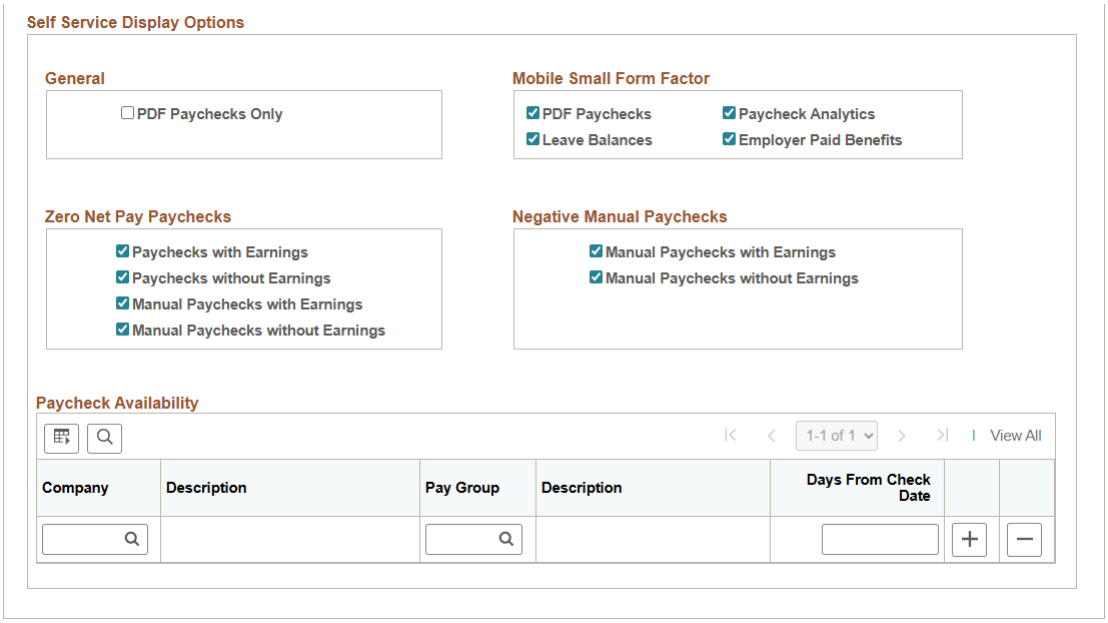
Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Payroll Processing Controls**, and then **Paycheck Options Table**, and then **Paycheck Options Table**

This example illustrates the fields and controls on the Paycheck Options Table page (1 of 2).



This example illustrates the fields and controls on the Paycheck Options Table page (2 of 2).



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Setup ID and Parameters

Field or Control	Description
Paycheck Setup ID	You must use one of the delivered setup IDs: • PNAUSA: Use this setup ID for the United States. • PNACAN: Use this setup ID for Canada. Payroll for North America does not provide support for user-defined setup IDs.
URL Identifier	Payroll for North America delivers the Paycheck Options table with PY_SSP_ATTACHMENT table with associated URL address for storing the XML self-service paycheck data. If you create a separate table and URL to store the data, enter your URL here.

Report Definitions - Printing and Viewing

Field or Control	Description
Printing	Displays or select the report definitions to be used for printing U.S. paychecks (or Canadian paycheques) and direct deposit advices.
Viewing	Displays or select the report definitions to be used for displaying self-service U.S. paychecks (or Canadian paycheques) and direct deposit advices in the ePay application.
Bulk Download	Select the report definitions used for generating bulk self-service U.S. paychecks (or Canadian paycheques) by employees, as well as bulk wage statements by administrators. You can use the templates delivered with the bulk wage statement generation feature or create custom templates as needed. For more information about creating bulk wage statements, see Understanding Bulk Wage Statement Generation.

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Field or Control	Description
(USA) Overflow Statements	Select this check box and specify the appropriate overflow report names *(PRTOFADV* and *PRTOFCHK* for printing, and *SSPOFADV* and *SSPOFCHK* for employee self service) to print an additional 32 lines of earnings detail information on a separate page. A maximum of 13 lines prints on the first (single-page) wage statement. Using the overflow feature enables you to print a maximum of 45 earnings details lines on two pages. If selected, the process prints additional lines on the overflow page for the following items: taxes, before-tax deductions, after-tax deductions, and employer paid benefits. Selecting the **Overflow Statements** check box also makes the **Print FLSA Weekly Wage Detail** check box visible. **Warning!** A combination of the **Overflow Statements** check box and overflow report definitions is required. An error message appears if the **Overflow Statements** check box is selected but the report IDs specified are not overflow report definitions. If you specify the overflow report definitions, but do not also select the **Overflow Statements** check box, you can save the page, but overflow statements will not be generated. If more than 13 earnings detail lines exist, detail will not be printed for the thirteenth and subsequent earnings. Instead the dollar amounts will roll up into a total for *Other* earnings. When the **Overflow Statements** check box is selected, additional wage statement pages are generated whenever an employee's number of earnings detail lines (all earnings with either a current pay period amount or a YTD balance greater than zero) exceeds 13. Overflow wage statement pages continue to be produced for the employee for each payroll processed for the remainder of the calendar year. Consider this in determining the quantities of form stock that you require for printing checks and advices. **Note:** Blank check/advice stock must be used for overflow statements; preprinted stock cannot be used. Contact your check stock supplier with inquiries regarding compatible blank forms stock.

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Field or Control	Description
(USA) Print FLSA Weekly Wage Detail	Select this check box to print weekly FLSA wage detail information on overflow XMLP wage statements for employees subject to FLSA whose pay frequency is biweekly, semi-monthly, or monthly. This check box is visible only if the **Overflow Statements** check box is selected. **Note:** FLSA wage detail is printed only if the pay group is defined as an FLSA pay group on the Application Fundamentals: Pay Group Table - Calc Parameters Page and you use the delivered overflow templates.

Self Service Display Options - General

Field or Control	Description
PDF Paychecks Only or **PDF Paycheques Only**	Select this option for employees to view paycheck details in PDF format in Fluid Employee Self-Service. When the employee selects a paycheck row on the PeopleSoft ePay: Paychecks Page: • (Laptop and tablet) The PDF paycheck appears in a new browser tab or window for review. • (Smartphone) Paycheck details appears on the PeopleSoft ePay: View Paycheck Page for review. The employee can access the PDF version of the paycheck on this page, if the **PDF Paychecks** option in the **Mobile Small Form Factor** section is selected. Leave this option blank for employees to view self-service paychecks on the PeopleSoft ePay: View Paycheck Page for laptop and tablet (or PeopleSoft ePay: View Paycheck Page for smartphone). **Note:** In accessible mode, the system always displays checks on a PeopleSoft page (and not in a PDF file), regardless of whether this check box is selected.

Self Service Display Options - Mobile Small Form Factor

Select options in this group box to configure self-service paychecks in PeopleSoft Fluid User Interface for the small form factor (smartphone) format. Selecting check boxes here causes items to be available on the PeopleSoft ePay: View Paycheck Page.

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Field or Control	Description
PDF Paychecks or **PDF Paycheques**	Select this check box to display a link on the Fluid (USA, USF) View Paycheck or (CAN) View Paycheque page for employees to view paycheck details in PDF format. When *both* this option and the **PDF Paychecks Only** option in the **General** section are selected, and the employee selects a paycheck row on the Paychecks page, the **View PDF Paycheck** link appears, enabling the employee to view paycheck details in the form of a PDF document as well.
Leave Balances	Select this check box to display the Leave Balances row on the Fluid (USA, USF) View Paycheck or (CAN) View Paycheque page, enabling employees to click the row and view the Leave Balances page in Fluid mobile self service.
Paycheck Analytics or **Paycheque Analytics**	Select this check box to display the Paycheck Analytics row on the Fluid (USA, USF) View Paycheck or (CAN) View Paycheque page, enabling employees to click the row and view the Paycheck Analytics page in Fluid mobile self service. **Note:** If the user is in accessible mode, the Paycheck Analytics row is automatically hidden regardless of the setting on the Paycheck Options Table page.
Employer Paid Benefits	Select this check box to display the Employer Paid Benefits row on the Fluid (USA, USF) View Paycheck or (CAN) View Paycheque page, enabling employees to click the row and view the Employer Paid Benefits page in Fluid mobile self-service.

See PeopleSoft ePay: Using the PeopleSoft Fluid User Interface to View Paychecks.

Self Service Display Options - Zero Net Pay Paychecks

> **Note**
>
> These options are applicable to all checks, regardless of whether they were created with BI Publisher or not.

Field or Control	Description
Paychecks with Earnings or **Paycheques with Earnings**	Select this check box if you want the system to display paychecks (which contain earnings) of zero dollars in self service. This check box is selected by default.

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Field or Control	Description
Paychecks without Earnings or **Paycheques without Earnings**	Select this check box if you want the system to display paychecks (which do not contain earnings) of zero dollars in self service. This check box is selected by default.
Manual Paychecks with Earnings or **Manual Paycheques with Earnings**	Select this check box if you want the system to display manual paychecks (which contain earnings) of zero dollars in self service. This check box is deselected by default.
Manual Paychecks without Earnings or **Manual Paycheques without Earnings**	Select this check box if you want the system to display manual paychecks (which do not contain earnings) of zero dollars in self service. This check box is deselected by default.

Self Service Display Options - Negative Manual Paychecks

> **Note**
>
> These options are applicable to all checks, regardless of whether they were created with BI Publisher or not.

Manual checks are created for employees to view in self-service by running the application engine program on the Create Self Service Manual Checks Page.

Field or Control	Description
Manual Paychecks with Earnings or **Manual Paycheques with Earnings**	Select this check box if you want the system to display manual paychecks (which contain earnings) with negative net pay amounts in self service. This check box is deselected by default.
Manual Paychecks without Earnings or **Manual Paycheques without Earnings**	Select this check box if you want the system to display manual paychecks (which do not contain earnings) with negative net pay amounts in self service. This check box is deselected by default.

Self Service Display Options - Paycheck Availability

Use the Paycheck Availability fields to Indicate the default timing of when paychecks become available for viewing in the ePay self-service View Paycheck transaction. Indicate whether paychecks should be available on the check date or specify the number of days before or after the check date. You can specify paycheck availability differently for various company and pay group combinations.

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> **Note**
>
> You must set up the Paycheck Availability fields to prevent the employee from seeing future-dated checks in screen reader mode. If the Paycheck Availability field values are not specified, paychecks and advices are viewable as soon as the Confirm process is completed.

You can override these values on the run control page when you run the check and advice PDF creation processes.

> **Note**
>
> The Paycheck Availability fields apply to all confirmed checks and advices, whether or not they are created with BI Publisher.

Field or Control	Description
Days From Check Date	Enter 0 to make self-service paychecks available on the check date entered on the pay calendar for the pay run. Enter a negative number to make self-service paychecks available the specified number of days before the check date entered on the pay calendar. Enter a positive number to make self-service paychecks available the specified number of days after the check date entered on the pay calendar. If the Paycheck Availability fields are blank, paychecks and advices are viewable as soon as the Confirm process is completed. **Note:** The paycheck data from the current pay run is visible to employees in self service as soon as you run pay confirmation. Running the BI Publisher PDF creation process uses the Paycheck Availability fields on the Paycheck Options Table Page for the PDF paycheck to determine when the PDF check is viewable in self service. For this reason, Oracle recommends that you run the BI Publisher PDF creation process immediately after confirming the payroll. If you are not using the BI Publisher PDF creation process, you can still define the Paycheck Availability fields on the Paycheck Options Table page to determine when the check will be viewable in self service for non-PDF wage statements.

Suppress Print Page

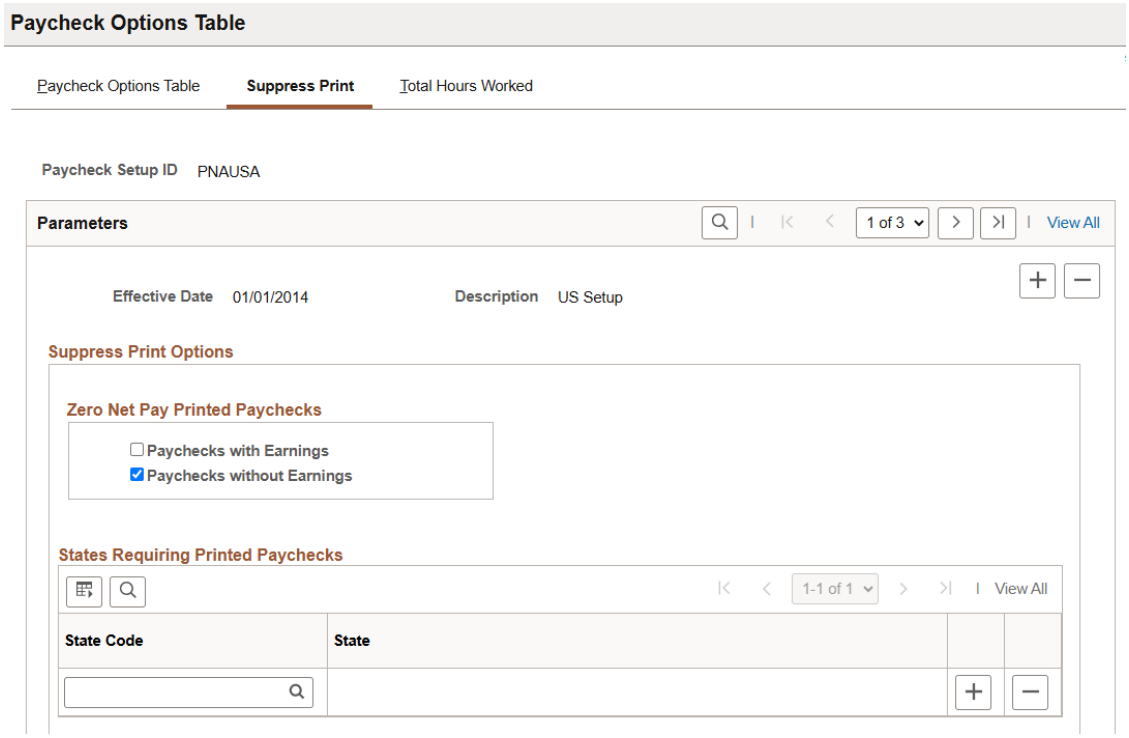
Use the Suppress Print page (PY_SUPPRESS_PRNT) to specify options for suppressing the printing of PDF and non-PDF paychecks.

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Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Payroll Processing Controls**, and then **Paycheck Options Table**, and then **Suppress Print**

This example illustrates the fields and controls on the Suppress Print page.



Zero Net Pay Printed Paychecks

The label of this section is *Zero Net Pay Printed Paycheques* for the Canadian paycheque setup (PNACAN).

Field or Control	Description
Paychecks with Earnings or **Paycheques with Earnings**	Select this check box to exclude paychecks (which contain earnings) of zero dollars from bulk printing. This field is deselected by default.
Paychecks without Earnings or **Paycheques without Earnings**	Select this check box to exclude paychecks (which do not contain earnings) of zero dollars from bulk printing. This field is selected by default.

States Requiring Printed Paychecks

The label of this section is *Provinces Requiring Printed Paycheques* for the Canadian paycheque setup (PNACAN).

Use this section to specify the U.S. states (or Canadian provinces) that require paychecks to be printed in hard copies and therefore do not support the print suppression functionality. Paychecks with zero net pay amounts are always printed for the specified states (or provinces).

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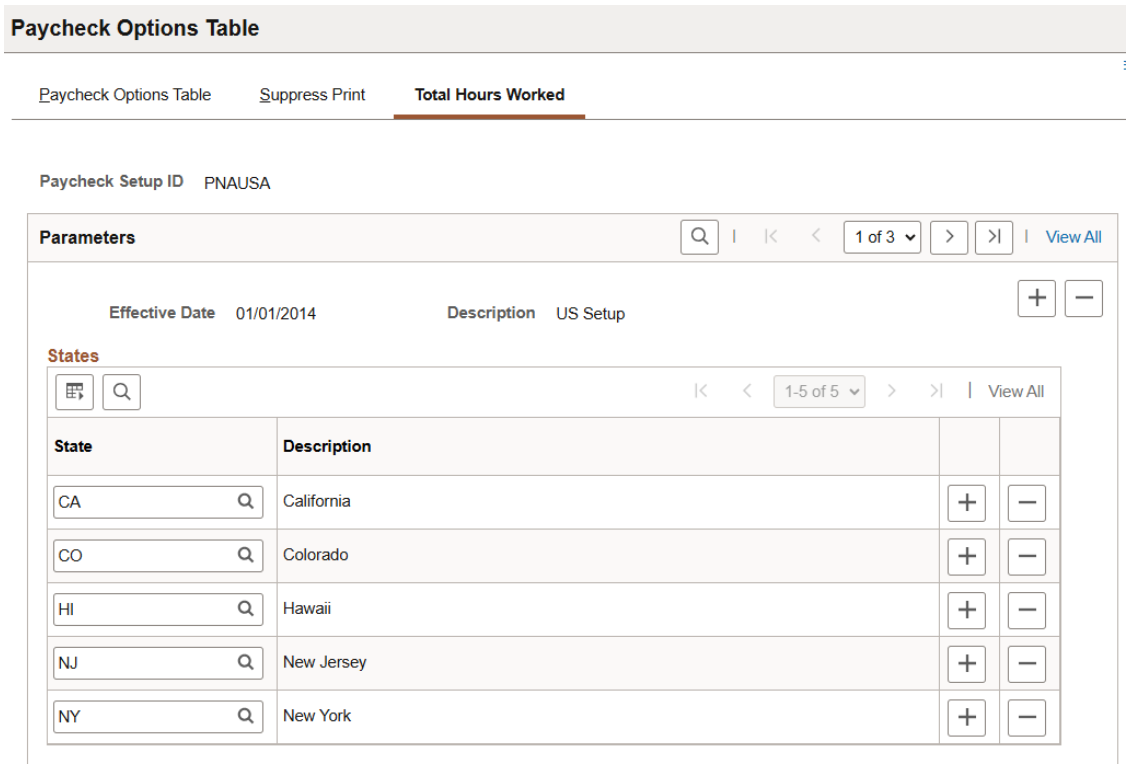
Total Hours Worked Page

Use the Total Hours Worked page (PY_SSP_SETUP_HRS) to specify options for total hours worked to be displayed on wage statements.

Navigation:

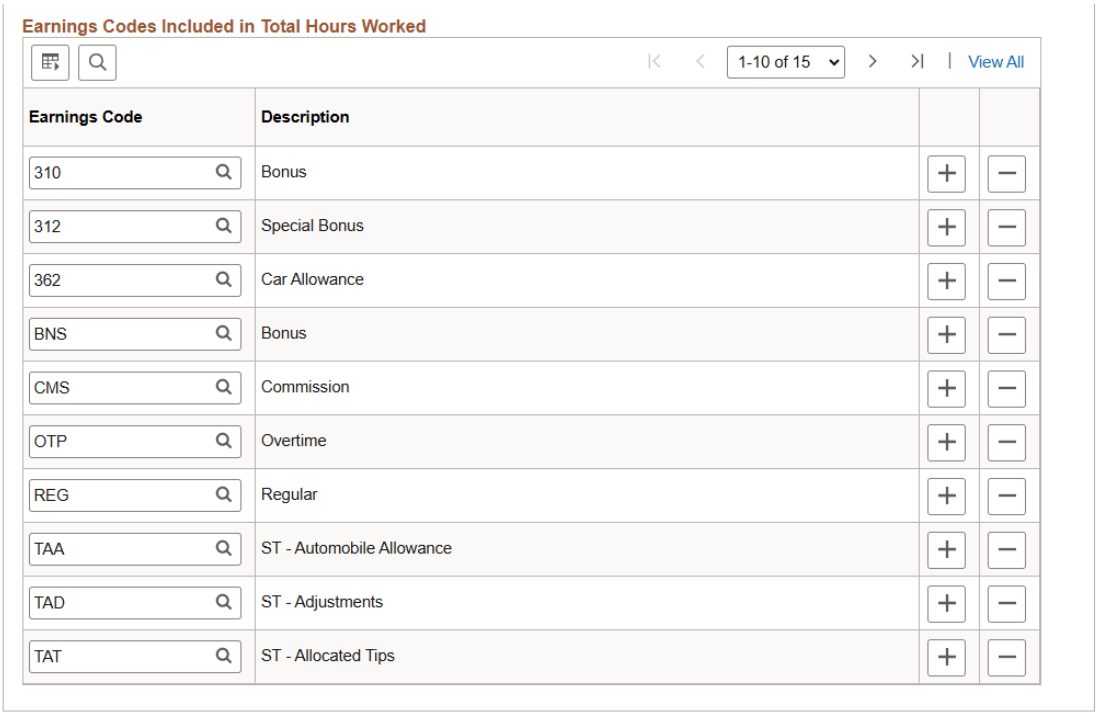
Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Payroll Processing Controls**, and then **Paycheck Options Table**, and then **Total Hours Worked**

This example illustrates the fields and controls on the Total Hours Worked page (1 of 2).



This example illustrates the fields and controls on the Total Hours Worked page (2 of 2).

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This page applies to the U.S. paycheck setup ID (PNAUSA) only.

States

Specify one or more U.S. states for which employees have reported hours can have their current total hours worked displayed on wage statements.

Earnings Codes Included in Total Hours Worked

Specify the earnings codes to be used for the display of employees' current total hours worked on their wage statements. The Current Total Hours Worked value excludes reported hours for earnings codes that are not specified in this section.

Setting Up the Form Table for Printing Checks and Direct Deposit Advices

Page Used to Set Up Print Forms

Page Name	Definition Name	Usage
Form Table Page	PAY_FORM_TABLE	Specify the form IDs that you use to print checks and advices, and track form numbers.

Understanding the Form Table

Use form IDs and form numbers to enable the system to print checks or advices for employees.

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Regardless of whether you print checks and advices using the SQR processes or the BI Publisher processes, you must establish a form ID for every check or advice form that you plan to use.

To run Payroll for North America, you must have at least one entry in the Form table to specify check or advice forms for a pay group. Enter the form IDs on the Source Bank table and the source bank ID on the Pay Group table.

The Pay Confirmation COBOL SQL process (PSPCNFRM) and Check Reprint COBOL SQL process (PSPRPRNT) use the form number from this table to assign check and advice numbers.

Related Topics

- Setting Up Banks and Direct Deposit
- Printing Paychecks and Direct Deposit Advices

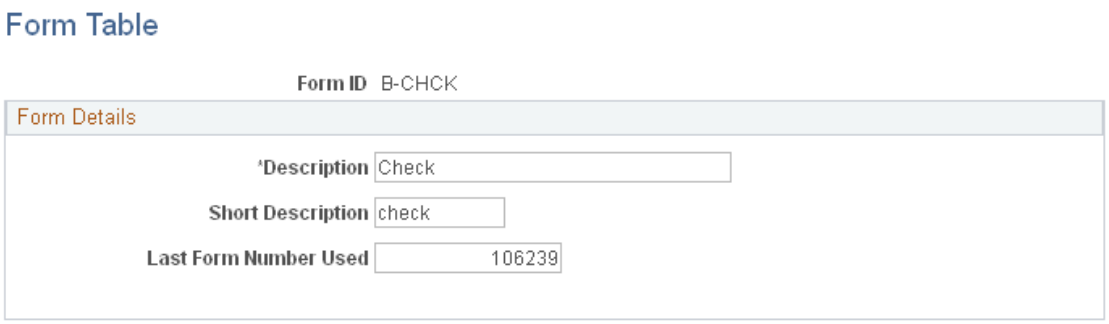
Form Table Page

Use the Form Table page (PAY_FORM_TABLE) to specify the form IDs that you use to print checks and advices, and track form numbers.

Navigation:

- **Set Up HCM**, and then **Common Definitions**, and then **Banking**, and then **Form Table**, and then **Form Table**
- **Set Up HCM**, and then **Product Related**, and then **Base Benefits**, and then **FSA**, and then **Check Form Table**, and then **Form Table**

This example illustrates the fields and controls on the Form Table page.



Field or Control	Description
Form ID	Create an entry on this table for each check or advice form that you use. You must set up separate form IDs for each account if you pay employees from one bank with multiple account numbers or from multiple banks with their associated account numbers.

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Field or Control	Description
Last Form Number Used	The Pay Confirmation COBOL SQL process (PSPCNFRM) and Check Reprint COBOL SQL process (PSPRPRNT) use this number. Each time you run the Pay Confirmation process, the system automatically updates this field with the appropriate check or advice number, reflecting the last number used in the payroll process. You can change this number manually if you have a discrepancy in form numbers (for example, if someone spills coffee on the forms you were planning to use for the next pay run). However, normally you do not change this number. If you use the Check Reprint process, the paychecks that you use on form alignment are saved as dead paychecks.

Related Topics

- Reprinting Checks

Setting Up Banks and Direct Deposit

Pages Used to Set Up Banks and Direct Deposit

Page Name	Definition Name	Usage
Form Table Page	PAY_FORM_TABLE	Identify the type of forms that you use to print checks and advice, and track form numbers.
Bank Table Page	BANK_EC	Set up basic information for all financial institutions. You must complete the Bank Table page before you identify a bank with a source bank account.
Branch Table Page	BANK_BRANCH_EC	(CAN) Define a bank's branches.
Source Bank Accounts Page	SRC_BANK	Assign a source bank ID and specify bank, branch, and account information associated with the source bank ID.
Canadian Bank Additional Data Page	SRC_BANK_PY_SP	Specify forms for checks and direct deposit.
US Bank Additional Data Page		(CAN) Also specify the routing format. (USA) Also specify the prenote wait period.

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Page Name	Definition Name	Usage
Pay Group Table - Bank/Tip Info Page	PAYGROUP_TABLE8	Specify the source bank ID for checks and DDP. If you pay DDP from a different source bank account than checks, select the appropriate source bank ID in the Direct Deposit Bank ID field, otherwise leave it blank.
Request Direct Deposit Page	DIRECT_DEPOSIT	(USA, USF) Enter employee bank and distribution information to enable the direct deposit of employee pay to checking or savings bank accounts. See *Setting Up Direct Deposits,* Request Direct Deposit Page.
Request Direct Deposit Page	DIRECT_DEPOSIT_CAN	(CAN) Enter employee bank and distribution information to enable the direct deposit of employee pay to checking or savings bank accounts. See *Setting Up Direct Deposits,* Request Direct Deposit Page.

Related Topics

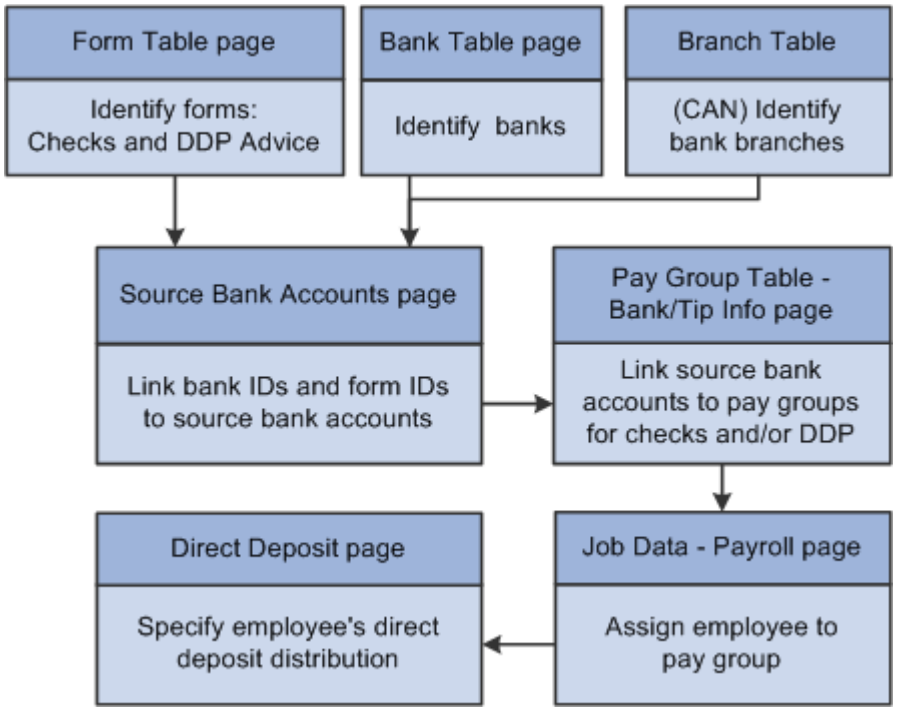
- (USA) Understanding Prenotification
  The prenote process is an optional, but strongly recommended, test run for direct deposits to verify that bank IDs and employee account numbers are valid.

Understanding Bank and Direct Deposit Setup

This diagram illustrates the various steps required to set up banks, pay groups, and employee data for processing direct deposit:

This diagram illustrates the various steps required to set up banks, pay groups, and employee data for processing direct deposit.

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Paying Checks and Direct Deposit from Separate Accounts

To use separate banks or accounts for checks and direct deposits:

1. Set up separate source bank IDs for the two banks or the two accounts at the same bank.
2. On the Pay Group Table – Bank/Tips Info page:
   - Enter the source Bank ID for paying checks in the Source Bank ID field.
   - If you pay direct deposit from a different account, enter the source Bank ID for paying direct deposit in the Direct Deposit Bank ID field, otherwise leave the field blank.

> **Note**
>
> The Payroll for North America Create Direct Deposit Transmit process generates direct deposit transmittals for employees within the pay run ID or pay calendar that are in the specified pay group, have a prenotification submitted or a direct deposit to be paid, and have the bank ID and account number assigned.

Setting Up Retro Pay Processing

To set up retro pay processing, use these components: Retroactive Pay Program (RETROPAY_PGM_TBL), Retro Pay Monitored Fields (PY_RETROTBL_DEF), Retro Pay Trigger Values (RETRO_TRG_VALUES), Retro Pay Trigger Program (PY_RETROTRG_DEF), and Retro Pay Cancellation Reason (PY_RETROCNL_TBL).

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Pages Used to Set Up Retro Pay Processing

Page Name	Definition Name	Usage
Program Table Page	RETROPAY_PGM_TBL	Describe a retro pay program and specify paysheet processing options.
Program Definition Page	RETROPAY_PGM_DEF	Establish the earnings codes for which the retro pay program calculates retro pay and those used for paying retro pay earnings. Valid earnings codes for these fields are only those that you specified as eligible for retro pay or used to pay retro on the Earnings Table - General page.
Retro Pay Monitored Fields Page	PY_RETROTBL_DEF	List the job and additional pay fields that are available to use when you define the triggers that create retro requests.
Retro Pay Trigger Values Page	RETRO_TRG_VALUES	Define a set of field changes that trigger retro requests. Each set can include fields from either the job record or the additional pay records.
Retro Pay Trigger Program Page	PY_RETROTRG_DEF	Define a retro pay trigger program that encompasses up to two sets of triggers: one for the job record and one for the additional pay record.
Retro Pay Cancellation Reason Page	PY_RETROCNL_TBL	Set up the cancellation reasons that users can use when manually canceling a retro pay request.

Related Topics

- Understanding Retro Pay Processing
  This topic lists prerequisites and discusses:

Understanding Retro Programs

This overview discusses retro pay programs and retro pay trigger programs.

> **Note**
>
> Mass retro and deduction retro do not use retro pay trigger programs.

Retro Pay Processing

Retro pay programs are designed to process retroactively-dated changes to the employee's job record and additional pay pages. That is, use retro pay processing to calculate and pay

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employees when a raise (or subtraction) has been put into the system with an effective date that is earlier than or equal to the pay end date of the last check paid to the employee.

Retro pay only calculates on confirmed checks. Paysheets must be created prior to loading calculated retro payments to paysheets. Manual check are not included in retro pay calculations.

> **Note**
>
> After each upgrade, verify that the EOEN_MSG service operation for event notification in Event Framework is active. If it is inactive, retro pay will not trigger. See Events and Notifications Framework: Events and Notifications Framework Implementation, *PeopleTools: Integration Broker,* and *PeopleTools: System and Server Administration*.

Retro Program Setup

To set up retro processing, you must define these two types of retro programs for each pay group:

- *Retro pay programs* define the earnings codes on which retro pay can be calculated as well as the earnings codes used to pay the retro pay earnings.
- *Retro pay trigger programs* control which record and field changes create retro requests.

To set up a retro pay trigger program:

1. Identify fields on the job record (JOB) and on the additional pay data record (ADDL_PAY_DATA) that trigger retro requests when changed.

   Perform this task on the Retro Pay Monitored Fields page. The fields that you list on this page are the only fields that are available for retro triggers.

   > **Note**
   >
   > If the delivered data for this page meets your needs, you can skip this step.

2. Define retro triggers—the specific field changes that trigger retro requests.

   Perform this task on the Retro Pay Trigger Values page, where you assign Retro Pay Trigger Value IDs that you can use to reference the different sets of retro triggers.

   On this page, list all of the retro trigger conditions for the record (though you configure the JOB and ADDL_PAY_DATA records separately).

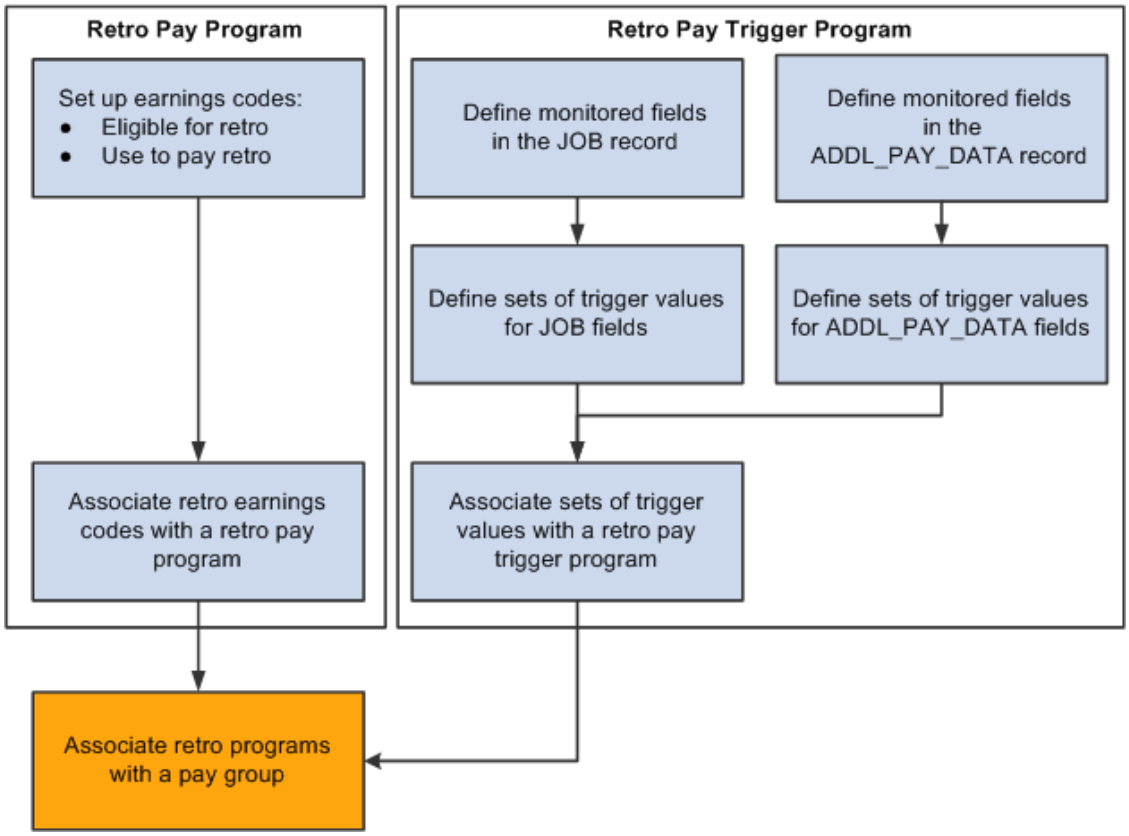
3. Define a retro pay trigger program and identify its Retro Pay Trigger Value IDs.

   Retro pay programs include up to two Retro Pay Trigger Value IDs: one for the job record, and one for the addition pay data record.

The following diagram illustrates the steps for defining retro programs and associating them with pay groups:

This example illustrates the fields and controls on the Steps for setting up retro programs.

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Retro Pay Programs

Retro pay program definitions include some general settings such as the tax method to use for the retro earnings and whether to pay the retro earnings on a separate check. They also include a list of retro earnings codes.

Certain settings in the earnings code definition control which earnings codes you can include in the retro pay program:

- When you define the earnings codes that are eligible for retro pay, you can select only earnings codes that are marked as **Eligible for Retro Pay.**
- When you define the earnings codes for the corresponding retro pay earnings, you can select only earnings codes that are marked as **Used to Pay Retro.**

See Earnings Table - General Page.

Retro Pay Trigger Programs

Retro pay trigger programs provide information about the field changes that trigger retro requests. The job (JOB) record and the additional pay data (ADDL_PAY_DATA) record are the only records that support retro pay triggers.

When you configure triggers for the additional pay data record, you can optionally limit the trigger based on the earnings code in the additional pay record.

Trigger Processing

Trigger processing begins when a change (update, insert, or deletion) occurs in a job or additional pay record.

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Both online changes (including those made through manager self-service) and changes that are made through a component interface create triggers. Online changes can be made in add, update/display, or correction mode.

Retro pay triggers include:

- FLSA_Status
- Std_hours
- COMPRATE
- Comp_frequency
- EMPL_STATUS
- Shift_Rt
- Shift_Factor
- Effdt
- Effseq
- (Any changes to Additional Pay)

> **Note**
>
> Changes that you make using SQL are not recognized as triggers. To create retro requests for such changes, run the Retroactive Pay Mass Process (PSPRPMSS) COBOL SQL process to create retro requests for payees who meet your selection criteria. The Retroactive Pay Mass Process is unaware of the specific changes that you made using SQL; it simply creates retro requests based on the criteria you specify, and it is up to you to specify criteria that includes the right employees. When the Retroactive Pay Calculations (PSPRPEXT) COBOL SQL process processes the request, it uses the data in the source tables to calculate retro pay.

When an online action or a component interface makes a change in the job or additional pay record, PeopleSoft Integration Broker passes the before and after information to PeopleSoft Event Manager. Event Manager handles the message asynchronously: the system processes and saves the primary transaction normally, even if there is a problem with event processing.

Event Manager passes the messages to the event handler, which performs the following tasks:

1. Evaluates whether the change is a valid retro trigger:

   If the change is not a valid retro trigger, no further processing occurs. To be a valid retro trigger, the change must meet these conditions:

   a. The effective date of the change is earlier than or equal to the pay end date of the last check paid to the employee.

   b. The change is configured as a trigger in the employee's retro pay trigger program (as defined for the employee's pay group).

   c. (Additional pay data changes only) The additional pay earnings code is in the employee's retro pay program (as defined for the employee's pay group).

2. Creates a new retro request if there is not already an open retro request for the employee and job number, or updates the existing open retro request.

   A retro request is considered open if its retro pay process flag (its status) is *Not Processed, Calculated, Recalculate Request, Action Required, Suspended,* or *Extracted.*

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A retro request is considered closed if its retro pay process flag is *Loaded to Paysheets, Manually Loaded to Paysheet, Confirmed Payment, Paycheck Reversed,* or *Cancelled/ Withdrawn*

See Retro Request Process Flags.

3. Creates a trigger detail row in the employee's open retro request.

   When the retro pay calculation processes a retro request, it uses the actual job and additional pay data. It does *not* use the trigger details to calculate retro pay. The system saves the trigger data for audit purposes only.

> **Note**
>
> Event Framework uses the Integration Broker message EOEN_MSG to pass the data across. Event Framework uses the Integration Broker messages RETROPAY_JOB and RETROPAY_ADDLPAY to transform the rowset data into the EOEN_MSG message. Accordingly, the RETROPAY_JOB and RETROPAY_ADDLPAY messages do not have routings, channels, and so on, within the Integration Broker configuration.

Understanding Retro Pay Cancellation Reasons

This overview discusses cancellation reasons for manual and automated cancellations of retro requests.

Manual Cancellations

Users can manually cancel retro requests on the Request and Trigger Summary page. This option is available only for requests where the process flag (the request status) is *Not Processed, Suspended,* or *Action Required.*

When users manually cancel retro requests, they can optionally indicate the reason for the cancellation by selecting from the cancellation reasons that you configure.

Automated Cancellations

Oracle delivers three cancellation reasons that are reserved for system use. These are not available for selection when a user manually cancels a request.

The delivered reasons are:

- *SC* (system generated cancellation): the system canceled the request because the original triggering action was reversed.

  For example, consider a retro request that is the result of adding a new job data row with a new compensation rate. If a user employs correction mode to delete that job row, the system cancels the retro request and uses the SC cancellation reason.
- *UC* (user cancelled): a user cancelled the request by running the Retroactive Pay Undo (PSPRPUND) process from the Change Retro Pay Process Flag page.
- *ZR* (zero retro – $0.00 to be paid): the Retroactive Pay Load Paysheets (PSPRPPSH) Application Engine process cancelled the request because there is nothing to be paid.

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> **Note**
>
> Do not delete these delivered cancellation reasons. You cannot delete them using the online system, and it is important that you do not use SQL to delete them either.

Related Topics

- Understanding Retro Pay Processing
  This topic lists prerequisites and discusses:

Prerequisite

Retro requests are generated through the Components Event Framework. Make sure that the *RetroPayJobChange* and *RetroAddlPay* events and their associated event handlers are active and that Integration Broker has been set up.

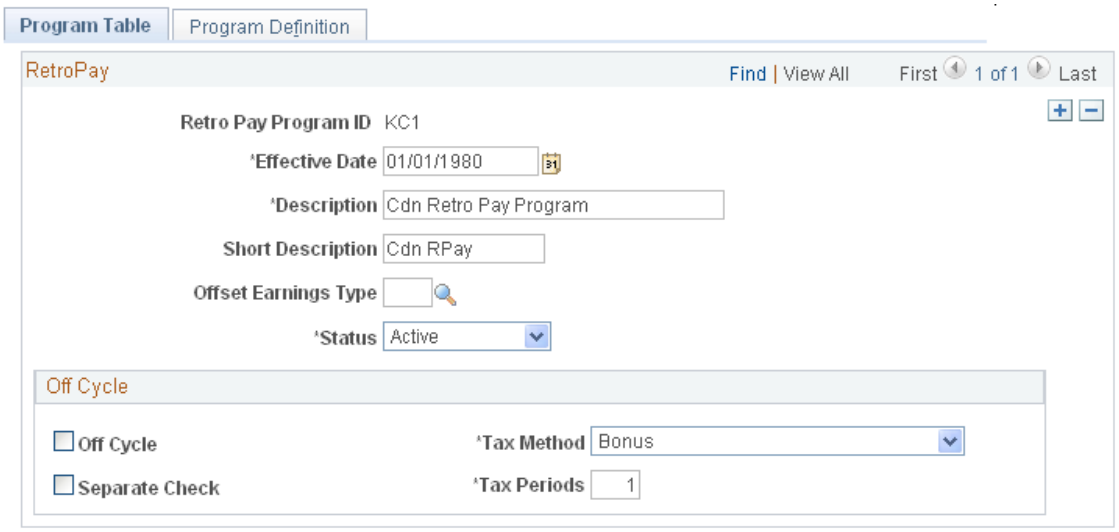
Program Table Page

Use the Program Table page (RETROPAY_PGM_TBL) to describe a retro pay program and specify paysheet processing options.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Retroactive Payroll**, and then **Retro Pay Program**, and then **Program Table**

This example illustrates the fields and controls on the Program Table page.



Field or Control	Description
Retro Pay Program ID	This ID identifies the retro pay program when you associate the program with a pay group.

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Field or Control	Description
Offset Earnings Type	Select an offset earnings type for any negative earnings that are generated by the retro pay calculation. To avoid negative checks, link this earnings code to a payback deduction code. The system deducts the amount from subsequent paychecks of applicable employees.

Off Cycle

Field or Control	Description
Off Cycle	Select to create retroactive pay that is associated with this program as off-cycle earnings. If you deselect this check box, the system creates retroactive pay that is associated with this program as on-cycle earnings. After the system calculates retro pay, but before you load the retro pay to paysheets, you can change this setting on the Retro Pay Calculation Results page under Retroactive Payroll. See Retro Pay Calculation Results Page.
Separate Check	Select to load the earnings that are associated with this program to a separate check on the paysheets.
Tax Method	Select a tax method to load to the paysheet line for the earnings in this program.
Tax Periods	Enter the number of tax periods to load to the paysheet line for the earnings in this program.

Program Definition Page

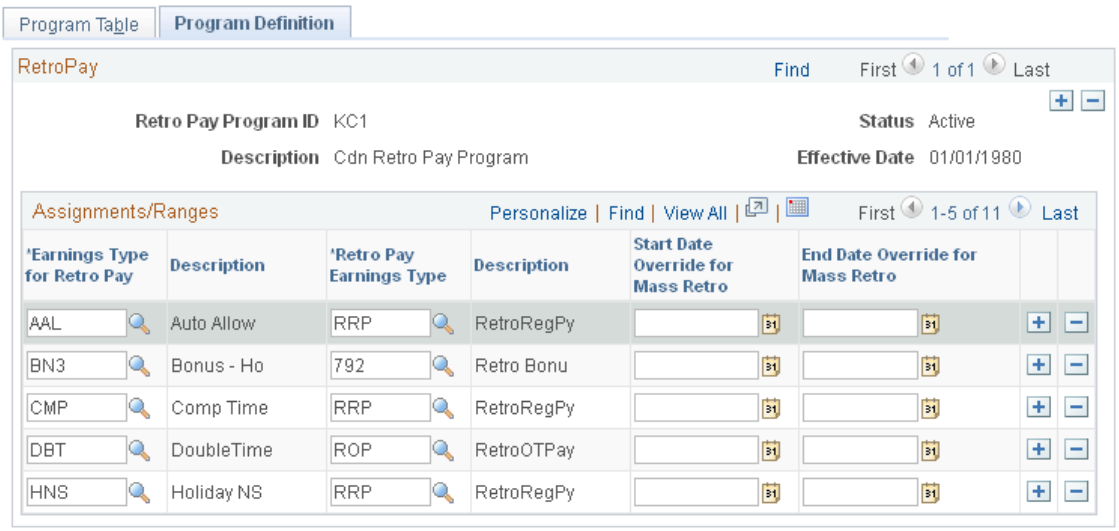
Use the Program Definition page (RETROPAY_PGM_DEF) to establish the earnings codes for which the retro pay program calculates retro pay and those used for paying retro pay earnings.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Retroactive Payroll**, and then **Retro Pay Program**, and then **Program Definition**

This example illustrates the fields and controls on the Program Definition page.

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Assignments/Ranges

Create a row of data for each earnings code that is eligible for retro pay.

Field or Control	Description
Earnings Type for Retro Pay	Select the earnings code that is eligible for retro pay.
Retro Pay Earnings Type	Enter the earnings code to use for the retro payment.

Retro Pay Monitored Fields Page

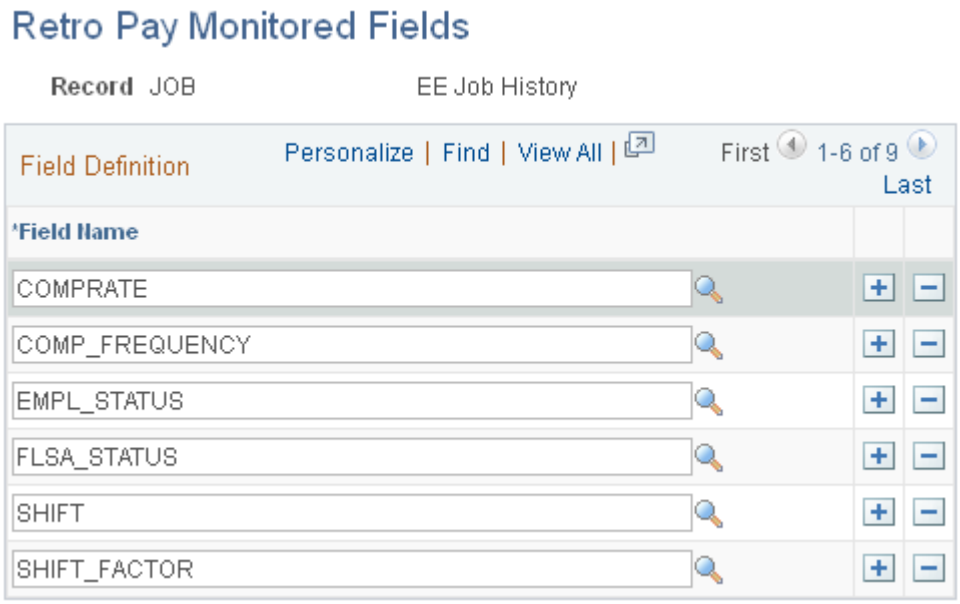
Use the Retro Pay Monitored Fields page (PY_RETROTBL_DEF) to list the job and additional pay fields that are available to use when you define the triggers that create retro requests.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Retroactive Payroll**, and then **Retro Pay Monitored Fields**, and then **Retro Pay Monitored Fields**

This example illustrates the fields and controls on the Retro Pay Monitored Fields page.

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Field or Control	Description
Record	Oracle delivers definitions for the JOB record and the ADDL_PAY_DATA record. These are the only supported records for retro pay triggers.
Field Name	The fields in the **Field Definition** grid are the only fields that are available for use in retro triggers. Oracle delivers field lists for both the JOB and ADDL_PAY_DATA records. You can add and delete entries to change which fields are monitored. You cannot delete entries for fields that are used in current retro pay trigger value definitions.

Delivered JOB Fields

The delivered configuration for the JOB record includes these fields:

- COMPRATE (compensation rate)
- COMP_FREQUENCY (compensation frequency)
- EMPL_STATUS (employee status)
- FLSA_STATUS (FLSA status)
- SHIFT (shift)
- SHIFT_FACTOR (shift factor)
- SHIFT_RT (shift rate)
- STD_HOURS (standard hours)
- STD_HRS_FREQUENCY (standard hours frequency)

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Delivered ADDL_PAY_DATA Fields

The delivered configuration for the ADDL_PAY_DATA record includes these fields:

- ADDL_PAY_SHIFT (additional pay shift)
- COMP_RATECD (compensation rate code)
- EARNINGS_END_DT (earnings end date)
- GOAL_AMT (goal amount)
- GOAL_BAL (goal balance)
- HOURLY_RT (hourly rate)
- OTH_HRS (other hours)
- OTH_PAY (other pay)
- PAY_PERIOD1, PAY_PERIOD2, PAY_PERIOD3, PAY_PERIOD4, and PAY_PERIOD5 (pay periods 1-5)

Retro Pay Trigger Values Page

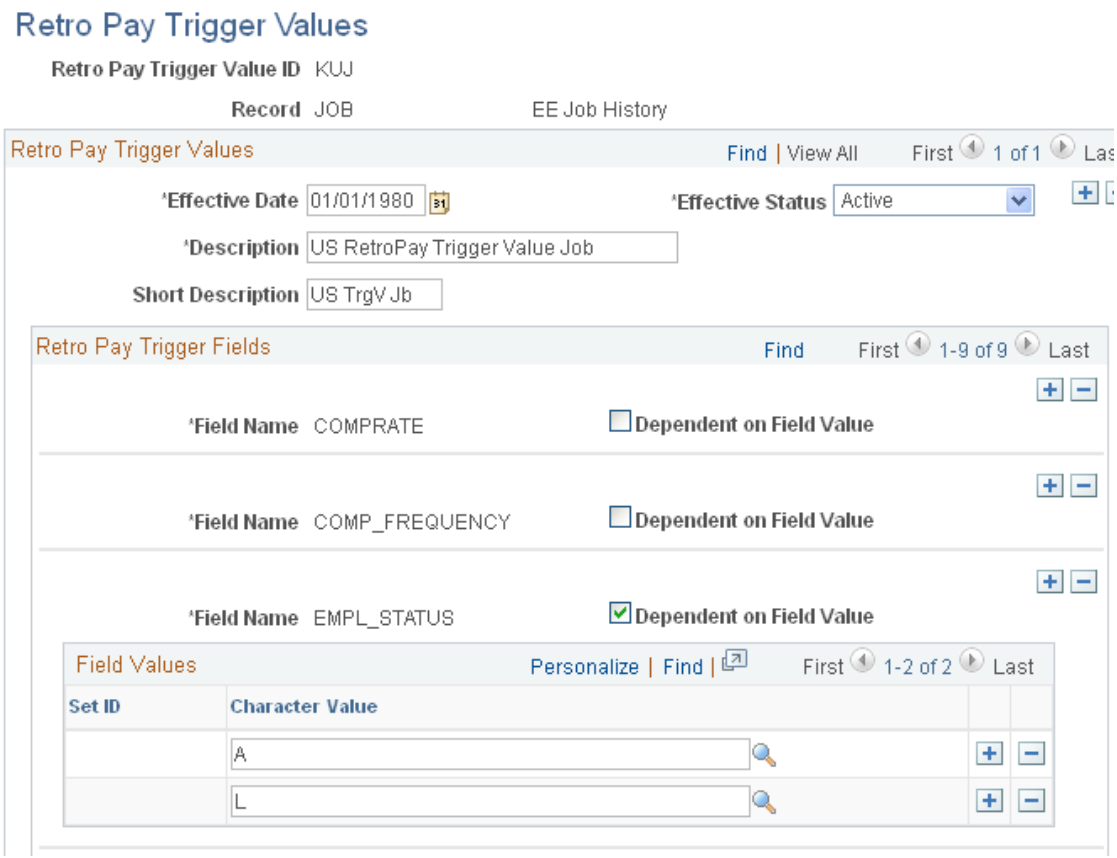
Use the Retro Pay Trigger Values page (RETRO_TRG_VALUES) to define a set of field changes that trigger retro requests. Each set can include fields from either the job record or the additional pay records.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Retroactive Payroll**, and then **Retro Pay Trigger Values**, and then **Retro Pay Trigger Values**

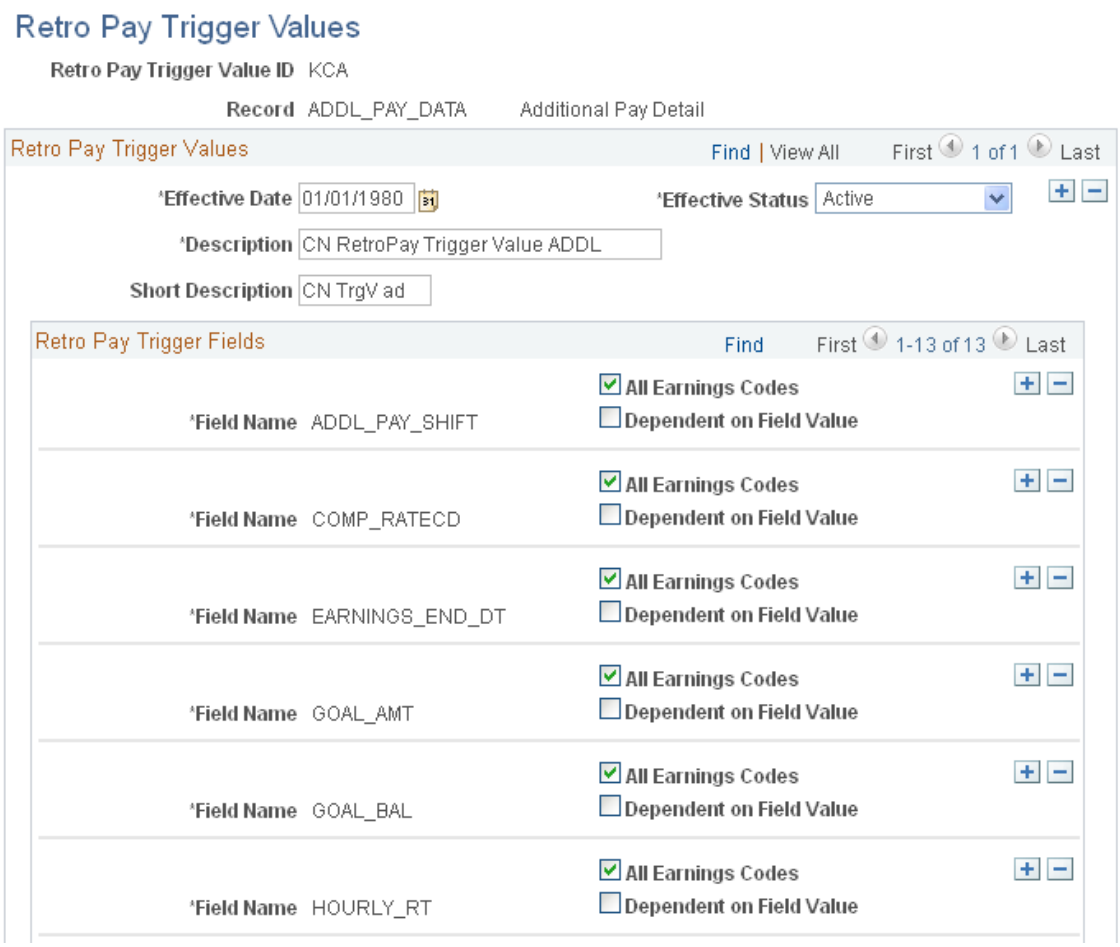
This example illustrates the fields and controls on the Retro Pay Trigger Values page: JOB record.

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This example illustrates the fields and controls on the Retro Pay Trigger Values page: ADDL_PAY_DATA record.

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Field or Control	Description
Retro Pay Trigger Value	This ID identifies the set of retro pay trigger values when you associate it with a retro pay trigger program.
Record	*JOB* and *ADDL_PAY_DATA* are the only supported records for trigger values.

Retro Pay Trigger Fields

Field or Control	Description
Field Name	Select one of the fields that the system is monitoring for changes. These are the fields that appear on the Retro Pay Monitored Fields page for the selected record. When you select a value, the **Field Name** field immediately becomes read-only. To change the value, you must delete the row and add a new one.

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Field or Control	Description
Earnings Code and **All Earnings Codes**	**Note:** These fields appear only for the ADDL_PAY_DATA record. Use these fields to choose which additional pay earnings codes produce retro requests when the selected field changes. To create retro requests for all retro-eligible earnings codes, select the **All Earnings Codes** check box. The system hides the **Earnings Code** field when the check box is selected. To create retro requests for a single earnings code, deselect the check box and enter a value in the **Earnings Code** field. To create retro requests for some, but not all, earnings codes, you can create multiple rows of data for the same field and enter different earnings codes for each row. Earnings code processing relies on the use of certain delivered codes that populate the **Earnings Code** field when you do not explicitly select a code. For JOB fields, the system uses the $NA (not applicable) earnings code, and for ADDL_PAY_DATA fields that affect all earnings codes, the system uses the $AC (all codes) earnings code. Therefore, it is critical that you do not modify, remove, or inactivate these two delivered earnings codes.
Dependent on Field Value	To create a retro request for any change to the selected field, leave this check box deselected. To create a retro request only when the field changes to one or more specific values, select this check box and enter the values in the **Field Values** grid that appears.

Field Values

Field or Control	Description
Set ID	If the selected field is setID-controlled, you must enter a setID before you can select specific values. If the selected field is not setID-controlled, this field is not editable.
<Field Type> Value	Enter the values that create retro requests. For example, in the JOB record, you might create retro requests for certain employee status changes to *Active* or *Leave of Absence*, but not when it changes to any other value. Depending on the field type, the label for the field value column is **Character Value**, **Numeric Value**, or **Date Value**.

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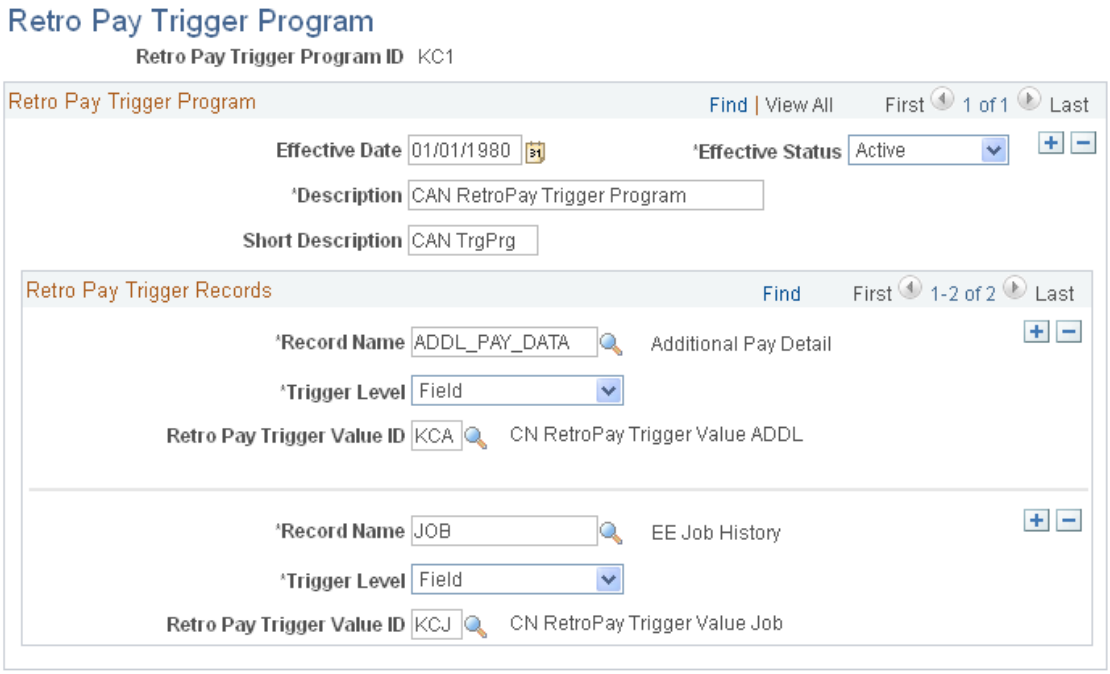
Retro Pay Trigger Program Page

Use the Retro Pay Trigger Program page (PY_RETROTRG_DEF) to define a retro pay trigger program that encompasses up to two sets of triggers: one for the job record and one for the additional pay record.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Retroactive Payroll**, and then **Retro Pay Trigger Program**, and then **Retro Pay Trigger Program**

This example illustrates the fields and controls on the Retro Pay Trigger Program page.



Field or Control	Description
Retro Pay Trigger Program ID	This ID identifies the retro pay trigger program when you associate it with a pay group.

Retro Pay Trigger Records

Field or Control	Description
Record Name	Create rows for the *JOB* record and the *ADDL_PAY_DATA* record. These are the only records that support retro pay triggers.

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Field or Control	Description
Trigger Level and **Retro Pay Trigger Value ID**	Select *Field* as the trigger level. Selecting *Field* makes the Retro Pay Trigger Value ID field appear so that you can select the retro pay trigger value ID that identifies those specific field changes. **Note:** Do not select *Record*. Triggering retro pay based on record-level changes (a new row, or changes to any field) is not currently supported.

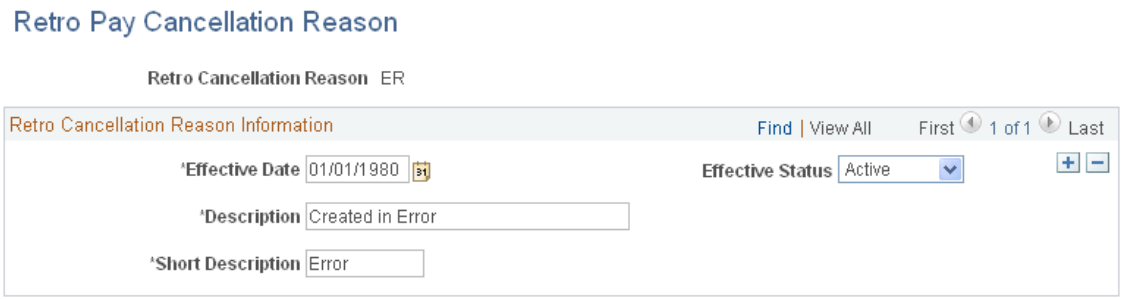
Retro Pay Cancellation Reason Page

Use the Retro Pay Cancellation Reason page (PY_RETROCNL_TBL) to set up the cancellation reasons that users can use when manually canceling a retro pay request.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Retroactive Payroll**, and then **Retro Pay Cancellation Reason**, and then **Retro Pay Cancellation Reason**

This example illustrates the fields and controls on the Retro Pay Cancellation Reason page.



> **Note**
>
> All fields are read-only when you view the SC (system generated cancellation), UC (cancelled by user), and ZR (zero retro - $0.00 to be paid) cancellation reasons.

Reviewing and Modifying Payroll Messages

To set up payroll messages, use the Pay Message Table component (PAY_MESSAGE_TABLE).

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Page Used to Review and Modify Payroll Messages

Page Name	Definition Name	Usage
Pay Message Table Page	PAY_MESSAGE_TABLE	Add new error messages, modify message descriptions, and specify nonfatal system messages to bypass during pay calculation.

Understanding Payroll Messages

The Pay Message table identifies all the error messages that can occur during the batch payroll processes. Each error message has a message ID number and a complete description. PeopleSoft maintains this table.

If you modify the system and your changes include new error messages, you can add new error message codes and text. When you add a new message code, use a number greater than 90,000 to avoid conflict with message codes that are provided by PeopleSoft. You can also modify the error message descriptions to include procedures unique to your environment. For example, you might add:

Call Pat Jones at extension 23, and ask her to run the Pay Calculation process in Final mode.

You can also specify how to proceed when the system encounters each error.

Pay Message Table Page

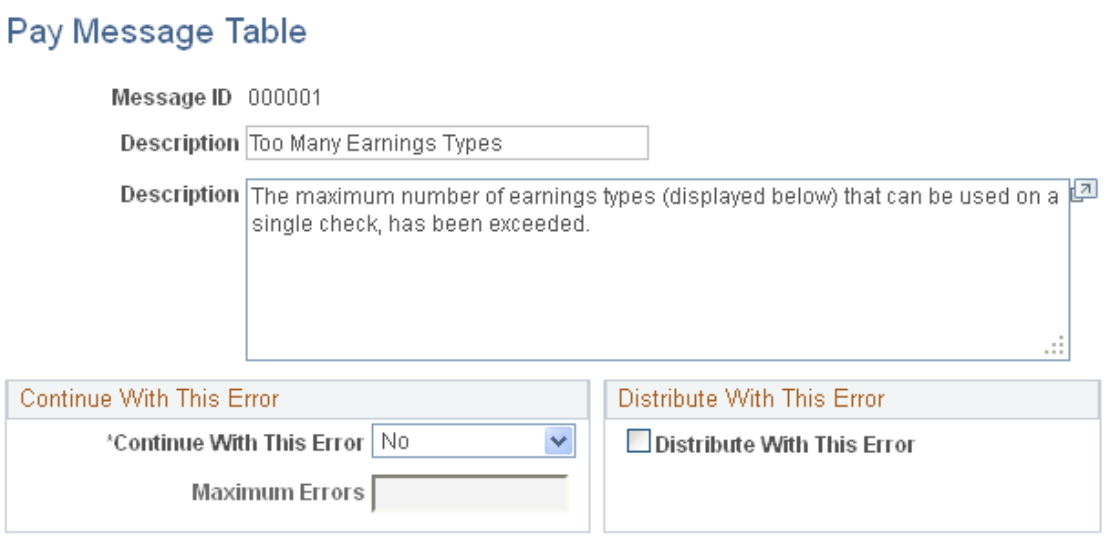
Use the Pay Message Table page (PAY_MESSAGE_TABLE) to add new error messages, modify message descriptions, and specify nonfatal system messages to bypass during pay calculation.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Payroll Processing Controls**, and then **Pay Message Table**, and then **Pay Message Table**

This example illustrates the fields and controls on the Pay Message Table page.

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Field or Control	Description
Continue With This Error	Specify how to proceed when the system encounters this error that would otherwise cause the payroll process to stop: *Yes:* Select this value to continue with payroll processing after encountering this error. The **Maximum Errors** field becomes available for entry. *No:* Select this value to stop payroll processing after encountering this error. *System:* This value appears for errors for which you cannot select a Continue With This Error value. The entire **Continue With This Error** group box becomes unavailable for entry.
Maximum Errors	Enter a numerical value to limit the number of times the system bypasses the error message within a run ID. **Note:** When the number of occurrences of the message equals this value, the system bypasses none of the errors. You must correct the errors before continuing the payroll process.
Distribute With This Error	Select this check box to let the Actuals Distribution COBOL SQL process (PSPPFUND) continue when it encounters this error.

Related Topics

- Setting Up Continue with Errors Processing

Handling Employees with Multiple Jobs in the Same Organization

This topic provides an overview of multiple job considerations and discusses how to:

- Issue a single check.
- Set up direct deposit for paychecks.

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- Take general deductions.
- Set up deduction subsets.
- Set up union dues deductions.
- Set up multiple benefits programs.
- Set limits for general deductions and benefits deductions.

> **Note**
>
> The content of this topic is only part of what you must know about multiple jobs. Other relevant information appears in your PeopleSoft HCM Application Fundamentals product documentation.

Understanding Multiple Job Considerations

In many medical, academic, and industrial settings, employees hold more than one job in the same organization. A professor might double as a dean or a doctor as a professor of medicine. Following are some of the considerations to keep in mind when employees hold more than one job in the same organization.

(USA) FLSA Overtime Requirements for Multiple Jobs

The Fair Labor Standards Act (FLSA) of 1937 requires that you pay overtime to nonexempt employees who work more than 40 hours in a week. When an employee has multiple nonexempt jobs in the same organization, Payroll for North America applies the overtime rule to the total hours for all jobs with the same FLSA period.

For example, suppose an employee has two nonexempt jobs:

- Data entry clerk for 22.5 hours.
- Receptionist for 20 hours.

The system adds together the hours and pays overtime for 2.5 hours at the FLSA rate.

> **Note**
>
> Payroll for North America does not calculate a blended FLSA rate for employees working in multiple companies, because each job would have its own FLSA rate.

(USA) FICA Status Indicator

An employee who holds multiple jobs might be exempt from the Federal Insurance Contributions Act (FICA) in one job, while eligible for FICA in another job. Designate the FICA status of each job on the Job Data - Payroll page in the Job Data component (JOB_DATA).

Tax Calculations

If an employee has multiple jobs with different pay frequencies (weekly, biweekly, and monthly), Payroll for North America calculates the taxes for each job separately, based on the pay frequency. This ensures that you tax an employee's earnings according to the appropriate tax bracket.

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Off-Cycle Pay Run

When processing an off-cycle payroll using the right-hand side of the run control page (**Off-Cycle** group box), do not include multiple-job employees in the same calculation as the single-job employees. You must process the two separately.

Issuing a Single Check

Payroll for North America can issue a single check that covers all of an employee's FLSA calculations, taxes, benefits, and general deductions for multiple jobs in the same organization.

To issue a single check:

1. Select the **Single Chk for Multiple Jobs** (single check for multiple jobs) option on the Company - Default Settings page.
2. Designate a primary pay group for the employee on the Payroll Options 2 page.

   The primary pay group identifies which pay group the system uses when creating consolidated paysheets. It also determines whether the system should take general deductions for a pay period.

   PeopleSoft recommends that you select the pay group in which the payee is paid most often. If you do not select a primary pay group, the system uses the pay group that is associated with the first job into which you hired the employee.

When you run the Create Paysheet process, the system combines the paysheets for all jobs into the paysheet for the primary pay group. When you view the individual paysheets online, they appear as OK to Pay, signifying that they are paid through the consolidated paysheet. The system combines paysheets only when they have the same period end date, FLSA period definition, FLSA calendar ID, FLSA salaried hours used (if subject to FLSA rules), and payroll cycle (on-cycle or off-cycle). The pay frequencies of the paysheets do not have to be the same.

A simple rule of thumb is that all calculations must be completed on all outstanding paysheets prior to the confirm. If an employee has outstanding paysheets in pay group X and Y, all of his paysheets must be calculated before any of those pay groups can be confirmed. The single check will be created under the employee's primary pay group.

To change paysheets after running the Create Paysheet process:

1. Enter changes on the individual paysheets (you can't see the collective paysheet).
2. Run the Create Paysheet process again.

Setting Up Direct Deposit for Paychecks

Regardless of how many jobs an employee has, create only one set of direct deposit instructions on the Request Direct Deposit page.

Taking General Deductions

How you take general deductions is influenced by whether you select the **Single Chk for Multiple Jobs** option on the Company - Default Settings page.

When the Single Check Feature is Enabled

The following describes processing when you select the **Single Chk for Multiple Jobs** option:

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- The system takes general deductions based on earnings from the total earnings that it calculates for all jobs paid in the same check.
- The system always takes general deductions that are scheduled for the current period when paying the job in the primary pay group.

  To have the system take a deduction every time it issues a check for the employee—even when not paying the employee's job in the primary pay group—select the **Take on All Paygroups** option on the Create General Deductions page. For example, suppose an employee has a weekly job and a biweekly job. The pay group for the weekly job is the primary pay group, because it is the one that the system pays most frequently. Normally, when the system pays the biweekly job, it also pays the weekly job, so it issues a single check. If the system processes the biweekly job at a different time than the weekly job, it takes the deduction only if the **Take on all Paygroups** check box is selected.
- The system automatically takes general deductions in the appropriate pay periods when an employee receives a single check for jobs that the system pays at different frequencies and deductions have different frequencies.

  For example, suppose an employee receives a single check, which includes compensation for a semimonthly pay period and a monthly pay period. The system takes a United Way deduction only in the first pay period of each month. When the system issues a check for the second pay period (the check that covers both the second semimonthly period and the monthly period), the system does not take the United Way deduction.
- To override a deduction for an employee who has jobs in different pay groups (that is, to override the deduction schedule or change the amount), enter the override instructions for the primary pay group on the General Ded Code Override (general deduction code override) page.

  The system ignores override instructions for the employee's other pay groups. To identify an employee's primary pay group, check the Payroll Options 2 page.

When the Single Check Feature is Not Enabled

If the **Take on All Paygroups** option is not selected on the Create General Deductions page, the system uses the **Priority Number** field on the Pay Group Table - Definition page to determine whether to take a general deduction. It takes the deduction only when processing the job in the pay group with the lowest priority number.

Setting Up Deduction Subsets

For employees who receive additional pay:

1. Select a deduction subset on the Create Additional Pay page.
2. Request that the system issue a separate check using the **Sep Chk #** (separate check number) field on the Create Additional Pay page.

   The deduction subset overrides other deduction instructions elsewhere in the system.

If you do not request a separate check, the system ignores the deduction subset and follows the deduction instructions from the calendar, the employee's Job record, or payroll data.

If an employee has multiple Additional Pay records with the same separate check indicator, select the same deduction subset for each record. If you select different subsets, the system applies the deduction subset that is associated with the last Additional Pay record that it processes.

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Use deduction subsets to process only a selected set of deductions for a pay run. For example, for a bonus run, you might deduct only one or two of the deductions that you process during the regular monthly pay run.

Select a deduction subset on any of the following pages:

- Pay Calendar Table
- Payroll Options 2
- Additional Pay

When you select subsets on more than one page, the system uses a hierarchy to determine which deductions to process. If you pay an employee for multiple jobs, the system also considers the employee's primary pay group and primary job when making this determination.

See the following scenarios and examples of the processing rules that apply. If you do not use the single check option, the term primary pay group used in the scenarios refers to the pay group for the job that the system is processing.

Scenario 1: Deduction Subset on Calendars

The system processes:

- General deductions in the subset attached to the calendar for the primary pay group.
- Benefit deductions in the subset attached to the calendar associated with the primary job.

Scenario 2: Deduction Subset on Calendars and the Override Benefits Deductions Page

The system processes:

- General deductions included in the subset attached to the calendar for the primary pay group.
- Benefit deductions included in the subset selected on the Override Benefits Deductions page.

Scenario 3: Deduction Subset on Calendars and the Payroll Options 2 Page

The system processes:

- General deductions in the subset on the Payroll Options 2 page.
- Benefit deductions in the subset specified on calendar for the primary job.

Scenario 4: Deduction Subset on Calendars and Override Benefits Deductions Page and Payroll Options 2 Page

The system processes:

- General deductions in the subset on the Payroll Options 2 page.
- Benefit deductions in the subset on the employee's Override Benefits Deductions page.

The system ignores the subsets on the calendars because employee-level instructions take precedence.

Example

This table displays the five deduction subsets for the example. All of these deductions have been assigned to the employee on the Create General Deductions page and Assign to Benefit Program page.

Note the following:

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- (B) indicates a benefit deduction.
- (G) indicates a general deduction.

The following table indicates where the deduction subset is selected:

Additional Pay	Calendar for Primary Pay Group	Job (Benefits Ded Proc Override page)	Calendar (not primary pay group)	Payroll Data
None	401K (B) GARN (G)	FSA-H (B) Bond (G)	FSA-D (B) MISC (G)	401K (B) Garn (G) Bond (G) Charity (G)

This table lists the deductions taken in the following scenarios:

- Scenario 1: Subset defined on calendars.
- Scenario 2: Subset defined on calendars *and* Job data.
- Scenario 3: Subset defined on calendars *and* Payroll Options 2.
- Scenario 4: Subset defined on calendars *and* Job Data *and* Payroll Options 2.

Scenario and Deductions Processed	401(k)	FSA-H	FSA-D	Garn	Bond	Charity
Scenario 1						
Primary job in primary pay group	X			X		
Primary job *not* in primary pay group			X	X		
Scenario 2						
Primary job in primary pay group		X		X		
Primary job *not* in primary pay group		X		X		
Scenario 3						
Primary job in primary pay group	X			X	X	X
Primary job *not* in primary pay group			X	X	X	X
Scenario 4						

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Scenario and Deductions Processed	401(k)	FSA-H	FSA-D	Garn	Bond	Charity
Primary job in primary pay group		X		X	X	X
Primary job *not* in primary pay group		X		X	X	X

Setting Up Union Dues Deductions

Set up union dues as general deductions. The system takes these deductions only when paying a job that is affiliated with the union code. Therefore, if an employee is a member of a union, but one job does not qualify for union membership, the system does not take dues for that job.

If the system calculates union dues as a percentage of earnings, PeopleSoft recommends that you:

1. Assign a unique earnings code to each job that is associated with the union.
2. Create a special accumulator to track the total earnings for jobs with that earnings code.

Consequently, when calculating the union dues, the system considers only the earnings from jobs enrolled in the corresponding union.

Setting Up Multiple Benefits Programs

If an employee has multiple jobs that are covered by different benefits programs, and you select the **Single Chk for Multiple Jobs** option on the Company - Default Settings page, the system breaks down all benefits deductions by benefit record number during processing and stores the balances by benefit record number. For example, if an employee has two jobs that are covered by two separate benefits programs, and both programs include a 401(k) deduction or a Registered Pension Plan deduction for Canada, the system calculates two deductions and displays both on the paychecks.

Setting Limits for General Deductions and Benefits Deductions

Employees can have different deduction limits for different jobs. When an employee has multiple jobs with multiple benefit programs (Ben_Rcd#s), and each program has the same deduction, the system adjusts each current goal balance (from the Benefits Program Table page) by the appropriate amount. Because you assign a general deduction at the company level, you can have only a single limit per company for those deductions.

For example, suppose an employee's two jobs are covered by different benefit programs, each with an individual retirement account deduction. The deductions are as follows:

Empl_Rcd#	Ben_Rcd#	Contribution Amount (% of gross)	Goal Balance
0	0	5%	1000 USD
1	1	2%	500 USD

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The system issues a check that includes:

- 500 USD gross pay for Empl_Rcd#0, Ben_Rcd#0.
- 1000 USD gross pay for Empl_Rcd#1, Ben_Rcd#1.

The total deduction amount is (500 USD × 5%) + (1000 USD × 2%) = 45 USD. The current goal balance for Ben_Rcd#0 increases by 25 USD and the current goal balance for Ben_Rcd#1 increases by 20 USD.

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11

Setting Up Garnishments

Setting Up a Garnishment Deduction

This topic discusses how to:

- Set up the Deduction table for garnishment deductions.
- Set up the General Deduction table for garnishment deductions.

Related Topics

- Specifying Employee Garnishment Data
- Application Fundamentals: Understanding Vendor Tables

Setting Up the Deduction Table for Garnishment Deductions

To define deduction information for garnishments:

1. Specify a garnishment deduction priority on the Deduction Table - Setup page.
   a. Enter a number that is large enough to enable the system to deduct taxes and required deductions before it attempts to deduct garnishments in the **Deduction Priority** field.
   b. Select *Garnishment* in the **Special Processing** field.

      This deduction code becomes the default garnishment deduction code.

      Arrears do not apply to garnishment deductions. Instead, establish a proration rule.

      > **Note**
      >
      > (CAN) For Canada, there is no default garnishment deduction code because you can define multiple before-tax and after-tax deduction codes to process garnishments. In addition, proration rules don't apply for Canada.

2. Assign a garnishment deduction classification on the Deduction Table - Tax Class page.
   a. For the U.S., select *After-Tax* as the deduction classification. For Canada, select *Before-Tax* or *After-Tax.*

      For example, a Canadian child support garnishment might be a before-tax garnishment.
   b. Select *None* as the Canadian sales tax.
3. Specify how the garnishment affects taxable grosses on the Deduction Table - Tax Effect page.
   - For U.S. companies, garnishments have no effect on taxable grosses.
   - For Canadian companies: after-tax garnishments have no effect on taxable grosses; before-tax garnishments do affect taxable grosses.

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4. Specify how the system deducts the garnishment from pay on the Deduction Table - Process page.
   a. Don't select the **Partial Deduction Allowed** check box.
   b. Select the **Deductions Taken From Sep Chk** (deductions taken from separate check) check box for U.S., Canada, and U.S. federal government.
   c. Don't select the **Deduction Arrears Allowed** or **Stop Deduction at Termination** check boxes.

      (For Canadian processing, this would be the recommended setup).
   d. The **Maximum Yearly Deduction** field should be left blank.

      Define the garnishment limit on the Garnishment Specification Data page when setting up an employee's garnishment.

> **Note**
>
> Don't specify garnishment withholding frequencies on the Schedule page in the Deduction Table component (DEDUCTION_TABLE). Define the withholding frequency for garnishment deductions at the employee level on the Garnishment Specification Data page.

Related Topics

- Understanding Deductions
  This topic lists prerequisites and discusses:
- (USA) Maintaining Garnishment Proration Rules
  To set up garnishment proration rules, use the Proration Rules Definition (GARN_PRORATE_DF) and State Proration Rules (GARN_PRORATE_RL) components

Setting Up the General Deduction Table for Garnishment Deductions

To establish a garnishment deduction, select *Flat Amount* as the deduction calculation routine on the General Deduction Table page. The system automatically calculates the amount based on the employee's Garnishment Specification records, and deducts the appropriate amount, depending on the garnishment rules.

Related Topics

- Defining General Deductions
  To set up general deductions, use the General Deduction Table (GENL_DEDUCTION_TBL) component.

Defining Disposable Earnings for Garnishments

To define disposable earnings for garnishments, use the Disposable Earnings Defn (GARNISH_DE_DEFN) and Disposable Earnings Defn CAN (GARNISH_DE_DEFN_CN) components.

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Pages Used to Define Disposable Earnings for Garnishments

Page Name	Definition Name	Usage
Disposable Earnings Definition Page	GARNISH_DE_DEFN	Review and update disposable earnings definitions.
Load Deductions to Reduce DE Page (load deductions to reduce earnings definition)	GARN_DE_SEC	Load deductions into the Disposable Earnings Definition page by plan type, or by plan type and benefit plan.
Disposable Earnings Defn Rpt Page (disposable earnings definition report)	PRCSRUNCNTL	Generate PAY716 that lists information from the Disposable Earnings Definition table, where you define disposable earnings that are subject to garnishment and garnishment exemption parameters.

Understanding Disposable Earnings for Garnishments

Disposable earnings are the earnings subject to garnishment. What constitutes disposable earnings varies according to the governing jurisdiction (that is, federal, state, provincial, or local authority). For example, a disposable earnings definition might specify the calculation of an employee's gross earnings minus all federal and state taxes and health insurance premiums.

> **Note**
>
> Use the calculation formula to define which taxes subtract from the disposable earnings.

See Setting Up Garnishment Rules.

PeopleSoft maintains and delivers the standard federal and state disposable earnings definitions with Payroll for North America.

> **Important**
>
> The PeopleSoft-maintained garnishment disposable earnings definitions are complete as delivered except for deductions to include or exclude when determining the disposable earnings subject to garnishment. During the implementation process, enter the deductions pertaining to specific disposable earnings definitions.

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> **Note**
>
> Courts and other authorized jurisdictions frequently issue garnishment orders defining disposable earnings definitions that are different from standard definitions. In such a case, use the Disposable Earnings Definition page to establish a record of the court's individual definition. You are responsible for maintaining these records.

(USA) U.S. Federal Tax Levies

For U.S. federal tax levies, the Internal Revenue Service defines disposable earnings as gross earnings minus voluntary and involuntary deductions in existence when the employer receives the garnishment order. Therefore, you can apply only involuntary increases in those existing deductions to the disposable earnings calculation for garnishments of this type.

PeopleSoft provides FEDTAXLEVY as the DE definition ID for federal tax levies and for state tax levies for which the same rules apply.

> **Note**
>
> For the DE definition ID FEDTAXLEVY, use the **Deductions Reducing DE** (deductions reducing disposable earnings) group box to identify only those deductions that you cannot apply to the disposable earnings calculation.

(CAN) Canadian Federal Disposable Earnings Definitions

PeopleSoft provides and maintains two Canadian federal disposable earnings definitions:

- *FEDERALCAN:* Includes taxable benefits and subtracts statutory deductions (that is, income tax, Canada and/or Quebec Pension Plan [CPP/QPP], and Employment Insurance [EI]).
- *FEDCANEXBN:* Excludes taxable benefits and subtracts statutory deductions (that is, income tax, CPP/QPP, and EI) .

Disposable Earnings Definition Page

Use the Disposable Earnings Definition page (GARNISH_DE_DEFN) to review and update disposable earnings definitions.

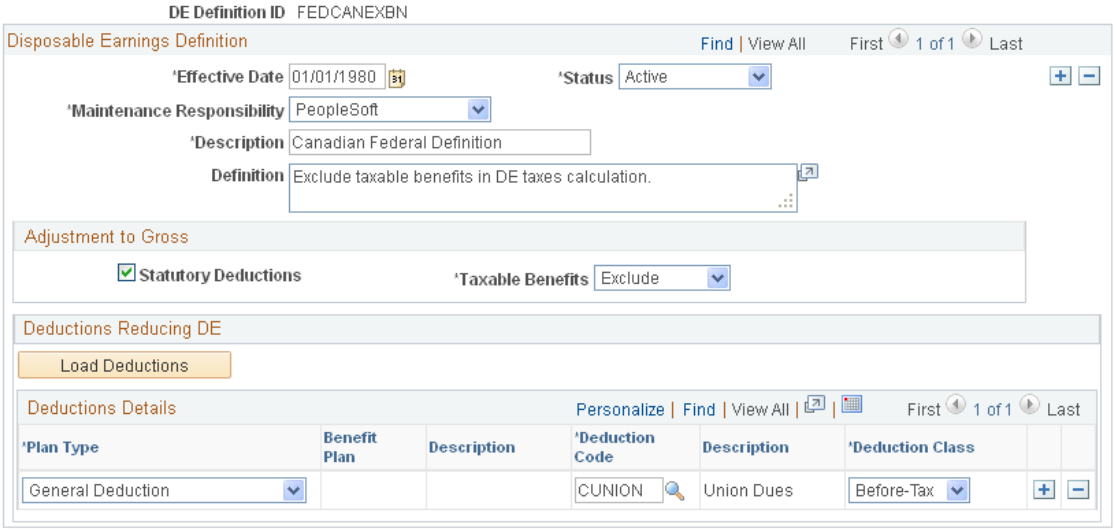
Navigation:

- **Set Up HCM**, and then **Product Related**, and then **Payroll for North America**, and then **Garnishments**, and then **Disposable Earnings Defn**, and then **Disposable Earnings Definition**
- **Set Up HCM**, and then **Product Related**, and then **Payroll for North America**, and then **Garnishments**, and then **Disposable Earnings Defn CAN**, and then **Disposable Earnings Definition**

This example illustrates the fields and controls on the Disposable Earnings Definition page.

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Disposable Earnings Definition



Field or Control	Description
DE Definition ID (disposable earnings definition ID)	This ID links the garnishment disposable earnings definition to the applicable Garnishment Rules table.

(CAN) Adjustment to Gross

The fields in this group box appear on the page for Canadian users only. They are for information only.

Deductions Reducing DE

Some court orders require that you subtract deductions from the employee's gross pay to arrive at disposable earnings. Use this group box to enter deductions to use when calculating disposable earnings.

> **Note**
>
> During the implementation process, enter the deductions to reduce the disposable earnings subject to garnishment.

Field or Control	Description
Load Deductions	Select to access the Load Deductions to Reduce DE page, where you can load deductions into the Deductions Details grid by plan type, or by plan type and benefit plan. **Note:** You cannot use this option to load general deductions. You must enter general deductions into the **Deduction Details** grid manually.

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Field or Control	Description
Deductions Details	You can manually enter deductions using the editable fields in this grid. General deductions must be manually entered. If you load deductions using the **Load Deductions** option, the system replaces the existing deductions having the same selection criteria. After loading deductions using the **Load Deductions** button, you can delete any of the loaded deductions that are not appropriate. You can also add additional deductions manually or by using the **Load Deductions** option again. **Note:** After loading and editing the deductions, you must save the page.

Load Deductions to Reduce DE Page

Use the Load Deductions to Reduce DE (load deductions to reduce earnings definition) page (GARN_DE_SEC) to load deductions into the Disposable Earnings Definition page by plan type, or by plan type and benefit plan.

Navigation:

Select **Load Deductions** on the Disposable Earnings Definition page.

This example illustrates the fields and controls on the Load Deductions to Reduce DE (earnings definition) page.



To load deductions:

1. Select a plan type or combination of plan type and benefit plan.

   The system selects all deductions in the plan type or benefit plan that:

   - Are active as of the effective date of the DE definition.
   - Have deduction classification *After Tax* or *Before Tax.*

2. Select **OK** to load deductions that meet the criteria into the Garnishments DE Deduction table (GARN_DE_DED) and into the grid on the Disposable Earnings Definition page, where you can further edit the list.
3. Select the **Load Deductions** option on the Disposable Earnings Definition page to return to this page to select and load deductions from additional plan types or benefit plans.

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Setting Up Garnishment Rules

To set up garnishment rules, use the Garnishment Rules Table (GARNISH_RULE_TBL) and Garnishment Rules Table CAN (GARN_RULE_TBL_CN) components.

> **Note**
>
> Payroll for North America provides garnishment rules for the majority of federal, state, provincial, and local garnishment requirements.

Pages Used to Define Garnishment Rules

Page Name	Definition Name	Usage
Garnishment Rules Table - Description Page	GARNISH_RULE_TBL1	View or enter identifying and descriptive information for a garnishment rule.
Garnishment Rules Table - Earnings Page	GARNISH_RULE_TBL2	Override the **Subject to Garnishment** specification on the Earnings table for selected earnings codes.
Exemption Variables Page	GARNISH_RULE_TBL3	(USA) View or enter amounts for exemption variables to be used in the calculation formula for the rule.
Exemption Variables Page	GARN_RULE_TBL3_CN	(CAN) View or enter amounts for exemption variables to be used in the calculation formula for the rule.
Calculation Formula Page	GARNISH_RULE_TBL4	Create step-by-step formulas for calculating garnishments or the amount available for garnishment.
Clone Garnishment Rules Page	RUNCTL_GARNCLONE	Clone an existing garnishment rule using the Rules Clone Utility Application Engine process (GARN_CLONE). Copy all data from an existing garnishment rule to create another rule identified with a different combination of law source, and rule ID. Rules created in this way are customer-maintained rules.

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Page Name	Definition Name	Usage
Garnishment Rules Report Page	PRCSRUNCNTL	(USA) Generate the Garnishment Rules (U.S.) report (PAY715), which lists the contents of the Garnishment Rule table by state. (CAN) Generate the Garnishment Rules (CAN) report (PAY715CN), which lists the contents of the Garnishment Rule table by province and territory.

Understanding Garnishment Formulas

Define calculation formulas on the Garnishment Rules Table - Calculation Formula page.

(CAN) Sample Calculation Formula

This example illustrates how to define the formula for a Canadian garnishment rule (BC garnishment law source and GEN/DEP rule ID):

Step	Calculation Type	Formula
Step 1	DE for Rule (disposable earnings)	earnings subject to garnishment − statutory deductions = result of step 1
Step 2	DE for Rule (disposable earnings)	result of step one − selected deductions = result of step 2 This is the total disposable earnings.
Step 3	Exemption	result of step two × exempt percent = result of step 3 **Note:** The system performs the minimum and maximum check if appropriate to arrive at the total exemption amount.
Step 4	Amount available for garnishment	result of step two − result of step three = amount available for garnishment.

(USA) Sample Calculation Formula

This example illustrates how to define the formula for a simple U.S. garnishment rule:

Step	Calculation Type	Formula
Step 1	DE for Rule (disposable earnings)	earnings subject to garnishment − federal taxes = result of step 1
Step 2	DE for Rule (disposable earnings)	result of step one − state taxes = result of step 2
Step 3	DE for Rule (disposable earnings)	result of step two − local taxes = result of step 3

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Step	Calculation Type	Formula
Step 4	DE for Rule (disposable earnings)	result of step 3 − selected employee deductions = result of step 4 This is the total disposable earnings amount.
Step 5	Exemption	result of step 4 × exempt percent 1 = result of step 5
Step 6	Amount available for garnishment	result of step 4 – result of step 5 = amount available for garnishment

(USA) Understanding Calculation Formula Referencing

On the Calculation Formula page, you can define a U.S. garnishment rule for a law source and rule ID by using (referencing) the same calculation formula as another law source and rule ID already defined in the system. This option is particularly useful if both rules use the same types of exemption variables but those variables do not have the same values.

To reference the calculation formula of another rule, select the **Use Calculation Formula From Another Garnishment Rule** option and enter the law source, rule ID, and effective date of the rule that you want to reference. The referenced rule must have a self-contained calculation formula that does not reference another rule. The system stores the identification of the referenced rule rather than the formula steps.

> **Note**
>
> You must ensure that the exemption variables that you define for the garnishment rule are also used in the rule that you reference. If you define any variables for the rule that are not also in the referenced rule, the system ignores the unused variables during calculation. The values of the exemption variables can differ in the two rules.

Changing a Referenced Rule

When you change a rule that is referenced by other rules, you must determine the impact on the rules that reference it.

For example, if you change rule 1 with a new effective date, you must decide whether those changes also apply to rule 2, which references rule 1.

- If the changes in rule 1 do not apply to rule 2, then you can continue to reference the earlier effective dated row of rule 1 for the calculation of rule 2.
- If (now or at some later time) the changes in rule 1 do apply to rule 2, then you must create a new effective-dated row for rule 2 and reference the new effective date of rule 1 on the Calculation Formulas page.

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> **Note**
>
> The new effective date of rule 2 does not have to match the new effective date of rule 1. The system uses the effective date of rule 1 that appears on the Calculation Formula page for the rule 2 effective date being processed.

Listing Rule References

The third section of the Garnishment Rule Table U.S. SQR report (PAY715) lists each rule that is referenced in other rules along with all the rules that reference it. This topic lists the state, rule ID, description, and effective date for each referenced and referencing rule.

The first two sections of the report list the following for each rule by state:

- Section 1: Rule details and exemption variables.
- Section 2: Formula details.

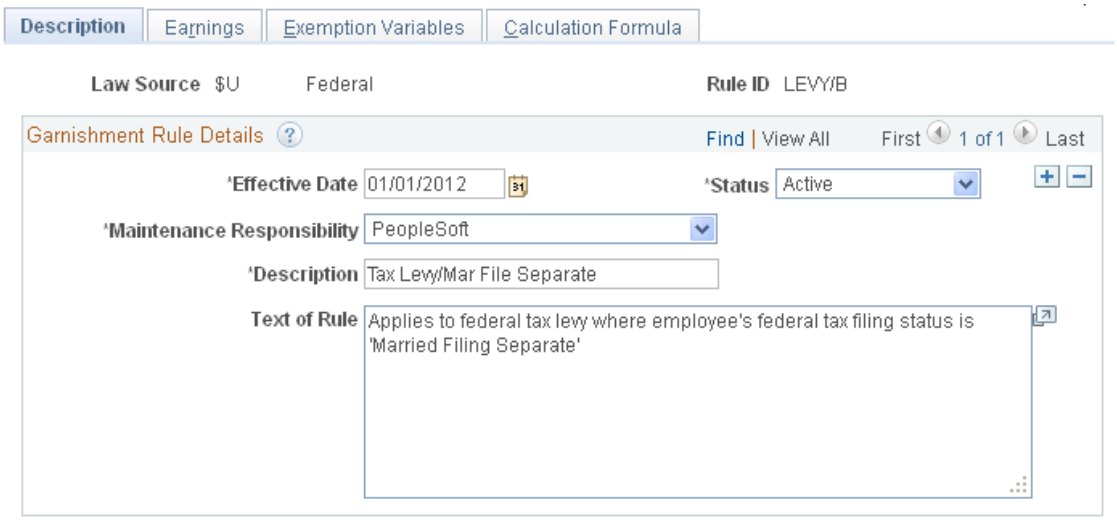
Garnishment Rules Table - Description Page

Use the Garnishment Rules Table - Description page (GARNISH_RULE_TBL1) to view or enter identifying and descriptive information for a garnishment rule.

Navigation:

- **Set Up HCM**, and then **Product Related**, and then **Payroll for North America**, and then **Garnishments**, and then **Rules Table**, and then **Description**
- **Set Up HCM**, and then **Product Related**, and then **Payroll for North America**, and then **Garnishments**, and then **Rules Table CAN**, and then **Description**

This example illustrates the fields and controls on the Garnishment Rules Table - Description page.



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Field or Control	Description
Garnish Law Source	The particular jurisdictional entity for the garnishment.
Rule ID	The unique rule ID that identifies a garnishment rule. The rule ID along with the garnish law source links the garnishment rule specifications to the garnishment specification data for an individual employee. **Note:** (CAN) You can use any rule if it applies to a garnishment situation, regardless of the original province designation. The *ZZ* value identifies federally related orders.
Maintenance Responsibility	In addition to the PeopleSoft-maintained garnishment rules, you can set up your own garnishment rules to handle any exceptions to the delivered rules. *Customer:* This value indicates that it is your responsibility to maintain rules that you have revised, cloned, or defined.

Garnishment Rules Table - Earnings Page

Use the Garnishment Rules Table - Earnings page (GARNISH_RULE_TBL2) to override the Subject to Garnishment specification on the Earnings table for selected earnings codes.

Navigation:

- **Set Up HCM**, and then **Product Related**, and then **Payroll for North America**, and then **Garnishments**, and then **Rules Table**, and then **Earnings**
- **Set Up HCM**, and then **Product Related**, and then **Payroll for North America**, and then **Garnishments**, and then **Rules Table CAN**, and then **Earnings**

This example illustrates the fields and controls on the Garnishment Rules Table - Earnings page.



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Earnings Code Inclusions/Exclusions

Field or Control	Description
Earnings Code	Select an earnings code to override its **Subject to Garnishment** specification on the Earnings Table - Taxes page.
Include or Exclude Selection	Select *Include* or *Exclude* to reverse the effect of the **Subject to Garnishment** setting on the Earnings Table - Taxes page for this earnings code and garnishment rule.

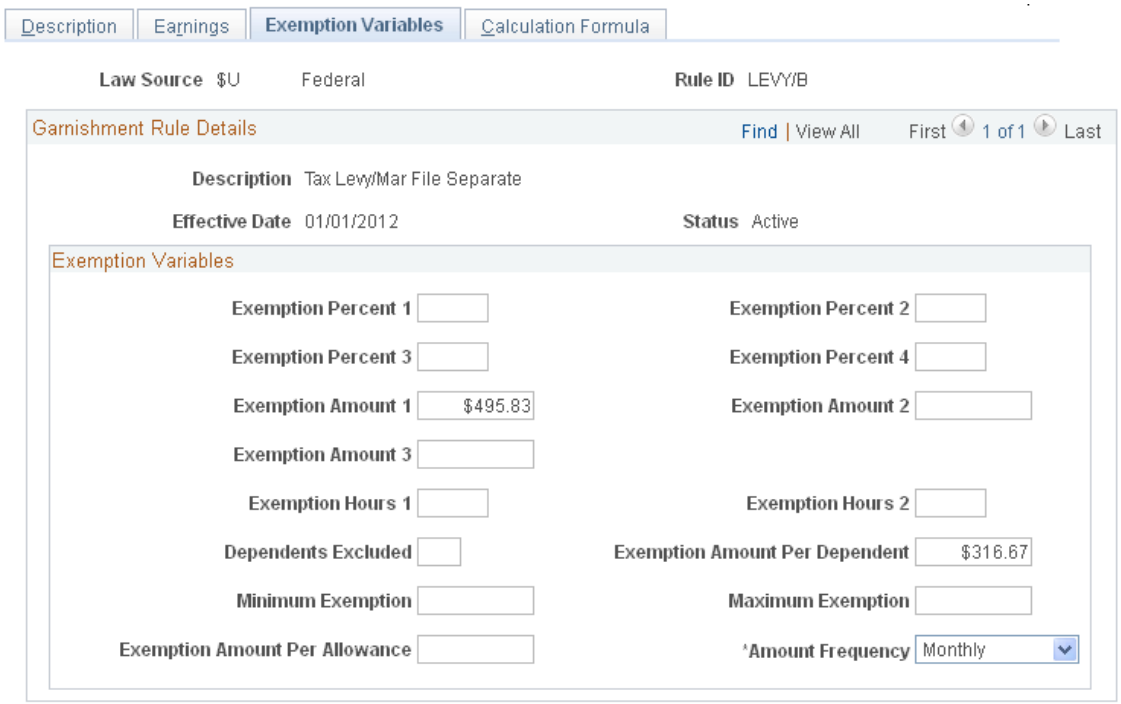
Exemption Variables Page

(USA) Use the Exemption Variables page (GARNISH_RULE_TBL3) to view or enter amounts for exemption variables to be used in the calculation formula for the rule.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Garnishments**, and then **Rules Table**, and then **Exemption Variables**

This example illustrates the fields and controls on the Exemption Variables page for the U.S.



Exemption Variables

View or enter values for the variables that you need in the calculation formula for this rule.

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Field or Control	Description
Dependents Excluded	Specify the number of dependents to exclude before applying the exempt amount per dependent. For example, for an exemption of 30 USD per dependent when an employee has more than two dependents, enter *2* in this field, and enter *30* in the **Exempt Amount Per Dependent** field.
Minimum Exemption and **Maximum Exemption**	If you enter values for these options and specify the *Min/Max Check* condition for a step in the calculation formula, the system compares the calculation results for the step to the minimum and maximum exemption amounts that you enter here. If the amount is less then the minimum, the system uses the minimum. If the amount is greater than the maximum, the system uses the maximum.

Amount Frequency

Select the frequency that applies to the exemption variable amounts for this garnishment rule. The default frequency is **Monthly.**

> **Note**
>
> If your selections on this page do not match the pay group pay frequency, the system automatically performs a conversion.

Exemption Variables Page

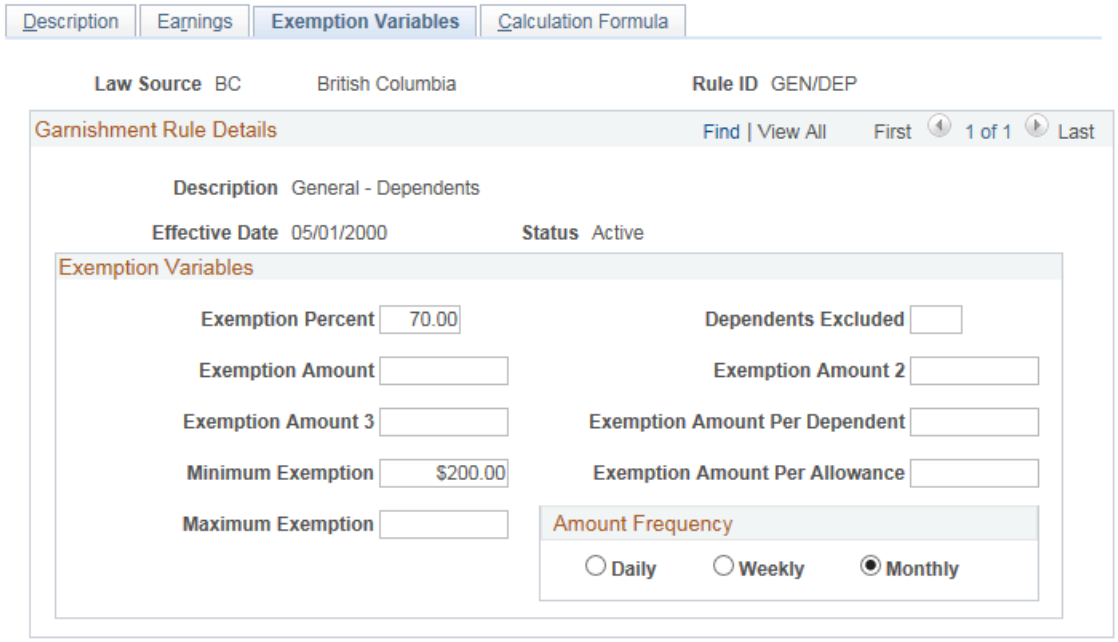
(CAN) Use the Exemption Variables page (GARN_RULE_TBL3_CN) to view or enter amounts for exemption variables to be used in the calculation formula for the rule.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Garnishments**, and then **Rules Table CAN**, and then **Exemption Variables**

This example illustrates the fields and controls on the Exemption Variables page for Canada.

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Exemption Variables

View or enter values for the variables that you need in the calculation formula for this rule.

Field or Control	Description
Dependents Excluded	Specify the number of dependents to exclude before applying the exempt amount per dependent. For example, for an exemption of 30 CAD per dependent when an employee has more than two dependents, enter *2* in this field, and enter *30* in the **Exempt Amount Per Dependent** field.
Exemption Amount	Enter the exemption amount for the debtor.
Exemption Amount 2	Enter the exemption amount for the debtor's first dependent.
Exemptions Amount 3	Enter the exemption amount for each of the debtor's additional dependents.
Minimum Exemption and **Maximum Exemption**	If you enter values for these options and specify the *Min/Max Check* condition for a step in the calculation formula, the system compares the calculation results for the step to the minimum and maximum exemption amounts that you enter here. If the amount is less then the minimum, the system uses the minimum. If the amount is greater than the maximum, the system uses the maximum.

Amount Frequency

Select the frequency that applies to the exemption variable amounts for this garnishment rule. The default frequency is **Monthly.**

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> **Note**
>
> If your selections on this page do not match the pay group pay frequency, the system automatically performs a conversion.

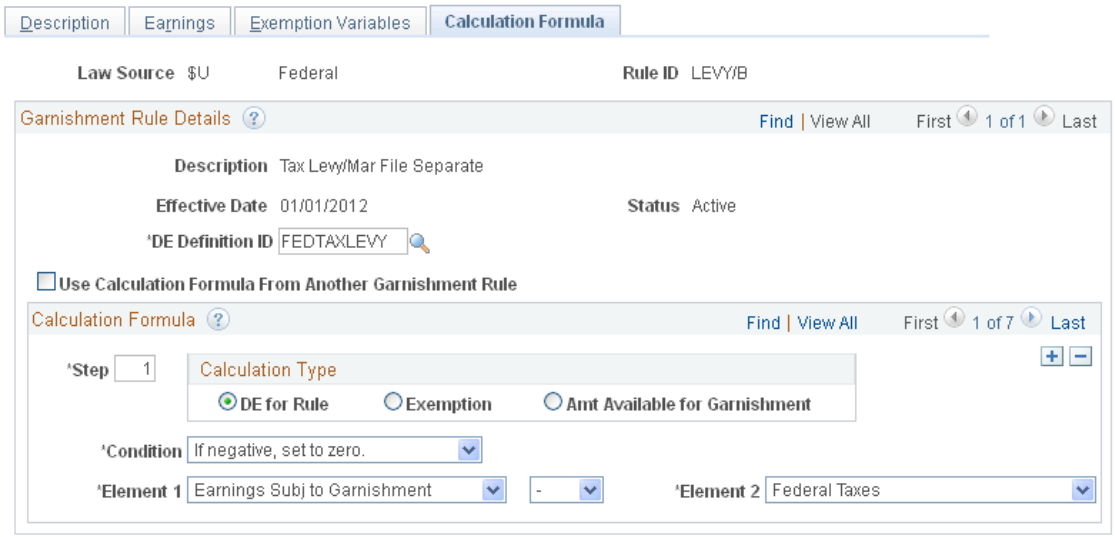
Calculation Formula Page

Use the Calculation Formula page (GARNISH_RULE_TBL4) to create step-by-step formulas for calculating garnishments or the amount available for garnishment.

Navigation:

- **Set Up HCM**, and then **Product Related**, and then **Payroll for North America**, and then **Garnishments**, and then **Rules Table**, and then **Calculation Formula**
- **Set Up HCM**, and then **Product Related**, and then **Payroll for North America**, and then **Garnishments**, and then **Rules Table CAN**, and then **Calculation Formula**

This example illustrates the fields and controls on the Calculation Formula page.



Field or Control	Description
DE Definition ID (disposable earnings definition ID)	Select the disposable earnings definition that you want to use with this garnishment rule. It is important to select the correct DE definition ID. **Note:** Only two IDs are supported for Canadian garnishment processing. They are FEDERALCAN and FEDCANEXBN.

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(USA) Referencing a Calculation Formula From Another Garnishment Rule

Field or Control	Description
Use Calculation Formula From Another Garnishment Rule	To reference the calculation formula of another rule, select this option and enter the law source, rule ID, and effective date of the rule that you want to reference. The referenced rule must have a self-contained calculation formula that does not reference another rule. The system stores the identification of the referenced rule rather than the formula steps.
Law Source, Rule ID, and **Effective Date**	These options become visible on the page if you select **Use Calculation Formula From Another Garnishment Rule.** Identify the rule whose calculation formula you want to reference in this rule.

See (USA) Understanding Calculation Formula Referencing.

> **Note**
>
> These fields are not visible on the page for Canada.

Calculation Formula

Use this group box to create a step-by-step formula for calculating the garnishment or the amount available for garnishment.

> **Note**
>
> (USA) If you select **Use Calculation Formula From Another Garnishment Rule,** the fields in this group box are unavailable for data entry.

Field or Control	Description
Step	The step or sequence number in the calculation formula.
Calculation Type	Select the option that identifies what the formula step is calculating. Options are: **DE for Rule** (disposable earnings for rule), **Exemption,** or **Amt Available for Garnishment** (amount available for garnishment).
Condition	If necessary, specify how to handle the end result of a step. Options are: *If negative, set to zero, Greater of Elements 1 and 2, Lesser of Elements 1 and 2, Min/Max Check* (minimum and maximum check), and *None.*

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Related Topics

- Understanding Garnishment Formulas
  Define calculation formulas on the Garnishment Rules Table - Calculation Formula page.

Clone Garnishment Rules Page

Use the Clone Garnishment Rules page (RUNCTL_GARNCLONE) to clone an existing garnishment rule using the Rules Clone Utility Application Engine process (GARN_CLONE). Copy all data from an existing garnishment rule to create another rule identified with a different combination of law source, and rule ID.

Rules created in this way are customer-maintained rules.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Garnishments**, and then **Clone Rules**

This example illustrates the fields and controls on the Clone Garnishment Rules page.



Current Garnishment Rule

Select the law source, rule ID, and effective date of the rule that you want to copy.

New Garnishment Rule(s)

For each new rule that you want to create based on the current rule, enter the law source, rule ID, and effective date.

You can clone one law source and rule ID combination into multiple combinations of law source and rule ID by adding rows and entering the identifiers.

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> **Note**
>
> You must enter an effective date for each new rule that you create. You can enter the same effective date for multiple rules as long as the law source and rule ID combination is unique.

(USA) Maintaining Garnishment Proration Rules

To set up garnishment proration rules, use the Proration Rules Definition (GARN_PRORATE_DF) and State Proration Rules (GARN_PRORATE_RL) components

> **Note**
>
> (CAN) In Canada proration rules do not apply; courts and authorized agencies issue garnishment orders and determine proration requirements.

Pages Used to Maintain Garnishment Proration Rules

Page Name	Definition Name	Usage
Proration Rules Definition Page	GARN_PRORATE_DF	View garnishment proration rules.
State Proration Rules Page	GARN_PRORATE_RL	View the applicable garnishment proration rules by state.
Garn Proration Rules Report Page (garnishment proration rules report)	PRCSRUNCNTL	Generate the Garnishment Proration Rules report (PAY720) that lists proration rules from the Garnishment Proration Rules table.

Understanding Garnishment Proration Rules

Because garnishments cannot go into arrears, some states require that employers prorate an employee's garnishments when there is insufficient monies available to cover all garnishments of the same type (for example, if an employee has two child support garnishments and not enough money to cover both of them).

In processing, the system uses the proration rule of the state from the **Garnish Law Source** field on the Garnishment Spec Data 6 page.

Related Topics

- (USA) Garnishment Spec Data 6 Page
  (USA) Use the Garnishment Spec Data 6 (garnishment specification data 6) page (GARNISH_SPEC6) to specify the garnishment rule and enter employee-level exemption and deduction overrides.

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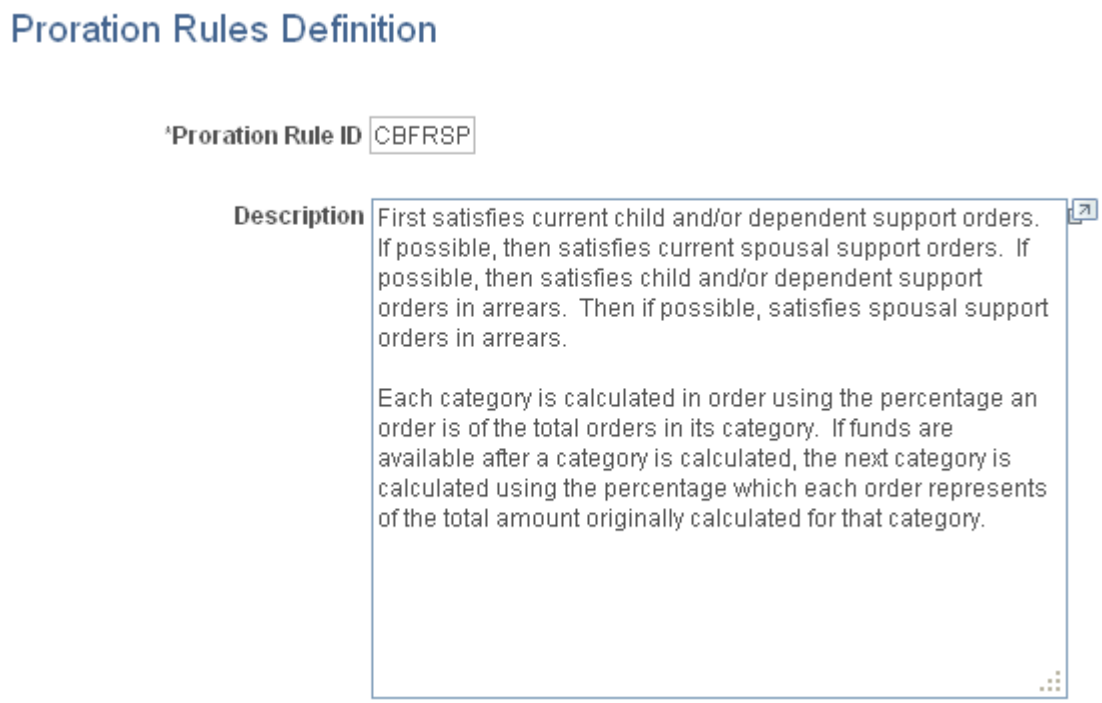
Proration Rules Definition Page

Use the Proration Rules Definition page (GARN_PRORATE_DF) to view garnishment proration rules.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Garnishments**, and then **Proration Rules Definition**, and then **Proration Rules Definition**

This example illustrates the fields and controls on the Proration Rules Definition page.



PeopleSoft maintains the Garnishment Proration Definition table with a proration rule ID and text for each rule used by states that permit proration of garnishments. If you make any changes or additions to this table, you become responsible for maintaining these records.

Related Topics

- Entering Colorado Child and Spousal Support Orders
  Colorado requires the following proration of child and spousal support orders:
- Garnishment Spec Data 7 Page
  Use the Garnishment Spec Data 7 (garnishment specification data 7) page (GARNISH_SPEC7 or GARNISH_SPEC7_CN) to enter proration overrides if the proration rule is either CRTORD or CRTDET, and to specify the pay mode for integration with PeopleSoft Payables.

State Proration Rules Page

Use the State Proration Rules page (GARN_PRORATE_RL) to view the applicable garnishment proration rules by state.

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Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Garnishments**, and then **State Proration Rules**, and then **State Proration Rules**

This example illustrates the fields and controls on the State Proration Rules page.



Field or Control	Description
Effective Date	The system displays multiple rules for the same combination of proration rule state and type of garnishment in descending order of effective date.
Proration Rule ID	Identifies the proration rule from the Garnishment Proration Definition table.
Definition	Displays the text of the rule the payroll system follows when applying the proration rule. PeopleSoft maintains this information in the Garnishment Proration Definition table.

Establishing a General Ledger Account for Company Fees

When you remit a payment for an employee garnishment deduction via Accounts Payable, the amount paid will include only the garnishment amount and any payee fees. Any company fee, on the other hand, is retained to cover your administrative costs incurred in processing the garnishment.

To ensure that company fees are correctly processed, you must specify the General Ledger account for the company fees. Enter this information on the General Ledger Liability Accts page in the Company component.

See Application Fundamentals: (Payroll for North America) General Ledger Liability Accts Page.

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12

(CAN) Setting Up Additional Canadian Payroll Functionality

Setting Up Canada Payroll Savings Programs

To set up Canada Payroll Savings Programs, use the Canada Payroll Savings Org ID (CPS_ORG_ID_PNLG) and Canada Payroll Savings Table (CPS_TABLE) components.

Pages Used to Set Up Canada Payroll Savings Programs

Page Name	Definition Name	Usage
Canada Payroll Savings Org ID Page(Canada Payroll Savings organization ID)	CPS_ORG_ID_PNL	(CAN) Specify details about a participating organization.
Canada Payroll Savings Table Page	CPS_CAMPAIGN_DATA	(CAN) Enter specify the parameters required to create the electronic data report file for transmission to the Bank of Canada for each campaign.
Deduction Table - Setup Page	DEDUCTION_TABLE1	(CAN) Set up CPS deduction codes.
General Deduction Table Page	GENL_DEDUCTION_TBL	(CAN) Setup the corresponding General Deduction table entry for each CPS deduction code.

Related Topics

- Administering Canada Payroll Savings Programs

Canada Payroll Savings Org ID Page

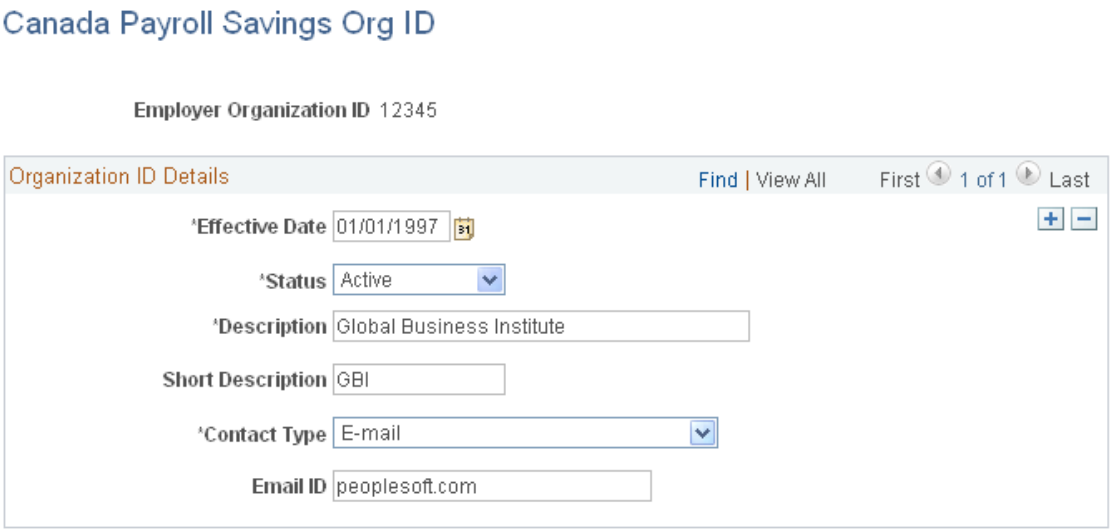
(CAN) Use the Canada Payroll Savings Org ID (Canada Payroll Savings organization ID) page (CPS_ORG_ID_PNL) to specify details about a participating organization.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Deductions**, and then **Canada Payroll Savings Org ID**, and then **Canada Payroll Savings Org ID**

This example illustrates the fields and controls on the Canada Payroll Savings Organization ID page.

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The information on this page is required to uniquely identify each employer, ensure the secure processing of the employees' contributions, and provide contact information for communications from the Bank of Canada (for example, to confirm file receipt and report the successful completion of batch processing).

Enter the employer organization ID in the entry dialog box. The Bank of Canada assigns this unique, five-digit identification number to participating employers and organizations.

Field or Control	Description
Contact Type	Specify how you require file transmission confirmations from the Bank of Canada: *E-mail*, *Fax Number*, or *None*.

Canada Payroll Savings Table Page

(CAN) Use the Canada Payroll Savings Table page (CPS_CAMPAIGN_DATA) to specify the parameters required to create the electronic data report file for transmission to the Bank of Canada for each campaign.

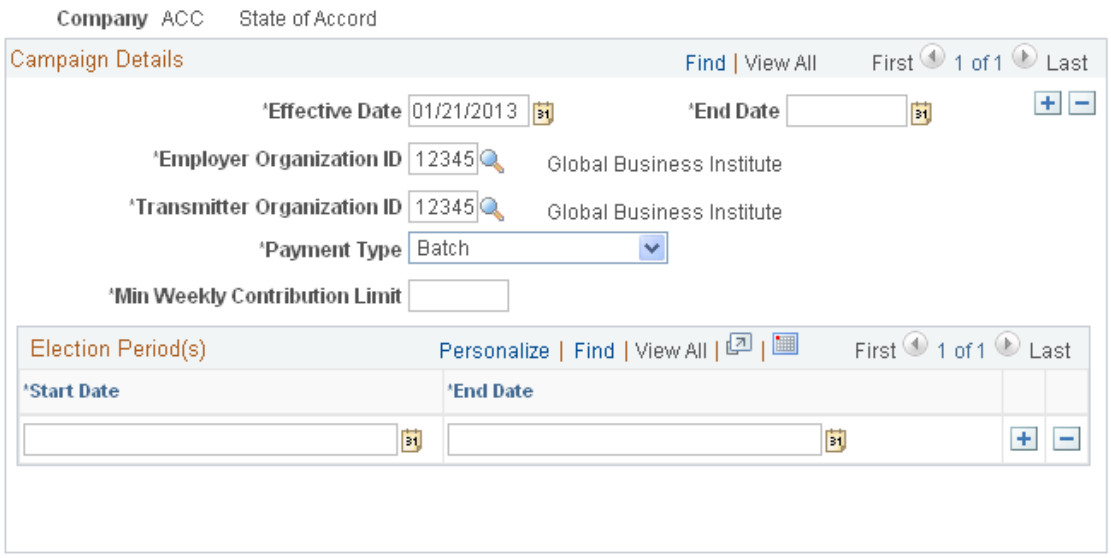
Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Deductions**, and then **Canada Payroll Savings Table**, and then **Canada Payroll Savings Table**

This example illustrates the fields and controls on the Canada Payroll Savings Table page.

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Canada Payroll Savings Table



Campaign Details

Field or Control	Description
Effective Date	Enter the date on which the payroll savings contribution period begins for each annual campaign.
End Date	Enter the date on which the payroll savings contribution period ends for each annual campaign.
Employer Organization ID	The ID selected here will identify the company with employees who participate in the plan, as indicated on the plan application forms. This ID will be used by the bank to update their system with purchase information. If you select *Batch* in the **Payment Type** field, the company specified here will be responsible for forwarding the contributions to the bank on behalf of their employees.
Transmitter Organization ID	The ID selected here will identify the company that processes the transmission file and transmits the file to the bank, for one or more companies. If you select *Transmission* in the **Payment Type** field, the company specified here will be responsible for forwarding the contributions to the bank for every employee in all companies included in the transmission file.

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Field or Control	Description
Payment Type	Select: *Batch:* To send individual cheques for each batch header record or participating company. *Transmission:* To send one cheque for the whole transmission. **Note:** Multiple company processing – As one transmission file will be created for each pay run ID, multiple companies sharing the same pay run ID will be reported in one transmission file. The same transmitter organization ID and payment type must be specified for every company participating in a single transmission.
Min. Weekly Contribution Limit (minimum weekly contribution limit)	Enter the minimum limit established by the Bank of Canada for employees paid on a weekly pay frequency. The system uses this value to calculate the minimum contribution limits for employees in all other pay frequencies.

Election Period(s)

Field or Control	Description
Start Date and **End Date**	Enter start and end dates for the campaign contribution period. These dates represent the earliest and latest dates on which the system accepts payroll savings contribution change information through the Create General Deductions page. **Note:** If you permit changes to employee contribution information for the entire campaign contribution period, enter the campaign effective date in the **Start Date** field and the campaign end date in the **End Date** field. You can also define multiple election periods for one campaign contribution period.

Related Topics

- Create General Deductions Page
  Use the Create General Deductions page (GENL_DED_DATA) to assign general (nonbenefit-related) deductions to an employee and specify the calculation method for a general deduction.

Deduction Table - Setup page

(CAN) Use the Deduction Table - Setup page (DEDUCTION_TABLE1) to set up CPS deduction codes.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Deductions**, and then **Deduction Table**, and then **Setup**

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If you offer both non-Registered and Registered Retirement Savings Plan (RRSP) account types, define a separate deduction code to process contributions for each account type. You must also set up the corresponding General Deduction table entry for each deduction code.

Field or Control	Description
Plan Type	Define CPS deduction codes as general deductions (plan type *00).*
Special Processing	Select *Bond* in the **Special Processing** field to identify CPS deduction codes for reporting contribution information.

See Setting Up Deductions.

General Deduction Table Page

(CAN) Use the General Deduction Table page (GENL_DEDUCTION_TBL) to setup the corresponding General Deduction table entry for each CPS deduction code.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Deductions**, and then **General Deduction Table**, and then **General Deduction Table**

See Defining General Deductions.

Setting Up Canadian Low-Interest Loans

Pages Used to Set Up Canadian Low-Interest Loans

Page Name	Definition Name	Usage
Canadian Company Tax Table Page	CAN_USR_TAX_TABLE1	(CAN) Identify the prescribed interest percent, province, provincial premium tax percent, and health insurance rate override for each company that you set up. You must maintain the government's prescribed interest rate on this page. See Application Fundamentals: (CAN) Setting Up the Canadian Company Tax Table.
General Deduction Table Page	GENL_DEDUCTION_TBL	(CAN) Activate the unique calculation routines used for low-interest loans. To activate the unique calculation routines used for low-interest loans, select the **Loan Processing (Canada)** check box. See Defining General Deductions.

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Page Name	Definition Name	Usage
Deduction Table - Tax Class Page	DEDUCTION_TABLE2	(CAN) Specify deduction classifications and sales taxes applicable to deduction codes that are used for Canadian low-interest loans. In the **Deduction Classification** group box, select the **Taxable Benefit** option. See Defining General Deductions.
Deduction Table - Tax Effect Page	DEDUCTION_TABLE3	(CAN) Specify tax considerations for the low-interest loan deduction that you are defining. In the **Canadian Only** group box, select the appropriate Canadian tax effects. Select *Adds To* in the following fields: **Effect on QIT Gross** (effect on Quebec income taxes gross), **Effect on CPP Gross** (effect on Canada Pension Plan gross), **Effect on QPP Gross** (effect on Quebec Pension Plan gross), **Eff on True T4 Gross** (effect on true T4 gross), **Eff on True RL Gross** (effect on true RL gross), and **Eff on Payroll Tax Gross** (effect on payroll tax gross). See Defining General Deductions.

Related Topics

- Administering Canadian Low-Interest Loans
- Understanding Deductions
  This topic lists prerequisites and discusses:

Setting Up Group-Term Life Insurance in Canada

Page Used to Set Up Group-Term Life Insurance in Canada

Page Name	Definition Name	Usage
Deduction Table - Tax Class Page	DEDUCTION_TABLE2	(CAN) Specify deduction classifications and sales taxes applicable to deduction codes that are used for group-term life insurance.

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Understanding Canadian Group-Term Life Insurance

Group-term life insurance that employers provide to employees and their dependents is a special type of benefit subject to taxation and reporting requirements. In Canada, the value of all employer-paid premiums for group-term life insurance on employees and their dependents constitutes a taxable benefit.

Understanding Imputed Income Calculation for Canadian Group-Term Life Insurance

To calculate the taxable benefit for all group-term life plans, the system performs the following processes when you run the Pay Calculation COBOL SQL process (PSPPYRUN):

1. Determines an employee's total life insurance coverage (all plans that have a taxable benefit component defined), including both employer- and employee-paid coverage.

   For example, an employee might belong to several group-term life plans, such as basic life, supplemental life, and dependent life coverage. In this case, the system combines the calculated coverage of all the plans to determine the employee's total life insurance coverage. (Any plans that are completely employee-paid should not have a taxable benefit defined).

2. Determines the percentage of the total for each plan.
3. Calculates the taxable benefit based on the actual cost to the employer.

   For example, if the employer pays 1 CAD for every 1,000 CAD of coverage, and the employee has 50,000 CAD of coverage, the system multiplies 1 CAD by 50 to arrive at 50 CAD, which it uses in the following step.

4. Subtracts employee-paid, after-tax contributions to the coverage.

   The law stipulates that if an employee contributes to the total cost of coverage, then you must subtract the amount of the employee contribution from the total cost of coverage. The resulting amount is considered the taxable benefit—the amount that is included in the employee's taxable gross. The system uses only after-tax deduction classifications; it ignores before-tax deductions. The system does not take into account one-time paysheet adjustments, but rather recalculates these at the end of the year.

The system adds the resulting amount added to the employee's taxable gross in the Paycheque record. View this amount using the Paycheque Deductions page. It appears as the taxable benefit under the appropriate group-term plan type and deduction code.

Example

Suppose a Canadian employee has three plans:

Plan Type	Benefit Plan	Coverage Amount	Premium
20	Life	100,000 CAD	Employer-paid premium: 50 CAD Employee-paid premium: 50 CAD 1 CAD per 1,000 CAD

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Plan Type	Benefit Plan	Coverage Amount	Premium
21	Supp Life (supplemental life)	150,000 CAD	Employer-paid premium: 50 CAD Employee-paid premium: 100 CAD 1 CAD per 1,000 CAD
25	Dep Life	50,000 CAD	Employee-paid premium: 50 CAD (All employee-paid—no taxable benefit)

The system calculates imputed income as follows:

1. Determine total life insurance coverage for plans subject to taxable benefits:
   - Life: 100,000 CAD.
   - Supplemental Life: 150,000 CAD.
2. Determine the percentage of total for each plan:
   - Life: 40 percent.
   - Supplemental Life: 60 percent.
3. Calculate the taxable benefit based on the actual cost to the employer:
   - Life: 60 CAD x frequency factor / number of days in contract.
   - Supplemental Life: 300,000 CAD / 1,000 CAD x 1.17 CAD = 351.00 CAD.
4. Subtract employee-paid, after-tax contributions to the coverage:
   - 20 Life: 100 CAD − 50 CAD = 50 CAD.
   - 21 Supplemental Life: 150 CAD − 100 CAD = 50 CAD.

The employee's Paycheque Deduction record displays:

Plan Type	Benefit Plan	Deduction Classification	Premium
20	Life	After-Tax	50 CAD
20	Life	Taxable Benefit	50 CAD
21	Sup (supplemental)	After-Tax	100 CAD
21	Sup	Taxable Benefit	50 CAD
25	Dep	After-Tax	50 CAD

Related Topics

- Setting Up Group-Term Life Insurance in Canada

Deduction Table - Tax Class Page

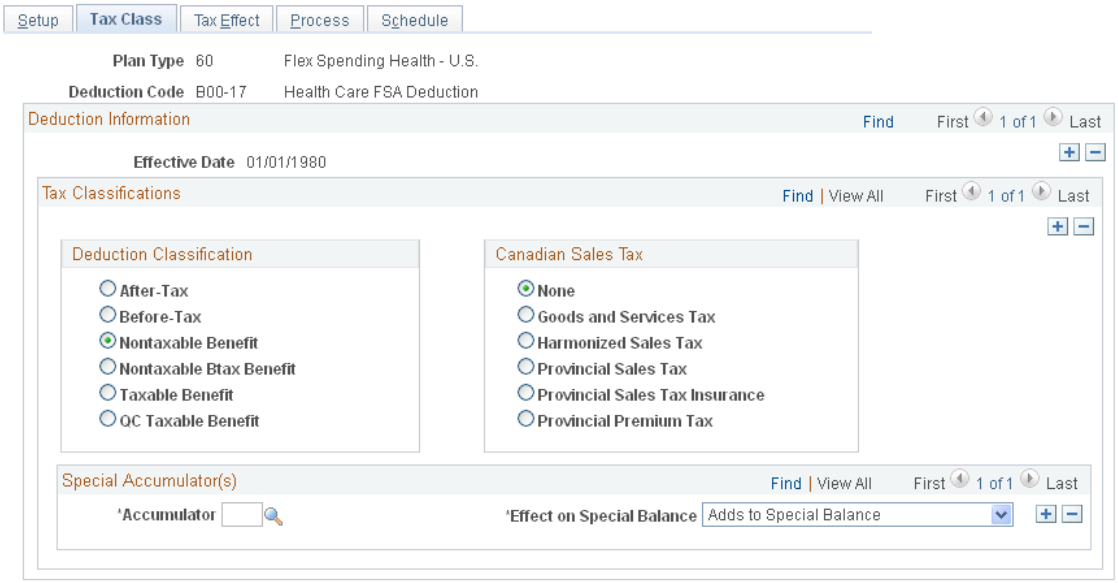
(CAN) Use the Deduction Table - Tax Class page (DEDUCTION_TABLE2) to specify deduction classifications and sales taxes applicable to deduction codes that are used for group-term life insurance.

Navigation:

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Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Deductions**, and then **Deduction Table**, and then **Tax Class**

This example illustrates the fields and controls on the Deduction Table - Tax Class.



When you enter the page, select a life insurance plan type.

Deduction Classification

After-Tax and **Taxable Benefit** are the deduction classification options. All group-term life plans must have a taxable benefit deduction classification when employer paid for the system to calculate imputed income amounts and consider them income eligible for federal and provincial tax purposes:

- For employee contributions to the group-term life insurance, define an after-tax deduction classification.
- For employer contributions to the group-term life insurance, define a taxable benefit deduction classification.

Canadian Sales Tax

In Ontario and Quebec, premium contributions are subject to provincial sales tax on insurance (PSTI). For these provinces, define a sales tax type of **PSTI,** which is associated with both after-tax and taxable benefit deduction classifications.

The employee's province of residence on the Contact Information page in the Personal Data component (PERSONAL_DATA) determines the provincial rate that the system uses when calculating the employee portion of a deduction that is subject to PSTI. The system uses the province in which the employee works to determine and calculate the provincial rate for the employer portion. All other sales tax types use the employee's work location to determine the provincial rate.

Related Topics

- (CAN) Understanding Canadian Deductions
  The following are examples of benefit deduction setups and the expected resulting calculations for Ontario and Quebec. To set up these benefit deductions and enter

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information (such as deduction classification, which sales tax types the deduction is subject to, and effect on taxable grosses), use the Deduction Table - Tax Class and Deduction Table - Tax Effect pages.

- Deduction Table - Tax Class Page
  Use the Deduction Table - Tax Class page (DEDUCTION_TABLE2) to specify a deduction classification for deduction codes.

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13

(USA) Setting Up Additional U.S. Payroll Functionality

Setting Up the Payroll System for Tip Allocation

> **Note**
>
> For each tip category, you can set up the general information as described in this section. However, this is only a recommendation. Depending on the company, you might need to change some selections.

Pages Used to Set Up the Payroll System for Tip Allocation

Page Name	Definition Name	Usage
8027 Transmitter Control Code Page	PY_TIPS_TCC_TBL	Enter the 5-digit IRS assigned TCC. **Note:** An establishment may have only one code, however you can associate multiple divisions or departments of that establishment to the code.
Tips Processing Page	COMP_TBL6USA_SEC	Set up tips processing in the Company table, which is required for the system to account for tipped employees throughout the payroll process. See Application Fundamentals: (USA) Tips Processing Page.
Pay Group Table - Bank/Tip Info Page	PAYGROUP_TABLE8	Specify the bank from which employees are to be paid. Establish tips processing for tipped employees within the pay group. Establish tips processing for tipped employees within the pay group. See Pay Group Table - Bank/Tip Info Page.
Tax Table - General Page	STATE_TAX_TABLE1	View standard deductions, allowance amounts, and supplemental rates. See (USA) Viewing Federal and State Tax Tables.

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Page Name	Definition Name	Usage
Tax Table - Special Tax Amts Page (Tax table - special tax amounts)	STATE_TAX_TABLE2	View information needed for tax calculations. The page for the Federal Tax table differs from the one for specific states. See (USA) Viewing Federal and State Tax Tables.
Tax Table - Rates Page	STATE_TAX_TABLE3	View wage bracket information. See (USA) Viewing Federal and State Tax Tables.
Tax Table - Additional Rates Page	STATE_TAX_TABLE4	View wage limits for unemployment and disability taxes. See (USA) Viewing Federal and State Tax Tables.
Tip Establishment Page	TIPS_ESTAB_TBL	Set up tip establishment parameters for allocating employee tips. Before using this page, you must define the tip establishment field on the Tips Processing page in the Company table. See Application Fundamentals: (USA) Tips Processing Page
Tip Establishment Report Page	PRCSRUNCNTL	Generate PAY750 that lists information from the Tip Establishment table, which contains the tip establishments and data related to allocating tips to tipped employees.
Earnings Table - General Page	EARNINGS_TABLE1	Define parameters and rules for calculating earnings for tip processing.
Earnings Table - Taxes Page	EARNINGS_TABLE2	Set up earnings code tax information for tip processing.
Earnings Table - Calculation Page	EARNINGS_TABLE3	Set up earnings code tax calculation information for tip processing.
Payroll Page	JOB_DATA2	Indicate whether this employee will receive tips, directly, indirectly or not tipped. The field for this appears only if the Company table Tip Processing check box is selected. See PeopleSoft Human Resources Administer Workforce: Payroll Page.

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Related Topics

- Allocating Tips
  This topic provides overviews of the tip allocation process and tip allocation calculation methods, and discusses how to allocate tips.

Understanding Earnings for Tipped Employees

Important Terms and Definitions

Before you set up earnings codes, you must understand how reported tips, tip credit, and minimum wage adjustments are related. The following definitions are provided to aid in the discussion:

Term	Definition
Allocated Tips	The total amount of tips that the federal or state regulation believes that an establishment should make in a period.
Tip Credit	The special reduction in paid wages for a tipped employee allowed by the Department of Labor. It is the difference between statutory minimum wage and the minimum wage employers are allowed to pay to tipped employees.
Statutory Minimum Wage	The highest of the federal, state, or jurisdiction (if the **Minimum Wage Jurisdiction** option is enabled in the employee's pay group) minimum wage for states that accept tip credit as a component of the statutory minimum wage. See Also Understanding Minimum Wages for Jurisdictions.
Minimum Wage Adjustment	The amount that the employer must contribute to make sure the employee makes at least the statutory minimum wage if the employee does not make enough in tips to cover the tip credit.

> **Note**
>
> It is the employer's responsibility to know whether the state offers tip credit as an option; some states do not accept tip credit as a component of the statutory minimum wage.

Tip Credit and Minimum Wage Adjustment Calculations

The employer can select the minimum hourly rate to enter in an employee's Job Data record, provided that the rate does not fall below the regulation requirement. The system then determines what portion of the tips that are reported for an employee constitutes the tip credit for the pay period. The tip credit, in addition to the pay received from the employer, should bring the employee up to the statutory minimum wage pay.

The system calculates the tip credit as follows: tip credit = (statutory minimum wage pay) − (regular rate of pay from employer × hours worked).

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If the employee does not make enough in tips to cover the remainder of the statutory minimum wage, a minimum wage adjustment is necessary. The system calculates the minimum wage adjustment as follows: minimum wage adjustment = (statutory minimum wage pay) − (employer paid wages + tips)

You must set up earnings codes for tips reported, allocated tips, tip credit, and minimum wage adjustment.

Tax Information

According to federal law, tips of more than 20 USD per month are subject to withholding for:

- Federal income tax.
- Old Age, Survivors and Disability Insurance (OASDI).
- Medicare.
- Federal Unemployment Tax Act.

Employers do not have to wait until the employee receives 20 USD in tips before withholding taxes. The system is flexible enough to withhold taxes before or after the employee receives the 20 USD.

Employers must pay their portions of OASDI and Medicare taxes even if the employee does not have enough earnings to cover the employee's share. If the employee cannot pay the OASDI and the Medicare taxes that are owed, the W-2 process calculates the uncollected amount and reports it in box 13 on the employee's Form W-2. The system reports the uncollected amount for each tax separately.

If the employee does not have sufficient net pay to withhold the total tax amounts, the system:

1. Withholds taxes on earnings.
2. If there is enough pay available, it withholds taxes on the tips.

Some states consider tips as earnings for state income tax and state unemployment insurance taxes. Some follow the federal 20 USD per month rule. Other state taxes, such as state disability insurance, Health Care Subsidy Fund (HCSF), Workforce Development Partnership Fund WFDP, and workers' compensation might not include tips in the gross that is used to calculate the tax. The taxation of tips for all states is in the federal and state Tax tables that are maintained by PeopleSoft.

For localities, tips are usually considered wages if the state considers tips as wages for income tax purposes.

> **Note**
>
> Most of the pages that are used to set up the payroll system for tipped employees are documented elsewhere in this product documentation. This topic discusses only those pages and fields that pertain to tipped employees and require additional explanation.

Annual Electronic Form 8027 (Employer’s Annual Information Return of Tip Income and Allocated Tips)

According to the IRS, Form 8027 is filed by large food or beverage establishment employers that are required to make annual reports to the IRS on receipts from food or beverage operations and tips reported by their employees. Employers filing 250 or more information

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returns must file the forms electronically. The filing requirements apply separately to both original and corrected returns.

The IRS requires a unique 5-digit numeric Transmitter Control Code (TCC) to file an electronic Form 8027 for a large tip establishment. Each location reported under the same EIN must be associated with the same TCC.

To obtain a Transmitter Control Code for submitting Form 8027 electronically, you must complete Form 4419, *Application for Filing Information Returns Electronically* (FIRE). Form 4419 can be submitted at any time during the year; however, it should be submitted at least 30 days before the due date of the return(s). Upon approval of the application, a five-character alphanumeric Transmitter Control Code (TCC) will be assigned and included in an approval letter.

8027 Transmitter Control Code Page

Use the 8027 Transmitter Control Code page (PY_TIPS_TCC_TBL) to enter the IRS assigned unique 5-digit transmitter code (TCC).

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Tip Allocation**, and then **8027 Transmitter Control Code**

This example illustrates the fields and controls on the 8027 Transmitter Control Code page.



Field or Control	Description
Company	Select each company (division or department) of a large tip establishment to associate with this Transmitter Control Code (TCC). Transmittal control codes are required by the IRS when filing the annual electronic Form 8027 for large tip establishments. Each location reported under the same EIN must be associated with the same TCC. A company can be associated with only one TCC. A company that is already associated with another TCC, cannot be associated with this one.

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Tip Establishment Page

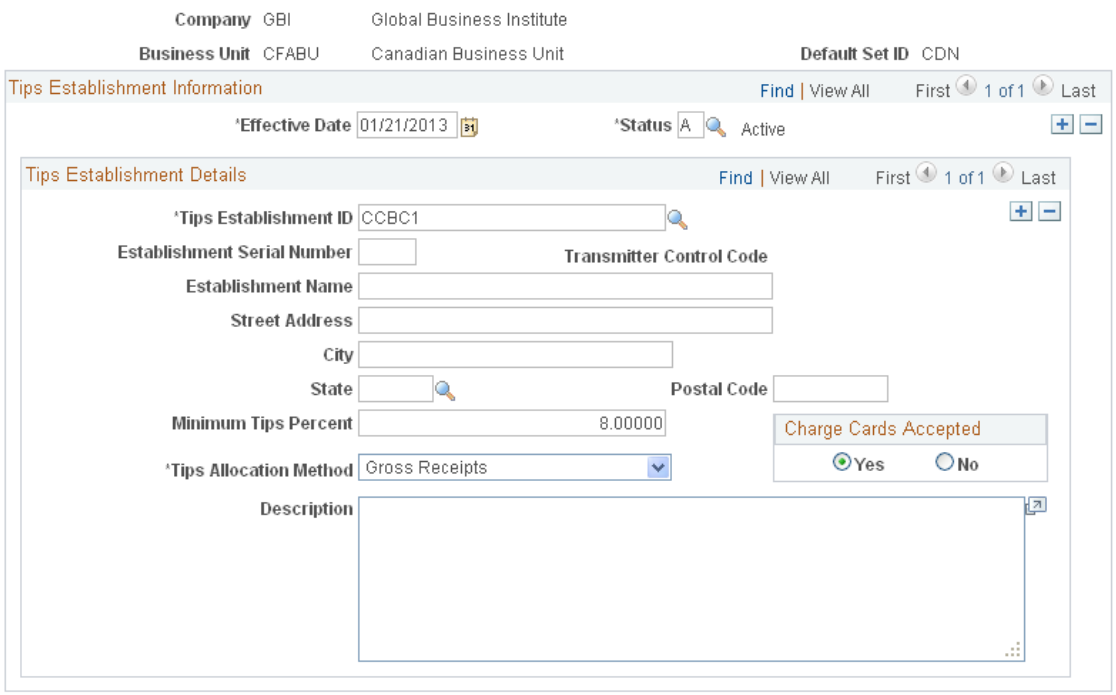
Use the Tip Establishment page (TIPS_ESTAB_TBL) to set up tip establishment parameters for allocating employee tips.

> **Note**
>
> Before using this page, you must define the Tip Establishment Field on the Application Fundamentals: (USA) Tips Processing Page in the Company table.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Tip Allocation**, and then **Tip Establishment**, and then **Tip Establishment**

This example illustrates the fields and controls on the Tip Establishment page.



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Field or Control	Description
Tips Establishment ID	Valid values for the **Tips Establishment ID** field depend on what is selected in the **Tip Establishment Field** on the Tips Processing page in the Company table. For example, if *Job Location* is selected as the tip establishment field on the Tips Processing page, a list of valid locations is available to choose from. If *Job Dept ID* (job department ID) is selected, a list of valid departments is available. See (USA) Tips Processing page (COMP_TBL6USA_SEC) in Application Fundamentals: Entering Company Information in your PeopleSoft HCM Application Fundamentals documentation.
Establishment Serial Number	Enter the unique 5-digit numeric serial number that you have assigned to the tip establishment..
Transmitter Control Code	If the tip establishment is associated with a Form 8027 Transmitter Control Code (TCC) on the 8027 Transmitter Control Code page, that code appears here.
Establishment Name, Street Address, City, State, and Zip Code	Enter the company name and address. If the **Tips Establishment** field for the company is set to *Job Location* on the Company table, the name and address associated with the serial number and TCC appear. You can modify the information here, but modifications here will not change the entry on the Company table or the information assigned by the IRS.
Minimum Tips Percent	Enter a minimum tips percent to allocate tips when employees report total tips that are less than a set minimum percent of total sales. The default comes from the Company table, but you can override it.
Tips Allocation Method	Valid values are: *Gross Receipts, Hours Worked,* and *Good Faith (Custom).* The default is *Gross Receipts.* The default comes from the Company table, but you can override it.
Charge Cards Accepted	Indicate whether credit cards are accepted at the tip establishment. The default value is *Yes.*

Earnings Table - General Page

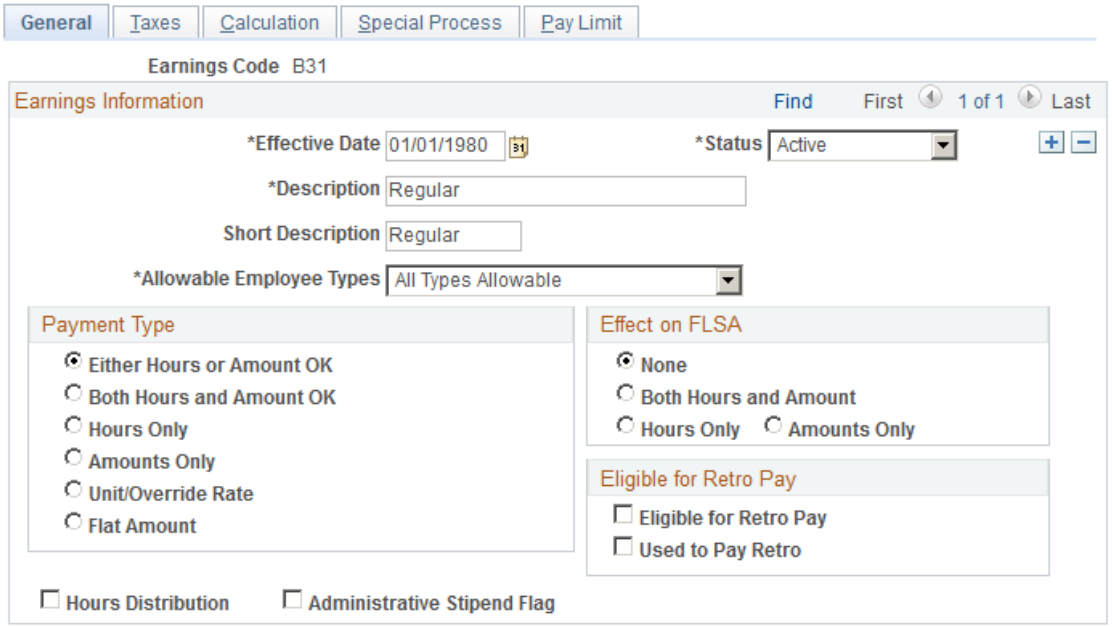
Use the Earnings Table - General page (EARNINGS_TABLE1) to define parameters and rules for calculating earnings for tip processing.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Compensation and Earnings**, and then **Earnings Table**, and then **General**

This example illustrates the fields and controls on the Earnings Table - General page.

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The following table suggests values and options that you might select for each tip category:

Description Field	Payment Type Group Box	Effect on FLSA (effect on Fair Labor Standards Act) Group Box	Eligible for Retro Pay (eligible for retroactive pay) Group Box
Allocated Tips	**Amounts Only**	**None**	Not applicable.
Tip Credit	**Amounts Only**	**None**	Not applicable.
Minimum Wage Adjustment	**Amounts Only**	**Amounts Only**	Selection depends on company policy.
Reported Tips	**Amounts Only**	**None**	Not applicable.

Related Topics

- Earnings Table - General Page
  Use the Earnings Table - General page (EARNINGS_TABLE1) to define parameters and rules for calculating earnings.

Earnings Table - Taxes Page

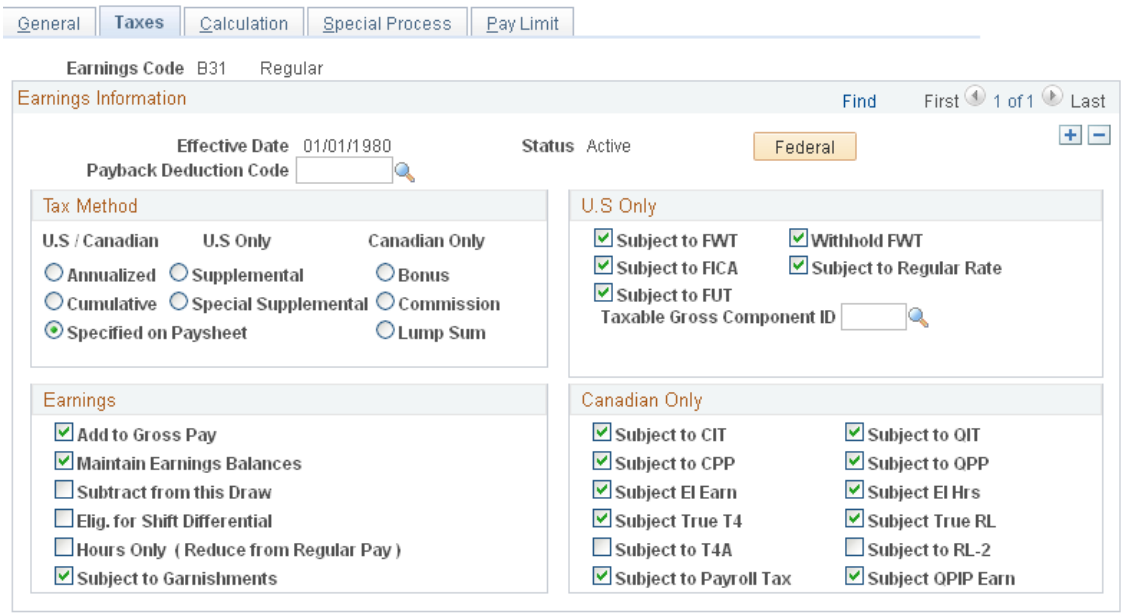
Use the Earnings Table - Taxes page (EARNINGS_TABLE2) to set up earnings code tax information for tip processing.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Compensation and Earnings**, and then **Earnings Table**, and then **Taxes**

This example illustrates the fields and controls on the Earnings Table - Taxes page.

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The following table suggests values and options that you might select for each tip category:

Earnings Code Field	Tax Method Group Box	Earnings Group Box	U.S. Only Group Box
Allocated Tips	**Specified on Paysheet**	**Maintain Earnings Balances**	Not subject to withholding; therefore, leave everything blank. Companies do not have to withhold taxes on allocated tips; however, the employee eventually pays taxes on them.
Tip Credit	**Specified on Paysheet**	**Maintain Earnings Balances**	Not taxed; therefore, leave everything blank.
Minimum Wage Adjustment	**Specified on Paysheet**	• **Add to Gross Pay** • **Maintain Earnings Balances** • **Subject to Garnishments**	Subject to all taxes.
Reported Tips	**Supplemental**	**Maintain Earnings Balances**	• Subject to all taxes. • **Taxable Gross Component ID:** *TIP*. Selecting *TIP* ensures that you tax tips according to each state's tax regulations.

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Related Topics

- Earnings Table - Taxes Page
  Use the Earnings Table - Taxes page (EARNINGS_TABLE2) to enter special options and tax methods for earnings codes.

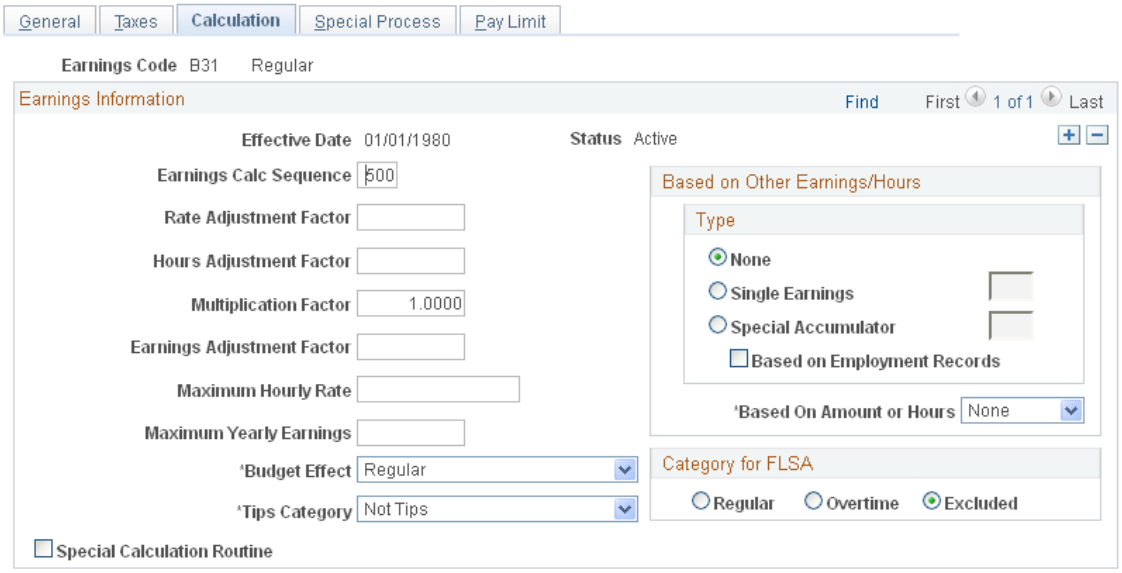
Earnings Table - Calculation Page

Use the Earnings Table - Calculation page (EARNINGS_TABLE3) to set up earnings code tax calculation information for tip processing.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Compensation and Earnings**, and then **Earnings Table**, and then **Calculation**

This example illustrates the fields and controls on the Earnings Table- Calculation page.



The following table suggests values and options that you might select for each tip category:

Earnings Code Field	Tips Category Field
Allocated Tips	*Tip Allocation*
Tip Credit	*Tip Credit*
Minimum Wage Adjustment	*Not Tips*
Reported Tips	*Reported Tips*

Related Topics

- Earnings Table - Calculation Page
  Use the Earnings Table - Calculation page (EARNINGS_TABLE3) to specify whether an earnings code is based on other earnings and define special earnings calculation formats that control how the pay calculation handles the earnings code and what results the earnings code produces.

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Setting Up Form W-2 for Tipped Employees

Federal and state regulations require that you report tip information on the employee's Form W-2. PeopleSoft sets up all tax reporting information, except for the earnings code for allocated tips. For allocated tips, select the earnings code in the **Earnings Code** field.

For detailed information about this process, see the relevant year-end processing instructions posted on My Oracle Support.

See Understanding Year-End Processing Instructions.

Setting Up Group-Term Life Insurance in the U.S.

Pages Used to Set Up Group-Term Life Insurance in the U.S.

Page Name	Definition Name	Usage
Deduction Table - Tax Class Page	DEDUCTION_TABLE2	Specify a deduction classification for deduction codes that are used for group-term life insurance.
Deduction Table - Tax Effect Page	DEDUCTION_TABLE3	Specify tax considerations for the group-term life insurance deduction that you are defining.

Related Topics

- Adjusting Imputed Income for U.S. Group-Term Life Insurance

Understanding Group-Term Life Insurance

Group-term life insurance that employers provide to employees and their dependents is a special type of benefit subject to taxation and reporting requirements. After you set up tables and enroll employees in the plans, the system automatically calculates employees' imputed income and associated taxes.

> **Note**
>
> (USF) Imputed income is not an issue for federal employers, because Federal Employee Group Life Insurance (FEGLI) is paid by employee deductions and is not employer-provided.

Group-Term Life Insurance for an Employee

The value of the first 50,000 USD of group-term life insurance that a employer provides to a U.S. employee is not considered taxable income. The value of coverage in excess of 50,000 USD (computed according to Internal Revenue Service [IRS] regulations) minus premiums that the employee pays with after-tax dollars, is considered taxable income and is subject to social security and Medicare taxes. Although you must report the amount as taxable income on the employee's Form W-2, the value of excess group-term life insurance coverage is not subject to federal income tax withholding.

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Group-Term Life Insurance for Dependents

An employer can also provide group-term life insurance coverage for an employee's spouse and children. Dependent group-term life insurance coverage up to a value of 2,000 USD for each dependent does not represent taxable income. However, if the value of the dependent group-term life insurance exceeds 2,000 USD for a dependent, the value of that dependent's entire coverage amount (computed according to IRS regulations) becomes taxable income and is subject to social security and Medicare taxes. Unlike the taxable income that is attributed to the employee's excess life insurance, it is also subject to federal income tax withholding.

Understanding Imputed Income Calculation for U.S. Group-Term Life Insurance

To calculate imputed income for all group-term life plans (except dependent life) in accordance with IRS regulations, the system performs the following processes when you run the Pay Calculation COBOL SQL process (PSPPYRUN):

1. Determines the total life insurance coverage for an employee (except dependent coverage), including both employer- and employee-paid coverage.

   For example, an employee might belong to several group-term life plans, such as basic life, supplemental life, and extra life coverage. In this case, the system combines the calculated coverage of all the plans to determine the employee's total life insurance coverage.

2. Subtracts 50,000 USD from the total coverage—the amount of coverage that the IRS does not consider taxable.

   If the resulting amount is less than or equal to zero, then the employee is not liable for any imputed income. If the amount is greater than zero, then the cost of coverage for that amount is considered taxable, and the system uses that cost to calculate imputed income.

3. Uses the IRS Uniform Premium table to establish the amount to include in the employee's taxable gross.

   The rates in this table are generally less than the actual cost of the insurance. PeopleSoft stores the information from the Uniform Premium table under the IRS Age-Graded Rate Table. This table is maintained by PeopleSoft, and should not be changed unless you have a compelling reason to do so.

   The age is based on the age as of December 31 of the year in which the benefit is taxable.

   > **Note**
   >
   > There is no need to enter the IRS rate table in the Benefit Deduction Program table, because the system uses it automatically.

4. Subtracts employee-paid, after-tax contributions to the coverage.

   The IRS stipulates that if an employee contributes to the total cost of coverage, then you must subtract the amount of the employee contribution from the total cost of coverage. The resulting amount is considered the taxable benefit—the amount that is included in the employee's taxable gross. The system uses only after-tax deduction classifications; it ignores before-tax deductions. The system does not take into account one-time paysheet adjustments, but rather recalculates these at the end of the year.

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5. If the employee is not paid monthly, the system annualizes the monthly taxable benefit by multiplying the results from step 4 by 12.
6. If the employee is not paid monthly, the system calculates the per pay period taxable benefit by dividing the annualized taxable benefit (calculated in step 5) by the number of pay periods in which the deduction is taken.

> **Note**
>
> Calculate the number of periods in which the deduction is taken by adjusting the pay frequency for the deduction frequency as specified on the Deduction Table – Schedule page. For example, if the pay frequency is semimonthly (24 pay periods in the year) and the deduction is taken from the first pay period only, then the deduction is taken in 12 pay periods per year.

The system adds the resulting amount to the employee's taxable gross in the Paycheck record. View this amount using the Paycheck Deductions page. It appears as the taxable benefit under the appropriate group-term plan type and deduction code.

Example of Imputed Income Calculation

An employee might be liable for imputed income, even if there is no employer contribution on all of the life insurance plans. If the employee has more than one type of life coverage, the system calculates imputed income in an iterative manner.

For example, Robert, age 60, has basic life (employer- and employee-paid) and supplemental life (employee-paid):

Plan Type	Description	Coverage	Premium
20	Life	150,000 USD	Employer-paid premium: 49 USD Employee-paid premium: 10 USD
21	Suplmntl Life (supplemental life)	200,000 USD	Employer-paid premium: 0 USD Employee-paid premium: 100 USD

Robert is paid monthly. The following illustrates how the system calculates Robert's paycheck deductions:

1. The system calculates the basic life plan:
   a. Determine the total coverage for basic life:

      150,000 USD
   b. Calculate the amount that is subject to imputed income by subtracting 50,000 USD from the total coverage:

      150,000 USD – 50,000 USD = 100,000 USD subject to imputed income.
   c. Apply the IRS Uniform Premium table.

      Robert is 60 years old. In this age bracket, the Uniform Premium table calls for a calculation of 1.17 USD per month per 1,000 USD of coverage:

      100,000 USD / 1,000 USD x 1.17 USD = 117.00 USD

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d. Subtract employee-paid, after-tax contributions to the coverage:

   117 USD – 10 USD = 107 USD taxable benefit.

2. The system calculates the supplemental life plan:

   a. Determine the total coverage:

      150,000 USD basic life + 200,000 USD supplemental life = 350,000 USD total coverage.

   b. Subtract 50,000 USD from the total coverage to determine the imputed income:

      350,000 USD – 50,000 USD = 300,000 USD subject to imputed income.

   c. Apply the IRS Uniform Premium table.

      Robert's age of 60 calls for a calculation of 1.17 USD per 1,000 USD of coverage.

      100,000 USD / 1,000 USD x 1.17 USD = 117.00 USD.

   d. Subtract employee-paid, after-tax contributions to the coverage:

      351 USD – 110 USD = 241 USD total taxable benefit.

3. The system subtracts the initial 107 USD taxable benefit for basic life from the 241 USD total taxable benefit to determine the supplemental life taxable benefit:

   241 USD – 107 USD = 134.00 USD.

Robert's Paycheck Deduction record displays:

Plan Type	Tax Class	Amount
Life	After-Tax	10 USD
Life	Nontaxable Benefit	49 USD
Life	Taxable Benefit	107 USD
Supp (supplemental)	After-Tax	100 USD
Supp	Taxable Benefit	134 USD

Understanding Dependent Life Calculation for U.S. Group-Term Life Insurance

In dependent life plans, if the total dependent coverage is 2,000 USD or less for each dependent, the coverage amount is not considered taxable. If the total dependent coverage for a dependent is greater than 2,000 USD, the entire coverage amount is considered taxable—not just the amount in excess of 2,000 USD. Unlike the taxable income that is attributed to the employee's excess life insurance, the taxable benefit for dependent life is also subject to federal income tax withholding.

Here is a summary of the calculation of dependent life taxable benefit deductions:

1. The system adds up the total dependent coverage for each dependent.
2. The system determines whether the total coverage is greater than 2,000 USD for any dependent.
3. If any dependent's coverage is greater than 2,000 USD, the system calculates the monthly taxable benefit deduction.

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> **Note**
>
> For the dependents whose coverage is greater than 2,000 USD, the system calculates the taxable benefit deduction amount for the entire coverage amount. For example, if one dependent has 3,000 USD coverage and one dependent has 2,000 USD coverage, the system calculates the taxable benefit deduction on 3,000 USD.

4. If the employee is not paid monthly, the system annualizes the monthly amount and divides that by the number of pay periods in the year to calculate the taxable benefit deduction.

The Paycheck Deductions page displays the results of dependent life calculations as a taxable benefit separate from the regular (individual) group-term life taxable benefits.

Example of Dependent Life Plan Calculation

Deborah Fields, age 41, elected the following coverage for her dependents:

Dependent ID	Name	Flat Amount
01	Fields,Tom	3,000 USD
02	Fields,Sally	2,000 USD

Deborah is paid weekly. The monthly rate for her age range is .1 for each 1,000 USD of eligible coverage.

The system calculates the taxable benefit deduction like this:

1. Determines the total coverage for each dependent.
2. Identifies that the coverage for dependent 01 (Tom) is over 2,000 USD.
3. Determines the monthly taxable benefit amount for Tom's coverage:
   a. 3,000 USD / 1,000 USD = 3.
   b. 3 x .1 = .3
4. Annualizes the rate and calculates the weekly pay period deduction amount:
   a. .3 x 12 = 3.60
   b. 3.60 / 52 = .07

Deborah's Paycheck Deduction record displays:

Plan Type	Tax Class	Amount	Calculated Base
Dependent Life	Taxable	0.07	5,000.00

> **Note**
>
> The calculated base displayed on the paycheck record is not necessarily the base that the system uses to calculate the deduction, because dependents with 2,000 USD or less in coverage are exempt. In this example, the calculated base is 5,000 USD, but the taxable benefit deduction is calculated only on the 3,000 USD coverage for the dependent whose coverage exceeds 2,000 USD.

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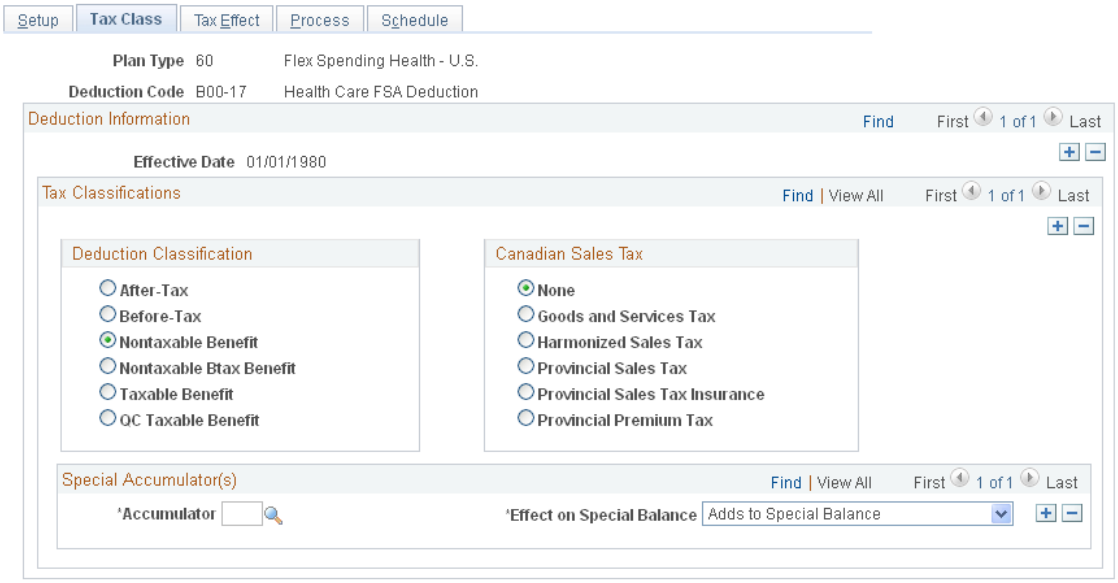
Deduction Table - Tax Class Page

Use the Deduction Table - Tax Class page (DEDUCTION_TABLE2) to specify a deduction classification for deduction codes that are used for group-term life insurance.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Deductions**, and then **Deduction Table**, and then **Tax Class**

This example illustrates the fields and controls on the Deduction Table - Tax Class page.



Field or Control	Description
Plan Type	When you enter the page, enter a plan type from 20–29 (Life).
Deduction Classification	Select **After-Tax** or **Before-Tax** if the employee pays all or part of the cost of the life insurance. Select **Nontaxable Benefit** if the employer pays all or part of the cost of the insurance. Select **Taxable Benefit** if the employer pays all or part of the cost. This classification is used to record the imputed income when the total amount of life insurance for an employee is over 50,000 USD.

Example

If, for example, the employer pays for half the plan and the employee pays for the other half, use three classifications:

- **Nontaxable Benefit**
- **After-Tax** (or **Before-Tax**)
- **Taxable Benefit**

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> **Note**
>
> (USF) For FEGLI, there are no additional classifications. It is an after-tax employee deduction.

Related Topics

- Deduction Table - Tax Class Page
  Use the Deduction Table - Tax Class page (DEDUCTION_TABLE2) to specify a deduction classification for deduction codes.

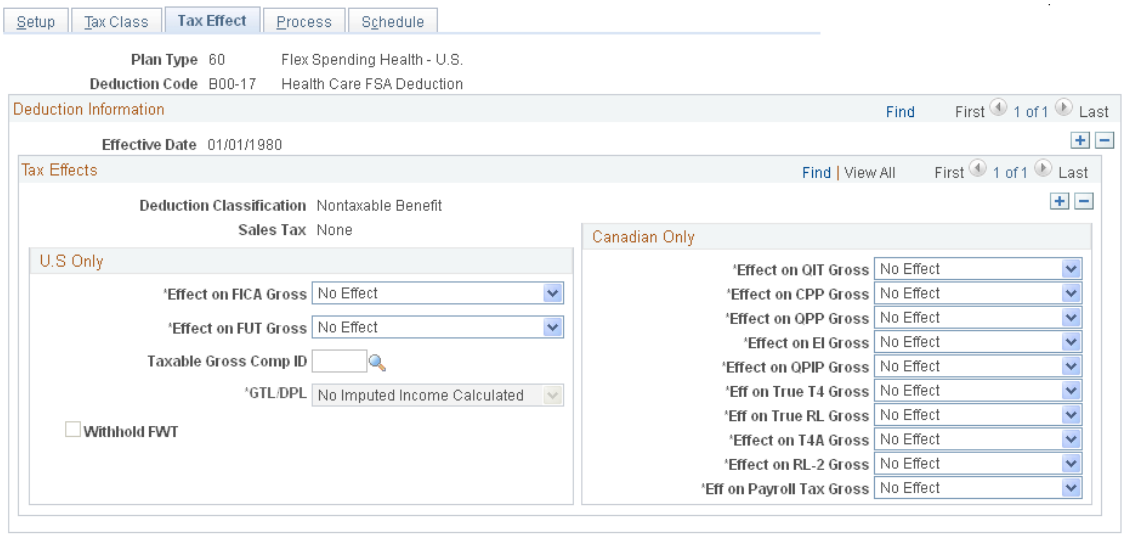
Deduction Table - Tax Effect Page

Use the Deduction Table - Tax Effect page (DEDUCTION_TABLE3) to specify tax considerations for the group-term life insurance deduction that you are defining.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Deductions**, and then **Deduction Table**, and then **Tax Effect**

This example illustrates the fields and controls on the Deduction Table - Tax Effect page.



Set up the deduction so that the system calculates the taxable amount for federal, state, and local taxable income.

In most cases, indicate that imputed income (the taxable benefit):

- Adds to the effect on the Federal Insurance Contributions Act gross.
- Has no effect on the federal unemployment tax gross.

The cost of group-term life insurance in excess of 50,000 USD is not subject to federal withholding tax (FWT). Therefore, to have the system withhold FWT, select the **Withhold FWT** (withhold federal withholding tax) check box.

If you must calculate state or local taxes based on a taxable gross that differs from the federal taxable gross, select *GTL* (group-term life) as the taxable gross component ID. This links the

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deduction to the Taxable Gross Definition table. The Taxable Gross Definition table defines the taxability for earnings or deduction types (such as imputed income) that you must treat differently at the state or local level than at the federal level. The Taxable Gross Definition table is where you make changes to taxable gross definitions.

PeopleSoft maintains the entries in the Taxable Gross Definition table for group-term life taxable grosses (for U.S. only). The only time you might change an entry is when state or local taxing authorities alert you about changes in their regulations. PeopleSoft also incorporates the changes in the next tax update. If you discover an error or missing information, please notify the Support Center, so PeopleSoft can incorporate the change or addition in the next tax update.

You don't ordinarily change the Taxable Gross Definition table, but you can change definitions of taxable gross for state and local income taxes, state disability insurance, and state unemployment taxes.

In the Taxable Gross Definition table, specify whether the withholding for each state follows the federal rules.

Depending on whether you set up an employee group-term life plan or a dependent life plan, select the appropriate value in the **GTL/DPL** (group-term life/dependent life) field on the Deduction Table - Tax Effect page. The system calculates imputed income for dependent life separately from regular (individual) group-term life. Your selection determines which calculation the system uses.

Related Topics

- Deduction Table - Tax Effect Page
  Use the Deduction Table - Tax Effect page (DEDUCTION_TABLE3) to specify U.S. and Canadian tax considerations for the deduction that you are defining.
- (USA) Updating the Taxable Gross Definition Table
  To update the Taxable Gross Definition Table, use the Taxable Gross Definition Table component (TAXGR_DEFIN_TBL).

Setting Up for FLSA Calculation

To set up FLSA period definitions, use the FLSA Period Table (FLSA_PERIOD_TBL) component.

> **Note**
>
> The FLSA and Alternative Overtime Calculations appendix provides examples of calculations. Use the examples as a guide while setting up FLSA calculations.

See Overview of FLSA Calculations.

Pages Used to Set Up for FLSA Calculations

Page Name	Definition Name	Usage
FLSA Period Table Page	FLSA_PERIOD_TBL	View all delivered FLSA periods and create or maintain user-defined FLSA periods.

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Page Name	Definition Name	Usage
Default Settings Page	COMPANY_TABLE2_GBL	Set up default company information; including FLSA settings.
FLSA Calendar Table Page	FLSA_CALENDAR	Set up FLSA calendars.
Calc Parameters Page	PAYGROUP_TBL3	Define payroll processing parameters for pay groups
FLSA Period Definition Page	FLSA_PERIOD_SBPNL	(USA) Specify FLSA period definition and other parameters for the pay group's FLSA calculation.
Earnings Table - General Page	EARNINGS_TABLE1	Define parameters and rules for calculating earnings. Also specify the effects on Fair Labor Standards Act (FLSA) regular rate calculations, and define retro pay processing options. **Note:** In the Earnings Table component (EARNINGS_TABLE), only the General page and the Calculation page affect FLSA payment. Use them to specify the earnings codes in the company that are affected by FLSA regulations, and assign the earnings codes to FLSA categories. See (USA) Setting Up the Earnings Table for FLSA Calculations.
Earnings Table - Calculation Page	EARNINGS_TABLE3	Specify special earnings calculation formats that control how the pay calculation handles the earnings code and what results the earnings code produces. **Note:** In the Earnings Table component (EARNINGS_TABLE), only the General page and the Calculation page affect FLSA payment. Use them to specify the earnings codes in the company that are affected by FLSA regulations, and assign the earnings codes to FLSA categories. See (USA) Setting Up the Earnings Table for FLSA Calculations.

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Page Name	Definition Name	Usage
Job Information Page	JOB_DATA_JOBCODE	Enter information about a person's job, including status, employee class, shift, or standard hours.

Understanding FLSA Rates

FLSA calculations apply only to the U.S. The Fair Labor Standards Act of 1937 requires that you pay overtime to nonexempt employees who work more than 40 hours in a week.

Government regulations require employers to pay overtime at a rate that is at least equal to the rate calculated according to FLSA regulations. Additionally, you must prorate nondiscretionary bonuses over all applicable FLSA periods and use them to calculate the FLSA regular rate. When an employee has multiple nonexempt jobs in the same organization, the system applies the overtime rule to the total hours for all jobs.

A premium rate is the extra amount of the contractual rate paid for overtime and is stated by percentage. The contractual rate is the hourly rate of pay that an employer promises an employee in exchange for performing a job. The premium amount paid for overtime can be paid either at contractual rate or FLSA rate.

For example, if you compute overtime at 1.5 times the contractual rate, then the overtime premium rate is 50 percent. A contractual rate of 10 USD per hour yields overtime earnings of 15 USD per hour, with 5 USD as the overtime premium paid at contractual rate. Per FLSA regulation, when bonus is factored into the overtime calculation, this premium overtime pay can be higher at FLSA rate.

The Company table enables you to specify what rate to use for overtime premium as follows:

- Always at the FLSA premium.
- At the greater of the FLSA or contractual premium rates.

The employee always receives at least the FLSA premium.

> **Note**
>
> Salaried employees with unspecified hours are always calculated at the FLSA rate, even if it is lower than the contractual rate. Also, the Rate Code and Frequency fields on the Job Data, Compensation page (JOB_DATA3), must either be the pay period or *Annual* for salaried employees. A frequency value of *Hourly* for a salaried employee can adversely impact calculations for FLSA and retro pay. See PeopleSoft Human Resources Administer Workforce: (Classic) Adding Organizational Instances

You can calculate overtime pay:

- According to FLSA rules.
- According to a calculation of:

  overtime hours × percentage of the contractual rate that you have agreed to pay for overtime work

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How you calculate overtime, prorate bonuses, and handle other earnings (such as shift differentials and tips) depends on whether the employees are subject to FLSA standards or exempt from them.

FLSA calculation is affected by the pay frequency. Supported pay frequencies are weekly, biweekly, monthly and semimonthly. Frequency factors that are defined on the Frequency table may be required in converting the amounts from pay period to FLSA period frequency.

> **Note**
>
> Some FLSA calculations use constant values for standard hours or work day hours from Job for an entire period. Changing standard hours or work day hours in the middle of an FLSA period causes inaccurate calculations. Make changes at the end or beginning of the FLSA period.

Related Topics

- PeopleSoft Human Resources Administer Workforce: Payroll Page
- Overview of FLSA Calculations
  FLSA calculations apply only to the U.S. The Fair Labor Standards Act of 1937 requires that you pay overtime to nonexempt employees who work more than 40 hours in a week.

Understanding FLSA Period Definition

PeopleSoft delivers and maintains three FLSA period definitions:

- Fixed FLSA Period
- Law Enforcement
- Fire Protection

The delivered period definitions are based on data published by the U.S. Department of Labor, Wage and Hour Division. Your organization's requirements might vary slightly from the delivered values if, for example, a union contract overrides the threshold hours established by the U.S. Department of Labor.

If the delivered FLSA period definitions are not adequate for your organization, define new FLSA periods on the FLSA Period Table page.

FLSA Period Table Page

Use the FLSA Period Table page (FLSA_PERIOD_TBL) to view all delivered FLSA periods and create or maintain user-defined FLSA periods.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Payroll Processing Controls**, and then **FLSA Period Table**

This example illustrates the fields and controls on the FLSA Period Table page.

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FLSA Period

These values cannot be changed for delivered FLSA periods. The fields can be edited for user-defined periods.

Field or Control	Description
FLSA Period in Days	Enter the length of the FLSA pay period, or the days from the FLSA begin date to the FLSA end date.
FLSA Threshold Hours	Enter the number of hours worked in the corresponding period length before the FLSA rate applies to fire protection and law enforcement employees.

Related Topics

- FLSA Period Table Page
  Use the FLSA Period Table page (FLSA_PERIOD_TBL) to view all delivered FLSA periods and create or maintain user-defined FLSA periods.

Setting Up Foundation Tables for FLSA Calculations

To set up foundation tables for FLSA calculations:

1. Select FLSA settings in the USA section on the Company - Default Settings page.

   See Application Fundamentals: Default Settings Page.

   a. Select the **FLSA Required** check box if any pay groups in the company require FLSA compliance.

      If you don't select this check box, FLSA functionality is not available in Payroll for North America. After you select the **FLSA Required** check box, the **FLSA Rule** (Fair Labor Standards Act rule) group box becomes available for entry.

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b. Select an option in the **FLSA Rule** group box.

   Designate whether the system should always use the FLSA premium rate (even when the FLSA rate is less than the contractual rate) or the higher of the FLSA and contractual rates (this is the default).

c. Select an option in the **FLSA Rounding Rule** group box.

   Choose the rounding option to use for amount and rate when calculating FLSA.

2. Set up the FLSA calendar on the FLSA Calendar Table (Fair Labor Standards Act Calendar table) page.

   Define the FLSA period days and start dates on the FLSA Calendar Table page. This step is not required when you use the Basic Rate Formula for fixed, salaried hours in a fixed FLSA period.

   See Application Fundamentals: Creating Pay Calendars and FLSA Calendars.

3. Review the FLSA Period Definition table and add additional period definitions if necessary.

   PeopleSoft delivers the standard period definitions as defined by the U.S. Department of Labor. You cannot modify the delivered period definitions. Define additional period definitions only if the delivered definitions are not adequate for your needs.

4. Select the **FLSA Required** check box on the Pay Group Table - Calc Parameters page.

   If FLSA functionality applies to this pay group, select this check box to enable the display of the **FLSA Period Definition** (Fair Labor Standards Act period definition) button. You must consider whether FLSA applies when creating pay groups.

   > **Note**
   >
   > When setting up pay groups, do not use the same pay group ID in two separate companies if the companies use different overtime earnings codes.

   See Application Fundamentals: Setting Up Pay Groups.

5. Specify the FLSA period definition and other parameters for the pay group's FLSA calculation on the FLSA Period Definition page.

   To access the FLSA Period Definition page, select the **FLSA Period Definition** button on the Pay Group Table - Calc Parameters page.

   See Application Fundamentals: (USA) FLSA Period Definition Page.

> **Note**
>
> Unless you enable FLSA functionality at every level in the previous steps, you don't see FLSA functionality at the next lower level. In other words, if you do not select the **FLSA Required** check box in the Company table, you don't see FLSA functionality on the Pay Group Table - Calc Parameters page. After you select the **FLSA Required** check box in the Pay Group table, the **FLSA Period Definition** button becomes available. The country for the pay group must also be USA for FLSA processing. To be included in the FLSA calculation, an employee must have nonexempt status in job data and belong to a pay group that is set up with FLSA required.

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Related Topics

- Application Fundamentals: Entering Company Information
- Application Fundamentals: Creating Pay Calendars and FLSA Calendars
- Overview of FLSA Calculations
  FLSA calculations apply only to the U.S. The Fair Labor Standards Act of 1937 requires that you pay overtime to nonexempt employees who work more than 40 hours in a week.

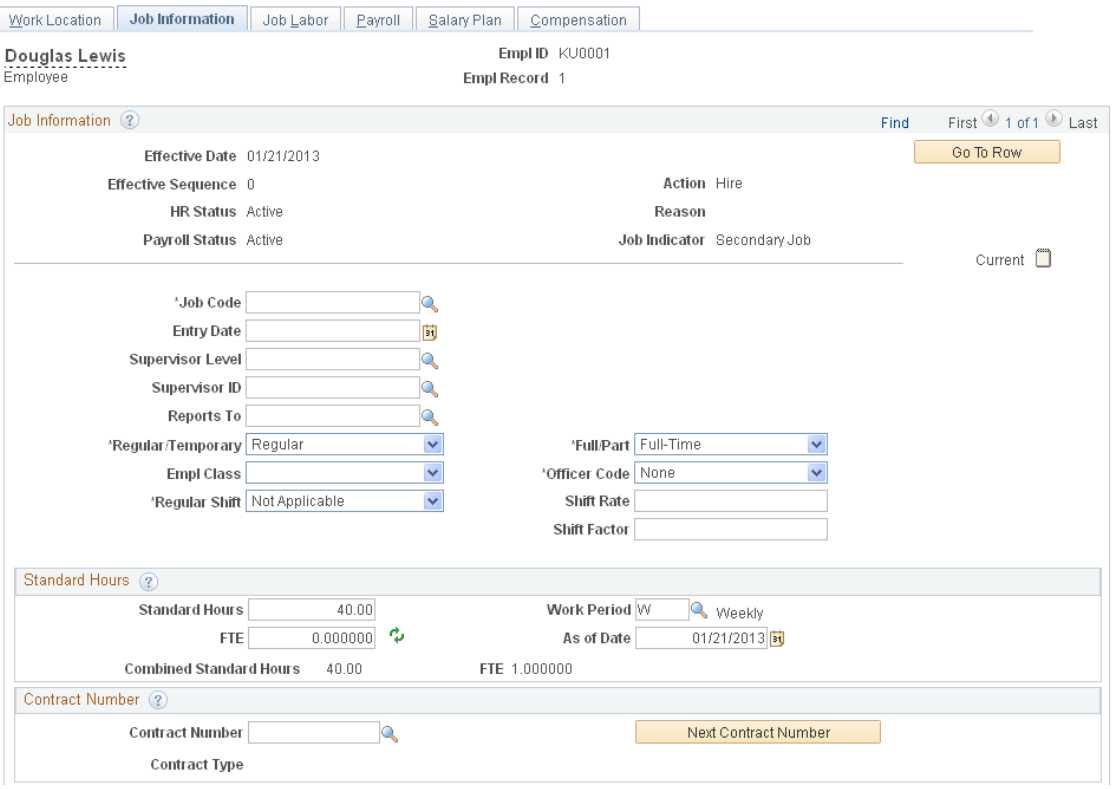
Job Information Page

Use the Job Information page (JOB_DATA_JOBCODE) to enter information about a person's job, including status, employee class, shift, or standard hours.

Navigation:

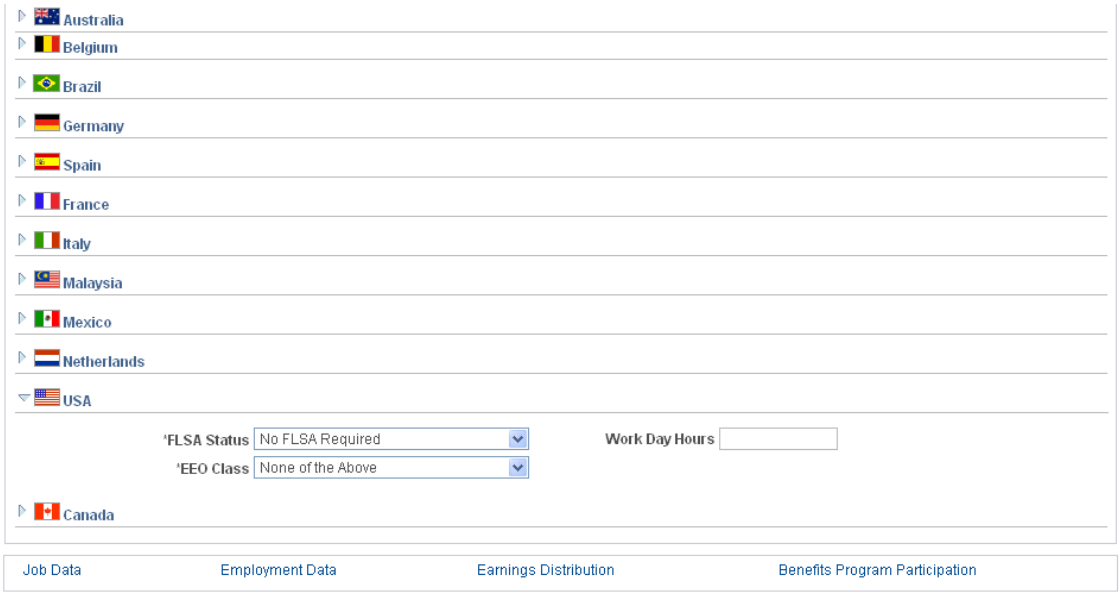
- **Workforce Administration**, and then **Job Information**, and then **Add Employment Instance**, and then **Job Information**
- **Workforce Administration**, and then **Job Information**, and then **Job Data**, and then **Job Information**

This example illustrates the fields and controls on the Job Information page (1 of 2).



This example illustrates the fields and controls on the Job Information page (2 of 2).

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> **Note**
>
> This step is employee-specific. Complete the USA section of the Job Information page when you hire an employee.

Field or Control	Description
FLSA Status (Fair Labor Standards Act status)	Only nonexempt employees are entitled to FLSA calculation.
Work Day Hours	Displays the number of hours an employee is scheduled to work on a normal day, which the system uses to calculate the FLSA Basic Rate Formula.

> **Note**
>
> Do not enter a salaried employee's compensation rate as an hourly rate (hourly frequency) in the **Compensation Rate** field on the Job Data - Compensation page. Under some conditions, doing so causes the system to pay minimum wage in place of the FLSA rate.

Related Topics

- PeopleSoft Human Resources Administer Workforce: Changing Job Data
- PeopleSoft Human Resources Administer Workforce: Changing Personal Data

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Setting Up for Alternative Overtime Calculation

> **Note**
>
> The federal version of Payroll for North America does not use the alternative overtime functionality.

Pages Used to Set Up Alternative Overtime Processing

Page Name	Definition Name	Usage
Alternative Overtime State Table Page	ALT_OT_STATES	Identify the states that have alternative overtime requirements.
Job Information Page	JOB_DATA_JOBCODE	Enter information about a person's job, including status, employee class, standard hours, and FLSA status. Identify employees who are subject to alternative overtime calculations by selecting *ALT OT* in the **FLSA Status** field. See PeopleSoft Human Resources Administer Workforce: Understanding Job Data.

Understanding Alternative Overtime

Some states require different overtime calculations than those managed by the Federal Fair Labor Standards Act (FLSA) regulations. For example, the FLSA overtime premium calculation is fixed at 0.5, whereas California requires that daily overtime in excess of 12 hours must be paid at double time.

This feature is useful for any organization that pays employees in California or other applicable states or requires the alternate calculation because of union or company agreements.

Setup Steps

Alternative overtime calculation applies only to FLSA-eligible employees. All normal FLSA setup must be done to support alternative overtime calculation processing.

In addition to the normal FLSA setup, these additional setup steps are required for alternative overtime processing:

1. Set up the Alternative Overtime State table to identify the states in which alternative overtime calculations should apply.

   PeopleSoft delivers sample data for the *SHARE* setID showing states that have alternative overtime requirements. You can use this information when you set up the table for your setIDs and add additional states as necessary according to your alternative overtime business rules.

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2. Identify employees who are subject to Alternative Overtime calculations.

   Select *ALT OT* in the **FLSA Status** field on the Job Information page in the employee's job data.

> **Note**
>
> California employees who work less than 40 hours get overtime pay on an FLSA basis if their FLSA Status is either *Nonexempt* or *Alt OT.* The difference between the two statuses is that *Nonexempt* causes a fixed multiplier of 0.5 to be applied, whereas *Alt OT* uses the earnings code's multiplier. If the earnings code's multiplier is also 0.5, then the overtime amounts are the same for the two statuses.

See Setting Up for FLSA Calculation.

Processing Description

Salaried employees with unspecified hours are always calculated with the alternative rate, even if it is lower than the contractual rate. The alternative overtime calculation applies even if an employee works less than 40 hours in a week.

> **Note**
>
> Payroll for North America does not provide functionality to analyze daily hours and split them between normal time and one or more overtime rates. You must input this information using PeopleSoft Time and Labor or another method.

The system follows these steps in processing alternative overtime:

1. To see if the employee is eligible for alternative overtime calculations, the system first looks to the FLSA status on the employee's job information.
2. If the employee is eligible, the system then confirms that the state defined on the payline is on the Alternative Overtime States record.
3. For those employees identified, the system calculates overtime on the alternative basis rather than the usual FLSA method.

   To calculate alternative overtime, the system uses the multiplication factor specified for the overtime earnings code on the Earnings table instead of the fixed 0.5 used in federal FLSA calculation.
4. When the overtime has been calculated by the alternative method, the system displays the rate with the label **Alternative Rate** rather than **FLSA Rate.**

Related Topics

- Overview of FLSA Calculations
  FLSA calculations apply only to the U.S. The Fair Labor Standards Act of 1937 requires that you pay overtime to nonexempt employees who work more than 40 hours in a week.
- Application Fundamentals: (USA) FLSA Period Definition Page

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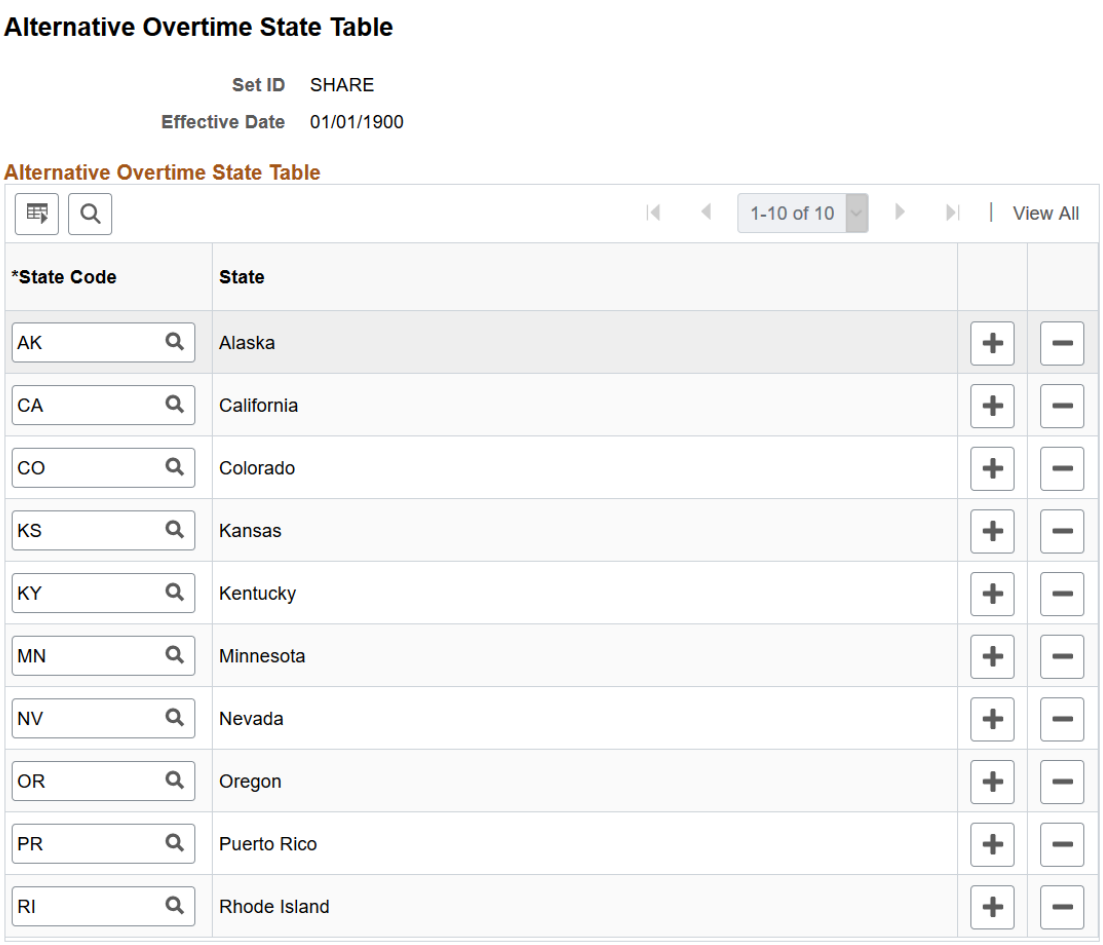
Alternative Overtime State Table Page

Use the Alternative Overtime State Table page (ALT_OT_STATES) to identify the states that have alternative overtime requirements.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Payroll Processing Controls**, and then **Alternative Overtime State Tbl**, and then **Alternative Overtime State Table**

This example illustrates the fields and controls on the Alternative Overtime State Table page.



The SHARE set ID is delivered as sample data showing the states that have alternative overtime requirements. Set up the table for your organization's setIDs according to your company's alternative overtime business rules.

Field or Control	Description
State Code	Enter the 2-character state code to identify in which state alternative overtime calculations should apply.

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Setting Up Overtime Pay Calculations on Flat Sum Bonus Payments

This topic discusses steps and pages for setting up overtime pay calculations on flat sum bonus payments.

Setting Up Overtime Pay Calculation on Flat Sum Bonus Payments

To set up overtime pay calculation on flat sum bonus payments:

1. Create new earnings codes to be used for flat sum bonus payments using the Earnings Table component.

   On the General page, enter these values:

Field or Control	Description
Payment Type	*Amounts Only*
Effect on FLSA	*Amounts Only*

   On the Calculation page, enter these values:

Field or Control	Description
Multiplication Factor	*1.0000*
Category for FLSA	*Regular*

2. Add an entry to the Flat Sum Bonus Table Page for any states where you will be paying flat sum bonuses (for example, California).
3. Create earnings codes to be used for additional overtime amounts due on flat sum bonus payments using the Earnings Table component. For example, one for time-and-one-half overtime, and another one for double-time.
   - (Time-and-one-half overtime) On the General page, enter this value:

Field or Control	Description
Effect on FLSA	*None*

     On the Calculation page, enter these values:

Field or Control	Description
Multiplication Factor	*1.5000*
Category for FLSA	*Excluded*

   - (Double-time) On the General page, enter this value:

Field or Control	Description
Effect on FLSA	*None*

     On the Calculation page, enter these values:

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Field or Control	Description
Multiplication Factor	*2.0000*
Category for FLSA	*Excluded*

4. Map Overtime earnings codes to Overtime on Flat Sum Bonus earning codes on the Overtime on Flat Sum Bonus Table Page for any states where you will be paying flat sum bonuses (for example, California).

Pages Used to Set Up Overtime Pay Calculations on Flat Sum Bonus Payments

Page Name	Definition Name	Usage
Flat Sum Bonus Table Page	FLAT_SUM_BONUS_TBL	Specify bonus earnings codes that are eligible for the Overtime on Flat Sum Bonus calculation in a specific state.
Overtime on Flat Sum Bonus Table Page	OT_PREMIUM_MAPPING	Map overtime earnings codes to corresponding Flat Sum Bonus earnings codes for a specific state.

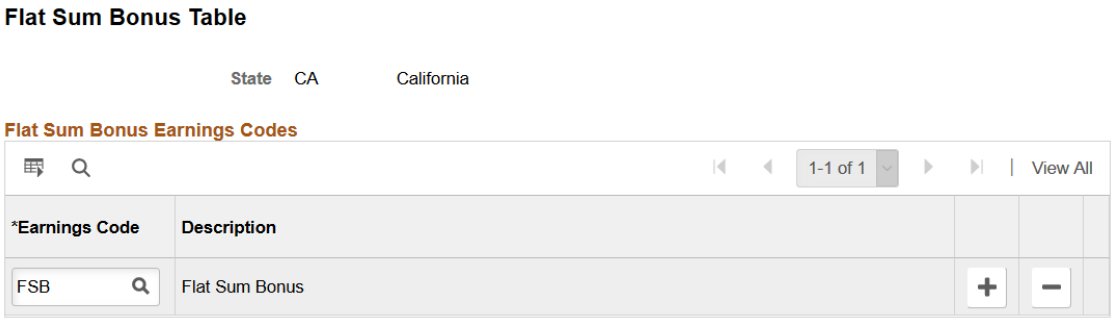
Flat Sum Bonus Table Page

Use the Flat Sum Bonus Table page (FLAT_SUM_BONUS_TBL) to specify bonus earnings codes that are eligible for the Overtime on Flat Sum Bonus calculation in a specific state.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Payroll Processing Controls**, and then **Flat Sum Bonus Table**, and then **Flat Sum Bonus Table**

This example illustrates the fields and controls on the Flat Sum Bonus Table page.



Field or Control	Description
Earnings Code	Enter an earnings code that is created for flat sum bonus payments.

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> **Note**
>
> Earnings codes that are added to this page are excluded from FLSA calculations in corresponding states.

> **Note**
>
> An earnings code (created for flat sum bonus) can be used by any US state. If the earnings code is not added to the Flat Sum Bonus Table page for a state, the calculation of overtime on flat sum bonus earnings code payments will remain the same as the standard FLSA overtime calculation for that state.

Currently, California is the only state for which a Flat Sum Bonus Table entry is required.

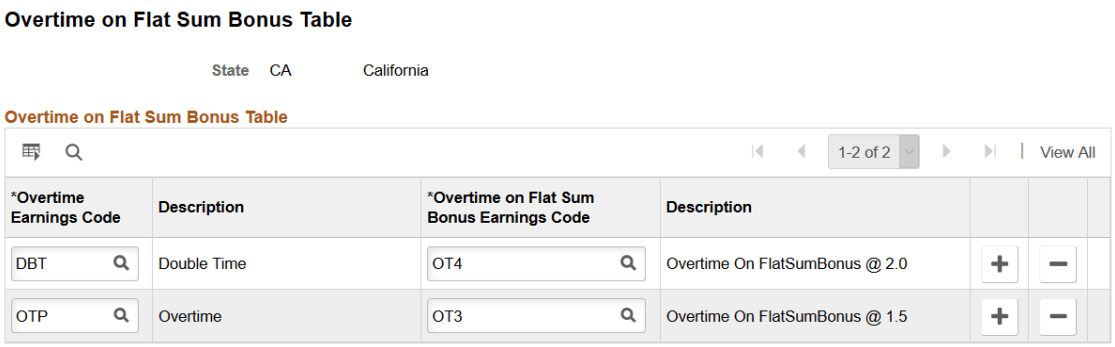
Overtime on Flat Sum Bonus Table Page

Use the Overtime on Flat Sum Bonus Table page (OT_PREMIUM_MAPPING) to map overtime earnings codes to overtime on flat sum bonus earnings codes for a specific state.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Payroll Processing Controls**, and then **Overtime on Flat Sum Bonus Tbl**, and then **Overtime on Flat Sum Bonus Table**

This example illustrates the fields and controls on the Overtime on Flat Sum Bonus Table page.



Each Overtime earnings code that requires the calculation of overtime on flat sum bonus payment must be mapped to a corresponding unique Overtime on Flat Sum Bonus earnings code on this page.

During pay calculation, the calculation of overtime due on a flat sum bonus payment generates and inserts paylines using the mapped Overtime on Flat Sum Bonus earnings code.

Currently, California is the only state for which a Flat Sum Bonus Table entry is required.

Related Topics

- Establishing Earnings Codes
  To set up earnings codes, use the Earnings Table (EARNINGS_TABLE) component.

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- Overview of Overtime Calculations on Flat Sum Bonus Payments
  As a result of a California Supreme Court ruling in 2018, Payroll for North America updates the calculation of overtime pay amounts for periods in which employees earn *flat sum* bonus payments. This court ruling requires that when employers perform overtime calculations due for a period in which employees earn a *flat sum* bonus, they must use a *regular bonus rate* of pay that is determined by dividing the total compensation earned by only the *non-overtime* hours worked during the period to which the bonus applies. This method is different from the one that is used to perform overtime calculations on *production bonus* (bonus based on a percentage of production or a formula) payments, in which the *regular bonus rate* of pay is determined by dividing the total compensation earned by the total number of hours worked (including overtime) during the period to which the bonus applies.
- Overtime Pay Calculations on Flat Sum Bonus Payments
  This topic lists the formula and several examples for overtime pay calculation on flat sum bonus payments:

Setting Up Jurisdiction Minimum Wage Processing

This topic provides an overview of minimum wages for jurisdictions, and discusses how to set up jurisdiction minimum wage processing.

Pages Used to Set Up Jurisdiction Minimum Wage Processing

Page Name	Definition Name	Usage
Minimum Wage Jurisdiction Table Page	PY_JUR_MW	Define minimum wage information for jurisdictions by state.
View <US State> Jurisdictions Page	PY_JUR_ALL_SEC	Review minimum wage information entered for jurisdictions of the specified state.
View All Jurisdictions Page	PY_JUR_ALL_SEC	Review minimum wage information entered for all jurisdictions.
Location/Jurisdiction Mapping Page	PY_JUR_LOCN_SEC	Map locations to jurisdiction minimum wage information.
Locality/Jurisdiction Mapping Page	PY_JUR_LOC_SEC	Map localities to jurisdiction minimum wage information.
Update Minimum Wage Jurisdiction Page	PY_JUR_MW_EMPDATA	Map employees to jurisdictions using localities, locations, and state.

Understanding Minimum Wages for Jurisdictions

In the United States, federal and state level minimum wage laws are in place to guarantee that covered employees are paid at least the higher rate of the two.

In some states, local government bodies (also known as *jurisdictions* in Payroll for North America) introduce minimum wage ordinances with higher hourly minimum wage rates than their states to provide extra support to employees who work in areas with high living costs. Jurisdictions can be any local government bodies that establish and administer minimum wage legislation, such as cities, counties, regions, and so on.

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Payroll for North America supports the use of minimum wage rates for jurisdictions in payroll calculation for employees working in them. The functionality impacts FLSA, tips, and retro calculations, in which the *highest* of the federal, state, and jurisdiction minimum wage rates defined in the system will be used.

Video: Image Highlights, PeopleSoft HCM Update Image 36: Support for Regional Minimum Wages

Setup Steps

The minimum wage setup consists of the following:

- Define jurisdictions by state with their minimum wage rates, and associate them with work localities and locations.
- Associate employees to jurisdictions corresponding to localities, locations, and state.

Here are the high-level steps for setting up the functionality to support minimum wages for jurisdictions:

1. Enable the feature by selecting the Minimum Wage Jurisdiction field on the Payroll for NA Installation Page.
2. Enable each pay group that supports minimum wages for jurisdictions by selecting the Minimum Wage Jurisdiction field on the Pay Group Table - Paysheets Page.
3. Define minimum wage information for jurisdictions by state on the Minimum Wage Jurisdiction Table Page.

   In addition:

   - Map jurisdiction minimum wage information to localities on the Locality/Jurisdiction Mapping Page.
   - Map jurisdiction minimum wage information to locations on the Location/Jurisdiction Mapping Page.
4. Map applicable minimum wage jurisdictions to employees on the Update Minimum Wage Jurisdiction Page.

Defaulting Logic

When a payline is being created or updated, the system identifies the default jurisdiction of an employee using this logic and priority sequence:

1. If both the state and locality values are present on the payline, the system:
   a. Finds the matching *locality* setup for the employee on the Update Minimum Wage Jurisdiction Page and uses the corresponding jurisdiction as the default value.
   b. (If no default value can be found from the previous step) Finds the matching locality setup on the Locality/Jurisdiction Mapping Page and uses the corresponding jurisdiction as the default.
   c. (If no default value can be found from the previous step) Leaves the **Jurisdiction** field blank. No defaulting occurs.
2. If the locality value is not present on the payline, the system uses the employee's *location* from Job Data instead. It:
   a. Finds the matching *location* setup for the employee on the Update Minimum Wage Jurisdiction Page and uses the corresponding jurisdiction as the default value.

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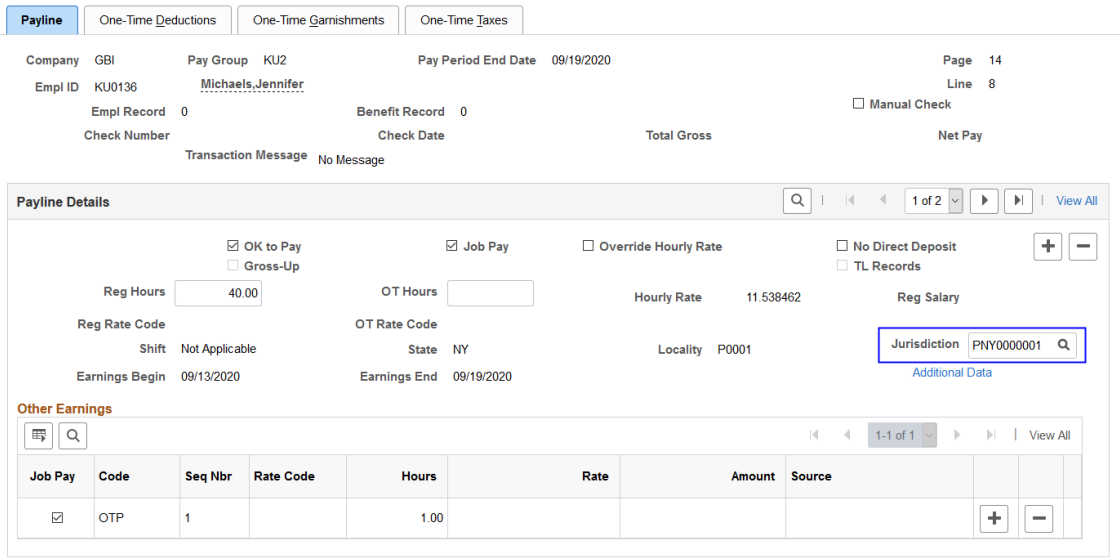
b. (If no default value can be found from the previous step) Finds the matching location setup on the Location/Jurisdiction Mapping Page and uses the corresponding jurisdiction as the default.

3. If no default value can be found from the previous step, the system uses the employee's state on the payline. It finds the matching *state* setup for the employee on the Update Minimum Wage Jurisdiction Page and uses the corresponding jurisdiction as the default value.

4. If no default value can be found from the previous step, the system leaves the **Jurisdiction** field blank. The state's minimum wage rate will be used.

The default jurisdiction, if found, is populated on employee's payline; the Payroll administrator can manually update the value as needed.

This example illustrates the default jurisdiction that is populated for an employee on a payline.



> **Note**
>
> The jurisdiction value is also available on pages where payline information is displayed, for example, Paysheet pages, Paycheck Earnings pages, Review FLSA Pay Data page, Create Online Check page, and so on.

Example of Default Jurisdiction 1

In this example, an employee in New York has a payline with this information:

- State: NY
- Locality: P0001

The minimum wage setup for jurisdictions is set as:

- For the employee: (Locality) P0001 for (State) NY is mapped to (Jurisdiction) New York City

  No location setup.

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- Locality and jurisdiction mapping: (Locality) P0001 for (State) NY is mapped to (Jurisdiction) NYC suburban counties
- Location and jurisdiction mapping: (Location) KUNY00 for (State) NY is mapped to (Jurisdiction) New York State (other)

Result: the default jurisdiction for the payline is set to *New York City*. The system is able to use the locality of the payline (P0001) to find a match in the employee's minimum wage setup (priority 1a in the *Defaulting Logic* section), and that match is mapped to the *New York City* jurisdiction. The locality and jurisdiction mapping has setup for the same locality code, but the employee's setup takes precedence over it.

Example of Default Jurisdiction 2

In this example, an employee in New York has a payline with this information:

- State: NY
- Locality: blank

The employee is located at L00010 according to his Job Data record.

The minimum wage setup for jurisdictions is set as:

- For the employee: (Location) US001 for (State) NY is mapped to (Jurisdiction) New York City

  No locality setup.
- Locality and jurisdiction mapping: (Locality) 84000 for (State) NY is mapped to (Jurisdiction) NYC suburban counties
- Location and jurisdiction mapping: (Location) L00010 for (State) NY is mapped to (Jurisdiction) New York State (other)

Result: the default jurisdiction for the payline is set to *New York State (other)*. The system is unable to find a match using locality because it is not available from the payline. However, it can identify a match in the location and jurisdiction mapping using the employee's location code in Job Data (priority 2b in the *Defaulting Logic* section), and that match is mapped to the *New York State (other)* jurisdiction. The employee's minimum wage setup has a location and jurisdiction mapping too but it cannot be used because it is for a different location code.

Processes That Support Jurisdiction Defaulting

To minimize user intervention, the system populates the default Jurisdiction value on paylines when they are created. This table lists the processes or features for creating paylines and whether jurisdiction defaulting is available:

Process or Feature	Defaulting of Jurisdiction
Create Paysheet	Yes
Create Paysheet (Manual)	Yes
Time and Labor Load	Yes
Update FICA Status on Paylines (T&L line and PYLOAD line)	Yes
Paysheet Load (PSHUP)	Yes
Final Check	Yes
Online Check	Yes
Paycheck Reversal	Yes
Flat Sum Bonus	Yes

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Process or Feature	Defaulting of Jurisdiction
Transfer Errors	Yes
Retro Pay	Yes
Preliminary Calc	Yes
Contract Pay	No
Imputed Income	No
Retro Deductions	No

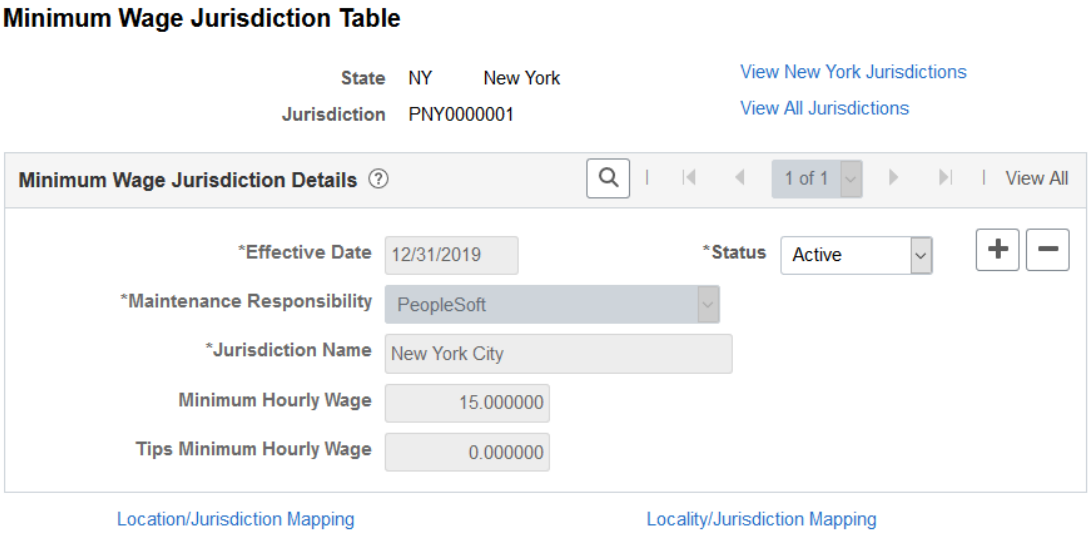
Minimum Wage Jurisdiction Table Page

Use the Minimum Wage Jurisdiction Table page (PY_JUR_MW) to define minimum wage information for jurisdictions by state.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Federal/State Taxes**, and then **Min Wage Jurisdiction Table**, and then **Minimum Wage Jurisdiction Table**

This example illustrates the fields and controls on the Minimum Wage Jurisdiction Table page.



Use this section to set up minimum wage data for state jurisdictions that observe different minimum wage rates than their state rate.

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Field or Control	Description
State and **Jurisdiction**	Displays the state and the code of the jurisdiction. State codes prefixed with *$* are not available for selection. A jurisdiction can be a city, municipality, county, region, or any local government body in a state that establishes and administers minimum wage legislation. **Note:** PeopleSoft-delivered jurisdiction codes are prefixed with the letter “P”. Do not use this prefix when creating customer-maintained codes. If the same minimum wage information for a jurisdiction exists in a PeopleSoft row and a customer row for the same effective date, the system uses the customer row for minimum wage processing.
View <US State> Jurisdictions	Click to access the View <US State> Jurisdictions Page to review minimum wage information entered for jurisdictions of the specified state.
View All Jurisdictions	Click to access the View All Jurisdictions Page to review minimum wage information entered for all jurisdictions.
Maintenance Responsibility	Displays: *PeopleSoft* if the row is delivered by PeopleSoft. All fields, except for the Status field, are not editable. *Customer* if the row is added by a customer.
Minimum Hourly Wage	Enter the minimum wage rate for the jurisdiction. The system considers the value to be zero if the field is blank.
Tips Minimum Hourly Wage	This field value is informational only.
Location/Jurisdiction Mapping	Click to access the Location/Jurisdiction Mapping Page to map locations to minimum wage jurisdiction.
Locality/Jurisdiction Mapping	Click to access the Locality/Jurisdiction Mapping Page to map localities to minimum wage jurisdiction.

View <US State> Jurisdictions Page

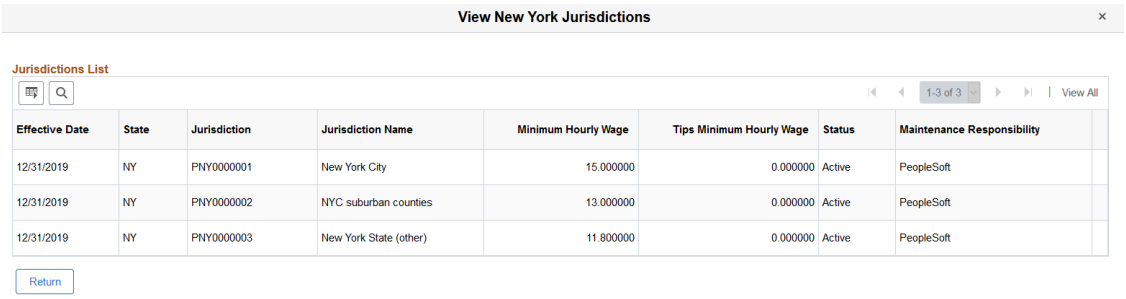
Use the View <US State> Jurisdictions page (PY_JUR_ALL_SEC) to review minimum wage information entered for jurisdictions of the specified state.

Navigation:

Click the **View <US State> Jurisdictions** link on the Minimum Wage Jurisdiction Table page.

This example illustrates the fields and controls on the View <US State> Jurisdictions page.

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View New York Jurisdictions

Jurisdictions List

1-3 of 3 | View All

Effective Date	State	Jurisdiction	Jurisdiction Name	Minimum Hourly Wage	Tips Minimum Hourly Wage	Status	Maintenance Responsibility
12/31/2019	NY	PNY0000001	New York City	15.000000	0.000000	Active	PeopleSoft
12/31/2019	NY	PNY0000002	NYC suburban counties	13.000000	0.000000	Active	PeopleSoft
12/31/2019	NY	PNY0000003	New York State (other)	11.800000	0.000000	Active	PeopleSoft

Return

Review a list of minimum wage data for jurisdictions of the specified state (both current and future-dated rows). You can download the information to an Excel file if needed.

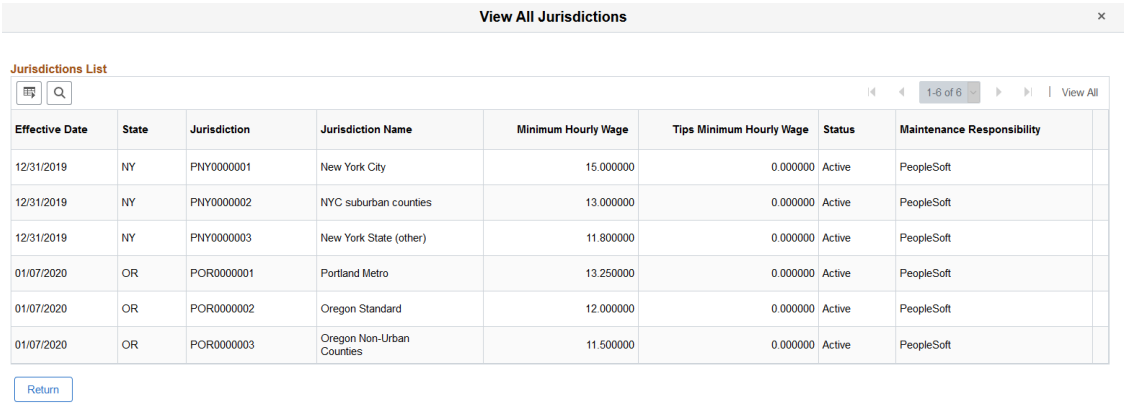
View All Jurisdictions Page

Use the View All Jurisdictions page (PY_JUR_ALL_SEC) to review minimum wage information entered for all jurisdictions.

Navigation:

Click the **View All Jurisdictions** link on the Minimum Wage Jurisdiction Table page.

This example illustrates the fields and controls on the View All Jurisdictions page.


View All Jurisdictions

Jurisdictions List

1-6 of 6 | View All

Effective Date	State	Jurisdiction	Jurisdiction Name	Minimum Hourly Wage	Tips Minimum Hourly Wage	Status	Maintenance Responsibility
12/31/2019	NY	PNY0000001	New York City	15.000000	0.000000	Active	PeopleSoft
12/31/2019	NY	PNY0000002	NYC suburban counties	13.000000	0.000000	Active	PeopleSoft
12/31/2019	NY	PNY0000003	New York State (other)	11.800000	0.000000	Active	PeopleSoft
01/07/2020	OR	POR0000001	Portland Metro	13.250000	0.000000	Active	PeopleSoft
01/07/2020	OR	POR0000002	Oregon Standard	12.000000	0.000000	Active	PeopleSoft
01/07/2020	OR	POR0000003	Oregon Non-Urban Counties	11.500000	0.000000	Active	PeopleSoft

Return

Review a list of minimum wage data for all jurisdictions in the system (both current and future-dated rows). You can download the information to an Excel file if needed.

Location/Jurisdiction Mapping Page

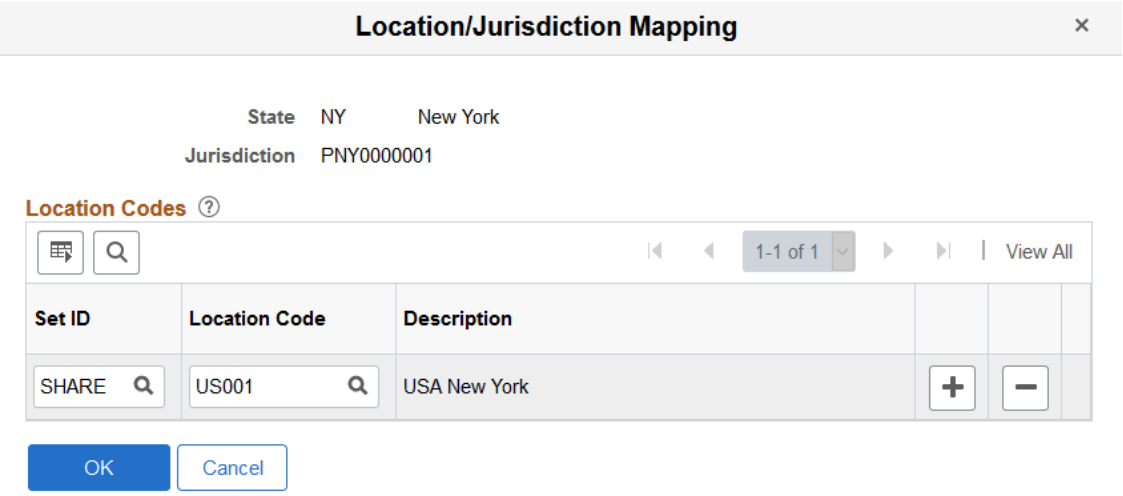
Use the Location/Jurisdiction Mapping page (PY_JUR_LOCN_SEC) to map locations to jurisdiction minimum wage information.

Navigation:

Click the **Location/Jurisdiction Mapping** link on the Minimum Wage Jurisdiction Table page.

This example illustrates the fields and controls on the Location/Jurisdiction Mapping page.

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Field or Control	Description
Location Code	A location code can be mapped to one jurisdiction code only. You can map one or more location codes to the same jurisdiction code. If the system cannot identify the employee's jurisdiction using the jurisdiction minimum wage setup of the employee or the locality jurisdiction mapping on the Locality/Jurisdiction Mapping Page, it uses the employee's job location to find the associated jurisdiction in this mapping to be defaulted on the employee's payline.

Locality/Jurisdiction Mapping Page

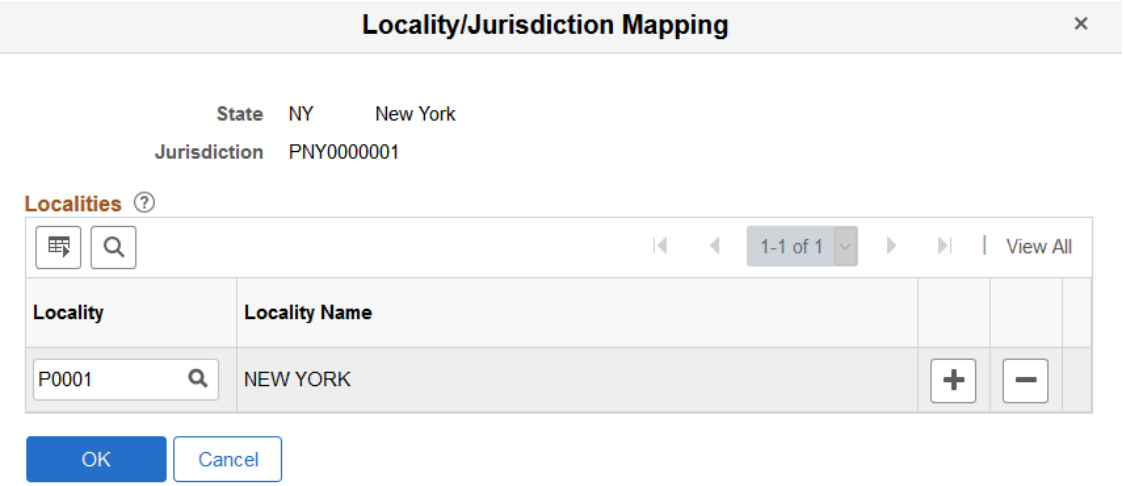
Use the Locality/Jurisdiction Mapping page (PY_JUR_LOC_SEC) to map localities to jurisdiction minimum wage information.

Navigation:

Click the **Locality/Jurisdiction Mapping** link on the Minimum Wage Jurisdiction Table page.

This example illustrates the fields and controls on the Locality/Jurisdiction Mapping page.

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Field or Control	Description
Locality	A locality code can be mapped to one jurisdiction code only. You can map one or more locality codes to the same jurisdiction code. If a locality is present on the employee's payline, and the system cannot identify the employee's jurisdiction using the jurisdiction minimum wage setup of the employee, it finds the associated jurisdiction of the locality in this mapping to be defaulted on the payline.

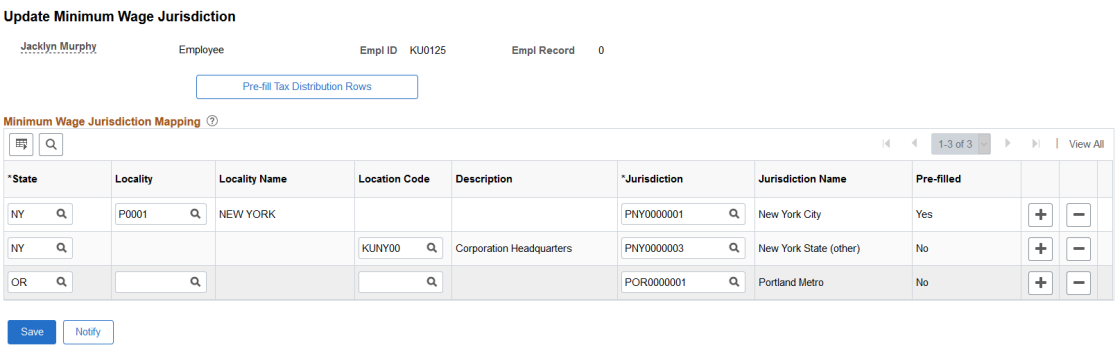
Update Minimum Wage Jurisdiction Page

Use the Update Minimum Wage Jurisdiction page (PY_JUR_MW_EMPDATA) to map employees to jurisdictions using localities, locations, and state.

Navigation:

Payroll for North America, and then **Employee Pay Data USA**, and then **Update Min Wage Jurisdiction**, and then **Update Minimum Wage Jurisdiction**

This example illustrates the fields and controls on the Update Minimum Wage Jurisdiction page.



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Use this page to map a default jurisdiction to a state and locality combination, a state and location combination, or a state for the employee.

> **Note**
>
> It is the customer's responsibility to maintain the data on the Update Minimum Wage Jurisdiction page. The system does not update this page automatically based on Job Data Location, Tax Location or employee tax data changes.

Field or Control	Description
Pre-fill Tax Distribution Rows	Click this button to prepopulate current tax distribution rows for the employee. The system removes all prefilled rows in the grid, and populates it with current rows from tax distribution again. It populates only rows for states that are set up to support minimum wage for jurisdictions. Future-dated information from the Tax Distribution table is not included. Each added row displays the state or state and locality, which are editable. The Pre-filled field is set to *Yes* and it is read-only.
State	Specify the US state for the jurisdiction mapping. Only states with minimum wage setup for jurisdictions are available for selection.
Locality or **Location Code**	Specify a locality or a location code for the jurisdiction mapping. The system filters the list of available localities by the specified state, and the list of available location codes by the setID that is associated with the employee in job data.
Jurisdiction	Specify a jurisdiction for the specified state and locality, state and location, or state for the employee. The system filters the list of available jurisdictions by the specified state.

Related Topics

- Update Tax Distribution Page
  (USA, USF) Use the Update Tax Distribution page (TAX_DISTRIBUTION) to enter the employees work state or localities percentages for US employees.
- Viewing and Updating Paysheets and Paylines

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14

(USF) Setting Up Additional U.S. Federal Payroll Functionality

Establishing Pay Plans

Pages Used to Establish Pay Plans

Page Name	Definition Name	Usage
Pay Plan Page	GVT_PAYPLAN_TBL	(USF) Enter a pay plan ID to become a setID selection for the Salary Plan table. Specify classification authority and eligibility.
Pay Plan Process Control Page	GVT_PAYPLAN_TBL2	(USF) Establish pay caps and limits, exempt overtime rates, and conversion factors for pay plans.
Pay Limit Reducible Earnings Page	GVT_EARN_RE_USF	(USF) Specify earnings codes of all earnings that are eligible for reduction if employee's earnings exceed pay cap/limit amounts. See Administering Pay Caps and Limits
Pay Limit Payout Page	GVT_EARN_PO_USF	(USF) Assign a Payout Earnings Codes to each Pay Limit Earnings Code within a pay plan to facilitate the payout of earnings during the first pay period of a calendar year, and for termination payouts. See Administering Pay Caps and Limits

Related Topics

- Administering Pay Caps and Limits

Understanding Pay Plans

Pay plans establish classification authorities and eligibility for automatic, within-grade increases (WGIs), premium pay, law enforcement officer (LEO) pay, and so on. Each pay plan also specifies a set of pay limits, exempt overtime rates, and conversion factors. In the Salary Plan table in PeopleSoft HR, you can associate a pay plan with each salary plan. The IDs that you assign to pay plans become setIDs that link salary plans with pay plans that you define here.

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Understanding Pay Plan Configuration for Pay Caps and Limits

The following table is an example of how to configure the Pay Plan Process Control page to process the Office of Personnel Management (OPM) GS maximum pay plan limits:

Limit Type	Seq	Earnings Process Type	LEO	Locality (LOC)	Pay Plan	Grade	Step	Mult Fact
General Schedule	1	Basic Pay			EX	0000	V	100
General Schedule plus LOC	2	Basic Pay		X	EX	0000	IV	100
General Schedule plus LEO	3	Basic Pay	X	X	EX	0000	IV	100
Overtime plus LOC	4	Overtime		X	GS	10	1	100
Overtime plus LEO	5	Overtime	X	X	GS	10	1	100
Premium Pay	6	Pay Limit		X	GS	15	10	100
Premium Pay	7	Pay Limit	X	X	GS	15	1	100
Overtime plus LEO (150% of GS Rate Step 1)	8	Pay Limit	X	X	GS	15	1	150
Overtime plus LEO (Level 5 of Executive Schedule)	9	Pay Limit	X	X	EX	0000	V	100
Annual	10	TotAnnual		X	EX	0000	I	100
General Schedule	11	Danger Pay			EX	0000	V	35
General Schedule plus LOC	12	Danger Pay		X	EX	0000	IV	35
General Schedule plus LEO	13	Danger Pay	X	X	EX	0000	IV	35

Pay Plan Page

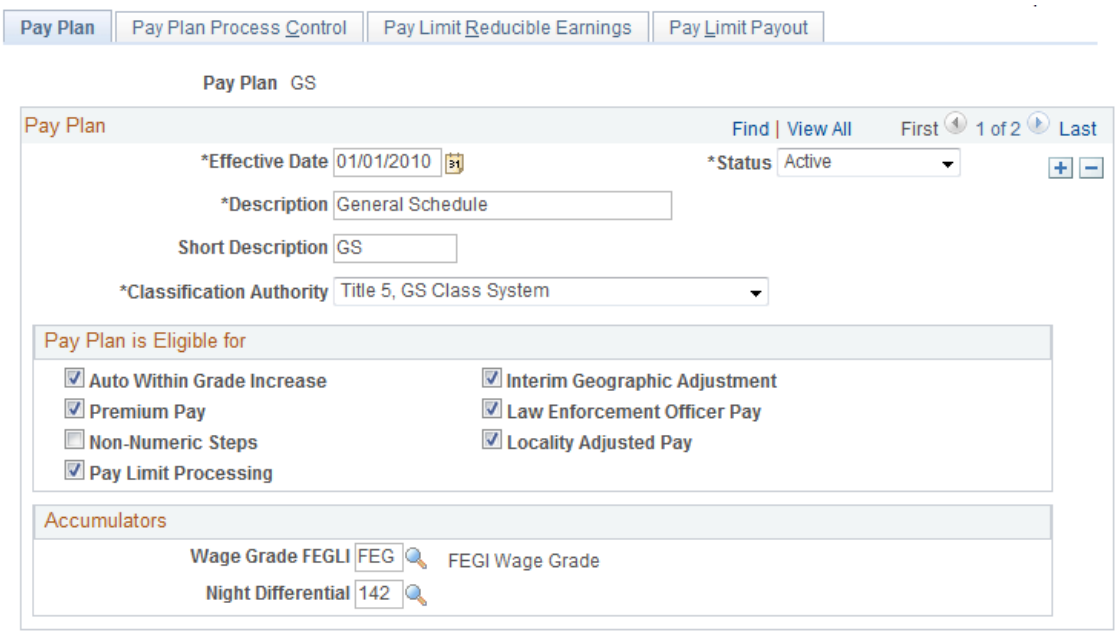
(USF) Use the Pay Plan page (GVT_PAYPLAN_TBL) to enter a pay plan ID to become a setID selection for the Salary Plan table. Specify classification authority and eligibility.

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Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Compensation and Earnings**, and then **Pay Plan Table USF**, and then **Pay Plan**

This example illustrates the fields and controls on the Pay Plan page.



Pay Plan

Field or Control	Description
Classification Authority	Select the pay plan's classification authority from the Translate table: *Equivalent to GS Class System; Equivalent to Title 5 FWS; Title 38, United States Code; Title 5, GS Class System; Title 5, Other;* and *Title 5, Prevailing Rate Sys.*

Pay Plan is Eligible for

Field or Control	Description
Pay Limit Processing	When selected, the system caps employee base pay at the base pay limit for the plan. For existing pay plans, the system selects the check box by default. If you are adding a new pay plan, you must select the check box to enable pay limit processing for that plan.

Accumulators

Field or Control	Description
Wage Grade FEGLI (Wage Grade Federal Employee Group Life Insurance)	Select the special accumulator that is used to accumulate FEGLI.

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Field or Control	Description
Night Differential	Select the special accumulator to associate with night differential pay for the group of employees in this pay plan. This field is information only. The system does not process it.

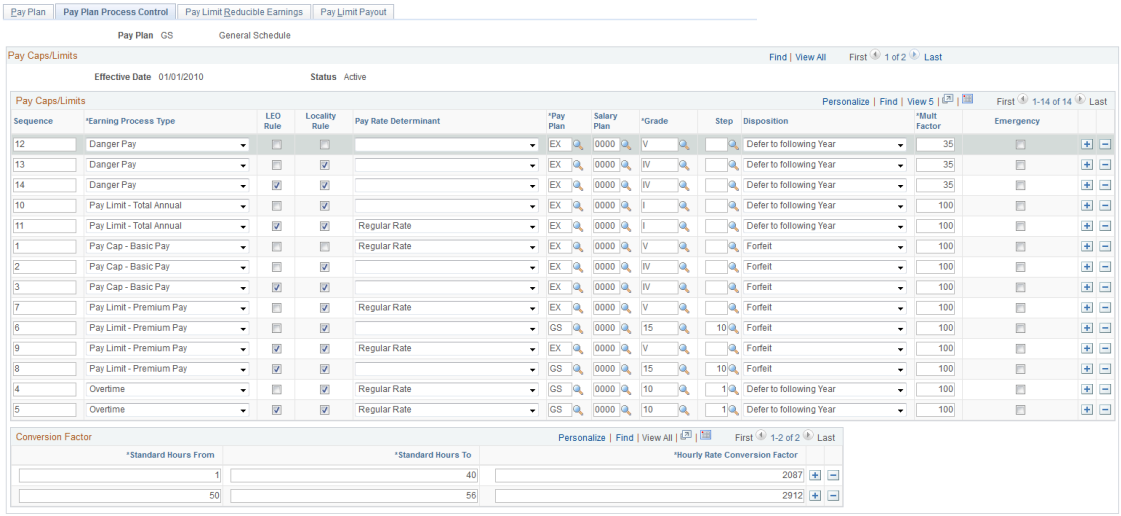
Pay Plan Process Control Page

(USF) Use the Pay Plan Process Control page (GVT_PAYPLAN_TBL2) to establish pay caps and limits, exempt overtime rates, and conversion factors for pay plans.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Compensation and Earnings**, and then **Pay Plan Table USF**, and then **Pay Plan Process Control**

This example illustrates the fields and controls on the Pay Plan Process Control page.



Pay Caps/Limits

Each row represents an individual pay rule.

Field or Control	Description
Sequence	Defines the processing order of caps or limits. Each row must have a unique sequence number. If an employee qualifies for two scenarios, the system applies the cap or limit with the lower sequence number. However, the Overtime Cap calculation is done before any other caps and limits are calculated.

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Field or Control	Description
Earning Process Type	Each Earning Process Type row represents an individual pay rule. If there are two limits, create two rows with the same Earnings Process Type and LEO / LOC Rule. Select the type of pay caps or limits that apply to this pay plan. *Danger Pay:* Earnings are capped to a defined percentage of Basic Pay per period. *Overtime:* Base pay plus overtime is subject to a pay period limit. Overtime hourly rate is subject to an hourly rate limit. *Pay Cap - Basic Pay:* The sum of base pay, law enforcement officer pay, and locality pay is subject to a defined limit. *Pay Limit - Premium Pay:* Earnings are subject to a pay period limit. *Pay Limit -Total Annual:* Total annual earnings are subject to an annual pay limit. **Note:** To learn more about pay caps and limits, and about each earning process type, see Understanding Pay Caps and Limits.
LEO Rule (law enforcement officer rule)	Select if the cap or limit applies to employees who receive Law Enforcement Officer (LEO) pay. **Note:** The system applies pay cap and limit rules defined for LEO employees only if the employee's LEO Status from the job record is either *Primary FEPCA* or *Secondary FEPCA*.
Locality Rule (locality rule)	Select if the pay cap or limit applies to employees who receive Locality pay.
Pay Rate Determinant	Select the pay rate determinant to which the pay cap or limit applies. Values are defined in Title 5 of the U. S. Code and Code of Federal Regulations.
Pay Plan, Salary Plan, Grade, and **Step**	The pay plan, salary plan, grade, and step that determines the maximum limit of the cap or limit. The **Step** field value cannot exceed two characters, except for the EX pay plan.
Disposition	Select the action to use when the employee's compensation exceeds a limit: *Defer to Following Year* to the first pay period of the next calendar year or *Forfeit*. To pay out deferred earnings, select *Defer to following Year*. The deferred earning will be paid out on the first pay period of the next calendar year. The system determines the pay period and year by the settings in the pay calendar.
Mult. Factor (multiplication factor)	This factor is used for all caps or limits except overtime. The overtime earnings code multiplication factor is used for overtime.

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Field or Control	Description
Emergency	If an emergency has been declared for the pay period, select this check box for all *Pay Limit - Premium Pay* earning process types. To change a pay limit to the emergency limit, select the **Emergency** check box. You may make this change at any time. To remove the emergency limit, deselect the **Emergency** check box. **Note:** You must manually select the Emergency check box for each Pay Limit - Premium Pay process type row. If you select the Emergency check box for one Pay Limit - Premium Pay process type row, you must select it for all Pay Limit - Premium Pay process type rows. With the **Emergency** check boxes selected, the system applies the annual limit instead of the premium pay limit for the pay period.

Conversion Factor

Field or Control	Description
Hourly Rate Conversion Factor (hourly rate conversion factor)	Enter the conversion factor to use for converting standard hours to the hourly rate.

Defining Earnings Accrual Classes

To set up earnings accrual classes, use the Earnings Accruals USF (GVT_ERN_ACR_CLASS) component.

Pages Used to Define Earnings Accrual Classes

Page Name	Definition Name	Usage
Earnings Accruals USF - Class page	GVT_ERN_ACR_CLASS	Define accrual class properties and key features, including the rules for calculating leave based on time in service and frequency of accrual.
Ceiling/Carryover Page	GVT_ERN_ACR_CLASS2	Establish rules for applying ceilings and carryover limits to earnings accrual classes.
Expiration/Termination Page	GVT_ERN_ACR_CLASS3	Apply expiration and termination rules to earnings accrual classes.
Rates/Bonus Page	GVT_ERN_ACR_CLASS4	Create a schedule for granting leave based on length of service. Establish the hours, months, years, or pay periods that members of the accrual class must work to receive a specified amount of leave.

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Page Name	Definition Name	Usage
Earnings Accruals USF - Balance Page	GVT_ERN_ACR_CLASS5	Select the earnings codes that add to, or subtract from, leave balances for the class, and specify how the hours that are associated with these earnings codes affect various balances that track and store leave time (such as hours taken, hours earned, and service hours).
Cascading Page	GVT_ERN_ACR_CLASS6	Define the sequence and the accrual classes to which each earnings accrual class cascades.

Related Topics

- Managing Leave Accrual

Understanding Earnings Accrual Classes

Payroll for North America provides streamlined processing and reporting of all U.S. federal government leave accrual, usage, transfer, and adjustment activity that affects an employee's leave balances. The system uses accrual classes to track the expiration dates of accrued leave line items, applying leave usage to the oldest line items first and disposing of expired leave balances by the method that you specify for the class. The system supports all leave plans and transfer programs that are currently authorized for federal agencies.

Before you begin defining accrual classes:

- Decide how to convert the processing rules, earnings limits, and other criteria governing leave at your agency into earnings accrual classes.

  You might want many accrual classes or just a few, depending on how you define the parameters for different leave types, such as annual leave, sick leave, and compensatory time.

  For example, you can create a rule limiting certain employees to no more than 240 hours of annual leave, and a rule that allows another group of employees to earn up to 360 hours of leave. Each of these rules requires a different accrual class.
- Establish a naming convention for accrual classes so that you can designate and quickly identify different classes for sick leave, compensatory time, military leave, and so on.
- Become familiar with the relationship between earnings codes and accrual classes.

To define accrual classes:

1. Set up and define the earnings codes to associate with each earnings accrual class.
2. Define the parameters of each earnings accrual class in one of the following ways:
   - A set of rules determining the rate at which employees accrue leave based on years of service.
   - A set of rules for applying ceilings, carryover limits, and expiration dates to accrued leave, and for disposing of excess leave when one exceeds these limits.
   - A set of rules to determine how to process, track, and accumulate leave balances.

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Relationship Between Earnings Codes and Accrual Classes

Every type of leave (such as annual leave or shore leave), is represented in the system by one or more earnings codes, as used on paysheets at the employee level. An accrual class enables you to set limits and parameters for leave earnings represented by an earnings code. This includes expiration periods for leave, leave ceilings, and carryover limits.

Earnings codes are central to their associated earnings classes. By themselves, however, earnings codes don't indicate how to handle leave when one reaches a ceiling or expiration, the order in which the system uses leave earnings, and so on. You can link this kind of information to an earnings code only by associating it with an accrual class.

Earnings codes tell the system what to pay employees if you decide to convert leave to pay upon expiration or termination, or when one exceeds ceiling and carryover limits.

Accrual classes indicate how to process and accumulate leave earnings represented by different earnings codes for individual employees in that class. For example, if you define an accrual class for annual leave, you might:

- Define an earnings code for leave hours taken.
- Specify that the system adds this time to the accumulation of service hours that are used to calculate leave accrual rates.

When you define an accrual class for one type of leave, you must specify how earnings codes for other types of leave or work time affect accrual balances for employees in the class. For example, if you define an accrual class for annual leave, you might specify another type of leave taken by your employees (such as sick leave or compensatory time) to add to the accumulation of service hours on which annual leave is based.

Annual Leave Entitlement Calculation

The following table lists the formulas that are used to calculate accrual-specific entitlements. You must select the **Annual Entitlement** check box on the Earnings Accruals USF - Class page for this calculation to occur:

Leave	Accrual Unit	Accrual Frequency	Formula	Time Accrued
Annual Full-Time (FT)	Year	Hours/Pay Period	((remaining pay periods in the year) × accrual rate) + year-to-date accrual balance + last pay period If service is between 3 and 15 years, the formula is: ((remaining pay periods in the year) × accrual rate) + year-to-date accrual balance + last pay period + 4	0–3 years of service: ½ day (4 hours) for each pay period, except based on service. 3–15 years of service: ¾ day (6 hours) for each pay period, except 1¼ days (10 hours) in last pay period. 15+ years of service: 1 day (8 hours) for each pay period.

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Leave	Accrual Unit	Accrual Frequency	Formula	Time Accrued
Annual Part-Time (PT)	Year	Hours/Hour	((remaining pay periods in the year) × accrual rate × standard hours) + year-to-date accrual balance	0–3 years of service: 1 hour for each 20 hours in pay status. 3–15 years of service: 1 hour for each 13 hours in pay status. 15+ years of service: 1 hour for each 10 hours in pay status.
Sick FT	Years	Hours/Pay Period	((remaining pay periods in the year) × accrual rate) + year-to-date accrual balance	½ day (4 hours) for each biweekly pay period.
Sick FT	Years	Hours/Hour	((remaining pay periods in the year) × accrual rate × standard hours) + year-to-date accrual balance	1 hour for each 20 hours in a pay status.

Related Topics

- Application Fundamentals: Creating Pay Calendars and FLSA Calendars

Earnings Accruals USF - Class page

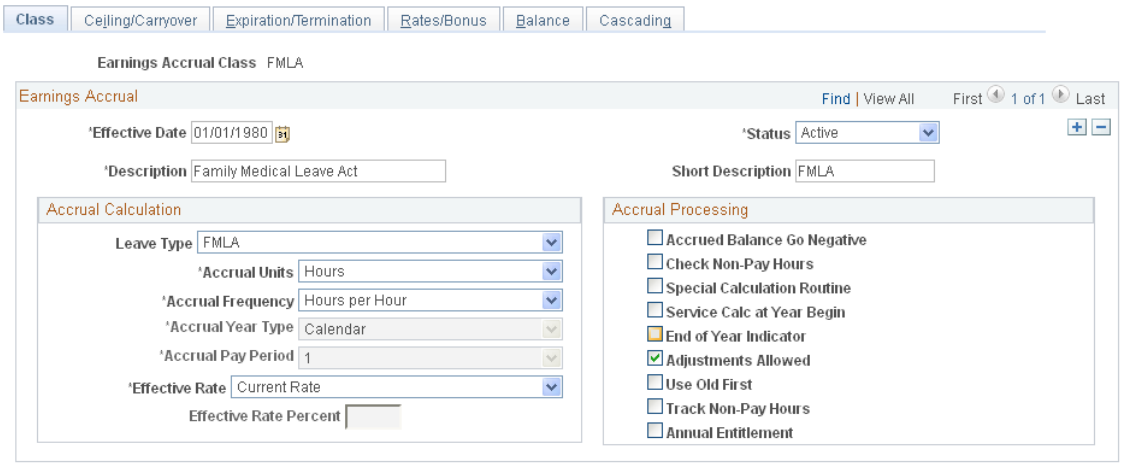
Use the Earnings Accruals USF - Class page (GVT_ERN_ACR_CLASS) to define accrual class properties and key features, including the rules for calculating leave based on time in service and frequency of accrual.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Compensation and Earnings**, and then **Earnings Accruals USF**, and then **Class**

This example illustrates the fields and controls on the Earnings Accruals USF - Class page.

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Accrual Calculation

This information enables the system to record the frequency of accrual and the units of leave time earned by members of the accrual class.

Field or Control	Description
Leave Type	**Note:** Although you can define many different types of leave in the Earnings Accrual Class component, different accrual types require different rules. For example, because compensatory time does not accrue at regular rates based on years of service, you do not use the Earnings Accruals USF - Rates/Bonus page to link compensatory time earnings to service time. However, you do use this page for annual leave, which does vary according to years of service.
Accrual Units	Select the unit of time that the system uses to track, store, and quote the service intervals on which it bases accruals: *Hours, Months,* or *Years.* **Note:** This value becomes the default on the Rates/Bonus page, where you associate accrual rates to time in service.

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Field or Control	Description
Accrual Frequency	Select the rate at which leave is earned and tabulated: *Hrs/Year* (hours/year): When you select this value, the **Accrual Year Type** field becomes available for entry. *Hrs/Hour* (hours/hours): Select this value to have employees earn leave at a rate of hours each hour. *Hrs/Month* (hours/month): When you select this value, the **Accrual Pay Period** field becomes available for entry. *Hours/Pay Pd* (hours/pay period): Select this value to have employees earn leave at a rate of hours in each pay period. *Hrs/Week* (hours/week): Select this value to have employees earn leave at a rate of hours each week. **Note:** This value becomes the default on the Rates/Bonus page.
Accrual Year Type	Select the type of dates to use as the beginning and ending dates of the year: *Calendar:* The calendar year normally begins January 1 and ends December 31. *Fiscal:* The fiscal year normally begins October 1 of a year and ends September 30 of the following year. *Leave:* The leave year normally begins with the first full pay period that begins and ends within the calendar year. However, because the length of the leave year is 26 pay periods, the end date falls within the following year. *Pay:* The pay year normally begins with the first full pay period that begins and ends within the calendar year, and it ends with the last pay period that begins and ends in the year. **Note:** Before using these accrual year types, you must define them in the Pay Calendar table. You can modify the standard definitions as needed.
Accrual Pay Period	Select the pay period in which you want to grant leave earnings. For example, if the month contains multiple pay periods and you decide to distribute earnings after the first week, enter any value from *2* to *5* in the **Accrual Pay Period** field (with *2* indicating week two, *3* indicating week three, and so on). The default is *1* (week one).

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Field or Control	Description
Effective Rate	Select the disposition of excess leave balances: *Current Rate, Rate Earned,* or *Current Rate Percent.* Convert leave to pay using the pay rate in effect when the leave was originally accrued, the current rate of pay at the time of expiration, or a percentage of the current rate. When you select *Current Rate Percent,* the **Effective Rate Percent** field becomes available for entry.
Effective Rate Percent	Enter the percentage to use as the basis of calculations.

Accrual Processing

Use this group box to indicate how to process, calculate, and adjust accruals, and to establish a schedule for disposing of dated leave balances.

Field or Control	Description
Accrued Balance Go Negative	For your information only.
Check Non-Pay Hours	Select to tabulate the number of nonpay hours to determine whether to grant accrual earnings. For example, suppose the standard hours for an employee are 80 hours per pay period. The employee has 70 nonpay hours going into a new pay period and takes an additional 10 hours of nonpaid time. The system adds the total number of nonpay hours (80), determines that this number equals the total of standard hours, and blocks any additional leave accrual for that pay period.
Special Calculation Routine	Not currently used by U.S. federal government customers.
Service Calc at Year Begin (service calculation at year begin)	Select to calculate leave hours according to length of service as of January 1 of the current year. To calculate leave hours according to the length of service as of the leave accrual process date, deselect this check box. The system uses the service date in the employee's Job Data component for this calculation.
End of Year Indicator	Select to expire restored leave at the end of the expiration year (Dec. 31). For example, if you restore an employee's leave on Jan. 15, 1998 and the leave expires in 24 months, the system extends the expiration date beyond the two-year limit to the end of the year in which the leave expires (December 31, 2000). This is for restored leave only.
Adjustments Allowed	Select to adjust leave at the line-item level on the Accrual Ledger page. Otherwise, the **Accrual Adjustment** button is not available.
Use Old First	Select when processing ceilings, carry overs, and expirations. The system reviews historic rows of leave and uses the oldest available leave first.

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Field or Control	Description
Track Non-Pay Hours	Select to track nonpay hours for a WGI. Nonpaid hours will be tracked on the accrual non pay ledger.
Annual Entitlement	Select to activate the annual entitlement calculation. After each pay period, the system calculates the employee's annual accrual entitlement balance along with the next pay period's accrual. This provides the information to determine how many leave hours employees can use before exceeding their full annual accrual entitlement. The number of hours to which an employee is entitled for the remainder of the year appears on the Accrual Summary page. Calculation formulas are provided in the overview. See Understanding Earnings Accrual Classes.

Related Topics

- Application Fundamentals: Creating Pay Calendars and FLSA Calendars

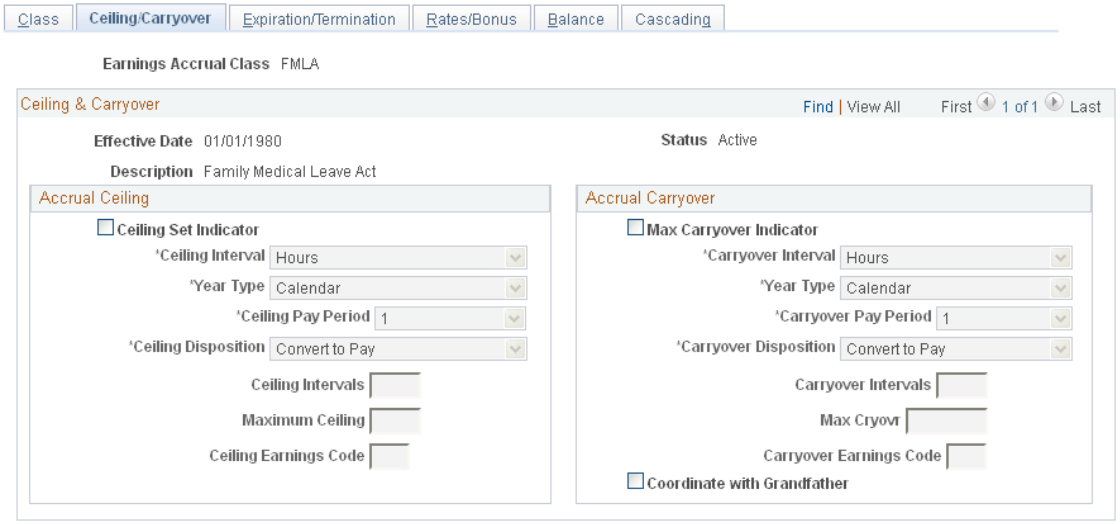
Ceiling/Carryover Page

Use the Ceiling/Carryover page (GVT_ERN_ACR_CLASS2) to establish rules for applying ceilings and carryover limits to earnings accrual classes.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Compensation and Earnings**, and then **Earnings Accruals USF**, and then **Ceiling/ Carryover**

This example illustrates the fields and controls on the Ceiling/Carryover page.



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Accrual Ceiling

Use this group box to place limits on total leave earnings and to specify how to handle excess accruals. Establishing a leave ceiling enables you to limit leave earnings and to trigger various actions when the ceiling has been reached, including the conversion of leave to pay.

Field or Control	Description
Ceiling Set Indicator	Select to activate the fields in the **Accrual Ceiling** group box.
Ceiling Interval	Select the interval with which to measure the maximum amount of leave time that members of an accrual class can accumulate: *Hours*, *Months*, *Pay Period*, or *Years*. When you select *Months*, the **Ceiling Pay Period** field becomes available for entry. When you select *Years*, the **Year Type** field becomes available for entry.
Ceiling Pay Period	Select the week of each month in which you apply the accrual ceiling and determine the disposition of excess leave (*1* represents week one, *2* represents week two, and so on).
Ceiling Disposition	Specify how to handle excess leave accruals: *Allowed to Exceed:* Select to disregard ceilings that are applied at an earlier date. *Convert to Other:* Select to convert excess leave to other types of leave. For example, if you place a ceiling on leave accruals, you can convert excess earnings into another leave type by entering its corresponding earnings code in the **Ceiling Earnings Code** field. However, this value is not supported by an automated process. Configuration is required to implement this feature. *Convert to Pay:* Select to convert excess leave to pay by creating an Additional Pay record, either at the rate earned or at the current rate that is specified on the Earnings Accruals USF - Class page. The system creates a ledger entry to record the reduction of hours and updates the accruals summary. The resulting payment appears as additional pay on the paysheets. When you select this value, the **Ceiling Earnings Code** field becomes available for entry. *Forfeit:* Select to reduce excess accruals and create a ledger entry to record the forfeiture. You immediately lose excess leave. *Use or Lose:* Select to reduce excess accruals and create a ledger entry to record the forfeiture. You immediately lose excess leave.
Ceiling Intervals	Not currently used by U.S. federal government customers.
Maximum Ceiling	Enter the maximum number of hours, months, years, or pay periods of leave time that an employee in the accrual class can accumulate, depending on the unit of measurement that is specified in the **Ceiling Intervals** field.

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Field or Control	Description
Ceiling Earnings Code	Specify how to compensate employees in an accrual class when leave is converted to pay. Define earnings codes in the Earnings tables.

Accrual Carryover

Use this group box to specify the carryover limits and tell the system what operations to perform when one exceeds the limit. Establishing a carryover limit enables you to control the amount of leave employees can carry over from one period to another and to trigger other operations, such as the conversion of excess carryover to pay.

Field or Control	Description
Max Carryover Indicator (maximum carryover indicator)	Select to activate the fields in the **Accrual Carryover** group box.
Carryover Interval	Select the interval with which to measure the amount of leave employees in the accrual class can carry over from one period to another: *Hours*, *Months*, *Pay Period*, or *Years*. When you select *Months*, the **Carryover Pay Period** field becomes available for entry. When you select *Years*, the **Year Type** field becomes available for entry.
Carryover Pay Period	Select the week of each month in which you apply the accrual carryover and determine the disposition of excess leave (*1* represents week one, *2* represents week two, and so on).

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Field or Control	Description
Carryover Disposition	Specify how to handle excess leave accruals: *Allowed to Exceed:* Select to disregard carryover limits that are applied at an earlier date. *Convert to Other:* Select to convert excess leave to other types of leave. For example, if you apply a carryover limit to leave earnings, you can convert excess earnings into another leave type by entering its corresponding earnings code in the **Carryover Earnings Code** field. However, this value is not supported by an automated process. Configuration is required to implement this feature. *Convert to Pay:* Select to convert excess carryover to pay by creating an Additional Pay record, either at the rate earned or at the current rate that is specified on the Earnings Accruals USF - Class page. The system creates a ledger entry to record the reduction of hours and updates the accrual summary. The resulting payment appears as additional pay on the paysheets. When you select this value, the **Carryover Earnings Code** field becomes available for entry. *Forfeit:* Select to reduce excess leave and create a ledger entry to record the forfeiture. You immediately lose excess leave. *Use or Lose:* Select to reduce excess leave and create a ledger entry to record the forfeiture. You immediately lose excess leave.
Carryover Intervals	Not currently used by U.S. federal government customers.
Max Cryovr (maximum carryover)	Enter the maximum number of hours, months, years, or pay periods of leave time that an employee in the accrual class can carry over, depending on the unit of measurement that is specified in the **Carryover Intervals** field.
Carryover Earnings Code	Specify how to compensate employees in an accrual class when converting leave to pay. Define earnings codes in the Earnings tables.

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Field or Control	Description
Coordinate with Grandfather	Select if employees can use *grandfathered* leave earnings that put them above the carryover limit for their accrual class. For example, if an employee moves from an accrual class that carries a higher carryover limit than is permitted for individuals in the current class, the system checks the Enrollment page for the correct carryover limit for this employee. Employees are eligible to receive a personal carryover limit on the Enrollment page that remains in effect until their leave earnings fall within the carryover limit for the rest of their accrual class. So, an employee entering an accruals class with excess leave isn't forced to lose it, and the system coordinates leave usage so that it uses the oldest leave first. **Note:** After you enter the original amount of an employee's grandfathered leave on the Enrollment page, view the grandfathered leave balance on the Accrual Summary page.

Related Topics

- Establishing Earnings Codes
  To set up earnings codes, use the Earnings Table (EARNINGS_TABLE) component.
- Application Fundamentals: Creating Pay Calendars and FLSA Calendars

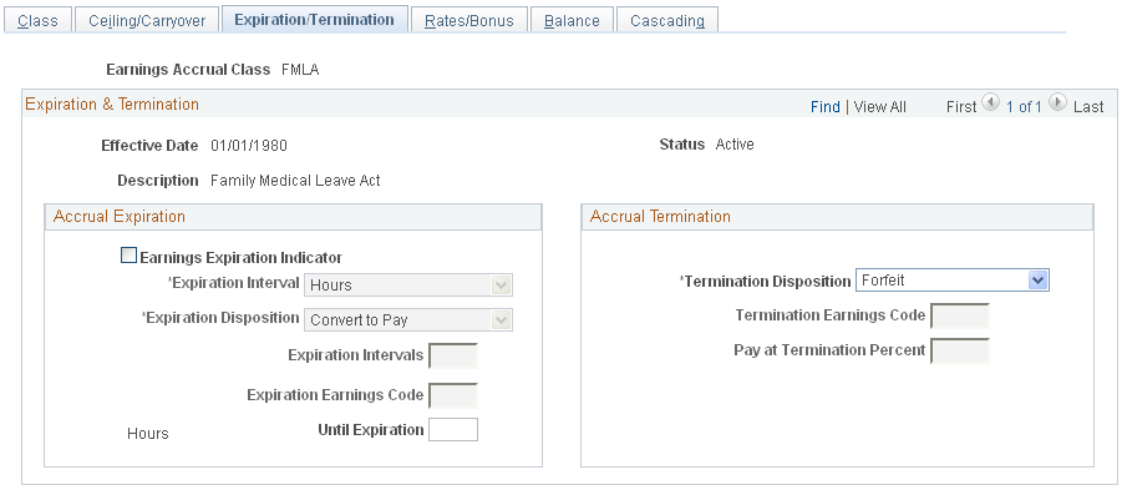
Expiration/Termination Page

Use the Expiration/Termination page (GVT_ERN_ACR_CLASS3) to apply expiration and termination rules to earnings accrual classes.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Compensation and Earnings**, and then **Earnings Accruals USF**, and then **Expiration/ Termination**

This example illustrates the fields and controls on the Expiration/Termination page.



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Accrual Expiration

Use this group box to specify the maximum amount of time that can pass before one must use, forfeit, or convert accrued leave to pay.

Field or Control	Description
Earnings Expiration Indicator	Select to activate the fields in the **Accrual Expiration** group box.
Expiration Interval	Select the interval with which to measure the expiration period. This value is the default unit of measurement for the **Until Expiration** field.
Expiration Disposition	Specify how to handle leave upon expiration: *Convert to Other:* Select to convert expired leave to other types of leave. For example, if you apply an expiration date to leave earnings, you can convert this leave into another leave type by selecting its corresponding earnings code. However, this value is not supported by an automated process. Configuration is required to implement this feature. *Convert to Pay:* Select to convert expired leave to pay by creating an Additional Pay record, either at the rate earned or at the current rate that is specified on the Earnings Accruals USF - Class page. The system creates a ledger entry to record the reduction of hours and updates the accrual summary. The resulting payment appears as additional pay on the paysheets. When you select this value, the **Expiration Earnings Code** field becomes available for entry. *Forfeit:* Select to reduce expired leave and create a ledger entry to record the forfeiture. You immediately lose excess leave.
Expiration Intervals	Not currently used by U.S. federal government customers.
Expiration Earnings Code	Specify how to compensate employees in an accrual class when converting leave to pay. Define earnings codes in the Earnings table.
Until Expiration	Enter the number of hours, months, years, or pay periods until leave expires. The default unit of measurement comes from the **Expiration Interval** field.

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Accrual Termination

Field or Control	Description
Termination Disposition	Specify how to handle leave upon termination: *Convert to Pay:* Select to convert unused leave to pay by creating an Additional Pay record, either at the rate earned or at the current rate that is specified on the Earnings Accruals USF - Class page. The system creates a ledger entry to record the reduction of hours and updates the accrual summary. To complete the payout procedure, you must enter this information in the Final Check Program Table component (TERM_PGM_TBL). *Forfeit:* Select to record forfeited accruals and create a ledger entry to record the termination. You lose any unused leave.
Termination Earnings Code and **Pay at Termination Percent**	Specify the earnings for which employees in an accrual class are eligible when converting accruals to pay. If your policy is to convert leave to pay at a percentage of the rate that is represented by the earnings code, enter the percent in the **Pay at Termination Percent** field.

Related Topics

- Establishing Earnings Codes
  To set up earnings codes, use the Earnings Table (EARNINGS_TABLE) component.

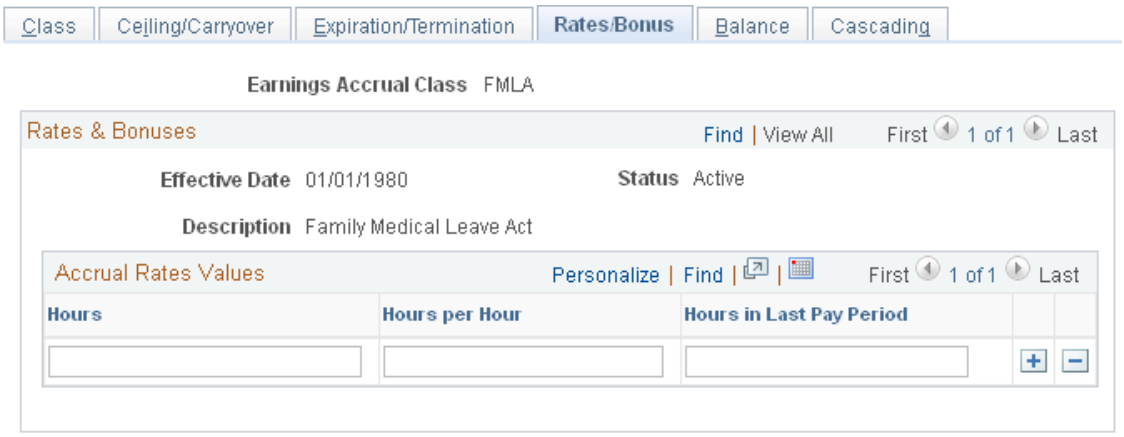
Rates/Bonus Page

Use the Rates/Bonus page (GVT_ERN_ACR_CLASS4) to create a schedule for granting leave based on length of service.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Compensation and Earnings**, and then **Earnings Accruals USF**, and then **Rates/Bonus**

This example illustrates the fields and controls on the Rates/Bonus page.



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Establish the hours, months, years, or pay periods that members of the accrual class must work to receive a specified amount of leave.

Accrual Rates Values

The default time period that is displayed in this group box—in this case hours—comes from the **Accrual Units** field on the Earnings Accruals USF - Class page. For example, if you selected *Hours* as the accrual units on the Earnings Accruals USF - Class page, you measure service time in hours on the Rates/Bonus page.

Field or Control	Description
Hours	Enter the length of service. The accrual unit (hours, months, or years) that displays at the top of this column comes from the **Accrual Units** field on the Earnings Accruals USF - Class page.
Hours per Hour	Enter the number of hours that accrue per month, year, or pay period. The accrual rate (hours per month, hours per pay period, hours per year, or hours per hour) that displays at the top of this column comes from the **Accrual Frequency** field on the Earnings Accruals USF - Class page.
Hours in Last Pay Period	Specify a fixed number of leave hours to distribute in the last pay period of the year, independent of the amount that you grant automatically to members of the accrual class.

Earnings Accruals USF - Balance Page

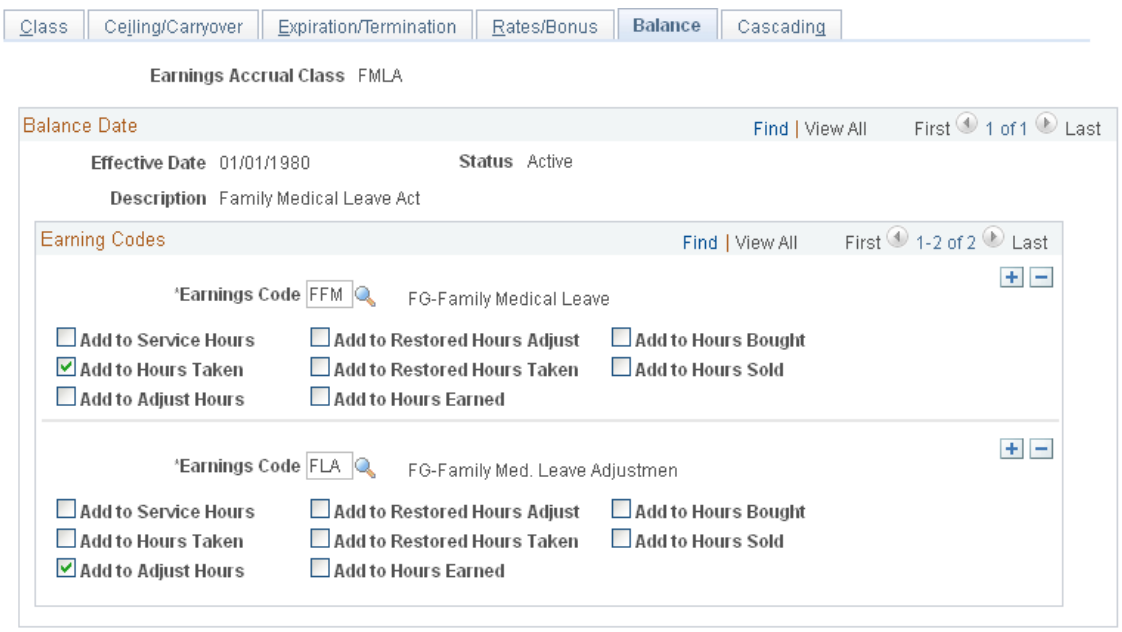
Use the Earnings Accruals USF - Balance page (GVT_ERN_ACR_CLASS5) to select the earnings codes that add to, or subtract from, leave balances for the class, and specify how the hours that are associated with these earnings codes affect various balances that track and store leave time (such as hours taken, hours earned, and service hours).

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Compensation and Earnings**, and then **Earnings Accruals USF**, and then **Balance**

This example illustrates the fields and controls on the Earnings Accruals USF - Balance page.

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Field or Control	Description
Earnings Code	Select an earnings code for which you want to keep a leave balance.
Add to Service Hours	Select to add to the accumulation of service hours on which accrual rates are based. To view the total service hours for an employee in the accrual class, use the Accrual Summary page. To adjust service hours for an employee, use the Accrual Ledger page.
Add to Hours Taken	Select to add to the accumulation of hours taken. To view the total hours taken for an employee in the accrual class, use the Accrual Summary page. To adjust service hours for an employee, use the Accrual Ledger page.
Add to Adjust Hours	Select to specify the capability to adjust accrual balances by addition or subtraction, though you don't actually make the adjustment here. When you enter adjustment data using paysheets, the system accepts positive or negative hours. To view the total hours adjusted year-to-date, use the Accrual Summary page. **Note:** You cannot enter or alter adjusted hours directly through the Accrual Ledger page; they become part of the Leave Accruals Processing COBOL SQL process (FGPACCRL) through paysheets.

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Field or Control	Description
Add to Restored Hours Adjust	Select to add to the balance of adjusted restored hours. To view the balance of adjusted restored hours, use the Restored Hours page. **Note:** You cannot enter or alter restored hours directly through the Restored Hours page; they become part of the Leave Accruals Processing process through paysheets. You can change only the expiration date of restored leave on the Restored Hours page.
Add to Restored Hours Taken	Select to add to the balance of restored hours taken. To view the balance of restored hours taken, use the Restored Hours page.
Add to Hours Earned	Select to add leave to the accumulation of hours earned. To view the total of hours earned, use the Accrual Summary page. To adjust hours earned for an employee, use the Accrual Ledger page.
Add to Hours Bought	Not currently used by U.S. federal government customers.
Add to Hours Sold	Not currently used by U.S. federal government customers.

> **Note**
>
> Many of these check boxes are replicated in the Earnings Code table. If you use accrual classes to place limits on earnings codes and to specify how to accumulate the hours that are associated with them, use the check boxes on this page, rather than those in the Earnings Code table.

Example 1

Each check box on the Earnings Accruals USF - Balance page represents a balance to which you can add for:

- Tracking earnings.
- Recording leave hours taken, time in service, and so on.

This enables you to specify:

- How the system tracks and processes an earnings code for the accrual type in the accrual class (annual leave, for example).
- How the hours that are associated with that code affect accrual rates and other earnings criteria for employees in this class.

For example, select the **Add to Service Hours** and **Add to Hours Taken** check boxes for the FAL earnings code (a code representing annual leave hours for the ANN360 accrual class). The system adds together the annual leave taken and the accumulation of service hours on which accrual rates are based.

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Example 2

Because earnings codes representing other types of leave or work time also affect leave accruals for employees in the ANN360 accrual class, the leave plan administrator specifies how hours that are associated with these codes affect balances for employees in the class. In the following example, the system combines hours that are associated with the earnings code for religious comp time-off and are added to the service hours on which annual leave rates are based. Hours that are associated with the earnings code for regular earnings have been added to the accumulation of service time.

For example, select the **Add to Service Hours** check box for regular earnings and religious comp time-off. If employees in the ANN360 accrual class receive 0.02 hours of leave time for every hour of regular time that they work (accrual frequency is hours per hour), and the employees work 30 hours of regular time and take 10 hours of religious comp time-off, the system:

- Adds 40 service hours to their leave plans.
- Updates their leave earnings, causing the leave accrual program to accrue 0.8 hours of vacation time.

> **Note**
>
> This example involves proration, because the system calculates the number of leave hours to grant based on the actual number of service hours. Proration occurs only when the accrual frequency is hours per hour. Other accrual frequencies do not involve proration if the employee works fewer than the normal number of service hours. For example, if the accrual frequency is hours per pay period, the employee receives the full accrual for the pay period if the employee is in an active pay status for any number of hours during that pay period.

Related Topics

- Restored Accrual Page
  (USF) Use the Restored Accrual page (GVT_REST_HRS_SEC) to update the expiration dates of restored hours.

Cascading Page

Use the Cascading page (GVT_ERN_ACR_CLASS6) to define the sequence and the accrual classes to which each earnings accrual class cascades.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Compensation and Earnings**, and then **Earnings Accruals USF**, and then **Cascading**

This example illustrates the fields and controls on the Cascading page.

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Field or Control	Description
Cascade Class	Enter the cascading class from which the system draws hours to prevent the earnings accrual class from becoming negative. During leave accrual processing, the system automatically decrements hours from the lowest sequenced cascading class until it exhausts that accrual class. For example, to have employees exhaust annual leave and then exhaust restored leave and sick leave before their annual leave becomes negative, define restored leave and sick leave as cascading classes for the annual leave earnings accrual class.
Accrued Balance Go Negative	Select for the highest sequenced class only. You cannot save this page unless you let the highest sequenced class become negative.

Setting Up Military Deposits

Page Used to Set Up the Military Deposit Interest Rate

Page Name	Definition Name	Usage
Federal Distribution Destinations Page	GVT_DEDUCT1_SEC	Further define the deduction and the interface in which it will be included. See Federal Distribution Destinations Page.
Military Deposit Interest Page	GVT_MIL_INTRST_PNL	Enter military deposit interest rate.

Related Topics

- Crediting Military Service to Civilian Retirement

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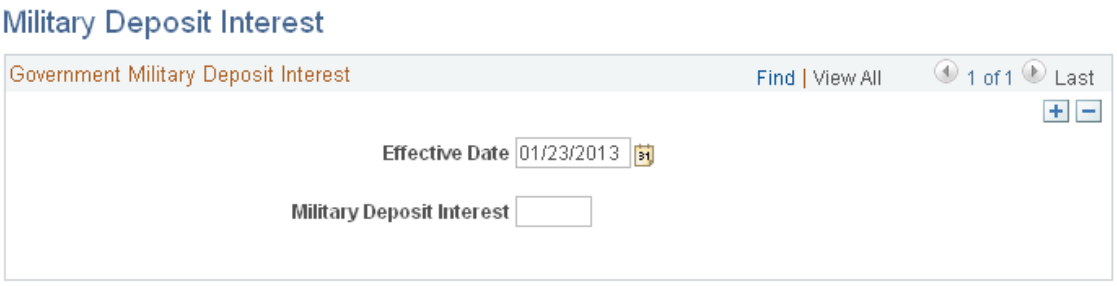
Military Deposit Interest Page

Use the Military Deposit Interest page (GVT_MIL_INTRST_PNL) to enter military deposit interest rate.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Compensation and Earnings**, and then **Military Deposit Interest USF**, and then **Military Deposit Interest**

This example illustrates the fields and controls on the Military Deposit Interest page.



The interest rate on military deposits for post-1956 military service is computed on a calendar year basis, January 1 through December 31. Use this page to record the current interest rate. During the interest calculation process (FGPY020.SQR), the interest rate for the employee's Interest Accrual Date is used.

Field or Control	Description
Military Deposit Interest	Enter the military service deposit interest rate.

Setting Up Retirement Annuity Offsets

This topic provides an overview of retirement annuity offsets, and describes steps for annuitant processing.

Related Topics

- PeopleSoft Human Resources Administer Workforce: Understanding PARs

Common Terms Used in Annuitant Processing

These terms are commonly used in annuitant processing:

Term	Description
Annuitant	Federal retirees re-employed by the U.S. Federal Government, without the loss of their retirement benefits.
Annuity Offset	The difference between the employee's position compensation and actual regular earnings.

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Term	Description
CSRS	Civil Service Retirement System (U.S. Government, Office of Personnel Management)
FEGLI	Federal Employees Group Life Insurance (U.S. Government)
Offset Rate	The employee's position compensation less the employee's annuity.
FERS	Federal Employees Retirement System (U.S. Government, Office of Personnel Management)
OPM	Office of Personnel Management (U.S. Government)
Pre-offset Rate	The annuitant employee position compensation.
RITS	Retirement and Insurance Transfer System (U.S. Government Office of Personnel Management)
SF-52	U.S. Standard Form- 52, Request for Personnel Action (U.S. Government Office of Personnel Management), which reports the Annuitant Indicator code and description in Box 28 .
TSP	Thrift Savings Plan (U.S. Government)

Understanding Retirement Annuity Offsets

An U.S. Federal Government annuitant employee is a government retiree who is re-hired into a federal position and reported on the U.S. form SF-52. In most cases, the annuitant keeps their full retirement annuity, however their new federal salary is reduced by the amount of the annuity.

When an employee receives a retirement annuity from the federal government, any current federal employer must offset the retirement calculation by the annuity amount. This difference must be reported on the RITS (Retirement and Insurance Transfer System) interface.

To ensure that the RITS interface picks up and reports the total annuity amounts, you must properly set up the earnings codes, employee pay data, and pay group table.

The hourly rate of the position is the pre-offset rate. Payroll calculation uses the pre-offset rate to pay premiums and to calculate benefits base rate for premiums/contributions.

> **Note**
>
> The system uses regular earnings at the pre-offset rate only for base benefits calculation. Regular earnings are not paid out at the pre-offset rate.

During payroll calculation, the system calculates and pays regular earnings at the offset rate, and uses the offset rate to pay all forms of regular pay.

You must enter the employee's standard hours and offset rate in Additional Pay. During time entry, you must enter the premium earning codes on Addl Line Nbr 0 (additional line number 0; the line number does not appear) and regular earnings codes on Addl Line Nbr 1 (additional line number 1). When Pay Calculation creates paysheets, the pre-offset rate appears on Addl Line Nbr 0, and the offset rate appears on Addl Line Nbr 1.

The RITS (Retirement and Insurance Transfer System) is used to report retirement, military deposit, life insurance and health benefits premiums and contributions to the Office of Personnel Management (OPM) on a pay period basis. The RITS includes the annuitant offset amount in its reporting to OPM (Office of Personnel Management). The Payroll for North

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America RITS 2812/2812A Interface Summary Report (FGPY001.SQR) includes the annuitant offset amount in the Total Annuity Amount field by retirement plan.

Use the Employed Retired Annuitant component to view the total number of annuitants, new hires, separations and annuity offset for a pay period.

See Viewing Reemployed Annuitant Information.

Setup Steps for Annuitant Processing

These are the setup steps to ensure proper calculation and interfacing of annuity offsets in annuitant processing:

1. Set up the annuity pre-offset earnings code.
2. Set up the annuity offset earnings code.
3. Set up an annuitant pay group.
4. Set up retirement contributions.
5. Set up the Thrift Savings Plan (TSP).
6. Set up the job record.
7. Set up the employee's additional pay.

Setting Up the Annuity Pre-Offset Earnings Code

Annuitant employees are paid using two hourly rates, pre-offset job rate and the offset annuitant rate. Two earning codes are used to create the paysheet with two paylines, one with each hourly rate.

The pre-offset job earnings code is configured to populate the paysheet with the job rate. The paysheet earnings line with the pre-offset rate is used to calculate and pay premium earnings.

An annuity pre-offset earnings code has the following characteristics:

- Does not add to gross pay.
- Is not subject to any taxes.
- Is calculated before the off-set earnings code.
- Adds to retirement and Thrift Savings Plan (TSP).

To set up the annuity pre-offset earnings code:

1. Add the earnings code to the Earnings Table.

   Navigation: **Setup HCM**, and then **Product Related**, and then **Payroll for North America**, and then **Compensation and Earnings**, and then **Earnings Table**
2. On the General page, select the *Either Hours or Amount OK* in the Payment Type group box, and *None* in the Effect on FLSA group box.
3. On the Taxes page, because the code is not used to pay regular earnings, select only the *Maintain Earnings Balances* in the Earnings group box (deselect all other check boxes in that group box), and deselect all check boxes in the U.S. Only group box.
4. On the Calculation page, because the earnings is the first of the two to be calculated, enter an Earnings Calc Sequence that is *lower* than the sequence for the offset earnings codes, and enter a Multiplication Factor of *1.0000*.
5. On the Special Process page, add special accumulator for Retirement and Thrift Savings Plan (TSP) earnings.

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See Establishing Earnings Codes.

Setting Up the Annuity Offset Earnings Code

The offset earnings code populates the paysheet with the offset rate and is used to calculate and pay regular earnings.

An annuity offset earnings code has the following characteristics:

- Does add to gross pay.
- Is subject to taxes.
- Is calculated after the pre-offset earnings code.
- Adds to retirement and Thrift Savings Plan (TSP) special.

To set up the annuity offset earnings code:

1. Add the earnings code to the Earnings Table.

   Navigation: **Setup HCM**, and then **Product Related**, and then **Payroll for North America**, and then **Compensation and Earnings**, and then **Earnings Table**
2. On the General page, select the *Either Hours or Amount OK* in the Payment Type group box, and *None* in the Effect on FLSA group box.
3. On the Taxes page, select the *Add to Gross Pay, Maintain Earnings Balance,* and *Hours Only (Reduce from Regular Pay)* check boxes in the Earnings group box, and select *all* check boxes in the U.S. Only group box.
4. On the Calculation page, enter an Earnings Calc Sequence that is *higher* than the sequence for the offset earnings codes, and enter a Multiplication Factor of *1.0000*.
5. On the Special Process page, add special accumulator for Retirement and Thrift Savings Plan (TSP) earnings.

See Establishing Earnings Codes.

Setting Up an Annuitant Pay Group

To manage the unique features of annuitant employees, create a separate pay group.

An annuitant pay group has the following characteristics:

- Employee type is Exception Hourly.
- The regular earnings code (REG) that is used for employees, is not used for annuitants.

To set up an annuitant pay group:

1. Add the pay group code to the Pay Group Table.

   Navigation: **Setup HCM**, and then **Product Related**, and then **Payroll for North America**, and then **Payroll Processing Controls**, and then **Pay Group Table**
2. On the Definition page, enter a description for the pay group, for example Annuitant Processing Group, and in the Employee Type Default field, enter *Exception Hourly* to create a paysheet with standard hours and the job hourly rate.
3. On the Process Control page, in the Employee Type(s) for Pay Group group box, enter the Employee Type of Excep Hrly (exception hourly) and deselect all check boxes.
4. On the Calc Parameters page, in the Earnings group box, enter the pre-offset earnings code in both the Regular Hours and Regular Earnings fields.

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See *PeopleSoft HCM Application Fundamentals,* Application Fundamentals: Setting Up Pay Groups.

Setting Up Retirement Contributions

Annuitant employees receiving benefits from FERS (Federal Employees Retirement System) must continue to make contributions while employed. Civil Service Retirement System (CSRS) annuitant employees have the option to contribute.

Retirement contributions have the following characteristics:

- Retirement plans use a special accumulator to calculate eligible earnings. Both the pre-offset and offset earning codes add to the retirement special accumulator.
- Annuitant employee withholdings and employer contributions are calculated on pre-offset earnings during payroll and reported on the Retirement and Insurance Transfer System (RITS).

To set up an retirement contributions:

1. Access the Base Benefits, Retirement Plan Table.

   Navigation: **Setup HCM**, and then **Product Related**, and then **Base Benefits**, and then **Plan Attributes**, and then **Retirement Plan Table**
2. On the Retirement Plan Table page, in the Use Special Accumulator Instead of Gross field, enter the special accumulator code that defines earnings eligible for retirement contributions

See *PeopleSoft Human Resources Manage Base Benefits,* PeopleSoft Human Resources Manage Base Benefits: Setting Up Retirement Plans.

Setting Up the Thrift Savings Plan (TSP)

The Thrift Savings Plan (TSP) also uses a special accumulator to calculate eligible earnings.

TSP has the following characteristics:

- Both the pre-offset and offset earning codes add to the special accumulator.
- Annuitant employee withholdings and employer contributions are calculated on pre-offset earnings during payroll and reported on the TSP Interface.

To set up the TSP:

1. Access the Savings Plan Table component.

   Navigation: **Setup HCM**, and then **Product Related**, and then **Base Benefits**, and then **Plan Attributes**, and then **Savings Plan Table**
2. On the Employee Limit on Investments page, in the Use Special Accumulator field, enter the special accumulator that defines earnings eligible for TSP contributions.

See PeopleSoft Human Resources Manage Base Benefits, Setting Up Savings PlansPeopleSoft Human Resources Manage Base Benefits: Employee Limit on Investments Page.

Setting Up the Job Record

An annuitant hire record has the following characteristics:

- The Annuitant Indicator identifies the employee an annuitant.
- The annuitant must be in an annuity pay group.

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- The employee type is Exception Hourly.
- An annual annuity amount must be specified in the Annuity Offset Amount field on the Compensation Data page.
- Expected pay base rates are reduced the annuity offset amount.

To set up the job record for an annuitant:

1. Access the annuitant's job record in the HR Processing USF component (or Add Employment Instance USF component).

   Navigation: **Workforce Administration**, and then **Job Information**, and then **HR Processing USF** (or **Workforce Administration**, and then **Job Information**, and then **Add Employment Instance USF)**
2. On the HR Processing USF, Job Data page, in the Position field, enter the position for which the annuitant was hired.
3. Click the FEGLI/Retirement/FICA link on the HR Processing USF, Job Data page, and then on the FEGLI/Retirement/FICA secondary page do the following: enter the FEGLI code to enroll the employee into FEGLI; enter the appropriate Retirement Plan; and select the appropriate Annuitant Indicator:
   - 1 = Reempl Ann-CS
   - 4 = Ret Off/Reempl Ann-CS
   - 5 = Ret En/Reempl Ann-CS
   - A = Reempl Ann-FE
   - C = Ret Off/Reempl Ann-FE
   - E = Ret Enl/Reempl An-FE
4. On the Position Data page, assign the employee to the annuitant pay group and select the Employee Type of *E* (exception hourly).
5. On the Compensation Data page, enter the Annuity Offset Amount (which cannot be greater than the Base Pay amount).

   > **Note**
   >
   > The Annuity Offset Amount field is available only *after* the annuitant job record has been saved with one of the Annuitant Indicator values: *1, 4, 5, A, C* or *E.*

   The full annual annuity amount is recorded. The Annuity Offset Amount will reduce the Expected Pay Base Pay values. When you click the Expected Pay link, the system may display a message showing the rates that have been changed. When you click OK, the Expected Pay secondary page appears, where you can view details of the annuitant's expected pay. Base Pay amounts reflect the pay after being reduced by the annuity offset amount. The Locality/LEO Adjustment amounts are not reduced. Payroll uses this hourly rate.

See:

- *PeopleSoft Human Resources Administer Workforce, Adding an Employment Instance* PeopleSoft Human Resources Administer Workforce: Add Employment Instance USF - Job Data Page.

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- *PeopleSoft Human Resources Manage Base Benefits, (USF) Enrolling Employees in Benefit Programs and Plans,* PeopleSoft Human Resources Manage Base Benefits: FEGLI/Retirement Data/FICA Page.

Setting Up the Employee's Additional Pay

To set up additional pay, you must identify the offset earnings code and hourly rate to use, and the pay periods to which they apply.

To set up additional pay:

1. Access the Employee Pay Data USF, Create Additional Pay component.

   Navigation: **Payroll for North America**, and then **Employee Pay Data USF**, and then **Create Additional Pay**

2. On the Create Additional Pay page, enter the offset earnings code in the Earnings Code field, enter the full pay period hours in the Hours field, and enter the offset rate in the Hourly Rate field.

   The adjusted base pay, minus the annuity, divided by 2087 hours, equals the offset hourly rate to enter in Additional pay. For example, assume an adjusted base pay, including LEO/LOC, of $51,919.00, and annuity of $20,000. The adjusted base pay of $51,919.00, minus the annuity of $20,000.00, divided by 2087 hours, gives the annuitant an offset hourly rate of $15.29. This is the hourly rate to enter in Additional Pay.

   See, Example: Annuitant Paycheck, *Annuitant Earnings* later in this topic.

3. Also on the Create Additional Pay page, select the OK to Pay check box, and select the check box for all of the pay periods to which additional pay applies in the Applies to Pay Periods group box.

When paysheets are processed, the system creates two paylines, Addl Line Nbr 0 and Addl Line Nbr 1 .

- Addl Line Nbr 0 includes the regular standard hours and hourly rate from the Job Record. The hourly rate is the pre-offset rate and is used to pay premium earnings. All premium earnings must be entered on this earnings line.
- Addl Line Nbr 1 includes the earnings code, hours and hourly rate from the Additional Pay page. The hourly rate Is the offset rate and is used to pay all regular earnings. All types of regular earnings must be entered on this earnings line.

See Defining Additional Pay Earnings.

Example: Annuitant Paycheck

This section describes an annuitant pay example and shows sample paysheet and paycheck information for the annuitant.

Annuitant

Mary is an annuitant. She is hired into a position that pays LEO/LOC (law enforcement officer percentage adjustment and locality pay).

Annuitant Earnings

The following earnings conditions apply to Mary:

- Her base pay is $47,610.00.
- She receives $20,000 annuity annually.

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- Her $47,610.00 base pay, minus her $20,000 annuity offset, divided by 2087, gives her a base pay hourly rate of $13.23.
- Her LEO/LOC adjusted base pay is $51, 919.00, which divided by 2087, gives her a pre-offset hourly rate of $24.88.
- Her $51,919.00 adjusted base pay, minus her $20,000 annuity offset, divided by 2087, gives her an offset hour rate of $15.29.
- Her regular pay is calculated at her offset hourly rate of $15.29.
- She worked 2 hours of overtime (FOV) in the pay period.

Annuitant Paylines

Based on Mary's earnings conditions, the paylines on Mary's paysheet are:

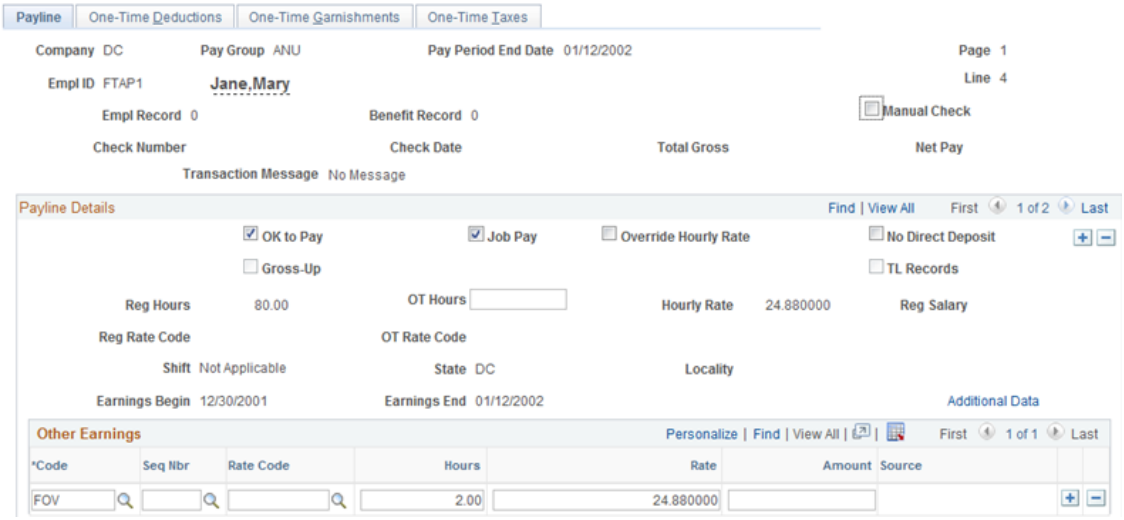
- Addl Line Nbr 0 with 80 standard hours at the pre-offset hourly rate of $24.88, and 2 overtime hours based on the same hourly rate.
- Addl Line Nbr 1 with an offset hourly rate of $15.29, earnings code FAO for 72 hours, and FHL (holiday) for 8 hours.

Payline details appear on the Update Paysheets, By Payline page.

Navigation:

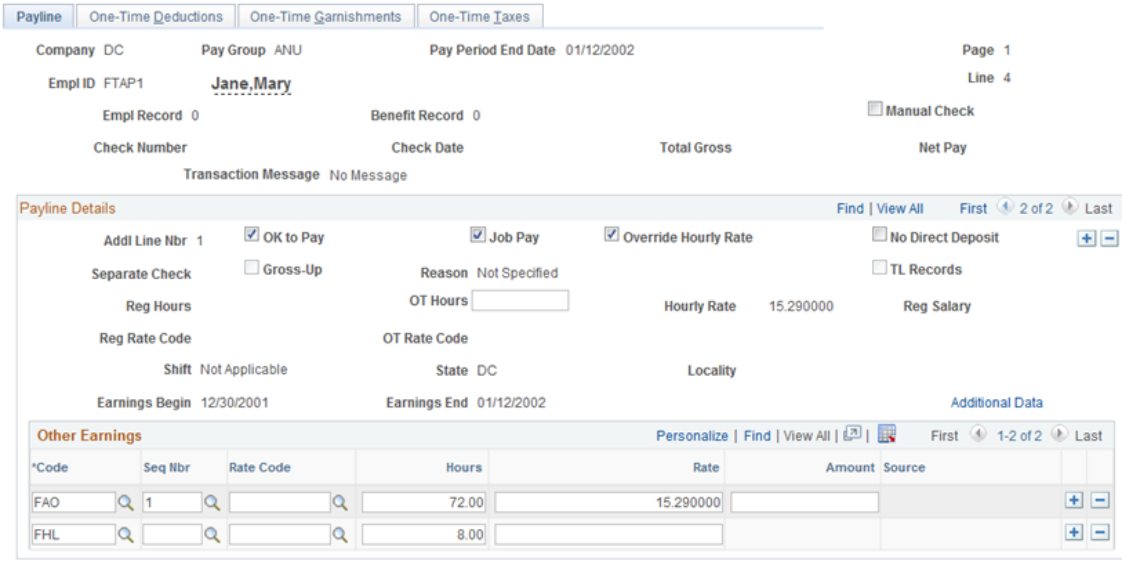
Payroll for North America, and then **Payroll Processing USF**, and then **Update Paysheets**, and then **By Payline**, and then **Payline**

This is an example of a Payline Page, annuitant Addl Line Nbr 0.



This is an example of a Payline Page, annuitant Addl Line Nbr 1.

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Annuitant Paycheck Earnings

The system calculates Mary's paycheck earnings as shown in this table:

Earnings	Hours	Rate	Dollars	Paid
Regular FPR	80	24.88	1990.40	No
Regular FAO	(72)	15.29	1100.88	Yes
Regular FHL	(8)	15.29	122.32	Yes
Total Regular	80	15.29	1,223.20	Yes
Overtime FOV	2		74.64	Yes
GROSS PAY			1297.84	Yes

Paycheck earnings details appear on the Review Paycheck, Paycheck Earnings page.

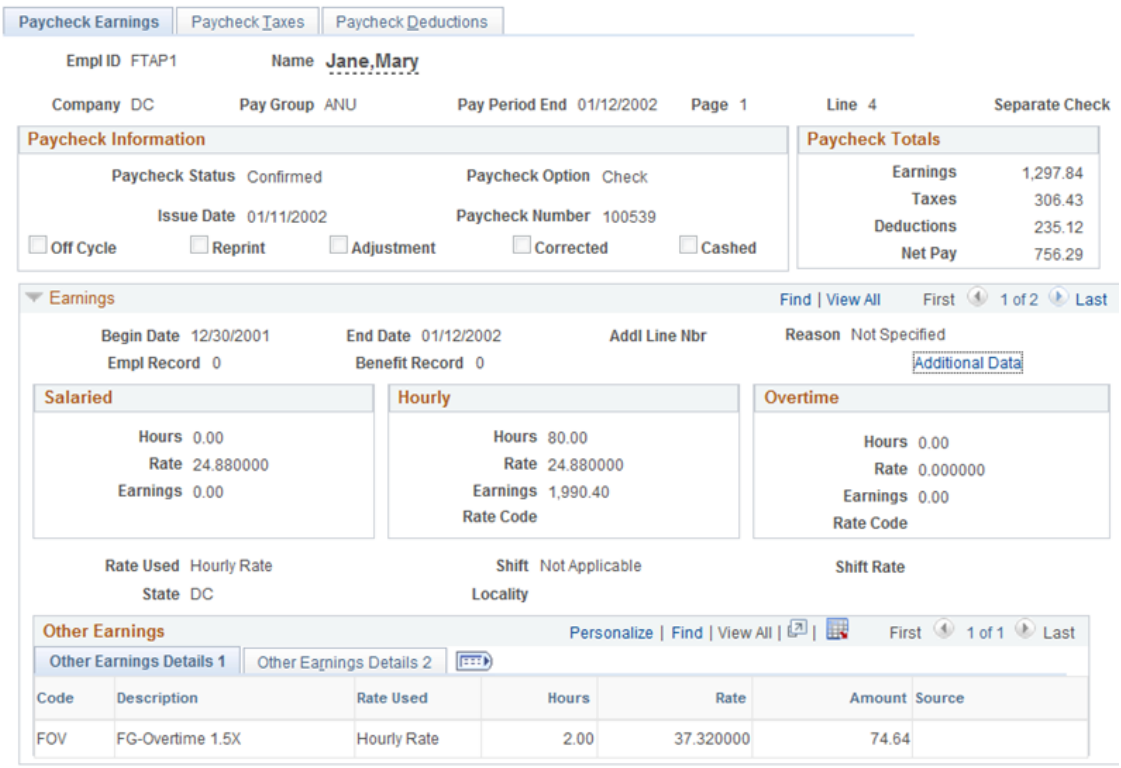
Navigation:

Payroll for North America, and then **Payroll Processing USF**, and then **Produce Payroll**, and then **Review Paycheck**, and then **Paycheck Earnings**

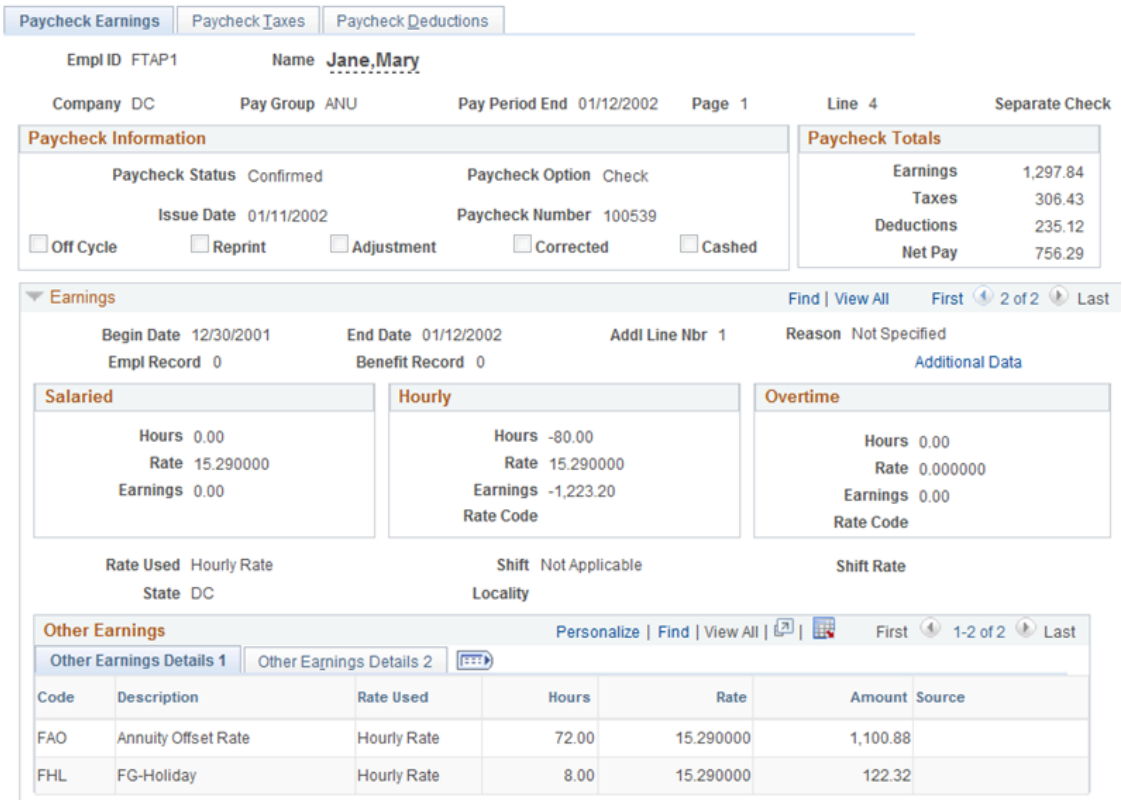
This is an example of a Payline Page, annuitant Addl Line Nbr 0.

> **Note**
>
> For additional line number 0, Addl Line Nbr field in the Earnings group box is blank.

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This is an example of a Payline Page, annuitant Addl Line Nbr 1.



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Annuitant Paycheck Deductions

Mary's premium earnings and her retirement, TSP, and FEGLI contributions are calculated at her full job hourly rate of $24.88. Based on Mary's earnings, her deductions are as follows:

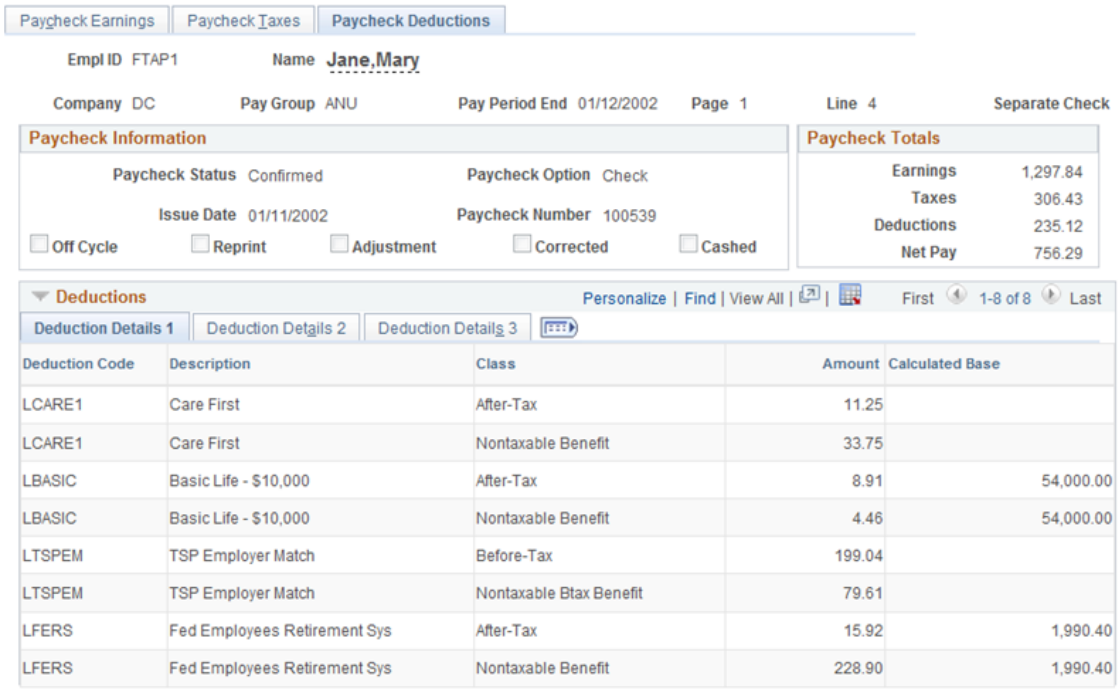
- Her before-tax TSP employer match is $199.04 (based on employee withholding of 10% of the special accumulator pre-offset earnings).
- Her nontaxable TSP employer match is $79.61 (based on employer contribution).
- Her after-tax retirement (FERS) is $15.92 (based on employee withholding of 0.8% of the special accumulator pre-offset earnings).
- Her nontaxable retirement (FERS) is $228.90 (based on employer contribution of 11.5% of the special accumulator pre-offset earnings).
- Her after tax FEGLI is $8.91.
- Her nontaxable FEGLI is $4.46

Paycheck deduction details appear on the Review Paycheck, Paycheck Deductions page.

Navigation:

Payroll for North America, and then **Payroll Processing USF**, and then **Produce Payroll**, and then **Review Paycheck**, and then **Paycheck Deductions**

This is an example of a Paycheck Deductions page, showing annuitant retirement deductions.



Paycheck Earnings | Paycheck Taxes | Paycheck Deductions

Empl ID FTAP1 Name Jane,Mary

Company DC Pay Group ANU Pay Period End 01/12/2002 Page 1 Line 4 Separate Check

Paycheck Information

Paycheck Status Confirmed Paycheck Option Check

Issue Date 01/11/2002 Paycheck Number 100539

Off Cycle | Reprint | Adjustment | Corrected | Cashed

Paycheck Totals

Earnings	1,297.84
Taxes	306.43
Deductions	235.12
Net Pay	756.29

Deductions Personalize | Find | View All | First 1-8 of 8 Last

Deduction Details 1 | Deduction Details 2 | Deduction Details 3

Deduction Code	Description	Class	Amount	Calculated Base
LCARE1	Care First	After-Tax	11.25	
LCARE1	Care First	Nontaxable Benefit	33.75	
LBASIC	Basic Life - $10,000	After-Tax	8.91	54,000.00
LBASIC	Basic Life - $10,000	Nontaxable Benefit	4.46	54,000.00
LTSPEM	TSP Employer Match	Before-Tax	199.04	
LTSPEM	TSP Employer Match	Nontaxable Btax Benefit	79.61	
LFERS	Fed Employees Retirement Sys	After-Tax	15.92	1,990.40
LFERS	Fed Employees Retirement Sys	Nontaxable Benefit	228.90	1,990.40

Setting Up IRR Remarks

To set up IRR remarks, use the IRR Remarks Table USF (GVT_IRR_RK_TBL) component.

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Page Used to Define IRR Remarks

Page Name	Definition Name	Usage
IRR Remarks Table Page (Individual Retirement Record remarks table)	GVT_IRR_RK_TBL	(USF) Create IRR remarks that can be associated with employees' IRRs.

Related Topics

- Understanding the IRR Process
  This topic lists prerequisites and discusses the IRR process.

Understanding IRR Remarks

IRR remarks include text or employee-specific information that you must document in the IRR. After the system creates the IRR control record, you can select remarks for an employee on the IRR Remarks page.

We provide an IRR remark template generator that enables you to define IRR remarks ahead of time. In the IRR Remarks table, create remarks that contain employee-specific and text components. Enter the employee-specific information when attaching the remark to an employee's IRR on the IRR Remarks page. These components comprise a unique IRR remark.

Setting up IRR remarks in the IRR Remarks table dynamically generates a complete remark for an employee on the IRR Remarks page. When employees separate, you can select the remarks for them.

IRR Remarks Table Page

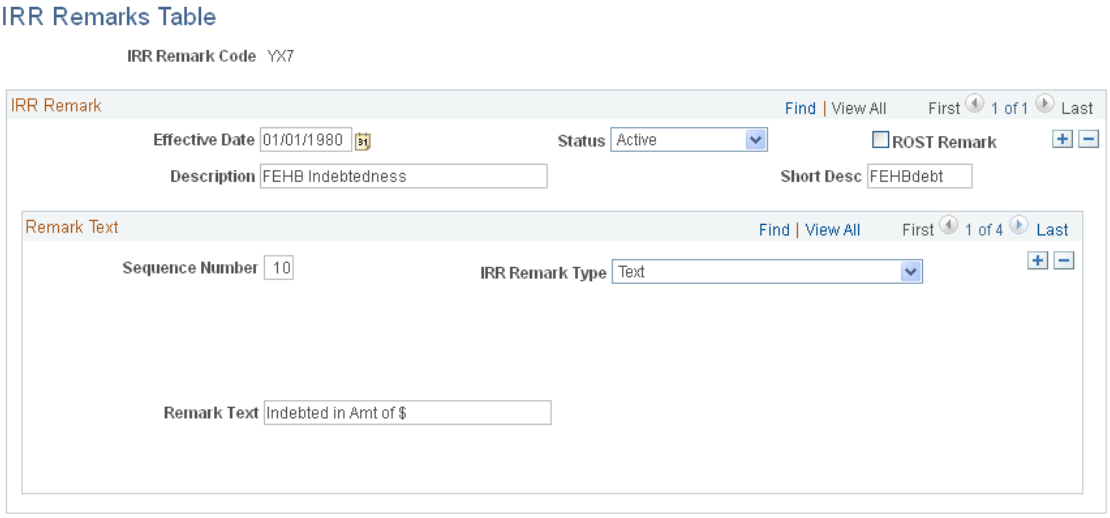
(USF) Use the IRR Remarks Table (Individual Retirement Record remarks table) page (GVT_IRR_RK_TBL) to create IRR remarks that can be associated with employees' IRRs.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Compensation and Earnings**, and then **IRR Remarks Table USF**, and then **IRR Remarks Table**

This example illustrates the fields and controls on the IRR Remarks Table page.

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Remark Text

Field or Control	Description
Sequence Number	Assign the component a sequence number. PeopleSoft recommends that you assign numbers in increments of five to leave room in case you must modify the remark. This saves you from renumbering the sequence of all the components.
IRR Remark Type (Individual Retirement Record remark type)	Select the format for this sequence number: *Emp spec* (employee specific): If you select this value, the **Field Type** and **Remark Label** fields become available for entry. *Text:* If you select this value, the **Remark Text** field becomes available for entry.
Field Type	Select the type of edit that is used in the remark line of an employee's IRR on the IRR Remarks page: *None*, *Date*, *Number*, and *Text*. **Note:** Your operating system (for example, Oracle or DB2/MVS) influences date field values.
Remark Label	Enter a label to identify information in an employee-specific remark type.

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Maintaining Payroll Data

Understanding Payroll Data

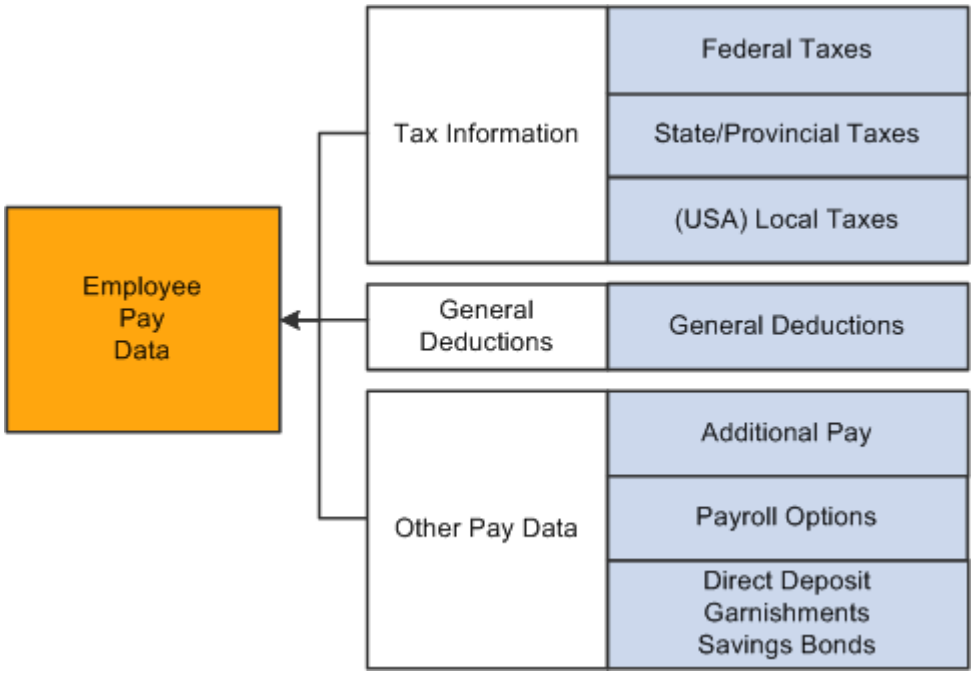
The Employee Pay Data menu contains the Payroll for North America pages that you use to maintain payroll-specific data, such as tax information, additional pay, general deductions, direct deposit, and garnishments information.

These pages work in conjunction with the information that you enter on the Workforce Administration pages and the benefit deduction data maintained in Benefits pages.

In addition to the payroll data information that is required for payroll processing, PeopleSoft also provides optional payroll data pages, where you can maintain and override information concerning check distribution and payroll deductions.

This diagram shows the types of payroll data information that you can maintain for employees, including tax information, general deductions, and other pay data:

This diagram shows the types of payroll data information that you can maintain for employees, including tax information, general deductions, and other pay data.



Searching by National ID

The Employee Pay Data menu also offers the Search Person by National ID page, part of the Administer Workforce business process in PeopleSoft HR. You can search for employees and their dependents/beneficiaries using their national ID.

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(USA) Verifying Social Security Numbers

Payroll for North America provides the SSN Verification (social security number verification report) SQR Report process (TAX109) that you can use to electronically submit employee name and SSN information to the Social Security Administration (SSA) for verification. The SSA verification service is available to all employees and third-party submitters to verify current or former employees for wage reporting (Form W-2) purposes.

You can verify up to 10 names and SSNs per screen online, and receive immediate results. Consider using this method for verifying small numbers of new hires.

You can also upload overnight files of up to 250,000 names and SSNs, and receive results within the next 1–2 government business days. Consider using this method to verify an entire payroll database or if you hire a large number of workers at a time.

> **Note**
>
> You must obtain an Access and Activation Code from the SSA before running the TAX109 process. It's a good idea to submit this file periodically throughout the year to identify and correct SSN errors before beginning year-end processing.

Related Topics

- Tax Reports (TAX)
  The table in this topic lists and describes PeopleSoft Payroll for North America tax reports.

Entering Tax Distribution Information

Pages Used to Enter Tax Distribution Information

Page Name	Definition Name	Usage
Update Tax Distribution Page	TAX_DISTRIBUTION	(USA, USF) Enter the employees work state or localities percentages for US employees. This information will be used in the Create Paysheet Process and create a payline for each state/locality combination.
Update Tax Distribution Page	TAX_DIST_CAN	(CAN) Enter tax distribution information for Canadian employees.
Default Tax Data Report Page	RUNCTL_FRMTHRU_PAY	Run TAX016 (TAX016CN for Canada) to print employee tax and other hire data automatically generated by the system.

Understanding Tax Distribution

Every employee must have at least one Tax Distribution record. It represents the work location(s) for the employee. It is used to calculate the work taxes. The system automatically

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populates the **State**, **Province**, and **Locality** fields from the **Tax Location Code** field on the employee's Job Data record. The state and locality codes come from the Tax Location table.

Creating Employee Tax Distribution Data Automatically

If you select the **Automatic Employee Tax Data** option on the Application Fundamentals: Product Specific Page of the Installation table, Payroll for North America automatically sets up tax distribution records for the employee. It sets up federal, state (multiple, if necessary), provincial, and local (multiple, if necessary) records whenever an employee:

- Is hired through PeopleSoft Human Capital Management (HCM) or the applicant tracking system.
- Transfers to another company.
- Has a job change that requires a new tax location to be entered on Job Data - Payroll page.

You can run the Employees Default Tax Data Report (TAX016), (TAX016CN is the Canadian version) to verify automatically created tax data. This report lists which employees have such default data on their tax records. The report checks records within the date range that you specify.

> **Note**
>
> (USF) The employee's retirement code coverage helps determine which tax data is generated by the system.

Default Tax Information

If the **Automatic Employee Tax Data** check box is selected on the Application Fundamentals: Product Specific Page of the Installation Table component, the system:

- References the employee's home address and tax location from human resources personal data and job data records.
- Enters the data by default in the employee's federal, state, and local tax data.
- Enters a tax status of *S* (single) in the employee's federal tax data record.

  For the state and local tax data records, the default values can be different (such as *N*), depending on the state and local rules.
- Enters a withholding allowance of *0* (for state and local data only).

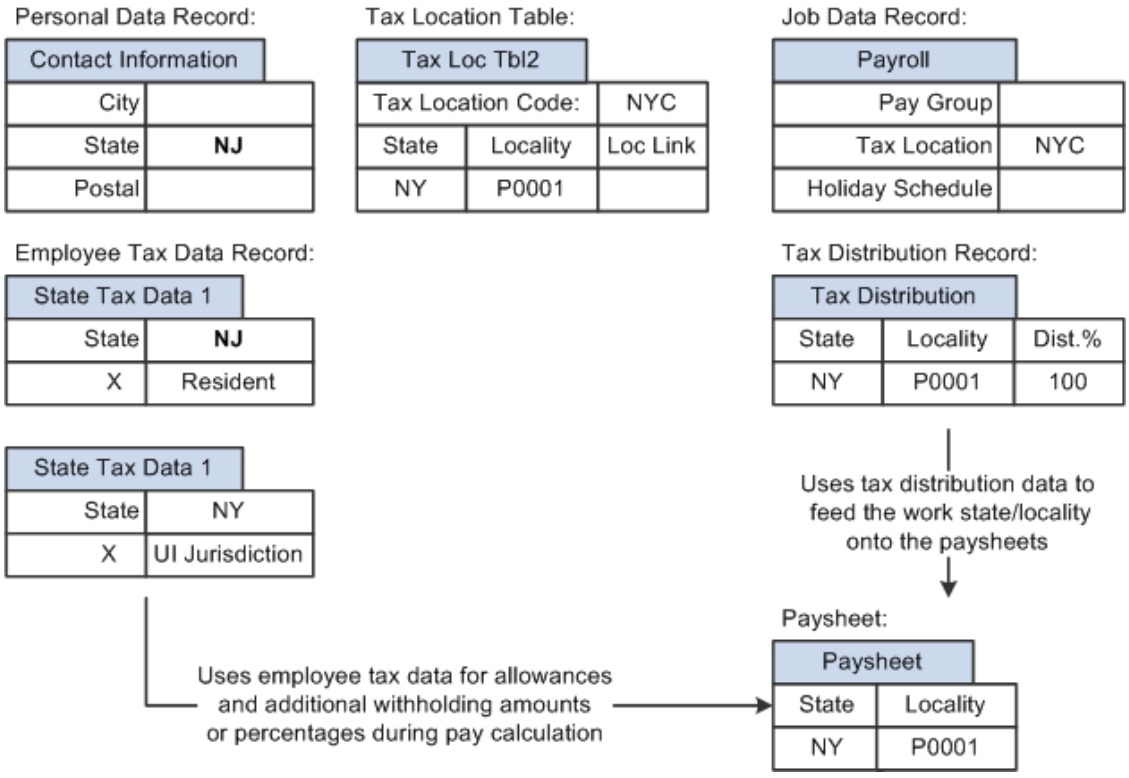
Changes to tax location in job data using Correction mode do not automatically export the new data to the employee's tax distribution record or employee tax data record. Only changes made in Update/Display mode cause these tables to be updated.

If the **Use State Residence for Local** check box is selected on the Application Fundamentals: Product Specific Page, then localities entered on the Tax Location table are indicated as resident locality in employee tax data. However, the system does not select the **Resident** check box automatically on the newly added local tax data row when 1) an employee transfers to a different work location in the same resident state; or, 2) a new employment instance is added for a different work location in the same resident state. Refer to the Understanding Resident Locality in Local Tax Data section for more information.

This diagram illustrates how the system enters tax data from the Personal Data Record, Tax Location Table, Job Data Record, Employee Tax Data Record, and the Tax Distribution Record automatically and how that data is used on paysheets:

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This diagram illustrates how the system enters tax data from the Personal Data Record, Tax Location Table, Job Data Record, Employee Tax Data Record, and the Tax Distribution Record automatically and how that data is used on paysheets:



(USA) State Taxes for Multistate Employees

This is an example of how the system determines state taxes for multistate employees based on the distribution percents that you enter on the Tax Distribution pages.

Employee A is paid weekly and receives 1000 USD per week. The employee works 70 percent of the time in New York and 30 percent in Connecticut.

1. The system annualizes the pay period taxable earnings.

   Employee A earns 1,000 USD for this pay period. Thus, the employee's annual taxable earnings are annualized by multiplying the week's earnings by 52 weeks: 1,000 USD × 52 = 52,000 USD.

2. The system calculates the annual tax for the taxable earnings for each state using the appropriate rate from the state's corresponding tax tables.

   New York Annual Tax Calculation:

   Because Employee A works 70 percent in New York, his annual taxable earnings is 52,000 USD x 70% = 36,400 USD. Assume that New York's tax rate from the tax table is 4.5%. Thus, the New York annual taxes are 4.5% x 36,400 USD = 1,638 USD.

   Connecticut Annual Tax Calculation:

   Because Employee A works 30 percent in Connecticut, his annual taxable earnings is 52,000 USD x 30% = 15,600 USD. Assume that Connecticut's tax rate from the tax table is 6%. Thus, the employee's Connecticut annual taxes are 6% x 15, 600 USD = 936 USD.

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3. The system converts each state's annual tax amounts to weekly amounts and then applies these amounts to each state.

   New York Weekly Tax Calculation:

   1,638 USD ÷ 52 weeks = 31.50 USD per week

   Connecticut Weekly Tax Calculation:

   936 USD ÷ 52 weeks = 18 USD per week

> **Note**
>
> The Create Paysheet COBOL SQL process (PSPPYBLD) uses tax distribution information to set the state and locality by default on the paysheet and to distribute the employee's hours and/or earnings as specified. If this tax distribution data is changed after the paysheet is created, you must manually update the paysheet with the distribution changes.

> **Note**
>
> If you want the earnings in the Other Earnings section of the paysheet to be distributed according to the tax distribution, you must set up and add the earnings as additional pay (either manually or through an interface) before paysheet creation. If you add the earnings directly to the payline, the system does not apply tax distribution.

Update Tax Distribution Page

(USA, USF) Use the Update Tax Distribution page (TAX_DISTRIBUTION) to enter the employees work state or localities percentages for US employees.

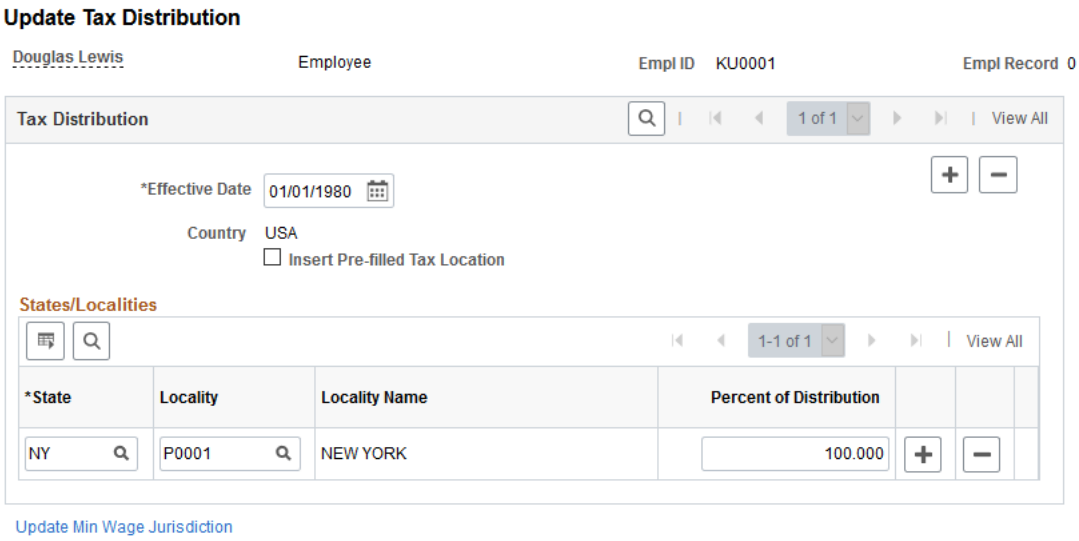
This information will be used in the Create Paysheet Process and create a payline for each state/locality combination.

Navigation:

- **Payroll for North America**, and then **Employee Pay Data USA**, and then **Tax Information**, and then **Update Tax Distribution**, and then **Update Tax Distribution**
- **Payroll for North America**, and then **Employee Pay Data USF**, and then **Tax Information**, and then **Update Tax Distribution**, and then **Update Tax Distribution**

This example illustrates the fields and controls on the Update Tax Distribution page for the U.S.

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Tax Distribution

Field or Control	Description
Insert Pre-filled Tax Location	Select to automatically populate this record using the tax location ID specified on the employee's Job Data record and the corresponding information on the Tax Location Table. When a tax location code contains multiple states, and this check box is selected, the system: • Searches for the employee's Job record for the tax location code. • Determines all states/provinces and localities that are associated with that code.

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States/Localities

Field or Control	Description
Percent of Distribution	Specify the percent of the employee's time or earnings to apply to selected state/locality in the **State** and **Locality** fields. **Note:** This tax distribution is for work location taxes only and does not include resident-based taxes. Every employee must have at least one Tax Distribution record. State/locality percentages must total 100 percent. If the employee works in one state or locality, the distribution percent should be *100* for that row. However, if an employee is hired or transferred into a tax location that represents more than one state or locality, you must distribute taxes among the different states or localities. All the percentages must total 100. You cannot save the page until the distribution percent values total 100. **Note:** You can distribute taxes for salaried and exempt hourly employees only. If you select the **Use Total Wages for Multi-State Employee** check box on the Federal Tax Data 2 page, the system uses 100 percent of the employee's wages to determine the tax rate.
Update Min Wage Jurisdiction (update minimum wage jurisdiction)	Select to access the Update Minimum Wage Jurisdiction Page to modify or review the employee's minimum wage jurisdiction setup. This link appears if the pay group of the employee is enabled with minimum wage jurisdiction. See Understanding Minimum Wages for Jurisdictions.

Update Tax Distribution Page

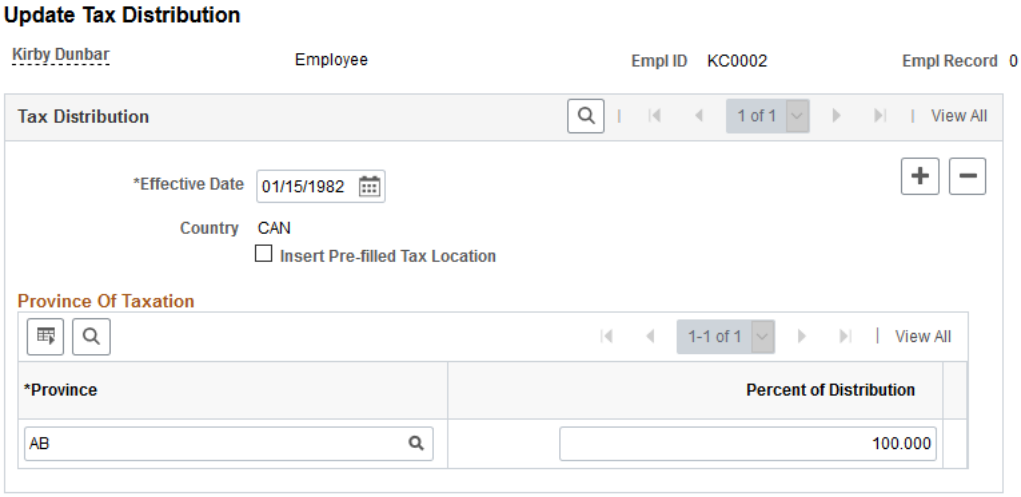
(CAN) Use the Update Tax Distribution page (TAX_DIST_CAN) to enter tax distribution information for Canadian employees.

Navigation:

Payroll for North America, and then **Employee Pay Data CAN**, and then **Tax Information**, and then **Update Tax Distribution**, and then **Update Tax Distribution**

This example illustrates the fields and controls on the Update Tax Distribution page for Canada.

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> **Note**
>
> All fields on this page have the same functionality as the fields on Update Tax Distribution Page (TAX_DISTRIBUTION), the U.S. version except for the following fields.

Field or Control	Description
Province	Canada does not allow distribution to more than one province. Enter the province in which the employee works.
Percent of Distribution	For Canadian payroll, the distribution percent must be *100* for a single row. The default value is *100*.

(USA) Entering U.S. Employee Tax Data

> **Note**
>
> (USF) All pages in this topic apply to both the generic Payroll for North America and U.S. federal government functionality, unless stated otherwise. The only difference between the two is their corresponding navigation.

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Pages Used to Enter U.S. Employee Tax Data

Page Name	Definition Name	Usage
Federal Tax Data Page	TAX_DATA1	(USA, USF) Enter and maintain the federal tax information that the system uses to calculate federal taxes for employees.
State Tax Data Page	TAX_DATA3	(USA, USF) Enter and maintain state tax information that the system uses to calculate state taxes for employees.
Local Tax Data Page	TAX_DATA5	(USA, USF) Enter employee tax data for each locality in which an employee lives or works.
Tax Information Report Page	RUNCTL_TAX019	(USA) Run Tax Information Report (TAX019) to print employee and payee tax withholding information. (USF) Run Tax Information Report (TAX019) to print employee tax withholding information.

Understanding Federal Form W-4 Versions

Payroll for North America supports these Form W-4 versions:

- *W-4 - 2020 or Later*: For employees who are either hired, or wish to make withholding adjustments on or after January 1, 2020.

  With Form W-4 (2020), allowances are no longer used to calculate federal income tax withholding.

- *W-4P - 2022 or Later*: For payees who are either hired, or wish to make withholding adjustments on or after January 1, 2022.

  > **Note**
  >
  > Payees are defined as persons who are in 1099-R companies. A 1099-R company is a company with Tax Report Type selection of 1099-R on the Company Table.

  With Form W-4P (2022), *Withholding Certificate for Periodic Pension or Annuity Payments,* allowances are no longer used to calculate federal income tax withholding.

  For payments made on or after January 1, 2022, payees should complete Form W-4P in order to have the correct amount of federal tax from periodic pension, annuity, profit-sharing and stock bonus plan, or individual retirement arrangement (IRA) payments.

- *W-4R - 2022 or Later*: For payees who are either hired, or wish to make withholding adjustments on or after January 1, 2022.

  Form W-4R (2022) is the *Withholding Certificate for Nonperiodic Payments and Eligible Rollover Distributions*. Payees must complete Form W-4R to have the correct amount of

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federal income tax withheld from a nonperiodic payment or eligible rollover distribution from an employer retirement plan, annuity (including a commercial annuity), or IRA.

- *W-4 - 2019 or Earlier*: For employees who completed Form W-4 before year 2020 and do not wish to make changes.

When adding or updating tax data for an employee or payee, it is very important to select the right Form W-4 version and fill out the rest of the W-4 tax information on the Federal Tax Data Page based on the Form W-4 that the individual filed or has on file, so the federal income tax withholding will be withheld correctly.

> **Note**
>
> The method used to calculate the federal income tax withholding is determined by the form version, and not necessarily by the effective date of the Employee Tax Data record. For example, the employee (or payee) may have submitted an updated *state* withholding form without submitting a new Form W-4 for 2020 (or Form W-4P or W-4R for 2022). This would add a new effective-dated row to Employee Tax Data in 2022, but federal tax will still be calculated using the old formula because the current federal form version has not changed, which is *W-4 - 2019 or Earlier.*

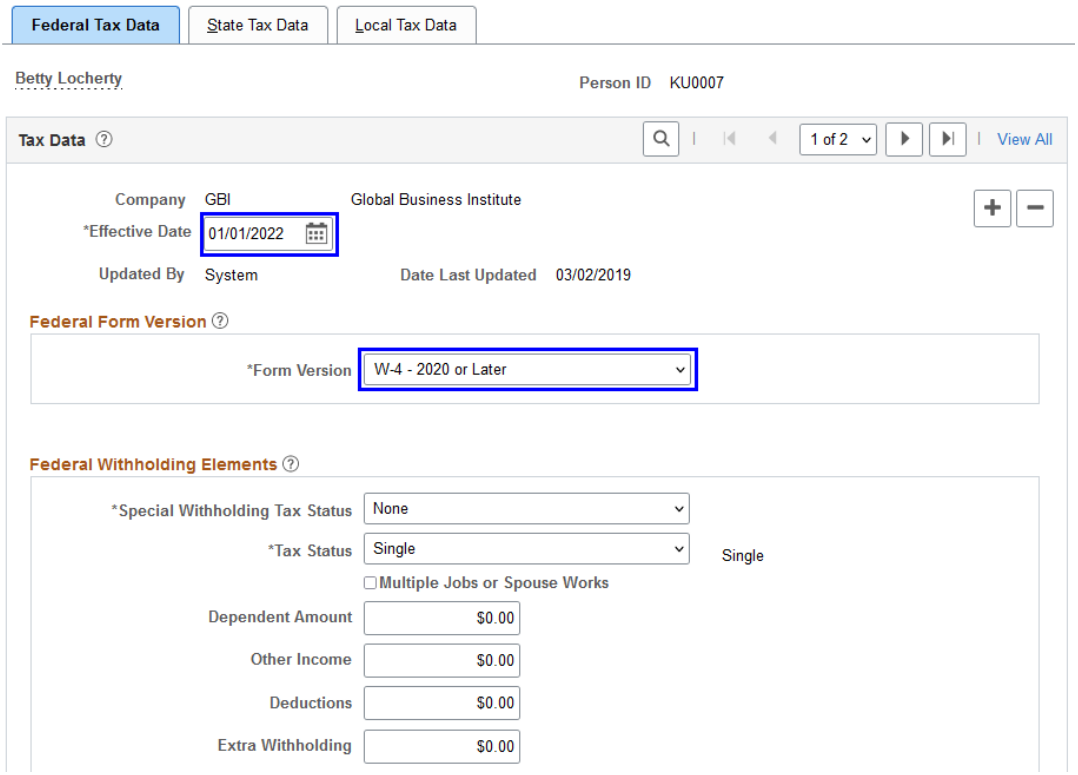
Example: Updating Federal, State and Local Tax Data Effective 01/01/2022 or Later

1. In this example, an employee requests an update to the federal, state and local tax data, effective 01/01/2022. The employee is currently set up with federal form version *W-4 - 2019 or Earlier.*

   To update the tax data for this employee, insert a new row effective 01/01/2022. In this row, change the federal form version to *W-4 - 2020 or Later.* Complete the other fields as indicated on the Form W-4 2020. Make the changes to the state and local tax pages as needed.

   This example displays the new Form W-4 version selection when updating the federal, state and local tax data for an employee on or after January 1, 2020 (January 1, 2022 in this example) on the Federal Tax Data page.

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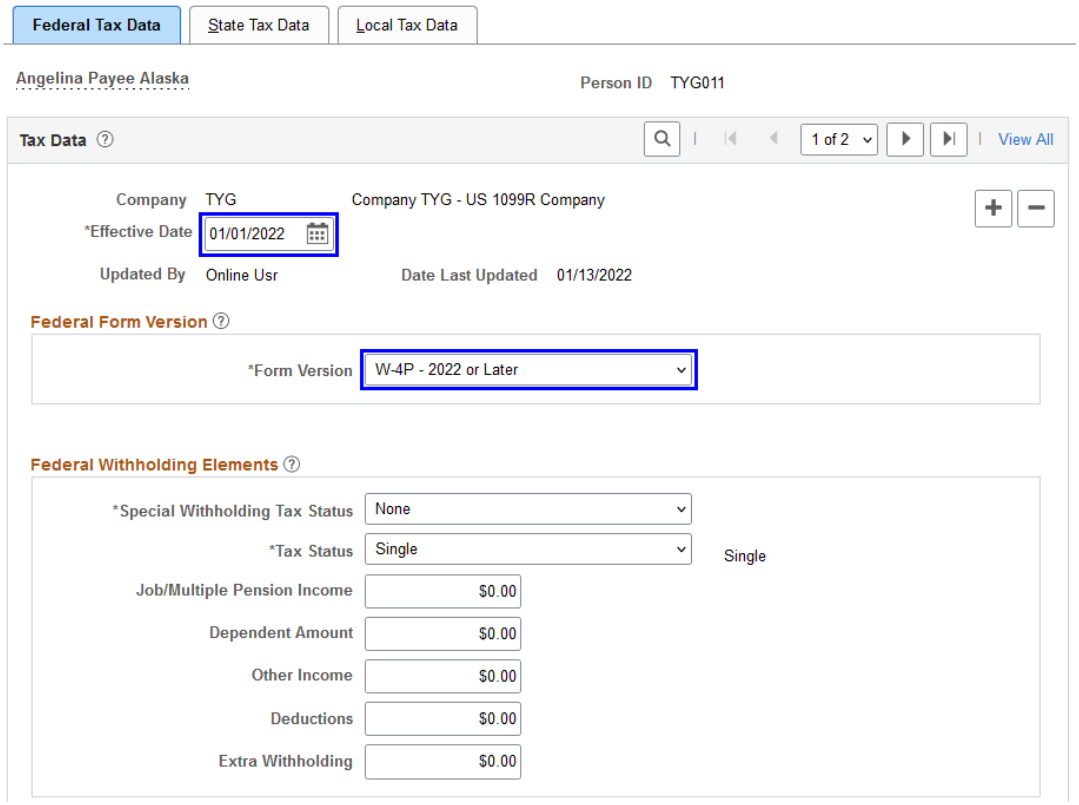


2. In this example, a payee in a 1099-R company requests an update to the federal, state and local tax data, effective 01/01/2022. The payee is currently set up with federal form version *W-4 - 2019 or Earlier.*

   To update the tax data for this payee, insert a new row effective 01/01/2022. In this row, change the federal form version to the appropriate value, *W-4P - 2022 or Later* (or *W-4R - 2022 or Later)*. Complete the other fields as indicated on the Form W-4P 2022 (or W-4R 2022). Make the changes to the state and local tax pages as needed.

   This example displays the new Form W-4 version selection when updating the federal, state and local tax data for a payee on or after January 1, 2022 on the Federal Tax Data page.

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Example: Updating State Tax Data Effective 01/01/2020 or Later

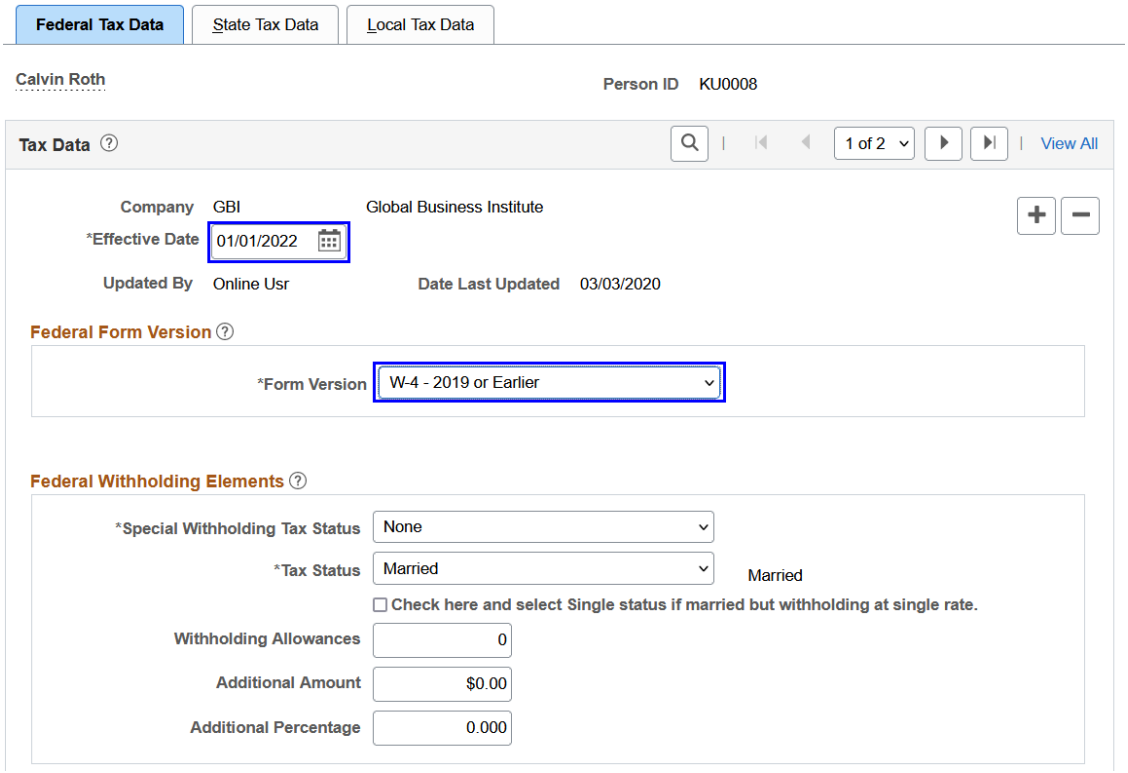
In this example, an employee requests an update of the state allowances, effective 01/01/2022. The employee did not submit a Form W-4 2020, therefore; there are no changes to the Federal Tax Data page.

To update the tax data for this employee, insert a new row effective 01/01/2022. In this row, make the changes on the State Tax Data page as needed. *Do not* make any changes on the Federal Tax Data page.

> **Note**
>
> If you change the W-4 version from *W-4 - 2019 or Earlier* to *W-4 - 2020 or Later*, the calculation of the federal taxes is changed inadvertently. The federal taxes will be calculated on the Form W-4 2020 elections, which is not valid in this scenario.

This example displays the unchanged Form W-4 version selection when updating state tax data on or after January 1, 2020 (January 1, 2022 in this example) on the Federal Tax Data page.

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Tax Withholding in Self Service

Payees in 1099-R companies are not allowed to update their federal tax data on the PeopleSoft ePay: Tax Withholding Page or PeopleSoft ePay: (USA) W-4 Withholding Certificate Page.

Paycheck Modeler

Paycheck Modeler does not support tax calculations for payees who use federal form version *W-4P - 2022 or Later* or *W-4R - 2022 or Later*. However, payees can continue to model their confirmed checks for federal form version *W-4 - 2019 or Earlier*.

Understanding State Tax Considerations

If the employee is a resident of a state other than the primary work state, you must create an additional State entry and select only one of the states as the state of residence.

Use the **Non-Residency Statement Filed** check box to record whether the employee has completed the necessary nonresidency certificate that some states require when an employee lives in one state and works in another.

For example, employees who reside in Wisconsin but work in Minnesota must file a certificate of nonresidence for Minnesota with their employer to avoid having both Minnesota and Wisconsin income taxes withheld from their wages. When employees do not file this certificate, their wages must be fully taxed in both Wisconsin and Minnesota. Employees who fail to file this certificate when required are supposed to be fully taxed in both resident and work states.

For employees who work in multiple states, most states have adopted a set of rules to determine a *state of jurisdiction* for unemployment and disability purposes. The employee's state of jurisdiction is indicated by the **UI Jurisdiction** check box.

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The system performs the following edits to determine state of jurisdiction:

- If an employee has only one state (the resident state), that state is the default state of jurisdiction.
- If an employee has two states (one resident, the other nonresident), the nonresident state is the default state of jurisdiction.
- If an employee has multiple nonresident states, and no state is indicated as the state of jurisdiction, the system issues a message requiring you to select the **UI Jurisdiction** check box on one record.

Other Factors Affecting State Tax Calculation

Enter the employee's SWT tax status in the **SWT Marital/Tax Status** field for each state where the employee pays taxes. This is the tax status that is used for calculating SWT in each state for the employee. It indicates which tax rates the system should use for the SWT calculation. SWT tax statuses are located on the SWT Marital Status table, which is maintained by PeopleSoft.

> **Note**
>
> For *Guam (GU), Virgin Islands (VI), and American Samoa (AS)*: Although employees in these territories are not subject to federal withholding, they are subject to territory (state) withholding at the same rate as federal. In addition to state withholding elements, the system also uses information in the Federal Withholding Elements section to calculate territory taxes required by each of these territories, specifically:
>
> If the federal form version is *W-4 - 2019 or Earlier*, the Withholding Allowances field value is used.
>
> If the federal form version is *W-4 - 2020 or Later,* values of the Multiple Jobs or Spouse Works, Dependent Amount, Other Income, Deductions fields are used.
>
> If the federal form version is *W-4P- 2022 or Later,* only the value of the Job/Multiple Job Income is used.

Understanding Community Safety Payroll Tax

The Community Safety payroll tax provides long-term funding for community safety services in the city of Eugene, Oregon. The payroll tax consists of three components:

- Employer payroll tax that applies to wages paid by employers with a physical address in the city of Eugene.

  Payroll for North America does not support the employer payroll tax for employers with two or less employees.
- Employee payroll tax that applies to wages paid to employees working in the city of Eugene.

  The tax is exempted if the employee earns minimum wage.
- Self-employment tax that applies to net earnings paid to self-employed individuals with a physical address in the city of Eugene.

  Payroll for North America does not support the tax on self-employment earnings.

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> **Note**
>
> Tax rates used throughout this section are effective as of January 1, 2021 and are subject to change.

To support the Community Safety payroll tax, the system delivers:

- Locality *23850* (Eugene EE TAX) and Locality *23850ER* (Eugene ER TAX) in the Local Tax Table.
- State Tax Table *O2* that is used to calculate tax for locality *23850*.

To make sure that the payroll tax is calculated correctly for eligible employees, you must:

1. Specify *23850* (EUGENE EE TAX) as the locality on the Local Tax Data Page.

   If the employer is subject to the employer payroll tax, specify *23850ER* (EUGENE ER TAX) as the other work locality as well.
2. Add a row for the *OR* state and *23850* locality on the Update Tax Distribution Page.

   When the paysheet is created, the 23850 locality is displayed on the payline for the employee.

Refer to *Example of City of Eugene Community Safety Payroll Tax, County and Workers Comp Tax Situations in Oregon* in the Understanding Split Local Tax Distribution for KY, AL, and OR section for an example of the local tax data setup for an employee who is subject to multiple city and county taxes.

Premium Calculation Example

This example describes the calculation of the employee and employer portions of the Community Safety payroll tax.

> **Note**
>
> The calculation of the employee and employer taxes is based on the employee's taxable gross, which represents both regular and overtime earnings. However, the tax rate is determined by the annualized regular income of the employee, which excludes the overtime earnings.

Juan is paid $14 per hour and $21 per overtime hour. He is paid weekly. During the workweek, he worked 50 hours (40 regular hours and 10 overtime hours).

Juan's weekly taxable gross (regular earnings and overtime earnings) was calculated as:

(40 hours * $14) + (10 hours * $21) = $770

The tax rate is determined by the annualized regular income of the employee, excluding the overtime earnings. This rate is then applied to all subject wages, which includes the overtime pay. In this example, the annualized regular income of Juan is:

(40 hours * $14) * 52 weeks = $29,120

Based on the tax rate chart of the city, the applied tax rate is 0.3%. The employee portion of the Community Safety payroll tax for locality *23850* is calculated as:

$770 * 0.3% = $2.31

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Suppose that Juan's employer has more than 2 employees. The employer tax rate of 0.21% (based on the tax rate chart of the city) is also applied to the taxable gross of $770 for locality *23850ER*. The employer portion of the Community Safety payroll tax is calculated as:

$770 * 0.21% = $1.62

> **Important**
>
> To ensure the correct employee tax rate is used in the tax calculation, all wages must be paid on the same check. Paying the employee separate checks may result in the employee's local tax not calculated, or the tax may not be calculated at the correct rate.

Understanding Split Local Tax Distribution for KY, AL, and OR

The interaction of the Tax Location table, the employee's Local Tax Data table and the employee's Tax Distribution table enables employees to be paid in any of the tax locations comprising a chain of linked localities. When an employee is paid in such a locality, the employee's earnings are included in the taxable grosses of all localities further down the chain. The **Other Work Locality** field on the following pages provides the links in the chain of localities.

Tax Location Table

The Tax Location table associates any number of states, localities and linked localities with a tax location code. The tax location code is used on the Job Data - Payroll page and automatically generates information on the employee's State Tax Data page and Local Tax Data page when the **Automatic Employee Tax Data** check box has been selected on the Application Fundamentals: Product Specific Page of the Installation table.

Note that if the **Use State Residence for Local** option is selected, the system does not select the **Resident** check box automatically on the newly added local tax data row when 1) an employee transfers to a different work location in the same resident state, or 2) a new employment instance is added for a different work location in the same resident state. Refer to the Understanding Resident Locality in Local Tax Data for more information.

In the absence of (or to override) automatic employee tax data, state, locality and locality-link data may be set up directly on the employee's State Tax Data and Local Tax Data pages. The use of the **Other Work Locality** field described below is identical on both the Tax Location table and the Local Tax Data pages.

Local Tax Data

The **Other Work Locality** field on the Local Tax Data table is used where one or more taxes apply to a single location. A school district within a city within a county is such an example. In this case, there would be one chain with three rows. Row one would have the school district as the locality and the city as a link; row two would have the city as the locality and the county as a link; and row three would have the county as the locality only.

The **Other Work Locality** field on the Local Tax Data table may also be used where one or more taxes apply to multiple locations. Several cities within a county is such an example. In this case, there could be several chains. There would be a separate row for each city with the county as the link. The county, however, would appear only once in the **Locality** field of a row without a link.

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> **Note**
>
> Linked localities may have either the same (congruent) or different (noncongruent) physical boundaries.

When linked localities have the *same* physical boundaries, there should be earnings in only one locality in a chain—namely, the locality at the beginning of the chain (the school district in the above example). Likewise, if the employee is a resident of any one locality, he/she should be a resident of all the localities. Unless the earnings are taxable to residents only, and the employee is not a resident, then all of the localities should have the same *taxable* earnings.

> **Note**
>
> We recommend that a chain of linked localities with the same physical boundaries start with a locality that taxes both residents and nonresidents.

When linked localities have *different* physical boundaries, there could be earnings in any locality in a chain. Likewise, an employee may be a resident of only some of the linked localities (and all of the localities down the chain). Unless the earnings are taxable to residents only, and the employee is not a resident, any earnings in locality with a link will be included in the taxable earnings of all localities further down the chain. They will not be included in the taxable earnings of localities further up the chain.

> **Important**
>
> A chain of linked localities with different physical boundaries should start with the smallest locality and progressively work up to the largest locality.

Employee Tax Distribution

The Employee Tax Distribution table allocates the work-location earnings of salaried and exempt hourly employees. Using this table, 100 percent of total earnings are allocated to states and localities during the Create Paysheet process.

When earnings are allocated to linked localities having the *same* physical boundaries, the allocation should be to the locality at the beginning of the chain. When earnings are allocated to linked localities having *different* physical boundaries, the allocation may be to any or all localities in the chain. As stated earlier, when earnings are allocated to linked localities, the earnings will be included in the taxable earnings of all localities further down the chain.

Example of Special City and County Withholding Tax Situations

In some states, such as Kentucky, both cities and counties can impose payroll withholding taxes on wages for work performed within their jurisdictions. If an employee works in a city that imposes a tax, and that city is located within a county which also imposes a tax, the employee is subject to payroll withholding for both the city and county taxes.

For example, the city of Covington, Kentucky is located within Kenton County, Kentucky. Both the city of Covington and Kenton County impose payroll taxes. In all three of the following situations, the employee is subject to the withholding taxes imposed by both the city of Covington and Kenton County:

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- A resident of Covington who also works in Covington.
- A resident of Kenton County (outside of Covington) who works in Covington.
- A resident of another county who works in Covington.

To ensure that both the city and the county local taxes are correctly calculated and withheld in these situations, you must set up the city as the first or primary work locality, and the county as the secondary/linked work locality on both the Tax Location table and in the employee local tax data setup.

Example of City of Eugene Community Safety Payroll Tax, County and Workers Comp Tax Situations in Oregon

The city of Eugene in Oregon, the Lane county where Eugene is located, and the state of Oregon all impose payroll tax on employers and employees in their jurisdictions. An employee who works in Eugene, OR may be subject to one or more city or county payroll taxes.

To ensure that both the city and the county local taxes are correctly calculated and withheld, you must set up each qualified employee's Local Tax Data for the appropriate localities. A chain of linked localities with different physical boundaries should start with the smallest locality and progressively work up to the largest locality.

Also, when linking the localities, make sure that the city, not Workers Comp (*OR0001*), is the primary locality in both the tax location and employee's Local Tax Data page, and that the resident/nonresident status is the same for all localities.

This example describes the setup needed to support the multi-level tax calculation for an employee working in Eugene, who is subject to these payroll taxes: Community Safety Payroll Tax, Tri-County Transport tax and Workers Comp tax.

1. Specify *23850* (EUGENE EE TAX) as the locality and *23850ER* (EUGENE ER TAX) as the other work locality (if the employer is subject to the employer payroll tax) on the Local Tax Data Page.

   Add a new row in the Local Information section. In this new row, specify *23850ER* (EUGENE ER TAX) as the locality and *039* (LANE COUNTY) as the other work locality.

   Add a new row in the Local Information section. In this new row, specify *039* (LANE COUNTY) as the locality and *OR0001* (WORKERS COMP) as the other work locality.

   Add a new row in the Local Information section. In this new row, specify *OR0001* (WORKERS COMP) as the locality. Do not enter any value for the other work locality.

   A total of 4 rows are defined to establish linked localities, starting with the smallest locality (city of Eugene).

2. Add a row for the *OR* state and *23850* locality on the Update Tax Distribution Page.

   When the paysheet is created, the *23850* locality is then reflected on the payline for the employee. Other localities that are linked to *23850* are processed in payroll calculation but they do not appear on the Payline Details section of the payline.

Related Topics

- Local Tax Data Page
  (USA, USF) Use the Local Tax Data page (TAX_DATA5) to enter employee tax data for each locality in which an employee lives or works.
- Update Tax Distribution Page
  (USA, USF) Use the Update Tax Distribution page (TAX_DISTRIBUTION) to enter the employees work state or localities percentages for US employees.
- Application Fundamentals: Tax Location Table − State/Province/Locality Page

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Understanding Seattle Payroll Expense Tax

The Seattle Payroll Expense Tax is a business excise tax applicable to businesses that are operating in Seattle.

The payroll expense tax is based on a business's annual Seattle payroll expense attributable to employee annual compensation of $150,000 or more in the current year. A business must have at least $7 million in annual Seattle payroll in the prior calendar year to be subject to the tax.

> **Note**
>
> Effective as of 01/01/2021, the employee's annual compensation is $150,000. This amount is stored on the State Tax Table entry for State = *ZM* and is subject to change in future years.

The payroll expense tax is levied on employers, not on employees.

> **Note**
>
> Payroll for North America supports the Primarily Assigned Method for determining compensation paid in Seattle to employees.

Tax Calculations

The Seattle payroll expense tax will be calculated for each employee that meets these conditions:

- The State on the employee's State Tax Data page = *WA*; and
- The Locality on the employee's Local Tax Data page = *63000*; and
- The **Resident** check box on the employee's Local Tax Data record for Locality *63000* can either be selected or cleared.

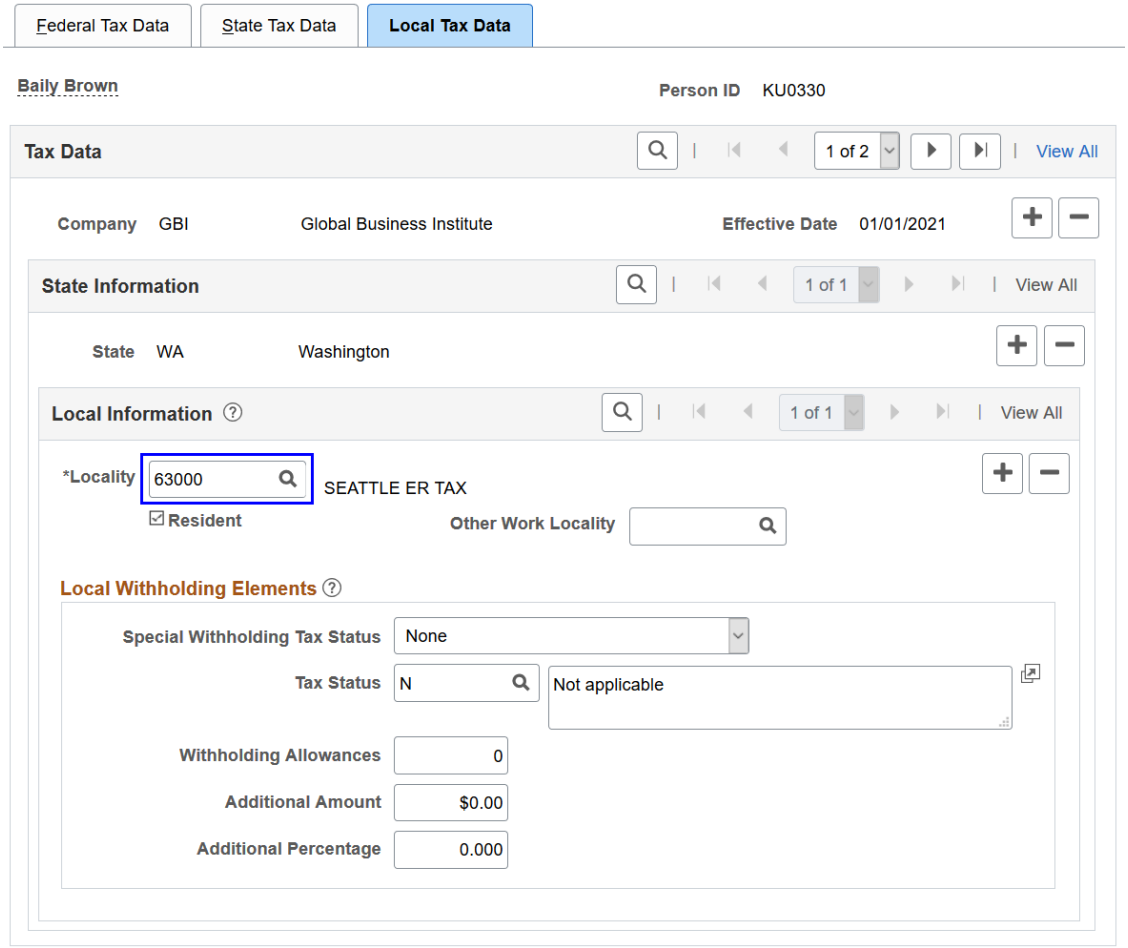
The payroll expense tax will calculate for any employee with a Local Tax Data record for Locality *63000* even if the employee's pay period wages were earned outside of the State of Washington. Note that the tax applies to all gross wages paid on the employee's check.

Employee Tax Data

To implement the Seattle payroll expense tax, you must set up each eligible employee's Local Tax Data record for Locality *63000* on the Local Tax Data Page.

This example illustrates the local tax data setup for an eligible employee (ID: KU0330). To set up the local tax data record, add a new row with 01/01/2021 as the effective date on the Federal Tax Data page. Navigate to the Local Tax Data page and enter 63000 in the **Locality** field.

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> **Warning**
>
> It is the customer's responsibility to set up employees with local tax data rows if the Seattle payroll expense tax should be calculated.
>
> If the payroll expense tax should no longer be calculated for specific employees (for example, they do not live or work in Seattle anymore), you *must* remove their local tax data rows for locality *63000* from Employee Local Tax Data. The payroll expense tax will be calculated if the associated local tax data row exists, even if the employee is no longer working in Seattle.

Employee Tax Distribution

Do not add Locality *63000* to the Tax Distribution record where State = *WA.*

Understanding New York Metropolitan Commuter Transportation Mobility Tax

The Metropolitan Commuter Transportation Mobility Tax (MCTMT) is applicable to businesses that are operating within the Metropolitan Commuter Transportation District (MCTD).

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Effective as of July 1, 2023, the MCTD is split into two geographic zones for purposes of calculating the payroll tax:

- Zone 1 includes the counties of New York (Manhattan), Bronx, Kings (Brooklyn), Queens, and Richmond (Staten Island).

  For Zone 1, the top tax rate (for employers with quarterly payroll expense in exceeding $437,500) is 0.60%.

- Zone 2 includes the counties of Rockland, Nassau, Suffolk, Orange, Putnam, Dutchess, and Westchester.

  For Zone 2, the top tax rate (for employers with quarterly payroll expense in exceeding $437,500) is 0.34%.

The applicable payroll expense amounts and tax rates are subject to change in future years.

To set up the system to calculate MCTMT:

1. Include local tax information for both *P0023* and *P0047* localities (state = *NY*) in the **Metropolitan Commuter Transportation Mobility Tax** section of the Application Fundamentals: Company Local Tax Table Page for companies.
2. For each employee whose wages are subject to the employer-paid MCTMT, you must designate the employee as covered by either Zone 1 or Zone 2 (not both) of the tax district on the Local Tax Data Page beginning July 1, 2023.

   Use the *P0023* locality for Zone 1.

   Use the *P0047* locality for Zone 2.
3. For employee rows that use the *P0023* or *P0047* locality on the Local Tax Data Page, be sure to follow these rules:
   - Do NOT select the **Resident** check box.
   - Do NOT populate the **Other Work Locality** field.
   - Do NOT enter *P0023* or *P0047* as a locality in any entry in the Tax Location Table for Tax Distribution.

Understanding Employee Tax Data Update

Payroll for North America calculates all taxes based on the tax data of employees and payees that is in effect as of the date of the paycheck, *not* the pay period that is being paid on the paycheck.

Employee tax data needs update from time to time and when it happens, it needs to be done in a certain order so that payroll can be calculated properly using the correct data. Suppose that an employee moved to a new state on June 10 after the end of the last pay period (May 29 – June 9), and a few days later, the payroll calculation process was run for that pay period with June 15 as the check date. To ensure correct payroll calculation in this example, the employee's tax data (the new state value) should be updated with June 10 as the effective date *after* the payroll with the June 15 check date has been confirmed.

Understanding Employee Tax Data Reset

The **Reset Tax Data for New Company (USA)** option in the Installation Table determines how the Automatic Employee Tax Data functionality sets up Tax Data and Tax Distribution records for employees and payees who are transferred to or rehired in different companies.

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The **Reset Tax Data for New Company (USA)** option is applicable in these employment action situations:

- An employee or payee is transferred to a different company.

  For example, an employee or payee is transferred from Company A to Company B.

- An employee or payee is rehired in a different company.

  For example, an employee who was previously employed in Company A is rehired in Company B.

- Add Employment Instance is used to create a new employee record in a different company.

  For example, an employee has multiple jobs.

When the **Automatic Employee Tax Data** check box is selected and the **Reset Tax Data for New Company (USA)** check box is cleared on the Application Fundamentals: Product Specific Page, the Automatic Employee Tax Data functionality works as follows:

- Employee Tax Data records: Fields in Employee Tax Data records in Company B are populated with *existing values* copied from the Employee Tax Data records in Company A for employees and payees.
- Tax Distribution:
  - If the employment action includes a Tax Location change, a new Tax Distribution row is created with the state of UI Jurisdiction set to 100 percent when the employee works in one location.
  - If the employment action does not include a Tax Location change, no new Tax Distribution row is created.
  - If the person of interest action includes a Tax Location change, a new Tax Distribution row is created with the state of UI Jurisdiction set to 100 percent when the payee in a 1099-R company is reassigned to a new tax location code.
  - If the person of interest action does not include a Tax Location change, no new Tax Distribution row is created.

When the **Automatic Employee Tax Data** check box and the **Reset Tax Data for New Company (USA)** check box are both selected on the Application Fundamentals: Product Specific Page, the Automatic Employee Tax Data functionality works as follows:

- Employee Tax Data records: Fields in Employee Tax Data records in Company B are *reset to default values* (as if the employee or payee were a new hire in Company B).

  If the employee does not have federal form version *W-4 - 2020 or Later* (or the payee does not have federal form version *W-4P - 2022 or Later*) data in Company A, this data will be created by the system for Company B.

- Tax Distribution: A new Tax Distribution row is *always* created with the state of UI Jurisdiction set to 100 percent when the employee or payee works in one location, regardless of whether the employment action includes a Tax Location change.

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> **Note**
>
> The Tax Data Reset functionality does not apply to payees who are set up with federal form version *W-4R - 2022 or Later.* For example, if the payee has the *W-4R - 2022 or Later* federal form version in Employee Tax Data, and the payee is transferred to a new 1099-R company, the tax data will be reset to Form *W-4P - 2022 or Later*. The Form *W-4R - 2022 or Later* data will not be copied to the new company.

	Employee Tax Data Records	Tax Distribution
Reset Tax Data for New Company (USA) check box is not available on the Application Fundamentals: Product Specific Page	If Employee Tax Data has federal form version *W-4 - 2020 or Later* or *W-4P - 2022 or Later* data in Company A--Federal, State, and Local Withholding Elements sections on Employee Tax Data records in Company A are copied to Company B. If Employee Tax Data *does not* have federal form version *W-4 - 2020 or Later* or *W-4P - 2022 or Later* data in Company A--State and Local Withholding Elements sections on Employee Tax Data records in Company A are copied to Company B. A federal tax row for federal form version *W-4 - 2020 or Later* or *W-4P - 2022 or Later* is created by the system and is populated with default federal tax data (as if the employee were a new hire in Company B).	A new Tax Distribution row (with the state of UI Jurisdiction set to 100 percent when the employee works in one location) is created only if the employment action includes a Tax Location change.
Reset Tax Data for New Company (USA) check box is cleared	Fields in Employee Tax Data records in Company B are populated with existing values copied from the Employee Tax Data records in Company A for employees and payees. **Note:** It does not matter whether the employee has federal form version *W-4 - 2020 or Later* or *W-4P - 2022 or Later* data.	A new Tax Distribution row (with the state of UI Jurisdiction set to 100 percent when the employee works in one location) is created only if the employment action includes a Tax Location change.
Reset Tax Data for New Company (USA) check box is selected	Fields in Employee Tax Data records in Company B are reset to default values (as if the employee or payee were a new hire in Company B).	A new Tax Distribution row (with the state of UI Jurisdiction set to 100 percent when the employee works in one location) is *always* created.

Reminders for Employees Working in Multiple Jurisdictions

If the employment action includes a Tax Location change involving multiple states, the **UI Jurisdiction** option in Employee Tax Data is selected by the system based on the first state code found (alphabetically) in the Tax Location Table.

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For example, an employee lives and works in New York (resident and UI state). The employee transfers to a new Tax Location Code that contains both New Jersey and New York.

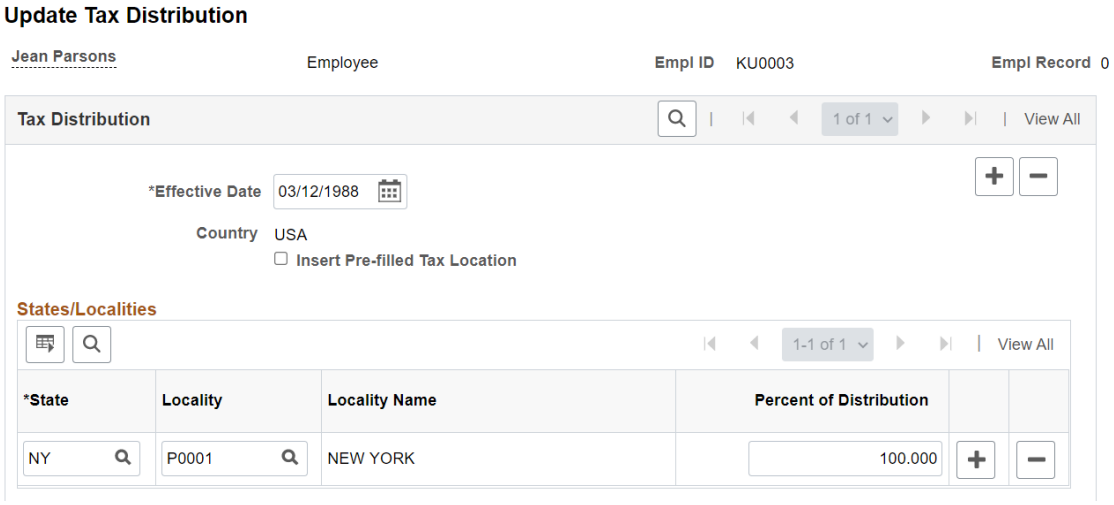
Before the transfer, New York is the resident and UI state in the Employee Tax Data.

After the transfer, New York remains the resident state and New Jersey is now the UI state in the Employee Tax Data.

Be sure to review the Employee Tax Data and adjust the **UI Jurisdiction** option selection as needed.

Also, a new Tax Distribution row is not created when an employee works in multiple jurisdictions. You need to set up the Tax Distribution row manually with the correct percentages for each state or state/locality combination after the transfer is complete.

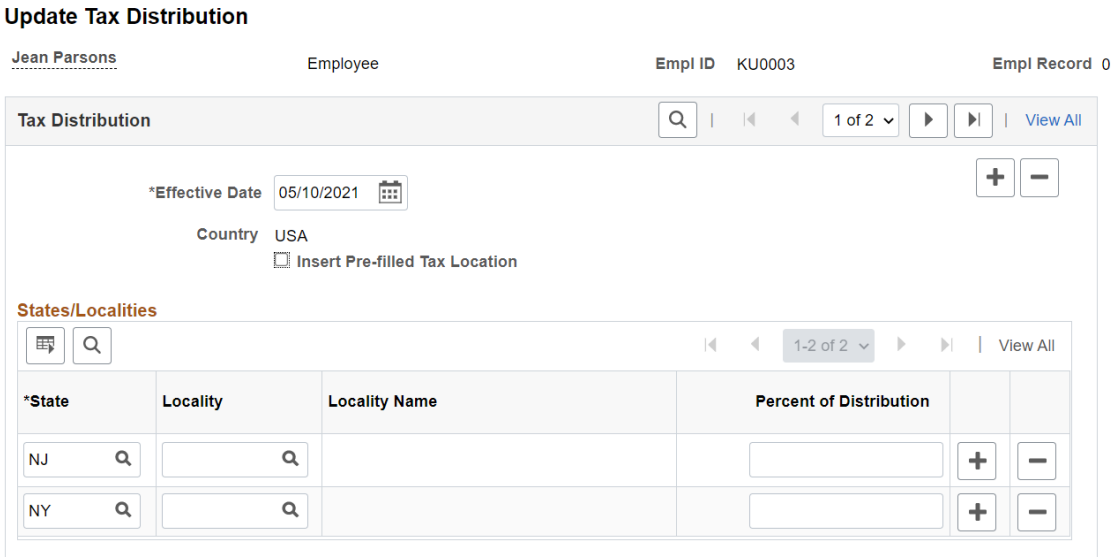
This example illustrates the Update Tax Distribution page for the employee who was working 100% in NY before the transfer to the new Tax Location.



After the transfer, add a new effective-dated row and select the **Insert Pre-Filled Tax Location** check box on the Update Tax Distribution Page. NJ and NY will now be populated for the new row. Assign **Percent of Distribution** values and save the page.

This example illustrates the Update Tax Distribution page where both NJ and NY rows are displayed and distribution percentages need to be assigned.

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Understanding Resident Locality in Local Tax Data

Payroll for North America provides a functionality that creates employee federal, state, and provincial tax records automatically when one of these events occurs:

- You hire an employee.
- An employee has a job change requiring a new work tax location.
- You add a concurrent job that requires a new work tax location for an employee.
- You hire an employee from the Applicant Tracking System.
- A person transfers to a new company.

When the **Automatic Employee Tax Data** option is selected on the Application Fundamentals: Product Specific Page, the system selects the **Use State Residence for Local** field on the same page automatically, which assumes that an employee is a resident of any local tax jurisdiction that happens to be located in the employee's state of residence. When this option is enabled, the system selects the **Resident** check box on the employee's Local Tax Data rows it creates for this functionality.

However, in the case where an employee has a job transfer in the same resident state, or has an additional job, the system clears the **Resident** check box in the newly added Local Tax Data rows, as described in these examples:

1. Transfer from a tax location with no localities to a tax location with one or more localities.

   When JOB data is saved, new local tax rows are created.

   The **Resident** check box is not selected on the employee's Local Tax Data row for the new locals.

2. Transfer from a tax location with one or more localities to a tax location with different localities, but in the same resident state. On the original local tax row, the **Resident** check box is selected.

   When JOB data is saved, new local tax rows are created.

   The **Resident** check box will remain selected on the original, existing local tax data rows.

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The **Resident** check box is not selected on the employee's Local Tax Data row for the new locals.

3. Transfer from a tax location with one or more localities to a tax location with different localities, but in the same resident state. On the original local tax row, the **Resident** check box is deselected.

   When JOB data is saved, new local tax rows are created.

   The **Resident** check box will remain deselected on the original, existing local tax data rows.

   The **Resident** check box is not selected on the employee's Local Tax Data row for the new locals.

4. An employee with multiple jobs is set up with a tax location with no localities in employee record 0. Add employment instance for employee record 1 in tax location with one or more localities.

   When JOB data is saved, new local tax rows are created.

   The **Resident** check box is not selected on the employee's Local Tax Data row for the new locals.

5. An employee with multiple jobs is set up with a tax location with one or more localities in employee record 0. Add employment instance for employee record 1 in tax location with one or more different localities. On the original local tax row, the **Resident** check box is selected.

   When JOB data is saved, new local tax rows are created.

   The **Resident** check box will remain selected on the original, existing local tax data rows.

   The **Resident** check box is not selected on the employee's Local Tax Data row for the new locals.

6. An employee with multiple jobs is set up with a tax location with one or more localities in employee record 0. Add employment instance for employee record 1 in tax location with one or more different localities. On the original local tax row, the **Resident** check box is deselected.

   When JOB data is saved, new local tax rows are created.

   The **Resident** check box will remain deselected on the original, existing local tax data rows.

   The **Resident** check box is not selected on the employee's Local Tax Data row for the new locals.

Federal Tax Data Page

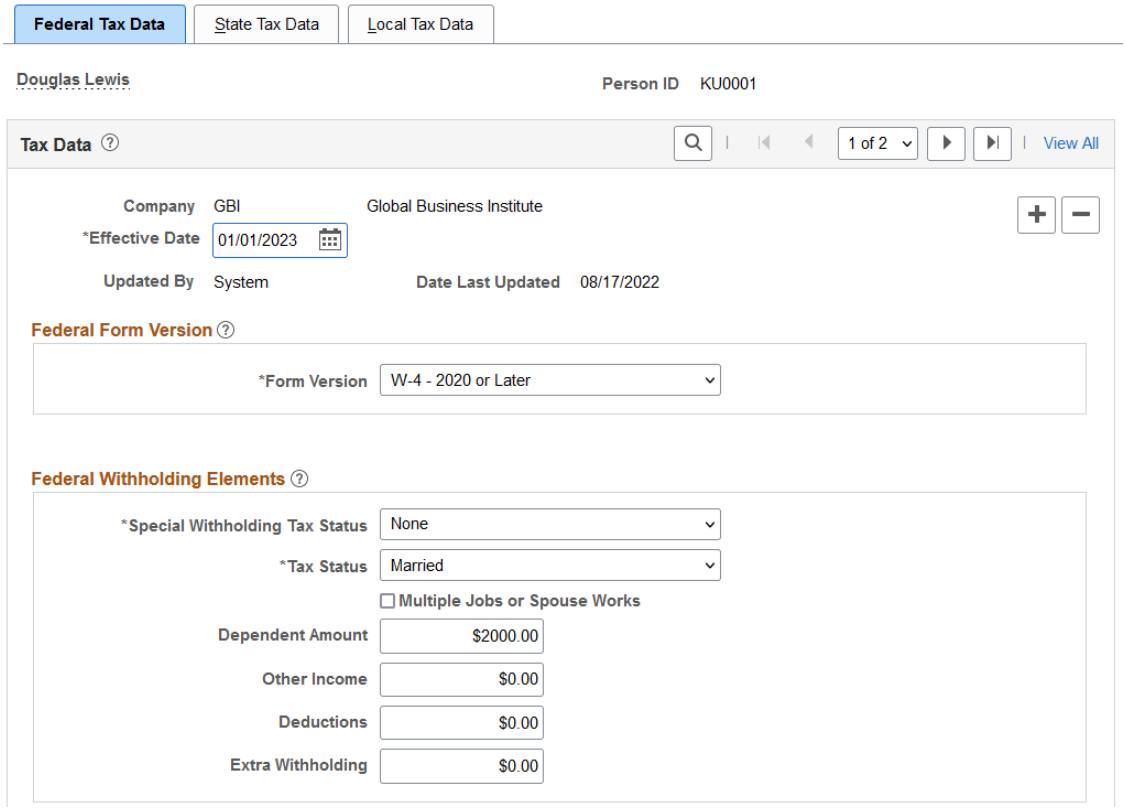
(USA, USF) Use the Federal Tax Data page (TAX_DATA1) to enter and maintain the federal tax information that the system uses to calculate federal taxes for employees.

Navigation:

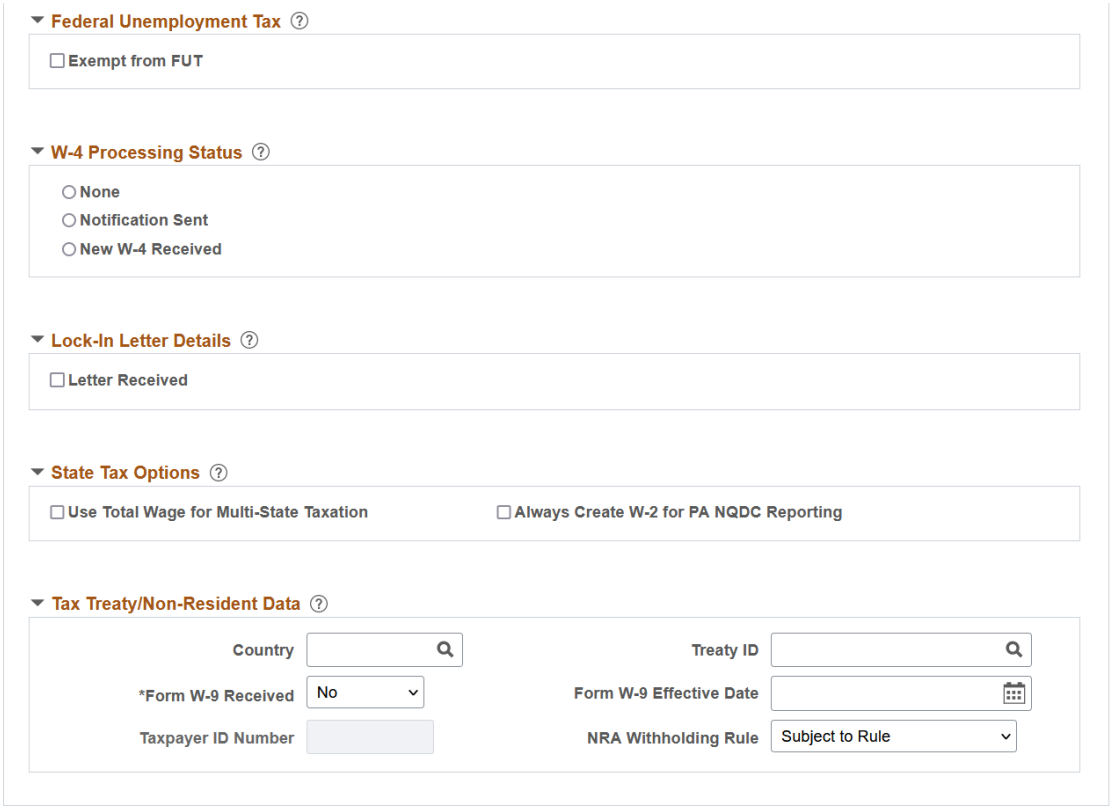
- **Payroll for North America**, and then **Employee Pay Data USA**, and then **Tax Information**, and then **Update Employee Tax Data**, and then **Federal Tax Data**
- **Payroll for North America**, and then **Employee Pay Data USF**, and then **Tax Information**, and then **Update Employee Tax Data**, and then **Federal Tax Data**

This example illustrates the fields and controls on the Federal Tax Data page (1 of 2).

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This example illustrates the fields and controls on the Federal Tax Data page (2 of 2).



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Federal taxes include federal income tax and FUT. If the employee works for multiple companies, the tax data is defined by company.

> **Note**
>
> Federal, state, and local taxes are implemented as a set of chained pages. To add a new effective-dated row for state or local tax data, you must insert a row on the first page in the chain, the Federal Tax Data page.

Field or Control	Description
Effective Date	Note that the effective date on the Federal Tax Data page is not used to calculate federal income tax withholding. For example, an employee submitted a state W-4 that added a new row to employee tax data in 2020, but did not fill out a new Form W-4 for 2020 (no changes on the Federal Tax Data page for the same row). In this scenario, the system uses the old formula for 2019 to calculate federal income tax withholding. If you wish to use the W-4 version for 2020 or later, enter an effective date that is on or after January 1, 2020, and select the **W-4 - 2020 or Later** version of Form W-4.
Updated By and **Date Last Updated**	Indicates whether the employee's federal tax data was last updated by an online system user or by the employee in Employee Self-Service. The date of the most recent update appears.

Federal Form Version

Select the appropriate Form W-4 version. The system determines the federal tax calculation to use to calculate the employee's federal income tax withholding based on the version you select.

Field or Control	Description
W-4 - 2020 or Later	Select when creating or inserting an employee tax data record that will include new or changed federal tax data from Federal Form W-4. The system calculates tax based on the Form W-4 2020 elections. This option applies only to effective dates on or after 01/01/2020. **Note:** (Applicable to effective dates 01/01/2022 or later) Existing payees should not have federal tax data rows in which the *W-4 - 2020 or Later* version is selected. If payees exist in your database with incorrect federal form version selections, correct the payee tax data setup immediately.

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Field or Control	Description
W-4 - 2019 or Earlier	Leave this option unchanged (if it already exists) when creating or inserting an employee tax data record that will include only new or changed state tax data, local tax data, or both, for an employee who has not yet submitted Federal Form W-4 for tax year 2020 or later (or for a payee who has not submitted W-4P or W-4R for tax year 2022 or later). The system calculates tax based on the prior Form W-4, in which allowances are part of the calculation. **Note:** (Applicable to effective dates 01/01/2022 or later) Do not select this form version for a payee. Select **W-4P - 2022 or Later** or **W-4R - 2022 or Later** as the appropriate form version.
W-4P - 2022 or Later	Select when creating or inserting an employee tax data record that will include new or changed federal tax data from Federal Form W-4P. This option applies only to effective dates on or after 01/01/2022 and becomes available if the payee is in a 1099-R company.
W-4R - 2022 or Later	Select when creating or inserting an employee tax data record that will include new or changed federal tax data from Federal Form W-4R. This option applies only to effective dates on or after 01/01/2022 and becomes available if the payee is in a 1099-R company.

Federal Withholding Elements

This group box displays Federal Withholding elements that are applicable to the selected form version.

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Field or Control	Description
Special Withholding Tax Status	Specify the employee's special withholding tax status. The system calculates the withholding tax based on the value you select here and other factors. See Special Withholding Tax Status. • *Maintain taxable gross:* Select this option to maintain or track taxable gross data without withholding any federal tax. Use this option for employees who claim exemption from withholding on their Form W-4. **Note:**(For W-4 - 2019 or Earlier) An additional amount or percentage should not be entered when the Special Withholding Tax Status is *Maintain taxable gross.* The system issues a warning if you enter an additional amount or percentage, but does not prevent you from saving the data. (For W-4 - 2020 or Later) The same behavior results when you enter an extra withholding amount for the *Maintain taxable gross* special withholding tax status. The system takes a flat dollar amount for federal tax withholding on the employee's paycheck. • *No taxable gross; no tax taken:* With this option, the system does not track federal taxable gross balance at all and does not withhold any federal tax. **Note:**For *Guam (GU), Virgin Islands (VI), and American Samoa (AS):* Be sure to use the *No taxable gross; no tax taken* special withholding tax status for territory employees; they do not pay federal taxes. • *None:* Select this option if no special tax status exists. • *Nonresident alien:* Select this option if the employee is a nonresident alien as indicated on the Form W-4. For nonresident alien (NRA) employees in commercial organizations (not E&G), the system calculates the withholding tax based on the taxable gross plus the additional amount required by the IRS to be added to the taxable gross for nonresident alien employees. This additional amount is stored on the Special Tax Amts page on the State Tax Table entry for State = $U (U.S. Federal). (E&G) For nonresident alien employees in education and government organizations, the system determines the taxable gross for FWT based on earnings that exceed the treaty maximum amount defined on the Tax Treaty table. The system calculates FWT based on the taxable gross plus the

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Field or Control	Description
	additional amount required by the IRS to be added to the taxable gross for nonresident alien employees. This additional amount is stored on the Special Tax Amts page on the State Tax Table entry for State = $U (U.S. Federal).
Tax Status	Select the appropriate tax status for federal withholding taxes as indicated on the employee's completed Form W-4 or W-4P in line 1(c). This field is hidden for form version *W-4R - 2022 or Later*. Values are: *Head of Household*. This value appears when *W-4 - 2020 or Later* or *W-4P - 2022 or Later* is selected. *Married* *Single* The selected tax status cannot change when a lock-in letter is on file. **Note:** For *Guam (GU), Virgin Islands (VI), and American Samoa (AS):* When you select a tax status on the Federal Tax Data page, the same update occurs on the State Tax Data page automatically.

These fields appear when either the *W-4 - 2020 or Later* or one of the *2022 or Later* options is selected.

Field or Control	Description
Multiple Jobs or Spouse Works	Select if the check box in line 2(c) of the employee's Form W-4 is selected. This field appears for form version *W-4 - 2020 or Later*. This field becomes editable when the **Special Withholding Tax Status** field is set to *None*. The system selects this field automatically when a lock-in letter is on file and the withholding rate is *Higher withholding rate*. Do not clear this field unless you select *Standard withholding rate*.
Job/Multiple Pension Income	Enter the total job and multiple pension income amount in line 2(b)(iii) of the payee's Form W-4P. This field appears for form version *W-4P - 2022 or Later*.

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Field or Control	Description
Dependent Amount	Enter the dependent amount in line 3 of the employee's Form W-4 or payee's Form W-4P. The line 3 amount may include other tax credits indicated by the employee or payee. This field appears for form versions *W-4 - 2020 or Later* and *W-4P - 2022 or Later*. This field becomes editable when the **Special Withholding Tax Status** field is set to *None* or *Nonresident alien*. When a lock-in letter is on file, the dependent amount can only be equal to or less than the value in the **Annual Withholding Reductions** field (lock-in letter).
Other Income	Enter the other income amount in line 4(a) of the employee's Form W-4 or payee's Form W-4P. This field appears for form versions *W-4 - 2020 or Later* and *W-4P - 2022 or Later*. This field becomes editable when the **Special Withholding Tax Status** field is set to *None* or *Nonresident alien*. When a lock-in letter is on file, the other income amount can only be equal to or greater than the value in the **Other Income** field (lock-in letter).
Deductions	Enter the deduction amount in line 4(b) of the employee's Form W-4 or payee's Form W-4P. This field appears for form versions *W-4 - 2020 or Later* and *W-4P - 2022 or Later*. This field becomes editable when the **Special Withholding Tax Status** field is set to *None* or *Nonresident alien*. When a lock-in letter is on file, the deductions amount can only be equal to or less than the value in the **Deductions** field (lock-in letter).
Extra Withholding	Enter the extra withholding amount in line 4(c) of the employee's Form W-4 or payee's Form W-4P. This field appears if the selected form version is *W-4 - 2020 or Later* or *W-4P - 2022 or Later*. This field becomes editable when the **Special Withholding Tax Status** field is *not* set to *No taxable gross; no tax taken*. Leave the amount as $0 if the selected special withholding tax status is *Maintain taxable gross*. If federal income tax should not be withheld, do not enter an amount for extra withholding. When a lock-in letter is on file, the extra withholding amount can only be equal to or greater than the value in the **Additional Amount** field (lock-in letter).

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Field or Control	Description
Payment Type	Select *Distribution payments* or *Nonperiodic payments* as the payment type. This field appears for form version *W-4R - 2022 or Later*.
Percentage	Enter the number of percentage in line 2 of the payee's Form W-4R. This field appears for form version *W-4R - 2022 or Later*. This field is not editable (value is *0*) if the selected special withholding tax status is *No taxable gross, no tax taken*, regardless of payment type. The minimum value is *10* if the selected special tax withholding tax status is *Maintain taxable gross* and the payment type is *Nonperiodic payments*. The minimum value is *20* if the selected special tax withholding tax status is *Maintain taxable gross* and the payment type is *Distribution payments*. The payee cannot request to have no tax withheld on distribution payments.

These fields appear when the *W-4 - 2019 or Earlier* option is selected.

Field or Control	Description
Check here and select Single status if married but withholding at single rate	Select the appropriate tax status for federal withholding taxes as indicated on the employee's completed Form W-4. If the employee has selected "Married, but withhold at higher Single rate" on Form W-4, you must select *Single* as the tax status and this check box. This setting results in the employee being reported with tax status *W*. **Note:** If you select this check box, the tax status automatically becomes *Single* when you save.
Withholding Allowances	Enter the number of allowances that the employee claims for federal withholding tax purposes. This number should match the number on the employee's Form W-4.
Additional Amount and **Additional Percentage**	Use these fields to indicate that additional federal withholding taxes are to be taken. You can specify both an amount and a percentage, if appropriate. When you enter an additional percentage, the additional withholding is calculated by taking a percentage of the taxable wages. The effect of this field depends on the option that you select in the **Special Withholding Tax Status** field. See Special Withholding Tax Status.

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Federal Unemployment Tax

This section does not apply to the W-4P or W-4R form version.

Field or Control	Description
Exempt from FUT	Select this check box if the employee is exempt from FUT (Federal Unemployment tax). The default value comes from the FICA/Tax Details (Federal Insurance Contributions Act/tax details) page. You can override the default from the Company table for an employee.

W-4 Processing Status

The system resets this indicator automatically when the employee's status is updated through the Determine W-4 Exempt Renewal Application Engine Process (PY_W4_EE) or the Reset W-4 Exempt List process (TAX103). You can also update this status manually.

This section does not apply to the W-4P or W-4R form version.

See (USA) Processing Forms W-4.

Field or Control	Description
None	Select this option if W-4 processing does not apply to the employee. This is the default value, which TAX103 resets automatically for those who fail to resubmit the W-4.
Notification Sent	Indicates that the employee has been notified to submit a new Form W-4. This option is set by PY_W4_EE or manually.
New W-4 Received	Indicates that a new Form W-4 has been received. This option is set manually or through the W-4 Withholding Certificate self-service transaction in PeopleSoft ePay.

Lock-In Letter Details

This section does not apply to the W-4P or W-4R form version.

Field or Control	Description
Letter Received	Select this check box if a letter has been received from the Internal Revenue Service (IRS) specifying the allowances an employee is allowed to take. When selected, the system generates a message, stating that the Lock-in Letter Received status will be set to *Y* for the current row and all other federal data rows with a higher effective date than the current row. When the **W-4 - 2020 or Later** option is selected, the system generates another message, indicating that federal withholding elements will be changed to the values specified in the **Lock-in Letter Details** section.

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This field appears when the *W-4 - 2019 or Earlier* option is selected.

Field or Control	Description
Limit On Allowances	Displays the maximum number of allowances possible. The value that you enter in the **Withholding Allowances** field cannot exceed the value that you enter in this field.

These fields appear when both the *W-4 - 2020 or Later* and **Letter Received** options are selected.

Use these fields to specify the withholding status, withholding rate and any annual reductions to withholding or additional amount to withhold per pay period. These values will be available in the lock-in letters to employers.

Federal withholding elements will be changed to the values specified in these fields.

Field or Control	Description
Withholding Status	Specify the permitted withholding status. Values are: *Head of Household* *Married* *Single* The system updates the value in the **Tax Status** field (federal withholding element) automatically with the selected withholding status.
Withholding Rate	Specify the permitted withholding rate. Values are: *Higher withholding rate.* If selected, the **Multiple Jobs or Spouse Works** check box (federal withholding element) is selected automatically. *Standard withholding rate.* If selected, the system clears the **Multiple Jobs or Spouse Works** check box (federal withholding element) automatically.
Annual Withholding Reductions	Enter the maximum value permitted for annual withholding reductions (Form W-4 line 3). The system updates the value in the **Dependent Amount** field (federal withholding element) automatically with the specified annual withholding reductions value.
Other Income	Enter the minimum value permitted for other income (Form W-4 line 4(a)). The system updates the value in the **Other Income** field (federal withholding element) automatically with the other income value specified here.

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Field or Control	Description
Deductions	Enter the maximum value permitted for deductions (Form W-4 line 4(b)). The system updates the value in the **Deductions** field (federal withholding element) automatically with the deductions value specified here.
Additional Amount	Enter the minimum value permitted for additional amount (Form W-4 line 4(c)). The system updates the value in the **Extra Withholding** field (federal withholding element) automatically with the additional amount value specified here.

State Tax Options

This section does not apply to W-4P or W-4R form versions.

Field or Control	Description
Use Total Wage for Multi-State Taxation	Select this check box to use taxable wages from all work states in the calculation of state taxes. For states, such as Arizona, that base their calculation on a percentage of federal withholding tax (FWT): • Select this check box to apply allocation or distribution percentage to the tax calculated. • Select this check box to base the state withholding tax (SWT) on the allocated portion of FWT. • Deselect this check box to not apply allocation or distribution percentage to the tax calculated. Deselect this check box to base the SWT on the entire amount of FWT. For states, such as Alabama, Iowa, Missouri, and Oregon, that include a credit for FWT in their SWT calculation: • Select this check box to use the allocated portion of the FWT as the credit in the SWT calculation. • Deselect this check box to use the entire amount of FWT as the credit in the SWT calculation.

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Field or Control	Description
Always Create W-2 for PA NQDC Reporting (always create W-2 for Pennsylvania nonqualified deferred compensation reporting)	Select this check box if the employee has Pennsylvania W-2 reportable nonqualified deferred compensation amounts but does not have any Pennsylvania state taxable wages or state tax withheld for the tax year being reported. Selecting this check box ensures that the system reports the Pennsylvania nonqualified deferred compensation on the employee's W-2 even though the employee doesn't have any reportable Pennsylvania earnings. See *Year End Processing: U.S., Puerto Rico, and the U.S. Territories Guide*.

Tax Treaty/Non-Resident Data

Use these fields to enter information for nonresident alien employees. All nonresident alien employees (including those not governed by tax treaties) must be identified as nonresident alien employees on the Federal Tax Data record to invoke the nonresident alien withholding tax calculation.

This section does not apply to W-4P or W-4R form versions.

Field or Control	Description
Country	Select a country from the list, or select one of the generic entries that are prefixed with *$* that you may have established on the NR Alien Tax Treaty table (nonresident alien tax treaty table). **Note:** You must set up countries that do not have treaties with the U.S. on the NR Alien Tax Treaty table. See (E&G) Setting Up 1042 Processing for Non-resident Aliens.
Treaty ID	Select the appropriate treaty ID. If the employee is from a country with which the U.S. does not have a treaty, select *NO TREATY*.
Form W-9 Received and **Form W-9 Effective Date**	If the NRA employee is a resident for tax purposes and files a W-9, select *Yes* and enter the appropriate date in the **Form W-9 Effective Date** field. Employees who file a Form W-9 that takes effect before the end of the current pay period are processed as if they did not have a treaty; their earnings are taxed as W-2 earnings instead of 1042 earnings. Select *No* if the employee is from a country with which the U.S. does not have a treaty.
Taxpayer ID Number	Enter the taxpayer ID number of the employee. If you enter a value here, the system uses this value instead of the social security number when producing the 1042 forms/magnetic media.

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Field or Control	Description
NRA Withholding Rule	Select from these options: • *Subject to Rule*: This is the default value for nonresident alien employees. • *Exempt from Rule*: Select if the nonresident alien employee is exempt from the NRA withholding rule based on IRS specifications, such as a student or business apprentice from India. • *Not Applicable*: Select for nonresident alien employees who are taxed as U.S. citizens.

(E&G) Education and Government

The information in this group box enables the eligible employee to be subject to a reduced tax treaty rate. To claim benefits of a treaty, an employee must have a visa and be a resident of one of the treaty countries. An employee can claim benefits for only one treaty at any particular time. Employees who want to claim benefits under a tax treaty must submit a written statement to their employer, along with applicable forms.

Use the *Form 8233 Received* and *Form W8 Received* options to determine the employee's eligibility for reduced tax treaty rates. You must mark the correct form for the specified income code by the end of the current pay period. Otherwise, the affected earning will be taxed as W-2 earnings instead of 1042 earnings.

Field or Control	Description
Treaty Expiration Date	The treaty expiration date appears. The system calculates the date based on the date of entry and rules that are established on the Tax Treaty/NR Data table.
Form 8233 Received	If the NRA employee filed a Form 8223, select *Yes* and enter the appropriate dates in the **Form 8233 Effective Date** and **From 8233 Expiration Date** fields. Form 8223 is required for all income codes except 12 (royalties) and 15 (scholarships and fellowships).
Form W8 Received	If the NRA employee filed a Form W8 for scholarship and fellowship income or royalties, select *Yes* and enter the appropriate dates in the **Form W8 Effective Date** and **Form W8 Expiration Date** fields.

(E&G) Allowable Earnings Codes

The system populates the **Allowable Earnings Codes** grid with information entered on the Treaty/NR Alien Table page according to the country and treaty ID that you specify.

Field or Control	Description
Eligible Earnings Per Year	The earnings caps that apply to each earnings type as per the tax treaties for nonresident aliens.

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Field or Control	Description
Tax Rate After Form Received	For nonresident aliens, whose forms (8223 or W8-BEN) have been completed and are in effect, this is the tax rate that is applied to their income until the income exceeds the maximum earnings specified.
Tax Rate Before Form Received	The tax rate that is applied to the nonresident alien employee's income if their forms (8223 or W8) have not been received. When the Form 8233 Received field value is *No,* and Tax Rate Before Form Received is *0.999900,* the system taxes the payment as Form W-2 earnings. When the Form 8233 Received field value is *No,* and Tax Rate Before Form Received is any value other than *0.999900,* the system taxes the payment as Form 1042-S earnings using the rate specified in Tax Rate Before Form Received field.

Related Topics

- (USA) Processing Forms W-4
- By Paysheet - One-Time Taxes Page
  Use the By Paysheet - One-Time Taxes page (PAY_SHEET_ADD_O) to review one-time tax considerations for a single employee, override an existing tax, increase an existing tax, and refund a tax amount.

State Tax Data Page

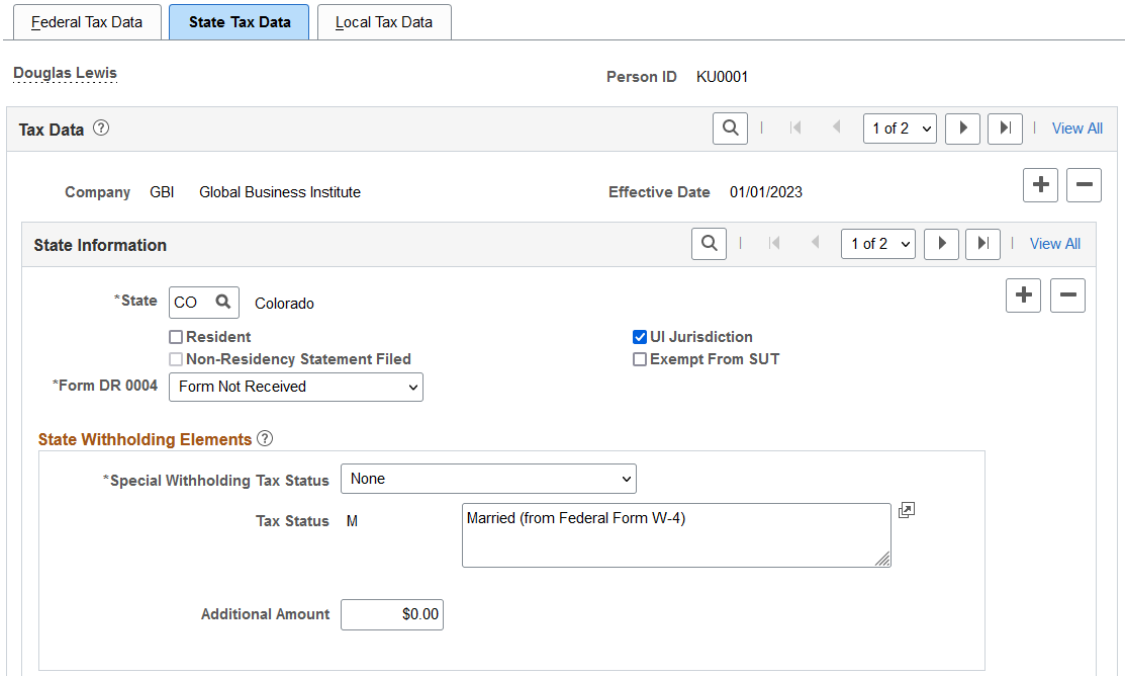
(USA, USF) Use the State Tax Data page (TAX_DATA3) to enter and maintain state tax information that the system uses to calculate state taxes for employees.

Navigation:

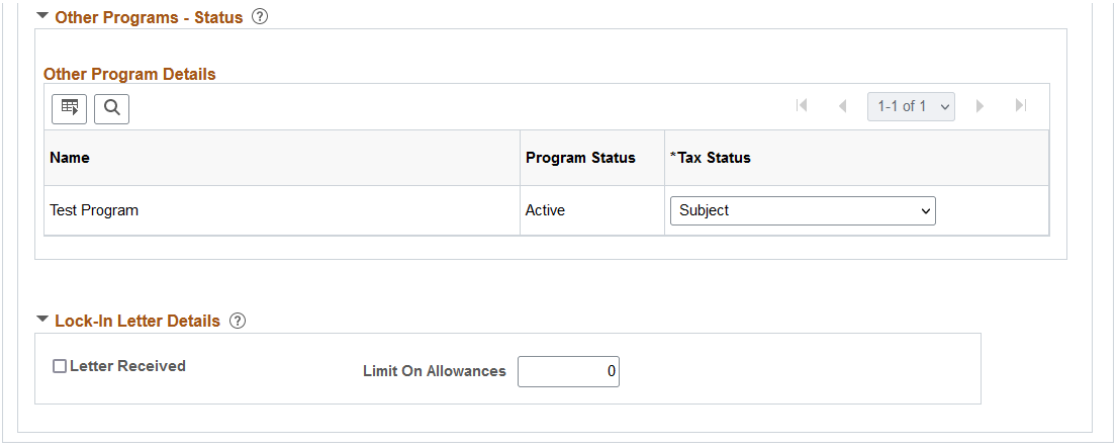
- **Payroll for North America**, and then **Employee Pay Data USA**, and then **Tax Information**, and then **Update Employee Tax Data**, and then **State Tax Data**
- **Payroll for North America**, and then **Employee Pay Data USF**, and then **Tax Information**, and then **Update Employee Tax Data**, and then **State Tax Data**

This example illustrates the fields and controls on the State Tax Data page (1 of 2).

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This example illustrates the fields and controls on the State Tax Data page (2 of 2).



Enter state tax data on this page. State taxes include state unemployment tax (SUT), state and voluntary disability insurance (SDI and VDI), state and voluntary Family Leave Insurance (FLI and VFLI),and state and voluntary Medical Leave Insurance (MLI and VMLI), state and voluntary Family Medical Leave Insurance (FMLI and VFMLI) and LTC Status (WA Long Term Care), if applicable.

If an employee works for multiple companies, tax data is defined by company. If the employee works in multiple states or lives in a state other than the state of employment, each state must be identified on these pages. State taxes are calculated for the employee's residence and work locations based on Reciprocity Rules, the resident flag value on employee tax data, and the state(s) entered on the paylines.

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> **Note**
>
> For Guam (GU), Virgin Islands (VI), and American Samoa (AS): Although employees in these territories are not subject to federal withholding, they are subject to territory withholding at the same rate as federal. The system uses the tax status and withholding allowances information on the Federal Tax Data page to calculate the territory withholding required by each of these territories.

State Information

Field or Control	Description
State	Select the state. Certain state-specific page elements are shown or hidden depending on the state that you select.
Resident	Select this check box if the state selected in the **State** field is the state of residence.
Non-Residency Statement Filed	Select this check box if the employee has completed the necessary nonresidency certificate.
UI Jurisdiction (unemployment insurance jurisdiction)	Select this check box if the state selected in the **State** field is the state of jurisdiction for unemployment insurance tax. (CT, DC, MA, and WA) The UI Jurisdiction check box must be selected for the Family Leave tax, Medical Leave tax, or both, to be calculated. **Note:** State unemployment tax (SUT), and state disability insurance (SDI) if applicable, are usually calculated for the employee's primary work state.
Exempt from SUT (exempt from state unemployment taxes)	Select this check box if the employee's earnings are exempt from SUT. This field reflects the value entered in the **Company Exempt from SUT** (company exempt from state unemployment taxes) field on the Company table.
SDI Status (state disability insurance status)	(CA, NJ, NY, PR, and RI) This field reflects the value of the SDI deduction on the State Tax table and is derived from the employee's SDI status entered on the Company table. Select *Exempt* if the employee is exempted from participation in the state plan, and the employee's earnings are exempt from SDI or Voluntary Disability Insurance tax. Select *Not Applicable* if the state does not have state disability or does not require employers to carry private disability plans. Select *Subject* if the employee's earnings are subject to SDI tax. Select *Voluntary Disability Plan* if the company has a voluntary disability plan that covers the employee. This value is not applicable to Rhode Island (RI).

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Field or Control	Description
FLI Status (family leave insurance status)	(DC, MA, NJ, NY, and WA) Indicate the employee's status for the District of Columbia Paid Family Leave, Massachusetts Family Leave, New Jersey Family Leave, New York Paid Family Leave, or Washington Paid Family Leave insurance tax: Select *Exempt* if the employee is exempted from participation in the state plan, and the employee's earnings are exempt from the FLI tax. In addition, if the employer already provides a paid leave benefit to the workforce, the employer may be eligible to receive an exemption from collecting, remitting, and paying contributions for paid family leave. This option is not valid for DC. Select *Not Applicable* if the state plan does not apply to the employee. For example, WA employees who are covered under a collective bargaining agreement that was in existence on or before the state plan became effective do not participate in state plan until the agreement is reopened, renegotiated, or expires. Select *Subject* if the employee is covered by the state plan, and employee's earnings are subject to FLI tax. Select *Voluntary Plan* if the company has a voluntary family leave insurance plan that covers the employee. This option is not valid for DC and MA.
FMLI Status (family medical leave insurance status)	(CT) Indicate the employee's status for the Connecticut Paid Family Medical Leave insurance tax: Select *Exempt* if the employee is exempted from participation in the state plan, and the employee's earnings are exempt from the FMLI tax. Select *Not Applicable* if the state plan does not apply to the employee. Select *Subject* if the employee is covered by the state plan administered by the CT Paid Leave Authority, and employee's earnings are subject to FMLI tax. Select *Voluntary Plan* if the company has a voluntary family medical leave insurance plan that covers the employee.

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Field or Control	Description
MLI Status (medical leave insurance status)	(MA and WA) Indicate the employee's status for the Massachusetts Medical Leave or Washington Paid Medical Leave insurance tax: Select *Exempt* if the employee is exempted from participation in the state plan (for example, federal employees), and the employee's earnings are exempt from the MLI tax. In addition, if the employer already provides a paid leave benefit to the workforce, the employer may be eligible to receive an exemption from collecting, remitting, and paying contributions for paid medical leave. This option is not valid for DC. Select *Not Applicable* if the state plan does not apply to the employee. For example, employees who are covered under a collective bargaining agreement that was in existence on or before the state plan became effective are not subject to state plan coverage until the agreement is reopened, renegotiated, or expires. In this case, employers do not withhold premiums from employees, or pay the employer share of their premium. Select *Subject* if the employee is covered by the state plan and the employee's earnings are subject to MLI tax. Select *Voluntary Plan* if the company has a voluntary medical leave insurance plan that covers the employee. This option is not valid for DC and MA.

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Colorado-Specific Page Element

Field or Control	Description
Form DR 0004 Received	Indicate if the employee submitted Form DR 0004 to adjust withholding amounts. The system uses this information in the Colorado state withholding tax calculation. Values are: *Form Not Received:* Select if the employee did not submit the form. In this case, the system uses the standard amount (determined by the employee's filing status specified in line 1(c) of Form W-4) in the withholding tax calculation. As of January 1, 2022, the amounts are $8,000.00 for Married filing Jointly or $4,000.00 otherwise; they are subject to change in the future. *Received - Line 2 Blank:* Select if the employee submitted the form and didn't enter any annual withholding amount in line 2. The standard amount is used in the withholding tax calculation, the same way when the form was not submitted. *Received - Line 2 Not Blank:* Select if the employee submitted the form and entered the annual withholding amount in line 2. In this case, the system uses the value that is specified in the **Annual Withholding Allowance** field to calculate the employee's state withholding tax. Note that the system may reset the status to *Form Not Received* when there is an update to the **Federal Withholding Elements** section. If the employee submits a new Form W-4 without a new Form DR 0004, the system revokes any prior Form DR 0004 on file. Review and update the Colorado state tax data accordingly. For more details about Colorado Form DR 0004, refer to the *Colorado Form DR 0004 (2022)* document that is available in the **Payroll for North America Tax Updates** knowledge article (KA643) on My Oracle Support, under the *Tax Update 22-B/Update Image 9.2.042* section.

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Oregon-Specific Page Element

Field or Control	Description
Do Not Withhold Transit Tax	This check box appears only if the state is *OR*, and the tax report type selected for the company on the Application Fundamentals: (USA) Tax Details Page is *not 1099R*. Select this checkbox if you do not wish to withhold Oregon Statewide Transit Tax from payments that are made to the employee. For example, if the employee is an Oregon resident who works outside of the state, the out-of-state employer can, as a courtesy, withhold transit tax for the employee but it is not required. If the withholding is disabled, it is the employee's responsibility to pay the tax when he or she files for personal income tax return. **Note:** Retirees are exempted from the Oregon Statewide Transit Tax. No tax will be withheld from payments to individuals who are paid in companies that have the *1099R* tax report type selected on the Application Fundamentals: (USA) Tax Details Page. See Understanding the Oregon Statewide Transit Tax.

Washington-Specific Page Element

Field or Control	Description
LTC Status (long-term care status)	Indicate the employee's status for the WA Cares Fund: Select *Exempt* if the employee has provided the employer with a written statement of exemption issued by the Washington Employment Security Department, attesting to the fact that the employee is exempt from participation in the WA Cares Fund. The employer will not deduct WA Cares Fund premiums from the employee's wages. Select *Not Applicable* to indicate that the WA Cares Fund program requirements do not apply to the employee. Examples include: 1) Employees of federal tribes or the federal government, and 2) Employees subject to a collective bargaining agreement in existence as of October 19, 2017. Select *Subject* if the employee is covered by the WA Cares Fund as administered by the State of Washington. WA Cares Fund premiums will be deducted from the employee's wages. See Understanding the Washington Long-Term Care Insurance.

State Withholding Elements

Use these fields to enter state-specific withholding information.

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Field or Control	Description
Special Withholding Tax Status	Specify the employee's special withholding tax (SWT) status. The system calculates the withholding tax based on the value you select here and other factors. See Special Withholding Tax Status. • *None:* Select this option if no special tax status exists. • *Maintain taxable gross:* Select this option to override the normal tax calculation with the amount and percentage indicated in the Additional Amount and Additional Percentage fields. If those fields are clear, no state tax is withheld. When you select the *Maintain taxable gross* option and save, the system automatically enters *X* in the **Tax Status** field, preventing state taxes from being withheld. If you subsequently select *None* to continue withholding state taxes, you must also enter the valid **Tax Status** value for withholding. If you do not, when you save, the system displays a message saying that it is using the default SWT tax status for the state and giving you an opportunity to change the withholding status before saving again. **Note:**Use this option for employees claiming exemption from withholding on the state equivalent of Form W-4. • *No taxable gross; no tax taken:* With this option, the system does not withhold SWT and does not track state taxable gross balance at all. • (E&G) *Nonresident alien (Fed Rules)* (nonresident alien; federal rules): Select this option to calculate state taxes using the same treaty rule as used for federal tax calculations.

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Field or Control	Description
Tax Status	Select the appropriate tax status for SWT. The system displays the associated description. **Note:** Depending on the state that you selected in the **State** field, different field values for this field appear. To prevent state taxes from being withheld, the combination of **Special Withholding Tax Status** = *Maintain taxable gross* and **Tax Status** = *X* must be selected. When *Maintain taxable gross* is selected, the system automatically sets the **Tax Status** field to *X* when you select **Save**. If you select a **Tax Status** of *X* and the **Special Withholding Tax Status** field is not set to *Maintain taxable gross,* an error message appears saying that *X* is not allowed if *Maintain taxable gross* is not selected. **Note:** For *Connecticut*, the description of the **Tax Status** field value *X* is *Connecticut Withholding Code E,* indicating that the employee selected Withholding Code E on Connecticut Form CT-W4. For all other states, the description is *Claiming exemption from withholding.* For *Guam (GU), Virgin Islands (VI),* and *American Samoa (AS):* The tax status for the employee must be identical at the federal and state levels.
Withholding Allowances	Enter the number of allowances that the employee claims for SWT purposes. This number should match the number on the employee's state withholding allowance certificate. For states that have their own withholding allowances form, the system displays informational text explaining where this information appears on the state form.
Additional Amount	Enter an additional flat amount to withhold. The effect of this field depends on the option that you select in the **Special Withholding Tax Status** field. (CO) Enter the amount in line 3 of Form DR 0004 that the employee submitted, if applicable. This amount is used in the Colorado state withholding tax calculation. The default value is $0. If the employee requested additional withholding prior to year 2022, that amount can be used here until the employee submits a new withholding certificate. Note that the system may reset the entered amount to $0 when there is an update to this amount, the **Federal Withholding Elements** section, or both. When an employee requests an additional amount to be withheld, Form DR 0004 must be submitted. Review and update the Form DR 0004 status and the additional amount accordingly.

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Field or Control	Description
Additional Percentage	Enter an additional percentage to withhold. The additional withholding is calculated by taking a percentage of the taxable wages.
Additional Allowances	If applicable, enter any additional allowances that the employee claims for SWT purposes. For states that have their own withholding allowances form, the system displays informational text explaining where this information appears on the state form.

Arizona-Specific Page Element

Field or Control	Description
AZ Withholding Percent	Enter the percentage of taxable gross that constitutes the Arizona state withholding.

California-Specific Page Element

(E&G) The California Wage Plan Code group box appears only when the state is *CA*.

The California Wage Plan Code is used only by employees of the California Public Employees Retirement System (PERS) to identify a wage continuation plan for employees in the public sector - such as schools and government - or religious organizations that are exempt from state unemployment or disability plans, or have voluntary plans instead.

Field or Control	Description
Disability/Unemployment Plan	(E&G) Leave the value set at the default *DI State/UI State* (state disability plan and state unemployment) unless otherwise instructed by your organization's tax professionals. Values are: *DI Exempt/UI Exempt* *DI Exempt/UI State* *DI Special Exempt/UI State* *DI State/UI Exempt* *DI State/UI State* *DI Voluntary/UI Exempt* *DI Voluntary/UI State*

Colorado-Specific Page Element

Field or Control	Description
Annual Withholding Allowance	Enter the amount from line 2 of Form DR 0004. The amount is used in the state withholding tax calculation. This field appears if the **Form DR 0004** field value is *Received - Line 2 Not Blank*.

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Connecticut-Specific Page Element

Field or Control	Description
CT Only	Indicate whether the withholding adjustment amount is an *Increase* or *Decrease* amount. The system increases or decreases the employee's CT withholding only on payments of regular wages. If regular and supplemental wages are paid concurrently, the system applies the increase or decrease to the regular earnings only, and not to the supplemental wages.

Iowa-Specific Page Element

Field or Control	Description
Total Allowances	Displays a default value of $40. Once an employee has submitted a completed Form IA W-4, the $40 default value can be changed to either: • Whatever dollar amount the employee enters on Line 6 of Iowa Form IA W-4, or • $0 if the employee declines to claim the minimum $40 allowance on Line 1.

Louisiana-Specific Page Element

Field or Control	Description
LA Only	Indicate whether the withholding adjustment amount is an *Increase* or *Decrease* amount. The system increases or decreases the employee's Louisiana withholding only on payments of regular wages. If regular and supplemental wages are paid concurrently, the system applies the increase or decrease to the regular earnings only, and not to the supplemental wages.

Mississippi-Specific Page Element

Field or Control	Description
MS Annual Exemption Amount	Enter an annual exemption amount for the employee from the employee's completed Mississippi withholding exemption certificate. This exemption amount reduces the employee's taxable gross before the SWT calculation for each pay period.

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Montana-Specific Page Element

Field or Control	Description
Reduced Withholding	Enter the amount displayed on Montana's Form MW-4, line 4.

Puerto Rico-Specific Page Element

Field or Control	Description
PR Retirement Plan	(E&G) This check box is visible only if Education and Government is selected on the Installation table - Products page. Select to indicate that the employee is a participant in a government pension or retirement plan of the Commonwealth of Puerto Rico. The employee's government or retirement plan contribution is factored into the withholding calculations.

Vermont-Specific Page Element

Field or Control	Description
VT Health Coverage Indicator	Select from the following values: • *Eligible/Accepted* • *Eligible/Not Accepted/Covered* • *Eligible/Not Accepted/No Cover* • *Not Applicable* • *Not Eligible* • *Seasonal*

Wisconsin-Specific Page Element

Field or Control	Description
WI WT-4A Filed	This check box appears only if the state is *WI* and the Special Tax Status is *Maintain Taxable Gross.* Select this check box if you want the amount entered in the Additional Amount field to be treated as a flat withholding amount and used in reciprocity calculations. For example, if an employee lives in California and works in Wisconsin and files a WI WT-4A indicating that $100 be deducted as a Wisconsin additional amount, then selecting this check box ensures that employee's California withholding is reduced by $100 as required by the reciprocity rules.

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Other Programs - Status

> **Note**
>
> This section is applicable to the Program Funding Configuration only.

It appears if one or more funding programs are associated with the listed state on the Program ID Association Page. It lists all of the state's programs that are available as of the effective date.

> **Note**
>
> If changes are made to the program definition, you need to add a new row on this page to see the updates. The updates will not show if you just modify the effective date of an existing row in Correct History mode.

Inactive program rows are displayed as read-only.

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Field or Control	Description
Tax Status	(CO, DE, ME, OR, and VT) Displays or select the applicable tax status to enroll the employee to the corresponding program. Values are: *Exempt:* The employee is exempted from participation in the state program, and the employee's earnings are exempt from the program's taxes. *Not Applicable* (default): The state program does not apply to the employee. With this tax status, employers do not withhold program taxes from employees, or pay the employer share of their taxes. *Subject:* The employee is covered by a state program, and their earnings are subject to taxation. *Voluntary:* The employee is covered by a voluntary or private program, rather than a state program. The employee's earnings are subject to premium deduction. (DE only) *Waiver-State:* The employee is exempted from participation in the Delaware Paid Leave state program. Employees who are part-time (working less than 25 hours per week) or not expected to work for 12 months (for example, students who work over the summer only) can submit a Waiver form (signed by both the employee and employer) to be excluded from the program. (DE only) *Waiver-Voluntary:* The employee is exempted from participation in the Delaware Paid Leave private program. As mentioned previously, employees who are part-time or not expected to work for 12 months can submit a waiver form to be excluded from the program.

Lock-In Letter Details

Field or Control	Description
Letter Received	Select this check box if a letter has been received from the state taxing authority that specifies the allowances an employee is allowed to take.
Limit On Allowances	Enter the maximum number of allowances possible. The value that you enter in **Withholding Allowances** field cannot exceed the value that you enter in this field.

Related Topics

- By Paysheet - One-Time Taxes Page
  Use the By Paysheet - One-Time Taxes page (PAY_SHEET_ADD_O) to review one-time tax considerations for a single employee, override an existing tax, increase an existing tax, and refund a tax amount.

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- (E&G) Setting Up 1042 Processing for Non-resident Aliens
  To establish 1042 processing for non-resident aliens, use the Treaty/NR Alien Table component (TREATY_NR_ALIEN_TA), the Income Code Table component (INC_CD_1042_TABLE), and the Exemption Code Table component (EXM_CD_1042_TABLE).

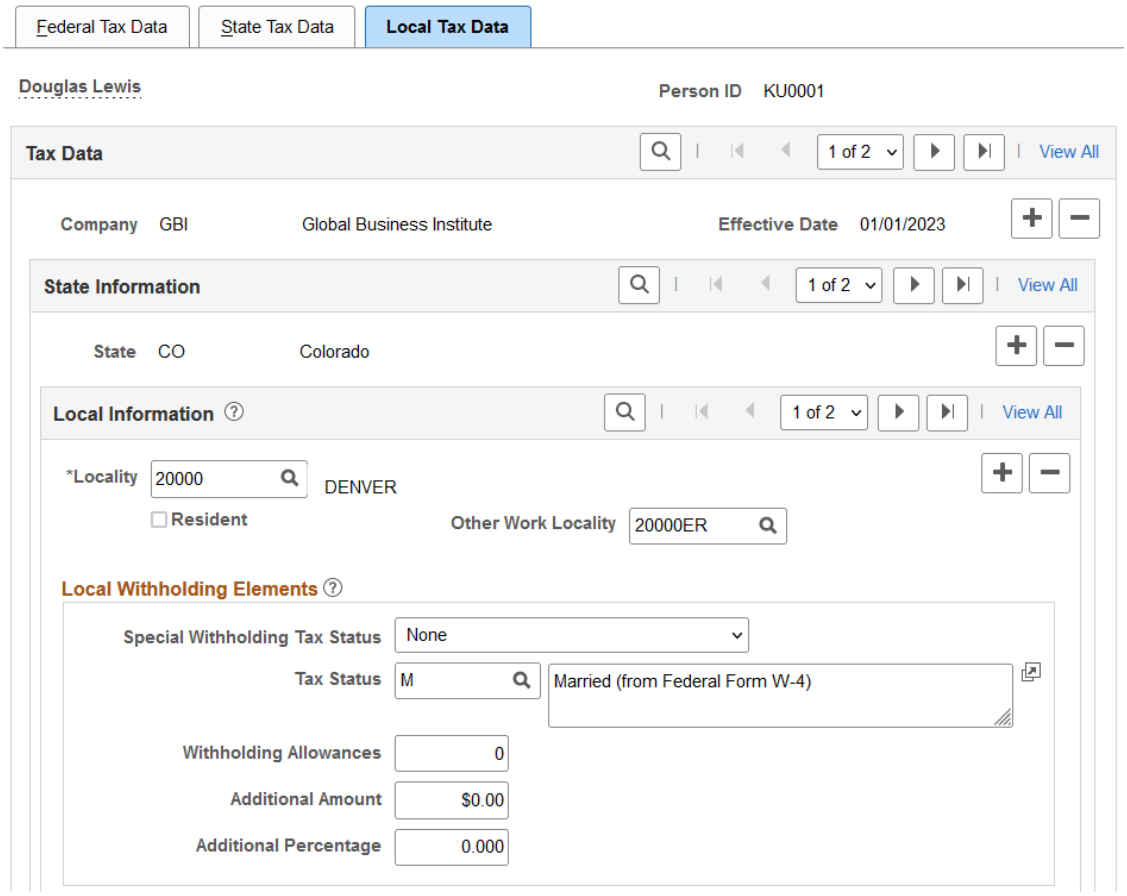
Local Tax Data Page

(USA, USF) Use the Local Tax Data page (TAX_DATA5) to enter employee tax data for each locality in which an employee lives or works.

Navigation:

- **Payroll for North America**, and then **Employee Pay Data USA**, and then **Tax Information**, and then **Update Employee Tax Data**, and then **Local Tax Data**
- **Payroll for North America**, and then **Employee Pay Data USF**, and then **Tax Information**, and then **Update Employee Tax Data**, and then **Local Tax Data**

This example illustrates the fields and controls on the Local Tax Data page.



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Local Information

Field or Control	Description
Locality	Select the locality that the employee lives or works in. If the employee lives or works in multiple localities, enter a row for each different locality an employee pays taxes in. Define localities on the Company Local Tax Table page.
Resident	Select this check box if the locality selected in the **Locality** field is a resident locality. An employee can have more than one resident tax locality. You may need more than one resident locality entry in cases where two different taxes exist for the same locality, such as a municipality tax and a school district tax. **Note:** (IN) In Indiana, the employee's county of residence is the first determining factor for tax withholding. If the county in which an employee resides on January 1 of any year imposes a tax, you must withhold that tax. The employee is liable for the tax for the entire year, even if he or she moves to a nontaxing county. If the county of residence does not impose a tax, but the county in which the principal place of work is located does, you must withhold at the appropriate nonresident rate. For employees moving from out of state into a taxing Indiana locality, withholding does not begin until the next January 1, when residence determination is made.
County of Principal Employment	(IN) This check box appears only when the state selected is *Indiana* and the **Resident** check box is deselected. For a nonresident employee working in Indiana, county tax must be calculated and withheld for the entire year based on the *Indiana County of Principal Employment as of January 1* entry that is specified on the employee's completed Indiana Form WH-4 for the current year. For a nonresident employee, select the **County of Principal Employment** check box to identify this locality as the Indiana County of Principal Employment that is specified on the employee's Form WH-4. **Note:** You can select the check box for *only one* Indiana county in an employee's tax data record.
Other Work Locality	Select another work locality if you have more than one work tax for a given locality. The entry in this field is used to link to another local work tax code. See Understanding Split Local Tax Distribution for KY, AL, and OR.

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Local Withholding Elements

Field or Control	Description
Special Withholding Tax Status	Specify the employee's special withholding tax status. The system calculates the withholding tax based on the value you select here and other factors. See Special Withholding Tax Status. • *None:* Select this option if no special tax status exists. • *Maintain taxable gross:* Select this option to override the normal tax calculation with the amount and percentage indicated in the Additional Amount and Additional Percentage fields. If those fields are clear, no local tax is withheld. • *No taxable gross; no tax taken:* With this option, the system does not track local taxable gross balance at all.
Tax Status	Enter the tax status for local withholding taxes. Depending on the locality that you selected, different field values appear.
Withholding Allowances	Enter the number of allowances that the employee claims for local withholding tax purposes.
Additional Amount and **Additional Percentage**	Use these fields to indicate that additional LWT taxes are to be taken. You can specify both an amount and a percentage, if appropriate. The effect of this field depends on the special tax status option that you select. See Special Withholding Tax Status.

Related Topics

- Application Fundamentals: Tax Location Table − State/Province/Locality Page
- By Paysheet - One-Time Taxes Page
  Use the By Paysheet - One-Time Taxes page (PAY_SHEET_ADD_O) to review one-time tax considerations for a single employee, override an existing tax, increase an existing tax, and refund a tax amount.

(CAN) Entering and Maintaining Canadian Income Tax Data

Pages Used to Enter and Maintain Canadian Income Tax Data

Page Name	Definition Name	Usage
Canadian Income Tax Data Page	TAX_DATA_CAN1	(CAN) Set up Canadian Income Tax (CIT), including specifying special CIT withholding status, TD1 exemptions and adjustments, and other tax credits.

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Page Name	Definition Name	Usage
Quebec Income Tax Data Page	TAX_DATA_CAN3	(CAN) Enter QIT withholding status, exemption, and tax credit information for employees based in Quebec.
Provincial Income Tax Data Page	TAX_DATA_CAN4	(CAN) Enter provincial TD1 personal tax credit amounts.
Exemption Report Page	RUNCTL_TAX100CN	(CAN) Generate the TAX100CN report that lists all employees whose Canadian or Quebec Tax Data records indicate that they are exempt from income tax withholding, exempt from unemployment insurance payments, exempt from Quebec Parental Insurance Plan (QPIP) contributions, or have fewer than 12 months subject to Canada Pension Plan (CPP) or Quebec Pension Plan (QPP) contributions.
Employee Tax Information Report Page	RUNCTL_TAX019	(CAN) Run TAX019 to print employee tax withholding information.

Related Topics

- Understanding Canadian Tax Methods
  This topic discusses:

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Common Elements Used to Enter and Maintain Canadian Income Tax Data

Field or Control	Description
Non-Indexed Amount	Full indexation is in effect for federal, Quebec, and provincial taxes. Enter amounts not eligible for indexing such as pension income and tuition and education fees. The non-indexed amount is the component of the net claim amount that is not subject to indexing. For example, if the applicable taxing authority specifies an indexation factor of 3%, the new net claim amounts for all the affected employees would be recalculated as follows: Net claim amount + [0.03 (net claim amount – non-indexed amount)]. The **Non-Indexed Amount** field is not considered during the Pay Calculation COBOL SQL process (PSPPYRUN). However, it is required by the year-end Update Source Deductions SQR Report process (TAX103CN), which calculates and inserts new net claim amounts. This process applies a specified percentage and/or fixed amount increase or decrease as illustrated in the example noted above. In the case where an override is specified, the amount is used entirely as the net claim amount, and adjusted when a non-indexed amount exists.
Other Tax Credits	Enter other authorized tax credits for the year as approved by the relative government agency. If other tax credits are entered mid-year, the amount must be prorated by the number of pay periods remaining in the year.
Prescribed Area	Enter an annual deduction from gross allowed for those employees who live in designated areas of Canada (such as the Northwest Territories, Nunavut, and the Yukon Territory). If an amount is entered mid-year, it must be prorated by the number of pay periods remaining in the year.
Special Letters	If the employee is eligible for annual deductions authorized by a taxation office, but not deducted at source from the employee's pay (such as childcare expenses), enter that amount here. Note that if a special letter is entered mid-year, the amount must be prorated by the number of pay periods remaining in the year.

Canadian Income Tax Data Page

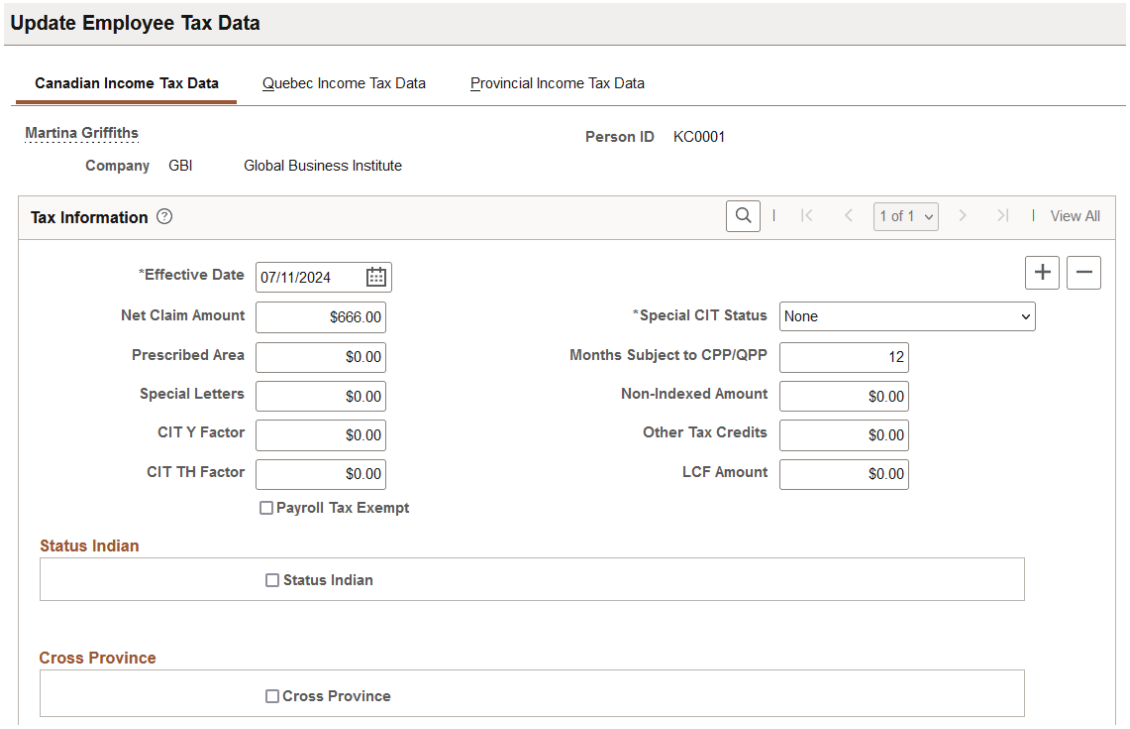
(CAN) Use the Canadian Income Tax Data page (TAX_DATA_CAN1) to set up Canadian Income Tax (CIT), including specifying special CIT withholding status, TD1 exemptions and adjustments, and other tax credits.

Navigation:

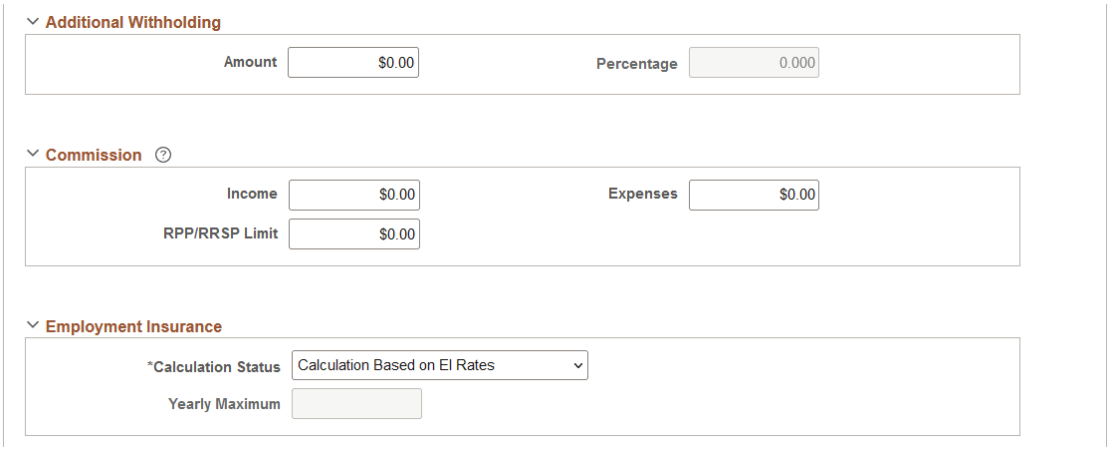
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Payroll for North America, and then **Employee Pay Data CAN**, and then **Tax Information**, and then **Update Employee Tax Data**, and then **Canadian Income Tax Data**

This example illustrates the fields and controls on the Canadian Income Tax Data page (1 of 3).

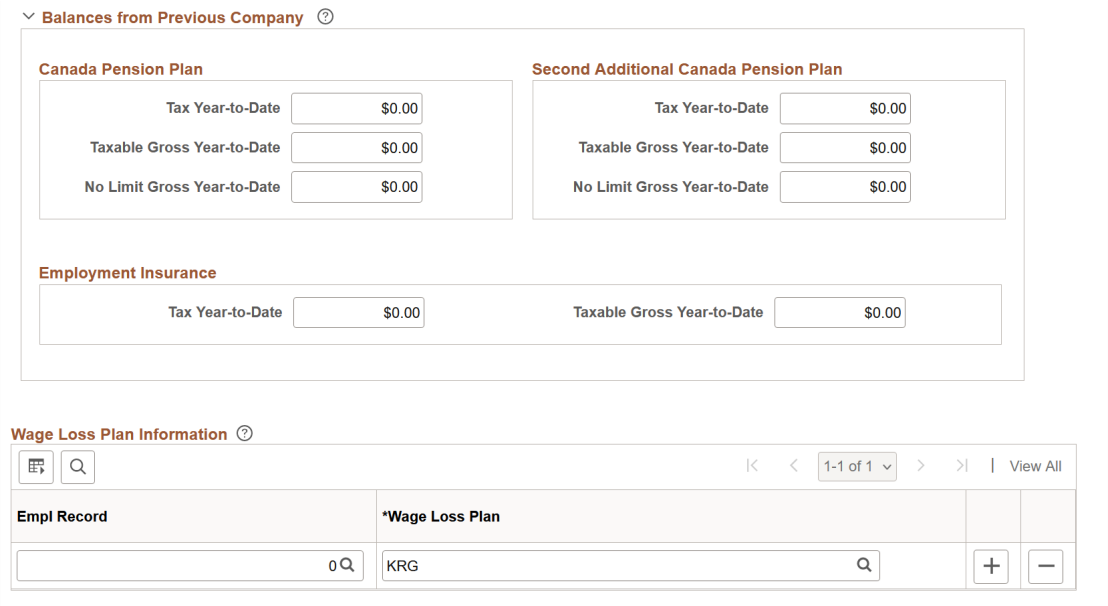


This example illustrates the fields and controls on the Canadian Income Tax Data page (2 of 3).



This example illustrates the fields and controls on the Canadian Income Tax Data page (3 of 3).

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Field or Control	Description
Net Claim Amount	Enter the total sum of all federal income tax exemption amounts from the employee's federal TD1 form (including the non-indexed amount). The system uses this field during the Pay Calculation COBOL SQL process.
Special CIT Status (special Canadian income tax status)	Select options in this field to indicate whether an employee's withholding tax status deviates from the norm: *Exempt (Not Subject to CIT)* (exempt [not subject to Canadian income tax]): Select if the employee is exempt from CIT. The taxable base for CIT, however, will still reflect the taxable pay the employee receives to ensure that proper employment income is reported on the year-end T4 slip. *Maintain gross* (maintain gross): Select to override the normal tax calculation with an amount or percentage indicated in the **Additional Withholding** group box. *None:* Select if no special status exists. If you select this option, the system calculates income tax based on the employee's net taxable gross (the norm).

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Field or Control	Description
Months Subject to CPP/QPP (months subject to Canada Pension Plan/Quebec Pension Plan)	Enter the month that represents the last month, in which the employee is eligible for CPP/QPP contributions. Use the number that corresponds with the desired month of the calendar year (for example *1* for January). For example, if an employee was subject to CPP/QPP for nine months of the calendar year ending in September, and exempt for the remaining three months, enter *9*. If the employee was exempt for the entire year, enter *0*. Because employees are usually subject to CPP/QPP contributions for the entire year, the default is *12*. CPP/QPP contributions will continue to be collected until the month defined in the **Months Subject to CPP/QPP** field has been met, or the prorated yearly maximum contribution amount has been reached, whichever comes first. **Note:** The system will not take CPP/QPP contributions if the employee is under the minimum age of 18 or over the maximum age of 70, as determined by the birthdate entered on the Personal Data - Eligibility/Identity page, unless you specify months subject to CPP/QPP on this page. Effective January 1, 1998, the maximum age exemption of 70 has been removed for QPP contribution calculations.
CIT Y Factor (Canadian income tax Y Factor)	The CIT Y Factor is used in the calculation of the provincial tax reduction for employees in the provinces of Manitoba and Ontario. You must enter a dollar amount for the CIT Y Factor and not the number of dependents. If you leave this field blank for employees who work in Manitoba, the provincial tax will be based on the net claim amount that you have entered from the employee's TD1 form. If you leave this field blank for employees who work in Ontario, no provincial tax reduction is calculated.
CIT TH Factor (Canadian income tax TH Factor)	*This field is no longer used, but is maintained for history data.*. The CIT TH Factor is the threshold amount used to calculate the provincial net income surtax for employees in the province of Manitoba. If you leave this field blank for an employee in Manitoba, the threshold amount is based on the net claim amount that you have entered from the employee's TD1 form. **Note:** You should review the CIT Y Factor and CIT TH Factor amounts when provincial tax legislation changes the values of these factors or when a change in the employee's number of dependents would affect these amounts.

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Field or Control	Description
LCF Amount (federal labour-sponsored funds tax credit)	Enter the purchase amount of shares in Labour-Sponsored Venture Capital Corporations (LSVCC). This amount is used to calculate and apply the federal and provincial tax credits at source, for employees who purchase LSVCC shares. The PeopleSoft Canadian Tax tables maintain the maximum federal and provincial tax credit amounts and rates.
Payroll Tax Exempt	Select this check box if the employee should not be subject to the Northwest Territories or Nunavut payroll tax. Effective July 1, 1993, the Northwest Territories imposed a one-percent payroll withholding tax on specified remuneration paid for work performed in the Northwest Territories. Effective April 1, 1999, part of the Northwest Territories split off to form the new territory of Nunavut. Only employees who earn more than 5,000 CAD in one calendar year in the Northwest Territories or Nunavut are subject to this tax. The tax is payable on the full amount of specified remuneration earned while working in the Northwest Territories or Nunavut in the year. If an employee's Northwest Territories or Nunavut earnings will not be more than 5,000 CAD for the calendar year, they are eligible for exemption from this tax. You can stop the tax withholding for this employee by selecting the **Payroll Tax Exempt** check box. The system continues to maintain the payroll tax gross for the employee, but the tax is not withheld. If you find later in the year that the employee should be subject to the tax, deselect the **Payroll Tax Exempt** check box. On the next system-generated paycheque for the employee, the system will retroactively deduct the tax not previously withheld on all year-to-date Northwest Territories or Nunavut wages. **Note:** Before running the final payroll for the calendar year, review the tax balance records of any employees whose Northwest Territories or Nunavut payroll tax status may be in doubt. Employees whose total Northwest Territories or Nunavut earnings will be more than 5,000 CAD for the year should not be identified as exempt from the tax. Employees whose total earnings will be 5,000 CAD or less for the year, but for whom tax has been withheld, should be designated as exempt from the tax, and the tax already withheld should be refunded.

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Status Indian

Field or Control	Description
Status Indian	Select this check box to identify an employee who claims First Nation Indian status. When this check box is selected, the **Special CIT Status** field on this page, becomes unavailable for entry and is automatically set to *Exempt (not subject to CIT).* Also, when the **Status Indian** check box is selected, the **Percent Exempt** field appears, with a default value of *100*. If the employee works in Quebec, the **Special QIT Status** (special Quebec income tax status) field on the Quebec Income Tax Data (TAX_DATA_CAN3) page automatically changes to match the value in the Special CIT Status field here, and the exemption percentage in the **Percent Exempt** field here is applied to the calculation of Quebec income that is exempt from taxes on the Quebec Income Tax Data Page. The system calculates CPP and QPP contributions based on the employee's taxable income. Payroll for North America provides system processing to support the year-end T4 and RL-1 reporting of employment income for Status Indian employees whose total remuneration received in the reporting year is based on Status Indian requirements. When the **Status Indian** check box is selected, the relevant tax form definition boxes on the T4 and RL-1 forms will facilitate the reporting of Status Indian tax-exempt employment income for year-end slip reporting purposes. For further information, refer to the document titled *Year-End Processing: Canada* located on My Oracle Support. **Note:** If your company does not elect to provide CPP coverage to the First Nation Indian status employees, update the **Months Subject to CPP/QPP** field to *0* (zero).
Percent Exempt	Appears only when the **Status Indian** check box is selected. The default value is *100*. If the employee claims First Nation Indian status but does not meet the criteria for full 100% tax exemption, update the **Percent Exempt** field to show the percentage of employment income that should be exempt from income tax. When you click **Save,** the system changes the **Special CIT Status** field to *None,* and uses this **Percent Exempt** value to calculate the employee's income that is exempt from taxes **Note:** Consult the Canada Revenue Agency (CRA) web site for examples, guidelines, and current proration rules for Indian Act Exemption for Employment Income.

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Cross Province

Field or Control	Description
Cross Province	An employee who resides in one province or territory and is employed in another, may be subject to excessive tax deductions. If the CRA approves a written request for tax relief in this instance, the employer is required to limit the employee's tax liability to the amount based upon that employee's province of residence. Payroll for North America refers to this type of situation as *cross-province taxation* as it applies only between provinces or territories. Select this check box to generate cross-province tax processing. If you select this check box, the **Use Province of Residence** check box becomes available for selection.
Use Province of Residence	Appears when the **Cross Province** check box is selected. The system selects the **Use Province of Residence** check box by default. When this check box is selected, the system uses the employee's province of residence for calculating the employee's tax liability. When deselected, the **Or Override** field appears.
Or Override	Appears when the **Cross Province** check box is selected and the **Use Province of Residence** is deselected. Specify the applicable province to use to override the employee's province of residence for tax calculation. **Note:** When the province of employment for taxation purposes is Quebec (QC), the reduction in the tax liability is applied to the federal portion.

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Additional Withholding

Field or Control	Description
Amount and **Percentage**	Indicate additional CIT taxes that should be taken. The affect of this field depends on the option that you select in the **Special CIT Status** field: If you select *None,* you can specify only an amount for additional withholding. The system calculates taxes based on the information on the tax table and adds the additional withholding amount indicated. The amount you enter is always applied against CIT(T4). If you select *Maintain gross* you can specify an amount or a percentage, or both, for withholding income taxes. The system overrides the normal tax calculation and takes only the amount and/or percentage entered in the **Amount** and/or **Percentage** fields. The amount you enter applies against the associated taxable gross on the paycheque. If multiple taxable grosses are applicable, the system allocates/distributes taxes (amount and/or percentage) based on total taxable grosses.

> **Note**
>
> If you do not want to take additional withholding from a particular cheque, deselect the **Additional Taxes** check box on the By Paysheet - One-Time Taxes Page.

Commission

Field or Control	Description
Income	For individuals paid on a commission basis, enter the employee's annual estimated commission income.
Expenses	For individuals paid on a commission basis, enter the employee's annual expenses.
RPP/RRSP Limit (Registered Pension Plan/ Registered Retirement Savings Plan limit)	Enter the RPP/RRSP limit. This limit overrides the legislated annual RPP/RRSP limit maintained by PeopleSoft on the Canadian Tax table. These fields are used during the commission tax method calculation to arrive at taxable gross. Note: To complete this information, the employee must complete the required government form (TD1x).

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Employment Insurance

Field or Control	Description
Calculation Status	The only options applicable as of January 1, 1997 are *EI Rules* (Employment Insurance rules) and *EI Exempt* (Employment Insurance exempt). The Pay Calculation process uses this field to determine whether to deduct EI premiums. Pre-January 1, 1997 the only options available were the **UI Yearly** (unemployment insurance yearly) and **UI Period** (unemployment insurance period) options. Select *EI Rules* if the employee is subject to EI premiums. This is the default premium calculation formula. Select *El Exempt* if the employee is exempt from paying EI premiums.
Yearly Maximum	When a calculate status of *UI Yearly* is selected, the system displays the current year's annual maximum insurable earnings amount in the **Yearly Max** field as listed in the Canadian Tax table. Note that you must review and update this value if the employee starts after the beginning of the year or terminates before the end of the year.

> **Note**
>
> *UI Yearly* and *UI Period* cannot be selected on records dated later than January 1, 1997. The only valid calculate status selections effective after January 1, 1997 are *EI Rules* and *El Exempt.*

Balances from Previous Company

If the employee meets the guidelines set forth by the CRA for the continuation of CPP/QPP contributions and EI premiums as the result of a merger, acquisition, or company restructuring, use the fields in the **Balances from Previous Company** group box to enter the employee's year-to-date Canada Pension Plan, Second Additional Canada Pension Plan, and Employment Insurance carryover amounts that were brought forward to the new company.

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Wage Loss Plan Information

Field or Control	Description
Wage Loss Plan	Select the appropriate wage loss plan code. This applies the correct employer EI premium rate as determined by the benefit coverage level of the wage loss replacement plan for short-term disability. You define valid wage loss replacement plan codes in the Canada Wage Loss Plan Table component (WAGELS_PLN_TBL) in Define Payroll Taxes. You must create these codes *before* you use them elsewhere in the system. **Note:** If the Multiple Jobs feature is enabled, you can enter multiple wage loss plans per employee. If the **Multiple Jobs Allowed** check box is deselected, you can enter only one wage loss plan per employee. If the **Automatic Employee Tax Data** check box on the Installation Table - Application Fundamentals: Product Specific Page is selected, the system automatically creates employee tax data records whenever you hire an employee or transfer an employee to a new company. The wage loss plan default that you specify on the Pay Group Table - Definition page becomes the default wage loss plan on the Canadian Income Tax Data page whenever the system automatically creates employee tax data records.

Quebec Income Tax Data Page

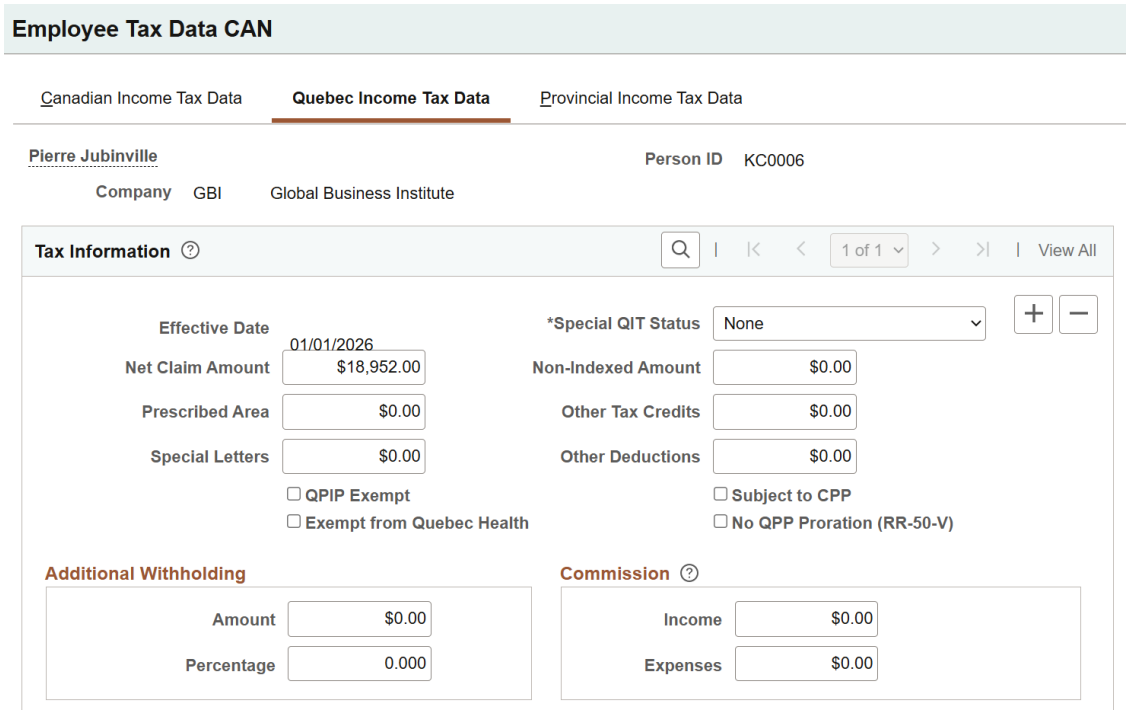
(CAN) Use the Quebec Income Tax Data page (TAX_DATA_CAN3) to enter QIT withholding status, exemption, and tax credit information for employees based in Quebec.

Navigation:

Payroll for North America, and then **Employee Pay Data CAN**, and then **Tax Information**, and then **Update Employee Tax Data**, and then **Quebec Income Tax Data**

This example illustrates the fields and controls on the Quebec Income Tax Data page (1 of 2).

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This example illustrates the fields and controls on the Quebec Income Tax Data page (2 of 2).



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Tax Information

Field or Control	Description
Special QIT Status (special Quebec income tax status)	These options are similar to those on the Canadian Income Tax Data page. Your selection indicates whether the employee has any special tax status for QIT purposes. If the employee works in Quebec, and the **Status Indian** check box is selected on the Canadian Income Tax Data page, the **Special QIT Status** field here automatically changes to match the value in the **Special CIT Status** field on the Canadian Income Tax Data page, and the exemption percentage in the **Percent Exempt** field on the Canadian Income Tax Data Page is applied to the calculation of Quebec income that is exempt from taxes here, on the Quebec Income Tax Data page.
Net Claim Amount	Enter the total sum of all Quebec income tax exemption amounts from the employee's Source Deductions Return (form TP-1015.3-V).
Other Deductions	Enter other authorized Revenu Quebec annual deductions—such as the deduction representing alimony or maintenance payments.
QPIP Exempt (Quebec Parental Insurance Plan exempt)	Select if the employee is exempt from QPIP premium deductions.
Subject to CPP	Select this check box to calculate CPP, rather than QPP, contributions. **Note:** According to the Canadian Federal and Quebec income tax laws, a federally appointed judge in Quebec must contribute to CPP, not QPP.
Exempt from Quebec Health	Select this check box if the employee is exempt from contributing to the Quebec Heath tax. With the check box selected, the system does not include health tax contributions in tax calculations for the individual. **Note:** Employers must withhold the health contributions of any individual who is over 18 years old or who turns 18 years old during the year, unless a Source Deductions Return (form TP-1015.3V) has been processed for that individual.
No QPP Proration (RR-50-V)	Select the field to stop prorating the employee's QPP contributions when the employee has submitted Form RR-50-V to stop making QPP contributions or restart previously ceased contributions. When selected, the employee's annual maximum QPP and QP2 contributions are not prorated by the *Months Subject to CPP/QPP* value.

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Additional Withholding

Field or Control	Description
Amount and **Percentage**	Indicate additional QIT taxes that should be taken. The effect this field has depends on the option you select in the **Special QIT Status** field: If you select *None,* you can only specify an amount for additional withholding. The system calculates taxes based on the information on the tax table and adds the additional withholding amount indicated. If you select *Maintain gross, you can* specify an amount or a percentage, or both, for withholding Quebec income taxes. The system overrides the normal calculated tax and takes only the amount and/or percentage entered in the **Amount** and **Percentage** fields.

> **Note**
>
> If you do not want to take additional withholding from a particular check, deselect the **Additional Taxes** check box on the By Paysheet - One-Time Taxes page.

Commission

Field or Control	Description
Income	For individuals paid on a commission basis, enter the employee's estimated annual commission income.
Expenses	For individuals paid on a commission basis, enter the employee's estimated annual expenses for individuals paid on a commission basis. Note: To complete this information, the employee must complete the required government form (TP-1015.R.13.1–V).

Balances from Previous Company

For merged or acquired companies that have employees that worked in Quebec, enter the employee's year-to-date carryover amounts to the Quebec Pension Plan (QPP), Second Additional Quebec Pension Plan, and Quebec Parental Insurance Plan (QPIP) in the appropriate fields in the **Balances from Previous Company** group box.

> **Note**
>
> Enter the federal portion of the year-to-date Employment Insurance premiums on the Canadian Income Tax Data page.

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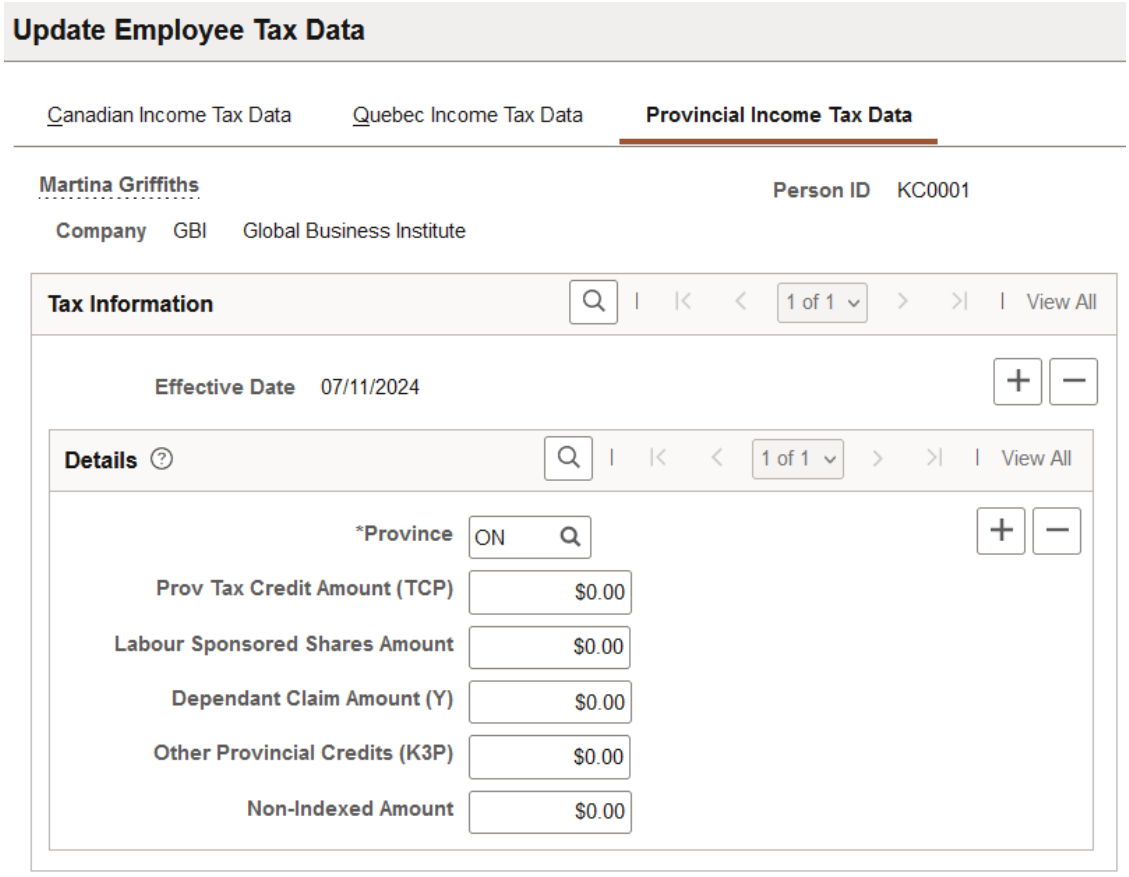
Provincial Income Tax Data Page

(CAN) Use the Provincial Income Tax Data page (TAX_DATA_CAN4) to enter provincial TD1 personal tax credit amounts.

Navigation:

Payroll for North America, and then **Employee Pay Data CAN**, and then **Tax Information**, and then **Update Employee Tax Data**, and then **Provincial Income Tax Data**

This example illustrates the fields and controls on the Provincial Income Tax Data page.



Field or Control	Description
Province	Enter the employee's tax location province for calculating provincial income taxes.
Prov Tax Credit Amount (TCP) (provincial tax credit amount)	Enter the total net claim amount from the employee's or pensioner's provincial or territorial Form TD1. This is the sum of all of the individual personal tax credit amounts reported on the provincial Form TD1 contributing to the total claim amount.

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Field or Control	Description
Labour Sponsored Shares Amount	Enter the provincial or territorial labour-sponsored funds tax credit amount. **Note:** If a Provincial Income Tax Data record exists, the value that specified in the **Labour Sponsored Shares Amount** field (including zero) is used for the provincial income tax calculation and the **LCF Amount** field on the Canadian Income Tax Data page is used for the federal income tax calculation. If no Provincial Income Tax Data record exists, by default the system uses the federal labour-sponsored funds tax credit amount indicated in the **LCF Amount** field of the Canadian Income Tax Data page for both federal and provincial income tax calculations. **Note:** (Employers Paying Employees in the Province of Saskatchewan). Investment amounts in venture capital corporations that are registered federally only must be entered into the **LCF Amount** field of the employee's Canadian Income Tax Data page. Investment amounts in venture capital corporations that are registered in Saskatchewan must be entered into the **Labour Sponsored Shares Amount** field of the employee's Provincial Income Tax Data page.
Dependant Claim Amount (Y)	Where applicable, calculate and enter the total dependent claim amount (Y). This is the total sum of the calculated reduction factor Y amounts applicable to Manitoba and Ontario used in determining the provincial tax reduction (factor S).
Other Provincial Credits (K3P)	Enter the employee’s other provincial or territorial non-refundable tax credits (such as medical expenses and charitable donations) authorized by a tax services office or tax centre.

Important

For cross-province taxation to be calculated correctly, entries should be created on the Provincial Income Tax Data page for both the province of employment *and* the province of residence. If entries do not exist for one or both provinces, the provincial basic personal amounts from the Canadian Tax table will be applied.

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(USA) Processing Forms W-4

Pages Used to Process W-4 Exemptions

Page Name	Definition Name	Usage
Determine W-4 Exempt Renewal Page	RUNCTL_PAY_W4W5	(USA) Run the Determine W-4 Exempt Renewal process (PY_W4_EE) to identify and notify employees who must file a new W-4.
Reset W-4 Exempt List Page	RUNCTL_TAX103	(USA) Run the Reset W-4 Exempt List report process (TAX103) in update or report only mode. If run in update mode, the SQR inserts a new row into employee tax data with default values for employees who do not submit a new W-4 form.
W-4 Audit Report Page	RUNCTL_TAX107	(USA) Generate the W-4 Audit Report (TAX107) that lists all employees who either created or updated their W-4 information through the ePay self-service transaction.
W-4 Print - Self Service Page	RUNCTL_TAX108	(USA, USF) Run the W-4 Print Self-Service SQR Report (TAX108) to print Form W-4 information submitted by the employee in the ePay self-service transaction.
W-4 Exemptions Report Page	RUNCTL_TAX100	(USA) Generate the W-4 Exemptions Report (TAX100) that lists all employees in each company who have elected a special withholding tax status.

Understanding W-4 Exemption Processing

Employees who claim exemption from federal withholding must submit a new Form W-4 each year by February 15 to maintain their exemption status. On February 15 of each tax year, the payroll administrator must reset the W-4 status of any employee who claimed exemption from federal withholding in the previous year and failed to file a new W-4 requesting the exemption for the current year.

Payroll for North America provides:

- The PY_W4_EE workflow-enabled process that you can run at the end of each year to identify and notify employees who should complete a new Form W-4.
- The TAX103 process to update the Federal Tax Data record of employees who were notified through workflow but did not update their W-4 data.
- The TAX100 report to use for manual processing as an alternative to the workflow-enabled processing.

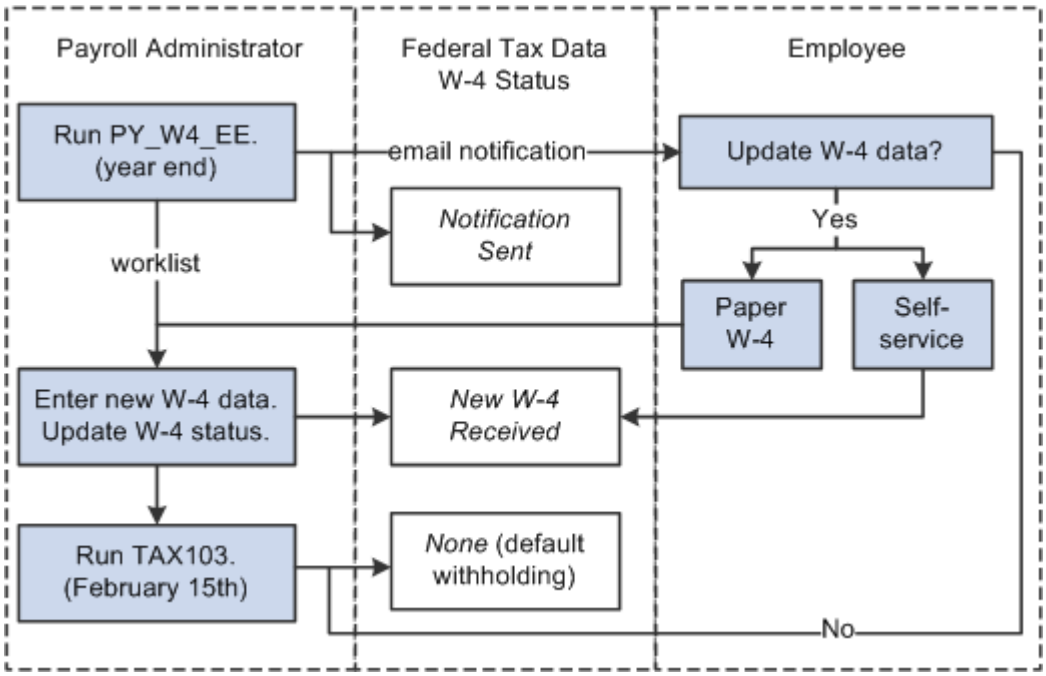
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- The TAX 107 and TAX108 reports for monitoring and printing W-4 data that employees submit through self-service transaction.

W-4 Workflow Processing Steps

This diagram illustrates how workflow processing is used by both the payroll administrator and employee to manage W-4 exemption processing:

This diagram illustrates how workflow processing is used by both the payroll administrator and employee to manage W-4 exemption processing.



To process W-4 exemptions using workflow processing, the payroll administrator:

1. Runs the Determine W-4 Exempt Renewal Application Engine process (PY_W4_EE) to identify and notify employees who must submit a new Form W-4.
2. Selects the *New W-4 Received* **W-4 Processing Status** option on the employee's Federal Tax Data page and updates the other special tax withholding information after receiving the updated Form W-4.

   A workflow link on the worklist provides easy access to the Federal Tax Data page to enter the data.

> **Note**
>
> If a notified employee uses the W-4 Withholding Certificate self-service transaction in PeopleSoft ePay to update W-4 tax information, the system selects the *New W-4 Received* **W-4 Processing Status** option on the Federal Tax Data page and updates the other withholding information. The payroll administrator's worklist notification remains active so that the administrator can verify that the employee submitted a new current-year Form W-4 stating that the employee is still exempt.

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3. Runs the Report/Update W-4 Exempt Employees SQR Report process (TAX103) to reset the withholding information to default values for employees who fail to resubmit.

PY_W4_EE Process Description

Run the Determine W-4 Exempt Renewal process (PY_W4_EE) on the first day of the new year to:

- Determine which employees must resubmit the Form W-4.
- Notify these employees by email that they must resubmit.
- Set the W-4 processing status to Notification Sent for employees identified.
- Add a worklist instance to the payroll administrator's workflow role to process the new forms as they are received.

> **Note**
>
> Oracle PeopleSoft delivers Notification Composer Framework to manage the setup and administration of all notifications in one central location.
>
> Once you have adopted the Notification Composer feature, you must use it to create new notifications and manage your existing notifications.
>
> Notifications delivered with HCM Image 47 or later must use Notification Composer.
>
> For more information about Notification Composer Framework, see Enterprise Components: Understanding Notification Composer.

The process also produces a list of employees who must resubmit the Form W-4.

TAX103 Process Description

The Report/Update W-4 Exempt Employees process (TAX103) selects employees whose W-4 processing status is *Notification Sent* on Federal Tax Data rows dated on or after the due date specified in the process run parameters.

You can run the process in either Report Only mode or Update mode:

- Report Only mode lists employees who failed to submit a new W-4.
- Update mode resets the withholding information for employees who failed to submit a new W-4.

  It inserts a new Federal Tax Data record to reset the employee special withholding tax status and tax status to the default values. It sets the W-4 processing status to *None.*

  It also updates future-dated records that currently specify exemption from withholding.

Other W-4 Reports

Payroll for North America provides these additional reports to track employees' W-4 information:

- W-4 Exemptions SQR Report (TAX100).

  Lists all employees in each company who are exempt from federal income tax withholding.
- W-4 Audit SQR Report (TAX107).

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Lists employees who either created or updated their W-4 information through the ePay self-service transaction.

- W-4 Print Self-Service SQR Report (TAX108).

  Prints employee W-4 information submitted electronically in PeopleSoft ePay.

Related Topics

- Federal Tax Data Page
  (USA, USF) Use the Federal Tax Data page (TAX_DATA1) to enter and maintain the federal tax information that the system uses to calculate federal taxes for employees.

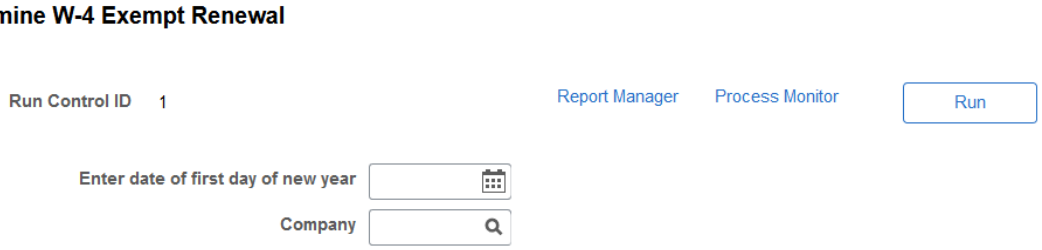
Determine W-4 Exempt Renewal Page

(USA) Use the Determine W-4 Exempt Renewal page (RUNCTL_PAY_W4W5) to run the Determine W-4 Exempt Renewal process (PY_W4_EE) to identify and notify employees who must file a new W-4.

Navigation:

Payroll for North America, and then **U.S. Annual Processing**, and then **Year-End/New Year Preparation**, and then **Determine W-4 Exempt Renewal**, and then **Determine W-4 Exempt Renewal**

This example illustrates the fields and controls on the Determine W-4 Exempt Renewal page.



Field or Control	Description
Company	Select a company to run the process for all employees in that company only. To run the process for all employees in all companies, leave this field blank.

Reset W-4 Exempt List Page

(USA) Use the Reset W-4 Exempt List page (RUNCTL_TAX103) to run the Reset W-4 Exempt List report process (TAX103) in update or report only mode.

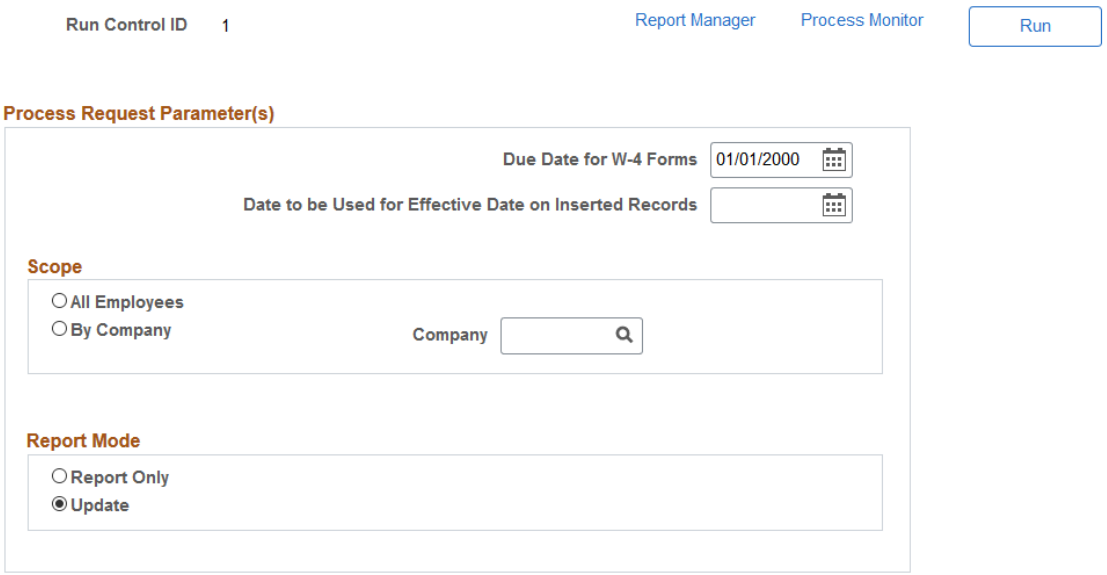
Navigation:

Payroll for North America, and then **U.S. Annual Processing**, and then **Year-End/New Year Preparation**, and then **Reset W-4 Exempt List**, and then **Reset W-4 Exempt List**

This example illustrates the fields and controls on the Reset W-4 Exempt List page.

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Reset W-4 Exempt List



> **Note**
>
> Run the Reset W-4 Exempt List process on February 15 of each new tax year. If run in update mode, the SQR inserts a new row into employee tax data with default values for employees who do not submit a new W-4 form.

Field or Control	Description
Due date for W-4 forms	Enter the due date for the W-4 forms. The IRS due date is Feb 15 of each new year. The report uses this date to check for Federal Tax Data records with an effective date on or after the date specified.
Date to be used for Effective date on inserted records	Enter the effective date to enter on new Federal Tax Data records created by the process for employees who failed to refile. Run the reset process in update mode on Feb 15 of each new year.
All Employees	Select this option to include all employees in this process.
By Company and **Company**	Select this option to include specific companies, and enter the company name.
Report Only	Select this option to identify employees who, although notified by the Determine W-4 Exempt Renewal process, have not filed a new W-4 by February 15 to continue their exemption from withholding. The report also identifies future-dated records.
Update	Select this option to insert a new Tax record to reset the employee's special withholding tax status to *None* and tax status to *S* (single).

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Setting Up Employee General Deductions

Pages Used to Set Up Employee General Deductions

Page Name	Definition Name	Usage
Create General Deductions Page	GENL_DED_DATA	Assign general (nonbenefit-related) deductions to an employee and specify the calculation method for a general deduction.
Create General Deductions Page	GVT_GENL_DED_DATA	(USF) Assign general (nonbenefit-related) deductions to an employee and specify the calculation method for a general deduction for a federal-specific general deduction.
Employee Deduction Distribution Page	GVT_EMPE_DIST_SEC	Enter employee distribution information, such as payment method, electronic funds transfer info and check address.
Override General Deductions Page	GENL_DED_OVERRIDE	Override deduction code settings contained on the Deduction table for a particular employee.

Understanding Deduction Overrides

The system computes regular deductions based on deduction data at the company level and the employee level. You can make permanent or one-time changes to deduction data.

Permanent Deduction Overrides

To make a permanent change to deduction data:

- Use the Deduction Table pages to change the basic attributes of a deduction, such as:
  - Processing priority.
  - Classification (before-tax, nontaxable benefit).
  - Effect on FICA gross and FUT gross.
  - Maximum yearly deduction.
  - Deduction frequency.
  - Pay periods in which the deduction is taken.
- Use one of the Benefits Table pages (for benefit deductions) or the General Deduction Table page (for nonbenefit deductions) to change how the system calculates a deduction.
- Use the Override General Deductions page (for nonbenefit deductions) or the Override Benefits Deductions page (for benefit deductions) to override processing parameters at the employee level that are normally controlled by the Deduction table:

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  - Pay periods in which the deduction is taken.
  - Information on maximum arrears payback.
- Use the Create General Deductions page to change employee-specific deduction data not governed by the Deduction table. This data includes:
  - The calculation option, with related dollar amounts, rates, or percentages.
  - Start and stop dates.
  - A goal amount and current goal balance.

One-Time Deduction Overrides

Enter one-time deduction overrides on the paysheet.

See Recording One-Time Deductions.

Related Topics

- Understanding Deduction Override Processing
  This topic discusses:

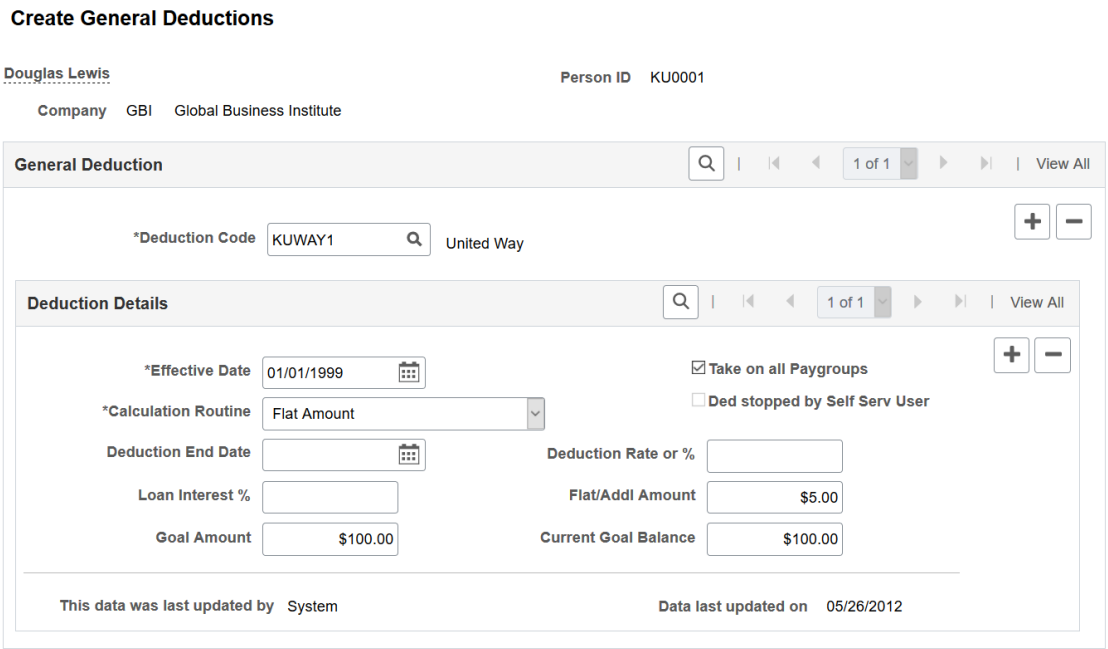
Create General Deductions Page

Use the Create General Deductions page (GENL_DED_DATA) to assign general (nonbenefit-related) deductions to an employee and specify the calculation method for a general deduction.

Navigation:

- **Payroll for North America**, and then **Employee Pay Data USA**, and then **Deductions**, and then **Create General Deductions**, and then **Create General Deductions**
- **Payroll for North America**, and then **Employee Pay Data CAN**, and then **Deductions**, and then **Create General Deductions**, and then **Create General Deductions**

This example illustrates the fields and controls on the Create General Deductions page for USA and Canada.



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General Deduction

Field or Control	Description
Deduction Code	Select the code for the general deduction that the system should take for this employee. The prompt table lists only those deductions defined for the employee's company on the Company General Deductions page. (CAN) For Canada Payroll Savings (CPS) programs, if both non-RRSP and RRSP options are offered, two deduction codes are necessary. Employees may elect to contribute to both types of accounts concurrently. In this event, two separate general deduction data records must be created; one for non-RRSP contributions and the other for RRSP contributions.

Deduction Details

Field or Control	Description
Effective Date	Enter an effective date. (CAN) For CPS plans, this date is validated against the election period(s) specified on the Canada Payroll Savings Campaign table to ensure that changes to contribution information are entered for allowable periods.
Take on all Paygroups	This option applies only to employees who have jobs in more than one pay group. It instructs the system whether to take the deduction when the employee's pay group is not being processed. This field works in conjunction with the **Single Check for Multiple Jobs** (single check for multiple jobs) field on the Company - Default Settings page and the **Priority Number** field on the Pay Group Table - Definition page. If the **Single Check for Multiple Jobs** option is selected, and you select **Take on all Paygroups,** the system processes this deduction each time a check is issued for the employee, regardless of whether the employee's job in the primary pay group is being paid. If the **Single Check for Multiple Jobs** option is not selected, and you select **Take on all Paygroups,** the deduction is always taken when the job in the primary pay group is paid. If you have not defined a primary pay group for the employee, the system takes the deduction only if the job with the lowest priority number, as designated on the Pay Group Table - Definition page, is being paid.

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Field or Control	Description
Calculation Routine	The deduction calculation routine determines how a deduction is calculated for an employee. Values are: *Default to Deduction Table:* Select to use the deduction calculation routine that is specified on the Deduction table. If you select this option, the system takes the amount or percent from the Deduction table; thus, the **Flat/Addl Amount** (flat/additional amount) field and the **Deduction Rate or %** (deduction rate or percent) field on this page are not available for entry. To specify a different amount or percent, you must select an alternate deduction calculation routine and the appropriate amount or percent. *Flat Amount:* Select to establish the deduction as a flat amount. Enter the amount in the **Flat/ Addl Amount** field, which is treated as an amount per pay period. (CAN) Select *Flat Amount* for Canada Payroll Savings programs. *Percent of Federal Gross:* Select to calculate the deduction as a percent of federal gross income. Enter the percent in the **Deduction Rate or %** field. *Percent of Net Pay:* Select to calculate the deduction as a percent of net pay. Enter the percent in the **Deduction Rate or %** field. *Percent of Special Earnings:* Select to calculate the deduction as a percent of a special accumulator, such as 401(k). Enter the percent in the **Deduction Rate or %** field. Special accumulator codes are defined on the General Deduction table. *Percent of Total Gross:* Select to calculate the deduction as a percent of total gross income. Enter the percent in the **Deduction Rate or %** field. *Rate x Hours Worked:* Select to calculate the deduction as rate multiplied by hours worked (hours with the Fair Labor Standards Act flag selected). Enter the rate in the **Deduction Rate or %** field. *Rate x Special Hours:* Select to calculate the deduction as a rate multiplied by hours that have a special accumulator associated with them. Enter the rate in the **Deduction Rate or %** field. The special accumulator code is defined on the General Deduction table. *Rate x Total Hours:* Select to calculate the deduction as a rate multiplied by total hours. Enter the rate in the **Deduction Rate or %** field. *Special Deduction Calculation:* Select to indicate that you have written a special calculation that you want to use. This option requires assistance from an IT person.

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Field or Control	Description
Ded stopped by Self Serv User (deduction stopped by self-service user)	If the employee stops a voluntary deduction using the Voluntary Deductions transaction in the ePay self-service application, the system will automatically select this check box.
Distribution Information	(USF) Select to access the Employee Distribution page. This link is visible only for U.S. Federal Government users.
Deduction Rate or % (deduction rate or percent)	Depending on the value that you select for the **Deduction Calculation Routine** field, you may need to enter a rate or percent in this field. This will determine how much to take out for the deduction.
(CAN) Loan Interest % (loan interest percent)	If this deduction is for payback for a low-interest loan, enter the interest rate here. If the loan interest percent specified here is less than the prescribed interest percent in the Canadian Company Tax table, the system calculates a low-interest loan taxable benefit for the employee. If the field is left empty, it is assumed that the interest rate is zero.
Flat/Addl Amount (flat/additional amount)	Depending on the value that you select for the **Deduction Calculation Routine** field, you may need to enter a flat or additional amount in this field. **Note:** The system maintains the maximum yearly deduction amount for the deduction in the Deduction table. The system checks this maximum before processing the deduction during the Pay Calculation process.
Goal Amount	Enter the limit for the total amount of the deduction. After this goal is met, the deduction ends. However, if there is a maximum yearly deduction, and the maximum has been reached, the system does not take the deduction, regardless of whether the goal amount has been reached. For example, if the maximum yearly deduction amount allowed for United Way is 80 USD, and an employee's goal amount for United Way is 100 USD, the system stops taking the deduction when 80 USD is reached. **Note:** Goal amounts and balances do not apply to employer-paid benefits. The system does not stop taking employer-provided benefit deductions when the goal balance is reached.
Current Goal Balance	Displays the total amount taken to date from the employee's pay for this deduction. The system updates this amount after every payroll run, during the Pay Confirmation COBOL SQL process (PSPCNFRM). When the current goal balance equals the goal amount for this deduction, the system automatically stops taking the deduction. If you want the deduction to start again, you must increase the goal amount to the new total to be deducted.

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Field or Control	Description
This data was last updated by and **Data last updated on**	Each time the general deduction is updated, the system indicates whether an online user or a self-service web user made the update, and it displays the date of the most recent update. Online users can make updates online using the Create General Deductions page. The employee, also known as the web user, can update using the Voluntary Deductions transaction in the ePay self-service application.

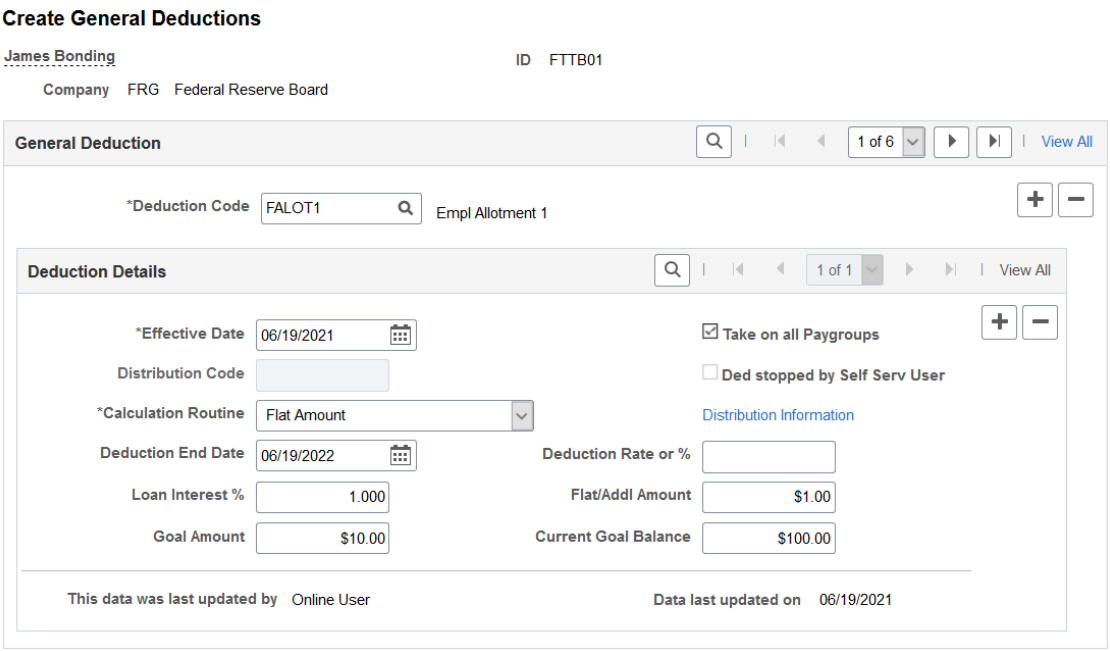
Create General Deductions Page

(USF) Use the Create General Deductions page (GVT_GENL_DED_DATA) to assign general (nonbenefit-related) deductions to an employee and specify the calculation method for a general deduction for a federal-specific general deduction.

Navigation:

Payroll for North America, and then **Employee Pay Data USF**, and then **Deductions**, and then **Create General Deductions**, and then **Create General Deductions**

This example illustrates the fields and controls on the Create General Deductions page for USF.



> **Note**
>
> All fields on this page have the same functionality as the fields on the Create General Deductions page (GENL_DED_DATA), which is the commercial version, except for the following fields.

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Field or Control	Description
Deduction Code	For military deposits, select the military deposit deduction reporting code that you defined in the Deduction table.
Effective Date	The effective date populated is the system date. You may need to change it.
Distribution Code	If distribution has been set up for this deduction in the General Deduction Distribution table, the available distribution codes are visible. If the deduction does not have a distribution code, the field is unavailable for entry.
Distribution Information	Select this link to access the Employee Deduction Distribution page, which holds the details of the deduction distribution.
Deduction End Date	When a military deposit is closed or canceled, update the deduction end date to stop the deduction from being taken during payroll processing.
Flat/Addl Amount (flat/additional amount)	For military deposits, the pay period deduction amount that is defined on the Military Deposit Earning Information page. After an employee has been enrolled in military deposits and has chosen to use payroll deductions, the General Deduction Data table is automatically updated with the flat amount and goal amount.
Goal Amount	For military deposits, the total military deposit liability (the sum of all open deposit accounts, interest, and unscheduled payments). After an employee has been enrolled in military deposits and has chosen to use payroll deductions, the General Deduction Data table is automatically updated with the flat amount and goal amount.

Employee Deduction Distribution Page

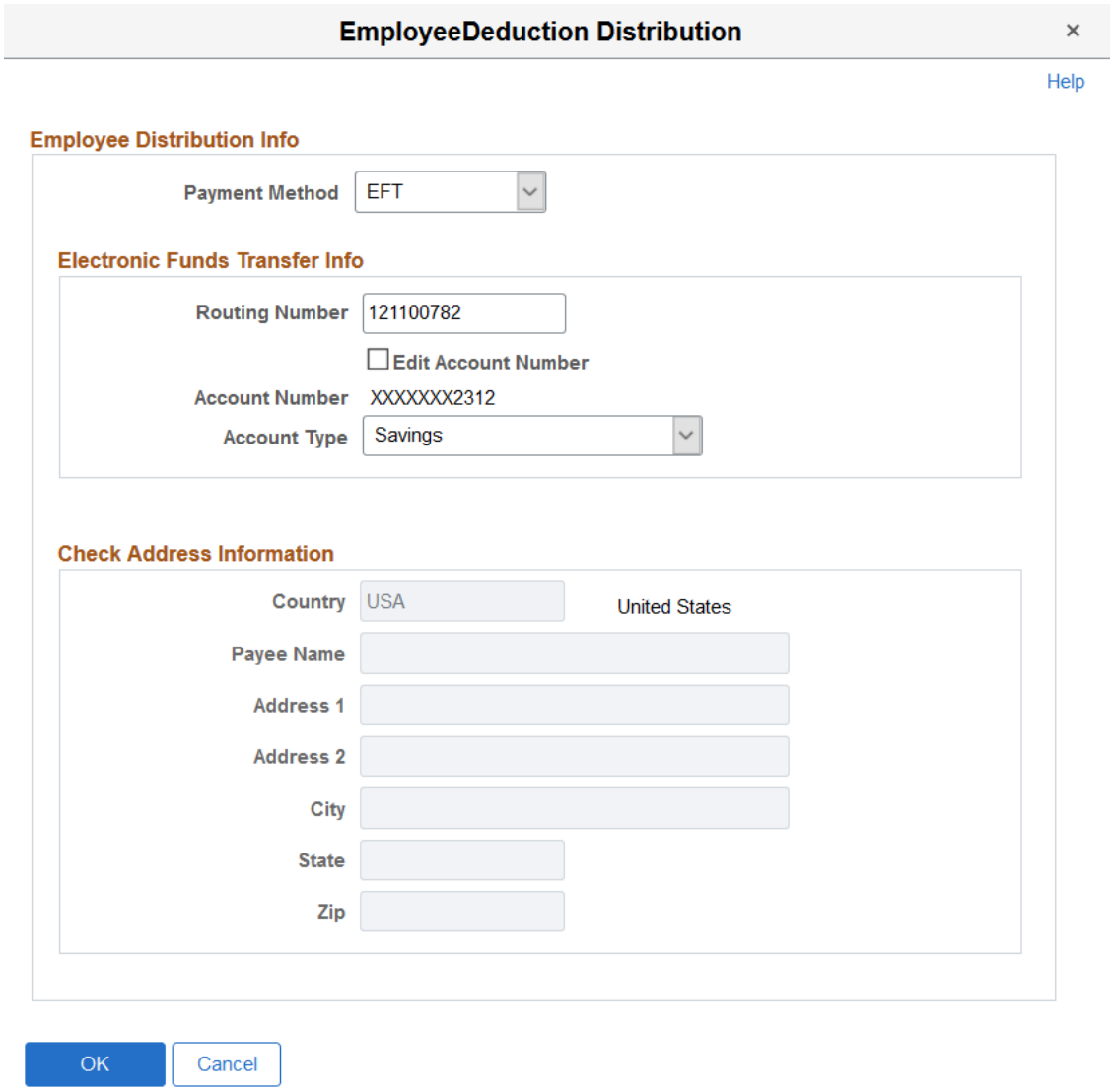
Use the Employee Deduction Distribution page (GVT_EMPE_DIST_SEC) to enter employee distribution information, such as payment method, electronic funds transfer info and check address.

Navigation:

Select the **Distribution Information** link on the Create General Deductions page.

This example illustrates the fields and controls on the Employee Deduction Distribution page for USF.

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If a distribution code was selected on the Create General Deductions page, the information from the General Deduction Distribution page appears. If the deduction is an allotment, you must enter the distribution details. If the deduction has a unique distribution for the employee, you must enter the information here. If the deduction does not have a distribution, leave these fields blank.

Field or Control	Description
Payment Method	Values are: *Check* *EFT* *None*

Electronic Funds Transfer Info

Enter the electronic funds transfer information. This section becomes editable when the selected payment method is *EFT.*

All fields are required in this section.

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Field or Control	Description
Routing Number	Enter the routing number (bank transit number). The number must be nine digits. If the account type is *Checking* or *Savings*, the system validates the bank transit number that you enter.
Edit Account Number	Select to update the bank account number. This field appears when the encryption process has been run and the account number previously existed. When selected, the existing read-only account number is cleared from the field for you to enter a new one.
Account Number	Enter the bank account number. If data encryption is enabled and the encryption process is run for the GENL_DEDUCTION record, the account number is encrypted in the database if it belongs to a country that is specified on the Application Fundamentals: Define Country for Encryption Page. Also, the account number appears as masked on this page. An exception to this is when the user is assigned the *Bank Account Admin* role, and this role is defined on the Application Fundamentals: Grant Unmasked Access Page for the GENL_DEDUCTION record. In this case, the user sees the unmasked account number. See Also Application Fundamentals: Understanding Data Encryption for Payroll for North America.
Account Type	Enter the type of account: *Checking, Expense, Issue Check, Liability, NA* (not applicable), and *Savings.*

Check Address Information

Enter the check address information. This section becomes editable when the selected payment method is *Check* or *None.*

All fields are required in this section for the *Check* payment method, except the **Address 2** field.

Override General Deductions Page

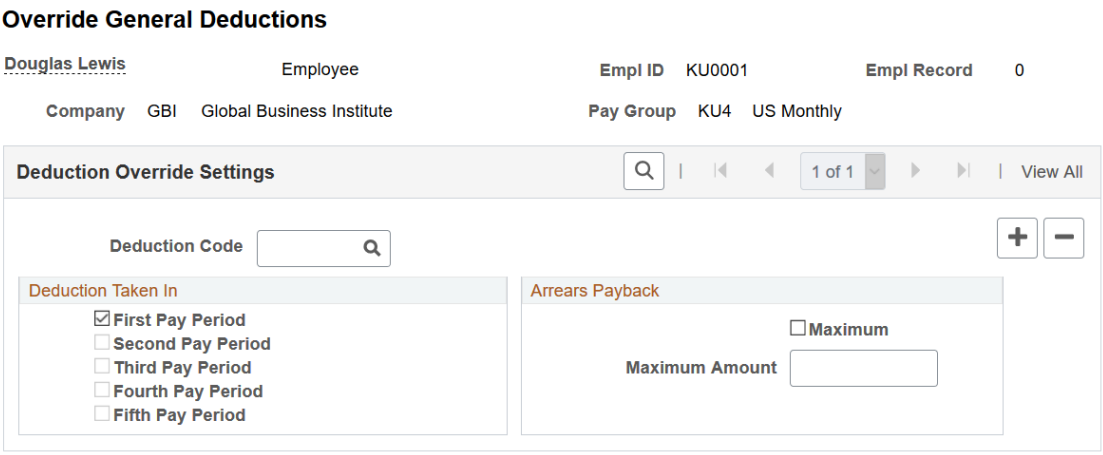
Use the Override General Deductions page (GENL_DED_OVERRIDE) to override deduction code settings contained on the Deduction table for a particular employee.

Navigation:

- **Payroll for North America**, and then **Employee Pay Data USA**, and then **Deductions**, and then **Override General Deductions**, and then **Override General Deductions**
- **Payroll for North America**, and then **Employee Pay Data CAN**, and then **Deductions**, and then **Override General Deductions**, and then **Override General Deductions**
- **Payroll for North America**, and then **Employee Pay Data USF**, and then **Deductions**, and then **Override General Deductions**, and then **Override General Deductions**

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This example illustrates the fields and controls on the Override General Deductions page.



If you've defined general deductions on the General Deduction table, you can also use this page to override general deductions. For most companies, you rarely use this page unless you have a policy that offers employees flexibility to take deductions out of a different pay period than the one specified on the Deduction table. Before you can set up employee deductions, you must establish the deductions on the General Deduction Table page and the Deduction Table pages before you can use them anywhere else in the system.

> **Note**
>
> If the multiple jobs feature is enabled, and you've selected the **Single Check for Multiple Jobs** option on the Company - Default Settings page, enter the override instructions for the employee's primary pay group.

Field or Control	Description
Deduction Taken In	The default pay periods are specified on the Deduction table. To use the default pay periods in the Deduction table, do not select any of these check boxes. To override the default pay periods in the Deduction table, select all of the appropriate check boxes for the pay periods in which this deduction should be taken. Select the corresponding period check box that you want the system to take the deduction in.

Arrears Payback

Field or Control	Description
Maximum	Select this check box to specify a limit on how much the system deducts from the employee's pay each pay period to reduce an arrears balance.

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Field or Control	Description
Maximum Amount	Indicate a limit for how much the system takes when a deduction amount goes into arrears. The amount that you specify here becomes the maximum amount that can be deducted from the employee's pay each pay period to reduce an arrears balance. An arrears balance is created when an employee's net pay in a pay period is insufficient to cover a deduction. In the subsequent pay period, the system may attempt to recapture the arrears balance from the employee's pay during payroll processing; this depends on how you set up deduction payback rules on the Deduction table. There are several ways to use the maximum arrears payback fields: • To use the payback settings on the Deduction table, leave both fields blank. • To override the payback settings on the Deduction table, select the **Maximum** check box and specify the maximum payback amount per pay period in the **Maximum Amount** field. • To stop the system from taking the deduction for the arrears, select the **Maximum** check box, and leave the **Maximum Amount** field blank. **Note:** The system will always try to take any outstanding arrears on the employee's next check—even if the next check is a separate check or a final check.

Related Topics

- Understanding Deductions
  This topic lists prerequisites and discusses:
- Understanding Deduction Override Processing
  This topic discusses:

Specifying Employee-Level Benefit Deduction Overrides

Page Used to Specify Employee-Level Benefit Deduction Overrides

Page Name	Definition Name	Usage
Override Benefits Deductions Page	DED_SUBSET_BENF	Specify overrides to benefit deductions at the employee level.

Understanding Benefit Deduction Overrides

Benefit deduction processing override applies to benefit deductions only and overrides the benefit deductions taken value on the Pay Calendar table at the employee level. Multiple job

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employees can have multiple benefit records and each benefit record can have its own deduction override set up. These are reflected on separate paylines.

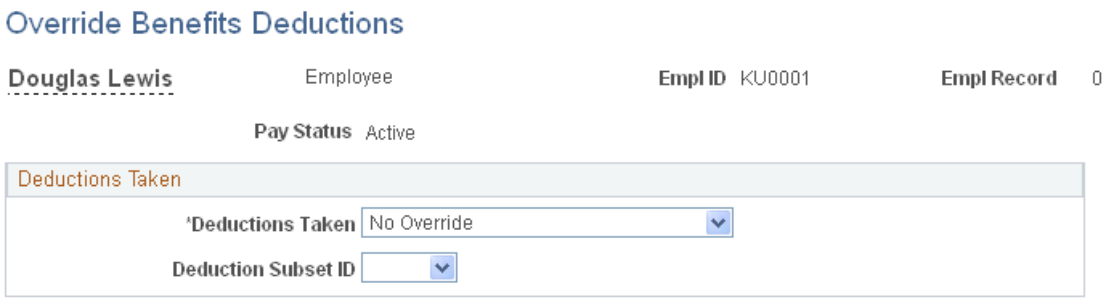
Override Benefits Deductions Page

Use the Override Benefits Deductions page (DED_SUBSET_BENF) to specify overrides to benefit deductions at the employee level.

Navigation:

- **Payroll for North America**, and then **Employee Pay Data USA**, and then **Deductions**, and then **Override Benefits Deductions**, and then **Override Benefits Deductions**
- **Payroll for North America**, and then **Employee Pay Data CAN**, and then **Deductions**, and then **Override Benefits Deductions**, and then **Override Benefits Deductions**
- **Payroll for North America**, and then **Employee Pay Data USF**, and then **Deductions**, and then **Override Benefits Deductions**, and then **Override Benefits Deductions**

This example illustrates the fields and controls on the Override Benefits Deductions page.



Field or Control	Description
Deductions Taken	Select a value to indicate how to take benefit deductions for this employee. The default value is *No Override.* Selections made on this page override the values that are entered for the pay run in the **Benefit Deductions Taken** field on the Pay Calendar table: • *No Override:* This is the default value. If this is unchanged, the deductions that are specified on the Pay Calendar table are not overridden on the paysheet at this stage in deduction override evaluation processing. • *Deduction Table Governs:* Select this value to process the standard benefit deductions for this employee as set up on the Deduction table. • *None:* Select this value if no benefit deductions should be taken out of the paycheck. • *Deduction Table Subset Governs:* Select this value to take only those benefit deductions included in the deduction subset that you specify in the **Deduction Subset ID** field.

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Field or Control	Description
Deduction Subset ID	You must specify the subset ID if you select *Deduction Table Subset Governs* in the **Deductions Taken** field.

Setting Up Direct Deposits

Pages Used to Set Up Direct Deposits

Page Name	Definition Name	Usage
Request Direct Deposit Page	DIRECT_DEPOSIT	(USA, USF) Enter the information to enable the direct deposit of employee pay to checking or savings bank accounts.
Request Direct Deposit Page	DIRECT_DEPOSIT_CAN	(CAN) Enter the information to enable the direct deposit of employee pay to chequing or savings bank accounts.
US Bank Additional Data Page or Canada Bank Additional Data Page	SRC_BANK_PY_SP	Specify check and advice form ID and medium for transferring data to banks. (USA) Specify the number of days in the prenote wait period. (CAN) Specify the bank routing number format. See Application Fundamentals: (CAN and USA) Canada Bank Additional Data or US Bank Additional Data Pages in your PeopleSoft HCM Application Fundamentals documentation.
Payroll for NA Installation Page	INSTALLATION_PY	Control masking of direct deposit account numbers on employee and administrator direct deposit pages and on PDF or non-PDF wage statements (paychecks and payslips). Enable the creation of direct deposit files for off-cycle payments that are tied to unconfirmed on-cycle calendars in US Payroll. See Defining System Settings for Payroll for North America.
Direct Deposit Controls Page	DIR_DEP_CNTRLS	(USA, USF, CAN) Specify setup options for the Direct Deposit functionality in Employee Self Service.

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Page Name	Definition Name	Usage
<Country Code> Allow Direct Deposit Overrides by Job Action Page	PY_DDP_JBACTN_SEC	Specify the lead time for inactivating direct deposit accounts or printing direct deposit advices for employees by job action.
Direct Deposit File Properties Page	PY_DD_FILE_INFO	Specify parameters used to run the Create Direct Deposit Transmit process (PY_DIRDEP). (CAN) The PY_DIRDEP process does not apply to Canadian Payroll.

Understanding Direct Deposit Setup

In Payroll for North America, direct deposit distributions are performed during the Pay Confirmation process. Administrators can enter employee direct deposit distribution data on the Request Direct Deposit page. Employees can enter their own direct deposit information in Fluid Employee Self Service.

(Classic) For USA and USF, direct deposit add or edit changes are limited to one transaction per day in Self Service. Employees can add or edit information for multiple direct deposit accounts in a single self-service transaction, but once they save the changes and exit the page, they cannot make additional changes on the same day. If they attempt to make additional changes, a message appears from the Direct Deposit page saying that multiple direct deposit changes are not allowed on the same day.

(Fluid) Employees can add or change their own direct deposit information using the Direct Deposit tile in Employee Self Service. They are not limited to making direct deposit changes to one transaction a day in Fluid. To avoid unexpected behavior, Oracle recommends that customers prevent users from updating their direct deport information while payroll calculation and confirmation are running, which can be set up using the Component Lockdown feature.

See Also PeopleSoft ePay: Using the PeopleSoft Fluid User Interface to Add and Modify Direct Deposit Accounts and Configuring Component Lockdown.

Multiple Direct Deposit Distributions

Each direct deposit can be stated as either a percent of net pay or a dollar amount. For example, suppose that an employee wants 100 CAD deposited to a savings account, a 200 CAD check for pocket money, and 100 percent of the remaining net pay deposited to a checking account. To do this, you set up three rows of distribution data:

Objective	Priority	Account Type	Amount
100 CAD to Savings	300	Savings	100 CAD
200 CAD Check	350	Issue Check	200 CAD
Deposit remainder in Checking	400	Checking	100% of remaining net pay

In this case, make sure that you assign the savings and separate check entries lower priority numbers than the checking account direct deposit; this ensures that they are taken out first. Otherwise, 100 percent of the employee's net pay goes into checking before the system checks the other direct deposit guidelines.

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Designate one direct deposit account to receive the remaining funds after all of the other direct deposits are made. To designate an account to receive remaining funds, select *Balance of Net Pay* as the deposit type. If you do not do this, the remaining balance is issued through a check.

The system provides a setup option to require employees to add remaining balance accounts in Employee Self Service. If this option is selected, the system displays a warning message to administrators when they add new or update existing direct deposit accounts for employees who do not have remaining balance accounts. For more information, see Direct Deposit Configuration for Self Service.

Changing or Discontinuing Direct Deposit

To change or discontinue direct deposits, set up the appropriate effective-dated rows on the Request Direct Deposit page.

> **Note**
>
> You can stop direct deposits for a single paycheck by selecting the **Disable Direct Deposit** check box on an employee's paysheet. This causes the system to produce an actual paycheck for the employee, rather than a direct deposit.

(USA) Understanding Prenotification

The prenote process is an optional, but strongly recommended, test run for direct deposits to verify that bank IDs and employee account numbers are valid.

Payroll for North America provides these reports that you can use to notify employees of new direct deposit requests so that they can verify the information:

Report Name	Report ID	Description
Direct Deposit Prenotification	DDP005	For each company and pay period, this report lists employees that you have added to the direct deposit instructions since the last Create Direct Deposit Transmit process run. It includes Employee ID, priority of the types of deposits, account type, bank ID, and account number.
Direct Deposit Prenote Memo	DDP006	This report prints a memo on your company stationery or memo forms. The text of the memo informs the employee of the direct deposit and lists bank ID, account number, account type, and deposit instructions.

If you're running the DDP Prenotification report (DDP005) and DDP Prenote Memo report (DDP006), you must run them prior to running the Create Direct Deposit Transmit process.

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Prenote Wait Period

Here is how you manage the prenotification wait period to enable employees to verify new direct deposit information:

- On the US Bank Additional Data page, define the number of days required for a prenotification wait period (one-time setup).
- Specify the start date of the prenote wait period in the **Prenote Date** field when you run the Create Direct Deposit Transmit process.

U.S. employees who request a new direct deposit continue to receive checks until the prenote period has passed. For example, if the prenote wait period is 10 days and you're running a weekly payroll, employees might receive two paychecks before direct deposit starts.

Prenotification Status and Prenote Date

This table describes the prenotification data that the system enters on the Request Direct Deposit page during creation and processing of new direct deposits:

Processing Step	Prenotification Status	Prenote Date
Save new direct deposit record.	*Not Submtd* (not submitted)	Blank
Run the Create Direct Deposit Transmit process.	*Submitted*	The date entered on the process run control page (blank if no date entered).
Prenote wait period ends.	*Completed*	Remains the same as the value entered on the process run control page.

An example of prenoting might be that on January 14 you confirm the payroll for period January 1 to January 14. You run the Create Direct Deposit Transmit process on the same day and enter a prenote date of January 14. Ten working days from that date (assuming that is the Wait Days value entered on the US Source Bank table), the system changes the prenotification status from *Submitted* to *Completed* and direct deposits go into effect on the next payroll.

Prenotification of Changed Direct Deposit Data

To change direct deposits, set up the appropriate effective-dated rows on the Request Direct Deposit page. When you insert a new data row, all values of the previous row are carried over to the new row as default values. You can update most values, but the availability of the **Prenotification Required** check box depends upon the type of data updated. In addition, the **Prenote Date** and **Prenotification Status** values are always system-generated.

This table describes the results of updating and saving the direct deposit record when the **Prenotification Required** check box is selected on the employee's previous data row and the prenotification status of the previous row is *Completed:*

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Description of Change	Prenotification Required	Prenote Date	Prenotification Status
Changed bank ID or account information.	Selected and unavailable for change upon saving. To update the check box, exit the page and re-enter in Correction mode. The check box is now selected and available for change.	Blank	*Not Submitted*
Changed percent, amount, or priority with no change in bank ID or account information.	Selected and unavailable for change. You cannot update this check box if the bank ID or account information has not changed.	Same as the previous row	*Completed*
Changed account type to *Issue Check* and deleted bank ID and account information.	Deselected upon saving. If you do not deselect the check box, the system deselects it when you save.	Blank	*Not Submitted*

Related Topics

- Generating a Direct Deposit File
  This topic provides an overview of the Create Direct Deposit Transmit process (DDP001, DDP001CN, and PY_DIRDEP) and discusses how to create a direct deposit file.

Direct Deposit Configuration for Self Service

Payroll for North America provides a number of configuration options on the Direct Deposit Controls Page to add flexibility to the system when employees enter their direct deposit information in Fluid Employee Self Service.

Important

These setup options are available to both Canadian and U.S. Payroll.

While these options are specific to Employee Self Service, two of them are also applicable to administrators when they create or manage direct deposit accounts for employees on the Request Direct Deposit Page in these scenarios:

1. If the **Require Remaining Balance Account** option is selected, a warning message is displayed if the employee for whom the account is being created or updated does not have a remaining balance account on file.

2. If the administrator updates the suppress advice print option for an employee and it is now the opposite of the **Suppress Direct Deposit Advice Print** option, a warning message is displayed to notify the administrator of the discrepancy.

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Video: Image Highlights, PeopleSoft HCM Update Image 44: Direct Deposit Extended Functionality

Require Remaining Balance Account

A remaining balance account is where the net pay balance of an employee is deposited, when the amount cannot be distributed in any other direct deposit accounts that were set up for the employee. For example, the employee has 3 direct deposit account setup: the first one gets a fixed amount of $100 of the pay, the second one 75% of the pay, and the third one 20% of the pay. The weekly net pay is $500.03. Based on the setup, $500.02 of the pay is distributed among the 3 direct deposit accounts. That leaves a net pay balance of $0.01, which will be sent to the employee in the form of a check because the employee does not have an account that is configured to receive the remaining balance.

To avoid the operational costs around processing and printing checks of insignificant net pay balances, a configuration option is available to require each employee to designate an account to receive the remaining balance after all the other direct deposits are processed.

When the **Require Remaining Balance Account** option is selected, the first account that the employee creates is set to take the full balance by default. When the employee adds and saves the second account, the system changes the deposit type of the first account to *Remaining Balance* and reorders its processing order to *Last.*

While this option does not apply to administrators, the system displays a warning message when the administrator either adds a new direct deposit account or updates an existing direct deposit account for an employee without a remaining balance account.

Excluding Check as Payment Method

To save costs on processing and printing checks, you have the option to remove *Check* as a payment method from employees when they add or update their direct deposit accounts in Employee Self Service.

The **Remove Check as Payment Method** option is available when the option to require remaining balance accounts is selected.

> **Note**
>
> Accounts with the *Check* payment method cannot be used as remaining balance accounts when the **Remove Check as Payment Method** option is selected.

If accounts were created with *Check* as the payment method either by employees themselves before the configuration option was enabled, or the administrator, employees can view but cannot edit the details of these accounts in Employee Self Service.

Employees can delete accounts with the *Check* payment method that were created by themselves or the administrator.

Restricting Removal of the Last Direct Deposit Account

When employees are required to set up remaining balance accounts to receive net pay balances, the **Restrict Removal of Last Direct Deposit Account** option becomes available. This option allows the system to prevent employees from removing the last account (with *Direct Deposit* as the payment method) that they have on file. To remove the last direct deposit account, employees will need to contact the payroll administrator for assistance.

This option *does not* impact accounts with *Check* as the payment method. In other words:

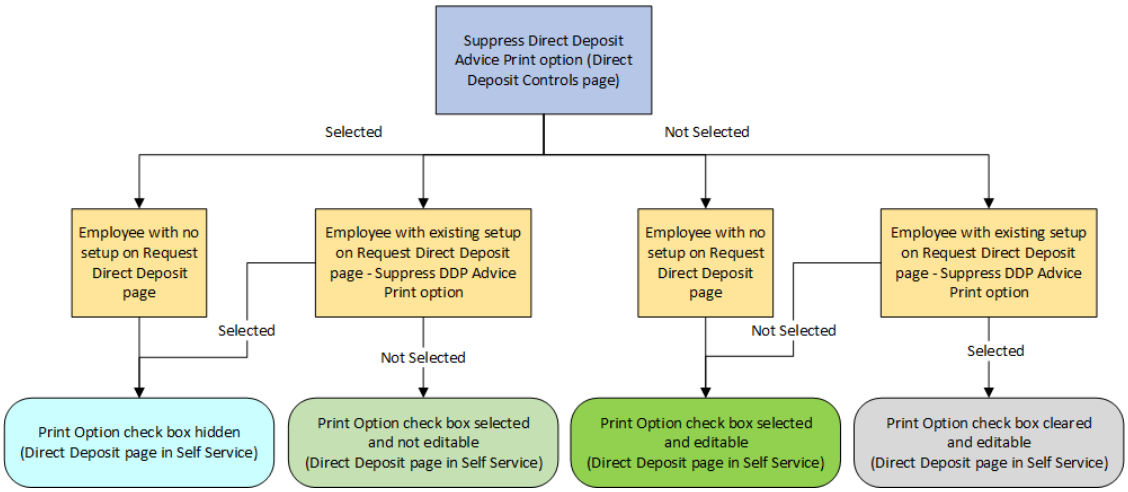
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- If the option to remove the *Check* payment method is selected, the employee can delete the last account with the *Check* payment method.
- If the option to remove the *Check* payment method is not selected, the employee can delete the last account with the *Check* payment method. Or, they can update the account to use *Direct Deposit* as the new payment method.

Suppress Printing of Direct Deposit Advices

The system-level **Suppress Direct Deposit Advice Print** option sets the default behavior for printing direct deposit advices for employees who create their direct deposit accounts *for the first time* on the PeopleSoft ePay: Direct Deposit Page in Employee Self Service. For employees who already have direct deposit account setup before this option became available, their employee-level configuration is also used to determine their print option on the Direct Deposit page.

This diagram illustrates the presence of the option to print direct deposit advices for employees on the Direct Deposit page based on system-level and employee-level configuration.



Here is how the system determines if the employee can print direct deposit advices using the **Suppress Direct Deposit Advice Print** option:

1. If the option is selected on the Direct Deposit Controls page:
    a. The **Print Option** check box does not appear on the Direct Deposit page, if the employee creates a direct deposit account for the first time (in this case, the print option is defaulted from the system-level configuration), or if the employee has existing direct deposit setup and the **Suppress DDP Advice Print** option is selected on the Request Direct Deposit page.
    b. The **Print Option** check box is preselected and not editable on the Direct Deposit page, if the **Suppress DDP Advice Print** option is *not* selected for the employee on the Request Direct Deposit page.
2. If the option is *not* selected on the Direct Deposit Controls page:
    a. The **Print Option** check box is preselected and editable on the Direct Deposit page, if the employee creates a direct deposit account for the first time (in this case, the print option is defaulted from the system-level configuration), or if the employee has existing direct deposit setup and the **Suppress DDP Advice Print** option is *not* selected on the Request Direct Deposit page.

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b. The **Print Option** check box is cleared and editable on the Direct Deposit page, if the **Suppress DDP Advice Print** option is selected for the employee on the Request Direct Deposit page.

Maximum Number of Direct Deposit Accounts

You can limit the number of direct deposit accounts that employees can set up for themselves. The system displays a message when the employee adds a direct deposit account but has already reached the maximum number of accounts allowed.

Direct Deposit Overrides by Job Action

The system supports these automatic direct deposit updates based on employees' job actions:

- Inactivate direct deposit accounts.
- Clear the suppress print option to allow direct deposit advices to be printed.

Suppose that you want to inactivate employees' direct deposit accounts and print the last direct deposit advices automatically when they leave the company. You can set up the system to perform any of these actions on direct deposit rows based on job action triggers on the <Country Code> Allow Direct Deposit Overrides by Job Action Page. At runtime, when a job data row with a matching job action is inserted for an employee, the system inserts corresponding rows for the employee on the Request Direct Deposit Page based on the configuration.

Refer to the Direct Deposit Overrides by Job Action Examples topic for direct deposit overrides setup scenarios.

> **Note**
>
> If the HR administrator deletes a job data row that triggered the creation of direct deposit rows for the employee, it is the administrator's responsibility to monitor and remove these added direct deposit rows in correction mode accordingly.

If the employee has a current, future-dated, or both types of direct deposit rows in the system, as well as a job data row that triggered an insertion of a new direct deposit row that is prior to the existing rows, the same direct deposit updates will also be applied to existing rows of the employee.

Direct Deposit Overrides by Job Action Examples

This section provides examples of direct deposit overrides configuration and what gets updated in the employee's direct deposit information when the job action is triggered.

EXAMPLE 1: No reason code and number of days specified in direct deposit overrides configuration

In this scenario, the configuration consists of two rows for the TER (Termination) action, one to inactivate the direct deposit row, and the other to print the direct deposit advice. There is no reason code or number of days specified in either configuration row.

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Action	Reason	Direct Deposit Control	Days from Job Effective Date
TER	-	Inactivate Direct Deposit	-
TER	-	Print Direct Deposit Advice	-

1. (Single job scenario) Suppose that this job data row is added for the employee:

   Job effective date: 01/01/2022

   - Action: TER
   - Reason: -
   - Empl Record: 0

   Result: based on the setup, the system inserts this direct deposit row for the employee:

   - Direct deposit effective date: 01/01/2022
   - Status: Inactive
   - Suppress DDP Advice Print option: cleared

2. (Multiple jobs scenario) Suppose that these job data rows are added for the employee:

   #1 Job effective date: 01/01/2022

   - Action: TER
   - Reason: -
   - Empl Record: 1

   #2 Job effective date: 05/01/2022

   - Action: TER
   - Reason: -
   - Empl Record: 0

   > **Note**
   >
   > In case of multiple job rows, the latest effective-dated row is considered.

   Result: based on the setup, the system inserts this direct deposit row for the employee:

   Direct deposit effective date: 05/01/2022

   - Status: Inactive
   - Suppress DDP Advice Print option: cleared

EXAMPLE 2: No reason code specified in direct deposit overrides configuration

In this scenario, the configuration consists of two rows for the TER (Termination) action, one to inactivate the direct deposit row 5 days after the job effective date, and the other to print the direct deposit advice 3 days after the job effective date. There is no reason code specified in either configuration row.

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Action	Reason	Direct Deposit Control	Days from Job Effective Date
TER	-	Inactivate Direct Deposit	5
TER	-	Print Direct Deposit Advice	3

1. (Single job scenario) Suppose that this job data row is added for the employee:

   Job effective date: 01/01/2022

   - Action: TER
   - Reason: -
   - Empl Record: 0

   Result: based on the setup, the system inserts these direct deposit rows for the employee:

   #1 Direct deposit effective date: 01/04/2022

   - Status: Active
   - Suppress DDP Advice Print option: cleared

   #2 Direct deposit effective date: 01/06/2022

   - Status: Inactive
   - Suppress DDP Advice Print option: cleared

2. (Multiple jobs scenario) Suppose that these job data rows are added for the employee:

   #1 Job effective date: 01/01/2022

   - Action: TER
   - Reason: -
   - Empl Record: 1

   #2 Job effective date: 05/01/2022

   - Action: TER
   - Reason: -
   - Empl Record: 0

   > **Note**
   >
   > In case of multiple job rows, the latest effective-dated row is considered.

   Result: based on the setup, the system inserts these direct deposit rows for the employee:

   #1 Direct deposit effective date: 05/04/2022

   - Status: Active
   - Suppress DDP Advice Print option: cleared

   #2 Direct deposit effective date: 05/06/2022

   - Status: Inactive

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- Suppress DDP Advice Print option: cleared

EXAMPLE 3: Reason code and number of days specified in direct deposit overrides configuration

In this scenario, the configuration consists of four rows for the TER (Termination) action, one set has a specified reason code and number of days setup, the other set does not.

Action	Reason	Direct Deposit Control	Days from Job Effective Date
TER	-	Inactivate Direct Deposit	-
TER	-	Print Direct Deposit Advice	-
TER	RES (resignation)	Inactivate Direct Deposit	5
TER	RES (resignation)	Print Direct Deposit Advice	3

1. (Single job A scenario) Suppose that this job data row is added for the employee:

   Job effective date: 01/01/2022

   - Action: TER
   - Reason: ERT (early retirement)
   - Empl Record: 0

   Result: based on the setup, the system inserts these direct deposit rows for the employee:

   Direct deposit effective date: 01/01/2022

   - Status: Inactive
   - Suppress DDP Advice Print option: cleared

2. (Single job B scenario) Suppose that this job data row is added for the employee:

   Job effective date: 01/01/2022

   - Action: TER
   - Reason: RES
   - Empl Record: 0

   Result: based on the setup, the system inserts these direct deposit rows for the employee:

   #1 Direct deposit effective date: 01/04/2022

   - Status: Active
   - Suppress DDP Advice Print option: cleared

   #2 Direct deposit effective date: 01/06/2022

   - Status: Inactive
   - Suppress DDP Advice Print option: cleared

3. (Multiple jobs A scenario) Suppose that these job data rows are added for the employee:

   #1 Job effective date: 01/01/2022

   - Action: TER

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- Reason: ERT
- Empl Record: 1

#2 Job effective date: 05/01/2022

- Action: TER
- Reason: RES
- Empl Record: 0

> **Note**
>
> In case of multiple job rows, the latest effective-dated row is considered.

Result: based on the setup, the system inserts these direct deposit rows for the employee:

#1 Direct deposit effective date: 05/04/2022

- Status: Active
- Suppress DDP Advice Print option: cleared

#2 Direct deposit effective date: 05/06/2022

- Status: Inactive
- Suppress DDP Advice Print option: cleared

4. (Multiple jobs B scenario) Suppose that these job data rows are added for the employee:

   #1 Job effective date: 01/01/2022

   - Action: TER
   - Reason: ERT
   - Empl Record: 1

   #2 Job effective date: 01/01/2022

   - Action: TER
   - Reason: RES
   - Empl Record: 0

   In this example, both job data rows have the same effective date. The row that was entered last is used to determine how direct deposits rows should be inserted.

   a. If the empl record 0 row was entered last, the system inserts these direct deposit rows for the employee:

      #1 Direct deposit effective date: 01/04/2022

      - Status: Active
      - Suppress DDP Advice Print option: cleared

      #2 Direct deposit effective date: 01/06/2022

      - Status: Inactive
      - Suppress DDP Advice Print option: cleared

   b. If the empl record 1 row was entered last, the system inserts this direct deposit row for the employee:

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Direct deposit effective date: 01/01/2022

- Status: Inactive
- Suppress DDP Advice Print option: cleared

5. (Multiple jobs C scenario) Suppose that these job data rows are added for the employee:

   #1 Job effective date: 01/01/2022

   - Action: TER
   - Reason: ERT
   - Empl Record: 1

   #2 Job effective date: 05/01/2022

   - Action: LOA
   - Reason: -
   - Empl Record: 0

   In this case, no direct deposit rows will be added for the employee because the HR status of the empl record 0 row is still active.

> **Note**
>
> (For multiple jobs) The direct deposit overrides setup does not apply to employees with multiple job rows except when the HR status of all their job data rows is set to *Inactive.* When that happens, the system uses the last inactivated job data row and the setup to determine how direct deposit rows should be inserted.

EXAMPLE 4: Reason code and number of days specified in direct deposit overrides configuration

In this scenario, the configuration consists of four rows for the XFR (Transfer) action, one set has a specified reason code and number of days setup, the other set does not. The specified job action does not update the HR status of the job data row to *Inactive.*

Action	Reason	Direct Deposit Control	Days from Job Effective Date
XFR	-	Inactivate Direct Deposit	-
XFR	-	Print Direct Deposit Advice	-
XFR	XFR	Inactivate Direct Deposit	5
XFR	XFR	Print Direct Deposit Advice	3

1. (Single job A scenario) Suppose that this job data row is added for the employee:

   - Job effective date: 01/01/2022
   - Action: XFR
   - Reason: -
   - Empl Record: 0

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Result: based on the setup, the system inserts this direct deposit row for the employee:

- Direct deposit effective date: 01/01/2022
- Status: Inactive
- Suppress DDP Advice Print option: cleared

2. (Single job B scenario) Suppose that this job data row is added for the employee:
   - Job effective date: 01/01/2022
   - Action: XFR
   - Reason: XFR
   - Empl Record: 0

   Result: based on the setup, the system inserts these direct deposit rows for the employee:

   #1 Direct deposit effective date: 01/04/2022
   - Status: Active
   - Suppress DDP Advice Print option: cleared

   #2 Direct deposit effective date: 01/06/2022
   - Status: Inactive
   - Suppress DDP Advice Print option: cleared
3. (Multiple jobs A scenario) Suppose that these job data rows are added for the employee:

   #1 Job effective date: 01/01/2022
   - Action: XFR
   - Reason: -
   - Empl Record: 1

   #2 Job effective date: 05/01/2022
   - Action: XFR
   - Reason: -
   - Empl Record: 0

   > **Note**
   >
   > In case of multiple job rows, the latest effective-dated row is considered.

   Result: based on the setup, the system inserts these direct deposit rows for the employee:

   #1 Direct deposit effective date: 05/04/2022
   - Status: Active
   - Suppress DDP Advice Print option: cleared

   #2 Direct deposit effective date: 05/06/2022
   - Status: Inactive
   - Suppress DDP Advice Print option: cleared
4. (Multiple jobs B scenario) Suppose that these job data rows are added for the employee:

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#1 Job effective date: 01/01/2022

- Action: XFR
- Reason: PRO
- Empl Record: 1

#2 Job effective date: 01/01/2022

- Action: XFR
- Reason: XFR
- Empl Record: 0

In this example, both job data rows remain active. They have the same effective date, and the system is unable to determine which one was entered last. In this case, the system does not insert any rows because it cannot determine the appropriate configuration to use. It is the responsibility of the administrator to review these job data rows and make updates to the direct deposit data accordingly.

> **Note**
>
> (For multiple jobs) The direct deposit overrides setup applies only when all multiple job rows of the employee are active and have the same job action (or job action and reason code combination), as illustrated in the multiple jobs A scenario. When that happens, the system uses the last effective-dated (or the last entered if effective dates are the same) job data row and the setup to determine how direct deposit rows should be inserted.

Request Direct Deposit Page

(USA, USF) Use the Request Direct Deposit page (DIRECT_DEPOSIT) to enter the information to enable the direct deposit of employee pay to checking or savings bank accounts.

Navigation:

- **Payroll for North America**, and then **Employee Pay Data USA**, and then **Request Direct Deposit**, and then **Request Direct Deposit**
- **Payroll for North America**, and then **Employee Pay Data USF**, and then **Request Direct Deposit**, and then **Request Direct Deposit**
- **Payroll Interface**, and then **Update Payroll Information**, and then **Direct Deposit USA**, and then **Request Direct Deposit**

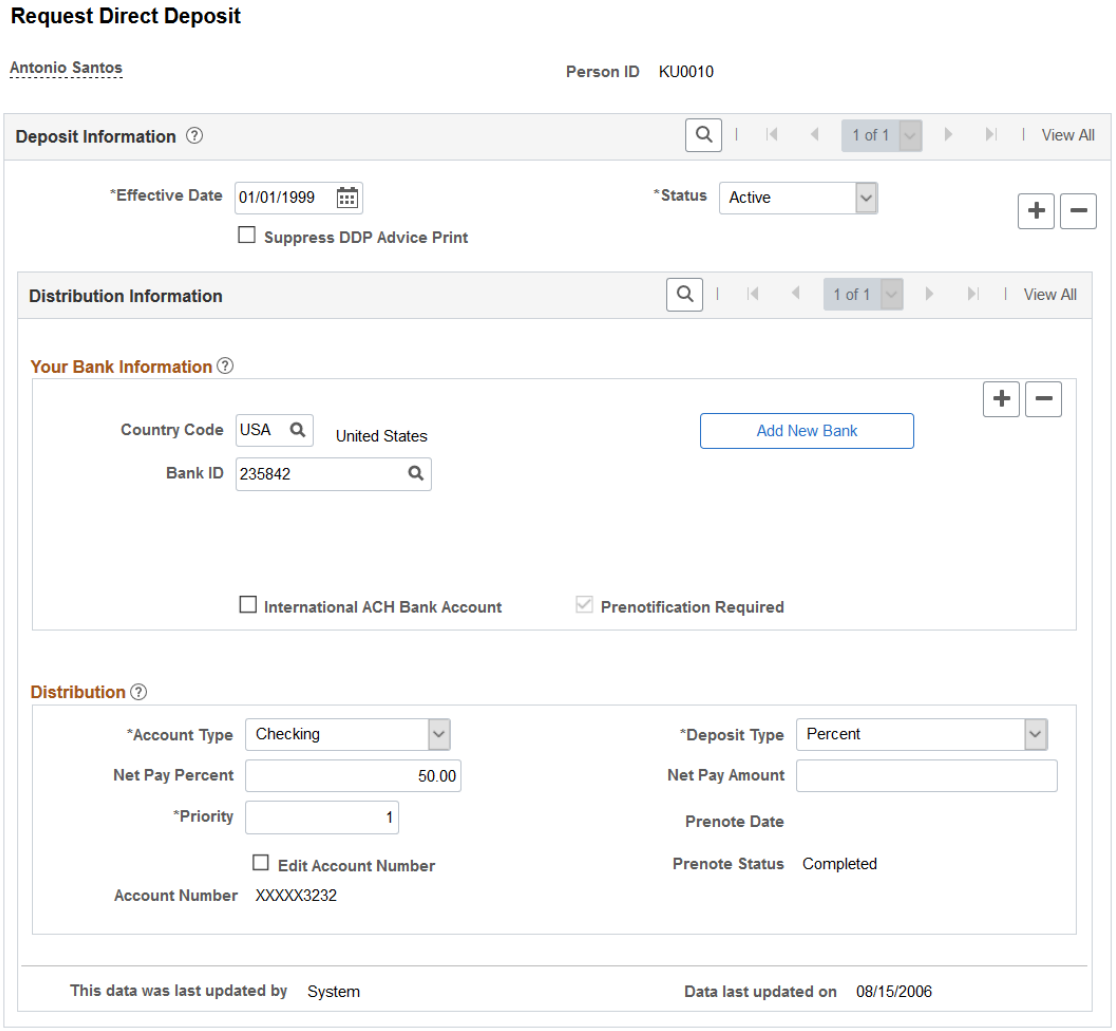
(CAN) Use the Request Direct Deposit page (DIRECT_DEPOSIT_CAN) to enter the information to enable the direct deposit of employee pay to chequing or savings bank accounts.

Navigation:

- **Payroll for North America**, and then **Employee Pay Data CAN**, and then **Request Direct Deposit**, and then **Request Direct Deposit**
- **Payroll Interface**, and then **Update Payroll Information**, and then **Direct Deposit CAN**, and then **Request Direct Deposit**

This example illustrates the fields and controls on the Request Direct Deposit page.

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Field or Control	Description
Suppress DDP Advice Print (suppress direct deposit advice print)	Select this check box to indicate that the employee has elected to receive their pay advice electronically, through the ePay self-service transaction, rather than in print. When creating a new account, the system defaults this field with the **Suppress Direct Deposit Advice Print** field value from the Direct Deposit Controls Page. The system displays a message when this field value is updated. If part of an employee's check is direct deposited and part is issued in a live check, the live check would also show the direct deposit information.

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(USA) Your Bank Information

Field or Control	Description
Country Code	Enter the country of the bank where the direct deposit is to be sent.
Bank ID	Enter the identifier for the bank where the direct deposit is to be sent. When you select a bank, its name and address appear.
Add New Bank	If the employee's bank has not yet been set up in the system, select the **Add New Bank** button to add the bank to the bank table. **Note:** If the system is not set up to validate the Bank ID (for US) or the Bank ID and Branch ID (for CAN), then the administrator does not need to set up the banking information in the Bank table. The setup is only required if validations are turned on in the Direct Deposit Control table.
International ACH Bank Account (international automated clearing house bank account)	If the bank is in the United States, select this check box to indicate that funds are actually going to a non-US bank. This information is included in the direct deposit file that you create with the Create Direct Deposit Transmit process. If the bank is not in the United States, the system selects this check box and makes it read-only.

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Field or Control	Description
Prenotification Required	Select this check box if prenotification is required. By default, this option is deselected, which means that prenotification is not performed when the payroll administrator adds or updates direct deposit data for an employee on this page. The system also updates the **Prenotification Required** field when the **Prenote Required in Employee Self Service** field is selected on the Direct Deposit Controls Page. **Note:** The **Prenotification Required** check box is available for entry when you make a change to the **Bank ID** or **Account Number** fields and only after you save the page and re-enter with **Correct History** selected. Prenoting is the process of verifying routing numbers and account number information for an electronic transfer through a zero-dollar transaction. During the prenote period (wait days set for each bank on the US Additional Bank Data page [SRC_BANK_PY_SP] page), a zero-dollar deposit is sent to the payee's bank account, and the employer typically pays the payee with a check instead of a deposit. Direct deposits do not go into effect until after the end of the prenote wait period. This way, if the payee entered an invalid transit or account number the bank can reject the transaction, deposit into an incorrect account may be avoided, but the payee is still paid on time. The prenote process is optional, but strongly recommended. When using prenoting, you will also want to run the Direct Deposit Prenotification (DDP005) and Direct Deposit Prenote Memo (DDP006) reports prior to running the Create Direct Deposit Transmit process. An example of prenoting might be that on January 31 you confirm the payroll for period January 1 to January 31. You run the Create Direct Deposit Transmit process on the same day and enter a prenote date of January 31. Ten working days from that date (assuming that's the Wait Days value entered on the US Source Bank table), the system changes the prenotification status from *Submitted* to *Completed* and direct deposits go into effect. **Note:** If you change direct deposits by setting up a new effective-dated row on the Request Direct Deposit (DIRECT_DEPOSIT) page, all values of the previous row carry over to the new row. You can update most values, but the availability of the **Prenotification Required** check box depends on the type of data that you update. The **Prenote Date** and **Prenotification Status** values (in the Distribution group box) are always system generated.

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Distribution

> **Note**
>
> For CAN, the group box title is **Distribution Information.**

Field or Control	Description
Account Type	Select the applicable value to indicate a direct deposit to a checking or savings account, or if the system will issue a check: *Checking, Savings,* and *Issue Check.*
Deposit Type	Select *Amount* if the employee wants a fixed dollar amount to be deposited in this account type. Select *Balance of Net Pay* if the balance of an employee's pay is to be deposited in this account type. Use this option if the employee requests only one account. Select *Percent* if the employee wants a specific percentage of his net pay to be deposited in this account type.
Net Pay Percent and **Net Pay Amount**	Enter a specific dollar amount if you selected *Amount* in the **Deposit Type** field. Enter a percent if you selected *Percent* in the **Deposit Type** field.
Bank ID and **Branch ID**	(CAN) The **Bank ID** and **Branch ID** fields appear in the Distribution group box for Canada only. Enter the three-digit bank ID, and enter the five-digit branch ID. **Note:** You must enter a bank ID and account number for each account type.
Priority	Enter a priority number for this distribution. During direct deposit processing, distributions are made to accounts in order of their priority number—the lower the priority number, the higher the priority. Priority becomes important when an employee's net pay isn't enough to cover all direct deposits—in this case, only the higher priority deposits are made. **Note:** Enter *999* for remaining balance accounts, which have *Balance of Net Pay* as the deposit type. Enter a value less than 900 for accounts with *Account* or *Percent* deposit types.
Edit Account Number	Select to update the account number. This field appears together with the Account Number field, when the encryption process is run and the account number currently displayed belongs to a country that is specified on the Application Fundamentals: Define Country for Encryption Page. When selected, the existing read-only number is cleared from the field for you to enter a new one.

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Field or Control	Description
Account Number	Enter the employee's account number. The account number represents the employee's checking or savings account into which the money should be deposited. If the account number was entered previously, it is displayed as read-only. Payroll for North America provides the ability to mask direct deposit account numbers on the Payroll for NA Installation Page. When masking is enabled, the system masks all but the last four digits of a direct deposit account number. You have the options to enable masking on direct deposit pages for employees, direct deposit pages for administrators, and PDF and non-PDF wage statements (paychecks and payslips). **Note:** For maximum data protection, you have an option to enable data encryption in addition to data masking. When the **Enable Encryption** option is selected and the encryption process is run for the DIR_DEP_DISTRIB record, direct deposit account numbers are encrypted in the database if they belong to a country that is specified on the Application Fundamentals: Define Country for Encryption Page. Masking on wage statements becomes mandatory, whereas masking on Employee Direct Deposit pages and Administrator Direct Deposit pages are selected by default but remain configurable. If masking is enabled for Administrator Direct Deposit pages, users can still view the account numbers as unmasked if they are assigned the *Bank Account Admin* role, and this role is defined on the Application Fundamentals: Grant Unmasked Access Page for the DIR_DEP_DISTRIB record. See Also Application Fundamentals: Understanding Data Encryption for Payroll for North America. **Note:** This note applies when the encryption process is not run for the DIR_DEP_DISTRIB record. When the direct deposit account number is masked for Employee Direct Deposit pages, the data behind the account number is not encrypted so that the payroll administrator can access the account number in the event of an issue with the direct deposit request. If you select to mask direct deposit account numbers on Administrator Direct Deposit Pages, then administrators will need to run SQL to view the employee's complete account numbers. When masking is selected for Wage Statements, direct deposit account numbers are masked on statements created with PAY003.SQR, PAY003CN.SQR, DDP003.SQR, and DDP003CN.SQR are masked and in PeopleSoft Fluid User Interface mobile paychecks.

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Field or Control	Description
Prenote Date	(USA) The system enters here the prenote date that you enter in the run parameters for the Create Direct Deposit Transmit process.
Prenote Status	(USA) The system enters a value to indicate the status of the prenotification process: • *Not Submtd* (not submitted): The status when you save a new direct deposit request row. • *Submitted:* The status after you run the Create Direct Deposit Transmit process. • *Completed:* The status when the prenote wait period has passed. **Note:** (CAN) The prenotification process does not apply in Canada.

> **Note**
>
> On uptaking the Fluid Direct Deposit feature, the Nickname field will be auto-populated as account type appended with priority number, when an administrator creates a new account. This field will only be visible on the Direct Deposit page in Employee Self Service. The user can modify the auto-populated nickname in Employee Self Service. For more information, see PeopleSoft ePay: Using the PeopleSoft Fluid User Interface to Add and Modify Direct Deposit Accounts in your PeopleSoft ePay product documentation for more information.

Last Updated Page Elements

Field or Control	Description
This data was last updated by and **Data last updated on**	Each time direct deposit data is updated, the system indicates whether an online user or a self-service web user made the update, and it displays the date of the most recent update. Online users can make updates online using the Request Direct Deposit page. The employee, also known as the web user, can make updates using the Direct Deposit transaction in the ePay self-service application.

Direct Deposit Controls Page

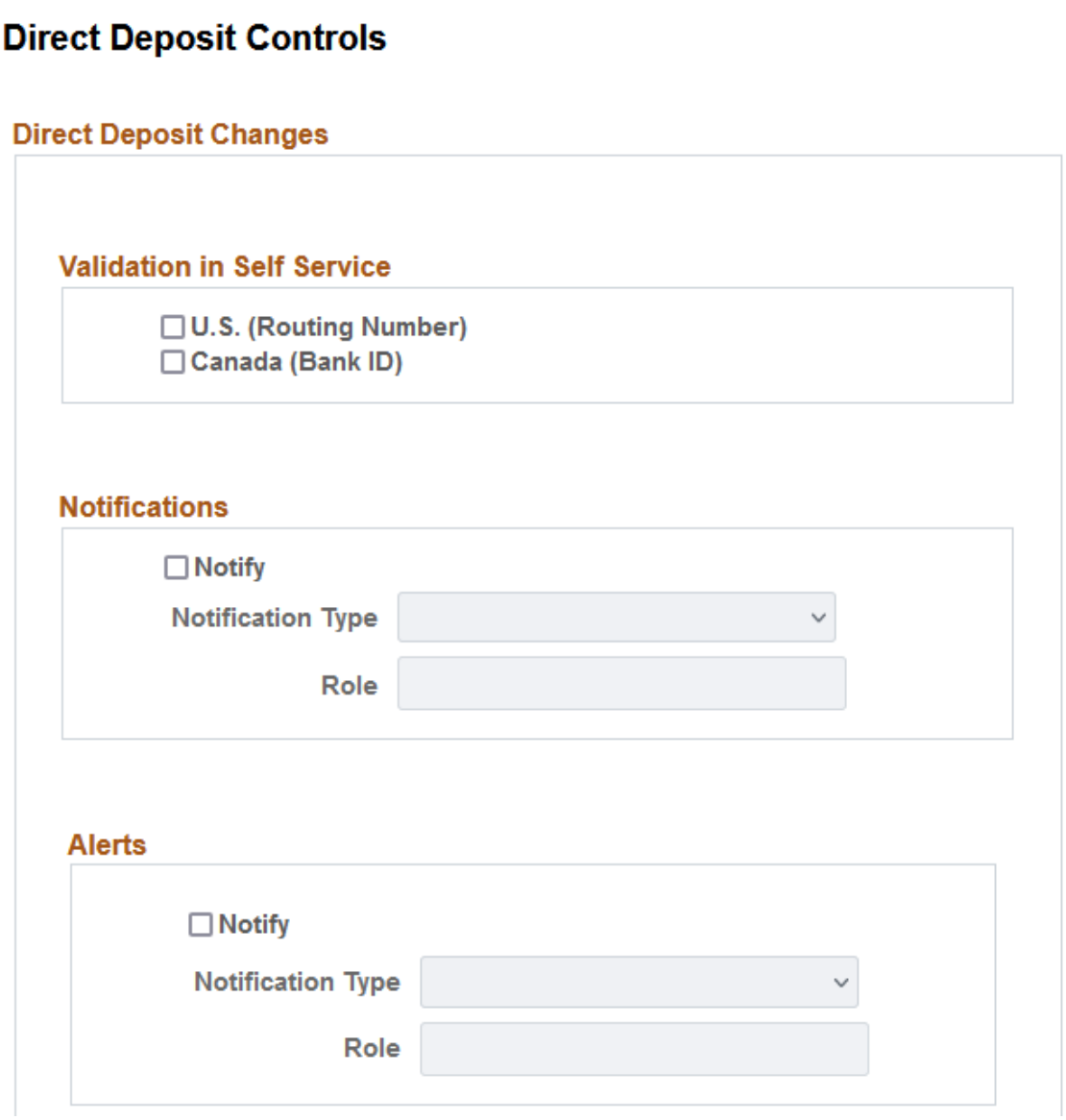
(USA, USF, CAN) Use the Direct Deposit Controls page (DIR_DEP_CNTRLS) to specify setup options for managing direct deposit data in Employee Self Service.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Payroll Processing Controls**, and then **Direct Deposit Controls**

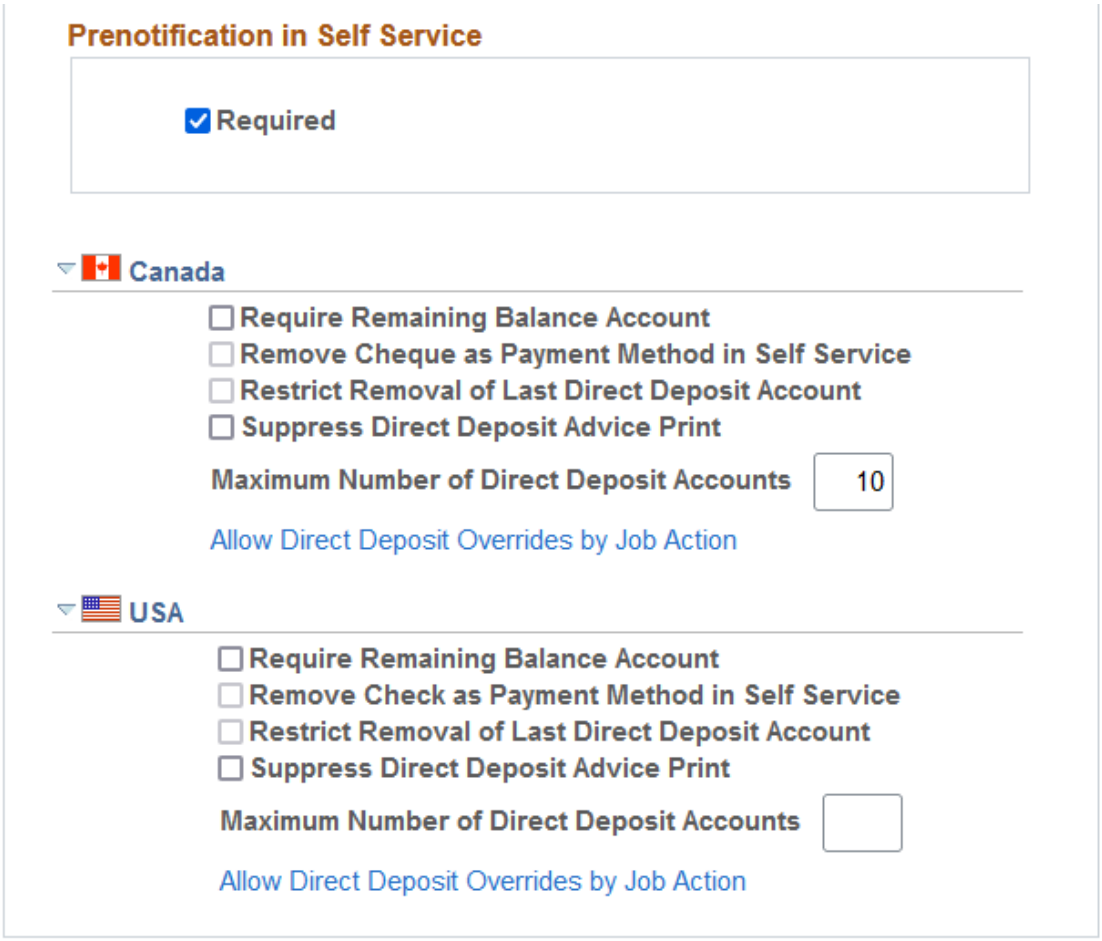
This example illustrates the fields and controls on the Direct Deposit Controls page (1 of 2).

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This example illustrates the fields and controls on the Direct Deposit Controls page (2 of 2).

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Use the Direct Deposit Controls page to control email notifications, push notification (alerts), validation of (USA, USF) Bank ID (bank routing transit number) or (CAN) Bank ID and Branch ID, prenotification preference, and other configuration options when employees add or update direct deposit information in Employee Self Service.

See PeopleSoft ePay: Direct Deposit Page.

Validation in Self Service

Select the appropriate check box to turn on bank validations for direct deposit accounts that are entered or updated for that country.

When **U.S. (Routing Number)** is selected, the system validates the bank ID (bank routing transit number) against the Bank Table (BANK_EC) page.

When **Canada (Bank ID)** is selected, the system validates the bank ID against the Bank Table (BANK_EC) page, and if the bank ID is validated, the system also validates the branch ID against the Branch Table (BANK_BRANCH_EC) page.

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> **Note**
>
> If the (USA) routing number or (CAN) bank ID does not exist on the Bank ID table, the system issues an error message and the employee cannot save the direct deposit transaction.

See Application Fundamentals: Setting Up Banks and Bank Branches in your PeopleSoft HCM Application Fundamentals product documentation.

Notifications

Select the **Notify** check box to turn on automatic direct deposit email notifications.

> **Note**
>
> Oracle PeopleSoft delivers Notification Composer Framework to manage the setup and administration of all notifications in one central location.
>
> Once you have adopted the Notification Composer feature, you must use it to create new notifications and manage your existing notifications.
>
> Notifications delivered with HCM Image 47 or later must use Notification Composer.
>
> For more information about Notification Composer Framework, see Enterprise Components: Understanding Notification Composer.

When selected, you must also specify a notification type *(Administrator, EE and Admin,* or *Employee)* to receive the predefined email notification that the system sends when an employee's direct deposit data is entered or updated. If the specified notification type includes an administrator, specify the administrator role to use, for example, *Payroll Administrator.*

The email shows the date and time, based on the system date and time, when the action took place.

The email is sent to the address that is associated with the recipient’s User ID, not the email address from the personal data record. If no User ID email address exists for the employee, the employee notification is not sent, but the direct deposit changes are still saved and completed.

> **Note**
>
> When multiple rows are added or updated for the same effective date, the system sends an email notification to the employee and the administrator.

Alerts

Select the **Notify** check box to turn on automatic direct deposit push notifications.

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> **Note**
>
> Oracle PeopleSoft delivers Notification Composer Framework to manage the setup and administration of all notifications in one central location.
>
> Once you have adopted the Notification Composer feature, you must use it to create new notifications and manage your existing notifications.
>
> Notifications delivered with HCM Image 47 or later must use Notification Composer.
>
> For more information about Notification Composer Framework, see Enterprise Components: Understanding Notification Composer.

When selected, you must also specify the notification type *(Administrator, EE and Admin,* or *Employee)* to receive the predefined push notification that the system sends when an employee's direct deposit data is entered or updated. If the specified notification type includes an administrator, specify the administrator role to use.

> **Note**
>
> Alert functionality is available only for customers who have taken the Fluid Direct Deposit feature.

Prenotification in Self Service

Field or Control	Description
Required	Select this check box if prenotification is required when employees add or update direct deposit data via Employee Self Service. By default, this check box is selected. Deselect this check box if prenotification is not required. This field value is used to update the **Prenotification Required** field on the Request Direct Deposit Page (for Payroll Administrators). In other words, if this field is selected, the **Prenotification Required** field on the Request Direct Deposit page will also be selected.

Canada or USA

See Direct Deposit Configuration for Self Service for more information about these setup options for managing direct deposit information in Employee Self Service.

(CAN and USA) The same list of configuration options is available to both Canadian and U.S. Payroll.

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Field or Control	Description
Require Remaining Balance Account	Select this check box to require employees to set up a direct deposit account where the remaining balance can be deposited. Clear this check box to not require a remaining balance account from employees. Employees will receive remaining funds in the form of checks.
Remove Check as Payment Method in Self Service or **Remove Cheque as Payment Method in Self Service**	Select this check box to remove *Check* (or *Cheque*) as a payment method when setting up direct deposit accounts in Employee Self Service. This option becomes editable when the **Require Remaining Balance Account** field is selected.
Restrict Removal of Last Direct Deposit Account	Select this check box to not allow employees to remove their last or only direct deposit account. They need at least one direct deposit account on file to receive payment. This option becomes editable when the **Require Remaining Balance Account** field is selected.
Suppress Direct Deposit Advice Print	This system-level option is used to provide the default print option value for the employee-level configuration when employees create their first direct deposit accounts. If selected, the employee does not have an option to print advices on the PeopleSoft ePay: Direct Deposit Page when they add the first account. Additionally, the **Suppress DDP Advice Print** field is selected as default on the Request Direct Deposit page for the employee. If cleared, the employee has the option to print advices on the PeopleSoft ePay: Direct Deposit Page when they add the first account. The system clears the **Suppress DDP Advice Print** field on the Request Direct Deposit page for the employee as default. For more information on how this setup option works, see Direct Deposit Configuration for Self Service.
Maximum Number of Direct Deposit Accounts	Enter the maximum number of direct deposit accounts allowed for employees. Do not enter a number that is greater than 10.
Allow Direct Deposit Overrides by Job Action	Select this link to set up the system to inactivate direct deposit accounts or print direct deposit advices for employees by job action on the <Country Code> Allow Direct Deposit Overrides by Job Action Page.

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<Country Code> Allow Direct Deposit Overrides by Job Action Page

Use the <Country Code> Allow Direct Deposit Overrides by Job Action page (PY_DDP_JBACTN_SEC) to specify the lead time for inactivating direct deposit accounts or printing direct deposit advices for employees by job action.

Navigation:

Select the **Allow Direct Deposit Overrides by Job Action** link on the Direct Deposit Controls page.

This example illustrates the fields and controls on the <Country Code> Allow Direct Deposit Overrides by Job Action page.



Field or Control	Description
Action and **Reason Code**	Select a job action and reason code combination that triggers an update to employees' direct deposit information on the Request Direct Deposit Page. Leave the **Reason Code** field blank if you want updates to be triggered for all reason codes that are associated with the specified job action. If two rows for the same job action exist, one with a reason code and the other without, the setup of the row with the reason code will be applied when a job data row with the matching reason code is inserted for an employee.
Direct Deposit Controls	Select the direct deposit information to update on the Request Direct Deposit page. Valid values include: *Inactive Direct Deposit:* Set the status to *Inactive*. *Print Direct Deposit Advice:* Clear the **Suppress DDP Advice Print** check box for advices to be printed. You can set up the system to perform either or both direct deposit updates for any job action (or job action and reason code combination).

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Field or Control	Description
Days from Job Effdt (days from job effective date)	Enter the number of days to be used to determine the effective dates of newly inserted direct deposit data rows. Enter a negative number for the effective dates of the direct deposit rows to be *before* their corresponding job action effective dates by that number of days. Enter a positive number for the direct deposit row effective dates to be *after* their job action effective dates. Enter *0* for the system to add direct deposit rows using the same effective date as their job actions. For example, an employee has a *Termination* job action and the effective date of this action is set to March 15. If this field value is set to *2*, the effective date of the newly added row for the employee's direct deposit data is March 17. If this field value is set to *-2*, the effective date of the new direct deposit data row is March 13.

Direct Deposit File Properties Page

Use the Direct Deposit File Properties page (PY_DD_FILE_INFO) to specify parameters used to run the Create Direct Deposit Transmit process (PY_DIRDEP).

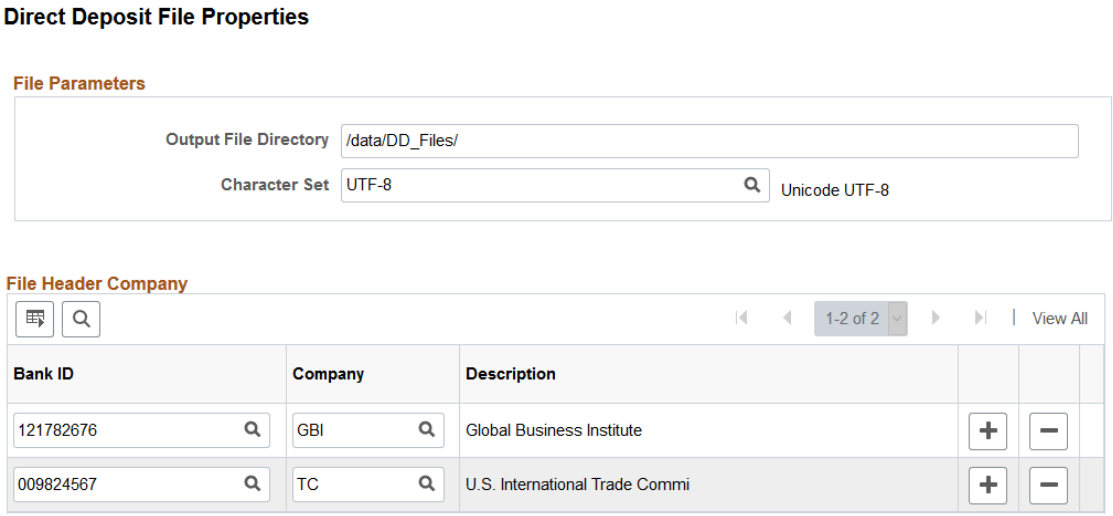
> **Note**
>
> This page is only used in the process when the Create Off-Cycle Files option is selected on the Payroll for NA Installation Page.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Payroll Processing Controls**, and then **Direct Deposit File Properties**, and then **Direct Deposit File Properties**

This example illustrates the fields and controls on the Direct Deposit File Properties page.

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(CAN) The PY_DIRDEP process and Direct Deposit File Properties page do not apply to Canadian Payroll.

File Parameters

Field or Control	Description
Output File Directory	Enter the directory path where generated direct deposit files and log files reside. **Note:** This value must be specified prior to running the Create Direct Deposit File process. The system displays an error message if this output directory is missing.
Character Set	Select the character set to be used for generating direct deposit files. The default value is set to *UTF-8*.

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File Header Company

Field or Control	Description
Bank ID and **Company**	For each company that runs the PY_DIRDEP process to create direct deposit files, specify a bank ID and company ID. The process uses these field values to determine the company ID and company name that appear at the header of the direct deposit files. Bank ID must be unique. When the process runs, it uses the source bank ID of the pay group included in the run control to find the matching bank ID entry in this section. The company ID and name associated with the matching bank ID will be used in the header of the file that gets generated. If a pay run is selected in the run control and it contains pay groups with different source banks, the process generates a direct deposit file for each source bank, and displays in the file header the matching company ID and name specified in this section. If the process is unable to find any matching bank entry in this section, it uses the company of the *first* direct deposit transaction it processed to determine the company ID, and leaves the company name blank.

Related Topics

- Understanding the Create Direct Deposit Transmit Process
  Use the Create Direct Deposit Transmit process to create an electronic transmittal file used to transfer payroll funds directly into employees' bank accounts.

Defining Additional Pay Earnings

Page Used to Define Additional Pay Earnings

Page Name	Definition Name	Usage
Create Additional Pay Page	ADDITIONAL_PAY1	Override the current job data for each additional pay earning, change default additional pay settings, and override the employee tax data for additional pay earnings.

Understanding Additional Pay Earnings

Additional pay refers to earnings that an employee will be paid on a regular basis *in addition* to regular pay—a car allowance, for example.

If you want the earnings in the Other Earnings section of the paysheet to be distributed according to automatic tax distribution, you must set up and add the earnings as additional pay

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(either manually or through an interface) before paysheet creation. If you add the earnings directly to the payline, the system does not apply automatic tax distribution.

> **Note**
>
> Do not confuse additional pay with a one-time payment, such as overtime or an expense reimbursement, which you enter directly on the paysheet.

Create Additional Pay Page

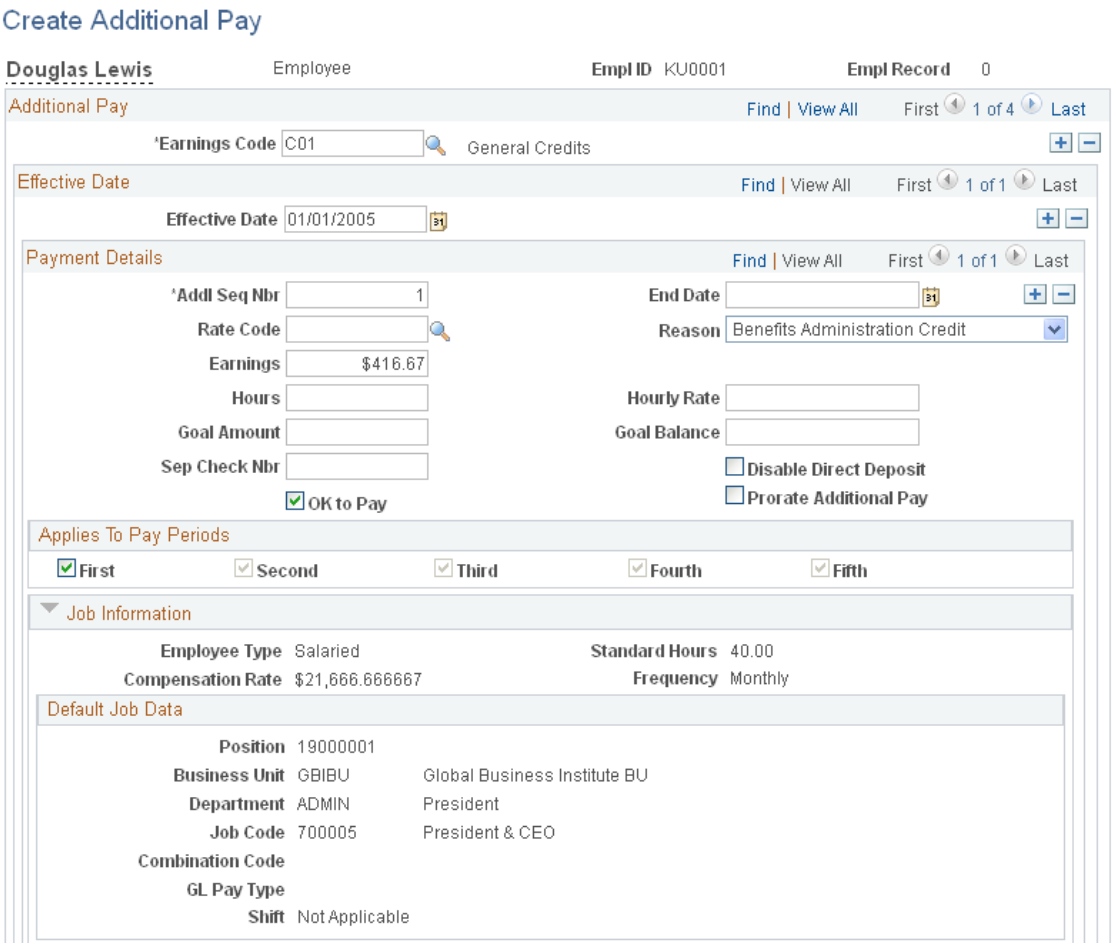
Use the Create Additional Pay page (ADDITIONAL_PAY1) to override the current job data for each additional pay earning, change default additional pay settings, and override the employee tax data for additional pay earnings.

Navigation:

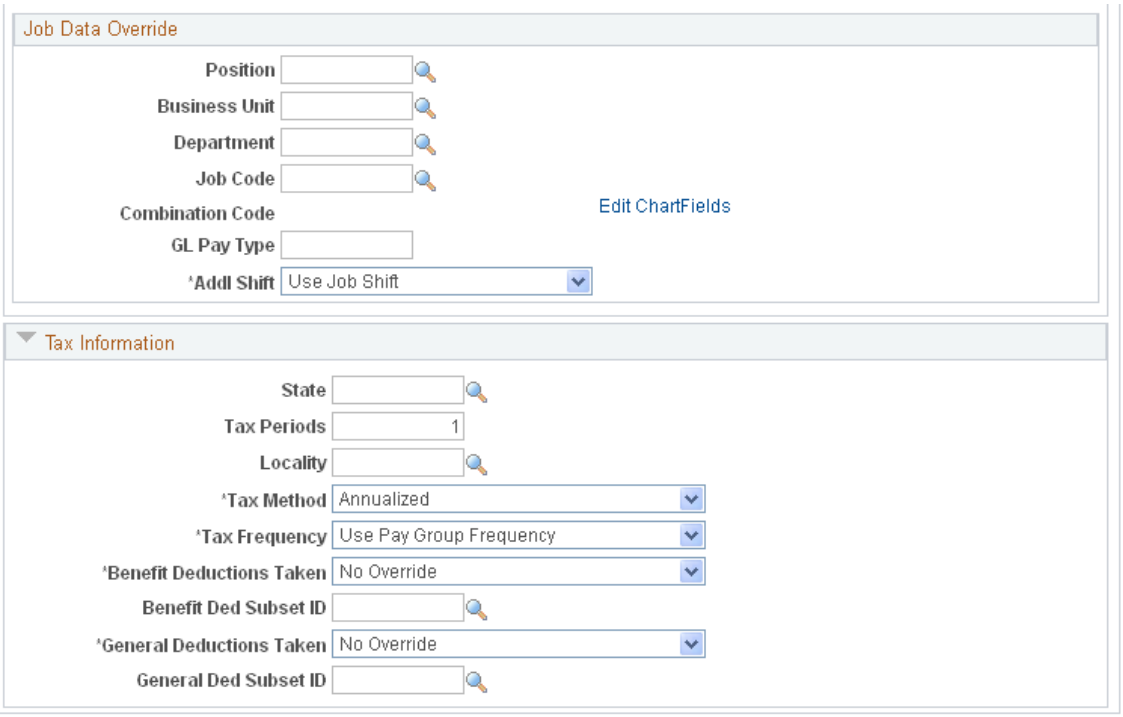
- **Payroll for North America**, and then **Employee Pay Data USA**, and then **Create Additional Pay**, and then **Create Additional Pay**
- **Payroll for North America**, and then **Employee Pay Data CAN**, and then **Create Additional Pay**, and then **Create Additional Pay**
- **Payroll for North America**, and then **Employee Pay Data USF**, and then **Create Additional Pay**, and then **Create Additional Pay**

This example illustrates the fields and controls on the Create Additional Pay page (1 of 2).

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This example illustrates the fields and controls on the Create Additional Pay page (2 of 2).



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> **Note**
>
> (USF) This page can be populated automatically through the USF Hire - Data Control page in PeopleSoft Administer Workforce. On the Hire pages, a PeopleSoft HR user can designate compensation data to be pushed to this page. Awards and bonus processing also push earnings codes for additional pay to this page.

Changes that you make to an employee's Additional Pay record can initiate the retro pay function. A retro pay request is initiated by any additional pay change with an effective date that is earlier than or equal to the latest pay end date of a check that has already been paid to the employee. The system looks for a match between the sequence number of the earnings on the Create Additional Pay page and the sequence number of the earnings on the Paysheets pages. When a match is found, the system initiates the retro pay request, which can then be included in he Retroactive Pay Calculations process. If no match exists, no retro pay request is generated and retro pay will not be calculated.

Payment Details

Field or Control	Description
Addl Seq Nbr (additional sequence number)	Every additional pay entry that you set up requires an additional sequence number. The system uses this number to uniquely identify the additional pay and, if necessary, to distinguish it from other rows of data that you set up. For example, you may charge the additional pay to different departments. The additional sequence number that you enter here is brought forward to the Paysheet pages. The additional sequence number should always be *1*, unless multiple Additional Pay records exist for an earnings type. For the system to calculate retro pay for the additional earnings, the sequence number that you enter here, on the Create Additional Pay page, and sequence number for the earnings on the Paysheets pages must match.

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Field or Control	Description
End Date	Specify the date on which the additional pay should end. If the additional pay end date is equal to a pay period begin date, the system does not add the additional pay to the paysheet for that pay period. If the additional pay end date is not equal to a pay period begin date, the additional pay will apply for that pay period. For example, the employee is on a monthly pay frequency and will be working in the Controller's office for only six months, January 2 through June 30. The employee's pay period begin date is June 1 and the pay period end date is June 30. If you enter June 30 as the additional pay end date, it will be paid for the month of June. It will stop effective July 1. If you enter July 1 as the additional pay end date, it will not show up on the July paysheet. If you enter July 2 as the additional pay end date, it will continue to be paid for the month of July and will stop with the August payroll.
Rate Code	You can apply a compensation rate code to an Additional Earnings record by selecting a rate code. If you select a rate code for the additional earnings, the system uses the rate or percent defined for the rate code on the Compensation Rate Code table, Job Code table, or Employee Compensation table. Therefore, after you've selected your rate code, the system makes the **Earnings** and **Hourly Rate** fields unavailable on this page.
Reason	Indicate the reason the employee is receiving additional pay. Although this field is not used for payroll processing, the system generates a new Pay Earnings record for each additional pay earnings code where you have defined a different reason. You create your own reason codes according to your business needs. Payroll for North America delivers one reason code, *BAS Credit*. This reason code is populated by data from PeopleSoft Benefits Administration.
Earnings	Enter a flat amount for the additional pay earnings. Each additional pay entry must either be a fixed or a variable amount, but not both. If the additional pay entry is a fixed amount, you must enter the fixed earnings amount in this field.

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Field or Control	Description
Hours	Enter the number of hours that are payable for the additional pay earnings. Each additional pay entry must either be a fixed or a variable amount, but not both. If the additional pay entry is variable, depending on the number of payable hours, then you must enter those hours in the field and the hourly rate in the **Hourly Rate** field. For example, assume there is a nurse that, aside from her normal routine, works eight hours in the Intensive Care Unit (ICU). Her regular rate of pay is 25 USD per hour. However, when she works in the ICU, she is paid an additional 10 USD per hour, thus, making 35 USD per hour. In this scenario, to account for this additional pay, enter *8* in the **Hours** field and enter *10* in the **Hourly Rate** field.
Hourly Rate	Enter the hourly rate. The hourly rate comes from the Job record if this field is blank.
Goal Amount	Enter a goal amount. This causes the system to stop the additional pay after the amount has been reached.
Goal Balance	The system updates the balance every time you run the Pay Confirmation process. (USF) Goal Balance in Additional Pay Data reflects money paid to an employee, and any additional pay that was deferred to the following year (not paid in the current year) when a unique payout code is assigned to each additional pay earnings code. In this scenario, deferred earnings are also added to lifetime balances and will be processed for payment in the following year.
Sep Check Nbr (separate check number)	Enter a check number from *1* to *99* in this field, if you want the additional pay to be paid on a separate check. In one payroll run, the system can produce up to nine separate checks per employee, in addition to the regular paycheck. The additional pay is put on the check that you specify here. If you leave this field blank, the additional pay is included with regular pay in one paycheck. If the employee has multiple jobs, and you plan to select a deduction subset in the **Tax Information** group box, enter a check number in this field. Otherwise, the deduction subset is ignored and the standard deductions are taken.
Disable Direct Deposit	Select this check box if the additional pay will be paid by check versus direct deposit to the employee's bank account. In this case, a separate check is processed for the additional pay amount when a sequence number is entered in the **Sep Chk Nbr** field.

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Field or Control	Description
Prorate Additional Pay	Select this check box if you want the system to prorate the additional pay based on the employee's Job record. If the employee has a mid-period, effective-dated change on their Job record, the system prorates the additional pay. The system does not prorate the additional pay based on the effective date of this Additional Pay record. **Note:** The system uses the Prorate Additional Pay check box selection when the effective date of the additional pay is mid pay period and it is later than the hire date. When the additional pay effective date is earlier than the employee's hire date, the system ignores this check box and prorates the additional pay using the hire date. **Note:** Always select this check box if the additional pay earnings code is based on another earnings code.
OK to Pay	Select this check box if the employee is to be paid automatically. In contrast, if the employee's additional pay must be approved before payment, do not select this check box. In this case, after approving the payment, the person manually selects the **OK to Pay** check box on the Paysheet page. If the employee is set up to receive more than one check, each check has its own **OK to Pay** check box on the Paysheet pages.

Applies to Pay Periods

Select the pay periods in which this additional pay should be identified on the paysheets. For example, if an employee is paid twice a month, there are only two pay periods. Thus, you can select only the **First** or **Second** check box or both of those check boxes. If you selected both, the employee would receive the additional pay on each of his or her semimonthly checks.

When processing a payroll, the system checks the pay calendar and then the additional pay data to determine what applies to the pay period.

Default Job Data

This group box displays the accounting information as entered on the employee's Job record. By default, additional pay is charged to the same department, job code, and general ledger account as the employee's regular pay. You can override this information in the **Job Data Override** group box.

Job Data Override

The fields in this group box enable you to make adjustments to individual additional pay earnings. You also use this section of the page for other reasons. For example, you may have an employee who works a few hours a week in a department other than the one on that employee's Job record. To ensure that the department shown on the Job record is not charged for the time the employee spends in the other department, you could create an additional pay entry and enter the applicable information for the other department. If you enter information in any of these fields, the system creates a separate Pay Earnings record on the paysheet.

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Field or Control	Description
Position, Business Unit, Department, Job Code, Combination Code, and **GL Pay Type** (general ledger pay type)	Select any of these fields to override the default value.
Addl Shift (additional pay shift)	Select *1* for the first shift. Select *2* for the second shift. Select *3* for the third shift. Select *N/A* (not applicable) for no shift. Select *Use Job* to use the shift specified on the employee's Job record.

Tax Information

Field or Control	Description
State	Enter the state that the employee worked in, if different from the employee's regular pay. This field is validated against the employee's state and local tax data.
Tax Periods	Enter the number of pay periods over which to spread the tax for these earnings. The system uses this field in conjunction with the **Tax Frequency** field to determine how much tax to withhold each pay period. For example, if the employee's additional pay earnings were set up as biweekly, and you entered *3* in this field, the taxes are calculated as if they were earned over a six-week period.
Locality	Enter the locality the employee worked in, if different from the employee's regular pay. This field is validated against the employee's state and local tax data.

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Field or Control	Description
Tax Method	The tax method indicates the tax calculation method to be used for the additional pay. For example, for a U.S. employee receiving a monthly bonus payment in a state other than California, select *Supplemental.* In contrast, for a Canadian employee receiving the same bonus payment, select *Bonus.* Select one of these values: (USA) *Aggregate:* Select to tax the lump sum of the current payment with a previous payment. The system takes the last confirmed paycheck for that pay period and adds the current payment to it. Taxes are calculated on that lump sum amount, the taxes that were withheld on the confirmed check are subtracted, and the resulting tax difference is the tax for the current payment. *Annualized:* Select to annualize the earnings, calculate the tax on the annualized amount, and divide the tax by the number of pay periods in the year. The result is the withholding for the pay period. This is the most common tax method. (CAN) *Bonus:* Select to tax bonus payments. (CAN) *Commission:* Select to tax commission payments. *Cumulative:* Select to add together the year-to-date earnings and the earnings for this pay period, annualize the result, and calculate the annualized tax. The system deannualizes the tax by dividing it by the number of tax periods you specified on the paysheet. The result is compared to the year-to-date withholding; if it is greater than the year-to-date withholding, the difference becomes the withholding for the pay period. You generally use this for employees whose wages vary significantly from pay period to pay period, such as salespeople on commission. (CAN) *Lump Sum:* Select to tax lump sum payments. *Paysheet:* This is not a valid tax method for additional pay. If you select a tax method of *Paysheet,* the system generates an online error message. (USA) *Supplemental:* Select to calculate taxes as a straight percentage of earnings. This method is typically used for one-time pays, such as bonuses. For example, federal supplemental withholding is 25 percent of earnings. Some states vary the percentage based on annual income, while some states require PeopleSoft-maintained tax tables to calculate withholding. (USA) *Special Supplemental:* Select to calculate California state taxes on bonus and stock option payments. The California tax percentage is higher for these payment types than for other

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Field or Control	Description
	types of supplemental wage payments, such as commissions and overtime pay.
Tax Frequency	Select the frequency for calculating taxes for the additional pay if the tax frequency is different from the pay frequency set up in the Job record: *Annual, Biweekly, Daily, Monthly, Quarterly, Semimonthly, Use Pay Group Frequency, Weekly.*
Benefit Deductions Taken	Select a value to indicate how to take benefit deductions for this additional pay that is paid on a separate check. The default value is *NoOverride.* Selections made on this page override the values entered for the pay run in the **Benefit Deductions Taken** field on the Pay Calendar table and any employee-level overrides entered on the Benefit Deduction Processing Override page: • *NoOverride:* This is the default value. If this is unchanged, the deductions specified on the Pay Calendar table, and Benefit Deduction Processing Override pages are not overridden on the paysheet for this additional pay on a separate check. • *Deduction:* Select to take an employee's normal deductions when additional pay is paid on a separate check. This does not apply if it is added to a regular check. • *None:* Select to take no deductions when additional pay is paid on a separate check. This does not apply if it is added to a regular check. • *Subset:* Select to take only the deductions defined in the **Subset ID** field when additional pay is paid on a separate check. This does not apply if it is added to a regular check.
Benefit Ded Subset ID (benefit deductions subset ID)	You must specify the subset ID if you select *Subset* in the **Benefit Deductions Taken** field. If the employee has multiple jobs, and you are entering more than one set of additional pay instructions with the same separate check number, select the same benefit deduction subset ID. If you select different subsets, the system applies the deduction subset associated with the lowest additional sequence number with the same separate check number.

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Field or Control	Description
General Deductions Taken	Select a value to indicate how to take general deductions for this additional pay that is paid on a separate check. The default value is *NoOverride*. Selections made on this page override the values entered for the pay run in the **General Deductions Taken** field on the Pay Calendar table and any employee-level overrides entered on the Payroll Options 2 page: • *NoOverride:* This is the default value. If this is unchanged, the deductions specified on the Pay Calendar table and Payroll Options 2 pages are not overridden on the paysheet for this additional pay on a separate check. • *Deduction:* Select to take an employee's normal deductions when additional pay is paid on a separate check. This does not apply if it is added to a regular check. • *None:* Select to take no deductions when additional pay is paid on a separate check. This does not apply if it is added to a regular check. • *Subset:* Select to take only the deductions defined in the **Subset ID** field when additional pay is paid on a separate check. This does not apply if it is added to a regular check.
General Ded Subset ID (general deductions subset ID)	You must specify the subset ID if you select *Subset* in the **General Deductions Taken** field. If the employee has multiple jobs, and you are entering more than one set of additional pay instructions with the same separate check number, select the same deduction subset ID. If you select different subsets, the system applies the deduction subset associated with the lowest additional sequence number with the same separate check number.

Related Topics

- Understanding Canadian Tax Methods
  This topic discusses:
- Understanding Compensation Rates
  You base employee compensation on various rates of pay, including:
- Understanding Retro Pay Processing
  This topic lists prerequisites and discusses:

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Maintaining Optional Payroll Data

> **Note**
>
> The following payroll data pages are not required for payroll processing, with the exception of multiple jobs processing when the single check option has been selected.

Pages Used to Maintain Optional Payroll Data

Page Name	Definition Name	Usage
Payroll Options 1 Page	PAYROLL_DATA1	Enter optional employee distribution mail options and address.
Payroll Options 2 Page	PAYROLL_DATA2	Enter paycheck location options, deduction options and primary pay group data.

Payroll Options 1 Page

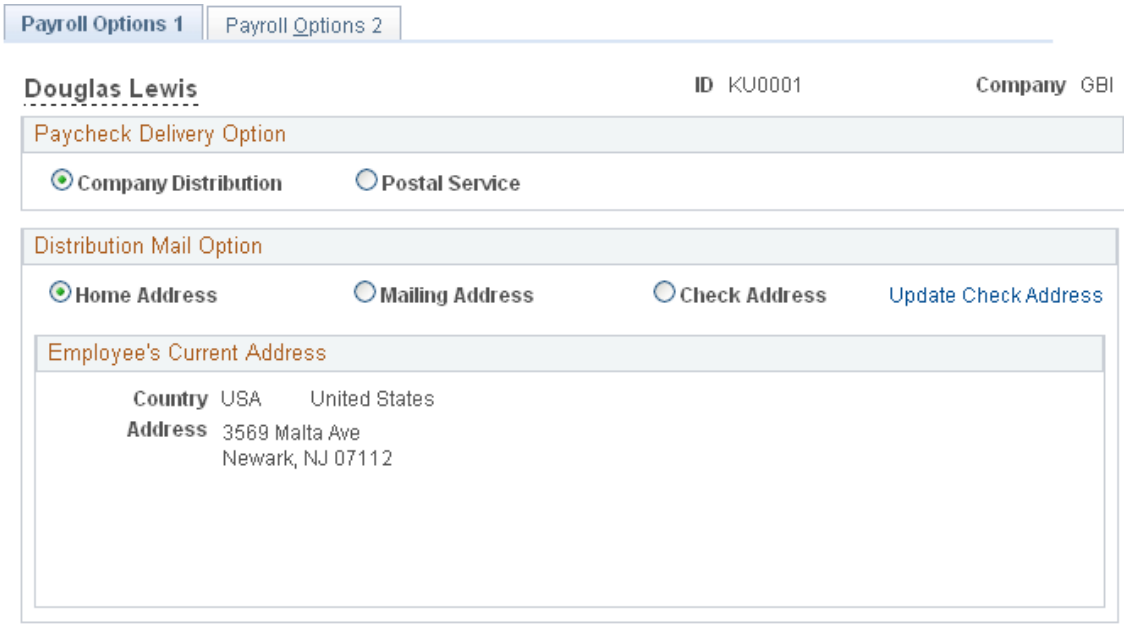
Use the Payroll Options 1 page (PAYROLL_DATA1) to enter optional employee distribution mail options and address.

Navigation:

- **Payroll for North America**, and then **Employee Pay Data USA**, and then **Update Payroll Options**, and then **Payroll Options 1**
- **Payroll for North America**, and then **Employee Pay Data CAN**, and then **Update Payroll Options**, and then **Payroll Options 1**
- **Payroll for North America**, and then **Employee Pay Data USF**, and then **Update Payroll Options**, and then **Payroll Options 1**

This example illustrates the fields and controls on the Payroll Options 1 page.

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Paycheck Delivery Option

This field is used by the check print program to indicate what address it should print under the employee's name on the check stub.

Field or Control	Description
Company Distribution	Select to indicate that the check should be handed out as part of a regular company distribution.
Postal Service	Select to indicate that the check should be mailed using the Postal Service.

Distribution Mail Option

Field or Control	Description
Home Address	Select this option to send checks to the employee's home address. The system automatically displays the home address from the employee's personal data in PeopleSoft HR.
Mailing Address	Select this option to send checks to the employee's mailing address. The system automatically displays the mailing address from the employee's personal data in PeopleSoft HR.
Check Address	Select this option to send checks to the employee's check address. The system automatically displays the check address from the employee's personal data in PeopleSoft HR.

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Field or Control	Description
Update Check Address	Select to update the employee's check address here, rather than on the Personal Data component (PERSON). **Note:** Do not use this link to update addresses of payees or beneficiaries paid through PeopleSoft Pension Administration. See PeopleSoft Pension Administration: Creating Payees.

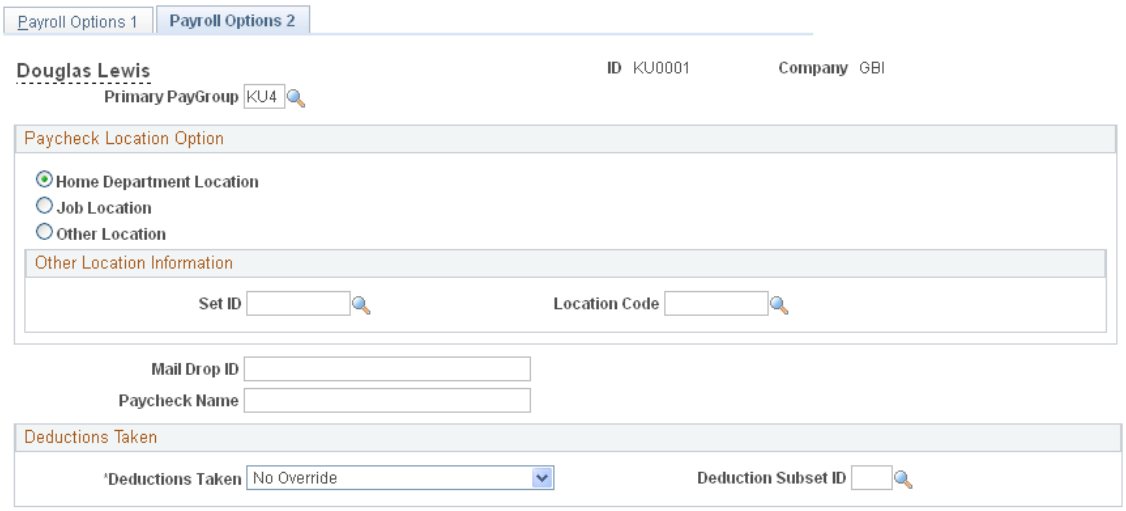
Payroll Options 2 Page

Use the Payroll Options 2 page (PAYROLL_DATA2) to enter paycheck location options, deduction options and primary pay group data.

Navigation:

- **Payroll for North America**, and then **Employee Pay Data USA**, and then **Update Payroll Options**, and then **Payroll Options 2**
- **Payroll for North America**, and then **Employee Pay Data CAN**, and then **Update Payroll Options**, and then **Payroll Options 2**
- **Payroll for North America**, and then **Employee Pay Data USF**, and then **Update Payroll Options**, and then **Payroll Options 2**

This example illustrates the fields and controls on the Payroll Options 2 page.



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> **Note**
>
> When a new PAYROLL_DATA record is created, for example when an employee transfers companies, the Payroll Options 2 page displays default values of *Home Department Location* selected as the paycheck location option and *NoOverride* selected as the Deductions Taken option. The **Mail Drop ID** and **Paycheck Name** fields are blank. You are responsible for verifying that all values on this page, including the primary pay group, are correct for each employee.

Field or Control	Description
Primary PayGroup	Identifies the pay group for which a consolidated paysheet will be created when an employee is being paid in different pay groups during the same pay run. The primary pay group also controls whether deductions or additional pay should be taken for the pay period. For employees with multiple jobs, PeopleSoft recommends that you select, as the primary pay group, the one in which the employee is paid most often. If you leave this field blank, the system uses the default pay group that is associated with the first job into which the employee was hired. **Note:** You are responsible for verifying that this value is correct for each employee.

Paycheck Location Option

These fields specify which location code is used as a sort option for printing paychecks for this pay group. These options are used only if:

- The **Company Distribution Order** option is selected as the paycheck sequence option on the Pay Group Table - Check Distribution page.
- The **Select on Payroll Data Panel** option is selected as the paycheck location option on the Pay Group Table - Check Distribution page.
- The location is entered as a check print sequence on the Pay Group Table - Check Sequencing page.

> **Note**
>
> You must create location codes in the Location table before you can use them here or elsewhere in the system.

Field or Control	Description
Home Department Location	The location code (in the Department table) that is associated with the department ID on the employee's Job record is used as a sort option for printing checks.

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Field or Control	Description
Job Location	The location on the employee's Job record is used as a sort option for printing checks.
Other Location	Enter a different location code to use as a sort option for printing checks. In this case, the system uses the Designated Agent Address and transmits the check for office delivery. If you select the **Other Location** option, you also must select a setID and a location code.
SetID	Select the setID for the location code.
Location CD (location code)	Select a location code to indicate this location as a sort option for printing checks. Use this option only if the *Select on Payroll Data Panel* option is selected as the paycheck location option on the Pay Group Table - Check Distribution page.
Mail Drop ID	Enter the employee's mail drop ID.
Paycheck Name	Use this field to indicate a name, other than the employee name entered on the Personal Data record, to whom the paycheck should be made out. This field is not formatted, so enter the name exactly as you want it to appear on the paycheck.

Deductions Taken

Field or Control	Description
Deductions Taken	Select a value to indicate how to take deductions for this employee. Selections made on this page override the values entered for the pay run in the **General Deductions Taken** field on the Pay Calendar table. Values include: • *NoOverride:* This is the default value. If this is unchanged, the deductions that are specified on the Pay Calendar table are not overridden on the paysheet at this stage in deduction override evaluation processing. • *Deduction:* Select this value to process the standard general deductions for this employee as set up on the Deduction table. • *None:* Select this value if no general deductions should be taken out of the paycheck. • *Subset:* Select this value to take only those general deductions included in the deduction subset that you specify in the **Deduction Subset ID** field.
Deduction Subset ID	You must specify the subset ID if you select *Subset* in the **Deductions Taken** field.

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Maintaining Garnishments, Savings Bonds, and Other Payroll Data

This topic discusses how to:

- Administer garnishment data.
- (E&G) Administer employee contract data.
- (CAN) Administer Canadian low interest loan payroll data.
- (CAN) Administer Canada Payroll Savings plan data.
- (USA) Administer employee tip allocation data.
- (USF) Administer military deposit payroll data.
- (USF) Administer employee Individual Retirement Record data.
- (USF) Administer employee accrual enrollment.
- (USF) Administer W-2 and W-2c information.

Administering Garnishment Data

See Specifying Employee Garnishment Data.

(E&G) Administering Employee Contract Data

See Adjusting Contract Employee Prepay Balances.

(CAN) Administering Canadian Low Interest Loan Payroll Data

See Administering Canadian Low-Interest Loans.

(CAN) Administering Canada Payroll Savings Program Data

See Administering Canada Payroll Savings Programs.

(USA) Administering Employee Tip Allocation Data

See Allocating Tips.

(USF) Administering Military Deposit Payroll Data

See Crediting Military Service to Civilian Retirement.

(USF) Administering Employee Individual Retirement Record Data

See Understanding the IRR Process.

(USF) Administering Employee Accrual Enrollment

See Managing Leave Accrual.

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(USF) Administering W-2 and W-2c Information

W-2 functionality is documented with year-end tax updates.

See Understanding Year-End Processing Instructions.

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Administering Garnishments

Prerequisites

Before you can administer garnishments for employees, you must set up garnishment processing. Setup includes the following tasks:

- Set up a garnishment deduction.
- Define disposable earnings for garnishments not provided by PeopleSoft.
- Define garnishment rules not provided by PeopleSoft.
- (USA) Ensure garnishment proration rules are available.

Related Topics

- Setting Up a Garnishment Deduction
  This topic discusses how to:

Specifying Employee Garnishment Data

Pages Used to Specify Employee Garnishment Data

Page Name	Definition Name	Usage
Garnishment Spec Data 1 Page (garnishment specification data 1)	GARNISH_SPEC1	(USA) Enter garnishment order information.
Garnishment Spec Data 1 Page (garnishment specification data 1)	GARNISH_SPEC1_CN	(CAN) Enter garnishment order information.
Garnishment Spec Data 2 Page (garnishment specification data 2)	GARNISH_SPEC2	Enter garnishment payee and address information.
Garnishment Spec Data 3 Page (garnishment specification data 3)	GARNISH_SPEC3	Select a deduction schedule and enter limit information.
Garnishment Spec Data 4 Page (garnishment specification data 4)	GARNISH_SPEC4	When deducting from all payrolls, define deduction defaults and processing fee defaults. Before using this page, select *Deduct on All Payrolls* in the **Deduction Schedule** field on the Garnishment Spec Data 3 page.

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Page Name	Definition Name	Usage
Garnishment Spec Data 5 Page (garnishment specification data 5)	GARNISH_SPEC5	Define the payment schedule for the garnishment and define deduction defaults and processing fee defaults. Before using this page, select *Deduct by Schedule* in the **Deduction Schedule** field on the Garnishment Spec Data 3 page.
(USA) Garnishment Spec Data 6 Page (garnishment specification data 6)	GARNISH_SPEC6	(USA) Specify the garnishment rule and enter employee-level exemption and deduction overrides.
(CAN) Garnishment Spec Data 6 Page (garnishment specification data 6)	GARNISH_SPEC6_CN	(CAN) Specify the garnishment rule and enter employee-level exemption and deduction overrides.
Deduction Distribution Information Page	GARN_SPEC2_SEC	Enter EFT information for child support garnishments.
Garnishment Spec Data 7 Page (garnishment specification data 7)	GARNISH_SPEC7	(USA) Enter proration overrides if the proration rule is either CRTORD or CRTDET, and to specify the pay mode for integration with PeopleSoft Payables.
Garnishment Spec Data 7 Page (garnishment specification data 7)	GARNISH_SPEC7_CN	(CAN) Specify the pay mode for integration with PeopleSoft Payables.
Garnishment Prorations Report Page	RUNCTL_PAY719	(USA) Generate PAY719 that provides a listing by court ID of employees whose garnishment amounts were prorated.

Related Topics

- (USF) Specifying Garnishment Data for U.S. Federal Government Employees

Understanding Garnishment Limit Processing

This topic discusses:

- Garnishment limit processing.
- Monthly limit specification.

Garnishment Limit Processing

The Pay Calculation process selects only active garnishments for processing. To determine whether a garnishment is active, the system verifies that the garnishment meets all off following conditions:

- The status of the garnishment on Garnishment Spec Data 1 page is set to Approved or Received.

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- The Start Date field on the Garnishment Spec Data 3 page is blank or the date entered is less than or equal to the check date of the paycheck being processed.

> **Note**
>
> If the paycheck being processed is an adjustment check, the system uses an adjustment date (the highest earnings end date) instead of check date when it verifies the start date.

- The Stop Date field on Garnishment Spec Data 3 page is blank or the date entered is greater than or equal to the check date of the paycheck being processed.

> **Note**
>
> If the paycheck being processed is an adjustment check, the system uses an adjustment date (the highest earnings end date) instead of check date when it verifies the stop date.

- The Limit Amount field on the Garnishment Spec Data 3 page is blank (zero) or the value is greater than the value in the Limit Balance field on the Garnishment Spec Data 3 page.

If a garnishment meets all of these selection criteria, the system proceeds in calculating an amount for the garnishment.

Pay calculation ensures that the garnishment amount calculated plus the YTD garnishment balance maintained by the Pay Confirmation process does not exceed the limit amount specified on Garnishment Spec Data 3 page.

> **Note**
>
> The system does not use the limit balance displayed on the Garnishment Spec Data 3 page for limit processing. For garnishment limit processing, the Pay Calculation process refers to the YTD (year-to-date) balance across all CY (calendar year) balance years for that employee ID and garnishment ID combination. You can view the YTD Garnishment Balance on the Garnishment Balances page.

See Reviewing and Adjusting Garnishment Balances.

Monthly Limit Specification

Some courts impose monthly limitations on the garnishment and the company and payee fees. When processing monthly limitations, the system uses the actual paycheck date—not the pay period end date, which might be in a different month. For example, a pay period might end on January 31, but the paycheck date might be February 1.

Payroll for North America normally calculates deductions, including garnishments, as follows:

1. Annualizes a monthly amount (multiplying it by 12).
2. Divides by the appropriate number of pay periods (for example, 52 in the case of weekly pay periods).

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In months of the year containing 5 weekly pay periods instead of 4, this can result in deductions of more than the original intended monthly amount. In months containing 4 pay periods, the system deducts less than the intended monthly amount.

For example, a company employee, Steven, has been ordered to pay spousal support of 1,000 USD per month. Ordinarily, the system:

1. Annualizes this amount to 12,000 USD per year.
2. Divides by 52 to arrive at a weekly garnishment of 230.77 USD.

If January has 5 weekly pay periods, the system takes 1153.85 USD of Steven's pay. If February has 4 pay periods, the system takes 923.08 USD.

To avoid exceeding the monthly limit in situations like the above, use one of these methods:

- Define a flat amount for the deduction calculation on the Garnishment Spec Data 5 page.

  You must also select *Deduct by Schedule* in the **Deduction Schedule** field on the Garnishment Spec Data 3 page.
- Enter the monthly limit amount in the **Garnishment** field in the Monthly Limit Amounts group box on the Garnishment Spec Data 3 page.

  This establishes a monthly garnishment limitation. The system stops taking the deduction after the limit amount is reached in the month.

Common Elements Used in Specifying Employee Garnishment Data

Field or Control	Description
% DE + Amount (percent of disposable earnings plus amount)	Select this option to calculate: Deduction = percent of disposable earnings + flat amount Use for garnishments such as child support.
% Gross + Amount (percent of gross plus amount)	Select this option to calculate: Deduction = percent of earnings subject to garnishment + flat amount
Greater of % DE or Amount (greater of percent of disposable earnings or amount)	Select this option to calculate: Deduction = greater of a percent of disposable earnings OR the flat amount
Greater of % Grs or Amount (greater of percent of gross or amount)	Select this option to calculate: Deduction = greater of a percent of earnings subject to garnishment OR the flat amount
DE% (disposable earnings percent)	If the deduction is a flat amount only, leave this field blank to indicate that the percent is zero.

Garnishment Spec Data 1 Page

Use the Garnishment Spec Data 1 (garnishment specification data 1) page (GARNISH_SPEC1 or GARNISH_SPEC1_CN) to enter garnishment order information.

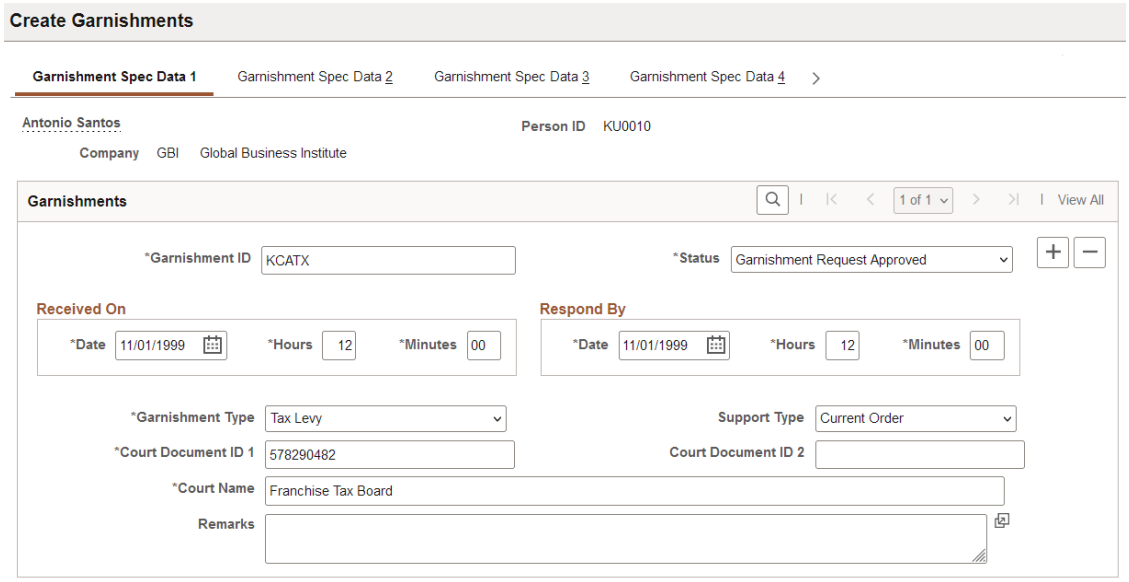
Navigation:

- **Payroll for North America**, and then **Employee Pay Data USA**, and then **Deductions**, and then **Create Garnishments**, and then **Garnishment Spec Data 1**

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- **Payroll for North America**, and then **Employee Pay Data CAN**, and then **Deductions**, and then **Create Garnishments**, and then **Garnishment Spec Data 1**

This example illustrates the fields and controls on the Garnishment Spec Data 1 page.



Field or Control	Description
Garnishment ID	In general, define only one garnishment specification for each garnishment order that you receive for an employee. Each garnishment specification must have a unique garnish ID. See Splitting Garnishment Orders. **Note:** Never reuse the same garnishment ID for an employee because the system calculates garnishment balances across all CY balance years for the combination of employee ID and garnishment ID.

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Field or Control	Description
Status	Update this field as the status changes throughout the life of the garnishment. This is important because it affects the payroll processing of the garnishment deduction. If you select *Garnishment Request Received* or *Garnishment Request Approved,* the system processes the garnishment when you run the Pay Calculation COBOL SQL process (PSPPYRUN). If you select *Garnishment Deduct Completed, Garnishment Deduct Suspended, Garnishment Request Cancelled, Garnishment Request Rejected,* or *Garnishment Request Released,* the system ignores the garnishment during the Pay Calculation process. *Garnishment Deduct Completed:* Select this value when the garnishment is paid in full. The system automatically selects this status during pay confirmation processing when the garnishment reaches its limit or stop date. **Note:** If you run the Pay Unconfirm COBOL SQL process (PSPUNCNF) after confirming a payroll in which the system set the garnishment status to *Garnishment Deduct Completed,* the unconfirm does not reset the garnishment status. You must keep this in mind and reset the status if you unconfirm the payroll. *Garnishment Deduct Suspended:* Select this value to stop the garnishment deduction in payroll while preserving the garnishment specification data. *Garnishment Request Approved:* Select this value when you inform the court, authorized agency, or government agency that you will comply with the garnishment or levy. *Garnishment Request Cancelled:* Select this status if the garnishment order is cancelled by the issuing agency, such as the U.S. Department of Education for Student Financial Assistance. *Garnishment Request Received:* Select this value when you establish a new Garnishment record, or to define an off-cycle entry for the employee to test the garnishment deduction before you put it into production. *Garnishment Request Rejected:* Select this value if you cannot comply with the garnishment or levy. For example, if you have terminated the employee and there are no wages to garnish, you can reject the garnishment. *Garnishment Request Released:* Select this status if the garnishment order is released by the issuing agency, such as the IRS (internal revenue service). *Garnishment Request Terminated:* Select this status if the garnishment order is terminated by the issuing agency, such as the California Franchise Tax Board.

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Field or Control	Description
(CAN) Deduction Code	This field is visible for Canada only. Select a valid before-tax or after-tax garnishment deduction code. If you select a before-tax deduction code: • The following warning appears: Before-tax garnishment requires separate general deduction(s) for Company and Payee Fees. • The fields that are associated with the processing of garnishment fees (on the Garnishment Spec Data 3, 4, and 5 pages) become unavailable for entry. Because the system must process company and payee fees that are associated with garnishments as after-tax deductions, you must define them separately as general deductions. When defining these general deductions, deselect the Garnishment Process indicator in the Deduction table.
Received On	Enter the date and time that you received the writ of garnishment or tax levy from the court, authorized agency, or government agency.
Respond By	Enter the date and time by which you must tell the court, authorized agency, or government agency whether you can comply with the garnishment order. For example, if the employee is no longer employed, you cannot garnish wages.
Garnishment Type	Select the type of garnishment or levy: *Writ of Garnishment:* Typical garnishment type for failure to pay. *Tax Levy:* Failure to pay taxes. *Chapter 13 Bankruptcy:* Bankruptcy in Canada, or topic 13 bankruptcy in the U.S. *Wage Assignment:* Similar to a writ, signifying a failure to pay. *Social Security (AWG):* Social Security Administrative Wage Assignments. *Child Support*, *Spousal Support*, and *Dependent Support:* Typically ordered by a family court. (USA) If you select one of these types, also select a value in the **Garnishment Support Type** field. *Student Loan Repayment:* The garnishment type for delinquent student loans.
(USA) Support Type	Applies only for child support, dependent support, and spousal support garnishment types. For these garnishment types, select *Current* or *Arrears*.
Court Name	Enter the name of the court, authorized agency, or government agency that has legal jurisdiction over the garnishment.

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Field or Control	Description
Court Document ID 1 and **Court Document ID 2**	Enter any codes with which you identify the garnishment documents from the court or reports that you send back to the court or government agency. For example, garnishment documents might carry a file or case number, but a tax levy usually uses a date and the employee's social security number or social insurance number.

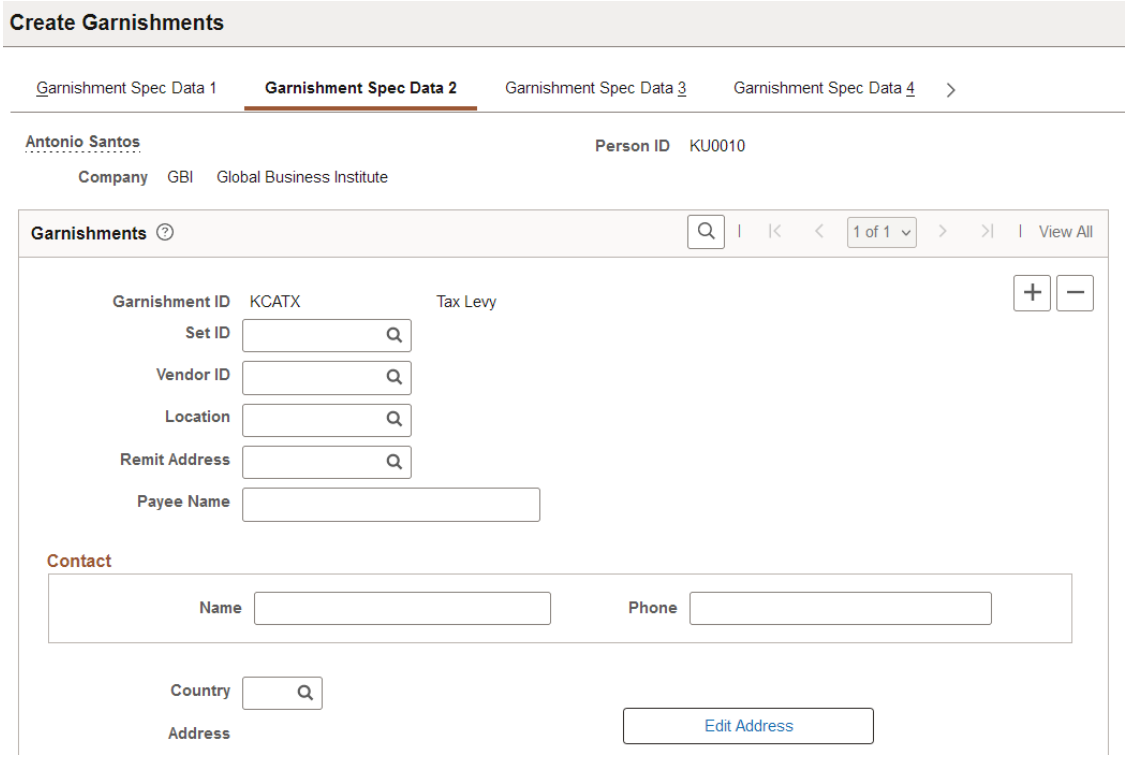
Garnishment Spec Data 2 Page

Use the Garnishment Spec Data 2 (garnishment specification data 2) page (GARNISH_SPEC2) to enter garnishment payee and address information.

Navigation:

- **Payroll for North America**, and then **Employee Pay Data USA**, and then **Deductions**, and then **Create Garnishments**, and then **Garnishment Spec Data 2**
- **Payroll for North America**, and then **Employee Pay Data CAN**, and then **Deductions**, and then **Create Garnishments**, and then **Garnishment Spec Data 2**

This example illustrates the fields and controls on the Garnishment Spec Data 2 page.



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> **Note**
>
> (USF) These instructions do not apply to U.S. federal government employers.
>
> See Garnishment Spec2 Page.

> **Note**
>
> To process payments through the Payables interface, you must enter a setID, vendor ID, vendor location, and remit address. You should maintain vendor addresses on the Vendor table in the Payables database.

Field or Control	Description
Vendor ID	(USA) This field must be blank if you're processing the garnishment as an EFT payment. Otherwise, select the vendor ID of the garnishment payee.
Location	If you selected a vendor ID, select the specific location for this garnishment from among the locations set up for the payee on the Vendor table.
Remit Address (remittance address)	If you selected a location, select the address sequence number that represents the garnishment remittance address in the Vendor table.

> **Note**
>
> When you enter the setID, vendor ID, location, and remit address number, the page displays the complete address.

Field or Control	Description
Edit Address	If you're using the EFT process, you can enter the country in the **Country** field and select **Edit Address** to enter address data for information purposes only. If you're using the Payables interface, you should make all address updates in the Vendor table. See Maintaining Vendor Information.

Garnishment Spec Data 3 Page

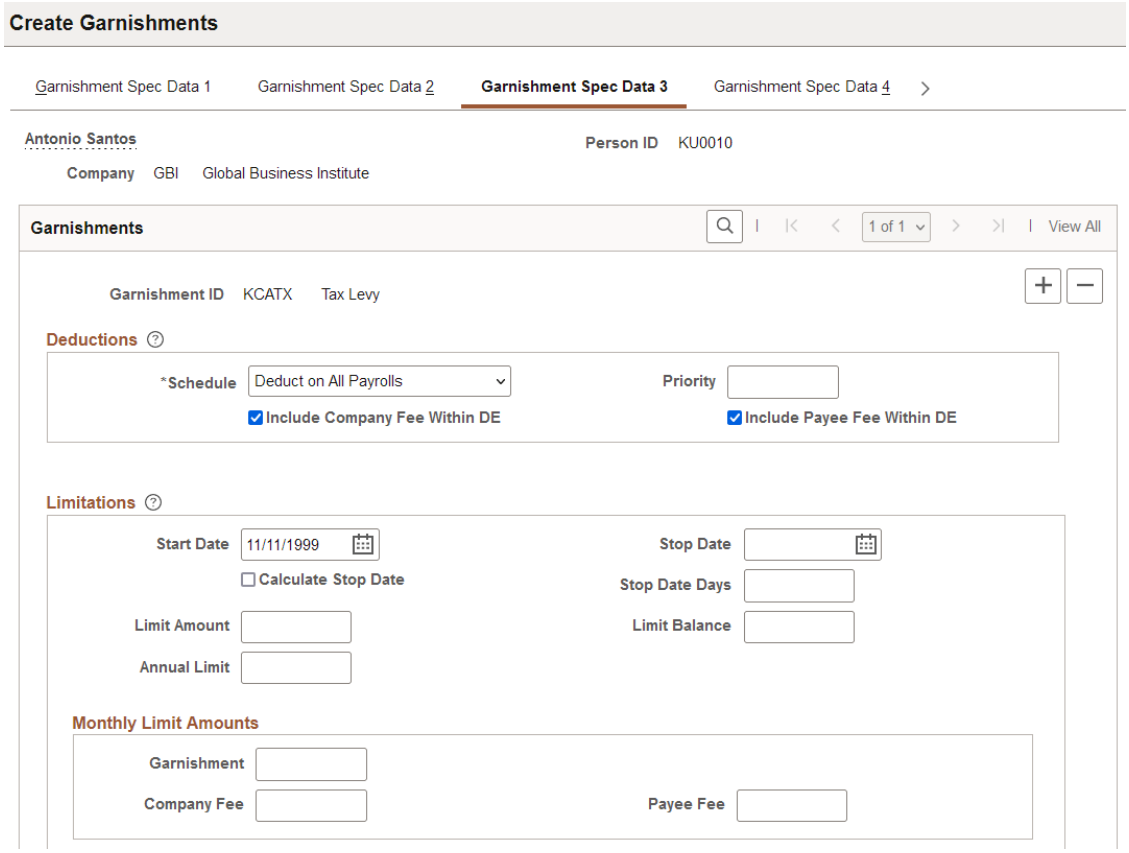
Use the Garnishment Spec Data 3 (garnishment specification data 3) page (GARNISH_SPEC3) to select a deduction schedule and enter limit information.

Navigation:

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- **Payroll for North America**, and then **Employee Pay Data USA**, and then **Deductions**, and then **Create Garnishments**, and then **Garnishment Spec Data 3**
- **Payroll for North America**, and then **Employee Pay Data CAN**, and then **Deductions**, and then **Create Garnishments**, and then **Garnishment Spec Data 3**

This example illustrates the fields and controls on the Garnishment Spec Data 3 page.



Deductions

Field or Control	Description
Schedule	Specify how to deduct garnishments: *Deduct on All Payrolls:* If you select this value, use the Garnishment Spec Data 4 page to complete the deduction information. *Deduct by Schedule:* If you select this value, use the Garnishment Spec Data 5 page to create the deduction schedule and complete the deduction information.

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Field or Control	Description
Priority	Select the processing priority of the garnishment in relation to other garnishments for the employee. This is not the same as the deduction priority in the General Deduction table. The system uses this value to process garnishments to which proration rules do not apply. If you leave this field blank, or assign the same priority number to more than one garnishment specification, the system determines the processing priority by garnish ID. The lower the number, the higher the priority. For example, 100 is a higher priority than 200.
Include Company Fee Within DE (include company fee within disposable earnings) and **Include Payee Fee Within DE** (include payee fee within disposable earnings)	Select the check boxes to deduct fees from the employee's disposable earnings before taking garnishment deductions.

> **Note**
>
> Payroll for North America provides a garnishment proration option for states that permit proration of garnishments when an employee has more than one of the same type. If you use this option, the system uses the value in the **Priority** field only for garnishments to which proration does not apply.

Limitations

The fields in this group box impose time and amount restrictions on the garnishment deduction. This functionality is useful when you handle multiple garnishment orders from states where regulations prohibit the collection of more than one garnishment order at a time, or where they impose time limits on the collection of a garnishment.

Field or Control	Description
Start Date	To start the garnishment deduction immediately, leave this field blank.
Stop Date	Leave the **Stop Date** field blank if you want the garnishment deduction to go on until the garnishment is satisfied. Otherwise, enter the date the deduction should stop. This date must be greater than the check date for a pay period to withhold the garnishment for that pay period. For example, if the pay period has an end date of March 10, 2000 and a check date of March 12, 2000, then the garnishment stop date must be greater than March 12, 2000 to withhold the garnishment in the March 10, 2000 pay period.

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Field or Control	Description
Calculate Stop Date or **Stop Date Days**	Select this check box to have the system calculate a stop date when you don't know the exact stop date. For example, Tennessee currently has a rule for garnishments of the Writ type, specifying a term of 90 days. In other words, you can only garnish money for 90 days. The 90-day term does not begin until you actually begin taking money from the employee (that is, until the employee has money available to garnish). For example, you might receive a garnishment order on September 1. If the employee has another garnishment of a higher priority, there might be no money available to garnish until November. In this situation, you cannot enter a stop date because you don't know what the exact start date is. Instead, select the **Calculate Stop Date** check box and enter the length of the garnishment term (90 for Tennessee) in the **Stop Date Days** field. As soon as the system can take money for this garnishment, it: 1. Calculates the stop date by adding 90 days to the processing date of the current pay period. 2. Enters that date in the **Stop Date** field. 3. Deselects the **Calculate Stop Date** check box. From this point on, the system takes the garnishment until the end of the term, or until other limits are satisfied.
Limit Amount	Enter a limit amount to establish a maximum total amount for the garnishment deduction. Each time you run the Pay Confirmation COBOL SQL process (PSPCNFRM), the system updates the limit balance, displaying how much of the garnishment has been paid to date. When the limit balance equals the limit amount, the system automatically stops taking the deduction. To not set a limit, leave the limit amount blank.
Limit Balance	This field does not automatically reflect adjustments that you make to garnishment balances. If you make an online balance adjustment to garnishments, make the same update in this field. Calculations for limit processing use the value displayed in the **YTD Garnishment Balance** (year-to-date garnishment balance) field on the Garnishment Balances page. Update the **Limit Balance** field with that value after making any adjustments to garnishment balances. See Understanding Garnishment Limit Processing.

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Field or Control	Description
Annual Limit	Enter the annual limit amount, if you want to limit the garnishment deductions to a specified amount per year.

Monthly Limit Amounts

Use the fields in this group box to enter monthly limits imposed by the court on the garnishment amount, company fee, or payee fee.

> **Note**
>
> Your company or the payee might charge voucher fees, which are handling fees related to garnishments. Enter the fees owed to your company or to the payee in the **Processing Fees Defaults** group box on the Garnishment Spec Data 4 page or Garnishment Spec Data 5 page, depending on which deduction option you use.

Related Topics

- By Paysheet - One-Time Garnishment Page
  Use the By Paysheet - One-Time Garnishment page (PAY_SHEET_ADD_G) to enter a one-time garnishment to take in the current pay period only, override an existing garnishment, suspend an existing garnishment, and refund an existing garnishment.
- Garnishment Spec Data 7 Page
  Use the Garnishment Spec Data 7 (garnishment specification data 7) page (GARNISH_SPEC7 or GARNISH_SPEC7_CN) to enter proration overrides if the proration rule is either CRTORD or CRTDET, and to specify the pay mode for integration with PeopleSoft Payables.
- Understanding Garnishment Limit Processing
  This topic discusses:

Garnishment Spec Data 4 Page

Use the Garnishment Spec Data 4 (garnishment specification data 4) page (GARNISH_SPEC4) when deducting from all payrolls, to define deduction defaults and processing fee defaults.

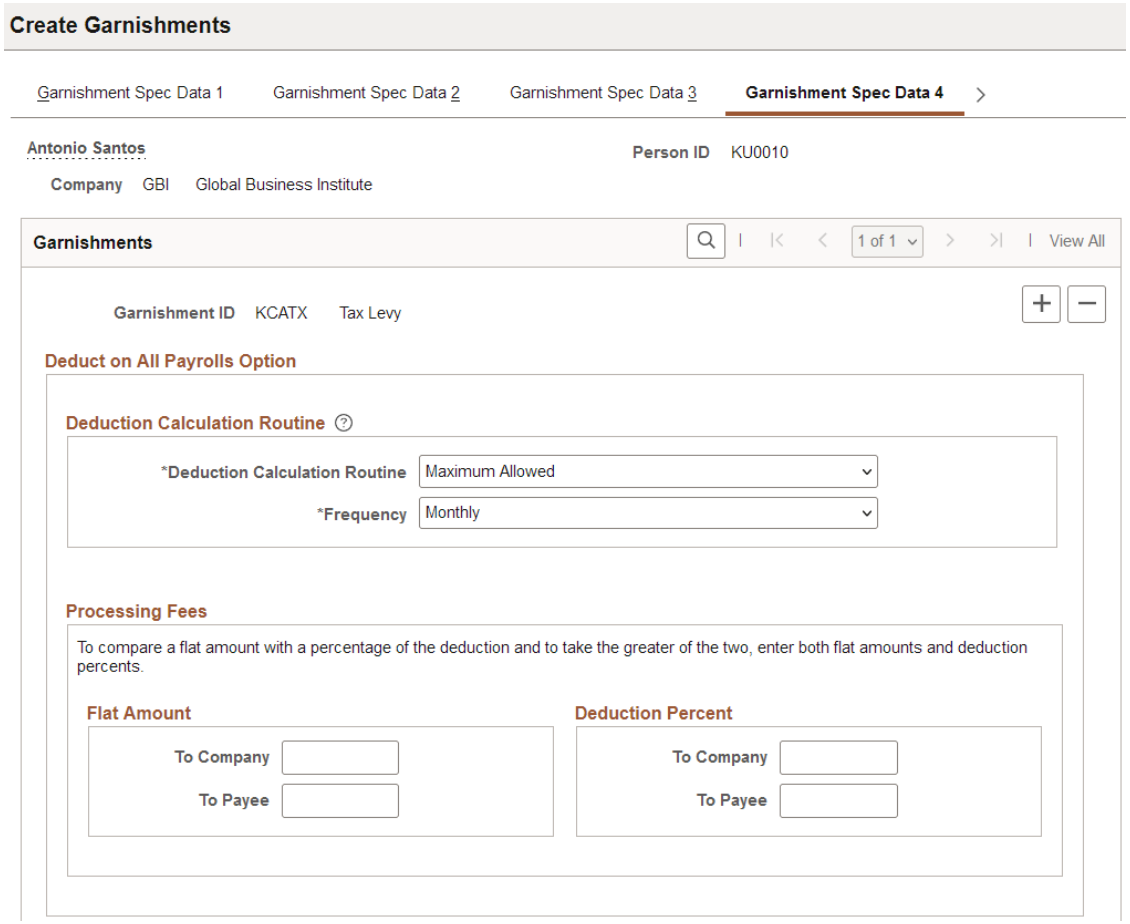
> **Note**
>
> Before using this page, select the *Deduct on All Payrolls* in the **Deduction Schedule** field on the Garnishment Spec Data 3 page.

Navigation:

- **Payroll for North America**, and then **Employee Pay Data USA**, and then **Deductions**, and then **Create Garnishments**, and then **Garnishment Spec Data 4**
- **Payroll for North America**, and then **Employee Pay Data CAN**, and then **Deductions**, and then **Create Garnishments**, and then **Garnishment Spec Data 4**

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This example illustrates the fields and controls on the Garnishment Spec Data 4 page.



Deduction Calculation Routine

Field or Control	Description
Deduction Calculation Routine	Select *Maximum* to calculate: Deduction = disposable earnings – exemptions The system takes all it can get. Use for garnishments such as tax levy and bankruptcy. **Note:** If you select this option, the **DE Percent** and **Flat Amount** options become unavailable for entry and the system deletes any data existing there.
Frequency	If you specify a flat amount, enter a deduction frequency. The system uses this frequency to adjust the flat amount to the employee's pay frequency to calculate the deduction amount per pay period.

See Common Elements Used in Specifying Employee Garnishment Data.

Processing Fees

Based on the details of the court order, enter processing fees consisting of a percentage of the deduction or a flat amount to be paid to the company or to the payee. On the Garnishment

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Spec Data 2 page, you specified whether to include the company and payee fees in the employee's disposable earnings.

Some garnishment orders might require that you compare a flat amount with a percentage of the deduction and take the greater of the two. In that case, enter both, and the system automatically takes the greater amount.

> **Note**
>
> If there are company fees, be sure that a General Ledger account for the fees has been established on the General Ledger Liability Accts page in the Company component.

Related Topics

- Application Fundamentals: (Payroll for North America) General Ledger Liability Accts Page

Garnishment Spec Data 5 Page

Use the Garnishment Spec Data 5 (garnishment specification data 5) page (GARNISH_SPEC5) to define the payment schedule for the garnishment and define deduction defaults and processing fee defaults.

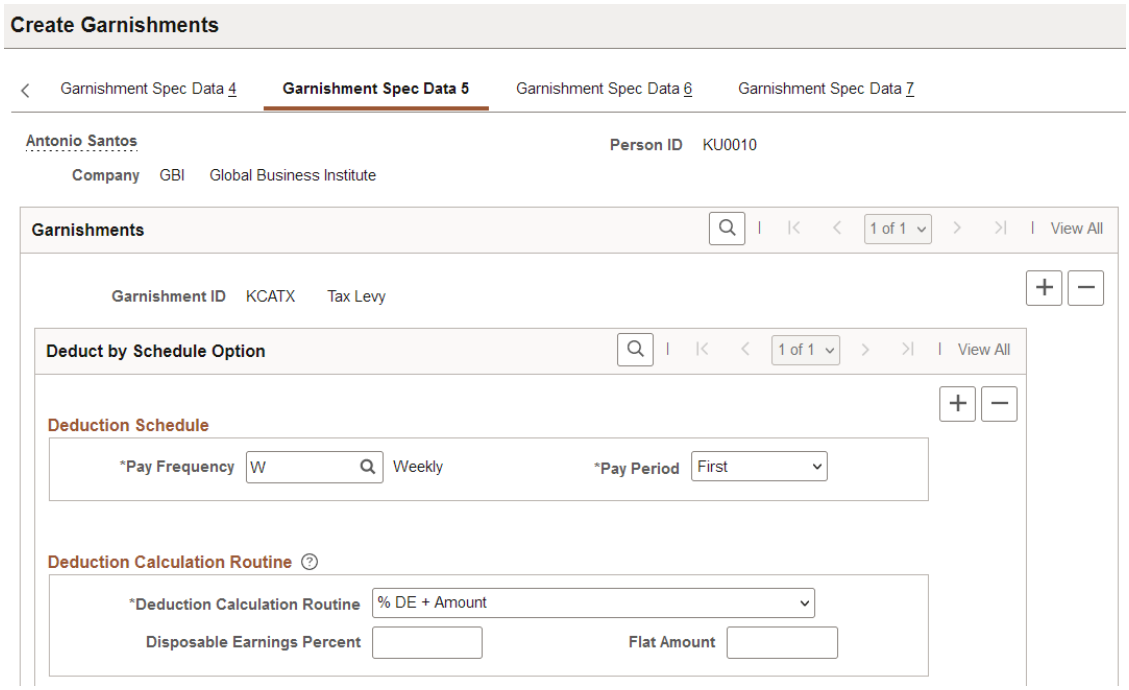
> **Note**
>
> Before using this page, select *Deduct by Schedule* in the **Deduction Schedule** field on the Garnishment Spec Data 3 page.

Navigation:

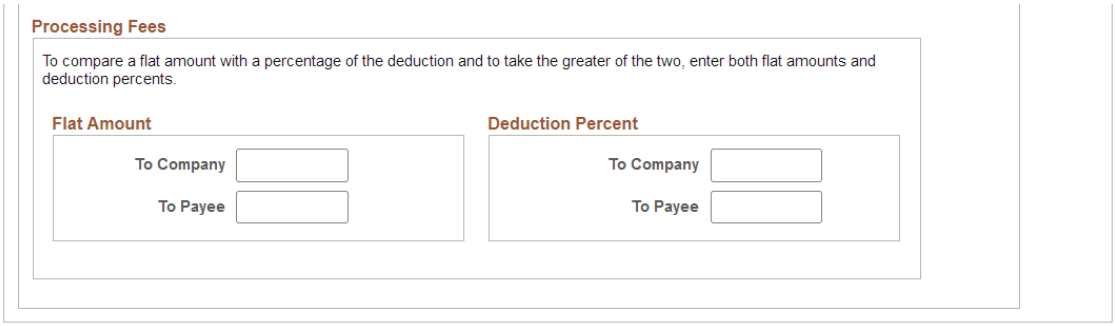
- **Payroll for North America**, and then **Employee Pay Data USA**, and then **Deductions**, and then **Create Garnishments**, and then **Garnishment Spec Data 5**
- **Payroll for North America**, and then **Employee Pay Data CAN**, and then **Deductions**, and then **Create Garnishments**, and then **Garnishment Spec Data 5**

This example illustrates the fields and controls on the Garnishment Spec Data 5 page (1 of 2).

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This example illustrates the fields and controls on the Garnishment Spec Data 5 page (2 of 2).



Deduction Calculation Routine

Field or Control	Description
Deduction Calculation Routine	Select *Maximum Allowed* to calculate: Deduction = disposable earnings – exemptions The system takes all it can get. Use for garnishments such as tax levy and bankruptcy. **Note:** If you select this option, the **Disposable Earnings Percent** and **Flat Amount** options become unavailable for entry and the system deletes any data existing there.

See Common Elements Used in Specifying Employee Garnishment Data.

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Specifying Different Garnishment Amounts in Different Pay Periods

Suppose you receive a garnishment order for an employee who you pay weekly. The order specifies that you garnish 150 USD in the first pay period of the month, 200 USD in the second, 250 USD in the third, 200 USD in the fourth, and nothing in the fifth (for those months that have five pay periods). To set this up:

1. Enter a pay frequency of *Weekly* and a pay period of *First* to define what to deduct in the first weekly pay period.
2. In the **Deduction Calculation Routine** group box, select the **%DE + Amount** option and enter a flat amount of *150.00* USD. Leave the **DE Percent** field blank.
3. Insert a row for the second pay period.
4. Select a pay period of *Second* and enter a flat amount of *200.00* USD.
5. Repeat these steps for the remaining pay periods.

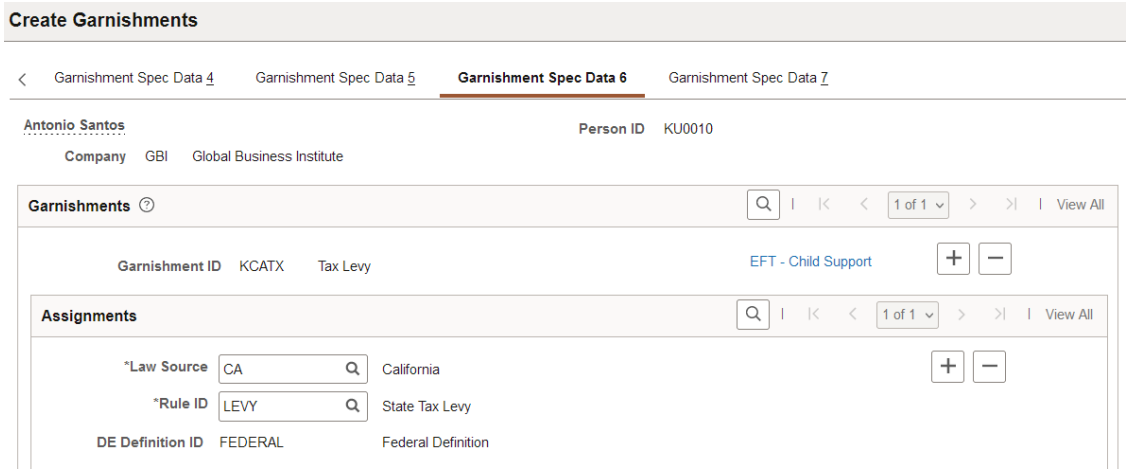
(USA) Garnishment Spec Data 6 Page

(USA) Use the Garnishment Spec Data 6 (garnishment specification data 6) page (GARNISH_SPEC6) to specify the garnishment rule and enter employee-level exemption and deduction overrides.

Navigation:

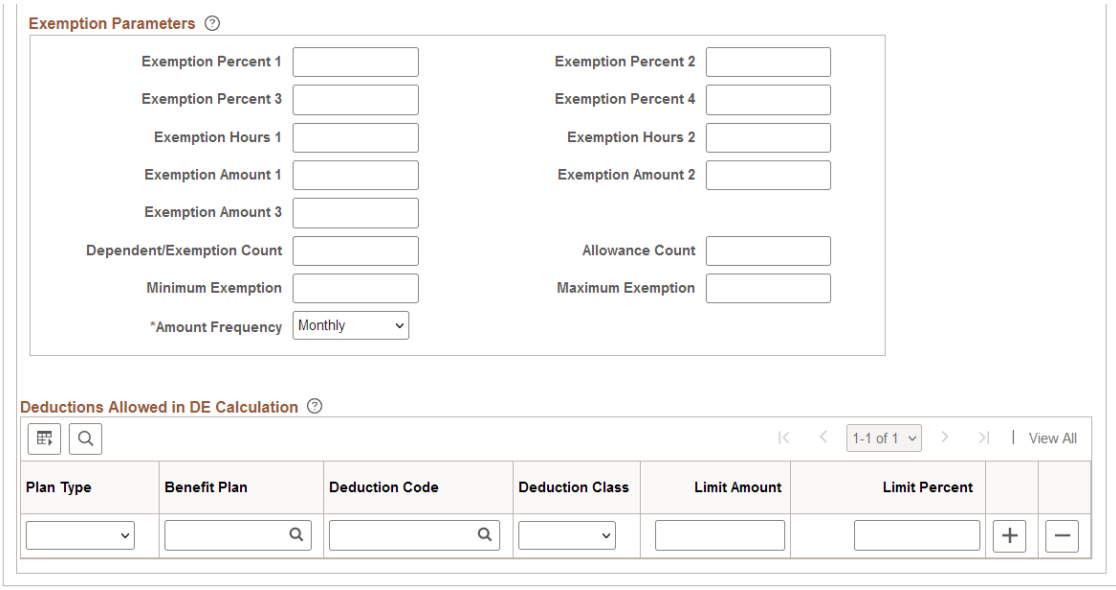
Payroll for North America, and then **Employee Pay Data USA**, and then **Deductions**, and then **Create Garnishments**, and then **Garnishment Spec Data 6**

This example illustrates the fields and controls on the (USA) Garnishment Spec Data 6 page (1 of 2).



This example illustrates the fields and controls on the (USA) Garnishment Spec Data 6 page (2 of 2).

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Field or Control	Description
EFT- Child Support (electronic file transfer – child support)	Select this link to access the Deduction Distribution Information Page, where you can enter the necessary information to process a child support garnishment as an electronic file transfer (EFT).

Assignments

Field or Control	Description
Law Source and **Rule ID**	Select the jurisdictional entity (garnish law source) and unique rule ID for the garnishment rule that you are applying. This information is maintained in the Garnishment Rules table. You can enter multiple garnish law sources and rule IDs for each employee. Typically, you enter the federal code (*$U*), then insert a row for each applicable state.

> **Note**
>
> When an employee has more than one garnishment in a single state, the system determines proration rules based on the garnish law source. If multiple garnishments of the same type are received from different states, enter the state where the employee works for all of the garnishments.

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> **Note**
>
> For proration rules CRTORD and CRTDET, the courts supply amounts or percents for prorating garnishments. For multiple garnishments with either of these proration rules, enter the court-ordered proration amount or percent on the Garnishment Spec Data 7 page.

Exemption Parameters

If you must override the values for the exemption percent, amount, hours, or minimum and maximum that are already established in the calculation formula for the garnishment rule, enter the override values here for the corresponding variables.

If you enter an exemption override, you might also have to change the value in the **Amount Frequency** field; the system uses this amount frequency to calculate the disposable earnings. The default is *Monthly.*

> **Note**
>
> To ensure that you enter values in the correct fields, we recommend that you review the calculation formula for the rule. The system ignores values that you enter here for exemption variables that are not already included in the garnishment rule's calculation formula.

See Exemption Variables Page.

Field or Control	Description
Dependent/Exemption Count	Enter the number of dependents or exemptions claimed by the employee.
Allowance Count	Enter the number of allowances claimed by the employee.
Amount Frequency	If the court determines an exemption amount frequency (daily, weekly, or monthly) that differs from the frequency defined for the calculation rule, select the override frequency here.
Form 668–W Effective Year	This field appears on the page when the garnishment is a U.S. tax levy or Arizona tax levy. For these tax levies, the exemption amount is calculated using the year in which the levy was received unless the employee files a new Form 668-W with the employer. If the employee files a new Form 668-W, enter the year of the new Form 668-W here. The system calculates the exemption amount using the exemption values for the specified year.

Deductions Allowed in DE Calculation

For U.S. tax levies, the system populates this group box when you run the first payroll that includes the tax levy deduction. This identifies the deductions that were in place before the tax levy was received and that are included in the calculation of the disposable earnings for the

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levy. Deductions established for the employee after the levy was received are not included in the disposable earnings calculation and are deducted from the net pay remaining after the deduction of the tax levy.

For other garnishments, you can enter additional deductions for this garnishment to modify the disposable earnings definition used by the calculation rule.

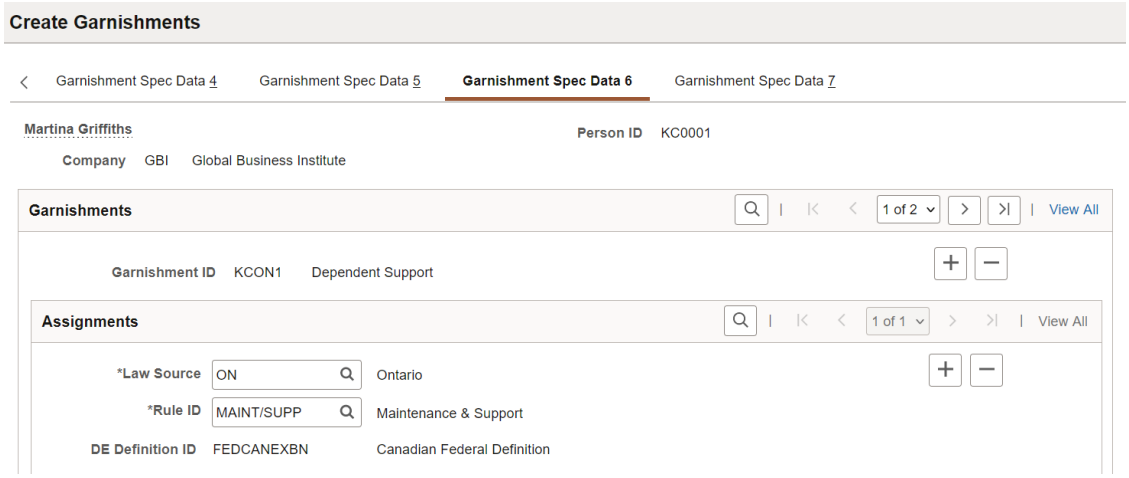
(CAN) Garnishment Spec Data 6 Page

(CAN) Use the Garnishment Spec Data 6 (garnishment specification data 6) page (GARNISH_SPEC6_CN) to specify the garnishment rule and enter employee-level exemption and deduction overrides.

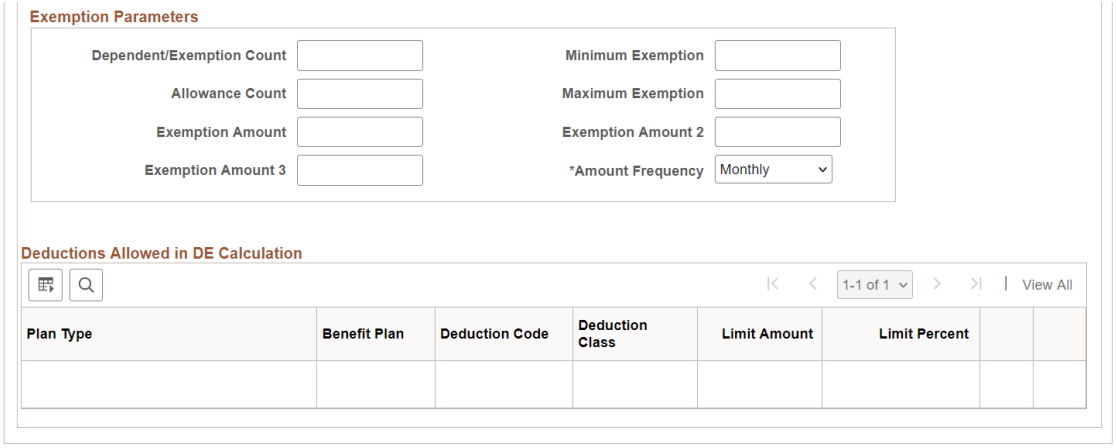
Navigation:

Payroll for North America, and then **Employee Pay Data CAN**, and then **Deductions**, and then **Create Garnishments**, and then **Garnishment Spec Data 6**

This example illustrates the fields and controls on the Garnishment Spec Data 6 page (1 of 2).



This example illustrates the fields and controls on the Garnishment Spec Data 6 page (2 of 2).



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Assignments

Select the jurisdictional entity (law source) and unique rule ID for the garnishment rule that you're applying. This information is maintained in the Garnishment Rules table.

You typically enter only the Law Source (province code or *ZZ* for federally supported rules).

You can use any rule if it applies to a garnishment situation, regardless of the original province designation (Garnish Law Source).

Exemption Parameters

If you must override the values for the exemption amount, minimum and maximum, or frequency that are already established in the calculation formula for the garnishment rule, enter the override values here for the corresponding variables.

If you enter an exemption override, you might also have to change the value in the **Amount Frequency** field; the system uses this amount frequency to calculate the disposable earnings. The default is *Monthly.*

> **Note**
>
> To ensure that you enter values in the correct fields, we recommend that you review the calculation formula for the rule. The system ignores values that you enter here for exemption variables that are not already included in the garnishment rule's calculation formula.

See Exemption Variables Page.

Field or Control	Description
Dependent/Exemption Count	Enter the number of dependents or exemptions claimed by the employee.
Allowance Count	Enter the number of allowances claimed by the employee.
Exemption Amount	Enter the exemption amount for the debtor.
Exemption Amount 2	Enter the exemption amount for the debtor's first dependent.
Exemptions Amount 3	Enter the exemption amount for each of the debtor's additional dependents.

Deductions Allowed in DE Calculation

The fields in this topic are not available for entry for users in Canada.

Deduction Distribution Information Page

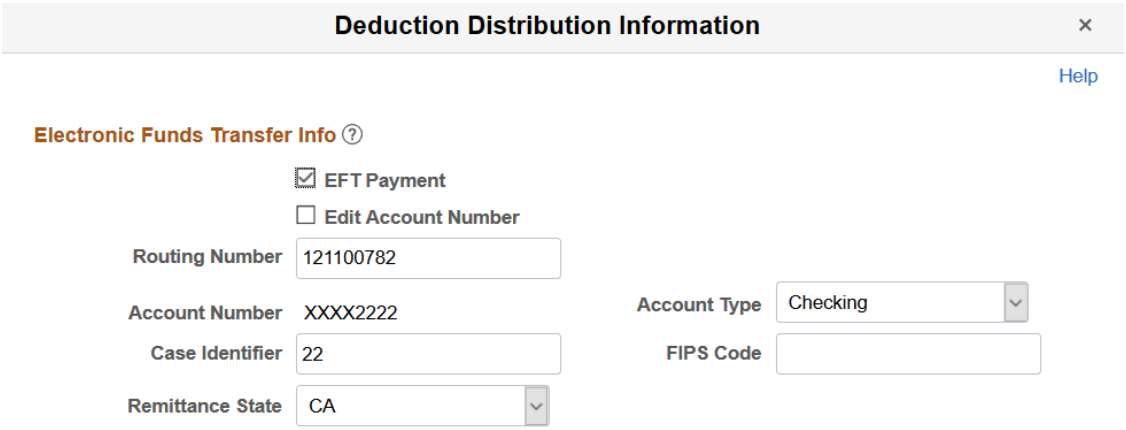
(USA) Use the Deduction Distribution Information page (GARN_SPEC2_SEC) to enter EFT information for child support garnishments.

Navigation:

Select the **EFT - Child Support** link on the (USA) Garnishment Spec Data 6 page.

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This example illustrates the fields and controls on the Deduction Distribution Information page.



Field or Control	Description
EFT Payment	Select this check box if the payment is processed as an EFT payment rather than a check through accounts payable. When selected, the remaining fields on the page are available for entry. **Note:** The Vendor ID field on the Garnishment Spec Data 2 page must be blank if you process the payment as an EFT.
Edit Account Number	Select to update the account number. This field appears when the encryption process is run and the account number currently displayed belongs to a country that is specified on the Application Fundamentals: Define Country for Encryption Page. When selected, the existing read-only number is cleared from the field for you to enter a new one.
Routing Number	Enter the bank ID of the distribution bank source used for processing the payments, as specified on the Bank table.
Account Number	Enter the account number of the distribution bank source used for processing the payments. If data encryption is enabled and the encryption process is run for the GARN_SPEC record, the account number is encrypted in the database if it belongs to a country that is specified on the Application Fundamentals: Define Country for Encryption Page. Also, the account number appears as masked on this page. An exception to this is when the user is assigned the *Bank Account Admin* role, and this role is defined on the Application Fundamentals: Grant Unmasked Access Page for the GARN_SPEC record. In this case, the user sees the unmasked account number. See Also Application Fundamentals: Understanding Data Encryption for Payroll for North America.

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Field or Control	Description
Account Type	Select either the Savings or Checking account type. Illinois accepts only the Checking account type.
Case Identifier	Enter the case number provided by the court.
FIPS Code (Federal Information Process Standard code)	Enter the 5-digit numeric state (first 2 digits) and county (last 3 digits) code of the state disbursement unit (SDU) receiving the transfer. This code is required for Illinois and Massachusetts. Enter the state and county code of the state disbursement unit (SDU) receiving the transfer. Illinois and Massachusetts require the FIPS code. (MA FIPS code must = 25000; IL FIPS code must = 17xxx.) For the remaining states, a FIPS code may also be required. Refer to the EFT requirements for the applicable state.
Remittance State	Select the SDU that receives the distribution and sends the payment to the recipient. Only states that accept EFT payment are available for selection.

Related Topics

- (USA) Producing an EFT Transmittal for Child Support Garnishments

Garnishment Spec Data 7 Page

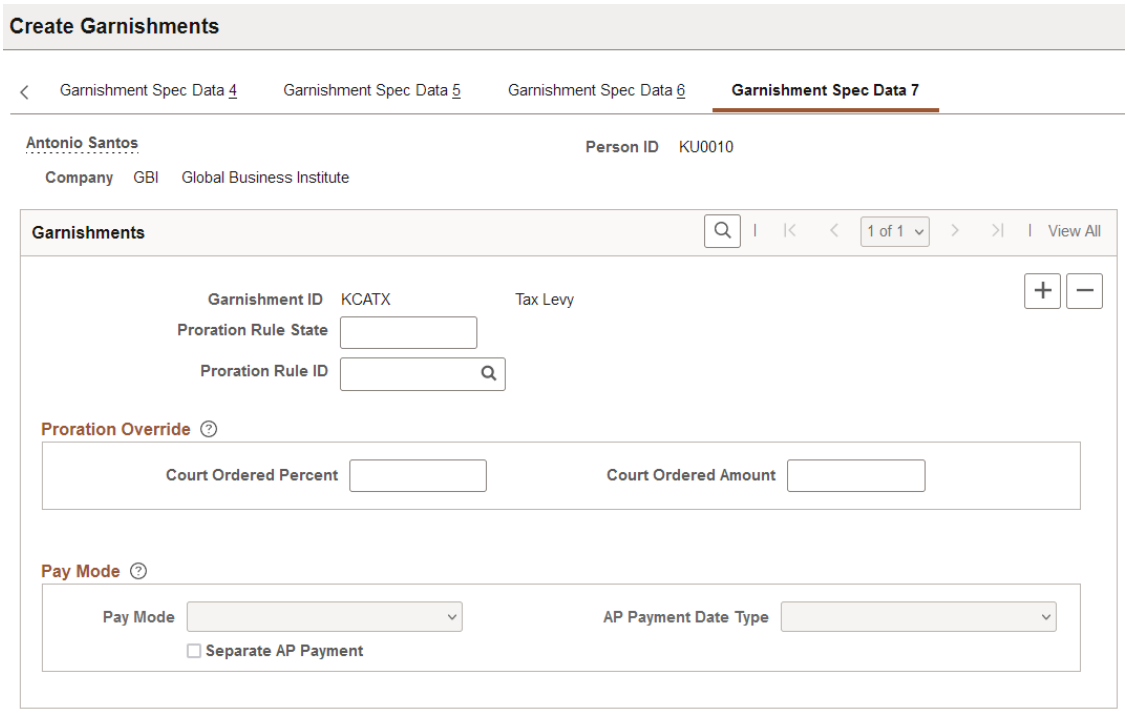
Use the Garnishment Spec Data 7 (garnishment specification data 7) page (GARNISH_SPEC7 or GARNISH_SPEC7_CN) to enter proration overrides if the proration rule is either CRTORD or CRTDET, and to specify the pay mode for integration with PeopleSoft Payables.

Navigation:

- **Payroll for North America**, and then **Employee Pay Data USA**, and then **Deductions**, and then **Create Garnishments**, and then **Garnishment Spec Data 7**
- **Payroll for North America**, and then **Employee Pay Data CAN**, and then **Deductions**, and then **Create Garnishments**, and then **Garnishment Spec Data 7**

This example illustrates the fields and controls on the Garnishment Spec Data 7 page.

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(USA) Proration Override

If the proration rule of the garnish law state is either CRTORD or CRTDET and the court specified a proration amount or percent:

1. Enter the state code and select the valid proration rule ID that applies to the garnishment.
2. Enter the percent or amount of override in the respective field.

Pay Mode

Use this group box to interface with PeopleSoft Payables.

Field or Control	Description
Pay Mode	Specify how Payables makes the garnishment payment: *Pay as Deducted:* Select this value to pay the vendor each time Payroll for North America calculates this deduction. *Pay at Specified Date:* Select this value to pay the vendor on a date that you specify in the **AP Payment Date Type** field. *Pay when Bond Price met:* This value does not apply to garnishment processing. *Pay when Collection Completed:* Select this value to pay the vendor only when you reach the goal amount or deduction end date. (This pay mode is valid for general deductions and garnishments).

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Field or Control	Description
AP Payment Date Type (accounts payable payment date type)	Specify which type of date to use when creating the accounts payable voucher. This field becomes available when you select *Pay at Specified Date* in the **Pay Mode** field.
Separate AP Payment (separate accounts payable payment)	Select this check box if the payment for this garnishment should be on a separate check when Payables makes the payment. **Note:** The system selects this option automatically if it is not already selected and the employee has multiple garnishments for the same vendor with different vendor location and/or remit address. This ensures that an employee's garnishments for the same vendor with different locations and/or remit addresses are paid on separate invoices/vouchers and sent to the correct addresses.

Splitting Garnishment Orders

You can split complex orders such as:

- One-time handling fees.

  For example, a court might want a one-time 10 USD fee in conjunction with a garnishment. You can define separate garnishment specifications to handle:

  – The fee.

  – The garnishment itself.
- Multiple payees.
- Multiple document IDs.

  For example, when a child support order for an employee with three children requires you to report to the court by child.

Entering Colorado Child and Spousal Support Orders

Colorado requires the following proration of child and spousal support orders:

- If the spousal support is included with the child support order, they both have the same priority.
- If the spousal support is on a separate order, then child support has priority.

This topic discusses how to enter child and spousal support orders in Colorado to ensure that proration is correct in each of these situations.

Child and Spousal Support on the Same Court Order

If child support and spousal support are on the same court order:

1. Enter one garnishment for the combined withholding amounts.
2. Select *Child Support* as the garnishment type

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The system processes withholding as one garnishment according to the garnishment rule applied. If there is not enough money to withhold the whole amount, there is no proration processing.

Child and Spousal Support on Two Court Orders

If child support and spousal support are on two court orders:

1. Enter two garnishments.
2. Enter the corresponding garnishment type for each garnishment.
3. Specify the Colorado child support proration rule.

The system processes both garnishments according to the garnishments rules applied. If there is not enough money to withhold both amounts, the system applies the CBFRSP proration rule to prorate withholding accordingly.

(USF) Specifying Garnishment Data for U.S. Federal Government Employees

> **Note**
>
> The Create Garnishments component (GVT_GARNISH_SPEC) for Federal users is very similar to the component of the same name for the U.S. and Canada, but retains unique object names and provides slight variations in fields.

Pages Used to Specify Garnishment Data for U.S. Federal Government Employees

Page Name	Usage
Garnishment Spec1 Page (garnishment specification 1)	(USF) Enter garnishment order information.
Deduction Deduction Distribution Information Page	(USF) Enter the payee's garnishment deduction distribution information.
Garnishment Spec2 Page (garnishment specification 2)	(USF) Enter information regarding the payee.
Garnishment Spec3 Page (garnishment specification 3)	(USF) Define garnishment deduction parameters and limitations.
Garnishment Spec4 Page (garnishment specification 4)	(USF) Define deduction information when deducting from all payrolls. Before using this page, select *Deduct on All Payrolls* in the **Deduction Schedule** field on the Garnishment Spec3 page.
Garnishment Spec5 Page (garnishment specification 5)	(USF) Define the payment schedule for the garnishment. Before using this page, select *Deduct by Schedule* in the **Deduction Schedule** field on the Garnishment Spec3 page.

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Page Name	Usage
Garnishment Spec6 Page (garnishment specification 6)	(USF) Indicate which garnishment rule governs each garnishment.
Garnishment Spec7 Page (garnishment specification 7)	(USF) Enter the court-ordered amount or percent by which to prorate the employee's garnishments. Use this page only if the proration rule of the garnish law state is either CRTORD or CRTDET.
Garnishment Prorations Report Page	(USF) Generate PAY719 that provides a listing by court ID of employees whose garnishment amounts were prorated.

Related Topics

- Specifying Employee Garnishment Data

Garnishment Spec2 Page

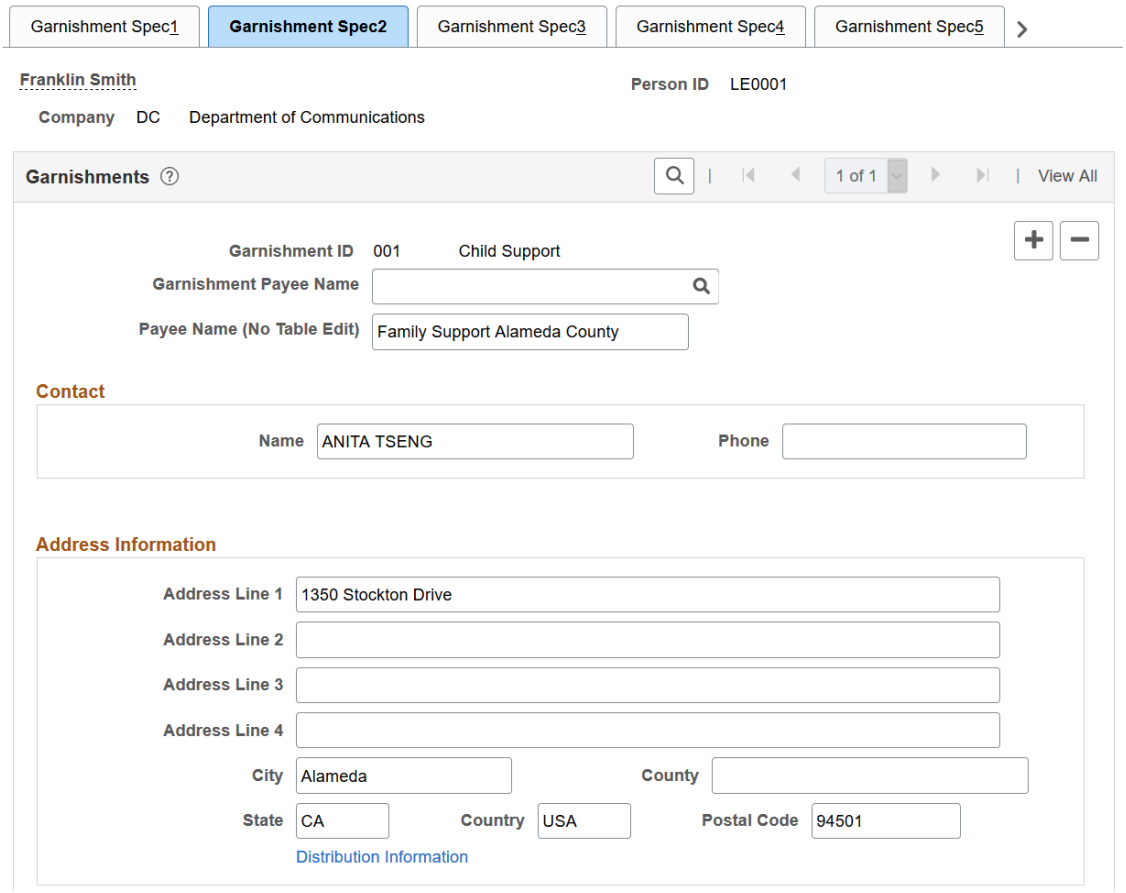
(USF) Use the Garnishment Spec2 (garnishment specification 2) page (GVT_GARNISH_SPEC2) to enter garnishment order information.

Navigation:

Payroll for North America, and then **Employee Pay Data USF**, and then **Deductions**, and then **Create Garnishments**, and then **Garnishment Spec2**

This example illustrates the fields and controls on the Garnishment Spec2 page.

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Field or Control	Description
Payee Name (No Table Edit)	Enter a payee's name that is not from an existing table.
Distribution Information	Select this link to access the Deduction Distribution Information page where you enter distribution information for this garnishment.

Deduction Distribution Information Page

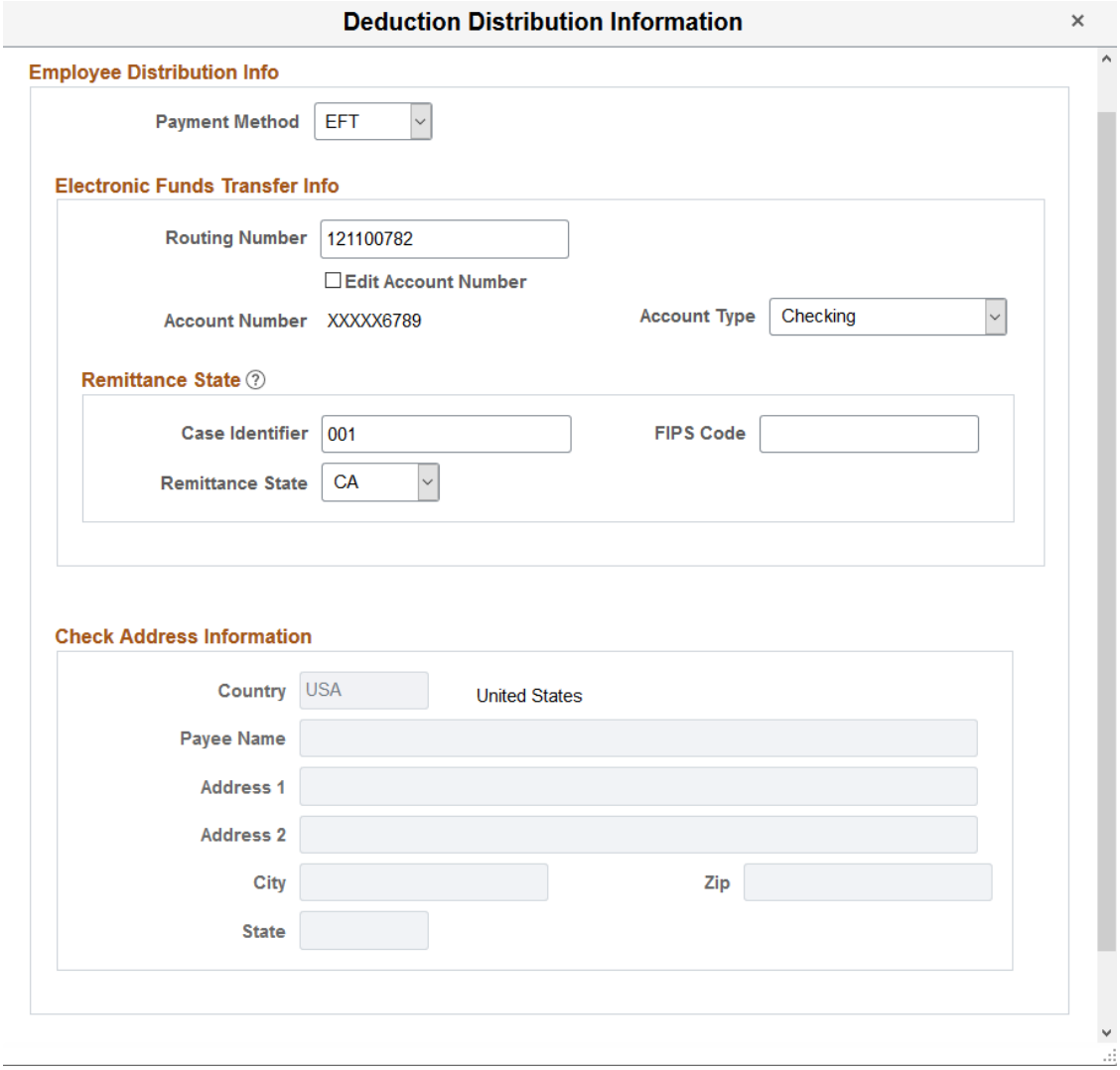
(USF) Use the Deduction Distribution Information page (GVT_GARN_SPEC2_SEC) to enter the payee's garnishment deduction distribution information.

Navigation:

Select the **Distribution Information** link on the Garnishment Spec2 page.

This example illustrates the fields and controls on the Deduction Distribution Information page (USF).

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Field or Control	Description
Payment Method	Values are: *Check* *EFT* *None*

Electronic Funds Transfer Info

Enter the electronic funds transfer and remittance state information. This section becomes editable when the selected payment method is *EFT.*

All fields are required in this section.

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Field or Control	Description
Edit Account Number	Select to update the bank account number. This field appears when the encryption process has been run and the account number previously existed. When selected, the existing read-only account number is cleared from the field for you to enter a new one.
Account Number	Enter the bank account number. If data encryption is enabled and the encryption process is run for the GVT_GARN_SPEC record, the account number is encrypted in the database if it belongs to a country that is specified on the Application Fundamentals: Define Country for Encryption Page. Also, the account number appears as masked on this page. An exception to this is when the user is assigned the *Bank Account Admin* role, and this role is defined on the Application Fundamentals: Grant Unmasked Access Page for the GVT_GARN_SPEC record. In this case, the user sees the unmasked account number.

Check Address Information

Enter the check address information. This section becomes editable when the selected payment method is *Check* or *None.*

All fields are required in this section for the *Check* payment method, except the **Address 2** field.

Related Topics

- Deduction Distribution Information Page
  (USA) Use the Deduction Distribution Information page (GARN_SPEC2_SEC) to enter EFT information for child support garnishments.
- Application Fundamentals: (USF) GVT Employee Distribution Page

Verifying Garnishment Data Compliance

When you receive a garnishment order for an employee, Payroll for North America enables you to determine quickly whether you can comply.

To verify that the system can withhold the garnishment deduction as required by the garnishment order:

1. Enter the garnishment information for the employee.
2. Use the Online Check feature to enter the payroll information for that employee as if you are going to create a single check.
3. Create a paysheet.
4. Calculate pay.

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> **Note**
>
> Delete the online check before you run the payroll.

Related Topics

- Printing Paychecks and Direct Deposit Advices

Processing One-Time Garnishment Deduction Overrides

Enter one-time garnishment deduction overrides on the paysheet.

See By Paysheet - One-Time Garnishment Page.

(USA) Producing an EFT Transmittal for Child Support Garnishments

Page Used to Produce the EFT Transmittal

Page Name	Definition Name	Usage
Create Child Support EFT Page	RUNCTL_PAY040	(USA) Generate an EFT transmittal file for child support garnishments.

Understanding EFT Processing for Child Support Garnishments

Payroll for North America enables EFT processing of child support payments for states that accept EFT payment. For these states, the EFT file replaces the process of generating a check through the accounts payable system.

The Child Support – EFT process (PAY040) generates the electronic funds transmittal report. For the pay run ID specified on the Create Child Support EFT page, the process generates an EFT file for each financial institution associated with the pay run ID. In one EFT file, there can be multiple states that receive garnishment payments.

The output file is generated in the CCD file format. The file name is CCDrunid.nnn. For example, if there were two output files for pay run ID 74X, the files would be named CCD74X.001 and CCD74X.002.

A separate CCD file is created for each source bank identified on the Create Child Support EFT run control page.

The process also produces output in PDF format.

Related Topics

- Deduction Distribution Information Page
  (USA) Use the Deduction Distribution Information page (GARN_SPEC2_SEC) to enter EFT information for child support garnishments.

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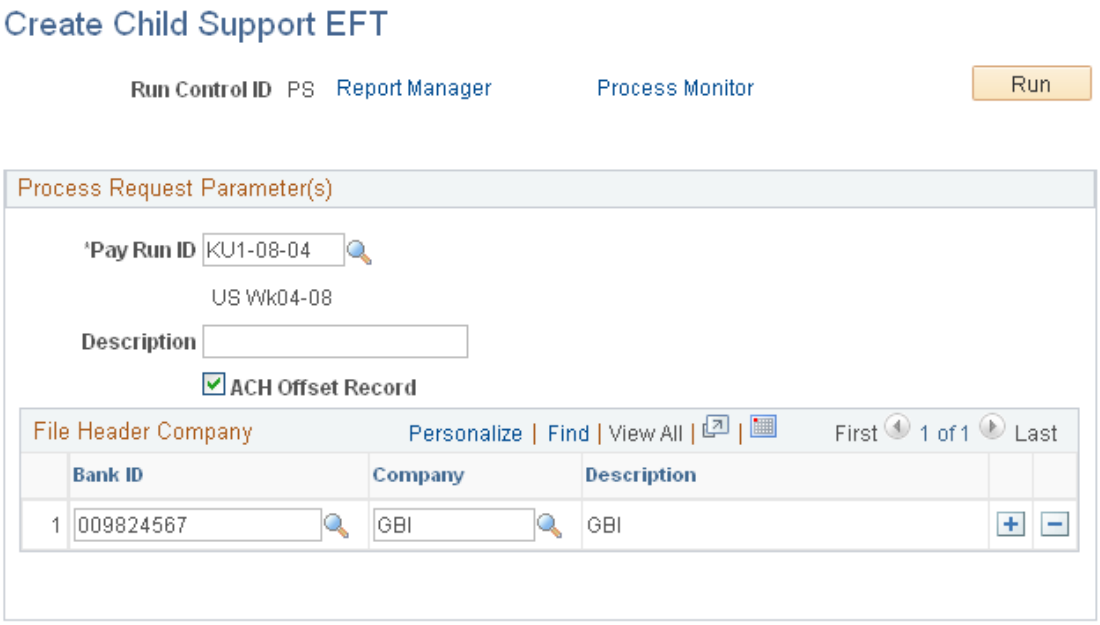
Create Child Support EFT Page

(USA) Use the Create Child Support EFT page (RUNCTL_PAY040) to generate an EFT transmittal file for child support garnishments.

Navigation:

Payroll for North America, and then **Payroll Processing USA**, and then **Create Direct Deposits**, and then **Create Child Support EFT**

This example illustrates the fields and controls on the Create Child Support EFT page.



Field or Control	Description
Pay Run ID	Select the pay run ID of the payroll run. The process retrieves garnishment payments for the specified pay run ID.
Description	Enter any information you would like to appear with the company identification information in the transmittal file header. You may leave this blank.
ACH Offset Record (automated clearing house offset record)	Select if you want PAY040 to generate one offset (627) record after all the employees/states have been reported and after the last 722 record is generated. When this check box is deselected, the offset (627) record is not generated and the debit amount on record 8 is zero filled.
File Header Company	The Source Bank ID and Company ID entered in this group box is informational only, and is not used in the creation of the EFT file.

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(USF) Processing a Child Support EFT Transmittal

U.S. Federal Government users process a child support EFT transmittal through the Treasury/ Federal Reserve Bank Bond interface.

Related Topics

- Setting Up the Treasury and FRB Bond Interface
- Deduction Distribution Information Page
  (USF) Use the Deduction Distribution Information page (GVT_GARN_SPEC2_SEC) to enter the payee's garnishment deduction distribution information.

Viewing Garnishment Information

Page Used to Review Garnishments

Page Name	Definition Name	Usage
Review Garnishments Page	GARN_REVIEW	Review the garnishment history of the selected employee.

Review Garnishments Page

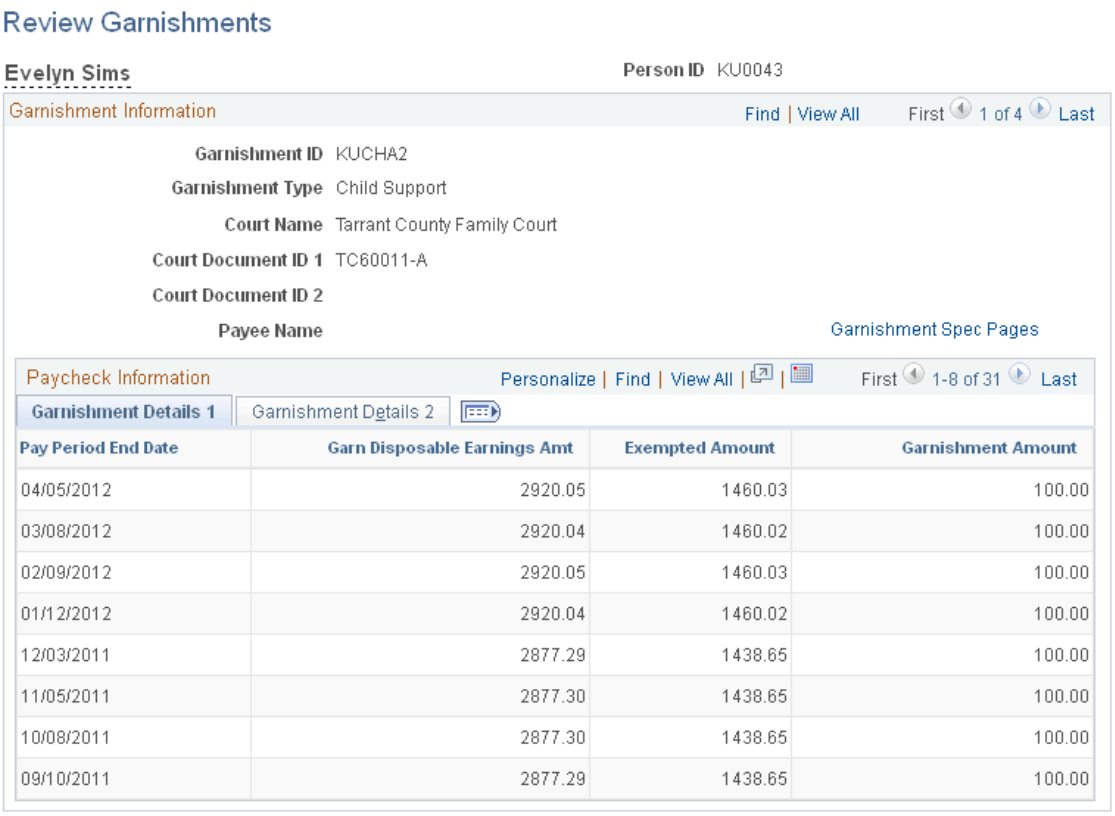
Use the Review Garnishments page (GARN_REVIEW) to review the garnishment history of the selected employee.

Navigation:

- **Payroll for North America**, and then **Employee Pay Data USA**, and then **Deductions**, and then **Review Garnishments**, and then **Review Garnishments**
- **Payroll for North America**, and then **Employee Pay Data CAN**, and then **Deductions**, and then **Review Garnishments**, and then **Review Garnishments**

This example illustrates the fields and controls on the Review Garnishments page.

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Field or Control	Description
Garnishment Spec pages (garnishment specification pages)	Select this link to access the employee's garnishment specification data. The system opens a new window and displays the Garnishment Spec Data component (GARNISH_SPEC or GARNISH_SPEC_CN). The component opens to the employee's first garnishment ID; from there you can scroll to the data that you want to view.
Review Paycheck	Select this link to access the employee's paycheck data. The system opens a new window and displays the Paycheck Deductions page for the selected pay end date. The paycheck data opens to the employee's first garnishment ID; from there you can scroll to the garnishment that you want to view.

Related Topics

- Paycheck Deductions Page
  (USA, USF) Use the Paycheck Deductions page (PAY_CHECK_D) to view detailed deduction information and totals for calculated earnings, taxes, and net pay.

Reviewing Garnishment Balances and Adjustments

This topic provides a link to discussions of how to:

- View garnishment deduction balances using the Garnishment Balances page.

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- View online adjustments to garnishment balances using the Garn Balance Adjustment page.

Related Topics

- Reviewing and Adjusting Garnishment Balances

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(CAN) Administering Additional Canadian Payroll Functionality

Administering Canada Payroll Savings Programs

Pages Used to Administer Canada Payroll Savings Programs

Page Name	Definition Name	Usage
Create General Deductions Page	GENL_DED_DATA	(CAN) Enroll employees in the CPS program, specify the calculation method, and set up each employee's contributions. See Setting Up Employee General Deductions.
Canada Payroll Savings File Page	RUNCTL_PAY132CN	(CAN) Run the PAY132CN report to create a CPS electronic data transmission file and a transmission summary report for your reference. The system produces the transmission file in accordance with the format that is provided by the Bank of Canada.

Understanding Canada Payroll Savings Programs

Payroll for North America provides functionality to support the Canada Payroll Savings program and helps you effectively manage the activities as a participating organization.

After the CPS plan is set up, the employee specifies a contribution amount, the employer automatically deducts that amount from the employee's paycheque on a regular basis, and the contribution details are transmitted electronically to the Bank of Canada for credit to the employee's savings plan account.

Canada Payroll Savings Transmittal File and Report

The Payroll Savings Create File Structured Query Report (SQR) Report process (PAY132CN) produces the CPS transmittal file that includes detailed employee contribution information (by pay run ID) for transmission to the Bank of Canada. At the same time, the system produces a transmission summary report for your reference. The detailed employee deduction information to support this summary report is available on the corresponding Deduction Register (SQR program PAY001CN).

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Create this file once per pay period, and only after the corresponding Pay Confirmation COBOL SQL process (PSPCNFRM) is complete. The system automatically maintains a record of the pay run IDs that have been processed to prevent duplication of the file.

The system also uses the **Last CPS Transmission ID #** (last Canada Payroll Savings transmission ID number) field in the Installation table to ensure that each transmission ID number that it generates is unique.

> **Note**
>
> See the Canada Payroll Savings Program Technical Specifications booklet for further information regarding the technical aspects of creating or transmitting files to the Bank of Canada.

Canada Payroll Savings Transmittal File Output Location

The Payroll Savings Create File process creates the CPS transmittal file in the PeopleSoft report output directory. The following list identifies the naming convention of the output files for each platform:

- DB2/AS400: File Name is CPSCN(D0001)
- MVS: File Name is CPSC0001
- Others: File Name is CPS_0001

  Here, 0001 is a uniquely generated CPS transmission ID number.

Prerequisites

Before you can administer employees' contribution amounts, you must perform the following setup steps:

1. Define a CPS organization ID.
2. Specify CPS campaign information.
3. Define CPS deductions.

Related Topics

- Setting Up Canada Payroll Savings Programs
  To set up Canada Payroll Savings Programs, use the Canada Payroll Savings Org ID (CPS_ORG_ID_PNLG) and Canada Payroll Savings Table (CPS_TABLE) components.

Canada Payroll Savings File Page

(CAN) Use the Canada Payroll Savings File page (RUNCTL_PAY132CN) to run the PAY132CN report to create a CPS electronic data transmission file and a transmission summary report for your reference.

The system produces the transmission file in accordance with the format that is provided by the Bank of Canada.

Navigation:

Payroll for North America, and then **Payroll Processing CAN**, and then **Pay Period Reports**, and then **Canada Payroll Savings File**, and then **Canada Payroll Savings File**

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Field or Control	Description
Pay Run ID	Enter the pay run ID for the data that you're transmitting.
Reference ID	Enter optional reference information that you require to recognize the transmission.

Administering Canadian Low-Interest Loans

Page Used to Administer Canadian Low-Interest Loans

Page Name	Definition Name	Usage
Create General Deductions Page	GENL_DED_DATA	(CAN) Assign low-interest loan deductions to an employee and specify the calculation method for the deduction. See Setting Up Employee General Deductions.

Understanding Canadian Low-Interest Loans

When an organization provides an employee with an interest-free or low-interest loan, the employee receives a taxable benefit equal to the amount of interest that would have been paid for the year at the government-prescribed interest rates, minus the amount of interest that the employee pays in the year, or within 30 days after the end of the year. This benefit has no taxable goods and services tax component.

The value of the taxable benefit changes throughout the year as the prescribed rate (which is set each quarter by the federal government) changes, and as the employee pays down the loan (and/or any interest).

> **Note**
>
> A loan also includes any other indebtedness. For example, if the employer purchases a computer for the employee and the employee proceeds to have payroll deductions for that computer, the company has made a loan for the computer's price less any employee down payments.

Taxable Benefit Calculation Example

Payroll for North America calculates the low-interest loan taxable benefit as follows:

Loan Balance x Prescribed Interest Rate % on Canadian Company Tax table

minus

Loan Balance x Loan Interest Rate % on Create General Deductions page for employee

equals

Annual low-interest loan taxable benefit for the employee

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To calculate the actual amount of the taxable benefit on an employee's individual paycheque, the system divides the annual low-interest loan taxable benefit by the number of the employee's pay periods per year.

For example, on January 1, 2004, company VNB lends Joan Avery 10,000 CAD at a rate of 5 percent. The government-prescribed rates for 2004 are:

Quarter	Percent
1st quarter	8%
2nd quarter	7%
3rd quarter	6%
4th quarter	5%

Joan chooses to pay back the loan through payroll deductions at 500 CAD per monthly pay period starting February. The system calculates the monthly low-interest loan taxable benefit as follows:

Pay Period	Loan Balance	Prescribed Interest Percent (Government Rate)	Loan Interest Percent (Company Rate)	Monthly Taxable Benefit
January	10,000 CAD	8%	5%	25 CAD
February	9,500 CAD	8%	5%	23.75 CAD
March	9,000 CAD	8%	5%	22.50 CAD
April	8,500 CAD	7%	5%	14.17 CAD
May	8,000 CAD	7%	5%	13.33 CAD
June	7,500 CAD	7%	5%	12.50 CAD
July	7,000 CAD	6%	5%	5.83 CAD
August	6,500 CAD	6%	5%	5.42 CAD
September	6,000 CAD	6%	5%	5 CAD
October	5,500 CAD	5%	5%	0 CAD
November	5,000 CAD	5%	5%	0 CAD
December	4,500 CAD	5%	5%	0 CAD
Total				127.50 CAD

The total taxable benefit for the year in this example is 127.50 CAD.

Home Purchase or Home Relocation Loan Calculation

The system does not calculate the taxable benefit of low-interest home purchase or home relocation loans. For these types of loans, the prescribed rate in effect at the time the loan is made (not the current quarterly adjusted prescribed rate) should be used to calculate the taxable benefit throughout the loan period, for up to five years. If the prescribed rate is lowered during the five-year period, the lower prescribed rate is used until such time as the rate goes up again. After five years, the prescribed rate at that time is used for the next five years, and so on.

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> **Note**
>
> Home purchase or home relocation loan calculation is subject to change depending on legislated requirements.

Prerequisites

Before you can specify an employee's loan percentage, you must perform and maintain the following setup steps:

- Maintain prescribed interest rates and loan data.
- Activate loan processing.
- Establish loan deductions.

Related Topics

- Setting Up Canadian Low-Interest Loans

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18

(USA) Administering Additional U.S. Payroll Functionality

Allocating Tips

This topic provides overviews of the tip allocation process and tip allocation calculation methods, and discusses how to allocate tips.

Pages Used to Allocate Tips

Page Name	Definition Name	Usage
Update Employee Gross Receipts Page	TIPS_EMPL_INPUT	(USA) Specify the gross receipts to which an employee's tips apply in each tip establishment.
Tips Allocation End Date Page	TIPS_ALLOC_PD	Select the end date for the tip allocation. Use the same pay end date as your allocation end date.
Calculate/Approve Tip Allocation Page	RUNCTL_TIPS_ALLOC	(USA) Run the Run Tip Allocation COBOL SQL process (PSPTARUN), and (after you are satisfied with the results) approve the allocated tips.
Review Tips Allocation by Employee Page	TIPS_EMPL_PD	(USA) View the record of an individual employee's allocations.
Update Tip Allocation Balances Page	RUNCTL_TIPS_ALLOC	(USA) Run the Update Allocation Balances SQR Report process (PAY053) and produce the Update Allocations Balances audit report. .
Tip Allocation by Establishment Report Page	RUNCTL_TIPS_ALLOC	(USA) View tip allocation data, by employee, for an establishment. Use the subtotals on this page for troubleshooting.
Tip Allocation by Employee Report Page	RUNCTL_TIPS_ALLOC	(USA) Generate the PAY051 report, which lists tip employees, sorted by establishment.

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Page Name	Definition Name	Usage
Employee Receipt Report Page	RUNCTL_TIP_PAY055	(USA) Generate the PAY055 report, which lists gross receipts for each employee in a selected time period, sorted by input date. Also provides subtotals for each tip establishment and total receipts for the company.
Review Tips Allocations by Establishment Page	TIPS_ESTAB_PD	(USA) Generate the PAY050 report, which lists tip allocation information for establishments.
Review Tips Allocation Status Page	TIPS_ALLOC_ST	(USA) Review the status of the tip allocation process for a company.
Balance Verification Report Page	RUNCTL_TIP_PAY	(USA) Generate the PAY052 report, which lists directly tipped employees and their YTD and pending allocated tips. This is a point-in-time report of all employees with allocated tips, sorted by company.
Create 8027 File Page	RUNCTL_TAX960TP	(USA) Generate the file for electronic submission of IRS Form 8027, *Employer's Annual Information Return of Tip Income and Allocated Tips*.
Form 8027 Audit Report Page	RUNCTL_TAX962TP	(USA) Generate the TAX962TP report, which provides audit data from the electronic IRS Form 8027 for large tip establishments.

Understanding the Tip Allocation Process

Most large hospitality industry employers must report additional information to the Internal Revenue Service (IRS) concerning the establishment's receipts and the employees' tip incomes, by establishment. A large establishment is one that employs more than 10 people on a typical business day.

Tip allocation is required when the amount of tips reported by tipped employees for a pay period is less than a specified percentage of the establishment's gross receipts for that period. The amount that you allocate is the difference between the total reported tips and the specified percent of the establishment's gross receipts. You can apply for a lower percentage, if you can show, in writing, that the tip rate at the establishment is less than the specified percent.

Each tip establishment allocates tips. An establishment is an individual restaurant, hotel, and so on, at a unique location. If a company has 15 restaurants, it allocates tips separately for each restaurant. In addition, allocated tips are not subject to withholding; therefore, the system does not withhold taxes. However, the system maintains the year-to-date allocated tips shortfall balance and reports it on the employee's Form W-2. Also, the system reports allocated tips on the paycheck stub as memo earnings because memo earnings do not add to the check gross and are not included in taxable grosses.

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The tip allocation process consists of four steps:

1. Calculate the allocated tips.
2. Use the Structured Query Report (SQR) reports to check the results.

   You can calculate allocated tips any number of times for an allocation date before approving the calculation.
3. Approve the tip allocation results.

   After you approve the calculation for an allocation date, you cannot recalculate for that date.
4. Update the allocated tip balances.

   Allocated tips must be approved before the balances can be updated.

Reporting on the Tip Allocation Process

The system provides the following tip allocation reports:

- Allocation Earnings (PAY052)
- Employee Gross Receipts (PAY055)
- Allocation by Establishment (PAY050)
- Allocation by Employee (PAY051)

Related Topics

- PeopleSoft Payroll for North America Reports: A to Z
  Tables in this topic list the Payroll for North America reports, sorted by report ID.

Understanding Tip Allocation Calculation Methods

Three acceptable tip allocation calculation methods exist:

- Gross receipts
- Hours worked
- Good faith agreement

In each method, the company allocates tips once per month, quarterly, annually, or for each pay period.

Gross Receipts Method

This method calculates an allocation amount for each directly tipped employee, using the gross receipts that are attributable to directly tipped employees. These steps are based on Form 8027.

To use the gross receipts method:

1. Calculate the allocation base for an allocation period:

   gross receipts in that period × specified percent
2. Calculate the tipped employee allocation base:

   allocation base − total tips reported by indirectly tipped employees
3. For each directly tipped employee, calculate the employee's gross receipt ratio:

   total gross receipts for all tipped employees / gross receipts attributable to the employee

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4. Calculate the employee's share of the allocation base:

   tipped employee allocation base × employee's gross receipt ratio

5. Calculate the employee's shortfall:

   employee's share of the allocation base − employee's reported tips

   If the amount is less than zero, it is considered zero.

6. Calculate the total shortfall by summing all employees' shortfall amounts.

7. Calculate the total tips by summing all the tips that are reported by directly and indirectly tipped employees.

8. Calculate the total allocation amount:

   allocation base − total tips

9. Calculate the employee's shortfall ratio:

   employee's shortfall / total shortfall

10. Calculate the employee's allocated amount:

    total allocation × employee's shortfall ratio

Hours Worked Method

This method calculates an allocation amount for each directly tipped employee using the hours that are worked by the employee.

> **Note**
>
> Only establishments that employ fewer than 25 employees (tipped and nontipped) during a pay period can use this method.

To use the hours worked method:

1. Calculate the allocation base for an allocation period:

   gross receipts in that period × specified percent

2. Calculate the tipped employee allocation base:

   allocation base − total amount of tips reported by indirectly tipped employees

3. For each directly tipped employee, calculate the employee's hours worked ratio:

   employee's total hours worked during this period / total hours worked by all tipped employees that worked during this period

4. Calculate the employee's share of the allocation base:

   tipped employee allocation base × employee's hours worked ratio

5. Calculate the employee's shortfall:

   employee's share of the allocation base − employee's reported tips

   If the amount is less than zero, it is considered zero.

6. Calculate the total shortfall by summing all employees' shortfall amounts.

7. Calculate the total tips by summing all tips that are reported by both directly and indirectly tipped employees.

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8. Calculate the total allocation amount:

   allocation base − total tips

9. Calculate the employee's shortfall ratio:

   employee's shortfall / total shortfall

10. Calculate the employee's allocated amount:

    total allocation amount × employee's shortfall ratio

Good Faith Agreement Method

A good faith agreement is a written agreement between the employer and at least two-thirds of the employees in each occupational category that receives tips (for example, waiters, waitresses, and bus persons). The agreement must provide an allocation of the difference between total tips reported and the specified percent of the gross receipts among the tipped employees. The company decides how to configure the system to allocate tips; however, the formula the company creates must allocate tips based on the actual distribution of tip income among the employees.

Prerequisites

Before you can allocate tips, you must set up the following information for tipped employees:

- Company table.
- Pay Group table.
- Federal and state Tax table.
- Tip Establishments table.
- General earnings code information.
- Earnings code tax information.
- Earnings code tax calculation information.
- Job Data record.
- Form W-2.

Related Topics

- Setting Up the Payroll System for Tip Allocation

Update Employee Gross Receipts Page

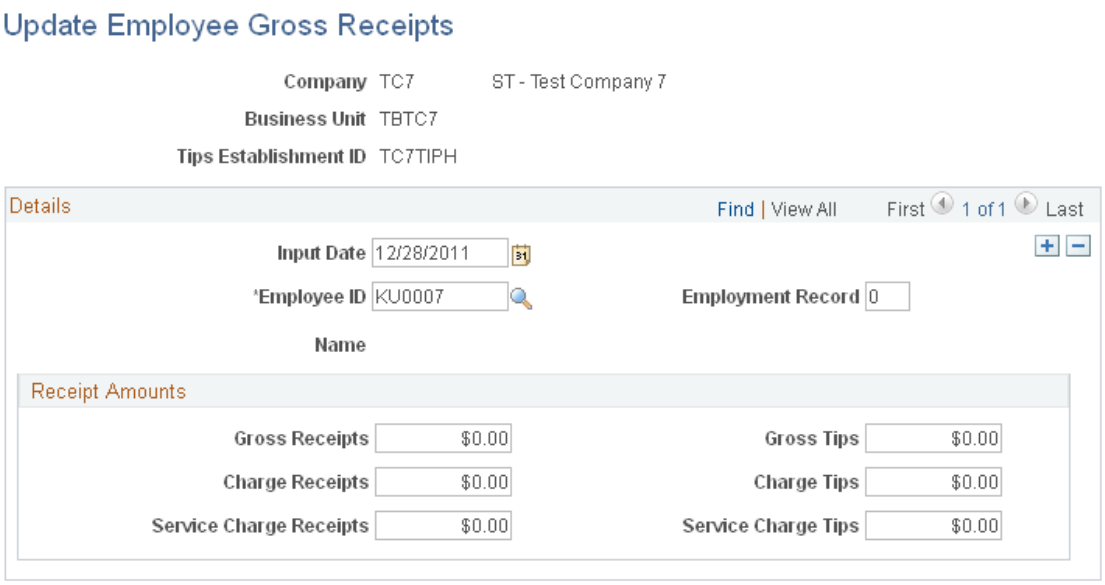
(USA) Use the Update Employee Gross Receipts page (TIPS_EMPL_INPUT) to specify the gross receipts to which an employee's tips apply in each tip establishment.

Navigation:

Payroll for North America, and then **Periodic Payroll Events USA**, and then **Tip Allocation**, and then **Update Employee Gross Receipts**, and then **Update Employee Gross Receipts**

This example illustrates the fields and controls on the Update Employee Gross Receipts page.

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Field or Control	Description
Input Date	Enter the input date, which should be between the start date and the end date (posted date) of the period for which you're calculating or approving the tip allocations.
Employment Record (employment record number)	Enter an employment record number for employees with multiple jobs.

Receipts Amounts

Field or Control	Description
Gross Receipts	Enter the gross receipts to which the employee's tips apply.
Service Charge Receipts and **Charge Tips**	Enter the service charge receipts and service charge tips that apply to employee tips. The system uses these values to calculate the amount to report for each Establishment Serial Number on Form 8027 under *Service Charge Less than 10%.*

Tips Allocation End Date Page

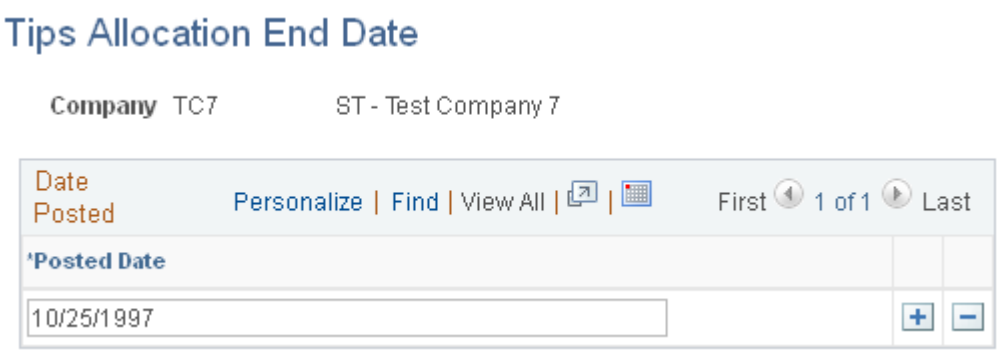
Use the Tips Allocation End Date page (TIPS_ALLOC_PD) to select the end date for the tip allocation. Use the same pay end date as your allocation end date.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Tip Allocation**, and then **Allocation End Date**, and then **Tips Allocation End Date**

This example illustrates the fields and controls on the Tips Allocation End Date page.

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Field or Control	Description
Posted Date	This date must match the date that is entered on the run controls for calculating allocated tips and for updating the balances.

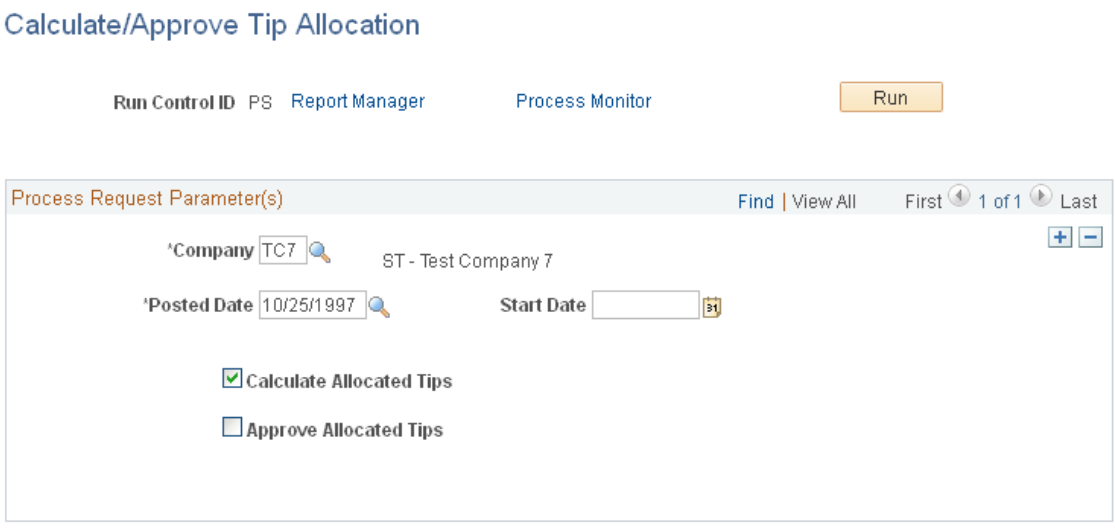
Calculate/Approve Tip Allocation Page

(USA) Use the Calculate/Approve Tip Allocation page (RUNCTL_TIPS_ALLOC) to run the Run Tip Allocation COBOL SQL process (PSPTARUN), and (after you are satisfied with the results) approve the allocated tips.

Navigation:

Payroll for North America, and then **Periodic Payroll Events USA**, and then **Tip Allocation**, and then **Calculate/Approve Allocation**, and then **Calculate/Approve Tip Allocation**

This example illustrates the fields and controls on the Calculate/Approve Tip Allocation page.



Field or Control	Description
Posted Date	Select the end date of the period for which you're calculating or approving the tip allocations.

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Field or Control	Description
Start Date	Select the start date of the period for which you're calculating or approving the tip allocations.
Calculate Allocated Tips	Select to run or rerun the calculation process. You can run the calculation process as many times as you like *until* you run the approve process. After you run the approve process, you cannot run the calculation process again for that company and allocation date.
Approve Allocated Tips	After you check the results of the calculation process, and you are satisfied with the calculation, select this check box to run the approve process.

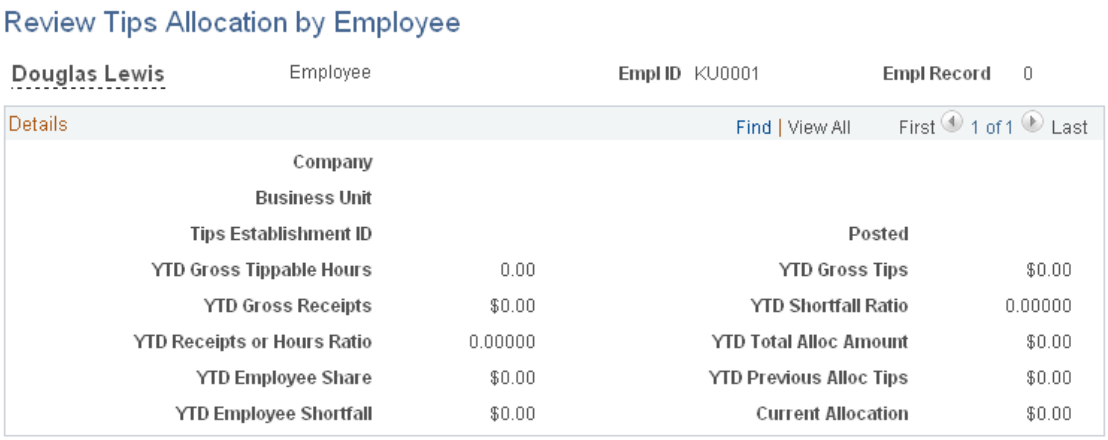
Review Tips Allocation by Employee Page

(USA) Use the Review Tips Allocation by Employee page (TIPS_EMPL_PD) to view the record of an individual employee's allocations.

Navigation:

Payroll for North America, and then **Periodic Payroll Events USA**, and then **Tip Allocation**, and then **Review Allocation by Employee**, and then **Review Tips Allocation by Employee**

This example illustrates the fields and controls on the Review Tips Allocation by Employee page.



> **Note**
>
> You can view all the allocations of an individual employee even if that employee has allocations for more than one establishment. This page is display-only.

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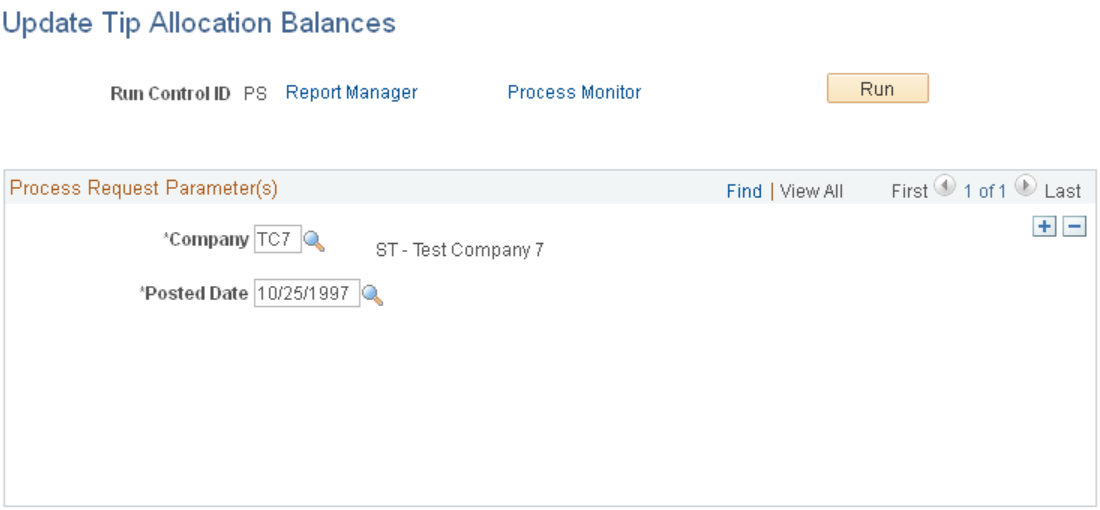
Update Tip Allocation Balances Page

(USA) Use the Update Tip Allocation Balances page (RUNCTL_TIPS_ALLOC) to run the Update Allocation Balances SQR Report process (PAY053) and produce the Update Allocations Balances audit report.

Navigation:

Payroll for North America, and then **Periodic Payroll Events USA**, and then **Tip Allocation**, and then **Update Allocation Balances**, and then **Update Tip Allocation Balances**

This example illustrates the fields and controls on the Update Tip Allocation Balances page.



The report lists, by employee, the current allocation amount, the year-to-date (YTD) allocation amount after the current update, the YTD hours (if tip allocation method is hours), and the allocated tips earnings code that is updated. Before using this page, you must approve the allocated tips calculation.

Field or Control	Description
Company	Enter the company which you are updating tip allocation balances.
Posted Date	Select the end date of the period for which you're updating tip allocation balances. The value comes from the Tip Allocation End Date page.

Review Tips Allocations by Establishment Page

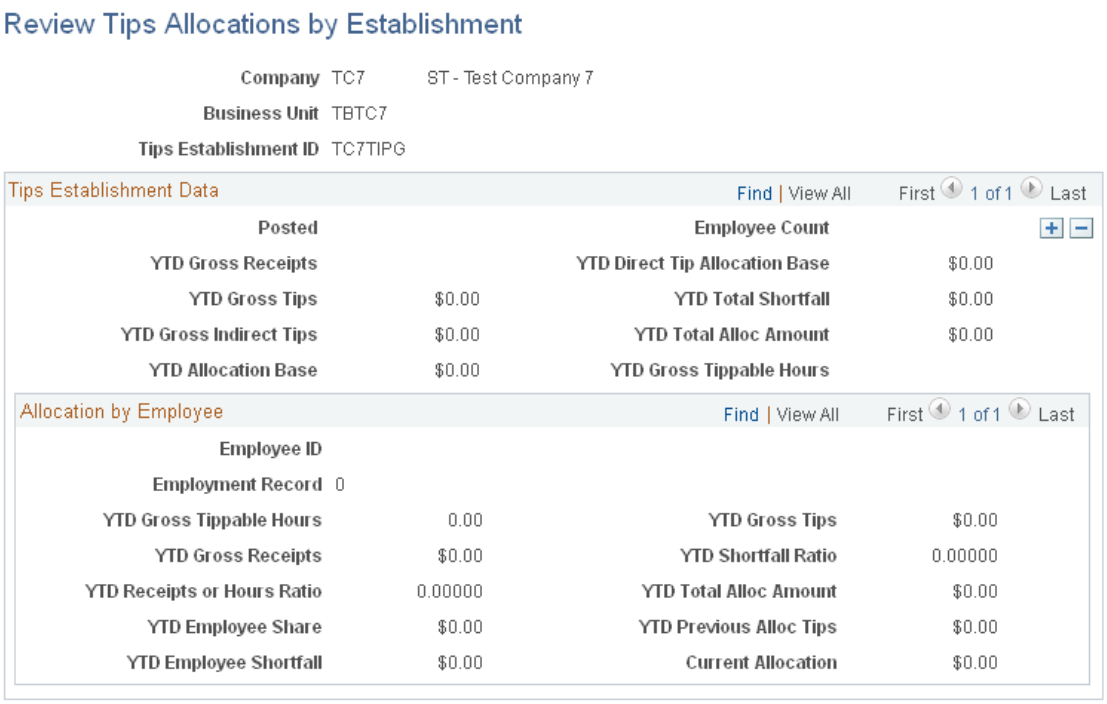
(USA) Use the Review Tips Allocations by Establishment page (TIPS_ESTAB_PD) to generate the PAY050 report, which lists tip allocation information for establishments.

Navigation:

Payroll for North America, and then **Periodic Payroll Events USA**, and then **Tip Allocation**, and then **Review Tip Allocations**, and then **Review Tips Allocations by Establishment**

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This example illustrates the fields and controls on the Review Tips Allocations by Establishment page.



Note

Access the Review Tips Allocation by Employee page to view allocations for an individual employee.

Review Tips Allocation Status Page

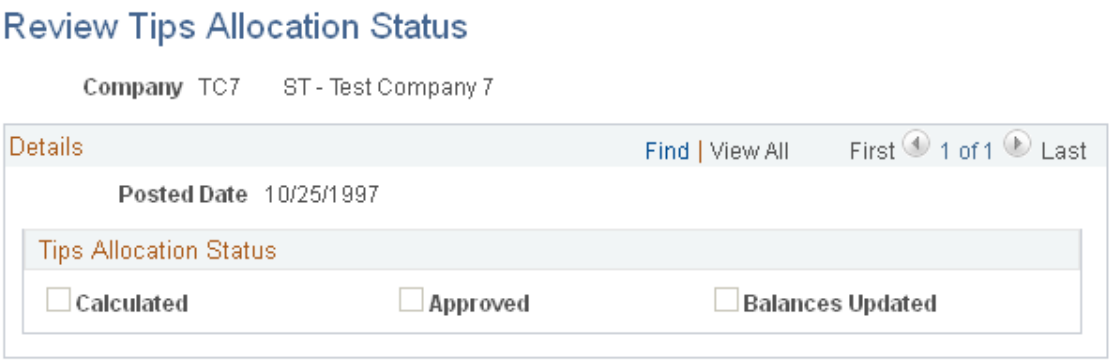
(USA) Use the Review Tips Allocation Status page (TIPS_ALLOC_ST) to review the status of the tip allocation process for a company.

Navigation:

Payroll for North America, and then **Periodic Payroll Events USA**, and then **Tip Allocation**, and then **Review Allocation Status**, and then **Review Tips Allocation Status**

This example illustrates the fields and controls on the Review Tips Allocation Status page.

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Tips Allocation Status

This group box indicates the company's tip allocation status as of the allocation end date.

> **Note**
>
> At the end of the process, all boxes should be selected as complete for that cycle.

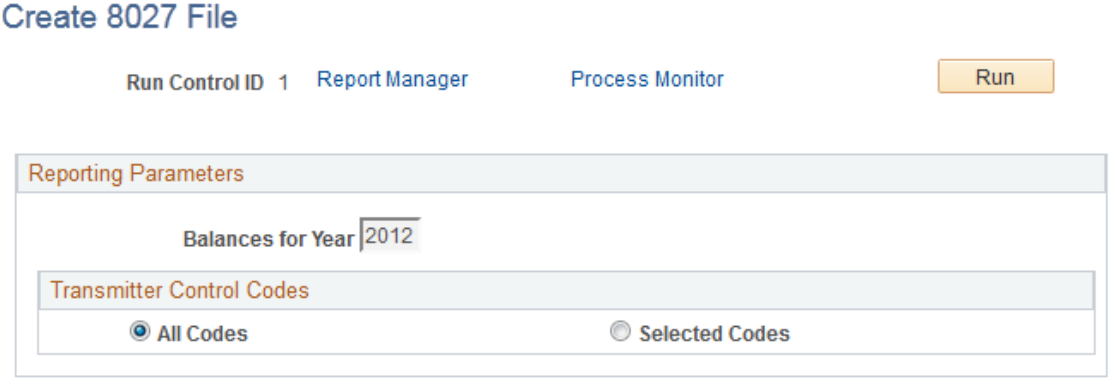
Create 8027 File Page

(USA) Use the Create 8027 File page (RUNCTL_TAX960TP) to generate the file for electronic submission of IRS Form 8027, *Employer's Annual Information Return of Tip Income and Allocated Tips*.

Navigation:

Payroll for North America, and then **U.S. Annual Processing**, and then **8027 Reporting**, and then **Create 8027 File**

This example illustrates the fields and controls on the Create 8027 File page.



Related Topics

- Setting Up the Payroll System for Tip Allocation

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- Setting Up for FLSA Calculation
  To set up FLSA period definitions, use the FLSA Period Table (FLSA_PERIOD_TBL) component.
- Specifying Employee Garnishment Data

Adjusting Imputed Income for U.S. Group-Term Life Insurance

Pages Used to Adjust Imputed Income for U.S. Employees

Page Name	Definition Name	Usage
Calculate Imputed Income Adjustments Page	RUNCTL_IMP_CALC	(USA, USF) Calculate imputed income adjustments and update paysheets with the adjustment amounts.
Imputed Income Adjustment Report Page	RUNCTL_PAYINIT2	(USA, USF) Generate the PAY033 report, which contains the results of imputed income adjustments.

Related Topics

- Setting Up Group-Term Life Insurance in the U.S.

Understanding the Imputed Income COBOL SQL Process

Payroll for North America addresses imputed income every pay period. However, you might require adjustments at the end of the year as a result of changes in coverage, multiple plans subject to dependent life (DPL) imputed income, or an employee being terminated. To make adjustments, use the Imputed Income Adjustment process.

The Imputed Income process performs calculations and creates a file containing one-time adjustment records for all employees who require them.

Review the calculation results using the Imputed Income Adjustment report before loading the transactions into paysheets.

When you're ready to load the imputed income transactions into paysheets, run the Imputed Income process in Update Paysheets mode, and the system makes the adjustments as one-time deductions with a taxable benefit deduction classification. The system establishes these one-time deductions as off-cycle manual checks (paylines).

The manual checks that the Imputed Income process creates do not have an amount in the **Total Gross** and **Net Pay** fields. This is not necessary, because the imputed income adjustment that the process creates is a taxable benefit deduction class, and it does not affect gross or net pay.

When the Imputed Income process creates the adjustment paysheet, it changes the **Deductions Taken** field value on the By Paysheet - One-Time Deductions page to *None.* This prevents the system from taking normal taxable benefits and employer deductions on the adjustment check.

You cannot rerun the Imputed Income process. For example, suppose you run the process once and it produces an error after loading some paysheets. If you run it again using the same run control information (the same company, pay group, pay end date, date range, and so on), you receive another error, because the system attempts to insert duplicate rows into the

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database. Therefore, if you must rerun the process, delete the paysheets that the process added previously.

Attach your adjustment paysheets to a pay calendar that does not contain any other off-cycle paysheets. In other words, there should be no other off-cycle paysheets entered for the same calendar in which you create the imputed income adjustments.

Example

Joanne is a CCB employee in a monthly pay group. Her coverage changes in the middle of the year. From January 1 to June 30, she has basic and supplemental life. Her basic life is fully employer-paid; her supplemental life is fully employee-paid:

Plan Type	Description	Coverage	Premium
20	Life	25,000 USD	Employer-paid premium: 15 USD
21	Supplemental Life	25,000 USD	Employee-paid premium: 1.25 USD

1. Because the IRS does not consider the first 50,000 USD of coverage taxable, the system performs no imputed income calculations for Joanne during the first half of the year.
2. On July 1, however, Joanne suddenly gets a big increase in her basic life coverage:

Plan Type	Description	Coverage	Premium
20	Life	50,000 USD	Employer-paid premium: 30 USD
21	Supplemental Life	25,000 USD	Employee-paid premium: 1.25 USD

3. Because Joanne now has coverage totaling 75,000 USD, starting with the next payroll after July 1, 25,000 USD is considered taxable as imputed income.

   Joanne is 37 years old. In this age bracket, the Uniform Premium table calls for a calculation of .11 USD per month per 1,000 USD of coverage:

   25,000 USD / 1,000 USD x .11 USD = 2.75 USD
4. The system subtracts Joanne's employee-paid, after-tax contribution to the coverage:

   2.75 USD – 1.25 USD = 1.50 USD taxable benefit.

These calculations are correct beginning with the end-of-July payroll. However, the IRS stipulates that any contributions that are made by the employee must be factored into the equation. In Joanne's case, you must include all her contributions from January 1 to June 30. The result is a reduction in her true tax liability for the year as a whole.

At the end of the year, Imputed Income processing:

1. Recalculates Joanne's imputed income (without subtracting her monthly contributions) for every month of the year.
2. Adds up the monthly figures to arrive at a total.
3. Adds up her monthly contributions.

This table shows the process:

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Month	Imputed Income	Employee Contribution
January	0 USD	1.25 USD
February	0 USD	1.25 USD
March	0 USD	1.25 USD
April	0 USD	1.25 USD
May	0 USD	1.25 USD
June	0 USD	1.25 USD
July	2.75 USD	1.25 USD
August	2.75 USD	1.25 USD
September	2.75 USD	1.25 USD
October	2.75 USD	1.25 USD
November	2.75 USD	1.25 USD
December	2.75 USD	1.25 USD
Totals:	*16.50 USD*	*15 USD*

Joanne's total imputed income for the year is 16.50 USD; her contributions amount to 15 USD. On this basis, her taxable benefit for the year should be only 1.50 USD (16.50 − 15 USD). However, because the system calculates her taxable benefit on a month-by-month basis, her taxable benefit is 9 USD (6 months × 1.50 USD per month). Therefore, the system must reduce Joanne's taxable benefit for the year by 7.50 USD:

Total taxable benefit from month-by-month calculations (9.00 USD) – total taxable benefit from end-of-year calculation (1.50 USD) = end-of-year adjustment (1.50 USD).

Related Topics

- Understanding Imputed Income Calculation for U.S. Group-Term Life Insurance
  To calculate imputed income for all group-term life plans (except dependent life) in accordance with IRS regulations, the system performs the following processes when you run the Pay Calculation COBOL SQL process (PSPPYRUN):

Prerequisite

Before running imputed income adjustment processing, you must establish the taxable benefit deduction that you plan to use for adjustments. You can use either an existing deduction code or establish a new deduction code only for adjusting imputed income. The deduction code should have plan type in the range 20–29, 2Y, or 2Z.

Related Topics

- Setting Up Group-Term Life Insurance in the U.S.
- PeopleSoft Human Resources Manage Base Benefits: Defining Benefit Plans

Calculate Imputed Income Adjustments Page

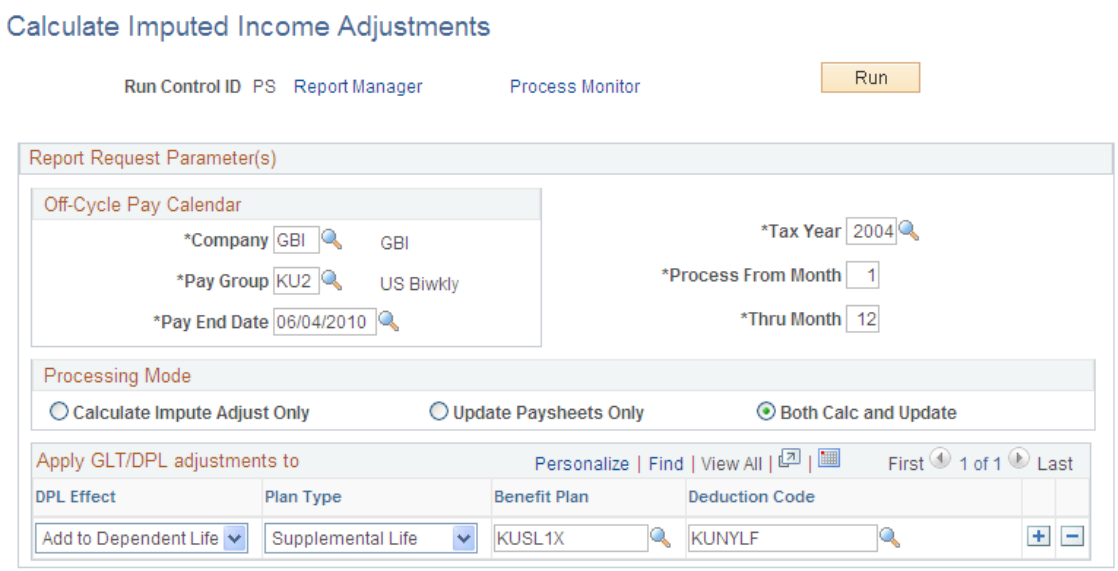
(USA, USF) Use the Calculate Imputed Income Adjustments page (RUNCTL_IMP_CALC) to calculate imputed income adjustments and update paysheets with the adjustment amounts.

Navigation:

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- **Payroll for North America**, and then **Periodic Payroll Events USA**, and then **Imputed Income Adjustments**, and then **Calculate Adjustments**, and then **Calculate Imputed Income Adjustments**
- **Payroll for North America**, and then **Periodic Payroll Events USF**, and then **Imputed Income Adjustments**, and then **Calculate Adjustments**, and then **Calculate Imputed Income Adjustments**

This example illustrates the fields and controls on the Calculate Imputed Income Adjustments page.



Field or Control	Description
Process From Month and **Thru Month**	Enter a numerical value for the first and last months in the date range. (Ordinarily, this is *1* through *12*—January through December).

Processing Mode

Field or Control	Description
Calculate Impute Adjust Only (calculate imputed adjustment only)	Calculates imputed income for the selected period and creates transaction files, but does not load the transactions into paysheets.
Update Paysheets Only	Loads calculated imputed income transactions that are created in a previous run into paysheets as one-time deductions.

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Field or Control	Description
Both Calc and Update	Calculates imputed income and creates transaction files, then loads the transactions into paysheets as one-time deductions. Use these options as follows: 1. Run the process in Calculate Impute Adjust Only mode. 2. Run SQR PAY033, the Imputed Income Adjustment report, and review the results. 3. If the results are acceptable, run the process in Update Paysheets Only mode to load the transactions into paysheets. 4. If the results are not acceptable, fix the problems and go back to step one.

Apply GTL/DPL adjustments to

Use this group box to designate the deduction codes to which you want the system to apply the imputed income transactions when it loads the transactions into paysheets.

Field or Control	Description
DPL Effect (dependent life effect)	Select the type of adjustment. You must have one row for *Add to DPL* (add to dependent life) and one row for *Add to GTL* (add to group-term life). **Note:** Under ordinary circumstances, the run control has only two rows in the **Apply GTL/DPL adjustments to** (apply group-term life/dependent life adjustments to) group box. Even if some employees have more than one GTL or DPL plan, the process applies their adjustments to a single plan—one for GTL and one for DPL.
Deduction Code	Deduction codes must be valid for all employees in the run.

> **Important**
>
> This COBOL process takes one or two minutes to process each employee. If you have many employees, the process could take hours or even a full day.

Imputed Income Adjustment Report Page

(USA, USF) Use the Imputed Income Adjustment Report page (RUNCTL_PAYINIT2) to generate the PAY033 report, which contains the results of imputed income adjustments.

Navigation:

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- **Payroll for North America**, and then **Periodic Payroll Events USA**, and then **Imputed Income Adjustments**, and then **Adjustment Report**, and then **Imputed Income Adjustment Report**
- **Payroll for North America**, and then **Periodic Payroll Events USF**, and then **Imputed Income Adjustments**, and then **Adjustment Report**, and then **Imputed Income Adjustment Report**

> **Note**
>
> If you used the process to load adjustment transactions into paysheets, use the Paysheet or Payline pages to view the one-time deductions.

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(USF) Administering Additional U.S. Federal Payroll Functionality

Administering Pay Caps and Limits

Pages Used to Administer Pay Caps and Limits

Page Name	Definition Name	Usage
Review Paycheck Pay Limits Page	GVT_PAY_LIMITS	(USF) View the results and status of pay limits transactions. This page is display-only.
Pay Plan Process Control Page	GVT_PAYPLAN_TBL2	(USF) Establish pay caps and limits, specify disposition of reduced pay, and change to and from emergency limit. See Establishing Pay Plans.
Pay Limit Reducible Earnings Page	GVT_EARN_RE_USF	(USF) Define earnings that can be reduced when pay limits/ caps are reached. If earnings are not defined here, earnings over the limits will not be reduced.
Pay Limit Payout Page	GVT_EARN_PO_USF	(USF) Assign a Payout Earnings Code to each Pay Limit Earnings Code within a pay plan to facilitate the payout of earnings during the first pay period of a calendar year, and for termination payouts.
Extract Pay Limit Payout Page	GVT_LIMIT_PAYOUT	(USF) Extract a terminated employee's lifetime balances prior to loading payout earnings to paysheets.
Update Process Controls Page	GVT_EE_PY_PROC	(USF) Apply termination payout rules or emergency pay cap rules to override the Premium Pay (bi-weekly) pay cap limit at the employee level.
Other Pay Information Page	GVT_OTH_PAY_SEC	(USF) Warning is issued if the additional pay is applicable for pay limits.
Expected Pay Page	GVT_LOC_PAY_SEC	(USF) View the message indicating that pay has been reduced due to the pay cap on base pay.

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Page Name	Definition Name	Usage
Review Payroll Error Messages Page	PAY_MESSAGES	(USF) View messages about pay limits that are applied during payroll processing.

Related Topics

- Establishing Pay Plans

Understanding Pay Caps and Limits

The system processes the following earning process types, which are used to set up pay caps and limits:

- *Danger Pay:* Earnings are capped to a defined percentage of Basic Pay per period.
- *Pay Limit -Total Annual:* Total annual earnings are subject to an annual pay limit.
- *Pay Cap - Basic Pay:* The sum of base pay, law enforcement officer pay, and locality pay is subject to a defined limit.
- *Pay Limit - Premium Pay:* Earnings are subject to a pay period limit.
- *Overtime:* Base pay plus overtime is subject to a pay period limit. Overtime hourly rate is subject to an hourly rate limit.

Pay Caps and Limits for LEO Employees

The system applies pay cap and limit rules defined on the USF Pay Plan Table for Law Enforcement Officer (LEO) employees only if the employee's LEO Status from the job record is either *Primary FEPCA* or *Secondary FEPCA.*

The system does not apply cap and limit rules for the other delivered statuses *(5USC 5305 LEO, D.C. Police Forces, Fire Fighter,* or *Not Applicable).*

See Establishing Pay Plans.

Pay Caps and Limits in Pay Calculation

During Pay Calculation, the system calculates the sum of each earnings process type in an employee's pay plan and compares each sum to the applicable pay caps and limits for that earnings process type.

Pay Calculation processes earning process type pay caps and limits in order of the sequence that is specified on the Pay Plan Process Control Page (GVT_PAYPLAN_TBL2). However, the Overtime Cap calculation is done before any other caps and limits are calculated. The Overtime Cap process therefore ignores the Sequence Numbers..

Pay limit calculation stops when *Total Annual, Pay Cap – Basic Pay,* or *Pay Limit – Premium Pay* is reached. *Danger Pay* is excluded from this rule. When a pay plan is defined with *Pay Limit – Premium Pay* caps, the system evaluates limits from the two applicable caps (GS/0000/15/10 versus EX 0000/V) to determine if one or both limits have been reached before calculating the pay limit amount. These earnings are set up on the Pay Plan Process Control Page of the USF Pay Plan component.

When a pay limit is reached, the system reduces the reducible earnings subject to that pay limit by the amount exceeding the pay limit. (It does not reduce it from all earnings that the employee is paid.) These earnings are set up on the Pay Limit Reducible Earnings Page of the USF Pay Plan component.

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Danger Pay

Danger Pay is applied during pay calculation. The Pay Calculation COBOL SQL process (PSPPYRUN) calculates the sum of the employee's Danger Pay process type earnings, and compares it to the percentage specified on the Pay Plan Table USF. If the danger pay earnings exceed the maximum percentage per pay period, the system does the following:

- Reduces earnings if earnings are defined on the Pay Limit Reducible Earnings page of the Pay Plan Table USF component.
- Lists a payroll error message - "Pay Limit has been exceeded."

> **Note**
>
> The message does not appear if the *Only Calculate Where Needed* option is used and the employee was not calculated.

- Creates a Pay Limit record that displays the limit and earnings reduced.
- Pays the deferred earnings in the first pay period of the next calendar year if the Disposition field on the Pay Plan Table USF is set to *Defer to following Year.*

Pay Limit – Total Annual

Total annual earnings are subject to an annual pay limit.

The pay limit is applied during pay calculation. The Pay Calculation process estimates total annual Pay Limit - Total Annual process type earnings and compares that to the annual limit defined on the Pay Plan Table USF. If the estimated total annual earnings are greater than the limit, the system:

- Reduces earnings if earnings are defined on the Pay Limit Reducible Earnings page of the Pay Plan Table USF component.
- Lists a payroll error message - "Pay Limit has been exceeded."

> **Note**
>
> This message does not appear if you use the **Only Calculate Where Needed** option and the employee was not calculated.

- Creates a Pay Limit record that displays the limit and earnings reduced.
- Deferred earnings will be paid out in the first pay period of the next calendar year if the Disposition field on the Pay Plan Table USF is set to *Defer to following Year.*

Pay Cap – Basic Pay

The cap is applied when you change the Pay Plan/Table/Grade/Step values on the Compensation Data page in PeopleSoft HR. If compensation reaches the defined cap, the system:

- Reduces base, law enforcement officer, or locality pay.
- Issues a message on the Expected Pay page - "Pay Cap has been reached. Pay was reduced."

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Pay Limit – Premium Pay

The pay limit is applied during pay calculation. The Pay Calculation COBOL SQL process (PSPPYRUN) sums up the employee's Pay Limit - Premium Pay process type earnings and compares the pay period earnings to the pay limit defined on the Pay Plan Table USF. If the pay period earnings exceed the maximum per pay period, the system:

- Reduces earnings if earnings are defined on the Pay Limit Reducible Earnings page of the Pay Plan Table USF component.
- Lists a payroll error message - "Pay Limit has been exceeded."

> **Note**
>
> This message does not appear if you use the **Only Calculate Where Needed** option and the employee was not calculated.

- Creates a Pay Limit record that displays the limit and earnings reduced.
- Deferred earnings will be paid out in the first pay period of the next calendar year if the Disposition field on the Pay Plan Table USF is set to *Defer to following Year.*

When employees have two premium pay limits, the higher limit will be used to reduce the paycheck.

Overtime

Overtime hourly rate is subject to an overtime rate limit.

- During pay calculation the system reduces pay to the limit.
- No message is issued.

The Overtime Cap calculation is done before any other caps and limits are calculated.

Understanding Annual Total Pay Caps and Limits Calculation

To calculate annual total pay caps and limits, the system does the following:

1. Determines the total YTD earnings for the Calendar Balance ID by adding earnings balances for all earnings codes for which *Adds to Projected Pay* check box is selected on the Additional Earnings page on the Earnings Table.
2. Calculates Projected/Future pay by multiplying the employee's regular biweekly pay, times the number of remaining pay periods in the calendar year. The *Adds to Projected Pay* check box must be selected on the Additional Earnings page on the Earnings Table for each earnings code (including regular earnings codes) to be included in the Projected/ Future pay calculation.

   For example, an employee’s Projected/Future pay would be calculated as $1,500.00 * 10 = $15,000.00, under the following conditions:

   - Regular earnings code has the *Adds to Projected Pay* check box selected.
   - Employee's regular biweekly pay is $2,000.00.
   - Employee's actual pay period regular earnings are $1,500.00.
   - Ten pay periods remain in the year.

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3. Determines the total current pay period earnings that are identified with Earnings Process Type of *Tot Annual* (total annual) on the Pay Limit page of the Earnings Table.
4. Adds the results of steps 1 through 3, and compares that total against the annual limit amount.
5. Reduces the employee's pay period earnings it the total in step 4 is greater than the annual limit.

Other earnings that should be included in the future pay calculation (for example, lump-sum payments, non-discretionary payments, or discretionary payments), and for which the *Adds to Projected Pay* check box is selected on the Additional Earnings page on the Earnings Table, are also annualized based on the remaining payrolls in the year.

For example, if the *Adds to Projected Pay* check box is selected on the Additional Earnings page on the Earnings Table for earnings code *LEA,* and the employee is paid $1,000 for earnings code *LEA* on a biweekly paysheet, then the employee's Projected/Future pay will be increased by $10,000.00 ($1000 * 10). If that same earnings code *LEA* is not paid in the next payroll, then earnings code *LEA* will be excluded from the next payroll's future pay calculation.

The annual total pay caps and limits process does not evaluate Additional Pay transactions for other earnings paid every payroll; the process evaluates only earnings paid on Payline transactions.

> **Note**
>
> When no **Adds to Projected Pay** check boxes are selected, the system reverts to using the employee's regular biweekly pay for projected and future pay calculation. To continue using only biweekly regular pay for projected or future pay calculations, deselect all **Adds to Projected Pay** check boxes for all earnings codes.

> **Important**
>
> Prior to applying the changes, customers who are currently utilizing the informational only "Adds to Pay Limit" (GVT_PREM_PAY) field in any customized processes will need to evaluate their current processing to determine if additional customizations may be required for their particular environment.

Understanding Lifetime Balance Payouts

Lifetime balances can be paid with first pay period of a calendar year payouts or with terminated employee payouts.

First Pay Period Payouts

The Create Paysheets process loads paysheets with lifetime balances for the first pay period of a calendar year when the Calendar Year Begins check box is selected on the Pay Status page of the Pay Calendar Table. (You must click the Federal button to access the Pay Status page.)

See Understanding Pay Calendar Date Fields.

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> **Note**
>
> If the Create Paysheets process finds that an employee has a pay limit balance to be paid out, but the payout earnings code is not defined on the Pay Limit Payout page, an error message appears.

Pay Calculation continues to verify that an employee's earnings have not exceeded the defined pay caps/limits, and the system does not generate pay limit balances for payout earnings in excess of the pay caps/limits. If an employee's earnings, including the payout earnings, exceed the pay cap/limit, and the payout earnings are defined as reducible on the Pay Plan Table USF, Pay Calculation reduces the payout earnings to prevent overpayment.

Termination Payouts

The Create Paysheets process does not create paysheets for employees who were terminated (in JOB) prior to the Pay Begin Date.

To facilitate payout of lifetime balances for a terminated employee, you must select the Apply Termination Payout check box on the Update Process Controls Page page, verify that the status of the payroll controls is *Active* as of the Pay End Date and the OK to Pay check box is selected on the Load Paysheets Transaction page. You must then use the Extract Pay Limit Payout Page page to run the extract process to extract the lifetime balances for the termination payouts, and then select the Pay Sheet Update Source of *Lifetime Balance Payout USF* on the Load Paysheet Transactions Page run control page. When these conditions are met, Pay Calculation bypasses pay caps and limit processing and includes the lifetime balance when calculating the employee's payout.

> **Note**
>
> If the Load Paysheet Transactions process is set to load Pay Limit Payout transactions to an *On-Cycle* pay run, the system creates a paysheet containing Job Pay, and the pay limit payout transactions for the employee. If the Load Paysheet Transactions process is set to load Pay Limit Payout transactions to an *Off-Cycle* pay run for terminated employees, and the OK to Pay check box is selected, the system creates a paysheet containing job pay and the lifetime balances payout. You must review the terminated employee's paysheet and deselect the OK to Pay check box on the appropriate paylines to prevent the employee from being over paid.

For more information, see:

- Loading Paysheet Transactions
- Viewing and Updating Paysheets and Paylines

Pay Confirmation

During the Pay Confirmation process, pay limit balances are updated with the deferred pay limits that are generated for a pay period. A deferred pay limit is a pay limit with its Disposition set to *Defer to following Year* on the Pay Plan Table USF during Pay Calculation. (The Disposition value that is used also appears on the Review Paycheck Pay Limits page.)

In addition, Pay Confirmation searches for a match between the earnings code on the pay line and the payout earnings code on the employee's Pay Plan Table USF. If the process finds a

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match, it reduces the pay limit balances of the pay limit earnings code by the amount of the payout earnings code.

For example, the payout earnings code PO1 (Payout for Danger Pay) is mapped to pay limit earnings code DP1 (Danger Pay). The employee has $2,000.00 MTD (month-to-date), $5,000.00 QTD (quarter-to-date), $20,000.00 YTD (year-to-date), and $50,000.00 of lifetime balances in the current balance period. $50,000.00 of PO1 earnings is paid out to the employee who has resigned. The resulting DP1 pay limit balances and PO1 earnings balances are shown in the following Before Pay Confirmation and After Pay Confirmation tables.

Before Pay Confirmation:

Balance	Pay Limit Balance Earnings Code DP1	Earnings Balance Earnings Code PO1
MTD Balance	2,000.000	0
QTD Balance	5,000.00	0
YTD Balance	20,000.00	0
Lifetime Balance	50,000.00	N/A

After Pay Confirmation:

Balance	Pay Limit Earnings Code Earnings Code DP1	Earnings Code Earnings Code PO1
MTD Balance	-48,000.00*	50,000.00
QTD Balance	-45,000.00*	50,000.00
YTD Balance	-30,000.00*	50,000.00
Lifetime Balance	0	N/A

**Negative amounts in the pay limit balances indicate payout in the balance period.*

Standard earnings balances are maintained for the payout earnings code (DP1).

Pay limit balances are not created for the payout earnings code (PO1).

Pay limit balances can reflect negative MTD, QTD or YTD balances. For example, an employee would have negative MTD, QTD and YTD pay limit balances in January of 2013 if the employee had a lifetime balance of $5,000 at the end of 2012, no earnings in 2013, and the employee was paid out in January of 2013.

Prerequisites

To set up for administering pay caps and limits by pay plan, and define payout and reducible earnings, you must:

- Set up pay caps and limits by pay plan.

  See Establishing Pay Plans.
- Define the earnings codes that are subject to the caps and limits.

  See Earnings Table - Pay Limit Page.

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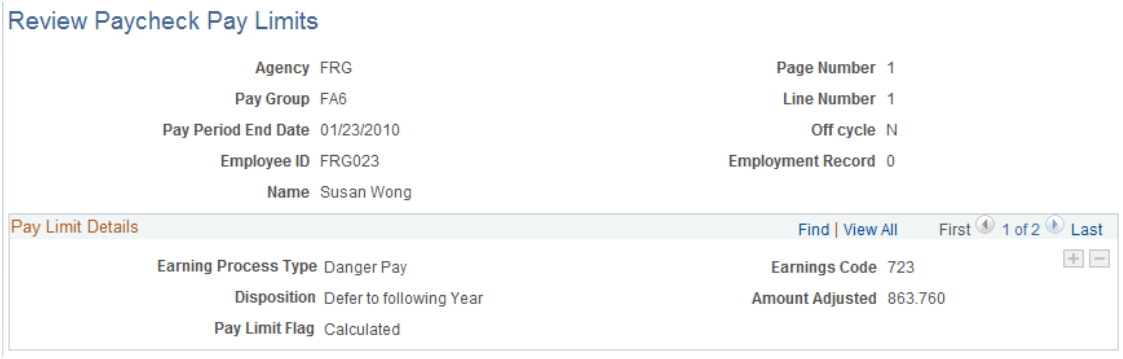
Review Paycheck Pay Limits Page

(USF) Use the Review Paycheck Pay Limits page (GVT_PAY_LIMITS) to view the results and status of pay limits transactions.

Navigation:

Payroll for North America, and then **Payroll Processing USF**, and then **Produce Payroll**, and then **Review Paycheck Pay Limits**, and then **Review Paycheck Pay Limits**

This example illustrates the fields and controls on the Review Paycheck Pay Limits page.



Field or Control	Description
Earnings Code	The page displays a row of data for each earning code that has been reduced during the pay period.
Disposition	Values are *Forfeit* or *Defer to Following Year*, as defined on the Pay Plan table.
Amount Adjusted	The reduction in earnings.
Pay Limit Flag	The status of the limit. Valid values are: *Calculated* (R) *Confirmed* (C) *Processed* (P) *Calendar Year Unconfirm* (X)

Pay Limit Flag

The **Pay Limit Flag** field value is maintained by the system automatically during a number of payroll processes and during the Pay Unsheet process. The table shows how the Pay Limit Flag value is set during various processes.

Payroll Process	Pay Limit Flag Value
After pay calculation	*Calculated* (R)
After pay confirmation	*Confirmed* (C)
After Create Paysheets of the first pay calendar of the year	No update will occur because lifetime pay limit balance will be extracted from the new pay limit balance record.

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Payroll Process	Pay Limit Flag Value
After pay unsheet of the paysheet created for the first pay calendar of the year	No update will occur because lifetime pay limit balance will be extracted from the new pay limit balance record.
During Pay Confirmation	If current value is *Calculated* (R), it will be updated to *Confirmed* (C).
During Pay Unconfirm	If current value is *Confirmed* (C), it will be updated to *Calculated* (R).

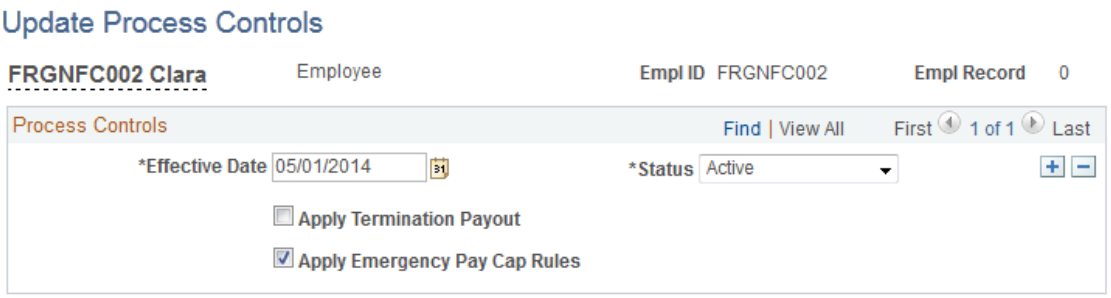
Update Process Controls Page

(USF) Use the Update Process Controls page (GVT_EE_PY_PROC) to apply termination payout rules or emergency pay cap rules to override the Premium Pay (bi-weekly) pay cap limit at the employee level.

Navigation:

Payroll for North America, and then **Employee pay Data USF**, and then **Update Process Controls**

This example illustrates the fields and controls on the Update Process Controls page.



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Field or Control	Description
Apply Termination Payout	Select to apply lifetime lump sum payout for an employee's termination or transfer. If the **Apply Termination Payout** check box is selected here, and the status is *Active* as of the pay end date on the Extract Pay Limit Payout run control page, then the system extracts the employee's deferred earnings lifetime balances, and Load Paysheet Transactions inserts them into the Paysheet Transactions record. **Note:** You must run the pay limit payout extract process *before* running the load paysheets process to include lifetime balances in terminated employee's payout. If the **Apply Termination Payout** check box is selected here, and the status is *Active* as of the pay end date on the Update Payroll Controls run control page, then the Pay Calculation process bypasses pay cap/limit checking when calculating the employee's paycheck.
Apply Emergency Pay Cap Rules	Select to apply the employee's annual pay cap instead of the employee's Premium Pay (bi-weekly) pay limit-premium pay for an employee performing work associated with an organization's emergency situation. See the table below to determine conditions for bypassing Premium Pay (bi-weekly) limits for emergency situation pay.

This table shows conditions under which the system bypasses Premium Pay (bi-weekly) pay caps for emergency situation pay.

Emergency Check Box (Pay Plan Process Control Page*)	Apply Emergency Pay Cap Rules Check Box (Update Process Controls Page)	Status (Update Process Controls Page)	Emergency Cap Rules Applied During Pay Calculation?
Selected	Update Process Controls page does not exist for the employee.	NA	Y (apply annual cap)
Selected	Selected	Active	Y (apply annual cap)
Selected	Selected	Inactive	Y (apply annual cap)
Selected	Deselected	Active	N (apply bi-weekly cap)
Deselected	Update Process Controls page does not exist for the employee.	NA	N (apply bi-weekly cap)
Deselected	Selected	Active	Y (apply annual cap)
Deselected	Selected	Inactive	N (apply bi-weekly cap)
Deselected	Deselected	NA	N (apply bi-weekly cap)

*See Pay Plan Process Control Page

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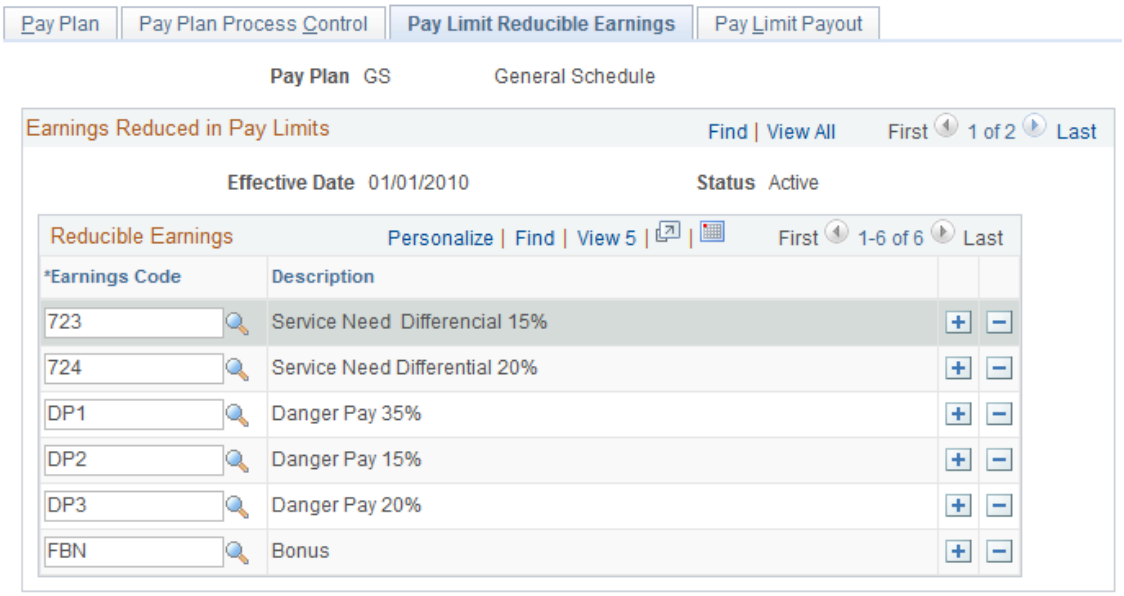
Pay Limit Reducible Earnings Page

(USF) Use the Pay Limit Reducible Earnings (GVT_EARN_RE_USF) page to specify earnings codes of all earnings that are eligible for reduction if employee's earning exceed pay cap/limit amounts.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Compensation and Earnings**, and then **Pay Plan Table USF**, and then **Pay Limit Reducible Earnings**

This example illustrates the fields and controls on the Pay Limit Reducible Earnings page.



All earnings that should be reduced must be defined on the Pay Limit Reducible Earnings page. If not defined here, the earnings will be paid even if they are over the limits.

> **Note**
>
> Do not define regular pay on the Pay Limit Reducible Earnings page. Regular pay is not reducible per the regulations.

Extract Pay Limit Payout Page

(USF) Use the Extract Pay Limit Payout Page (GVT_LIMIT_PAYOUT) page to extract a terminated employee's lifetime balances prior to loading payout earnings to paysheets.

Navigation:

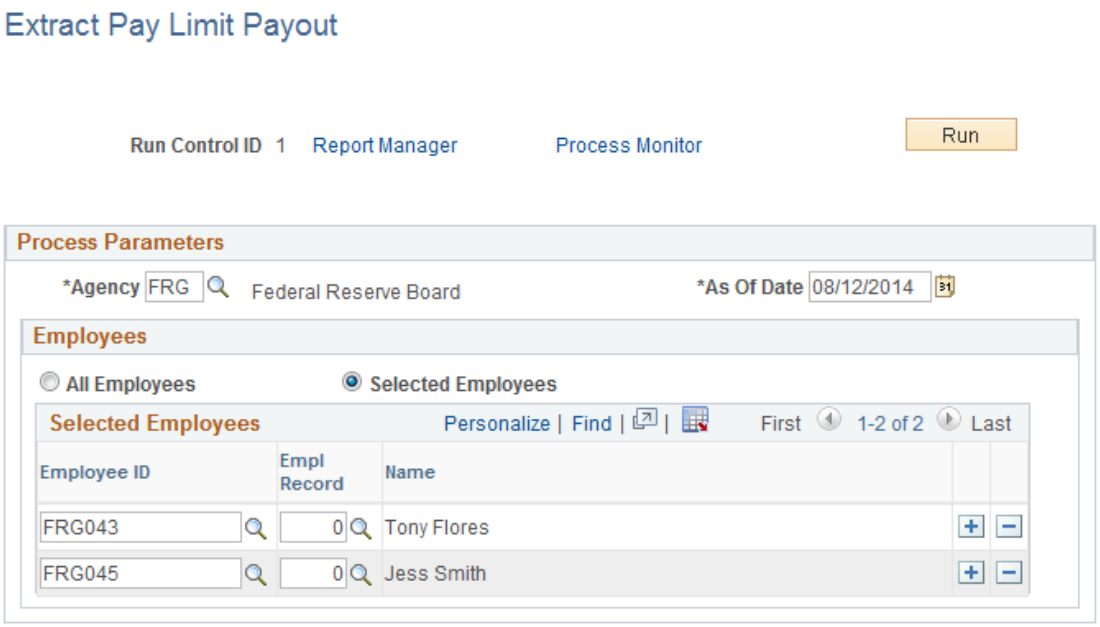
Payroll for North America, and then **Periodic Payroll Events USF**, and then **Manage Pay Limits**, and then **Extract Pay Limit Payout**

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To load an employee's lifetime balances to the Paysheet Transactions record, the employee must have at least one lifetime balance and the lifetime balance must be greater than zero. Also, in addition to the settings that you select here on the Extract Pay Limit Payout run control page, the following conditions must be met on the Update Process Controls Page .

- The **Apply Termination Payout** check box *must* be selected as of the **As Of Date** that you select on the Extract Pay Limit Payout run control page.
- The payroll controls status *must* be *Active* as of the **As of Date** that you select on the Extract Pay Limit Payout run control page.

This example illustrates the fields and controls on the Extract Pay Limit Payout page.



Field or Control	Description
Agency	Select the agency to process.
As Of Date	Enter the date to use for processing. **Note:** Do *not* run the extract more than once for an As Of Date. Running the extract for a second time for the same As Of Date will result in the creation of additional transactions, which if loaded to the paysheet, can result in duplicate payments to the employee.
All Employees or **Selected Employees**	Identify the employees to process. You can choose to process all employees in the agency as of the date specified, or select the **Selected Employees** option to identify only specific employees to process. **Note:** If the specific employees that you select are not in the specified agency on the As Of Date, they will not be processed.

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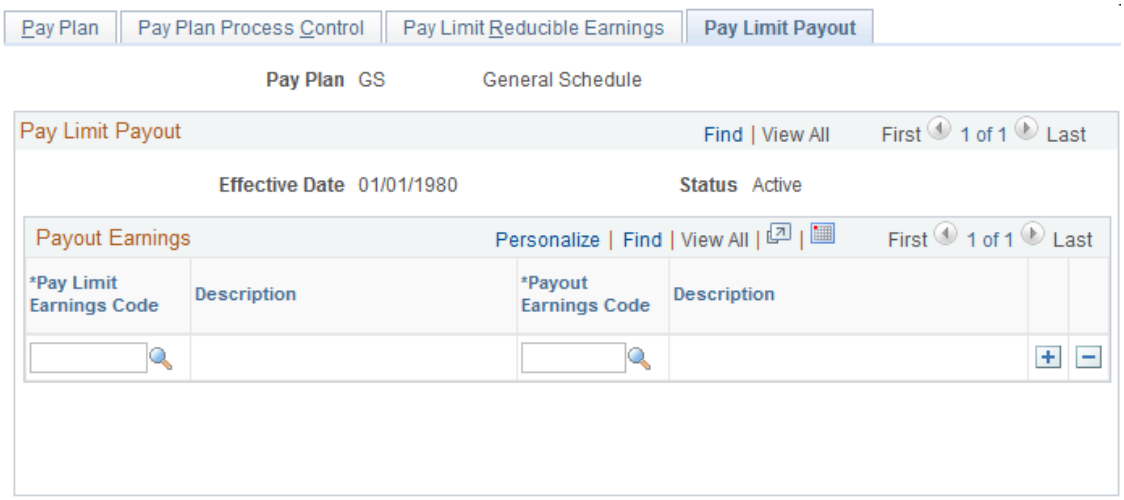
Pay Limit Payout Page

(USF) Use the Pay Limit Payout Page (GVT_EARN_PO_USF) page to assign a Payout Earnings Codes to each Pay Limit Earnings Code within a pay plan to facilitate the payout of earnings during the first pay period of a calendar year, and for termination payouts.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Compensation and Earnings**, and then **Pay Plan Table USF**, and then **Pay Limit Payout**

This example illustrates the fields and controls on the Pay Limit Payout page.



Field or Control	Description
Pay Limit Earnings Code	Enter the earnings code of the pay limit to use. Assign a Payout Earnings Code for each Pay Limit Earnings Code within a pay plan to facilitate the payout of earnings during the first pay period of a calendar year and for termination payouts.

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Field or Control	Description
Payout Earnings Code	Specify the Payout Earnings Code from which to pay the pay limit earnings, subject to the specified pay limit. **Note:** A unique Payout Earnings Code is required for each Pay Limit Earnings Code within a Pay Plan. If a Payout Earnings Code is not unique, an error message appears. Also, the Payout Earnings Code cannot be the same as the Payout Limit Earnings Code. If the two earnings codes are the same, an error message appears. The Create Paysheets process loads paysheets with lifetime balances for the first pay period of a calendar year, and for terminated employees. (For terminated employees, the lifetime balances must first be extracted.) If the process finds a Payout Earnings Code on the Pay Limit Payout page, it loads payout earnings into the Other Earnings section of a paysheet. Manual updates by the users to the payout earnings on an employee's paysheet could result in the payout amount being greater than the employee's lifetime balances. Use caution in updating the paysheets manually.

Reviewing and Adjusting Pay Limit Balances

Use the Adjust Pay Limit Balances (GVT_ADJ_PAY_LIMIT), Review Pay Limit Balances (GVT_BAL_PAY_LIMIT), and Extract Pay Limit Payout (GVT_LIMIT_PAYOUT) components to review and adjust pay limit balances.

Pages Used to Review and Adjust Pay Limit Balances

Page Name	Definition Name	Usage
Adjust Pay Limit Balance 1 Page	GVT_ADJ_PYLIM_BAL1	(USF) Identify the pay limit balance to adjust.
Adjust Pay Limit Balance 2 Page	GVT_ADJ_PYLIM_BAL2	(USF) Enter the pay limit adjustment.
Pay Limit Balances Page	GVT_BAL_PAY_LIM1	(USF) View an employee's current year pay limit balance.
Pay Limit Adjustments Page	GVT_BAL_PAY_LIM2	(USF) View adjustments made to an employee's pay limit balances.
Lifetime Balances Page	GVT_BAL_PAY_LIM3	(USF) View a summary of an employee's lifetime pay limit balances and determine a terminated employee's payout.

Related Topics

- Establishing Pay Plans
- Administering Pay Caps and Limits

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- Understanding Employee Balance Adjustments
  This topic lists common elements and discusses:
- Loading Paysheet Transactions
  This topic provides overviews of:
- Understanding Pay Calendar Date Fields
  This topic discusses:
- Viewing and Updating Paysheets and Paylines

Understanding Pay Limit Balances

When an employee transfers from one federal agency to another, leaves federal service or otherwise terminates employment, or is deceased, the employee's lifetime balance of deferred earnings must be paid out in a lump sum.

If an employee transfers from one federal agency to another, the deferred earning must be transferred with the employee. If you are an employer from which the employee transfers, you must provide the gaining agency with documentation regarding the employee's excess amount and fund a transfer equal to the total cost of the lump-sum payment to the gaining agency through the Department of Treasury's Intra-Governmental Payment and Collection System. If you are the receiving agency you must create employee lifetime balances in the system to track the balances.

Use the Adjust Pay Limit Balance 1 and Adjust Pay Limit Balance 2 pages in the Pay Limit Balance Adjustment (GVT_BAL_PAY_LIMIT) component to adjust pay limit balances.

To find the lifetime balances for the current year, navigate to the Pay Limit Balances page for the most current year for a specific earnings code, or to the Lifetime Balances page for a summary of all Lifetime Balances in the Review Pay Limit Balances component (GVT_BAL_PAY_LIMIT).

Balance records in the Payroll for North America system are cumulative totals of pay limits. If an employee works for more than one agency, the system maintains separate balance records for each. The system creates a new balance record for each month, updates all balances when you run the pay confirmation, and maintains monthly, quarterly, YTD, and lifetime totals. The system automatically updates information on the Pay Limit Adjustments page each time you confirm a payroll or make an online adjustment.

For information on earnings payouts with lifetime balances, see Understanding Lifetime Balance Payouts.

Adjust Pay Limit Balance 1 Page

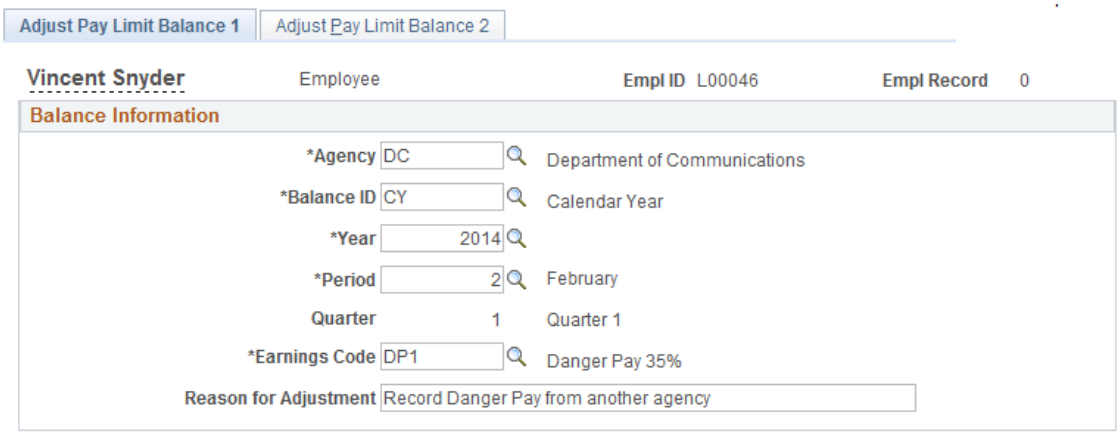
(USF) Use the Adjust Pay Limit Balance 2 page (GVT_ADJ_PYLIM_BAL1) to identify the pay limit balance to adjust.

Navigation:

Payroll for North America, and then **Periodic Payroll Events USF**, and then **Manage Pay Limits**, and then **Adjust Pay Limit Balances**, and then **Adjust Pay Limit Balance 1**

This example illustrates the fields and controls on the Adjust Pay Limit Balance 1 page.

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Enter and save data on the Adjust Pay Limit Balance 1 page to access the Adjust Pay Limit Balance 2 page with relevant balance adjustment data displayed.

Field or Control	Description
Agency	Identify the Agency the balances will be tracked under.
Balance ID	Identify the type of balance being adjusted, such as calendar year, fiscal year, and so forth.
Year	Enter the year the balances will be tracked under.
Period	Identify the period within the balance ID that is to be adjusted. For example, if the calendar year and the fiscal year span different time periods, September would be period nine for the calendar year and could be period one for the fiscal year.
Quarter	Displays the quarter that corresponds to the balance ID and period that you entered.
Earnings Code	Enter earnings code used for Pay Limits.
Reason for Adjustment	This field is required. Text that you enter here becomes part of the adjustment record and your audit trail. Error (1640, 210) is issued if left blank.

Adjust Pay Limit Balance 2 Page

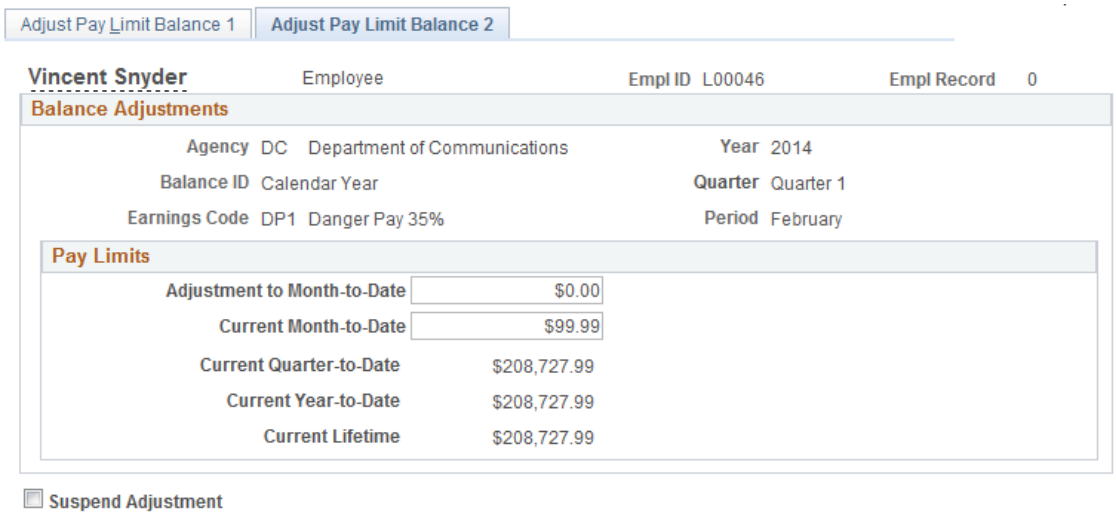
(USF) Use the Adjust Pay Limit Balance 2 page (GVT_ADJ_PYLIM_BAL2) to enter the pay limit adjustment.

Navigation:

Payroll for North America, and then **Periodic Payroll Events USF**, and then **Manage Pay Limits**, and then **Adjust Pay Limit Balances**, and then **Adjust Pay Limit Balance 2**

This example illustrates the fields and controls on the Adjust Pay Limit Balance 2 page.

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To access the Adjust Pay Limit Balance 2 page with relevant balance adjustment data displayed, you must enter and save data on the Adjust Pay Limit Balance 1 page. When you save the Adjust Pay Limit Balance 1 page, the system updates the employee's pay limit balance record and displays data on the Adjust Pay Limit Balance 2 page. You can then make multiple adjustments to the employee's balances without having to retype information.

Field or Control	Description
Adjustment to Month-to-Date or **Current Month-to-Date**	Enter the month-to-date pay limit adjustment to make for this employee, or enter the current cumulative month-to-date pay limit adjustment total for this employee. When you enter a value in either field and tab out of that field, the system updates all the other fields in the Pay Limits group box based on the value that you entered.
Suspend Adjustment	Before saving the **Adjustment to Month-to-Date** or **Current Month-to-Date** field values, the user may select the **Suspend Adjustment** check box to return to the Adjust Pay Limit Balance 1 page and restart the pay limit adjustment. **Note:** This field only appears on the Adjust Pay Limit Balance 2 page when data is entered on Adjust Pay Limit Balance 1 page, and the page is saved.

Pay Limit Balances Page

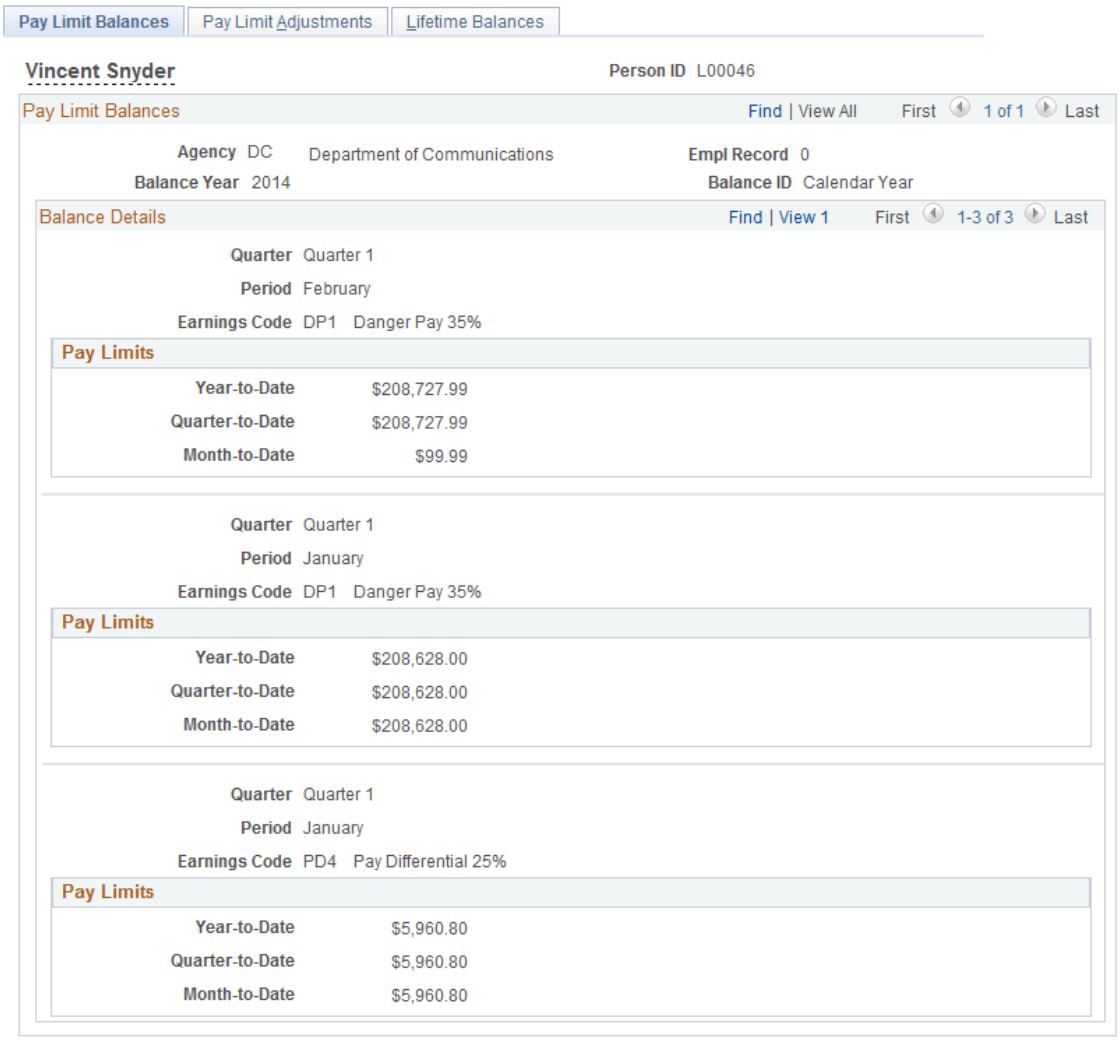
(USF) Use the Pay Limit Balances page (GVT_BAL_PAY_LIM1) to view an employee's current year pay limit balance.

Navigation:

Payroll for North America, and then **Periodic Payroll Events USF**, and then **Manage Pay Limits**, and then **Review Pay Limit Balances**, and then **Pay Limit Balances**

This example illustrates the fields and controls on the Pay Limit Balances page.

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The system automatically updates information on the Review Pay Limit Balances pages each time you confirm a payroll or make an online adjustment.

Functionality in the Review Pay Limit Balance component is similar to functionality described in Understanding Employee Balance Adjustments.

Pay Limit Adjustments Page

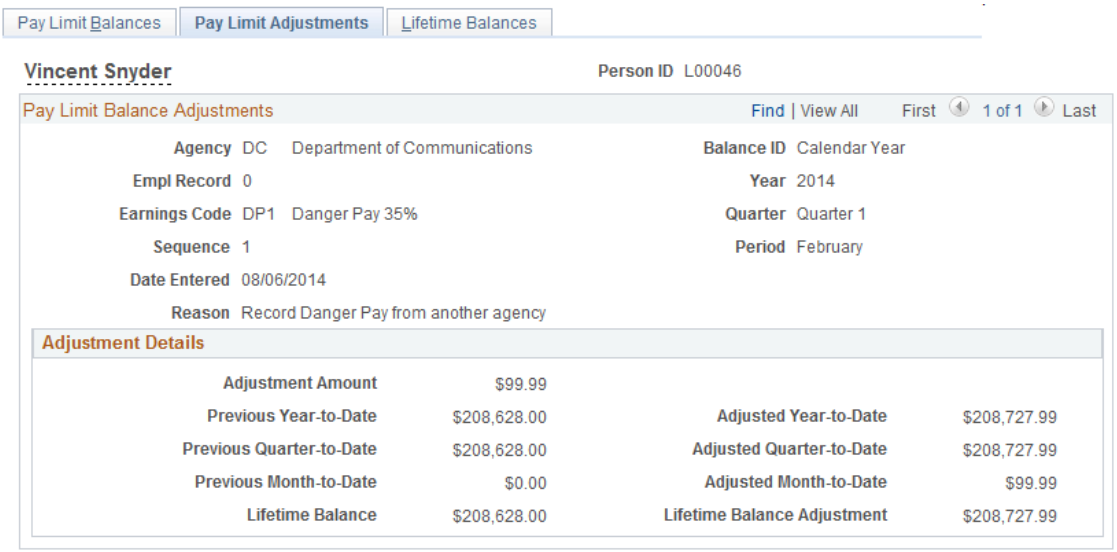
(USF) Use the Pay Limit Adjustments page (GVT_BAL_PAY_LIM2) to view adjustments made to an employee's pay limit balances.

Navigation:

Payroll for North America, and then **Periodic Payroll Events USF**, and then **Manage Pay Limits**, and then **Review Pay Limit Balances**, and then **Pay Limit Adjustments**

This example illustrates the fields and controls on the Pay Limit Adjustments page.

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Note

No correlation exists between the scroll areas on the Pay Limit Balances page and its associated Pay Limit Adjustments page in the Review Pay Limit Balances (GVT_BAL_PAY_LIMIT) component. For example, if you're viewing a particular monthly pay limit balance on the Pay Limit Balances page, the Pay Limit Adjustments tab takes you to the employee's pay limit balance adjustments, but not necessarily the adjustments of that particular monthly pay limit balance.

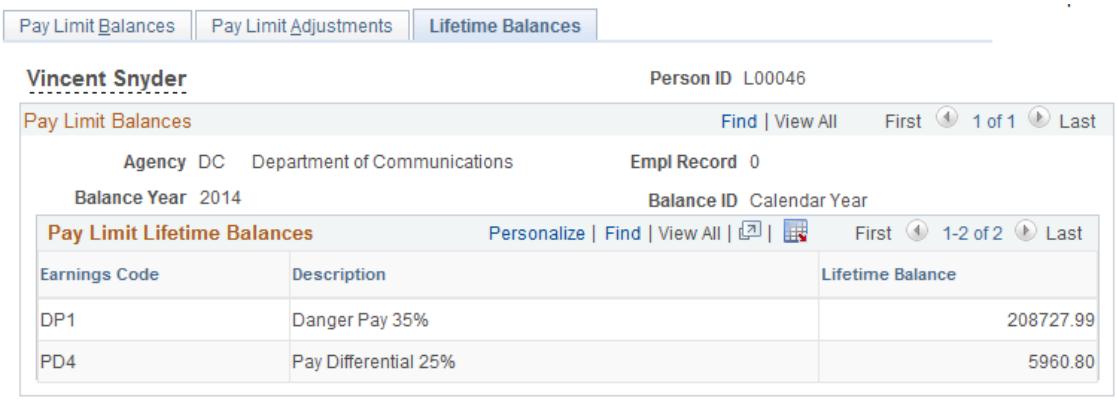
Lifetime Balances Page

(USF) Use the Lifetime Balances page (GVT_BAL_PAY_LIM3) to view a summary of an employee's lifetime pay limit balances and determine a terminated employee's payout.

Navigation:

Payroll for North America, and then **Periodic Payroll Events USF**, and then **Manage Pay Limits**, and then **Review Pay Limit Balances**, and then **Lifetime Balances**

This example illustrates the fields and controls on the Lifetime Balances page.



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A running total of all lifetime balances for the calendar year appears in the Pay Limit Lifetime Balances grid on the Lifetime Balances page. If these balances were available for the first payroll of the year, or the employee was terminated, the employee is entitled to a payout of the sum all of the Lifetime Balance rows.

The employee may have lifetime balances of YTD deferred earnings for several calendar years in the database, for which payout is due. Consider using the download option to download all of the employee's lifetime pay limit balances to a spreadsheet to determine to total payout amount.

Managing Leave Accrual

Pages Used to Manage Leave Accrual

Page Name	Definition Name	Usage
Update Leave Accrual Elections Page	GVT_ACCR_PLAN	(USF) Specify information to track employee leave accruals.
Calculate Leave Accruals Page	RUN_FGPACCRL	(USF) Run the Leave Accruals Processing process to process employee leave accruals.
Accrual Summary Page	GVT_ACCR_SUMM	(USF) View an employee's leave balances summary and leave activity.
Restored Accrual	GVT_REST_HRS_SEC	(USF) Update the expiration dates of restored hours.
Accrual Ledger Page	GVT_ACCR_LDGR	(USF) View an employee's individual leave accrual transactions.
Accrual Adjustments Page	GVT_ACCR_ADJ_SEC	(USF) Change an individual leave accrual transaction.
Accrual Nonpay Page	GVT_ACCR_NPAY	(USF) View the employee's nonpay hour details.
Leave Accruals Report Page	PRCSRUNCNTL	(USF) Generate the FGPY013 report, which lists employee accrual detail for each earnings accrual class, including leave accrual, usage, transfer, and adjustment activity.
Leave Audit SF1150 Report Page	RUNCTL_FGSF1150	(USF) Print the FGSF1150 Leave Audit report, which the system prepares for the employee upon separation or transfer from an agency. Use this information to validate the leave hours that you forward to the gaining agency, or that you pay out to employees if they are leaving the federal government.

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Understanding Leave Accrual

After confirming pay, run the Leave Accruals Processing COBOL SQL process (FGPACCRL) to calculate employees' leave accrual awards and resulting leave balances. View and adjust balances as necessary.

Prerequisites

Before you can process, adjust, and report on leave accrual you must:

1. Set up leave accrual classes.

   See Defining Earnings Accrual Classes.

2. Enroll employees in leave plans.

   See PeopleSoft Human Resources Administer Workforce: Understanding Leave Administration.

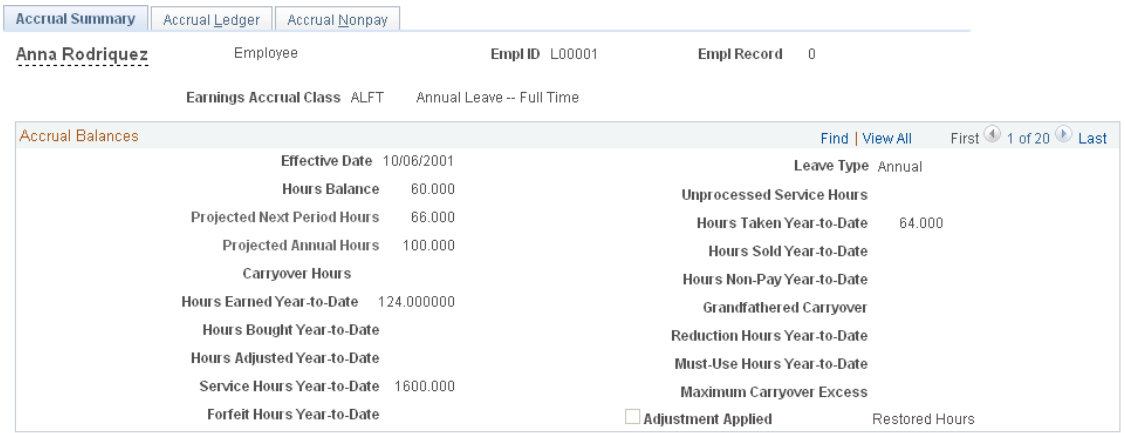
Accrual Summary Page

(USF) Use the Accrual Summary page (GVT_ACCR_SUMM) to view an employee's leave balances summary and leave activity.

Navigation:

Payroll for North America, and then **Periodic Payroll Events USF**, and then **Balance Adjustments**, and then **Accruals**, and then **Accrual Summary**

This example illustrates the fields and controls on the Accrual Summary page.



Field or Control	Description
Hours Balance	The accrual that the employee has earned up to and including the pay period end date.
Projected Next Period Hours	The accrual earnings that the employee will have after the next pay period.
Project Annual Hours	The entitlement that the employee has earned and will earn during the remainder of the year.

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Field or Control	Description
Carryover Hours	Total hours that are carried over from the previous year for leave accruals that allow carryover.
Hours Earned Year-to-Date	Hours that are earned within the year.
Hours Bought Year-to-Date	Not currently used by U.S. federal government customers.
Hours Adjusted Year-to-Date	Total hours that are adjusted for the year. Earnings class adjustments are processed prior to rates, ceilings, and carryovers.
Service Hours Year-to-Date	Total hours that are added to service hours for the year.
Forfeit Hours Year-to-Date	Total hours that are forfeited for the year.
Leave Type	Set by default from the Earnings table according to your selection.
Unprocessed Service Hours	Excess service hours remaining to be used for leave calculation at the next leave accrual processing.
Hours Taken Year-to-Date	Accrued hours that are taken within the year.
Hours Sold Year-to-Date	Not currently used by U.S. federal government customers.
Hours Non-Pay Year-to-Date	Total nonpay hours for the year. The result of standard hours less the service earning codes paid YTD that are defined in **Earnings Accrual Class.**
Grandfathered Carryover	Total hours of grandfathered carryover. Displays only when an employee transfers from one leave accrual to another such as ANN240 to ANN720.
Reduction Hours Year-to-Date	Total credit reduction hours. Credit reduction is a credit offset that reduces leave hours that are accrued by employees on nonpay status.
Must-Use Hours Year-to-Date	Total hours that must be used by the end of the year for leave accruals that have expirations.

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Field or Control	Description
Maximum Carryover Excess	Total hours by which the employee's current unused leave balance exceeds the maximum carryover amount permitted. In other words, the amount of hours that an employee stands to lose at year end if they do not use enough vacation based on the maximum carryover. The accrual process compares the employee's current unused leave balance against the maximum carryover amount allowed. If the employee's unused balance is greater than the maximum carryover, then the system displays the difference here, indicating the number of leave hours that the employee stands to lose at year end after carrying over the maximum leave hours allowed. Maximum leave hours are set in the **Max Cryovr** (maximum carryover) field on the Ceiling, Carryover page **(Set Up HCM**, and then **Product Related**, and then **Payroll for North America**, and then **Compensation and Earnings**, and then **Earnings Accruals USF**, and then **Ceiling**, and then **Carryover)**. For example, assume the employee has a current balance of 60 unused leave hours and your organization allows a maximum of 40 carryover hours. The employee's unused leave balance exceeds the maximum carryover allowed by 20 hours. The **Maximum Carryover Excess** is *20*. The employee will lose 20 hours of vacation leave at year end because it was allowed, accrued, not taken, and exceeds the maximum carryover amount.
Adjustment Applied	After leave accrual processing has been run and an adjustment has been made, the system selects this check box. See the Accrual Ledger page for adjustment details.
Restored Hours	Select to access the Accrual Restore page. This button is active only for the Restored accrual type.

> **Note**
>
> To ensure that the annual leave entitlement calculations are correct, you must have the Annual Entitlement option selected on the Earnings Accruals USF - Class page.

Restored Accrual Page

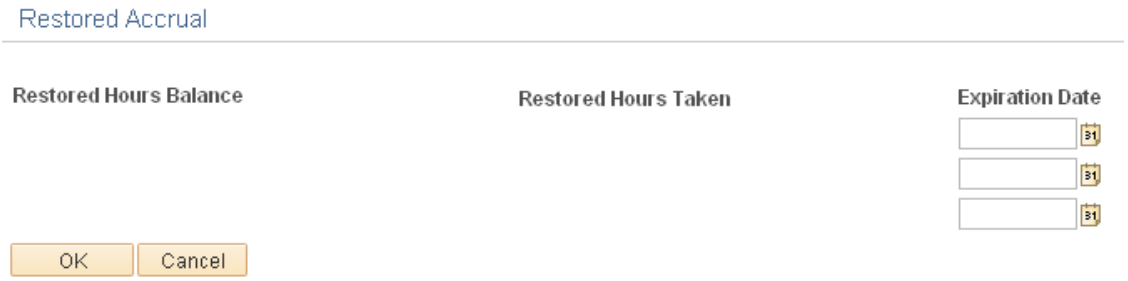
(USF) Use the Restored Accrual page (GVT_REST_HRS_SEC) to update the expiration dates of restored hours.

Navigation:

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Select the **Restored Hrs** (restored hours) link on the Accrual Summary page, which appears only if the **Earnings Accrual Class** is *RSTORE* (Restored Leave).

This example illustrates the fields and controls on the Restored Accrual page.



Field or Control	Description
Restored Hours Balance	The original number of hours restored.
Restored Hours Taken	The number of restored hours used since they were restored. The current balance is the difference between **Restored Hours Balance** and **Restored Hours Taken.**
Expiration Date	Make any changes to the expiration date.

Restored leave, such as restored annual leave, is reinstated on the paysheet. When payroll processes restored leave, the expiration date is set by default to 24 months from the process date. You cannot enter or change restored hours on the Accrual Restore page. You can only modify the expiration date.

Field or Control	Description
Number	You can accumulate up to three sets of restored hours. The Leave Accruals Processing process uses the restored leave with the oldest date first. The Leave Accruals Processing process places the restored hours and expiration date on the first line. If another restored leave is processed, for another year, for example, the process moves the original restored leave information down to the second line and places the new restored leave information on the first line. If a third restored leave must be processed, the restored leave information from the second line moves to the third line and the restored leave information from the first line moves to the second line. The process places the most recent restored leave on the first line.

Accrual Ledger Page

(USF) Use the Accrual Ledger page (GVT_ACCR_LDGR) to view an employee's individual leave accrual transactions.

Navigation:

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Payroll for North America, and then **Periodic Payroll Events USF**, and then **Balance Adjustments**, and then **Accruals**, and then **Accrual Ledger**

This example illustrates the fields and controls on the Accrual Ledger page.



> **Note**
>
> Not all page elements are visible on this sample page. Depending on the page arrangement, you see additional elements in the database by scrolling horizontally.

Field or Control	Description
Description	The COBOL process that created the ledger row.
Hours Bought	Not currently used by U.S. federal government customers.
Hours Sold	Not currently used by U.S. federal government customers.
Service Hours	Hours that are added to service hours.
Hours Cascaded	Hours that are cascaded from another accrual class.
Credit Reduction Hours	A credit offset that reduces leave hours that are accrued by employees on nonpay status.
Must Use Hours	Hours that must be used by the end of the year for leave accrual classes that have expirations.
Rate Amount	Dollars-per-hour rate at the time the leave accrual was earned.
Expiration Date	Expiration date of the leave accrual, for leave accrual classes that have expirations.
Adjustment	Select this button at the end of a row to access the Adjustment page. The accrual class does not allow adjustments if this button is unavailable for entry. You can only make adjustments to the earnings code that is displayed. To change the earnings code for the transaction, enter a separate adjustment directly on the paysheets, rather than using these pages.

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> **Note**
>
> All individual accrual classifications can be viewed on the Accrual Ledger page except for Restored Hours.

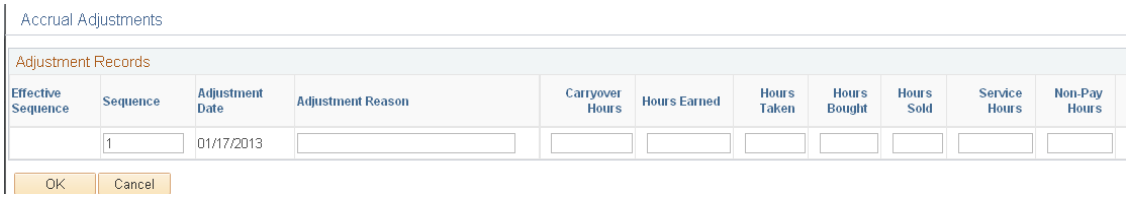
Accrual Adjustments Page

(USF) Use the Accrual Adjustments page (GVT_ACCR_ADJ_SEC) to change an individual leave accrual transaction.

Navigation:

Select the **Adjustment** button on the Accrual Ledger page.

This example illustrates the fields and controls on the Accrual Adjustments page.



> **Note**
>
> Not all page elements are visible on this sample page. Depending on the page arrangement, you see additional elements in the database by scrolling horizontally.

Field or Control	Description
Effective Sequence	If you made multiple transactions for an earnings code and an effective date, this field displays the sequence in which the transactions occurred.
Sequence	If you made multiple adjustments for a particular ledger entry, this field displays the sequence in which the adjustments occurred.
Adjustment Date	This system-generated, display-only field displays the pay end date.
Hours Bought	Not currently used by U.S. federal government customers.
Hours Sold	Not currently used by U.S. federal government customers.
Service Hours	Hours added to service hours.
Credit Reduction Hours	A credit offset that reduces leave hours accrued by employees on nonpay status.
Expiration Date	Expiration date of the leave accrual, for leave accrual classes that have expirations.

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Field or Control	Description
Rate Amount	Dollars an hour rate at the time the leave accrual was earned.
Adjustment Applied	After the adjustment is processed, *Y* or *N* appears, to indicate whether the adjustment was applied.

Processing WGI, Tenure, and Probation Nonpay Hours

Pages Used to Process WGI, Tenure, and Probation Nonpay Hours

Page Name	Definition Name	Usage
Update WGI/Tenure Nonpay Hours Page	RUN_FGNONPAY	(USF) Run this process each pay period after leave accrual to determine the amount of nonpay hours an employee has accumulated.
Accrual Nonpay Page	GVT_ACCR_NPAY	(USF) If **Track Nonpay Hours** is selected on the Earnings Accrual USF - Class page, the Leave Accruals Processing process adjusts the nonpay hours on the Accrual Nonpay page.
Employment 1 Page	GVT_EMPLOYMENT1	(USF) Enter current and historical employment information, such as employee service computation and conversion dates, and WGI data.
Employment 2 Page	GVT_EMPLOYMENT3	(USF) Enter additional employment data including union, probation, Reductions In Force, tenure, and security data. Also record the retained grade and reports to information.
Non Pay Data Page	GVT_NONPAY_SEC	(USF) Track information that is related to a status of nonpay. Information on this page affects Federal Employee Health Benefits (FEHB) eligibility and Federal Employee Group Life Insurance (FEGLI).

Understanding WGI, Tenure, and Probation Dates with Nonpay Hours

Federal employees' WGI due date, tenure conversion date, and probation date may be impacted when they are on leave without pay (LWOP) for an extended period of time. Payroll

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for North America links with PeopleSoft HR to report employees who have WGI, tenure, or probation dates that are impacted by LWOP.

Prerequisites

Perform the following to set up the WGI threshold and to track the nonpay hours for WGI:

- On the Salary Step table, define the threshold number of LWOP hours that an employee may have before their WGI due date is extended.

  See PeopleSoft Human Resources Manage Base Compensation and Budgeting: (USF) Salary Step Table Page.

- On the Earnings Accrual Class page, select **Check Nonpay Hours** and **Track Nonpay Hours** for accrual classes that have **Accrual Calculation Type** set to *Annual.*

  This setup causes the employee's nonpay hours to be tracked on the Accrual Nonpay page.

  See Earnings Accruals USF - Class page.

> **Note**
>
> The nonpay hours are tracked on the existing annual leave classes; you do not need a separate LWOP earnings accrual class.

WGI Date Management

Here are the steps for managing WGI dates:

1. Hire employees and enroll them in an annual accrual class.

   The system calculates the WGI due date based on the step increment type and the pay group's pay calendar pay period dates. WGI increase data is recorded on the Employment 1 page.
2. Calculate and Pay Confirmation with nonpay (LWOP) hours.
3. Run the Leave Accruals Processing process to update the Accrual Nonpay page.
4. Run the Federal Nonpay Hrs Adjustment (federal nonpay hours adjustment) Application Engine process (FGHR031).
5. Review the Accrual Nonpay page for the annual leave class.

   This page displays the nonpay activity within the pay period.
6. Review the WGI/Tenure Update report (FGHR031).
7. Submit a PAR to update the employee's Job record.

   Use information from the WGI/Tenure Update report to update the **WGI Due Date** (within grade increase due date) and **Nonpay Hours WGI** (nonpay hours within grade increase) fields on the Employment 1 page.

Tenure and Probation Date Management

Here are the steps for managing tenure and probation dates:

1. Hire employees and enter tenure status and conversion dates and probation dates.

   Enter tenure conversion dates on the Employment 1 page. Enter probation dates and tenure status on the Employment 2 page.

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2. The employee takes a leave of absence without pay and returns.
3. Run the Federal Nonpay Hrs Adjustment process.
4. Review the WGI/Tenure Update report.
5. Submit a PAR to adjust the tenure and probation dates and enter the LWOP hours.

   Use information from the WGI/Tenure Update report to update the Job record as follows:

   - Tenure: Enter the extended date in the **Service Conversion Dates** group box on the Employment 1 page.

     Enter the LWOP hours in the **Career Tenure Hours** field on the Non Pay Data page.
   - Probation: Enter the extended date in the **Probation Dates** group box on the Employment 2 page.

     Enter the LWOP hours in the **Probation Hours** field on the Non Pay Data page.

Related Topics

- PeopleSoft Human Resources Administer Workforce: Employment Data 1 Page

Understanding the WGI/Tenure Update Process and Report

Run the Federal Nonpay Hrs Adjustment process after every payroll is confirmed and accruals are processed. The Federal Nonpay Hrs Adjustment process performs different steps for WGI due date reporting than for tenure and probation date reporting.

WGI Due Date Processing

When processing WGI, the Federal Nonpay Hrs Adjustment process performs the following steps for WGI due date reporting:

1. Sums all unprocessed nonpay hours for each employee within the pay period on the employee's annual leave Accrual Nonpay page.
2. Compares the sum of unprocessed nonpay hours to the threshold.
3. Prepares the WGI/Tenure Update report listing employees whose sum of nonpay hours is greater than the threshold.
4. Updates each impacted employee's annual Accrual Nonpay page to indicate that the hours that are used to extend the WGI due date have been processed.

   For example, if an employee had 50 unprocessed nonpay hours in pay period 1 and 50 in pay period 2, the Federal Nonpay Hrs Adjustment process adds the hours from both pay periods and determines that they were over the 80 hour threshold defined on the Salary Step table. The process uses 80 hours to extend the WGI due date, 50 from pay period 1 and 30 from pay period 2. It records the remaining 20 nonpay hours as unprocessed hours on the Accrual Nonpay page for the annual class.

Tenure Conversion Date and Probation Date Processing

When processing tenure or probation dates, the Federal Nonpay Hrs Adjustment process selects all employees who have returned from leave without pay within the pay period. The report lists each employee who was on leave for over 30 calendar days.

Report Description

The WGI/Tenure Update report lists the following for employees whose dates are impacted:

- Employee ID.

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- The number of nonpay (LWOP) hours.
- The current WGI due date, tenure conversion date, or probation date.
- The extended WGI due date, tenure conversion date, or probation date.
- Text to state which date has been impacted.

Related Topics

- PeopleSoft Human Resources Administer Workforce: Understanding Automatic Action Processing

Reporting on FEFFLA and FMLA Leave

Pages Used to Generate FEFFLA and FMLA Reports

Page Name	Definition Name	Usage
FEFFLA Page (Federal Employees Family Friendly Leave Act)	RUNCTL_FEFFLA	(USF) Generate Report FGPY023 that lists the FEFFLA hours, both paid and nonpaid, that the employee took during the requested calendar year and during the employee's FMLA year. Generate Report FGPY024 that summarizes all employees who have used more than 480 FEFFLA hours of nonpaid entitlement in their FMLA year
FMLA Page (Family Medical Leave Act)	RUNCTL_FGFMLA	(USF) Generate Report FGPY025 that lists the FMLA hours that the employee took, both paid and nonpaid, in the requested calendar year and the hours that are taken in the employee's FMLA year. Generate Report FGPY026 that lists the FMLA hours that are taken in the requested calendar year and the hours that are taken in the employee's FMLA year, using the employee's FMLA and FEFFLA accrual class ledger to accumulate paid and nonpaid FMLA hours taken. Generate Report FGPY027 that lists all employees who have used more than 480 hours of nonpaid entitlement in their FMLA year.

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Crediting Military Service to Civilian Retirement

Pages Used to Credit Military Service to Civilian Retirement

Page Name	Definition Name	Usage
Service Information Page	GVT_MILDEP_PNL	(USF) Enter information about the type and dates of military service.
Military Service Deposit - Earnings Information Page	GVT_SVCPER_PNL	(USF) Enter service period earnings and deduction information.
Military Service Deposit - Transaction Information Page	GVT_SVCTRN_PNL	(USF) View dated deposit and interest information.
Calc Military Service Interest Page (calculate military service interest)	GVT_RUN_FGPY020	(USF) Run the Calculate Military Service Deposit Interest process.
Military Deposit Closed Accts Page	RUN_FGPY012	(USF) Run the FGPY012 report, which lists closed military service deposit accounts that need a retirement date adjustment PAR for the date range that is specified.
Military Deposit OPM-1514 Report Page	RUN_FG1514	(USF) Run the FG1514 process, which creates an OPM report listing closed military service deposit accounts.

Understanding Military Service Crediting

Federal civilian employees with prior military service, whose military service is not otherwise creditable for the purposes of civilian retirement, may in certain cases choose to *buy into* or *buy back* that military service so that it will be creditable for civilian retirement. This applies to military service after December 31, 1956. Military service may not otherwise be creditable for civilian retirement because the employee did not make their required contributions to the selected civilian retirement system (Federal Employee Retirement System [FERS] or Civil Service Retirement System [CSRS]) while they were in military service. Therefore, to make their military service creditable, they must get their contributions to their civilian retirement account up-to-date. Military service deposits are subject to interest accruals.

This feature enables you to:

- Record past service details required for OPM Form 1514.
- Process military service payroll deductions using Payroll for North America.
- Calculate interest adjustments and add them to the military deposit register.
- Process accounts through automatic payroll deductions or unscheduled deposits that you track manually.
- Maintain current balance records of scheduled and unscheduled payments and annual interest assessments.
- Identify closed military service deposit accounts that require a PAR (FGPY012).

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- Generate the required Individual Retirement Record (IRR) for military service payments.
- Create and print OPM Military Deposit Worksheet (Form 1514).

Military Deposit Interest

The Calculate Military Service Deposit Interest process (FGPY020) is generally run weekly to calculate military deposit interest and post the values to the military deposit ledger. The process determines who has interest due and reads the interest rate that is stored on the Military Deposit Interest page to determine the correct amounts.

See Calc Military Service Interest Page.

Closed Accounts

Use the Military Deposits Closed Accounts report (FGPY012) to identify accounts that were closed during RITS (Retirement and Insurance Transfer System) Interface processing. For the accounts identified, you must:

- Process a PAR to change the SCD-Retire.
- Print OPM Form 1514.
- Generate an IRR.

You can produce the OPM Military Deposit Worksheet, a report (FG1514), for reporting to OPM when the military service deposit is completed.

See Processing Closed Military Service Deposit Accounts.

Prerequisites

Before you can credit military service, you must:

- Define a deduction code for military deposit.
- Enter the military deposit interest rate on the Military Deposit Interest page.

Related Topics

- Setting Up Military Deposits

Service Information Page

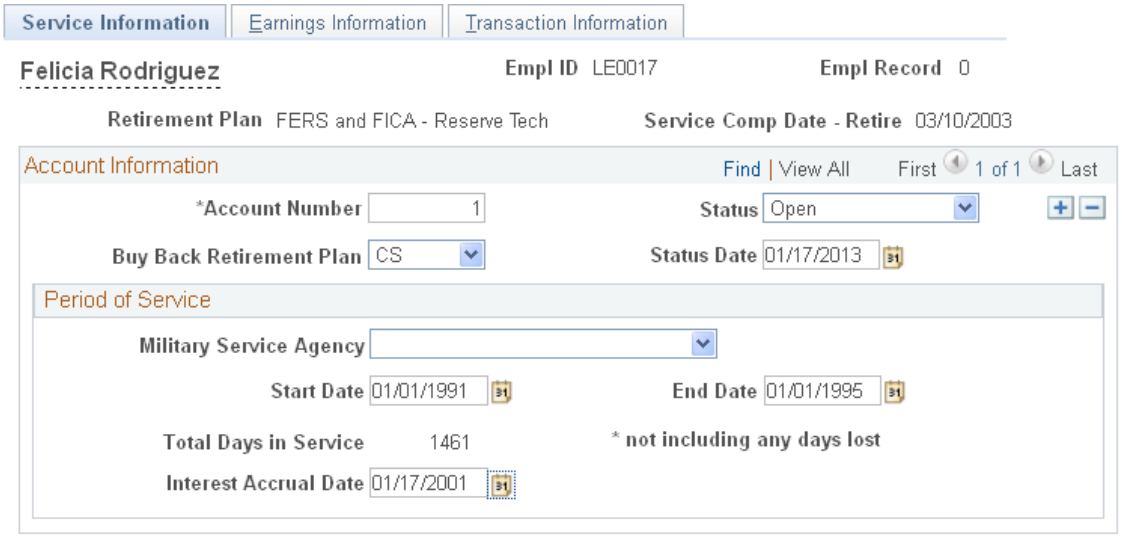
(USF) Use the Service Information page (GVT_MILDEP_PNL) to enter information about the type and dates of military service.

Navigation:

Payroll for North America, and then **Employee Pay Data USF**, and then **Military Deposits**, and then **Military Service Deposit**, and then **Service Information**

This example illustrates the fields and controls on the Service Information page.

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The information that is entered here appears on the military service IRR and on OPM Form 1514.

Field or Control	Description
Retirement Plan	The retirement plan is set by default from the employee's election on the FEGLI/Retirement Data (Federal Employee Group Life Insurance/ retirement data) page of the PAR Job Data page.
Service Comp Date - Retire (service computation date - retire)	The date is set by default from the Employee Data 1 page.

Account Information

Field or Control	Description
Account Number	The system automatically assigns an account number, in sequence, for each military service period; you can override it. If, for example, an employee served in Panama, Grenada, and Desert Storm, when you define the three different accounts, the system assigns them account numbers: *1*, *2*, and *3*, in that respective order.
Status	Select *Open* if the account record is active. Select *Cancelled* if the employee chooses to stop payments and cancel the previously opened record. Select *Closed* if the employee paid the full amount. If the employee has a balance, the system does not let you select *Closed.* When the account is closed, the system opens the Data Control page to create the PAR request to adjust the service computation dates.

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Field or Control	Description
Status Date	The default is the system date when you establish the account and is used as the date of computation on OPM Form 1514. The system will not change the date when the status changes, but you can update it when the account closes or leave the original date.
Buy Back Retirement Plan	Select the retirement plan that the employee is buying into for military service credit. Values are: *CS:* CSRS (Civil Service Retirement System) *FS:* FERS (Federal Employees Retirement System) *RS:* FERS RAE (Revised Annuity Employees) *XS:* FERS FRAE (Further Revised Annuity Employees)

Period of Service

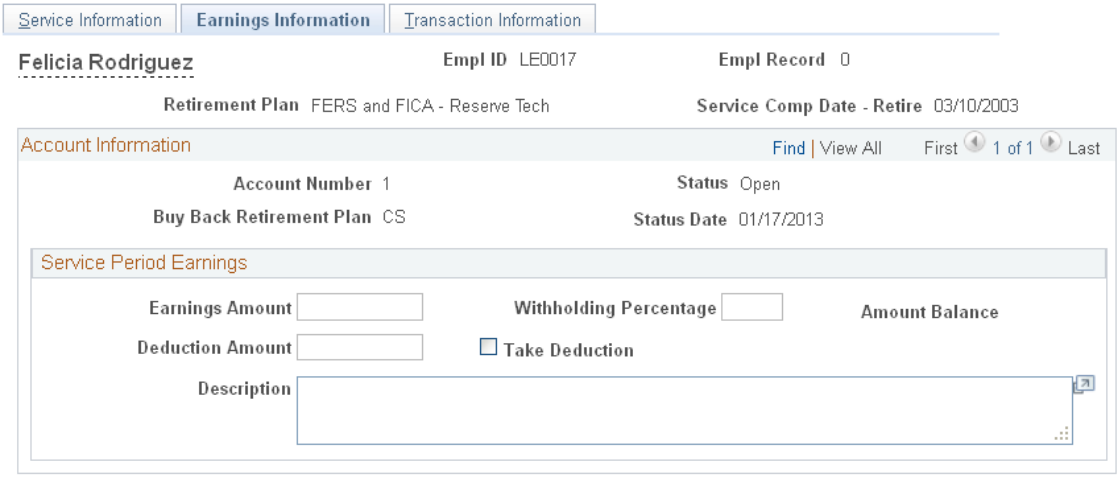
Field or Control	Description
Start Date/End Date	Select the start and end date for the service period. You obtain period of service information from the employee's military documentation, and the system prints it on the IRR and on OPM Form 1514.
Total Days in Service	The total days in service appears. The system calculates the total days in service between the start and end dates. If an employee's DD-214 was produced before 1979 and therefore indicates lost days, you must manually adjust the end date to account for the lost days.
Interest Accrual Date	The Interest Accrual Date (IAD) is the annual date when interest is added to the deposit that is owed by the employee. It is recorded on OPM Form 1514. The initial IAD for CSRS employee is three years from the date the employee returns to a position subject to CSRS retirement deductions. The FERS law provides a two-year interest free grace period on deposits. The initial date must be entered manually. The Calculate Military Service Deposit Interest process updates the IAD for the remaining years.

Military Service Deposit - Earnings Information Page

(USF) Use the Military Deposit - Earnings Information page (GVT_SVCPER_PNL) to enter service period earnings and deduction information.

This example illustrates the fields and controls on the Military Deposit-

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Navigation:

Payroll for North America, and then **Employee Pay Data USF**, and then **Military Deposits**, and then **Military Service Deposit**, and then **Earnings Information**

Field or Control	Description
Retirement Plan	This field value is set by default from the employee's election on the FEGLI/Retirement Data page.
Service Comp Date-Retire (service computation date-retire)	This field value is set by default from the Employee Data 1 page.

Service Period Earnings Information

Field or Control	Description
Amount of Earnings	Enter earnings (in dollars) for each service period, based on verified documentation that is supplied by the employee. This is the cumulative total amount that the employee earned while in the service branch for this account. This field value appears on OPM Form 1514.
Withhold %	Enter the withholding percent, either 3 percent for FERS or 7 percent for CSRS, determined by the retirement service that is in effect during the military service period. This field value appears on OPM Form 1514.
Amount Balance	The system multiplies earnings amount by withholding percent to calculate the amount balance. This field value appears on OPM Form 1514.
Take Deduction	Select this check box if the employee elects to pay military deposits through a payroll deduction. If this check box is not selected, enter the promissory amount in the **Deduction Amount** field.

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Field or Control	Description
Deduction Amount	Enter a deduction amount that is greater than 50 USD if the employee elects to pay military deposits through a payroll deduction. The system creates a new row in the employee's Create General Deductions page with the deduction code that you previously set up (for example, MILDEP) and populates the Flat/Addl Amount (flat/additional amount) field with the deduction amount that you enter on this page.

Multiple Military Service Deposit Accounts

For multiple Military Service deposit accounts, the employee can only pay one account at a time through payroll deductions. If you have multiple accounts and select the **Take Deduction** check box, the system makes the **Deduction Amount** field and **Take Deduction** check box unavailable for entry for all other accounts.

When an account closes, the system applies deductions to the next account. It makes the **Take Deduction** check box and **Deduction Amount** field unavailable on the closed account and makes available for entry these fields on the next account. For this next account, the system selects the **Take Deduction** check box and populates the **Deduction Amount** field with the amount from the most recently closed account. You can enter a different deduction amount if necessary. When you save the page, the system automatically reflects the value on the Create General Deductions page.

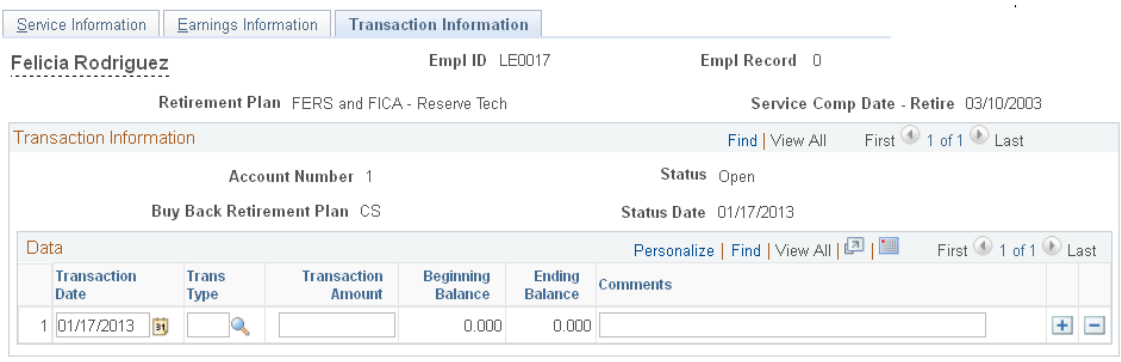
Military Service Deposit - Transaction Information Page

(USF) Use the Military Service Deposit -Transaction Information page (GVT_SVCTRN_PNL) to view dated deposit and interest information.

Navigation:

Payroll for North America, and then **Employee Pay Data USF**, and then **Military Deposits**, and then **Military Service Deposit**, and then **Transaction Information**

This example illustrates the fields and controls on the Military Service Deposit -



The first transaction is type *A* which is the account opening information including the status date and deposit balances. As payroll is processed, transaction information is updated with the pay period end date, transaction type *S,* deduction amount, and remaining balances. Interest

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adjustments and unscheduled payments can be added in the Transaction Information, which will update the balance in the Transaction page and the General Deduction page.

For employees with military deposit payroll deductions, the system maintains current values of the goal amount and current goal balance for military deposit deductions on the employee's Create General Deductions page. The goal amount value is the total amount to be paid by payroll deductions: the sum of the initial deposit amount and interest adjustments, less any unscheduled payments, for all military service accounts. This automatic updating occurs when you save the Military Service Deposit component. The system also adjusts the current goal balance during pay confirmation after posting the military service deduction. Current goal balance displays the total amount already paid by payroll deduction.

Field or Control	Description
Trans Date (transaction date)	The transaction date is the status date when the account was opened. The date is populated differently depending on the type of transaction; for scheduled payments it is the pay period end date, for unscheduled payments it is the system date, for interest adjustments it is pay end date of the last confirmed payroll. You can change this date because it might not be the true historical date that the employee started making deposits.
Trans Type (transaction type)	Select a transaction from the available options. The system creates *A* the first row to record the initial balance. The transaction date is the status date when the account was opened. You can change this date, because it might not be the true historical date that the employee started making deposits. Both the **Begin Balance** and **End Balance** fields show the amount balance from the previous page. The **Trans Amount** (transaction amount) field is left blank. Select *I* if this is an interest adjustment. Enter the interest calculation date in the **Trans Date** column and the manually calculated interest amount in the **Trans Amount** column. You must enter this information, the system does not calculate interest. Transaction type *S* is a scheduled payment. The system enters automatic payroll deductions here during pay confirmation. The transaction date is the date the deduction is posted. The transaction amount comes from the employee's Create General Deductions page. Select *U* if this is an unscheduled payment. Enter the transaction date and transaction amount for all other payments, for example, check payments. For employees transferring into your agency, use this transaction type to document payments that are made while with the previous federal employer.
Trans Amount (transaction amount)	This is the dollar amount the employee owes.

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Field or Control	Description
Begin Balance	Displays the previous row's end balance. The beginning balance is first calculated from the amount of earnings and withhold percent that you defined for the deposit on the Earnings Information page.
End Balance	The system calculates this by subtracting the transaction amount from the begin balance, or for interest payments, adding the transaction amount to the begin balance.
Comments	Enter comments here. When the system enters a scheduled payment row, it inserts a comment that the row is a payroll deduction.

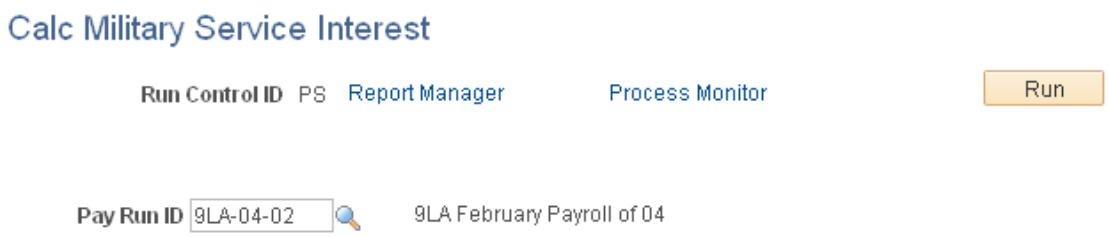
Calc Military Service Interest Page

(USF) Use the Calc Military Service Interest (calculate military service interest) page (GVT_RUN_FGPY020) to run the Calculate Military Service Deposit Interest process.

Navigation:

Payroll for North America, and then **Employee Pay Data USF**, and then **Military Deposits**, and then **Calc Military Service Interest**, and then **Calc Military Service Interest**

This example illustrates the fields and controls on the Calc Military Service Interest.



Select the appropriate pay run ID. The pay run ID identifies the next open pay period.

Interest is calculated for employees with an IAD that is within the next open pay period. The interest is calculated on the ending balance, reporting in the transaction field, and then added to the end balance. The transaction date is the pay end date of the last payroll the RITS Interface was run.

If the interest period crosses multiple years, the process calculates accordingly. The process increases the IAD date by one year, if applicable.

Military Deposit Closed Accts Page

(USF) Use the Military Deposit Closed Accts (military deposit closed accounts) page (RUN_FGPY012) to run the FGPY012 report, which lists closed military service deposit accounts that need a retirement date adjustment PAR for the date range that is specified.

Navigation:

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Payroll for North America, and then **Employee Pay Data USF**, and then **Military Deposits**, and then **Military Deposit Closed Accts**, and then **Military Deposit Closed Accts**

This example illustrates the fields and controls on the Military Deposit Closed Accts page.



Use the Military Deposits Closed Accounts report (FGPY012) to identify accounts that were closed during RITS Interface processing. For the accounts identified, you must process a PAR to change the SCD-Retire, print OPM Form 1514, and generate an IRR. You can produce the OPM Military Deposit Worksheet report (FG1514), for reporting to OPM when the military service deposit is completed.

Field or Control	Description
As of Date	The report identifies military deposit accounts closed on, or before, this date. The default value is the system date.

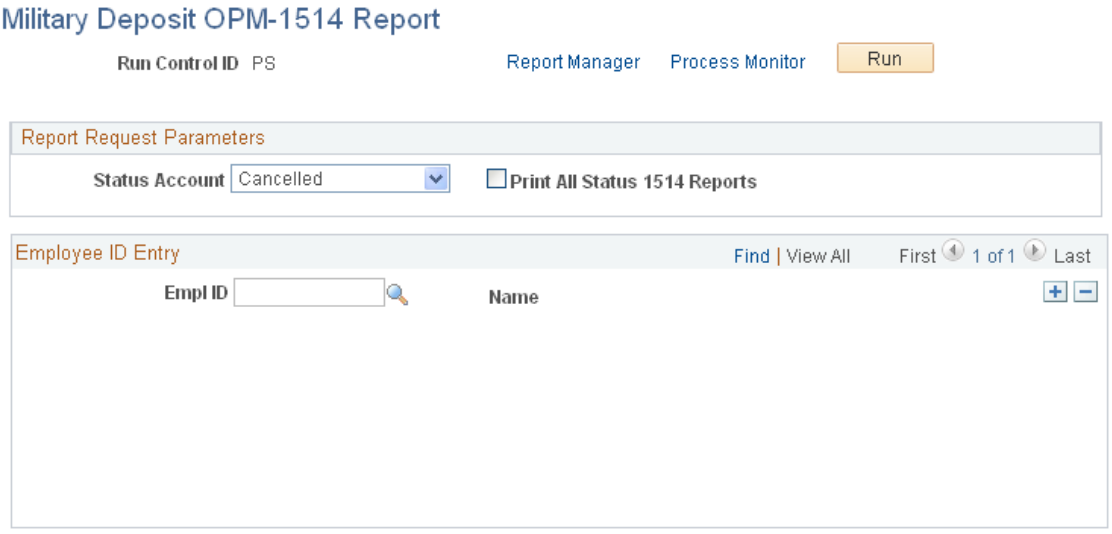
Military Deposit OPM-1514 Report Page

(USF) Use the Military Deposit OPM-1514 Report page (RUN_FG1514) to run the FG1514 process, which creates an OPM report listing closed military service deposit accounts.

Navigation:

Payroll for North America, and then **Employee Pay Data USF**, and then **Military Deposits**, and then **Military Deposit OPM-1514**, and then **Military Deposit OPM-1514 Report**

This example illustrates the fields and controls on the Military Deposit OPM_1514 Report page.



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Field or Control	Description
Status Account	*Cancelled:* Prints canceled Military Service Deposit reports. *Closed:* Prints closed Military Service Deposit reports. *Open:* Prints open Military Service Deposit reports. *None:* Prints all reports.
Print All Status 1514 Reports	Select to print a report for each employee of the designated status.
EmplID (employee ID)	Select the employee ID of each employee for whom you want to print a report.

Processing Closed Military Service Deposit Accounts

When the end balance on the Transaction Information page reaches zero, the military deposit account must be closed.

If the balance drops to zero when a payroll deduction is posted during RITS Interface processing, the system changes the status account to *Closed.* To identify accounts that have closed during RITS Interface processing, run the Military Deposits Closed Accounts report (FGPY012) as often as you need to, most likely after your payroll runs are completed for the pay period. This report alerts you to take further action to fulfill your regulatory requirements. You must process a PAR to change the employee's service computation date for Retirement (SCD-Retire). Use a Nature of Action (NOA) Code 882 and adjust the date earlier by the total days in service listed on the Service Information page.

If you enter an unscheduled payment that zeroes the account balance online, the system changes the status account on the Service Information page to *Closed* and makes the field unavailable for entry when you save the page. It then transfers you to the HR Processing USF page, where you create a PAR with NOA code 882.

When the system changes the status to *Closed,* it also creates a Military Deposit IRR control record. This IRR is separate from any other that the employee may have, and each different period of military service has its own IRR. The IRR includes military deposit payroll deductions by year and service period information. Print the final IRR for transfer to OPM. Consult the OPM CSRS/FERS Handbook for guidance on preparing the Military Deposit IRR.

Process the Military Deposit (OPM1514) report to print the OPM Military Deposit Worksheet.

Related Topics

- Understanding the IRR Process
  This topic lists prerequisites and discusses the IRR process.

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Viewing Reemployed Annuitant Information

Pages Used to View Reemployed Annuitant Information

Page Name	Definition Name	Usage
Annuity Details Page	GVT_ANNUITY_DTL	(USF) View details about reemployed annuitants (federal retirees that are reemployed by the U.S. federal government) to ensure that they are not receiving pay from more than one U.S. federal government source. Data on this page is display-only.
Annuity Totals Page	GVT_ANNUIT_TOT	(USF) View totals pertaining to reemployed annuitants. Data on this page is display-only.

Related Topics

- Setting Up Retirement Annuity Offsets
  This topic provides an overview of retirement annuity offsets, and describes steps for annuitant processing.

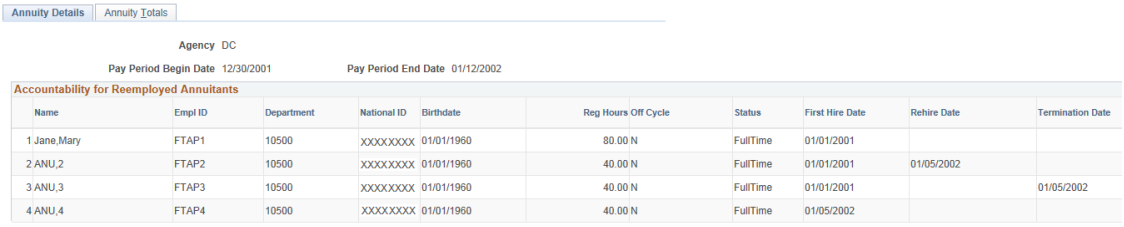
Annuity Details Page

(USF) Use the Annuity Details page (GVT_ANNUITY_DTL) to view details about reemployed annuitants (federal retirees that are reemployed by the U.S. federal government) to ensure that they are not receiving pay from more than one U.S. federal government source.

Navigation:

Payroll for North America, and then **Payroll Processing USF**, and then **Pay Period Reports**, and then **Employed Retired Annuitant**, and then **Annuity Details**

This example illustrates the fields and controls on the Annuity Details page.


Annuity Details | Annuity Totals

Agency DC

Pay Period Begin Date 12/30/2001 Pay Period End Date 01/12/2002

Accountability for Reemployed Annuitants

	Name	Empl ID	Department	National ID	Birthdate	Reg Hours	Off Cycle	Status	First Hire Date	Rehire Date	Termination Date
1	Jane,Mary	FTAP1	10500	XXXXXXXX	01/01/1960	80.00	N	FullTime	01/01/2001		
2	ANU,2	FTAP2	10500	XXXXXXXX	01/01/1960	40.00	N	FullTime	01/01/2001	01/05/2002	
3	ANU,3	FTAP3	10500	XXXXXXXX	01/01/1960	40.00	N	FullTime	01/01/2001		01/05/2002
4	ANU,4	FTAP4	10500	XXXXXXXX	01/01/1960	40.00	N	FullTime	01/05/2002		

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Field or Control	Description
First Hire Date, Rehire Date, and **Termination Date**	Displays the first hire, rehire, and termination dates that are equal to, or between, the pay period start and end dates.
Annuity Amount	Displays the annuity offset dollar amount paid to the annuity for the pay period, which is (pre-offset minus offset rate) times 80 regular hours.
Retirement	Indicates the type of retirement plan that the employee has.
FEHB (Federal Employee Health Benefits)	The system selects this check box if the employee in enrolled in a health plan.

Annuity Totals Page

(USF) Use the Annuity Totals page (GVT_ANNUIT_TOT) to view totals pertaining to reemployed annuitants.

Navigation:

Payroll for North America, and then **Payroll Processing USF**, and then **Pay Period Reports**, and then **Employed Retired Annuitant**, and then **Annuity Totals**

This example illustrates the fields and controls on the Annuity Totals page.



Totals on the Annuity Totals page reflect the total activity during the defined pay period.

Field or Control	Description
Total Reemployed Annuitants	Displays the total number of annuitant employees reported.
Total New Hires	Displays the total number of newly hired annuitant employees. **Note:** The date of hire appears in the **New Hire Date** field on the Annuity Details page.
CSRS Reemployed Annuitants (Civil Service Retirement System reemployed annuitants)	Displays the total number of annuitant employees who have a civil service employee retirement plan (type 1, 6, C, E, R, or T).

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Field or Control	Description
FERS Reemployed Annuitants (Federal Employee Retirement System reemployed annuitants)	Displays the total number of annuitant employees who have a federal employee retirement plan (type K, L, M, or N).
FERS-RAE Reemployed Annuitants (Federal Employee Retirement System - Revised Annuity Employees reemployed annuitants)	Displays the total number of employees who have a federal employee, revised annuity retirement plan (type of KR, LR, MR or NR).
FERS-FRAE Reemployed Annuitants (Federal Employee Retirement System - Further Revised Annuity Employees reemployed annuitants)	Displays the total number of annuitant employees who have a federal employee, further revised annuity retirement plan (type KF, LF, MF, or NF).
Total Separations	Displays the total number of annuitant employees who have separated. **Note:** The date of separation appears in the **Termination Date** field on the Annuity Details page.

Viewing Semiannual Headcount Report Details

Pages Used to View Semiannual Headcount Reports

Page Name	Definition Name	Usage
Temporary Employees Buying FEHB Report Page (temporary employees buying federal employee health benefits report)	GVT_RUN_FGPY019	(USF) Run the Temp Employees buying FEHB process, which provides up to four separate 2812A reports, based on four categories of employees. The Temporary Employee Buying FEHB report (FGPY019) differentiates enrollees for whom the employing agency contributes a portion of the FEHB premium from those for whom it does not.
Semi-Annual Headcount Report Page	GVT_RUN_FGPY021	(USF) Generate the Semi-Annual Headcount report (FGPY021), which details life insurance and health benefits withholding contribution data for the CSRS and FERS. Additionally, the report provides aggregate base salary amounts for each category of CSRS and FERS coverage.

Understanding Semiannual Headcount Reports

Public law 105-33 requires that, for headcounting purposes, you must produce a 2812-A report that separates enrollees who pay the full FEHB premium amount from those for whom the employing agency pays a portion. When you run the Temp Employees buying FEHB (temporary employees buying Federal Employee Health Benefits) Structured Query Report

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(SQR) Report process (FGPY019), the system creates a separate report for each of the following categories:

- Employee and annuitants
- Former spouses
- Temporary continuation of coverage
- Temporary employees

The Semi-Annual Headcount report (FGPY021) provides the OPM with a snapshot of agency-wide enrollment in FEHB, FEGLI, and retirement programs semiannually.

The report extracts data from the last payroll period that you paid during the first 15 days of March and September. If you paid two payrolls during the period, report the headcount data for the second payroll period that you paid.

You must attach and submit this report with SF2812 and SF2812A.

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(E&G) Administering Contract Pay

Understanding Contract Pay Processing

This topic discusses:

- Employee contract pay setup.
- Contract pay calculations
- Contract renewals.

Employee Contract Pay Setup

To set up employee contract pay, you must

- Select the *C* (contract) compensation frequency on the Job Data - Compensation page, and enter the total contract amount as the compensation amount.

  See PeopleSoft Human Resources Administer Workforce: Compensation Page.

- Ensure that the employee's pay group has earnings codes for the contract earnings types shown on the Education and Government Additional Earnings Codes page.

  See Education and Government Additional Earnings Codes Page.

- Define contract pay settings on the Contract Pay page.

  See Contract Pay Page.

Contract Pay Calculations

This topic discusses:

- Payment terms.
- Calculation processes.
- Prepay for benefit deductions.
- Back to back contracts.
- Contract pay taxation.

Payment Terms

Employers in higher education often process payroll and benefits over a period of time that differs from the employee's contract period. When you define contract pay, you provide start and end dates for the contract work and for the contract payments. These dates define the *contract term* and the *payment term.*

PeopleSoft Payroll for North America levels contract pay over the payment term you specify.

For example, consider a contract for 36,000 USD with a contract term of nine months and a monthly payment frequency:

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- If the payment term is the same as the contract term, you pay 4,000 USD per month for nine months.
- If the payment term is twelve months, you pay 3,000 USD per month for twelve months.

There are two exceptions to payment leveling that you can set up for your employees:

- You can pay the entire value of the contract in a lump sum that is paid on a day you specify.
- You can make a balloon payment by specifying a last payment date.

  The system levels payments across the entire payment term, but on the last payment date, it makes a lump sum payment for the remaining value of the contract.

Calculation Processes

There are two processes that you run each pay period:

- Run the Contract Projected Payment (CNTPAY01) SQR process to generate contract pay data that can be loaded to paysheets.

  This process uses your contract pay settings to calculate contract earnings for all remaining pay periods in the payment term. The calculated values are considered projections until they are paid.

  > **Note**
  >
  > Always run the Contract Projected Payment process before creating paysheets to ensure that the system loads the most current contract pay calculations to paysheets.

- Run the Contract Discrepancy Report (CNTPAY05) for a specific pay period to find any discrepancies between the projected payment for the pay period and the actual payment.

  If there are discrepancies and the pay run is not confirmed, you can make adjustments on the paysheet. If there are discrepancies and the pay run is confirmed, you can make manual adjustments to the contract pay schedule for future pay periods.

Contract projections can change when there are certain changes to the employee's job data or contract pay settings. When any of these changes occur, the system marks the existing payment schedule for recalculation. (You can also manually mark a payment schedule for recalculation.) The next time you run the Contract Projected Payment process, the system creates a new payment schedule based on the actual payments to date and the future projected payments.

Changes that can trigger recalculation include changing the contract term (for example, if the employee starts work after the original contract term begins or stops work before the original contract term ends), a mid-contract leave of absence, or a change to the employee's contract compensation amount. (Unpaid sick leave affects the amount of the current check, but does not cause the system to recalculate future payments.)

When you make changes to the contract amount on the Job Data - Compensation page, you also choose how to prorate the changes across the payment term and, if the change is an increase, whether to make a retroactive payment for the portion of the increase that is allocated to periods that have already been worked.

See Contract Change Prorate Options Page.

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Prepay for Benefit Deductions

Employees who are paid only during their contract term can prepay their deductions for benefits that extend past the term of their contract. For example, if benefits coverage is 12 months and an employee has a six-month contract and is paid only during the contract term, the employee can choose to prepay the remaining six months benefits deductions during the contract (and pay) period. This prepayment option is only available to employees who are paid over the contract term.

See Administering Contract Prepay.

Back to Back Contracts

If an employee has back-to-back contracts, and the change over occurs in the middle of a pay period, the system includes pay from both contracts on a single paycheck.

When a single paycheck includes pay from back-to-back contracts, only the newer contract is considered by the prepay process.

Contract Pay Taxation

To calculate taxes for contract pay, the system annualizes the contract earnings according to the option you select:

1. *Annualize Over 12 Months:* the earnings are annualized over 12 months, regardless of the length of the payment term.
2. *Annualize Over Payment Periods:* the earnings are annualized over the number of pay periods in the payment term.
3. *User Specified:* the system uses an annualization factor that you enter.

Contract Renewals

Use the Use the Batch Renewal of Pay Contracts (CNTPAY02) process to renew contracts.

The Contract Renewal process completes the following tasks:

- Generates a new contract ID on the Contract Pay (CONTRACT_PAY) component for the next contract term.

  The new data row uses the same information from the old contract, but advances the contract and payment dates.
- Generates a new effective-dated entry on the Job Data (JOB_DATA) component for the next contract term.
- Decreases the number of allowed renewals on the Contract Pay page by one (unless 99 is specified, in which case it is left untouched).

Understanding Contract Earnings

This topic discusses:

- Worked earnings.
- Other earnings for contract pay.

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Worked Earnings

If an employee completes a contract without interruption, then by the end of the payment term, the employee has performed all of the contract work and thus earned the entire amount paid. However, if the employee does not complete the entire contract, you must know how much the employee has actually earned so that you can adjust the contract pay accordingly. This amount that the employee has actually earned is considered the *worked* earnings.

Worked Earnings Calculation Methods

The system provides two methods for tracking worked earnings:

- *Actual* divides the total contract pay by the number of *work days* in the contract to produce a daily rate for worked earnings.

  In pay periods with no unpaid leave, the worked earnings are the daily rate multiplied by the number of work days in the period. Because pay periods don't always have the same number of work days, the worked earnings vary by pay period.

- *Prorate* divides the total contract pay by the number of *pay periods* in the contract term to produce a pay period rate for worked earnings.

  In pay periods with no unpaid leave, the pay period rate is also the amount of worked earnings.

  The Prorate method uses the daily rate (the same daily rate that the Actual method uses) to reduce pay for unpaid leave and to allocate earnings for paid leave.

Determination of Actual Work Days

The system determines the actual work days in the contract term and in the pay period by looking at these three elements:

- The employee's work schedule: selected days of the week are work days.
- The school schedule: school breaks are not considered work days.
- The holiday schedule: holidays are considered work days unless the contract pay settings exclude holidays.

  Even though employees don't actually work on holidays, paid holidays are treated like paid work days for purposes of tracking the employee's actual earnings.

Other Earnings for Contract Pay

Regardless of the method for calculating worked earnings, the contract pay calculation process tracks these three types of earnings:

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Term	Definition
Contract Regular (CRG)	Contract regular earnings are the portion of worked earnings, as calculated by the Prorate method, that are attributed to actual work days rather than paid leave. For example, if a contract for 60,000 CAD has a contract term of ten months and a monthly frequency, and there are no paid holidays, then the projected contract regular earnings for each of the ten months is 6,000 CAD, regardless of the payment term. In a month where the employee takes two days of unpaid leave, the actual contract regular earnings are reduced by two times the daily earnings rate. **Note:** When worked earnings are calculated using the Prorate method, the worked earnings are the sum of contract regular earnings and paid leave earnings. When worked earnings are calculated using the Actual method, the contract regular earnings are not used in the calculation; the worked earnings can be either more or less than the contract regular earnings, depending on the number of days in the pay period.
Paid Not Earned (PNE)	If the payment term begins before the contract term, earnings for the periods before the contract starts are paid, but not yet earned and therefore allocated to the Paid Not Earned earnings code. The system then reduces the PNE balance over the course of the contract term by prorating the amount of PNE across the contract term and creating corresponding negative PNE earnings during each pay period. At the end of the contract term, the PNE balance is zero. For example, there is a contract for 60,000 CAD with a payment term from July 1 to June 30 (12 months), and a contract term from September 1 to April 30 (eight months). The level payments are 5,000 CAD per month for twelve months. During July and August, there are no contract regular earnings, so the entire 5,000 CAD per month is allocated to PNE, for a total of 10,000 CAD at the time the contract term starts. To reduce this to zero by the end of the contract, the system divides 10,000 CAD by the eight months of the contract, with the result that -1,250 CAD is then applied to PNE during each of the next eight monthly pay periods.
Earned Not Paid (ENP)	This is the amount by which the worked earnings exceed the amount paid, adjusted for any Paid Not Earned amounts. If worked earnings are greater than the adjusted actual pay, this is a negative amount. If worked earnings are less than the adjusted actual pay, this is a positive amount.

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For each pay period, the total paid is the sum of the contract regular, PNE, and ENP amounts.

> **Note**
>
> You assign specific earnings codes for contract regular pay, PNE, and ENP in the Pay Group Table component.

Contract Pay Calculation Examples

This topic provides examples showing worked earnings, contract regular earnings, PNE earnings, and ENP earnings in various scenarios. All examples use a monthly pay frequency.

> **Note**
>
> In these examples, the contract regular (CRG) earnings shown have not yet been reduced by the amount of holiday pay.

Example 1: Payment Term Begins Before and Ends After Contract Term

In this example, the payment term begins before the contract term, and the payment term ends after the contract term.

Contract Settings

This table lists the parameters that determine the daily pay rate in this example:

Parameter	Value
Contract Salary	60,000
Work Days	147
Paid Holidays	25
Total Paid Days (work days + paid holidays)	172
Daily Pay Rate (contract salary / total paid days)	348.83721 per day

This table lists the parameters that determine the pay period rates in this example:

Parameter	Contract Term	Payment Term
Dates	September 1 to April 30	July 1 to June 30
Number of monthly pay periods	8	12
Pay Period Rates	Contract regular earnings (not adjusted for holidays) 60,000 over 8 months = 7,500 per month	Amount paid: 60,000 over 12 months = 5,000 per month

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Prorate Method

In the following table, worked earnings are calculated using the Prorate (pay period rate) method.

This diagram shows worked earnings calculations using the per period rate Prorate method.

Pay Period	CRG	PNE	ENP	Total Paid	Worked - Prorated	Holiday (reduce from CRG)	Work Days	Hol
Jul		5,000.00		5,000.00				
Aug		5,000.00		5,000.00				
Sep	7,500.00	(1,250.00)	(1,250.00)	5,000.00	6,802.33	697.67	19	2
Oct	7,500.00	(1,250.00)	(1,250.00)	5,000.00	6,802.33	697.67	20	2
Nov	7,500.00	(1,250.00)	(1,250.00)	5,000.00	6,453.49	1,046.51	19	3
Dec	7,500.00	(1,250.00)	(1,250.00)	5,000.00	5,755.81	1,744.19	16	5
Jan	7,500.00	(1,250.00)	(1,250.00)	5,000.00	5,406.98	2,093.02	17	6
Feb	7,500.00	(1,250.00)	(1,250.00)	5,000.00	7,151.16	348.84	19	1
Mar	7,500.00	(1,250.00)	(1,250.00)	5,000.00	7,500.00		22	
Apr	7,500.00	(1,250.00)	(1,250.00)	5,000.00	5,406.98	2,093.02	15	6
May			5,000.00	5,000.00				
Jun			5,000.00	5,000.00				
Total	60,000.00			60,000.00	51,279.08	8,720.92	147	25

Actual Method

In the following table, worked earnings are calculated using the Actual (daily rate) method:

This diagram shows worked earnings calculations using the daily rate Actual method.

Pay Period	CRG	PNE	ENP	Total Paid	Worked - Actual	Holiday (reduce from CRG)	Work Days	Hol
Jul		5,000.00		5,000.00				
Aug		5,000.00		5,000.00				
Sep	7,500.00	(1,250.00)	(1,250.00)	5,000.00	6,627.91	697.67	19	2
Oct	7,500.00	(1,250.00)	(1,250.00)	5,000.00	6,976.74	697.67	20	2
Nov	7,500.00	(1,250.00)	(1,250.00)	5,000.00	6,627.91	1,046.51	19	3
Dec	7,500.00	(1,250.00)	(1,250.00)	5,000.00	5,581.40	1,744.19	16	5
Jan	7,500.00	(1,250.00)	(1,250.00)	5,000.00	5,930.23	2,093.02	17	6
Feb	7,500.00	(1,250.00)	(1,250.00)	5,000.00	6,627.91	348.84	19	1
Mar	7,500.00	(1,250.00)	(1,250.00)	5,000.00	7,674.42		22	
Apr	7,500.00	(1,250.00)	(1,250.00)	5,000.00	5,232.56	2,093.02	15	6
May			5,000.00	5,000.00				
Jun			5,000.00	5,000.00				
Total	60,000.00			60,000.00	51,279.08	8,720.92	147	25

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Example 2: Employee Starts Work Late and Partial Period is Prorated

In this example, payments begin on September 1 for a contract term that starts on November 1. On October 1, the contract begin date changes to November 13.

Original Contract Settings

This table lists the parameters that determine the daily pay rate in this example:

Parameter	Value
Original Contract Salary	60,000
Work Days	130
Paid Holidays	22
Total Paid Days (work days + paid holidays)	152
Daily Pay Rate (contract salary / total paid days)	394.73684

These are the parameters that determine the pay period rates in this example:

Original Settings	Original Contract Term	Original Payment Term
Dates	November 1 – May 31	September 1 – August 31
Number of monthly pay periods	7	12
Pay Period Rates	Contract regular earnings (not adjusted for holidays) 60,000 over 7 months = 8,571.42857 per month **Note:** This will be adjusted before the contract term begins.	Amount paid: 60,000 over 12 months = 5,000 per month

Prorate Method for Adjusting Contract and Calculating Worked Earnings

The system performs these recalculations because of the late start.

Term	Definition
New Value of Contract	56,883.12 Starting November 13 instead of November 1 means that the employee is working only 14 of the 22 work days in November. (The two holidays are paid holidays and count as work days.) The original monthly value of the contract (60,000 / 7) is multiplied by the new number of months (6 + 14/22) for a new total contract value of 56,883.12.

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Term	Definition
New Monthly Payments	4,716.65 The contract change is entered on October 1, at which point there are 11 pay periods left in the contract. The new contract value is 56,883.12, but 5,000 was already paid in September, so 51,883.12 remains to be paid over the 11 remaining pay periods. The new level payment amount is 4,716.65.
New Monthly CRG	8571.43 The contract is now for 6 + 14/22 months. The new contract value of 56,883.12 is divided by (6 + 12/22), for a new monthly CRG of 8,571.43. **Note:** This is also the worked earnings per pay period.
November CRG, PNE, and ENP	• CRG = 8,571.43 * 14/22 = 5,454.55 • PNE for 11/1 – 11/12 is prorated = 4,716.65 * 8/22 = 1,715.15 • PNE for 11/13 – 11/30 is offset at (5,000 + 4,716.65 + 1,715.15) / (6 + 14/22) * 14/22 = 1,096.20 • PNE = 1,715.15 - 1,096.20 = 618.95 • ENP is offset at (4,716.65 * 3) / (6 + 14/22) * 14/22 = 1,356.85
December through May CRG, PNE, and ENP	• CRG = 56,883.12 / (6 + 14/22) = 8,571.43 • PNE = (5,000 + 4,716.65 + 618.95 / 6 = 1,722.60 • ENP = (4,716.65 * 3) / (6 + 14/22) = 2,132.18

The following table shows the recalculated contract pay projections with worked earnings calculated using the Prorate method. The total worked earnings for each pay period is the sum of the Worked - Prorate earnings and the Holiday earnings. Because CRG shown in this table hasn't been reduced for holiday pay, the CRG also represents the worked earnings.

This diagram shows recalculated contract pay projections with worked earnings calculated using the daily rate Prorate method.

Pay Period	CRG	PNE	ENP	Total Paid	Worked - Prorate	Holiday (reduce from CRG)	Work Days	Hol
Sep		5,000.00		5,000.00				
Oct		4,716.65		4,716.65				
Nov	5,454.55	618.95	(1,356.85)	4,716.65	4,665.08	789.47	12	2
Dec	8,571.43	(1,722.60)	(2,132.18)	4,716.65	6,597.75	1,973.68	16	5
Jan	8,571.43	(1,722.60)	(2,132.18)	4,716.65	6,203.01	2,368.42	17	6
Feb	8,571.43	(1,722.60)	(2,132.18)	4,716.65	8,176.69	394.74	19	1
Mar	8,571.43	(1,722.60)	(2,132.18)	4,716.65	8,571.43		22	
Apr	8,571.43	(1,722.60)	(2,132.18)	4,716.65	6,203.01	2,368.42	15	6
May	8,571.43	(1,722.60)	(2,132.18)	4,716.65	8,176.69	394.74	22	1
Jun			4,716.65	4,716.65				
Jul			4,716.65	4,716.65				
Aug			4,716.65	4,716.65				
Total	56,883.13		0.02	56,883.15	48,593.66	8,289.47	123	21

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Actual Method for Adjusting Contract and Calculating Worked Earnings

The system performs these recalculations because of the last start.

Term	Definition
New Value of Contract	56,842.11 From November 1 – 12, the there were eight work days. Therefore, the value of the contract worth is reduced by eight times the daily rate for the contract: 60,000 – (394.73684 * 8) = 56,842.11.
New Monthly Payments	4,712.92 The contract change is entered on October 1, at which point there are 11 pay periods left in the contract. The new contract value is 56,842.11, but 5,000 was already paid in September, so 51,842.11 remains to be paid over the 11 remaining pay periods. The new level payment amount is 4,712.92
New Monthly CRG	8,565.24 The contract is now for 6 + 14/22 months. The new contract value of 56,842.11 is divided by (6 + 12/22), for a new monthly CRG of 8,565.24
November CRG, PNE, and ENP	• CRG = 8,565.24 * 14/22 = 5,450.61 • PNE for 11/1 – 11/12 is prorated = 4,712.92 * 8/22 = 1,713.79 • PNE for 11/13 – 11/30 is offset at (5,000 + 4,712.92 + 1,713.79) / (6 + 14/22) * 14/22 = 1,095.71 • PNE = 1,713.79 - 1,095.71 = 6,18.08 • ENP = (4,712.92 * 3) / (6 + 14/22) * 14/22 = 1,355.77
December through May CRG, PNE, and ENP	• CRG = 5,6842.11 / (6 + 14/22) = 8,565.25 • PNE = (5,000 + 4,712.92 + 6,18.08 / 6 = 1,721.83 • ENP = (4,712.92 * 3) / (6 + 14/22) = 2,130.50
Worked Earnings per Pay Period	The daily rate for the contract is unchanged, so the worked earnings per pay period are reduced for November, when the employee worked fewer days than the original contract called for, but are the same for all other months.

The following table shows the recalculated contract pay projections with worked earnings calculated using the Actual method. The total worked earnings for each pay period is the sum of the Worked - Actual earnings and the Holiday earnings.

This diagram shows recalculated contract pay projections with worked earnings calculated using the daily rate Actual method.

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Pay Period	CRG	PNE	ENP	Total Paid	Worked - Actual	Holiday (reduce from CRG)	Work Days	Hol
Sep		5,000.00		5,000.00				
Oct		4,712.92		4,712.92				
Nov	5,450.61	618.08	(1,355.77)	4,712.92	4,736.84	789.47	12	2
Dec	8,565.25	(1,721.83)	(2,130.50)	4,712.92	6,315.79	1,973.68	16	5
Jan	8,565.25	(1,721.83)	(2,130.50)	4,712.92	6,710.53	2,368.42	17	6
Feb	8,565.25	(1,721.83)	(2,130.50)	4,712.92	7,500.00	394.74	19	1
Mar	8,565.25	(1,721.83)	(2,130.50)	4,712.92	8,684.21		22	
Apr	8,565.25	(1,721.83)	(2,130.50)	4,712.92	5,921.05	2,368.42	15	6
May	8,565.25	(1,721.83)	(2,130.50)	4,712.92	8,684.21	394.74	22	1
Jun			4,712.92	4,712.92				
Jul			4,712.92	4,712.92				
Aug			4,712.92	4,712.92				
Total	56,842.11	0.02	0.01	56,842.12	48,552.63	8,289.47	123	21

Setting Up Contract Pay

To set up contract pay, use the School Schedule Table (HP_SCHOOL_SCHD_TBL), Contract Pay Type (CONTRACT_PAY_TYPE), and Pay Group Table (PAYGROUP_TABLE) components.

Pages Used to Set Up Contract Pay

Page Name	Definition Name	Usage
School Schedule Page	HP_SCHOOL_SCHD_TBL	(E&G) Define school schedules to use when calculating the number of work days in a contract. Days during the breaks that you define on the School Schedule page are not considered work days.
Contract Pay Type Page	CONTRACT_PAY_TYPE	(E&G) Define contract pay types to provide default values for the Contract Pay page, where you set up pay details for a specific employee contract.
Education and Government Additional Earnings Codes Page	PAYGRP_TBL3_HP_SEC	(E&G) Define earnings codes for contract regular, earned not paid, and paid not earned earnings.

School Schedule Page

(E&G) Use the School Schedule page (HP_SCHOOL_SCHD_TBL) to define school schedules to use when calculating the number of work days in a contract.

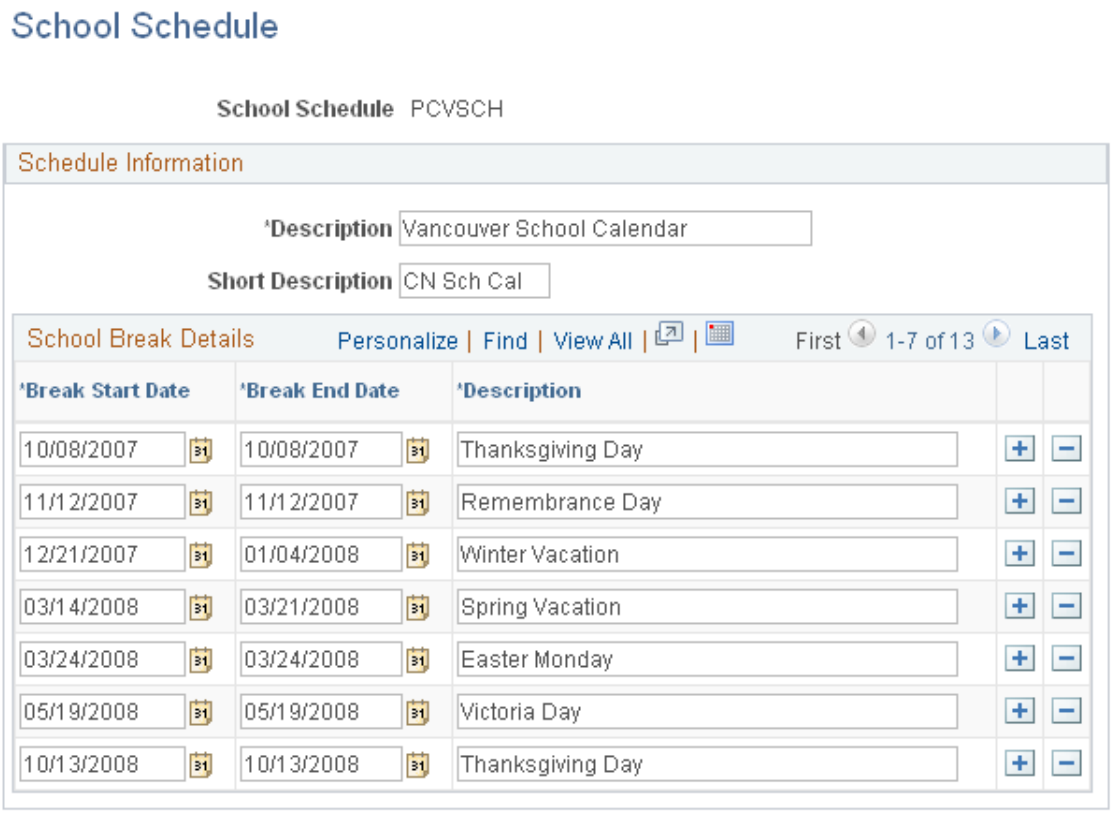
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Days during the breaks that you define on the School Schedule page are not considered work days.

Navigation:

Set Up HCM, and then **Product Related**, and then **Workforce Administration**, and then **Contract Administration**, and then **School Schedule**, and then **School Schedule**

This example illustrates the fields and controls on the School Schedule page.



School Break Details

Field or Control	Description
Break Start Date and **Break End Date**	Enter the first and last date of the school break. For one-day breaks, these values are the same. Breaks cannot overlap. A school schedule can cover multiple school years. As your school's schedule becomes available for each new school year, add the break information to the existing school schedule definition.

Contract Pay Type Page

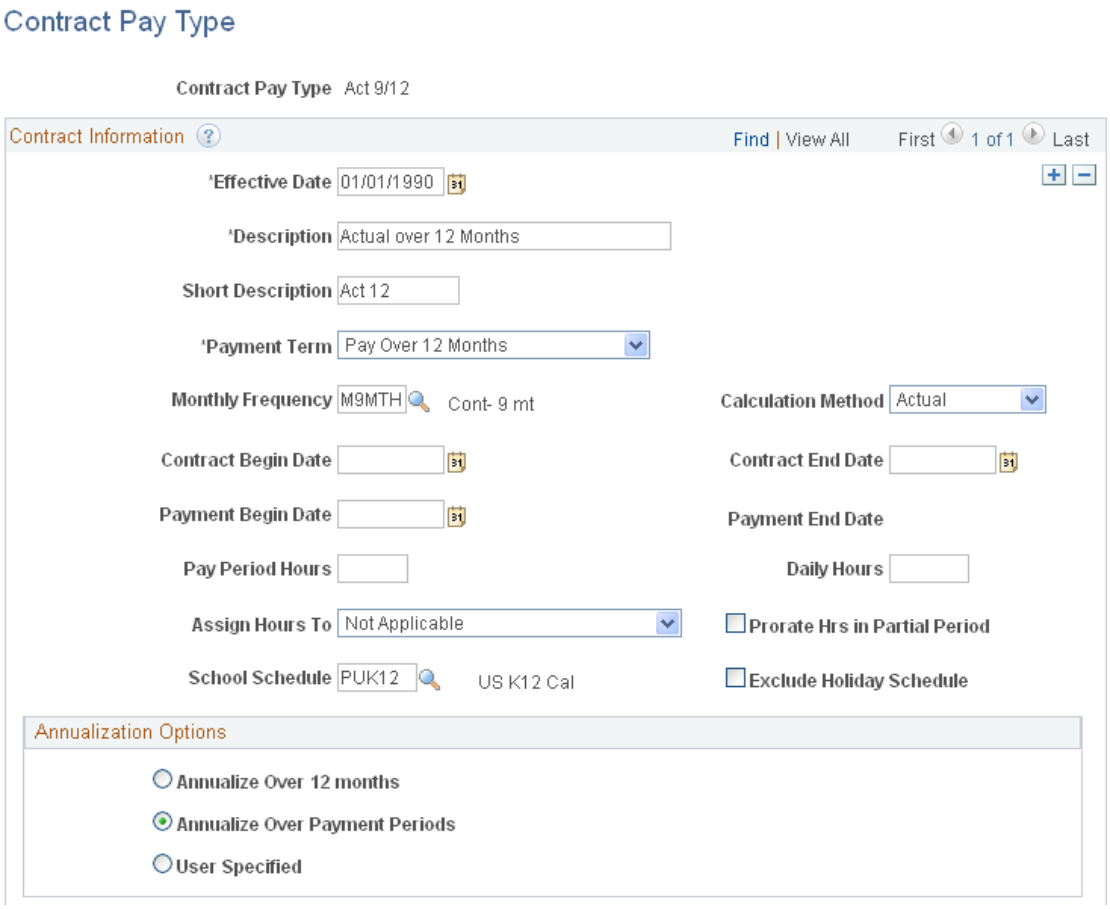
(E&G) Use the Contract Pay Type page (CONTRACT_PAY_TYPE) to define contract pay types to provide default values for the Contract Pay page, where you set up pay details for a specific employee contract.

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Navigation:

Set Up HCM, and then **Product Related**, and then **Workforce Administration**, and then **Contract Administration**, and then **Contract Pay Type**, and then **Contract Pay Type**

This example illustrates the fields and controls on the Contract Pay Type page.



The settings on this page determine the default values of the corresponding fields on the Contract Pay page and the Contract Pay Options page, where you configure payment options for a specific employee contract. Users can override any of these values on the Contract Pay page.

When you create a contract pay type, you must select a default payment term and calculation method. Entering additional default values is optional.

See Contract Pay Page.

Education and Government Additional Earnings Codes Page

(E&G) Use the Education and Government Additional Earnings Codes page (PAYGRP_TBL3_HP_SEC) to define earnings codes for contract regular, earned not paid, and paid not earned earnings.

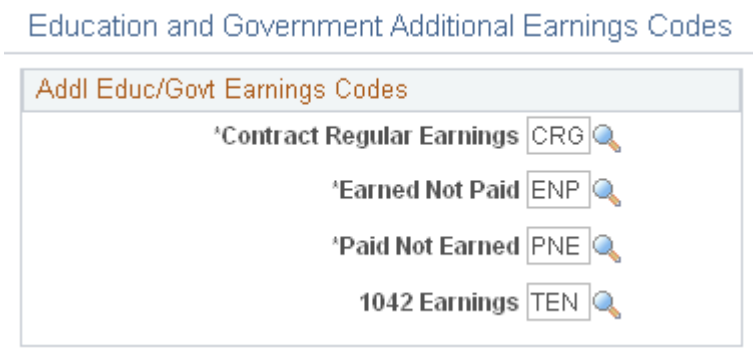
Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Payroll Processing Controls**, and then **Pay Group Table**, and then **Calc Parameters**

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Select **Addl Educ/Govt Earnings Codes** on the Calc Parameters page.

This example illustrates the fields and controls on the Education and Government Additional Earnings Codes page.



Enter the earnings codes for contract regular earnings, earned not paid and paid not earned

Entering Employee Contract Pay Settings

Pages Used to Enter Employee Contract Pay Settings

Page Name	Definition Name	Usage
Contract Pay Type Page	CONTRACT	(E&G) Define contract pay for an employee.
Contract Pay Options Page	HP_CONTRACT_ACTUAL	(E&G) Define pay annualization and funding options for contract pay.
ChartField Detail Page	HMCF_HRZNTL_CFLD	(E&G) Identify the ChartField Combo Codes to use for Paid Not Earned and Earned Not Paid contract pay.
Contract Change Prorate Options Page	JOB_CNT_CHG_SEC	(E&G) Choose how to prorate contract pay when there is a change to the contract amount.

Contract Pay Page

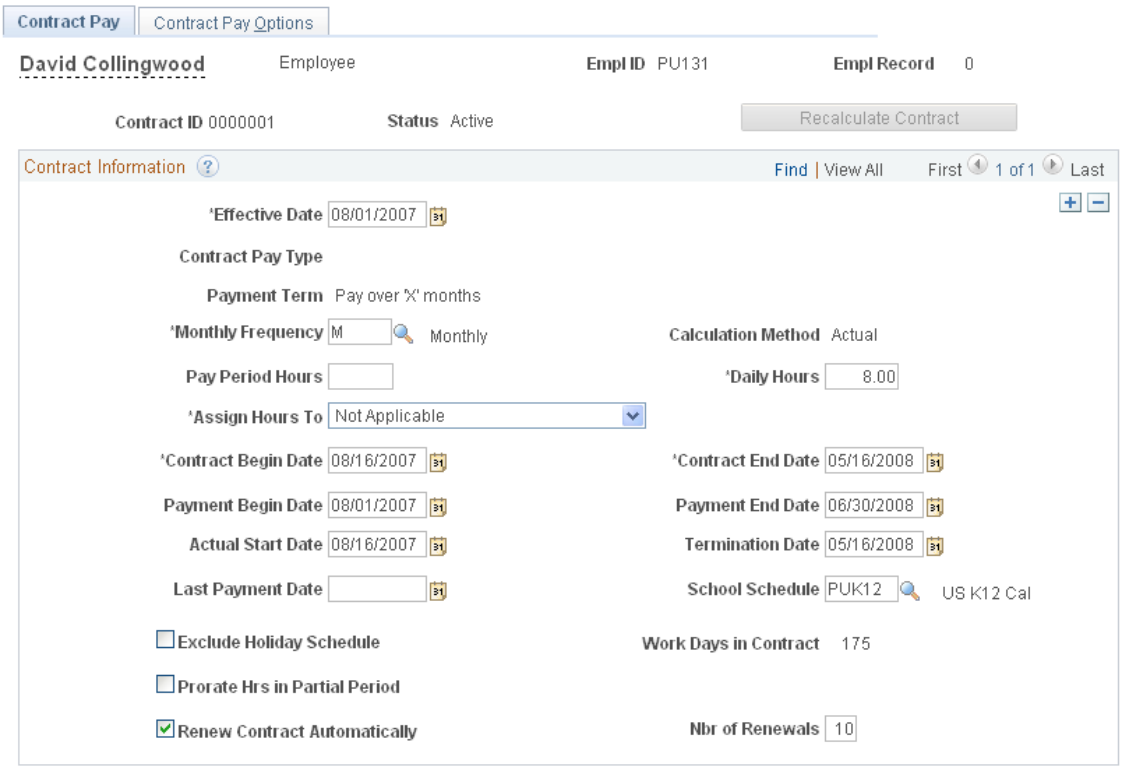
(E&G) Use the Contract Pay page (CONTRACT) to define contract pay for an employee.

Navigation:

Workforce Administration, and then **Job Information**, and then **Contract Administration**, and then **Update Contract Pay NA**, and then **Contract Pay**

This example illustrates the fields and controls on the Contract Pay page.

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Field or Control	Description
Contract ID	Displays an automatically-generated number that is unique for the employee and record number. This contract ID is not connected to a contract number from the Update Contracts component. When you renew a contract for another term, create a new contract ID. The system then creates a new set of projections for the new contract ID. When you change the terms of an existing contract (for example, by adjusting the contract begin date if the employee starts late), use a new effective dated row for the current contract ID. The resulting calculation then supersedes the existing calculation, and rolls up any actuals that are associated with the previous effective-date.
Recalculate Contract	Select this button to flag the contract for recalculation when you next run the Contract Projected Payment process. This button is unavailable if the system has already flagged the contract for recalculation. The system flags the contract for recalculation when you make certain contract pay changes or job data changes.

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Contract Information

Field or Control	Description
Effective Date	The contract effective date must be within the contract payment term (between the **Payment Begin Date** and the **Payment End Date).**
Contract Pay Type	Select a contract type to populate the contract with default settings from the selected contract type. Using a contract type helps you enter data quickly and consistently, but it does not force you to accept any of the associated settings; you can override values that come from the contract type. Selecting a contract type overrides existing data on the Contract Pay page.
Payment Term	Choose the payment term for the contract. Contract pay is always levelled over the payment term you select. For example, consider a contract for 36,000 USD with a contract term of 9 months. If the payment frequency is monthly and the payment term is the same as the contract, you pay 4,000 USD per month for nine months. If you choose a 12 month payment term, you pay 3,000 USD per month for 12 months. Select from the these payment term options: • *Pay Over 12 Months:* Pay the contract amount over 12 months, starting on or before the contract begin date. Because the maximum contract term is 12 months, the payment term cannot extend beyond the contract end date. • *Pay Over Contract:* Pay the contract amount over the length of the contract, as defined in the **Contract Begin Date** and **Contract End Date** fields. • *Pay Over X Months:* Pay the contract amount over a period of time longer than the contract term, but no more than one year. • *Pay with Lump Sum:* Pay the entire contract amount in one lump sum.
Monthly Frequency	Select a monthly payment frequency to be used when calculating the monthly pay rate for the contract. Typically, you select the delivered frequency *M* (monthly), but you can choose any frequency definition with whose frequency type is *Monthly.* **Note:** This is *not* the employee's pay frequency. Pay frequency is established in the employee's pay group.

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Field or Control	Description
Calculation Method	Select a method for calculating worked earnings. This information is necessary so that you can properly calculate final pay if the person does not complete the contract. These are the available calculation methods: • *Prorate:* Worked earnings are prorated across pay periods from the contract start date to the contract end date. For example, a contract gives an employee 36,000 USD over a nine month contract term and a 12 month payment term. Although the employee is paid 3,000 USD per month during the payment term, the employee's worked earnings are 4,000 USD per month during the contract term. • *Actual:* Worked earnings are based on a daily rate that the system calculates by dividing the contract amount by the number of work days during the contract term. For example, a contract gives an employee 34,000 USD over a 9 month contract term and a 9 month payment term that begin the same day. The contract term includes 170 work days, resulting in a daily rate of 200 USD. Even though the contract term and the payment term are the same, the fact that there are a different number of work days each month means that at any point in time before the final payment, the worked earnings might be either more or less than actual pay. See Understanding Contract Earnings, Contract Pay Calculation Examples.
Pay Period Hours	If you require hours data for other processes such as leave accruals, enter the number of hours per pay period. When the system loads contract pay to the paysheet, it loads the hours into the payline.
Daily Hours	Enter the number of hours worked per day. The system uses this to calculate an hourly pay rate for the contract.
Assign Hours To	If you enter pay period hours, use the **Assign Hours To** field to indicate how to assign hours to contract earnings codes: • Select *Not Applicable* if you do not distribute hours to contract earnings codes. • Select *Contract Earnings Only* to assign all hours to the contract regular earnings code. • Select *All Earnings (Contract+PNE+ENP)* to assign the full number of hours to all three types of contract earnings codes.
Contract Begin Date and **Contract End Date**	The maximum length for a contract is 12 months.

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Field or Control	Description
Payment Begin Date and **Payment End Date**	The payment term must begin on or before the contract begin date and must end on or after the contract end date. Follow these guidelines for defining the begin and end dates for the different types of payment terms: • *Pay Over 12 Months:* Enter the payment begin date; the system calculates the end date and makes it read-only. • *Pay Over Contract:* The system enters the contract dates in both payment date fields and makes them read-only. • *Pay Over X Months:* Enter both a payment begin date and a payment end date. • *Pay with Lump Sum:* Enter the lump sum payment date in the **Payment Begin Date** field. The system hides the **Payment End Date field.** **Note:** If an employee has more than one contract, the payment terms can not overlap.
Actual Start Date	Enter the date the employee actually starts work. The default is the contract begin date. The usual reason for changing this default is if the employee starts working later than originally contracted.
Termination Date	Enter the date the employee terminates the contract, if different from the contract end date. The usual reason for entering a date here is if the employee stops working earlier than originally contracted.
Last Payment Date	To set up a balloon payment, enter the date of the payment here. All payments after the last payment date are rolled up and paid on the last payment date. A common use of this option is if you pay contract employees as though they were paid over 12 months, except that the summer pay is paid as a balloon payment at the end of the school year.
School Schedule	Select the school schedule to use when calculating actual work days. The schedule lists the school break periods; break days are not counted as work days.
Exclude Holiday Schedule	Select this check box to exclude holidays from the count of actual work days in the contract term (that is, if holidays are considered unpaid leave rather than paid leave).
Work Days in Contract	Displays the number of work days in the contract term. The system calculates work days based on the employee's work schedule, the school schedule, and the holiday schedule. Holidays counts as work days unless the **Exclude Holiday Schedule** check box is selected.

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Field or Control	Description
Prorate Hrs in Partial Period (prorate hours in partial period)	If you enter pay period hours so that hours can be loaded to paysheets, you can select this check box to prorate the pay period hours during partial periods. If you allocate hours to contract earnings, partial periods occur when the contract term begins or ends in the middle of the pay period. If you allocate hours to all earnings (contract regular, paid not earned, and earned no paid), partial periods occur when the payment term begins or ends in the middle of the pay period. The proration calculation depends on the calculation method you are using: • If the calculation method is *Prorate,* the system prorates the pay period hours based on the number of contract days in the pay period. • If the calculation method is *Actual,* the number of hours for the partial period is the number of daily hours multiplied by the number of work days in the pay period.
Renew Contract Automatically	Select to allow the Contracts Renewal process to renew this contract.
Nbr of Renewals (number of renewals)	Enter the maximum number of automatic renewals for the contract. If the contract can be renewed indefinitely, enter *99*.

Related Topics

- Application Fundamentals: Understanding Frequency IDs
- PeopleSoft Human Resources Administer Workforce: Contract Status/Content Page

Contract Pay Options Page

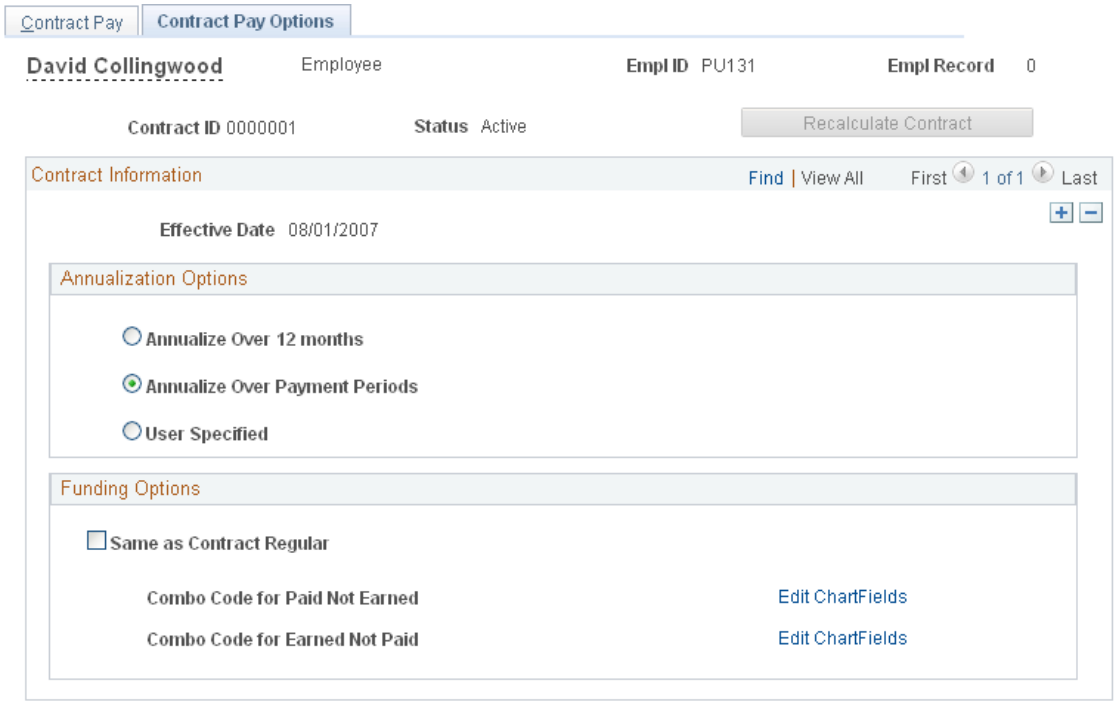
(E&G) Use the Contract Pay Options page (HP_CONTRACT_ACTUAL) to define pay annualization and funding options for contract pay.

Navigation:

Workforce Administration, and then **Job Information**, and then **Contract Administration**, and then **Update Contract Pay NA**, and then **Contract Pay Options**

This example illustrates the fields and controls on the Contract Pay Options page.

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Annualization Options

Select an annualization option for taxable gross and for imputed income calculations for contract pay employees who are paid over less than a full year.

Field or Control	Description
Annualize Over 12 Months,	The earnings are annualized over 12 months, regardless of the length of the payment term.
Annualize Over Payment Periods	The earnings are annualized over the number of pay periods in the payment term.
User Specified and **Annualization Factor**	The system uses the annualization factor that you enter.

Funding Options

Field or Control	Description
Same as Contract Regular	Select this check box to use the contract regular earnings funding source for the Paid Not Earned and Earned Not Paid earnings as well. When you select this check box, the system hides the other page elements in this group box.
Combo Code for Paid Not Earned and **Combo Code for Earned Not Paid**	If the **Same as Contract Regular** check box is not selected, these fields show the Combo Codes that you use for Paid Not Earned and Earned Not Paid earnings. See Application Fundamentals: Editing ChartField Combinations in HCM Transactions.

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Field or Control	Description
Edit ChartFields	Select to access the ChartField Detail page, where you select Combo Codes for Paid Not Earned and Earned Not Paid earnings.

Contract Change Prorate Options Page

(E&G) Use the Contract Change Prorate Options page (JOB_CNT_CHG_SEC) to choose how to prorate contract pay when there is a change to the contract amount.

Navigation:

Workforce Administration, and then **Job Information**, and then **Job Data**, and then **Compensation**

Select the **Contract Change Prorate Option** link on the Compensation page.

This example illustrates the fields and controls on the Contract Change Prorate Options page.



When an employee's contract pay changes, the settings on this page control how the new pay rate is to be applied.

Field or Control	Description
No Proration of Change Amt. (no proration of change amount)	Select if you do not want to prorate the change; the person receives the entire amount of the increase. For example, if a contract amount increases by 4,000 USD, the employee receives all 4,000 USD, regardless of the effective date of the increase.

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Field or Control	Description
Prorate Over Contract Period	Select to prorate the change over the number of pay periods in the contract term (determined by the contract start and end dates). For example, if the contract term is ten months, and the contract amount increases by 4,000 USD after five months (with five months remaining in the contract term), the employee receives half of the increase, or 2,000 USD more than the original contract amount.
Prorate Over Payment Period	Select to prorate the change over the payment term (determined by the payment start and end dates). For example, if the contract term is ten months, the payment term is twelve months, and the contract and payment terms start at the same time, and the contract amount increases by 4,000 USD after five months (with seven months remaining in the payment term), the employee receives 7/12 of the increase, or 2,333.33 USD more than the original contract amount.
Prorate Using Effective Date	**Note:** This option is only applicable if the calculation method is *Actual.* Select to prorate the compensation change over the number of work days in the contract term. For example, if the contract term includes 150 work days, and the contract amount increases by 3,000 USD effective the 51st day (so the change is effective for 100 days), the employee receives two thirds of the increase, or 1,000 USD more than the original contract amount.

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Field or Control	Description
Select Lump Sum Retro Payment (lump sum retroactive payment)	Choose whether to issue a lump sum retro payment for salary increases. The amount of the increase is determined by the proration option that you choose; this check box controls only whether the increase is paid over the remainder of the payment term or whether it is allocated across all months in the payment term, with retro pay for completed months. • When this check box is selected, the system allocates the increase across the *entire* payment term, then issues a lump sum retro payment for the pay periods that have already been paid. For example, if the payment term is twelve months, and the increase occurs after five months (with seven months remaining in the payment term), the increase is allocated across the twelve months of the payment term, and the system makes a lump sum payment for the amount allocated to the first five months. • If this check box is not selected, the system adjusts the payment amount over the *remainder* of the payment term. For example, if the payment term is twelve months, and the increase is effective after five months, the increase is paid over the remaining pay periods in the payment term, or seven months. Regardless of whether the increase is allocated to the entire payment term or only the remaining pay periods, the exact amount allocated to each pay period depends whether your contract pay calculation method is *Prorate*, which in our example would mean that 1/12 of the increase is paid each month, or *Actual*, which allocates the amount based on the number of work days in each month. **Note:** This setting is relevant only for salary increases, not for reductions in salary.

Processing Contract Pay

Pages Used to Process Contract Pay

Page Name	Definition Name	Usage
Create Contract Projected Pay Page	RUNCTL_PAYINIT3	(E&G) Run the Contract Additional Pay process to generate Contract Pay records. Run this process before creating paysheets.

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Page Name	Definition Name	Usage
Contract Payment Details Page	HP_CONTRACT_PYMT	(E&G) Review projected and actual earnings over the entire payment term of a contract.
Work Schedule Page	HP_WRK_SCHDLE_SEC	(E&G) Review which days of the week are included in the employee's work schedule.
Contract Discrepancy Report Page	HP_RUNCTL_CNTDISP	(E&G) Run the Contract Discrepancy Report (CNTPAY05) to identify discrepancies between actual payments and projected payments.
Recalc Contract Work Days Page (recalculate contract work days)	RUNCTL_CNTPAY04	(E&G) Run the Update Work Days/Daily Rt process to recalculate the number of work days in contracts.
Contract Renewals Page	RUNCTL_CNTPAY02	(E&G) Run the Contracts Renewal process. This process enables you to automatically renew contracts that meet the criteria that you specify.

Create Contract Projected Pay Page

(E&G) Use the Create Contract Projected Pay page (RUNCTL_PAYINIT3) to run the Contract Additional Pay process to generate Contract Pay records.

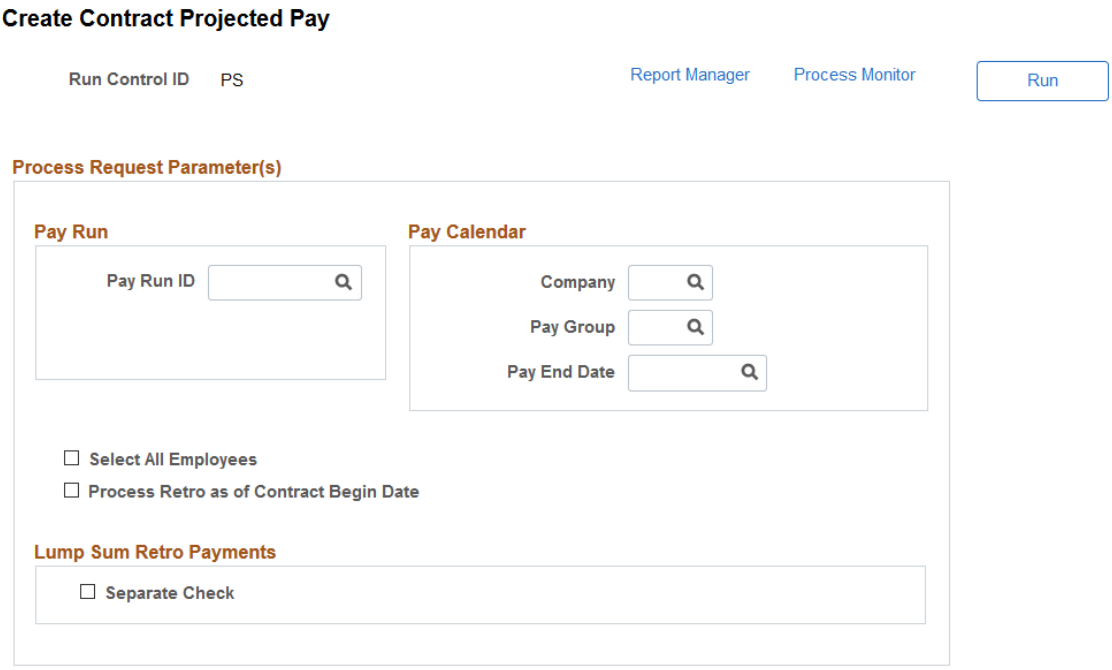
Run this process before creating paysheets.

Navigation:

- **Payroll for North America**, and then **Payroll Processing USA**, and then **Create and Load Paysheets**, and then **Create Contract Projected Pay**, and then **Create Contract Projected Pay**
- **Payroll for North America**, and then **Payroll Processing CAN**, and then **Create and Load Paysheets**, and then **Create Contract Projected Pay**, and then **Create Contract Projected Pay**

This example illustrates the fields and controls on the Create Contract Projected Pay page.

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Field or Control	Description
Pay Run ID	If you are running the process by on-cycle run, enter the pay run ID that you are processing.
Company, **Pay Group**, and **Pay End Date**	If you are running the process by off-cycle pay calendar, enter the company, pay group, and pay end date of that you are processing.
Select All Employees	Select this check box to force a recalculation of the contract projected payment for all employees in the pay run.
Process Retro as of Contract Begin Date	Indicates if the pay rate change on the JOB row associated with an EffSeq is used in the calculation of pay adjustments. This checkbox is deselected by default. When the Contract Projected Pay program is executed, and the **Process Retro as of Contract Begin Date** checkbox is selected, the pay adjustment will be calculated in the following scenario: • The Contract Renewal Process adds a new row in Job effective 01/01/20xx; and • There is an increase in the compensation rate effective 01/01/20xx, EffSeq 1. When the Contract Projected Pay program is executed, and the **Process Retro as of Contract Begin Date** checkbox is deselected, the pay adjustment will not be calculated in the scenario above.
Separate Check	Select if you are running this process for a lump sum payment to be paid using a separate check.

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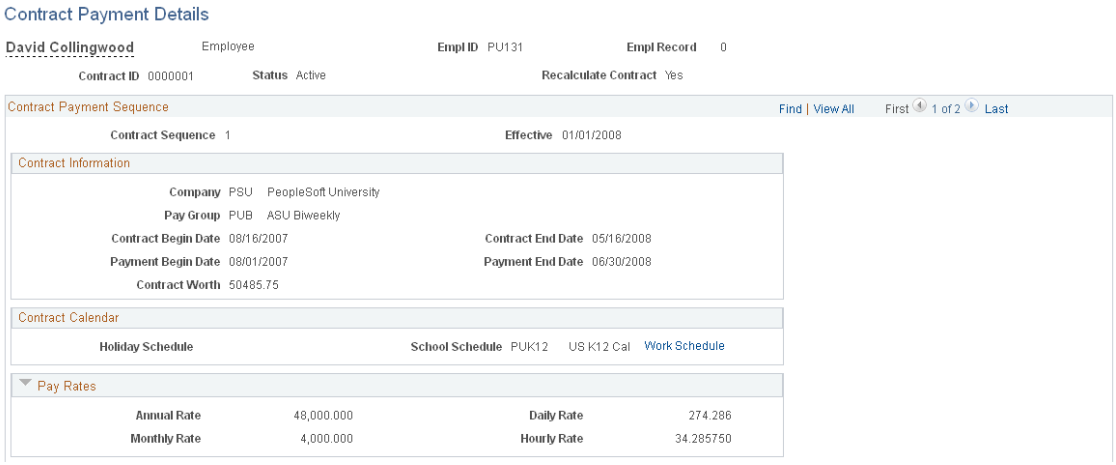
Contract Payment Details Page

(E&G) Use the Contract Payment Details page (HP_CONTRACT_PYMT) to review projected and actual earnings over the entire payment term of a contract.

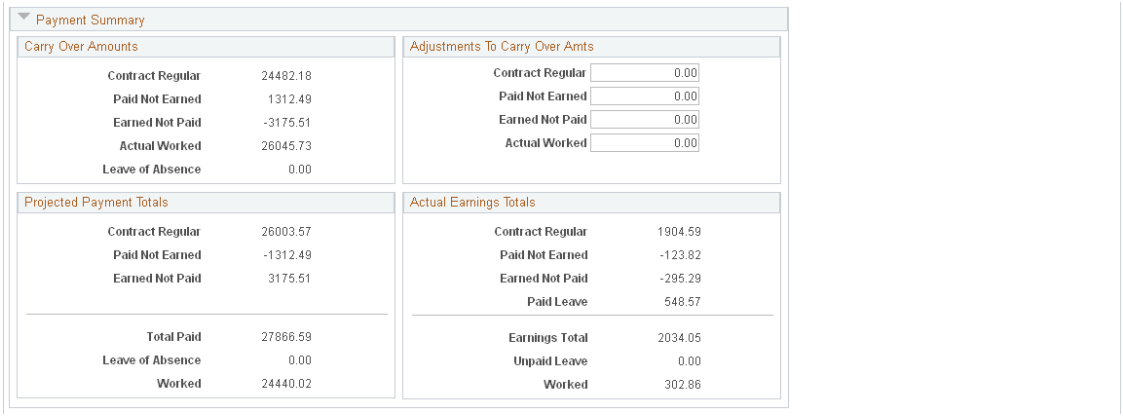
Navigation:

- **Payroll for North America**, and then **Employee Pay Data CAN**, and then **Contract Payment Details**, and then **Contract Payment Details**
- **Payroll for North America**, and then **Employee Pay Data USA**, and then **Contract Payment Details**, and then **Contract Payment Details**

This example illustrates the fields and controls on the Contract Payment Details page: (1 of 4).

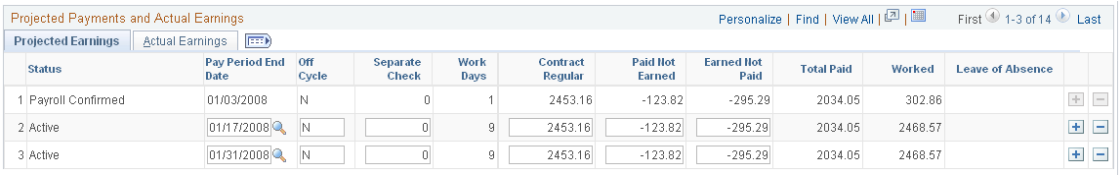


This example illustrates the fields and controls on the Contract Payment Details page: Payment Summary (2 of 4).

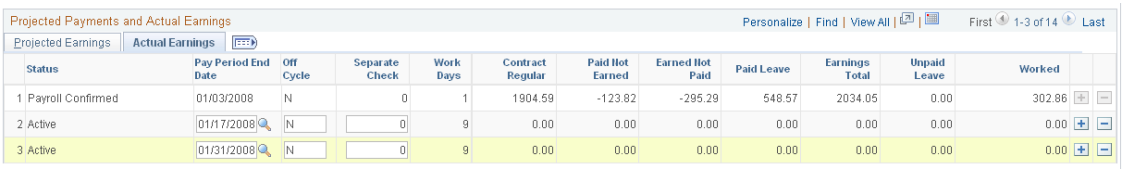


This example illustrates the fields and controls on the Contract Payment Details page (3 of 4), the Projected Earnings tab.

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This example illustrates the fields and controls on the Contract Payment Details page (4 of 4), the Actual Earnings tab.



This page displays information about various types of contract pay earnings, including contract regular, paid not earned, earned not paid, and worked earnings. Earlier sections of this topic explain these earnings types.

See Understanding Contract Earnings.

Field or Control	Description
Recalculate Contract	Displays *Yes* if: • The system detected changes to job data or contract pay settings that might affect the contract payments. • A user manually selected the **Recalculate Pay** button on the Contract Pay page. When the contract is marked for recalculation, the Contract Projected Payment Process recalculates the contract pay the next time it processes this contract.

Contract Payment Sequence

The Contract Projected Payment process adds a new contract sequence number and effective date if contract data changes affect previously calculated pay rates.

Contract Information

This group box displays key information about the contract, including the value of the contract as of the last recalculation, the contract term, and the payment term.

Contract Calendar

This group box displays information about the data that is used to determine work days during the contract term.

The holiday schedule and school schedule appear on this page. Select the **Work Schedule** link to view the employee's individual work schedule.

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Pay Rates

This group box displays the annual, monthly, daily, and hourly pay rates that correspond to the contract pay. To calculate this information, the system uses the **Monthly Frequency** and the **Daily Hours** settings from the Contract Pay page.

See Contract Pay Page.

Payment Summary

Field or Control	Description
Carry Over Amounts and **Adjustments to Carry Over Amounts**	Use these group boxes when the contract has been recalculated. The **Carry Over Amounts** group box displays the contract regular, paid not earned, earned not paid, and actual worked amounts from the previous contract sequence. The **Adjustments to Carry Over Amts** group box enables you to enter positive or negative adjustments (not overrides) for any of these amounts. The Carry Over Amounts group box also shows the amount of leave from the previous contract sequence, but you cannot adjust this.
Projected Payment Totals and **Actual Earnings Totals**	The **Projected Payment Totals** group box displays projected totals for the entire payment term. It displays totals for contract regular, paid not earned, earned not paid, total paid, leave of absence, and worked earnings. The **Actual Earnings Totals** group box shows the same earnings types, but shows only the actual amounts to date.

Projected Payments and Actual Earnings: Projected Earnings Tab

This grid provides pay period details for projected and actual contract pay.

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Field or Control	Description
Status	Displays the status of the contract earnings for the given pay period: • *Active* indicates that the row contains the original projected earnings, and that the earnings have not yet been loaded to paysheets. When the status is *Active,* you can make adjustments to the data in the row. • *Adjustment* indicates the system generated an entry to the payment details to correct the worked amount. This will happen when changes made to contract term after the contract already began. • *Payroll in Progress* indicates that the earnings have been loaded to paysheets but have not yet been confirmed. • *Payroll Confirmed* indicates that the earnings have been confirmed and paid.

Projected Payments and Actual Earnings: Actual Earnings Tab

The Actual Earnings tab displays the actual contract pay amounts for confirmed payments. Active rows (rows for payments that haven't been confirmed) show zero earnings in all columns.

The **Actual Earnings** tab includes all of the same columns as the **Projected Earnings** tab, along with two more columns related to actual leave taken:

Field or Control	Description
Paid Leave	Displays the actual amount of paid leave earnings for the pay period.
Unpaid Leave	Displays the earnings that were lost due to unpaid leave during the pay period.

Contract Discrepancy Report Page

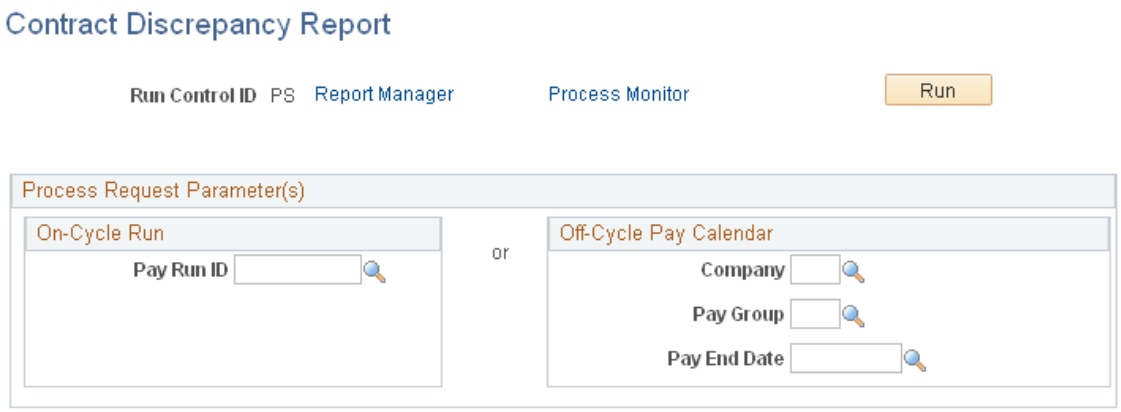
(E&G) Use the Contract Discrepancy Report page (HP_RUNCTL_CNTDISP) run the Contract Discrepancy Report (CNTPAY05) to identify discrepancies between actual payments and projected payments.

Navigation:

- **Payroll for North America**, and then **Payroll Processing CAN**, and then **Pay Period Reports**, and then **Contract Discrepancy Report**, and then **Contract Discrepancy Report**
- **Payroll for North America**, and then **Payroll Processing USA**, and then **Pay Period Reports**, and then **Contract Discrepancy Report**, and then **Contract Discrepancy Report**

This example illustrates the fields and controls on the Contract Discrepancy Report page.

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Run the Contract Discrepancy Report for a specific pay period to find any discrepancies between the projected payment for the pay period and the actual payment. If there are discrepancies and the pay run is not confirmed, you can make adjustments on the paysheet. If there are discrepancies and the pay run is confirmed, use the Contract Payment Details page to make manual adjustments to the contract pay schedule for future pay periods.

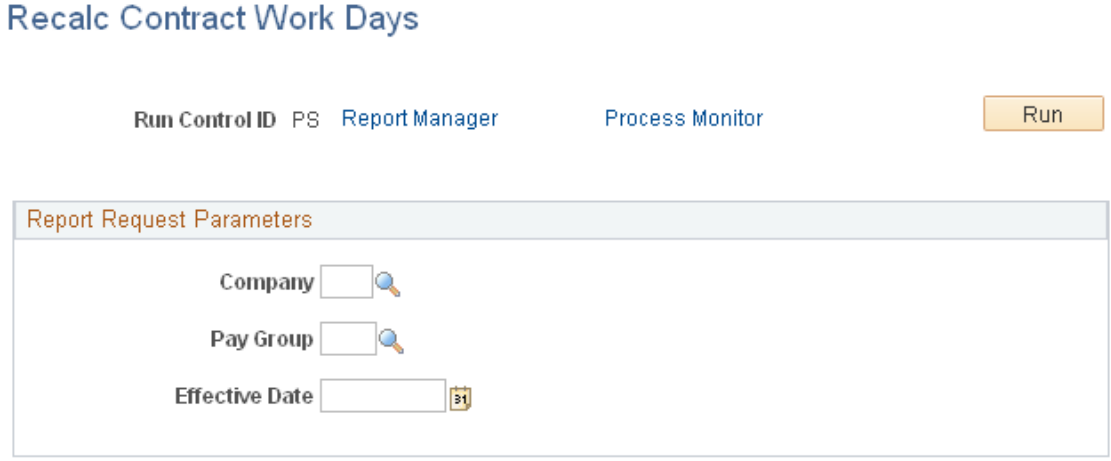
Recalc Contract Work Days Page

(E&G) Use the Recalc Contract Work Days (recalculate contract work days) page (RUNCTL_CNTPAY04) to run the Update Work Days/Daily Rt process to recalculate the number of work days in contracts.

Navigation:

Workforce Administration, and then **Job Information**, and then **Contract Administration**, and then **ReCalc Contract Work Days NA**, and then **Recalc Contract Work Days**

This example illustrates the fields and controls on the Recalc Contract Work Days page.



When you modify a holiday schedule, a school schedule, or employee work days, run the Update Work Days/Daily Rt process to recalculate the actual number of work days for contracts and for contract pay periods.

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Contract Renewals Page

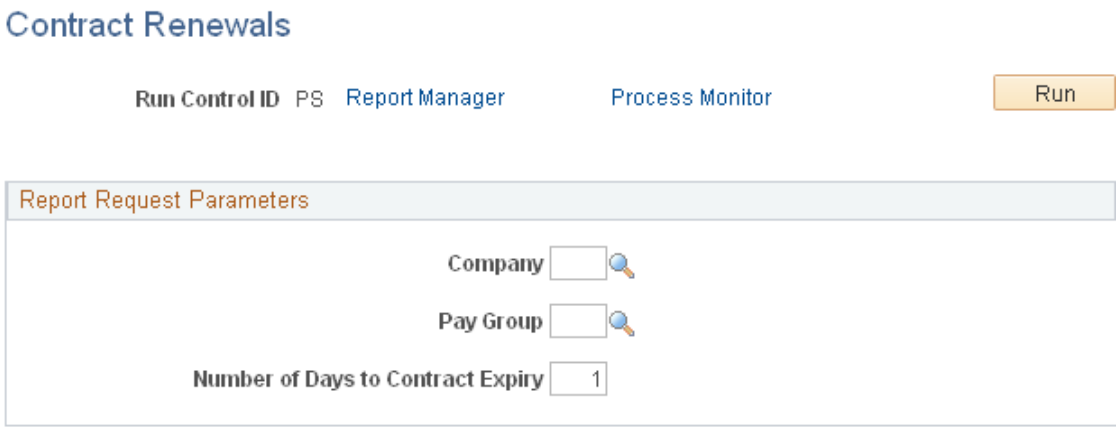
(E&G) Use the Contract Renewals page (RUNCTL_CNTPAY02) to run the Contracts Renewal process.

This process enables you to automatically renew contracts that meet the criteria that you specify.

Navigation:

Workforce Administration, and then **Job Information**, and then **Contract Administration**, and then **Renew Pay Contracts NA**, and then **Contract Renewals**

This example illustrates the fields and controls on the Contract Renewals page.



Run the Batch Renewal of Pay Contracts (CNTPAY02) process to renew contracts that are configured for automatic renewal and that expire in the specified number of days.

See Contract Renewals.

Administering Contract Prepay

Page Used to Prepay Deductions

Page Name	Definition Name	Usage
Contract Prepay Options Page	CONTRACT_PREPAY	(E&G) Enable a contract employee to prepay benefits over the course of the contract and pay period when the employee's benefits coverage extends past the term of the contract.

Understanding Contract Prepay

The Contract Prepay Options page enables employees who are paid only during their contract term to prepay their deductions for benefits that extend past the term of their contract. For

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example, if benefits coverage is 12 months and an employee has a six-month contract and is paid only during the contract term, the employee can choose to prepay the remaining six months benefits deductions during the contract (and pay) period. This prepayment option is only available to employees who are paid over the contract term and who have *Pay Over Contract* selected as the payment term on the Contract Pay page.

The contract prepay option functionality does not allow for gross-up checks.

> **Note**
>
> The contract prepay option is not recommended for employees that have multiple contracts that, taken together, span the benefits period.

The balance that is accrued with the prepayment deductions covers benefits deductions after the contract term ends. The system doesn't take the prepay deductions to cover them if there are insufficient funds in the paycheck. The system takes all current deductions first. The following situations outline when the system takes deductions and when it uses the prepay balance to cover deductions:

- If there are sufficient funds in the paycheck to take the prepay deductions, the system takes the prepay deductions, but only up to the prepay limit (a percentage of the net pay).
- If there are funds in the paycheck for the prepay limit to cover some of the prepaid deduction, the system takes a partial deduction, if the prepay deduction is set up for partial deductions.
- If there are insufficient funds in the paycheck to cover the prepaid deduction, the system does not take the deduction.
- If there are insufficient funds to cover all of the current deduction, the system takes as much as possible of the deduction from the prepaid balance.
- When the employee no longer receives a paycheck (the contract and payment term have ended), the system takes current deductions from the prepaid balance.

It is possible to prepay too much or too little in some circumstances, such as:

- The deduction rates are based on age.
- The deductions are based on current pay earnings, and there is a pay change.
- The deduction rate changes after the contract is over.
- The prepayment factor causes over payment.

If an employee prepays too much for benefits, use paysheets to make a one-time deduction refund. If an employee prepays too little, make a one-time benefits payment.

Prerequisite

You must set up the Company General Deductions page to use PREPAY as a deduction code.

Related Topics

- Assigning General Deductions to a Company
  To assign general deductions to a company, use the Company General Deductions Table (GDED_COM_TBL) component.

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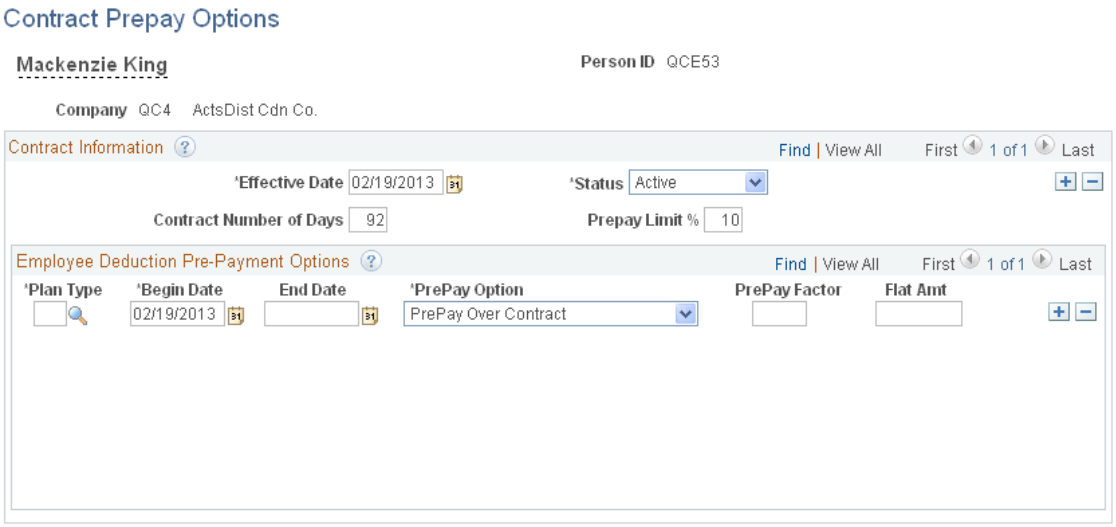
Contract Prepay Options Page

(E&G) Use the Contract Prepay Options page (CONTRACT_PREPAY) to enable a contract employee to prepay benefits over the course of the contract and pay period when the employee's benefits coverage extends past the term of the contract.

Navigation:

Workforce Administration, and then **Job Information**, and then **Contract Administration**, and then **Contract Prepay Options NA**, and then **Contract Prepay Options**

This example illustrates the fields and controls on the Contract Prepay Options page.



Field or Control	Description
Contract Number of Days	The default value is the length of the contract term for the contract that is effective on the prepay options effective date. You can override this field.
Prepay Limit %	Enter the percentage of the net pay amount that you can use to prepay benefits. For example, if this value is *15*, then you can use a maximum of 15 percent of the net pay amount to prepay benefits. If the prepay benefits amount exceeds 15 percent of the net pay amount, the system takes up to the 15 percent limit.

Employee Deduction Pre-Payment Options

Use fields in this group box to indicate how to calculate the prepaid deductions for the specified benefits.

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Field or Control	Description
PrePay Option	Indicate how to calculate the prepaid deductions for this benefit: *Contract:* The system prorates the deductions that extend past the term of the contract across the contract pay period. *Factor:* The system adds a factor of the regular deduction to each pay period that falls in the time period in the **Begin Date** and **End Date** fields. The following are three possible prepay scenarios in the case of a 9-month contract with monthly payroll and 12-month benefits coverage. Assume the monthly benefits deductions are 60 USD: • If you select *Contract*, the system prorates the cost of the remaining three months of benefits deductions over the course of the contract. In our example, the total pay period benefits deductions are 80 USD, which is calculated as: 60 USD x frequency factor / number of days in contract Use the frequency factor of the monthly frequency on the Contract Pay page. • If you select *Factor*, indicate the time period during which the system should apply the prepayment calculations. If you decide to pay the benefits deductions for the remaining three months of the year in the first six months of the contract, indicate the dates of those months in the **Begin Date** and **End Date** fields. Then decide the factor of the deduction to add to the regular benefits deduction for each month in the period. If you enter *0.5* in the **PrePay Factor** field, the system adds 30 USD (0.5 * 60 USD) to the regular monthly deductions of 60 USD for the first six months, for a total of 90 USD. For the remaining three months of the contract and pay period, the system deducts only the regular benefits deduction of 60 USD. • You can also indicate a prepay factor and a flat amount. If you indicate the middle seven months of the contract in the **Begin Date** and **End Date** fields, you might use a factor and a flat amount to spread the prepaid deductions across those seven months. If you enter *0.4* in the **PrePay Factor** field and *1.72* USD in the **Flat Amt** (flat amount) field, the system deducts 24 USD (0.4 * 60 USD) and 1.72 USD, for a total of 25.72 USD, for each of the seven months.

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Field or Control	Description
PrePay Factor	Enter the prepay factor of the deductions that you are prepaying. For example, if you enter *2*, the system deducts twice the pay-period deduction amount, in addition to the regular pay-period deduction, for each pay period between the begin and end dates. Use this field only when you select *Factor* in the **PrePay Option** field. **Note:** Using the **PrePay Factor** option might cause an overpayment of deductions.

Adjusting Contract Employee Prepay Balances

Pages Used to Adjust Contract Prepay Balances

Page Name	Definition Name	Usage
Prepay Balances Page	BALANCES_PREPAY1	(E&G) Review a contract employee's benefits deduction prepay balances if you use the Contract Prepay feature. Before using this page, you must set up the Contract Prepay Options page.
Prepay Balance Adjustments Page	BALANCES_PREPAY2	(E&G) Review a contract employee's benefits deduction prepay balance and balance history if you use the Contract Prepay feature. Before using this page, you must set up the Contract Prepay Options page.
Adjust Prepay Balance1 Page	ADJ_PREPAY_BAL1	(E&G) Enter a reason for adjustments to an employee's benefits prepayment balance.
Adjust Prepay Balance2 Page	ADJ_PREPAY_BAL2	(E&G) Adjust an employee's benefits prepayment balance.

Understanding Contract Employee Prepay Balance Adjustments

The system creates a prepay balance record when the Pay Confirmation process is run, and it shows a benefits deduction prepayment. The Pay Confirmation process continues to update the prepay balance record with each run. When the prepay balance reaches zero, the system deletes the record.

You cannot make an adjustment to issue a refund for overpayment using the PrePays component (ADJ_PREPAY_BAL). Use paysheets to make a one-time deduction refund.

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> **Note**
>
> You must set up a PREPAY deduction code on the Company General Deductions Table to use PREPAY as a deduction code.

Prepay Balances Page

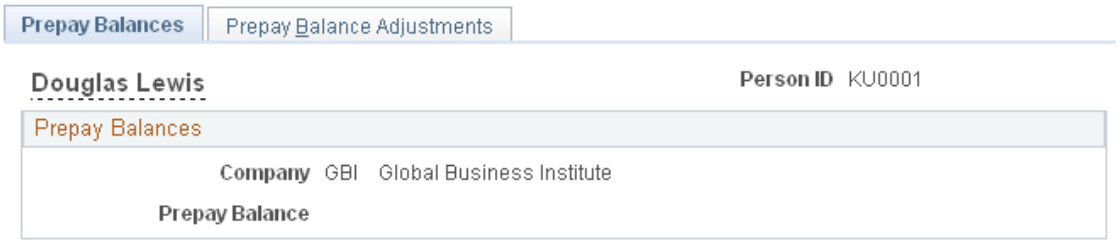
(E&G) Use the Prepay Balances page (BALANCES_PREPAY1) to review a contract employee's benefits deduction prepay balances if you use the Contract Prepay feature.

Before using this page, you must set up the Contract Prepay Options page.

Navigation:

- **Payroll for North America**, and then **Periodic Payroll Events USA**, and then **Balance Reviews**, and then **PrePays**, and then **Prepay Balances**
- **Payroll for North America**, and then **Periodic Payroll Events CAN**, and then **Balance Reviews**, and then **PrePays**, and then **Prepay Balances**

This example illustrates the fields and controls on the Prepay Balances page.



Field or Control	Description
Company	The company that issued the contract.
PrePay Balance	The employee's benefits deduction prepay balance (how much the employee has overpaid in anticipation of benefits coverage that extends past the pay period).

Prepay Balance Adjustments Page

(E&G) Use the Prepay Balance Adjustments page (BALANCES_PREPAY2) to review a contract employee's benefits deduction prepay balance and balance history if you use the Contract Prepay feature.

Before using this page, you must set up the Contract Prepay Options page.

Navigation:

- **Payroll for North America**, and then **Periodic Payroll Events USA**, and then **Balance Reviews**, and then **PrePays**, and then **Prepay Balance Adjustments**
- **Payroll for North America**, and then **Periodic Payroll Events CAN**, and then **Balance Reviews**, and then **PrePays**, and then **Prepay Balance Adjustments**

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This example illustrates the fields and controls on the Prepay Balance Adjustments page.



Field or Control	Description
Sequence Number	The sequence number of the adjustment reason. If more than one adjustment occurs in a day, the number in this field indicates which adjustment took place first.

Prepay Balance Adjustment

Field or Control	Description
Adjustment	The amount of the prepay balance adjustment. For example, if you increase prepayments by 20 USD per month for the remaining six months of the contract term, this field displays *120.00 USD* (20 USD * 6 months = 120 USD).
PrePay Balance, Before and **After**	Displays the prepay balance before and after the adjustment.

Adjust Prepay Balance1 Page

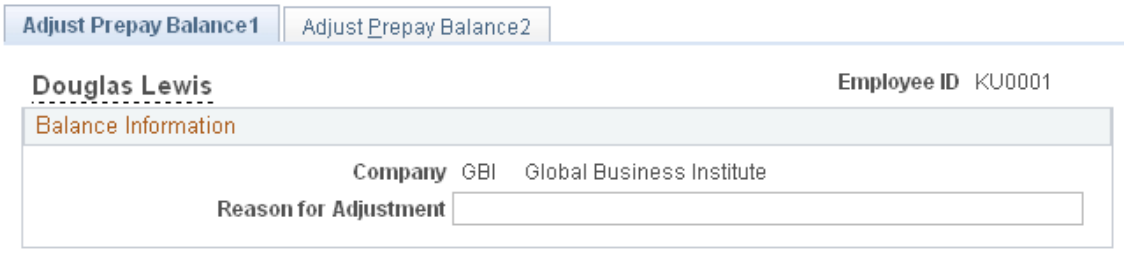
(E&G) Use the Adjust Prepay Balance1 page (ADJ_PREPAY_BAL1) to enter a reason for adjustments to an employee's benefits prepayment balance.

Navigation:

- **Payroll for North America**, and then **Periodic Payroll Events USA**, and then **Balance Adjustments**, and then **PrePays**, and then **Adjust Prepay Balance1**
- **Payroll for North America**, and then **Periodic Payroll Events CAN**, and then **Balance Adjustments**, and then **PrePays**, and then **Adjust Prepay Balance1**

This example illustrates the fields and controls on the Adjust Prepay Balance 1 page.

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Field or Control	Description
Adjustment Reason	Enter the reason for the adjustment to the benefits deduction prepayments.

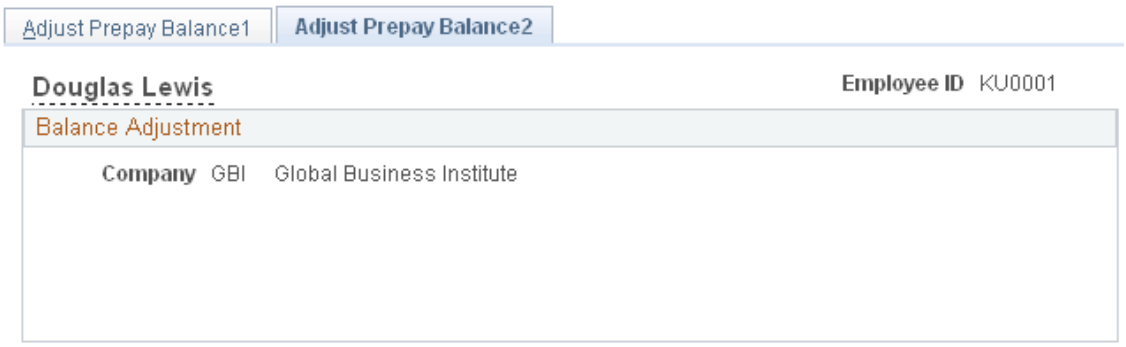
Adjust Prepay Balance2 Page

(E&G) Use the Adjust Prepay Balance2 page (ADJ_PREPAY_BAL2) to adjust an employee's benefits prepayment balance.

Navigation:

- **Payroll for North America**, and then **Periodic Payroll Events USA**, and then **Balance Adjustments**, and then **PrePays**, and then **Adjust Prepay Balance2**
- **Payroll for North America**, and then **Periodic Payroll Events CAN**, and then **Balance Adjustments**, and then **PrePays**, and then **Adjust Prepay Balance2**

This example illustrates the fields and controls on the Adjust Prepay Balance2 page.



Field or Control	Description
PrePay	Enter the amount of the prepay adjustment in either positive or negative amounts.
Balance	Displays the balance of the prepaid deduction amount after taking into consideration the prepay adjustment amount.

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Certifying Time and Effort

Pages Used to Certify Time and Effort

Page Name	Definition Name	Usage
Grants Time and Effort Certification Page	GM_TEC_OT_ERNCD	(E&G) Select earnings codes to include in time and effort certification.
Time/Effort Certification Report Page	RC_GM_TE	(E&G) Run the GM Time and Effort Certification report. This page is identical to the common run control page used for many payroll processes and reports. See RUNCTL_PAYINIT Page.

Understanding Time and Effort Certification

Higher education organizations can use the Grants Time and Effort Certification report (GMTEC002) to satisfy A-21 Certification requirements. Time and effort certification applies to any individual who receives funding through your institution's sponsored programs office and to anyone who charges more than one funding source or project/grant. Each institution handles this reporting requirement differently.

See your *PeopleSoft Grants* product documentation.

Grants Time and Effort Certification Page

(E&G) Use the Grants Time and Effort Certification page (GM_TEC_OT_ERNCD) to select earnings codes to include in time and effort certification.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Compensation and Earnings**, and then **Grants Time and Effort Certif**, and then **Grants Time and Effort Certification**

This example illustrates the fields and controls on the Grants Time and Effort Certification page.

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Field or Control	Description
Earnings Code	Select the earnings code to include in the time and effort certification. The SQR normally includes all regular earnings hours and amounts, but each employee can have a number of other earnings (additional pay, overtime, bonus, parking allowance, expense reimbursement, and so on). You will not want all of these earnings to be included in the GM Grants Time and Effort Certification report. You can control which of these other earnings to include in the report by listing the specific earnings codes on this page.

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Integrating with PeopleSoft Time and Labor

Understanding the Interface with Time and Labor

This topic discusses:

- Processing steps.
- Processing summary.
- Consolidation.

Processing Steps

To process a payroll in Payroll for North America using Time and Labor data:

1. Set up the interface between Time and Labor and Payroll for North America.
2. Load time and labor data into paysheets.

   PeopleSoft recommends executing the Load Time and Labor COBOL SQL process (PSPLDTL1) immediately before executing the payroll calculation. This ensures that the payroll system receives the most current information for processing.

   > **Note**
   >
   > If you make certain job data changes after running the Load Time and Labor process, you must re-load time to prevent the pay calculation process from creating duplicate pay earnings rows. Specifically, if there is new job data, and the preliminary calculation process does not find a perfect match in the existing pay earnings rows, then a new pay earnings row is added and no existing rows are removed.
   >
   > To be considered a perfect match, the following data must match exactly: earnings end date, earnings begin date, department ID, job code, business unit, position number, GL pay type, account code, project costing business unit, project ID, activity ID, state, locality, hourly rate, and the separate check indicator.

3. Review error messages in the Review Time and Labor Load component (PY_LDTL_TBL).

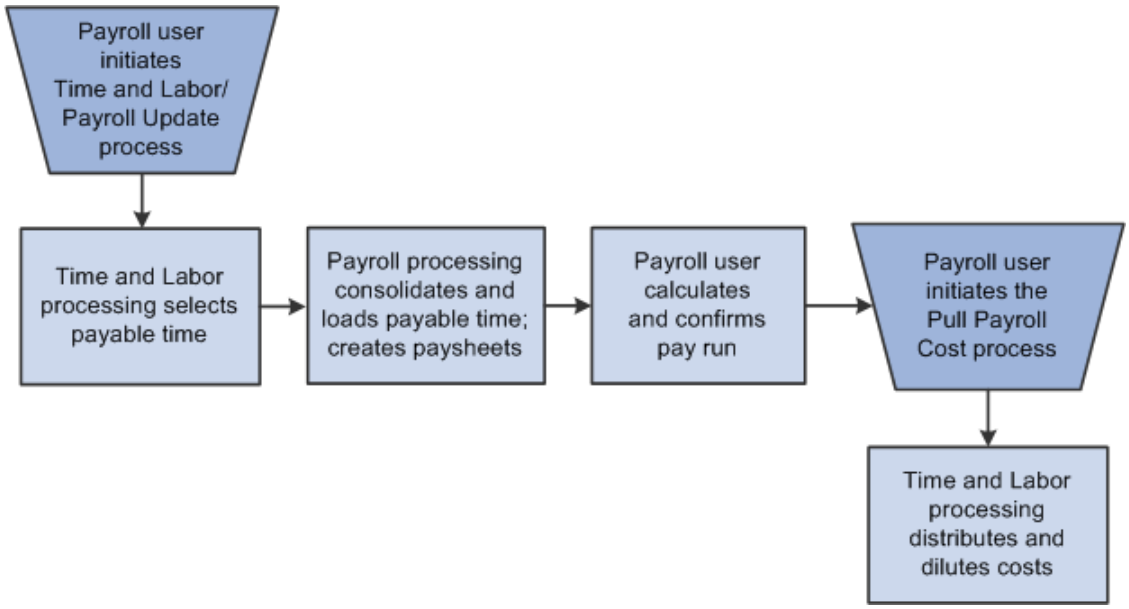
   You can locate and view all errors for each employee that has errors.

   If errors result from payable time, resolve them in Time and Labor and load data again.
4. Run the Pay Calculation COBOL SQL process (PSPPYRUN) and the remaining phases of the payroll cycle through confirmation.
5. Run the Extract Time and Labor Costs Application Engine process (PY_PULL_COST) to extract time and labor costs from Payroll for North America into Time and Labor.

This diagram illustrates the responsibilities of the Payroll User in the Payroll for North America and Time and Labor interface:

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This diagram illustrates the responsibilities of the Payroll User in the Payroll for North America and Time and Labor interface.



Time and Labor generates payable time that can be transmitted to a payroll application by using an integration feature between the two applications. All interactions between Time and Labor and Payroll for North America are initiated from the payroll pages.

> **Note**
>
> The system excludes non-employee data from being updated in Payroll for North America.

Setting Up the Interface with Time and Labor

Pages Used to Set Up the Time and Labor Interface

Page Name	Definition Name	Usage
Installation Table - Product Specific Page	INSTALLATION_TBL1A	Select Time and Labor options for paysheet load.
Pay Group Table - Time and Labor Page	PAYGROUP_TABLE9	Select time and labor task elements that you want to load into paysheets for the pay group.
Final Check Program Table - Program Definition Page	TERM_PGM_TBL	Specify whether to include Time and Labor payable time during final check processing.
Pay Calendar Table Page	PAY_CALENDAR_TABLE	View whether the Labor Distribution process has been run.

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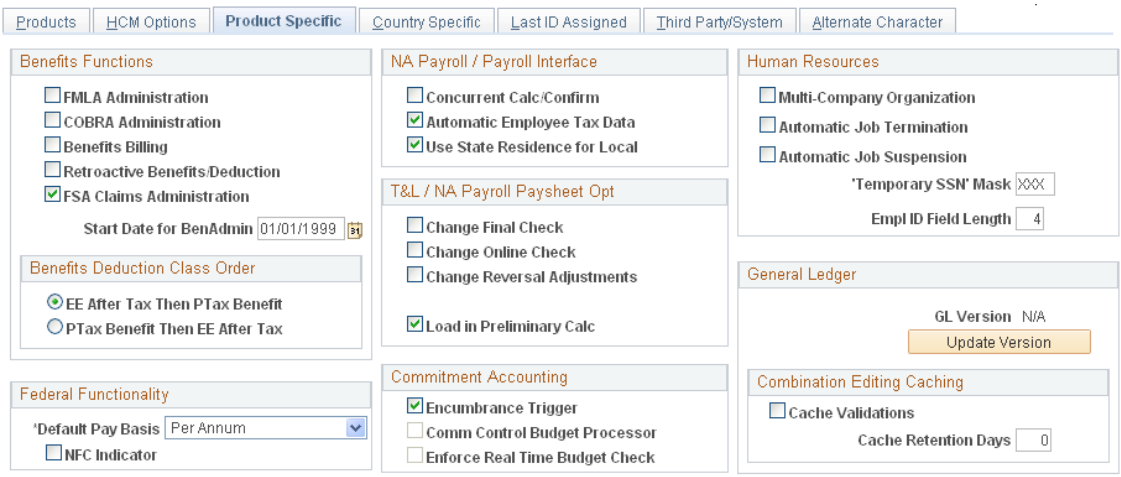
Installation Table - Product Specific Page

Use the Installation Table - Product Specific page (INSTALLATION_TBL1A) to select Time and Labor options for paysheet load.

Navigation:

Set Up HCM, and then **Install**, and then **Installation Table**, and then **Product Specific**

This example illustrates the fields and controls on the Installation Table - Product Specific page.



Options in the **T&L/NA Payroll Paysheet Opt** (Time and Labor and North American payroll paysheet options) group box relate specifically to the functioning of the integration between Time and Labor and Payroll for North America.

Field or Control	Description
Change Final Check, Change Online Check, and **Change Reversal Adjustments**	We recommend that you do not select these options because they control whether users can make paysheet changes to data that is retrieved from Time and Labor. If you select these options, any changes made directly to the paysheets aren't transmitted back to Time and Labor.

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Field or Control	Description
Load in Preliminary Calc(load in preliminary calculations)	The Pay Calculation process uses the value of the **Load in Preliminary Calc** field to determine whether to load new available time (additional time that was worked before the job change but not previously entered on paysheets): • If you select this check box, the system loads all valid available time to the new paysheets, including new available time. • If you deselect this check box, the process does not load any new available time to paysheets except as noted below. **Note:** If an employee had a Job data change that caused paysheets to be rebuilt, the Pay Calculation process attempts to reload all valid time and rejects time that is no longer valid as a result of the job change. This is true regardless of the setting of the **Load in Preliminary Calc** field. As a result, some new time might be loaded for employees who had a Job data change, even when this option is not selected on the Installation table.

Related Topics

- Application Fundamentals: Product Specific Page

Pay Group Table - Time and Labor Page

Use the Pay Group Table - Time and Labor page (PAYGROUP_TABLE9) to select time and labor task elements that you want to load into paysheets for the pay group.

Navigation:

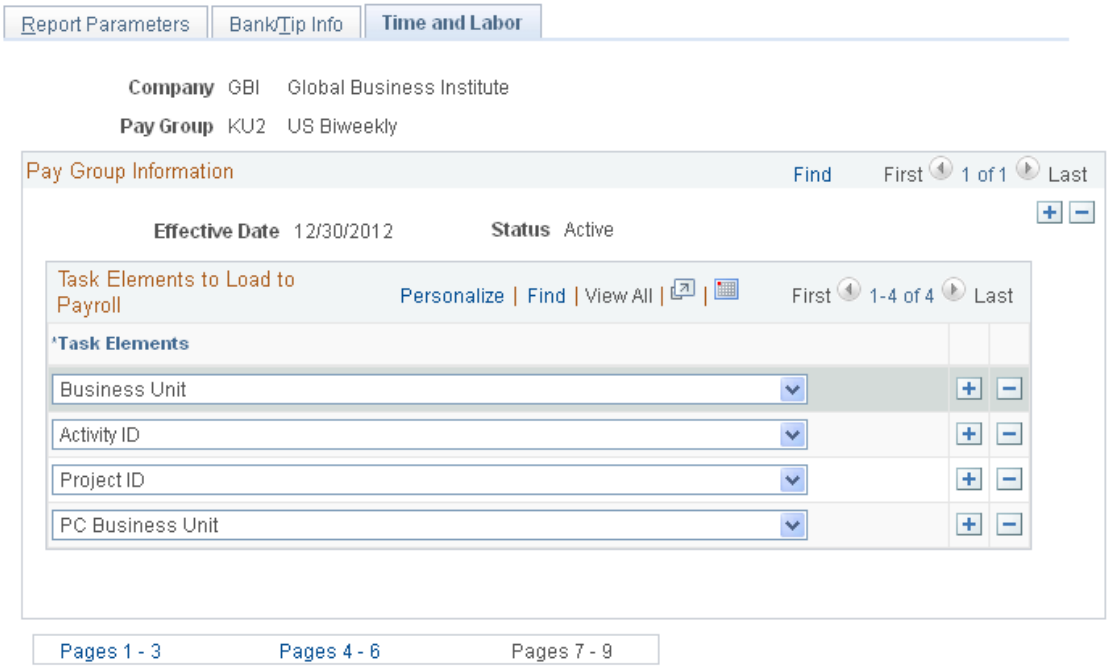
Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Payroll Processing Controls**, and then **Pay Group Table**

Select the **Pages 7–9** link.

Select the Time and Labor page.

This example illustrates the fields and controls on the Pay Group Table - Time and Labor page.

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Field or Control	Description
Task Elements to Load to Payroll	Insert a row for each time and labor element that you want to be loaded onto paysheets: *Account Code, Business Unit, Department, Job Code, Locality, Position Number,* and *State.* Separate lines are created on the paysheets whenever a new set of time and labor elements is encountered. For example, if you select *Business Unit* and then put a different business unit on the regular hours reported for each day (for five days), five lines would be created on the paysheet. However, if you select *Business Unit* and *Department,* then enter the same business unit and department on all hours reported for the pay period, one line would be created on the paysheet. Certain values also have dependencies. If you select *Department,* you must also select *Business Unit.* If you select *Job Code,* you must also select *Business Unit.* If you select *Locality,* you must also select *State.*

Note

The Payroll for North America system is delivered with the default values of *State* and *Locality* already inserted on this page. If you designate multiple task elements on this page, it may cause problems with the array size. Take this into consideration when setting up this page.

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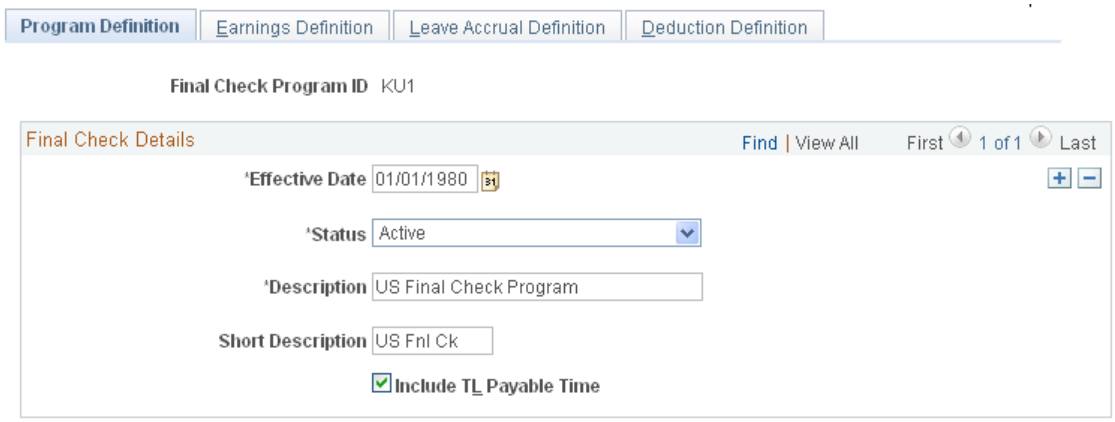
Final Check Program Table - Program Definition Page

Use the Final Check Program Table - Program Definition page (TERM_PGM_TBL) to specify whether to include Time and Labor payable time during final check processing.

Navigation:

- **Set Up HCM**, and then **Product Related**, and then **Payroll for North America**, and then **Payroll Processing Controls**, and then **Final Check Program Table**, and then **Program Definition**
- **Set Up HCM**, and then **Product Related**, and then **Payroll for North America**, and then **Payroll Processing Controls**, and then **Final Check Program Table USF**, and then **Program Definition**

This example illustrates the fields and controls on the Final Check Program Table - Program Definition page.



Select the **Include TL Payable Time** (include time and labor payable time) check box if you want to include time and labor payable time during a Final Check process.

Related Topics

- Defining the Final Check Process
  To set up the final check program, use the Final Check Action Reason (TERM_ACTN_RSN), Final Check Program Table (TERM_PGM_TBL), and Final Check Program Table USF (GVT_TERM_PGM_TBL) components.

Pay Calendar Table Page

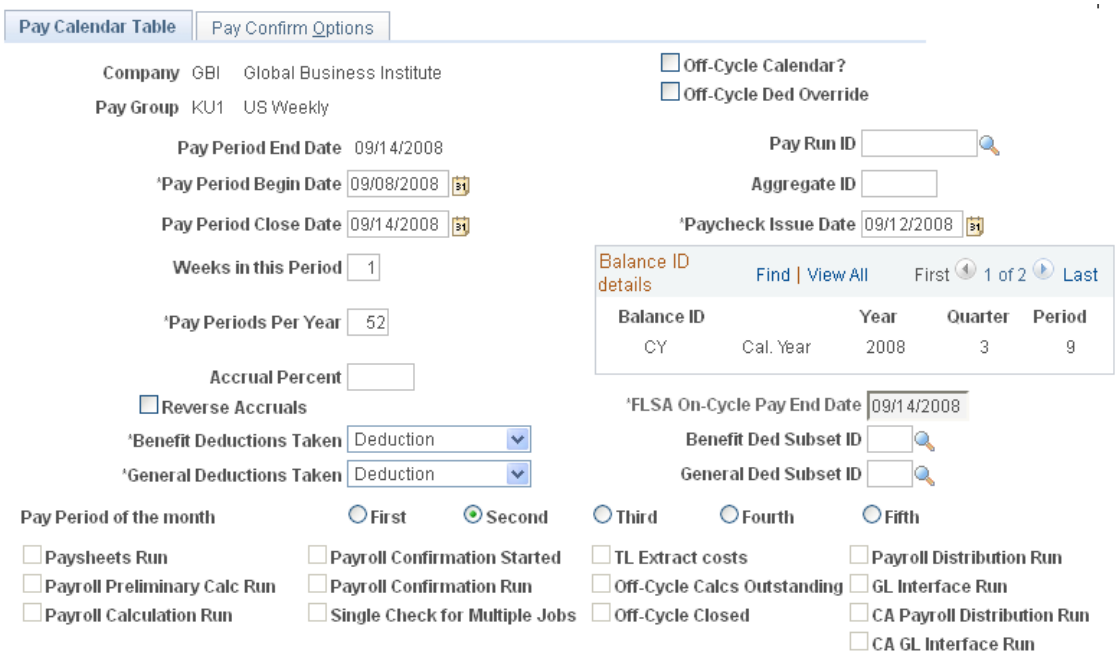
Use the Pay Calendar Table page (PAY_CALENDAR_TABLE) to view whether the Labor Distribution process has been run.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Payroll Processing Controls**, and then **Pay Calendar Table**, and then **Pay Calendar Table**

This example illustrates the fields and controls on the Pay Calendar Table page.

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The system selects the **TL Extract costs** (time and labor extract costs) display-only check box if the labor distribution process has been run for the specified pay calendar.

See Application Fundamentals: Pay Calendar Table Page

Loading Payable Time into Paysheets

This topic provides overviews of processing steps and guidelines, run control options, and consolidation, lists prerequisites, and discusses how to:

- Select processing parameters.
- Filter the load processing.
- Select earnings for on-cycle separate checks.

Understanding Processing Steps and Guidelines

Use the following guidelines to ensure an accurate transfer of time and labor data to Payroll for North America paysheets.

Processing Steps

To process a payroll in Payroll for North America using time and labor data:

1. Load time and labor data into paysheets.
2. Review results and correct errors.
3. Start the pay calculation processing and the remaining phases of the payroll cycle.

Payroll Processes That Load Time and Labor Time

The following Payroll for North America processes load payable time from Time and Labor:

- Load Time and Labor COBOL SQL process (PSPLDTL1).

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- Pay Calculation.
- Online Check.
- Final Check.

Iterative Processing

Initiate the loading of the time and labor data from the Load Time and Labor component (PY_LDTL_RC), where you specify the pay run ID and additional criteria to filter data you want to load. Based on the options that you select in this component, the process selects appropriate payable time from Time and Labor records. You can also identify which data should be loaded to separate checks.

You can run and rerun the update process on an iterative basis. The first time that you run the update process, the system updates all time and labor earnings on the paysheets for the employees selected by the run parameters. Then, any subsequent load runs under the same parameters update only data that needs to be updated, such as earnings for employees who have a Job change or whose time and labor earnings have changed since the last pay update process was run. Data is also updated if there are new rows of time and labor data that are eligible to be transferred to paysheets.

Running the Load Time and Labor process iteratively makes sense if you administer a salaried group of employees who have a very low exception rate. In this situation, you can run the Load Time and Labor process after you create time at the beginning of a pay period, then run a preliminary pay calculation and do some cleanup. Then, at the end of the pay period, you can run the Load Time and Labor process again to select only those employees who have reported exceptions during the period, such as the odd vacation or sick leave. Even with the odd exception time, remember that the Load Time and Labor process performs a complete reupdate of the employee's time to ensure that the time is properly summarized.

Time and Labor as Other Earnings

After selecting payable time, the Load Time and Labor process consolidate the payable time and creates or updates the appropriate paysheets. It loads time and labor data into the paysheets as Other Earnings and marks the paysheets as Other Earnings. After processing is complete, the system identifies the time and labor data in Pay Other Earnings by selecting the **TL Records** (time and labor records) check box on the parent Pay Earnings record.

Additional paysheet transactions, unique other earnings lines on the paysheet, are generated for time and labor data based on any of the following information in effect for the employee during the pay period:

- Tax distribution.
- Earnings distribution.
- Prior period adjustments.
- Task element overrides to paysheets.
- (USA) Fair Labor Standards Act (FLSA) adjustments.
- Job change (pay group, department, rate change, and so on).

If a paysheet already exists for the employee, that paysheet is updated. If the paysheet does not exist for the employee, the Create Paysheet COBOL SQL process (PSPPYBLD) creates one for both on-cycle and off-cycle runs.

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Hourly and Exception Hourly Employees

For hourly or exception hourly employees, any regular hours that are created by the Create Paysheet process, posted in the **Reg Hrs** (regular hours) field on the paysheet, are set to zero during the loading of time and labor payable time to paysheets.

You should report the hours, units, or dollars that represent regular time through Time and Labor.

Salaried Employees

Because salaried employees are not paid on an hourly basis, it is not appropriate to pay them based on the number of regular hours that are reported in Time and Labor. In this case, the Load Time and Labor process does not set to zero any regular earnings that are created by the Create Paysheet process, nor does it load paysheets with any time and labor earnings mapped to the default regular earnings code for the salaried employee's pay group. Salaried employees are paid the amount that is posted in the **Reg Salary** (regular salary) field on the paysheet earnings line. However, the payroll costs for salaried employees can be distributed in Time and Labor.

Holiday Hours

Prior to loading time and labor earnings through the Load Time and Labor process, the system removes any holiday hours that are created by the Create Paysheet process, regardless of employee type. It is expected that all holiday time be reported through Time and Labor or created by Time and Labor system processes.

Prior Period Adjustments

The Load Time and Labor process automatically updates prior period adjustments in Time and Labor. The process populates the paysheet with both the negative and positive hours, amounts, or unit in Other Earnings. It summarizes all negative and positive adjustment entries by date and by earnings code.

The Load Time and Labor process creates a new earnings entry for each prior period adjustment and sets the pay earning's begin/end dates equal to the prior period adjustments date under report.

(CAN) EI Prior Period Corrections

The system does not determine whether prior period time is a prior period correction for EI (employment insurance) purposes or a prior period adjustment. After loading prior period time from Time and Labor, you must select the **EI Period Correction** check box on the paysheet only for pay corrections, not for pay adjustments.

Use these definitions to determine whether the prior period time is a pay adjustment or pay correction for EI purposes:

- Pay adjustments are situations where there has been a delay in recognizing, implementing, or processing a change in an employee's pay.

  For example, an increase in wages under a union contract, agreed to three months after the end of the previous contract, gives rise to a retroactive pay increase or adjustment.

- Pay corrections involve errors such as hours missed when a previous pay period was processed, incorrectly keyed pay rates affecting previous pay periods processed, or back wages paid to an employee who was wrongfully dismissed.

  The insurable earnings and hours for pay corrections must be allocated to the prior pay periods for which they are paid, not the pay periods in which they are paid.

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Single Online Check

When you request a single online check, you first see a message box that asks if you want to use the Create Paysheet process. If you answer Yes, and the Time and Labor application is installed, you get a second message box that asks if you want the process to retrieve available time and labor data. If you answer Yes to this message, the system displays the Filter Options page where you can filter available time by earnings code or date range.

Final Check

You can use an existing on-cycle calendar to run the Final Check process. The Final Check process takes any existing paysheets, including Time and Labor, and copies them to an off-cycle paysheet. Then it marks the source paysheets as Not OK to Pay. In effect, the Final Check process generates an off-cycle request for one employee. It uses the same logic as the final check currently uses to determine the pay end date to use for the creation of the Time and Labor paysheets. The system always asks if you want to use existing paysheets or create new ones.

The Request Final Check page includes the **Include T&L Payable Time** check box which you select if you want to include time and labor payable time in the Final Check Paysheet Creation process. This option brings a separate Pay Other Earnings Rows sourced from Time and Labor.

Pay Unsheet

If you run the Payroll Unsheet SQR Report process (PAYUNSHT) after loading payable time from Time and Labor, the system sets the payable status to *Rejected* with a reason of *Cancelled.*

Related Topics

- Printing Paychecks and Direct Deposit Advices
- PeopleSoft Time and Labor: Overview of Payroll Integration

Understanding Consolidation

Time and Labor maintains employee time information at the work day and task levels to meet a variety of requirements such as project costing and various accounting functions. However, this level of detail is not required for payroll processing. Because such detail is not necessary, and to minimize payroll processing time, the Load Time and Labor process selects and consolidates time and labor data to load into paysheets.

Consolidation of Time and Labor Data for Paysheets

The system uses the Time and Labor date under report (the date for which time was reported) and pay calendar pay begin and end dates to identify which daily time transactions to select for consolidation to the paysheets. Any current period information that has been paid in a previous off-cycle pay run is not included in an on-cycle pay run for the current period.

Only daily Time and Labor time records with the following criteria are selected:

- A payable status of *Estimate, Approved, Rejected by Payroll, Taken by Payroll, Paid-Labor Distributed,* or *Paid-Labor Diluted.*
- Prior period adjustments that have a date under report less than the pay begin date.
- Payable status of *Sent to Payroll* or *Closed* and payroll request number is zero (time has not already been paid) and record-only adjustment is "N" (No).

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Both the corresponding adjustment amounts for prior period adjustments and any offsets are updated to the paysheets.

Consolidation Criteria

Time and Labor selects the appropriate payable time and transfers the data to Payroll for North America and consolidates the data. Consolidation of data entries takes place when the following criteria are met:

- The date under report (the date for which time was reported) is the same for multiple rows of payable time (the rows are consolidated).
- The employee's Job information has not changed during the pay period.
- The earnings codes are the same.
- The payment types for the earnings code match (Either Hours or Amount OK; and Hourly Only).
- The state, locality, override rate, and compensation rate code, if entered for the payable time, match.
- The account code, business unit, department, job code, and position number, if entered for the payable time, match.

  Payroll for North America only checks these five task-related elements if they have been defined on the Pay Group Table - Time and Labor page. For example, if Entry 1 has an account code of 123, and Entry 2 has an account code of 456, the system combines these entries if all of the other consolidation requirements are met, unless account code has been defined on the Pay Group Table - Time and Labor page.

Prior period adjustments are consolidated separately from current period earnings. In addition, positive and negative prior period adjustments are consolidated separately.

Prior period adjustments are always consolidated one day at a time, so the earnings begin and end dates in Payroll for North America are always equal to the adjustment's date under report in Time and Labor. This provides Payroll for North America with enough information to recalculate FLSA rates.

Consolidated Entries Linked to Original Entries

The system keeps track of how it consolidates payable time and informs Time and Labor which entries are combined by passing back a set of sequence and cross-reference numbers for each time entry. This information is important to the labor distribution process.

Understanding Run Control Options

The Load Time and Labor page enables you to specify parameters that determine:

- Whether to load time to an on-cycle or off-cycle pay run.
- Whether to load all available time, only prior period time, or to filter time by:
  - Employee

    Use this filter if, for example, you must process a time adjustment for a single employee after the regular payroll is loaded.
  - Earnings code

    You can use earnings code filters in conjunction with all other filters.
  - Pay group

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Use this filter if you must resolve issues with particular pay groups but not all.

  - Date range

    Use this filter if, for example, the regular payroll is loaded but new time adjustments are required. You can load the adjustments without picking up any new time.

- Whether to load time to a separate check:
  - Use the On-Cycle Separate Check page to select up to three sets of earnings codes grouped for separate checks in an on-cycle pay run.
  - Use the **Load Time to Separate Check** indicator with on-cycle or off-cycle pay runs to load all prior period time for all employees in the pay run to a separate check or to load all filtered time for the designated filters in the pay run to a separate check.

Some of these options are mutually exclusive.

Availability of Options

This table summarizes the availability of the Load Time to Separate Check field, the Filter page, and the On-Cycle Separate Check page in the Load Time and Labor run control component under various conditions:

Pay Run	Processing Option	Load to Separate Check field	Filter page	On-Cycle Separate Check page
On-Cycle	All Time	Unavailable	Hidden	Visible
On-Cycle	Filtered Time	Available	Visible	Hidden if Load to Separate Check is selected. Visible if Load to Separate Check is deselected.
On-Cycle	Prior Period	Available	Visible	Hidden if Load to Separate Check is selected. Visible if Load to Separate Check is deselected.
Off-Cycle	All Time	Unavailable	Hidden	Hidden
Off-Cycle	Filtered Time	Unavailable	Visible	Hidden
Off-Cycle	Prior Period	Unavailable	Visible	Hidden

On-Cycle Separate Check Page Usage

This table provides examples of how the On-Cycle Separate Check page might be used for some of the load processing options:

Processing Option	Example of On-Cycle Separate Check Page Usage
Load All Time	Indicate that overtime is to be paid on a separate check, but all other time is paid on the regular check.
Load Filtered Time	Load only one employee for only one earnings to a separate check.

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Understanding Refresh Request

A refresh request is a method of recapturing lost data. It is not generally a normal stage in the regular processing cycle.

A refresh request enables you to reselect all of the data that was passed in the original request, current and prior period adjustments, plus any new unclaimed payable time entries (where payable status is set to *Estimate, Closed, Sent to Payroll,* or *Rejected by Payroll).*

Use the Review Time and Labor Load component (PY_LDTL_TBL) to determine the correct run to refresh prior to running the refresh process.

The selection process for refresh requests is the same as an original request. The only difference is that prior to the loading of data, a process runs that performs the following functions:

- Deletes the payroll request number and pay system value on the Payable Time record.
- Deletes all applicable transactions in Pay Earnings and Pay Other Earnings.
- Resets payable status.

Prerequisites

In addition to other setup steps previously discussed, you must define the pay run ID and pay calendars prior to running the Load Time and Labor process.

Related Topics

- Setting Up the Interface with Time and Labor

Pages Used to Load Payable Time Into Paysheets

Page Name	Definition Name	Usage
Load Time and Labor Page	PY_LDTL_RC	Select processing options then run the Load Time and Labor process to load payable time from Time and Labor into Payroll for North America paysheets for processing.
Load Time and Labor - Filters Page	PY_LDTLEMP_RC	Select employees, earnings codes, pay groups, or range of dates to load payable time from Time and Labor into Payroll for North America paysheets for processing.
On-Cycle Separate Check Page	PY_LDTL_SEP_CHK_RC	Select up to three groupings of earnings codes for separate checks.

Load Time and Labor Page

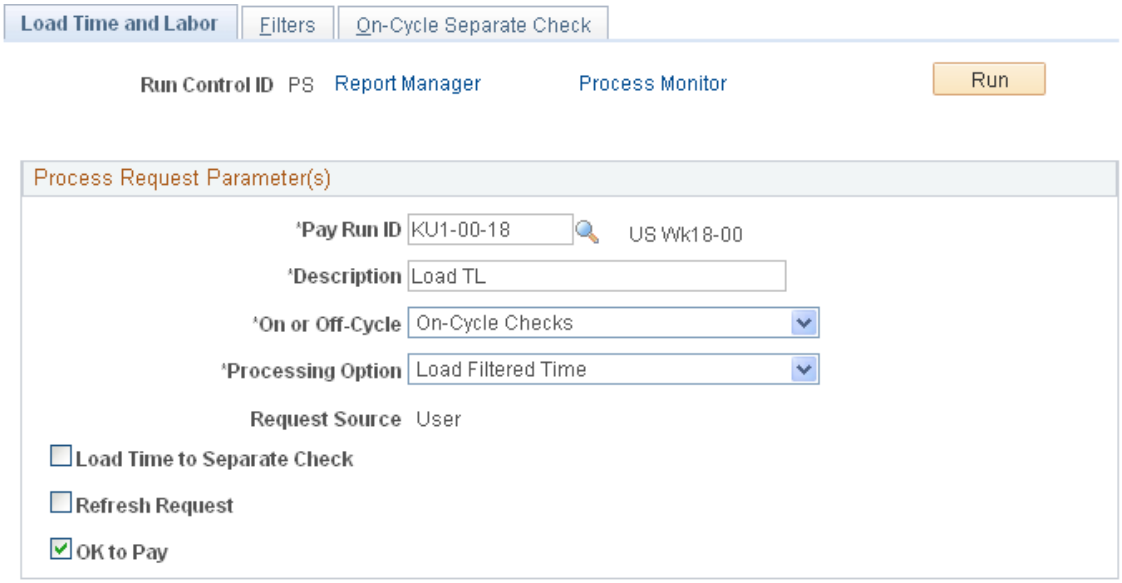
Use the Load Time and Labor page (PY_LDTL_RC) to select processing options then run the Load Time and Labor process to load payable time from Time and Labor into Payroll for North America paysheets for processing

Navigation:

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- **Payroll for North America**, and then **Payroll Processing USA**, and then **Create and Load Paysheets**, and then **Load Time and Labor**, and then **Load Time and Labor**
- **Payroll for North America**, and then **Payroll Processing CAN**, and then **Create and Load Paysheets**, and then **Load Time and Labor**, and then **Load Time and Labor**
- **Payroll for North America**, and then **Payroll Processing USF**, and then **Create and Load Paysheets**, and then **Load Time and Labor**, and then **Load Time and Labor**

This example illustrates the fields and controls on the Load Time and Labor page.



Field or Control	Description
Pay Run ID	Select the pay run ID that identifies the pay calendars that you want to process. Each pay calendar identifies a company, pay group, and the start and end dates of the pay period. This selects employees that have been active any time during the pay period.
Description	Use this field to discriminate between multiple instances of loading time and labor data when using the Review Time and Labor Load - Load Time Labor page and Review Time and Labor Load - Off-Cycle Data page.
On or Off-Cycle	Values are: *On-Cycle:* Select to process a regularly scheduled pay run. *Off-Cycle:* Select to process a payroll outside the pay group's normal pay period schedule.

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Field or Control	Description
Processing Options	Select the processing option: • *Load All Time:* Select to load all available payable time for the pay run ID. • *Load Filtered Time:* Select to make the Filters page available where you can enter selection criteria in conjunction with the pay run ID to filter the payable time that is loaded. For on-cycle runs, you can also select **Load to Separate Check** to load the filtered time to a separate check for each employee being processed. • *Load Prior Period Time:* Select to load payable time for dates prior to the pay period begin date. Selecting this option makes the Filters page available where you can enter selection criteria in conjunction with the pay run ID to filter the payable time that is loaded. For on-cycle runs, you can also select **Load to Separate Check** to load the prior period time to a separate check for each employee being processed. **Note:** (CAN) After loading prior period time from Time and Labor, you must select the **EI Period Correction** check box on the paysheet *only* for pay corrections, not for pay adjustments. See Understanding Processing Steps and Guidelines.
Request Source	This is a display-only field. It displays the source of the request: *Pay Calc* (pay calculation), *Final Calc* (final calculation), *Online Check*, or *User*. It indicates whether you or someone else generated the loading of time and labor data or if the system did it automatically through the Pay Calculation, final Pay Calculation, or Online Check process.
Load Time to Separate Check	Select to load all prior period time or filtered time to a separate check for all employees included in the selection criteria. This field is not available for off-cycle runs or if the on-cycle processing option is *Load All Time*.
OK to Pay	Select if you want all time and labor earnings to be marked as OK to Pay on the paysheet. If you do not select this check box, you must manually mark every paysheet as OK to Pay on the Paysheet page.

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Field or Control	Description
Refresh Request	Select to restart the selection process for all employees in the pay run. This should be used only when you must recover data if paysheets have been corrupted. This option should not be used on a normal rerun of the Load Time and Labor process, when more time is to be updated. A refresh request enables you to reselect all of the data that was passed in the original request, current and prior period adjustments, plus any new unclaimed payable time entries (where payable status is set to *Estimate, Closed, Sent to Payroll,* or *Rejected by Payroll).*

> **Note**
>
> If you do not want to run labor distribution and dilution and do not select these options on the Pay System page in Time and Labor, then when the Load Time and Labor process runs to completion, it sets the payable status to *Closed* in Payable Time. When time is set to *Closed,* it can be published to PeopleSoft Projects as actuals.

Related Topics

- Reviewing Results and Correcting Errors
- Understanding Run Control Options
  The Load Time and Labor page enables you to specify parameters that determine:

Load Time and Labor - Filters Page

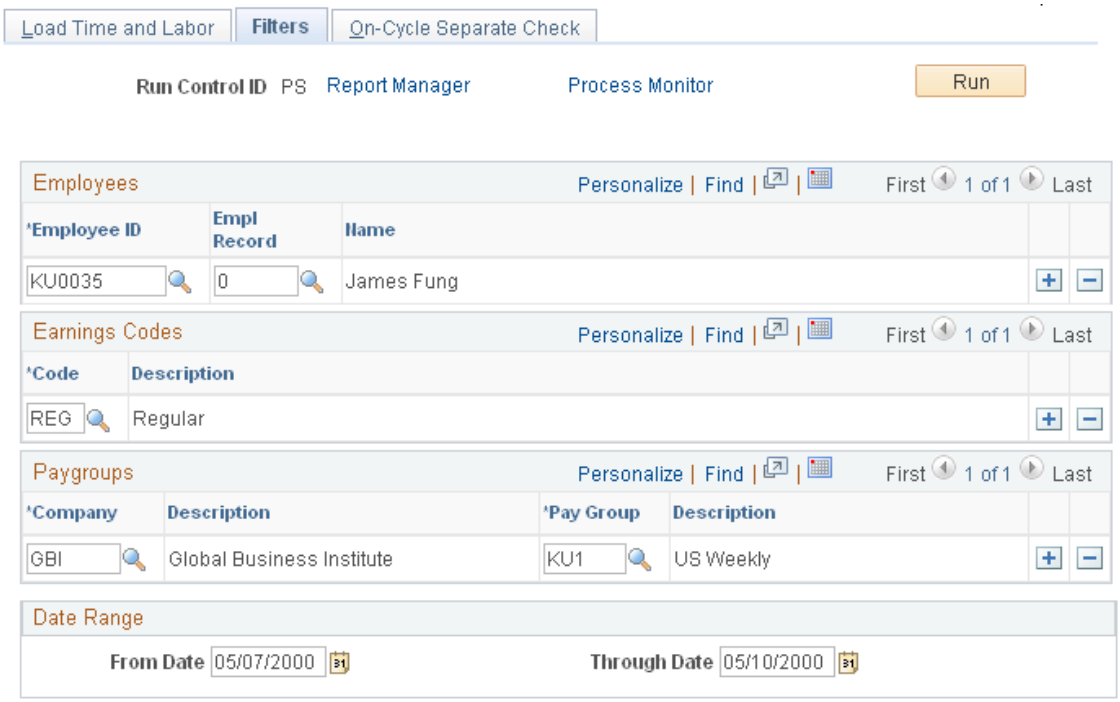
Use the Load Time and Labor -Filters page (PY_LDTLEMP_RC) to select employees, earnings codes, pay groups, or range of dates to load payable time from Time and Labor into Payroll for North America paysheets for processing.

Navigation:

- **Payroll for North America**, and then **Payroll Processing USA**, and then **Create and Load Paysheets**, and then **Load Time and Labor**, and then **Filters**
- **Payroll for North America**, and then **Payroll Processing CAN**, and then **Create and Load Paysheets**, and then **Load Time and Labor**, and then **Filters**
- **Payroll for North America**, and then **Payroll Processing USF**, and then **Create and Load Paysheets**, and then **Load Time and Labor**, and then **Filters**

This example illustrates the fields and controls on the Load Time and Labor - Filters page.

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> **Note**
>
> This page is not visible if you select *Load All Time* in the **Processing Option** field on the Load Time and Labor page. It is visible for off-cycle runs only if you select *Load Filtered Time* in the **Processing Option** field on the Load Time and Labor page.

Field or Control	Description
Employees	Enter the employee ID for the employees that you want to process. The employee must be in a company and pay group within the selected pay run ID. Paysheets are created only for employees who have available payable time. The employee record number value is set by default to *0* (zero). If the employee has multiple jobs within the company, and you want to load time and labor data for that employee for a particular job, enter the employee record number corresponding to that job.
Earnings Codes	Enter earnings codes to load data for a special payment, such as a bonus run. If no earnings codes are selected, the system assumes that you want to load data for all earnings codes.
Paygroups	Select pay groups if you want to restrict the load by company and pay group. If no pay groups are selected, the system assumes that you want to load data for all pay groups.

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Field or Control	Description
Date Range	Select dates to restrict the load to a date range. To load all time prior to a particular date, enter only an end date and leave the from date blank. If you enter a from date but leave the through date blank, the system enters the pay end date as the default through date.

Related Topics

- Reviewing Results and Correcting Errors

On-Cycle Separate Check Page

Use the On-Cycle Separate Check page (PY_LDTL_SEP_CHK_RC) to select up to three groupings of earnings codes for separate checks.

Navigation:

- **Payroll for North America**, and then **Payroll Processing USA**, and then **Create and Load Paysheets**, and then **Load Time and Labor**, and then **On-Cycle Separate Check**
- **Payroll for North America**, and then **Payroll Processing CAN**, and then **Create and Load Paysheets**, and then **Load Time and Labor**, and then **On-Cycle Separate Check**
- **Payroll for North America**, and then **Payroll Processing USF**, and then **Create and Load Paysheets**, and then **Load Time and Labor**, and then **On-Cycle Separate Check**

This example illustrates the fields and controls on the On-Cycle Separate Check page.



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> **Note**
>
> This page is not visible for off-cycle pay runs or if **Load to Separate Check** is selected on the Load Time and Labor page.

You can select up to three sets of earnings codes to group onto separate checks.

Field or Control	Description
Earnings Code	Select the group of earnings codes that you want to pay on each separate check.
Prior Period Adjustments Only	Select to load the selected earnings code to a separate check only for prior period time. This field is not available for data entry if you select the *Load Prior Period Time* processing option. **Note:** If you select the *Load Prior Period Time* processing option and want to load prior period time to separate checks, use the **Load Time to Separate Check** option on the Load Time and Labor page.

Reviewing Results and Correcting Errors

Pages Used to Review Results and Correct Errors

Page Name	Definition Name	Usage
Time and Labor Load Page	PY_LDTL_TBL	View the processing parameters selected for the time and labor data that has been loaded. You must have already loaded the time and labor data using the Load Time and Labor page.
Review Time and Labor Load - Filters Page	PY_LDTLEMP_TBL	View the filters applied to time and labor data that has been loaded. You must have already loaded the time and labor data using the Filters page.
On-Cycle Separate Check Page	PY_LDTL_SEPCHK_TBL	View earnings code groupings for separate checks.
Load Messages Page	PY_TL_PAY_MSG	View one data row for each employee that has error messages for the selected pay run ID and last payroll request number. Select a details link to view all messages for the selected employee.
Payroll Load Messages Page	PY_TL_PAY_MSG2	View details of all load messages for the employee selected on the Load Messages page.

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Understanding Load Process Errors and Corrections

Payroll for North America provides the Review Time and Labor Load component (PY_LDTL_TBL) in which you can review the load parameters and view:

- One row for each employee that has error messages for the selected pay run ID and last payroll request number.
- Details of all load messages for a selected employee.

Review errors in the Review Time and Labor Load component after each run of the Load Time and Labor process. You can also view the same error messages on the Review Payroll Error Messages page. You can check the status of the process with Process Monitor. However, the only error conditions that Process Monitor recognizes are those that affect the successful completion of the programs.

> **Note**
>
> If you encounter errors or discrepancies after you run pay calculation, we recommend that instead of making corrections on the paysheets, you make any time and labor corrections in Time and Labor, then rerun the Load Time and Labor process. The Time and Labor records and Payroll for North America records will then be synchronous.

Interpreting and Correcting Errors

For payable time that does not map to an earnings code, the system changes the payable time status to *Rejected* and generates an error message.

If you receive an "Invalid Mapping of TRC to NA Earnings Code" error message during processing, you must correct the time reporting code (TRC) to NA earnings code mapping and rerun the Load Time and Labor process.

If you receive an "Invalid Currency of TRC for the NA Pay Group" error message during processing, you have a conflict between the default currency for the pay group and the TRC currency. You must resolve this conflict, then rerun the Load Time and Labor process.

If you unsheet the payroll, the time and labor load error messages disappear because paysheets are required for the display of error messages.

Time and Labor Load Page

Use the Time and Labor Load page (PY_LDTL_TBL) to view the processing parameters selected for the time and labor data that has been loaded.

You must have already loaded the time and labor data using the Load Time and Labor page.

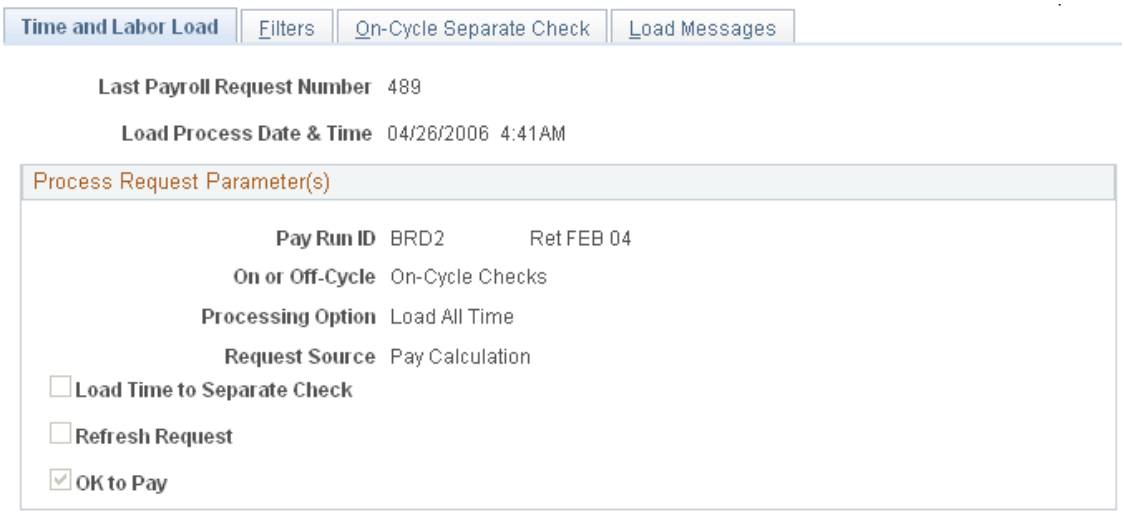
Navigation:

- **Payroll for North America**, and then **Payroll Processing USA**, and then **Create and Load Paysheets**, and then **Review Time and Labor Load**, and then **Time and Labor Load**
- **Payroll for North America**, and then **Payroll Processing CAN**, and then **Create and Load Paysheets**, and then **Review Time and Labor Load**, and then **Time and Labor Load**

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- **Payroll for North America**, and then **Payroll Processing USF**, and then **Create and Load Paysheets**, and then **Review Time and Labor Load**, and then **Time and Labor Load**

This example illustrates the fields and controls on the Review Time and Labor Load - Time and Labor Load page.



This page is a display-only version of the Load Time and Labor page.

Field or Control	Description
Cleanup for Restart	This check box appears only if the Load Time and Labor process does not complete, and the payable time from Time and Labor remains in a *SP* (sent to payroll) payable status. By selecting this check box, you can refresh the payable status to *RP* (rejected by payroll). You also must save the page to complete the refresh of payable time. If you reenter the page for the same payroll request number, the check box should no longer appear if the payable time refresh is complete. This enables you to reload the payable time to paysheets when the Load Time and Labor process is run again.

Load Messages Page

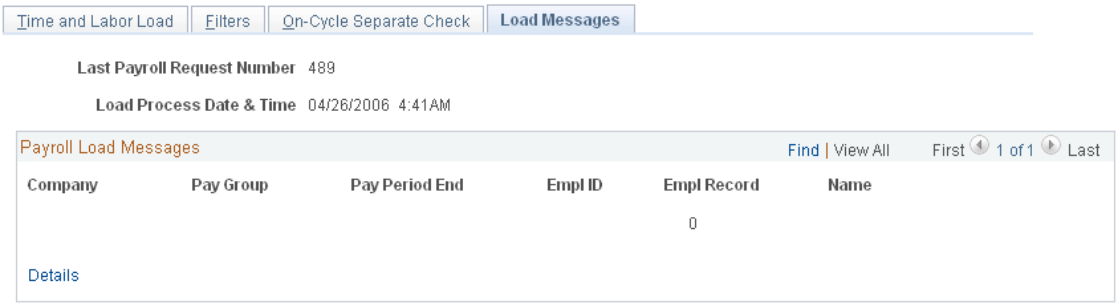
Use the Load Messages page (PY_TL_PAY_MSG) to view one data row for each employee that has error messages for the selected pay run ID and last payroll request number.

Navigation:

- **Payroll for North America**, and then **Payroll Processing USA**, and then **Create and Load Paysheets**, and then **Review Time and Labor Load**, and then **Load Messages**
- **Payroll for North America**, and then **Payroll Processing CAN**, and then **Create and Load Paysheets**, and then **Review Time and Labor Load**, and then **Load Messages**
- **Payroll for North America**, and then **Payroll Processing USF**, and then **Create and Load Paysheets**, and then **Review Time and Labor Load**, and then **Load Messages**

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This example illustrates the fields and controls on the Load Messages page.



Select the **Details** link to view all messages for the selected employee.

Payroll Load Messages

The page lists each employee who has at least one load error message.

Field or Control	Description
Details	Select to access the Payroll Load Messages page (PY_TL_PAY_MSG2) where you can view load messages by employee.

Extracting Time and Labor Costs

Page Used to Extract Time and Labor Costs

Page Name	Definition Name	Usage
Time and Labor Cost Extract Page	PY_TL_XTRACT_COST	Run the Extract Time and Labor Costs process (PY_PULL_COST) to extract time and labor costs from Payroll for North America to Time and Labor. You must have already loaded time and labor data and confirmed the payroll calculation before you can extract the costs.

Understanding Time and Labor Cost Extraction

After you have loaded time and labor payable time into Payroll for North America and then run the Pay Calculation and Pay Confirmation processes, you can extract the time and labor costs from Payroll for North America into Time and Labor. The Extract Time and Labor Costs Application Engine process (PY_PULL_COST) updates the Payable Time record in Time and Labor and flags the data with an indicator that the data originated from Payroll for North America. "Labor distribution" is another term for this extracting of time and labor costs.

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> **Note**
>
> You define that you want labor distribution and labor dilution to be processed on the Pay System page in Time and Labor.

The following Payroll for North America processes call the Extract Time and Labor Costs process to return costs to Time and Labor:

- Pay Calculation (on-cycle and off-cycle).
- Online Check.
- Final Check.

Related Topics

- PeopleSoft Time and Labor: Understanding Payable Time
- PeopleSoft Time and Labor: Reversing or Adjusting a Paycheck

Time and Labor Cost Extract Page

Use the Time and Labor Cost Extract page (PY_TL_XTRACT_COST) to run the Extract Time and Labor Costs process (PY_PULL_COST) to extract time and labor costs from Payroll for North America to Time and Labor.

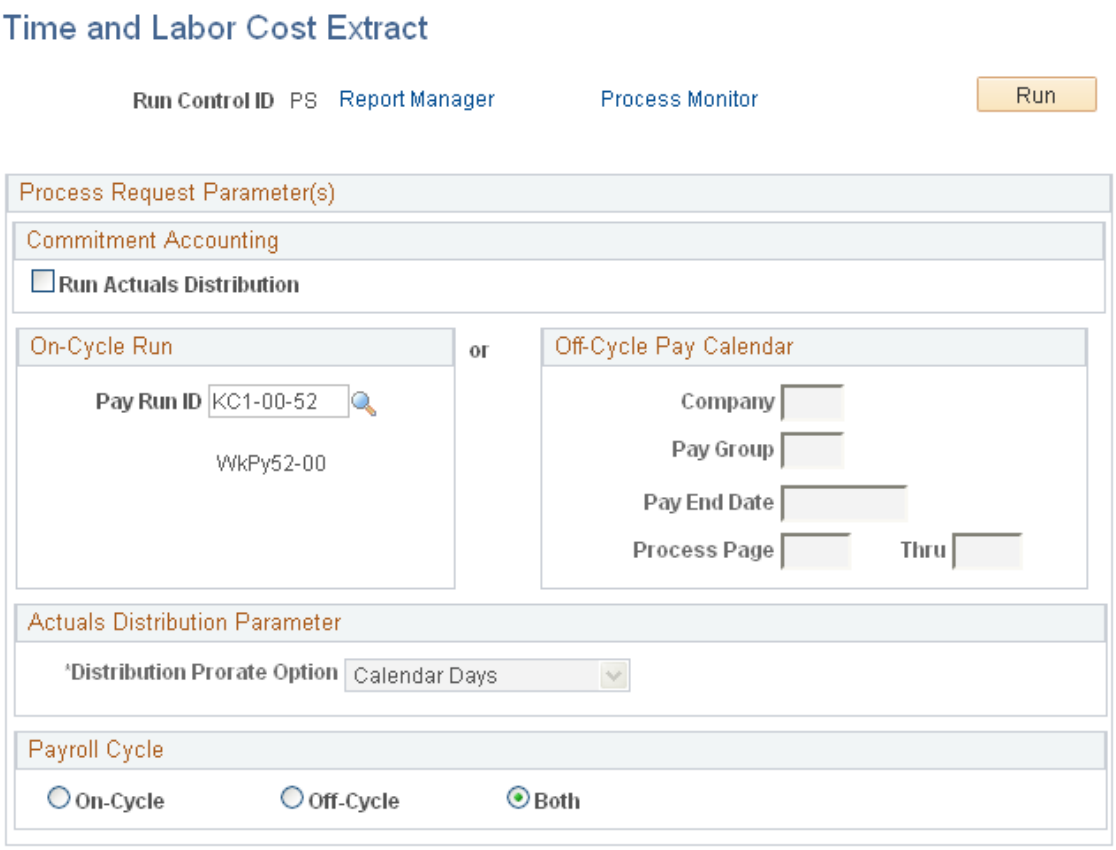
You must have already loaded time and labor data and confirmed the payroll calculation before you can extract the costs.

Navigation:

- **Payroll for North America**, and then **Payroll Distribution**, and then **Additional Integrations**, and then **Time and Labor Cost Extract**, and then **Time and Labor Cost Extract**
- **Payroll for North America**, and then **Payroll Distribution**, and then **Additional Integrations USF**, and then **Time and Labor Cost Extract**, and then **Time and Labor Cost Extract**

This example illustrates the fields and controls on the Time and Labor Cost Extract page.

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Commitment Accounting

Field or Control	Description
Run Actuals Distribution	If you use the Manage Commitment Accounting business process in PeopleSoft HR, select to have the labor distribution process run first from Time and Labor, which then triggers the Actuals Distribution COBOL SQL process (PSPPFUND), which summarizes the rows of payable time that are linked to a Manage Commitment Accounting account code (funding source) and prepares it for the interface to PeopleSoft General Ledger. After the Actuals Distribution process runs, then the ACTUAL_TIME_BATCH_ADD service operation is sent to PeopleSoft Projects, if that application is installed. See PeopleSoft Human Resources Manage Commitment Accounting: Running the Actuals Distribution Process.

On-Cycle Run

Use this group box for on-cycle or off-cycle earnings. If you use this group box, the process references the pay run ID and not all of the associated pay calendars that are attached to the pay run ID. The pay run ID can be attached to on-cycle and off-cycle pay calendars. The process extracts all of the pay calendars that are related to the pay run ID and checks the earnings that are attached.

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The Extract Time and Labor Costs process can be run for on-cycle earnings, off-cycle earnings, or both.

Field or Control	Description
Pay Run ID	Select the pay run ID that identifies the pay calendars from which you want to extract time and labor costs.
On-Cycle	If you select this option, on-cycle earnings are distributed only once.
Off-Cycle	If you select this option, off-cycle pay earnings that are attached to an on-cycle pay calendar are rerun again, as there might be additional off-cycle pay earnings that have been added. If the off-cycle pay earnings are associated to an off-cycle pay calendar, the **T&L Extract costs** check box on the Pay Calendar Table page is selected when it is first run, and those costs aren't rerun through labor distribution.
Both	If you select this option for an on-cycle pay calendar, any associated off-cycle earnings to that calendar are resent, but on-cycle earnings aren't resent.

Off-Cycle Pay Calendar

Use this group box to specify the selection criteria for the extraction of time and labor costs for an off-cycle run. With this group box you can control the extraction of time and labor costs for multiple off-cycle runs that are attached to a single on-cycle run.

Field or Control	Description
Process Page and **Thru**	Enter the page numbers that correspond to the paysheets from which you want to extract time and labor costs.

> **Note**
>
> If you receive a "Multiple currencies cannot be distributed" error message during processing, you have a conflict between currencies. You must correct the conflict, then rerun the process.

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Integrating with PeopleSoft HCM and Expenses

Understanding Integration with PeopleSoft HR and Expenses

When you use the corresponding integration, you can load the following types of data directly into paysheets:

- Monetary and non-monetary awards (with the exception of stock).
- Refunds for stock purchase contributions.
- Taxes related to stock options.
- Expense advances and reimbursements.
- Absence Management payment.
- Student Financials payment.

Load data into paysheets using the Load Paysheets Transactions PSJob process (PYLOAD). Both on-cycle and off-cycle processing is fully supported. Payroll performs gross-ups and issues payments in a separate check or consolidated check, according to the instructions that are entered in the source application. After a pay cycle is confirmed, with the exceptions of Stock Administration, Absence Management and Student Financials, you can send processed data back to the originating application, keeping records in all your applications complete and up-to-date.

Integration

Communication between Payroll for North America and Expenses and PeopleSoft HCM is accomplished through the use of PeopleSoft Integration Broker, which works in the background to quickly transfer data back and forth. Communication with Stock Administration, Absence Management, and Student Financials is accomplished through the use of shared tables.

Related Topics

- Understanding the Load Paysheets Process (PYLOAD)
  This topic discusses:
- Understanding the Interface with Time and Labor
  This topic discusses:
- Understanding the General Ledger Interface
  Sending payroll data to General Ledger is one of the final steps in the payroll cycle. When you integrate Payroll for North America and General Ledger, you can automatically post earnings and deductions that are associated with a finalized calendar run to your General Ledger system.
- Understanding the Interface with Payables
  This topic discusses:
- Enterprise Components

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Integrating with Tuition Reimbursement

Pages Used to Administer the Interface with Tuition Reimbursement

Page Name	Definition Name	Usage
Load Paysheet Transactions Page	RUNCTL_PSHUP	Load tuition reimbursement data into paysheets after receiving and validating data from the Manage Tuition Reimbursement business process. See Loading Paysheet Transactions.
Tuition Reimbursement Payment Notification Page	RUNCTL_PYTR_NOTIFY	Notify the HR system that tuition reimbursement payments have been processed successfully in Payroll for North America.

Understanding the Integration with Tuition Reimbursement

Tuition Reimbursement is a self-service transaction that allows employees to request reimbursement for courses, certifications, or degrees they pursue to enhance their job skills or advance their careers.

For more information about the tuition reimbursement process, refer to the PeopleSoft Human Resources Administer Training and Tuition Reimbursement: Understanding Tuition Reimbursement topic.

After tuition reimbursement requests are submitted and subsequently approved, HR administrators can launch the *HRTR_PROCESS* application engine (AE) process on the PeopleSoft Human Resources Administer Training and Tuition Reimbursement: Process Tuition Reimbursement Page to prepare tuition reimbursement requests for payroll processing.

When the *HRTR_PROCESS* process completes successfully, it triggers the PAYMENT_TR_MESSAGE integration message, which in turn initiates the PY_TR_VALIDT AE process. This process validates the tuition reimbursement self-service transactions:

- Transactions that pass validation are loaded into the PSHUP table in Payroll for North America.

  When employees view their tuition reimbursement transactions in Self-Service, their status is displayed as *Payment Pending.*
- Invalid transactions are rejected and sent back to the HR system with service operation messages.

After data is loaded into the PSHUP table, payroll administrators:

1. Load data into paysheets using the Load Paysheet Transactions process. Use *Tuition Reimbursement* as the paysheet update source.

   See Loading Paysheet Transactions.
2. Run the rest of the payroll process and issue checks or advices.

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3. Publish a verification of payment to the HR system using the Tuition Reimbursement Payment Notification Page.

   When employees view their tuition reimbursement transactions in Self-Service, their status is displayed as *Paid.*

Notification of Payment

The Notify Tuition Reimbursement Application Engine process (PYTR_PNTF_AE) publishes the following information to the HR system when reimbursement payments have been processed:

- Employee ID and employee record number.
- Reimbursement ID.
- Payment date.
- Total amount.
- Currency code.
- Paycheck status.
- Check number.
- Check date.
- Form ID.
- Audit action.
- Process instance.

Prerequisites

Before using the integration between Payroll for North America and the Manage Tuition Reimbursement business process, configure the Integration Broker node and activate the appropriate queues, handlers, and routings for these service operations:

Service Operation	Description
PAYMENT_TR_ACKNOWLEDGE	Payroll for North America publishes acknowledgment messages (upon receipt of tuition reimbursement transactions) to the PS_PAY_ACKNLDGE_TR table for subscription by HR. If transaction details are rejected, the status in ACCEPTANCE_STATUS is set to *R* (Rejected), along with the corresponding REJECTED_REASON code. If the details are accepted, the status in ACCEPTANCE_STATUS is set to *T* (Taken).
PAYMENT_TR_ISSUE	Payroll for North America publishes acknowledgment messages (after tuition reimbursement payments are processed and confirmed for employees) to the PS_PYTR_ACK_PUB table for subscription by HR.
PAYMENT_TR_REQUEST	HR publishes tuition reimbursement data to the PS_PAY_REQUEST_TR table for subscription by Payroll for North America.

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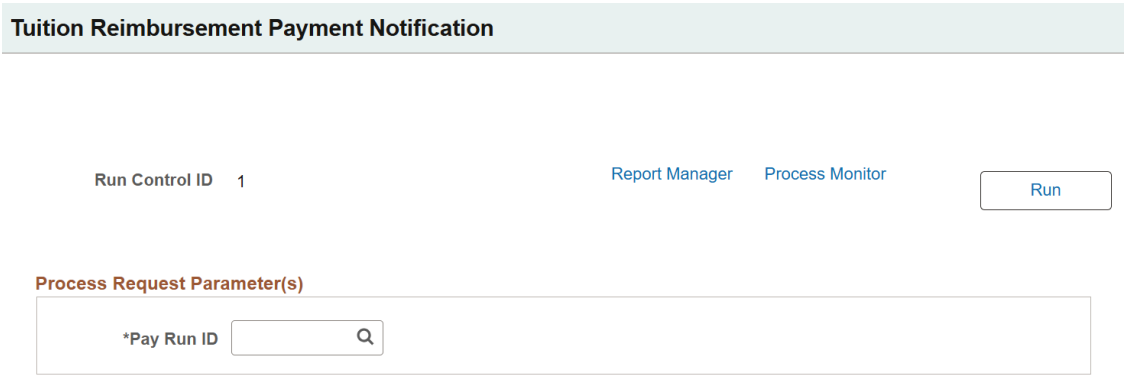
Tuition Reimbursement Payment Notification Page

Use the Tuition Reimbursement Payment Notification page (RUNCTL_PYTR_NOTIFY) to notify the HR system that tuition reimbursement payments have been processed successfully in Payroll for North America.

Navigation:

Payroll for North America, and then **Payroll Distribution**, and then **Additional Integrations**, and then **Notify TR of Payments**, and then **Tuition Reimbursement Payment Notification**

This example illustrates the fields and controls on the Tuition Reimbursement Payment Notification page.



Field or Control	Description
Pay Run ID	Select the pay run ID that is associated with tuition reimbursement data that you want to send to the HR system. This process runs successfully only if on-cycle and off-cycle are confirmed for the selected pay run ID. If necessary, you can run this process more than once for the same pay run ID.

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Integrating with Manage Variable Compensation

Pages Used to Administer the Interface with Manage Variable Compensation

Page Name	Definition Name	Usage
Validate Variable Comp Awards Page (validate variable compensation awards)	RUNCTL_VCAWARD	Run the Process VC Awards process to validate award data submitted by Manage Variable Compensation and send acknowledgement of validation. Also use to reject an entire transmission of awards data.
Load Paysheet Transactions Page	RUNCTL_PSHUP	Load Manage Variable Compensation data into paysheets after receiving data from Manage Variable Compensation. See Loading Paysheet Transactions.
Variable Comp Payment Notif Page (variable compensation payment notification)	RUNCTL_PAYSHEET	Run the Notify Variable Compensation process to send a verification of payment to the Manage Variable Compensation administrator, notifying them that awards have been paid.

Understanding the Integration with Manage Variable Compensation

If you're using the Manage Variable Compensation business process in PeopleSoft HCM, you can load data for monetary awards and nonmonetary/nonstock awards into Payroll for North America before a pay run. Payment is always made in the currency that is associated with the employee's pay group.

The interface begins when the Manage Variable Compensation administrator publishes awards to Payroll for North America. The following procedure explains what to do after the records are sent:

1. Access Integration Broker Service Operations Monitor to confirm receipt of the award records.
2. Run the validation process from the Validate Variable Comp Awards page.
3. Load data into paysheets using the Load Paysheet Transactions process.

   See Loading Paysheet Transactions.
4. Run the rest of the payroll process and issue checks or advices.
5. Publish a verification of payment to the Manage Variable Compensation administrator using the Notify Var Comp of Payments page.

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Validation of Awards

During the Process VC Awards Application Engine process (PY_200_VC), Payroll for North America validates the records, rejecting records that are not acceptable. The validation process publishes an acknowledgement of rejected or errored awards to the Manage Variable Compensation administrator. The administrator makes any corrections that are necessary and resubmits the revised records to payroll.

The following are the valid payroll rejection reason codes:

- Invalid Earning Code.
- Invalid Employee ID & Record#.
- Invalid Currency Code.
- Transaction already exists.
- Amount Exceeds Payroll Maximum (If the converted value of the amount is longer than 8.2 digits, it should be split into smaller amounts).
- Reject All − Requested by User.

After an award passes the validation process, it cannot be changed or canceled other than rejecting all records for the selected Variable Compensation plan ID and payout period ID.

You can view any error messages that are produced during the validation process through the Integration Broker Service Operations Monitor, though these messages are intended for the Manage Variable Compensation administrator. The administrator also receives an email notice if there are any errors.

Rejection of All Award Records

If the Manage Variable Compensation administrator submits the wrong set of awards records to payroll, use the **Reject All** option on the Validate Variable Comp Awards page to reject all records for a selected plan ID and payout period before running the Load Paysheets process. This prevents further processing of the data and should be used only at the request of the administrator.

Notification

The Notify Variable Compensation Application Engine process (PY_300_VC) publishes the following information to PeopleSoft HCM with a status of paid:

- Employee ID and employee record number.
- Variable compensation plan ID.
- Variable compensation payout period.
- Group Build group ID.
- Variable compensation award payment date (pay period end date).

Prerequisites

Before using the integration between Payroll for North America and the Manage Variable Compensation business process, configure the Integration Broker node and activate the appropriate queues, handlers, and routings for these service operations:

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Service Operation	Description
VAR_COMP_PAYMENT_REQUEST	The PeopleSoft HCM application publishes variable compensation award data to the PS_PYVC_RQT_SUB table for subscription by the Payroll for North America application.
VAR_COMP_PAYMENT_ACKNOWLEDGE	The Payroll for North America application publishes validation and payment data to the PS_PYVC_ACK_PUB table for subscription by PeopleSoft HCM.

> **Note**
>
> To research the technical details of any integration point used by PeopleSoft applications, refer to the Interactive Services Repository on My Oracle Support.

See *PeopleTools: Integration Broker Service Operations Monitor*.

Related Topics

- PeopleSoft Human Resources Manage Variable Compensation: Approving and Submitting Awards

Validate Variable Comp Awards Page

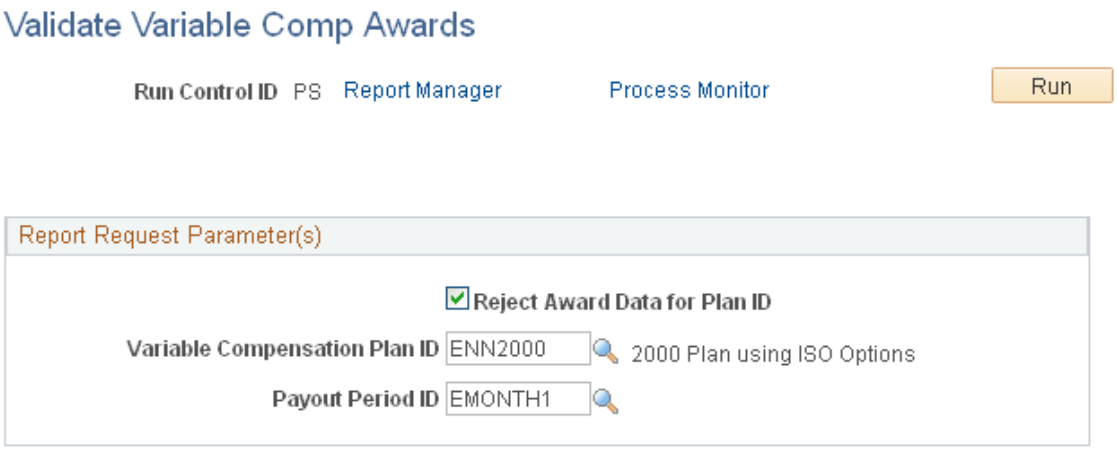
Use the Validate Variable Comp Awards (validate variable compensation awards) page (RUNCTL_VCAWARD) to run the Process VC Awards process to validate award data submitted by Manage Variable Compensation and send acknowledgement of validation.

Also use to reject an entire transmission of awards data.

Navigation:

Payroll for North America, and then **Payroll Distribution**, and then **Additional Integrations**, and then **Validate Variable Comp Awards**, and then **Validate Variable Comp Awards**

This example illustrates the fields and controls on the Validate Variable Comp Awards page.



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Field or Control	Description
Reject Award Data for Plan ID	Select this option only if you want to reject award data for a selected plan ID and payout period that has been sent by the Manage Variable Compensation administrator since you last ran the Load Paysheets process. You cannot save this page if any awards for the plan ID and payout period that you select in the next two fields have already been processed through payroll, regardless of the stage of payroll processing.
Variable Compensation Plan ID	This field appears only if you select the **Reject Award Data for Plan ID** check box. Select the variable compensation plan for which you want to reject awards.
Payout Period ID	This field appears only if you select the **Reject Award Data for Plan ID** check box. Select the payout period for which you want to reject awards.

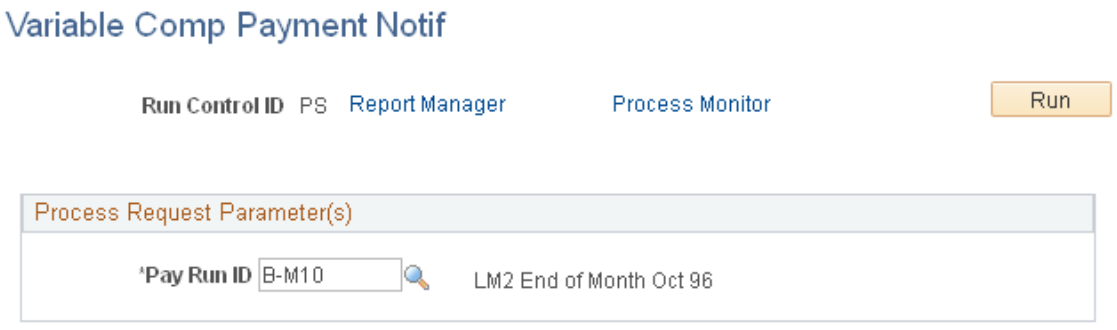
Variable Comp Payment Notif Page

Use the Variable Comp Payment Notif (variable compensation payment notification) page (RUNCTL_PAYSHEET) to run the Notify Variable Compensation process to send a verification of payment to the Manage Variable Compensation administrator, notifying them that awards have been paid.

Navigation:

Payroll for North America, and then **Payroll Distribution**, and then **Additional Integrations**, and then **Variable Comp Payment Notif**, and then **Variable Comp Payment Notif**

This example illustrates the fields and controls on the Variable Comp Payment Notif page.



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Field or Control	Description
Pay Run ID	Select the pay run ID that is associated with awards data that you want to send to PeopleSoft HCM. This process runs successfully only if on-cycle and off-cycle are confirmed for the selected pay run ID. If necessary, you can start this process more than once for the same pay run ID.

Integrating with Talent Acquisition Manager

Pages Used to Administer the Interface with Talent Acquisition Manager

Page Name	Definition Name	Usage
Load Paysheet Transactions Page	RUNCTL_PSHUP	Load employee referral award data into paysheets after receiving the data from Talent Acquisition Manager.
Notify Recruiting of Payment Page	PRCSRUNCNTL	Run the eRecruit Payment Notification (PYER_NOTIFY) application engine process to populate the staging table PYER_ISS_PUB with employee referral program payment data and publish the payment notification.

Understanding the Integration with Talent Acquisition Manager

If you're using the employee referral program functionality of Talent Acquisition Manager, you can load data for monetary awards and nonmonetary/nonstock awards into Payroll for North America before a pay run. Payment is always made in the currency that is associated with the employee's pay group. The earnings begin and end dates on the paysheet are set based on the on-cycle pay run or an off-cycle pay run selected on the run control page.

The interface begins when the employee referral program administrator publishes employee referral program awards to payroll. The following procedure explains what to do after the records are sent:

1. Check asynchronous services in the Service Operations monitor to confirm receipt of validated records.
2. Load data into paysheets using the Load Paysheet Transactions process.

   See Loading Paysheet Transactions.
3. Run the rest of the payroll process as usual and issue checks and advices.
4. Publish a verification of payment to the employee referral program administrator using the Notify Recruiting of Payment page.

Validation of Awards

The payroll system receives the employee referral program records, validates them, and posts a message on Integration Broker Service Operations Monitor to inform you that the records

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have arrived. Records that do not pass the validation for any of the following reasons are returned to the employee referral program administrator automatically so they can be corrected and resent:

- Invalid Earning Code.
- Invalid Employee ID & Record#.
- Invalid Currency Code.
- Transaction already exists.
- Amount Exceeds Payroll Maximum (If the converted value of the amount is longer than 8.2 digits, it should be split into smaller amounts).

Notification of Payment

The eRecruit Payment Notification Application Engine process (PYER_NOTIFY) publishes the following information to Talent Acquisition Manager when awards have been paid:

- Employee ID and employee record number.
- Applicant ID.
- Award amount.

  If a paycheck has been reversed, the reversed amount is returned. Resources Talent Acquisition Manager is not notified if a paycheck is adjusted.
- Award date.
- Award currency.
- Earnings code.
- Department ID.
- Gross-up indicator.
- Separate check indicator.

  If gross-up is requested, a separate paycheck is for the award.
- Paycheck status.
- Paycheck number and check date.

Prerequisites

Before using the integration between Payroll for North America and Talent Acquisition Manager, configure the Integration Broker node and activate the appropriate queues, handlers, and routings for these service operations:

Service Operation	Description
PAYMENT_ERECRUIT_REQUEST	Employee referral programs publish award data to the PYER_RQT_SUB staging table where Payroll for North America subscribes.
PAYMENT_ERECRUIT_ACKNOWLEDGE	Payroll for North America validates the requested awards and publishes the results of validation to the PYER_ACK_PUB staging table, where Talent Acquisition Manager subscribes.

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Service Operation	Description
PAYMENT_ERECRUIT_ISSUED	Payroll for North America publishes notification of payment to the PYER_ISS_PUB staging table, where Talent Acquisition Manager subscribes.

> **Note**
>
> To research the technical details of any integration point used by PeopleSoft applications, refer to the Interactive Services Repository on My Oracle Support.
>
> See *PeopleTools: Integration Broker*

Related Topics

- Application Fundamentals: Identifying Integrations for Your Implementation

Integrating with Stock Administration

Pages Used to Administer the Interface with Stock Administration

Page Name	Definition Name	Usage
Load Paysheet Transactions Page	RUNCTL_PSHUP	Load Stock Administration data into paysheets. Use after you receive data from Stock Administration.

Understanding the Integration with Stock Administration

Integration with Stock Administration is accomplished through table sharing.

Loading Refunds to Stock Purchase Contributions

To load data for refunds to stock purchase contributions:

1. Confirm that your Stock Administration administrator has prepared the refund data.

   Before you initiate the load process, check with your administrator to ensure the refund data has been generated.
2. Use the Load Paysheets process to load data into the paysheets.
3. Run the rest of the payroll process as usual.

Calculating Taxes for Stock Options

Stock Administration enables users to calculate the taxes that result from the exercise of stock options. The Stock Administration administrator selects the **Calculate Taxes** button on the Exercise Taxes page and the employee's tax liability is calculated by Payroll for North America and displayed on the Exercise Taxes page.

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Loading Tax Data for Exercised Stock Options

To load tax data for exercised stock options:

1. Confirm that your Stock Administration administrator has sent the tax data to Payroll for North America.

   After the administrator is satisfied with the tax amounts that appear in the Stock Administration system's Exercise Taxes page, the administrator selects the **Update Payroll** button to send the tax data to Payroll for North America. Before you initiate the load process, check with the administrator to ensure the tax data has been sent.
2. Use the Load Paysheets process to load tax data into the paysheets.
3. Run the rest of the payroll process as usual.

   The payroll system updates the employee's balances, but does not issue a check.

Related Topics

- PeopleSoft Stock Administration: Viewing Exercise Information

Integrating with PeopleSoft Expenses

Pages Used to Administer the Interface with Expenses

Page Name	Definition Name	Usage
Load Paysheet Transactions Page	RUNCTL_PSHUP	Load Expenses data into paysheets. Use after you receive data from Expenses.
Expenses Payment Notification Page	PRCSRUNCNTL	Run the Expenses Payment Notification process, which publishes a verification of payment to Expenses. Use this page after you confirm a pay run.

For more information, see your Financials and Supply Chain Management (FSCM) *PeopleSoft Expenses* product documentation.

Understanding the Integration with Expenses

When you use the Expenses with Payroll for North America interface, you can pay approved expense advances and reimbursements in on-cycle or off-cycle pay runs. Payroll for North America processes the unique taxation and reporting requirements of each type of reimbursement based on the transactions that are received from Expenses. The earnings code indicates the tax status of each payment.

The interface begins when someone enters a request in Expenses to send expense data to payroll. The following procedure explains what to do after the records are sent:

1. Check Integration Broker Service Operations Monitor to confirm receipt of records.
2. Load data into paysheets using the Load Paysheet Transactions process.

   See Loading Paysheet Transactions.
3. Run the rest of the payroll process.

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4. If you use PeopleSoft General Ledger interface, you must generate and load accounting lines after the pay run is confirmed.
5. Publish payment data back to Expenses using the Expenses Payment Notification page.

Validation of Data

The payroll system receives the expense records, validates them, and posts a message on Integration Broker Service Operations Monitor to inform you that the records have arrived. Records that do not pass the validation for any of the following reasons are returned to Expenses automatically so that they can be corrected and resent:

- Invalid Earning Code.
- Invalid Employee ID & Record#.
- Invalid Currency Code.
- Transaction already exists.
- Expenses Sheet in Error (If an Empl ID/Empl Rcd # has one or more error in the Expense Document ID, Expense Document Type being processed).
- Amount Exceeds Maximum (If the converted value of the amount is longer than 11.2 digits, it should be split into smaller amounts).

Rules for Processing

Processing rules for expenses are as follows:

- If gross-up instructions have been entered in Expenses, payroll creates a separate check for the expense.

  Gross-up items cannot be combined with other earnings that are not to be grossed-up.
- Negative adjustments to expenses previously sent to payroll must be processed in an on-cycle pay run with other items that offset the negative amount.

GL Interface

Running GL interface before sending payroll data to Expenses enables you to send the GL account number along with the expense data sent to Expenses. If you use GL Interface, you must run both the GL Interface PSJob process (PAYGL01A) and the HR Accounting Line Report Structured Query Report (SQR) Report process (PAY039) before sending payment notification to Expenses.

See Preparing and Transferring Payroll Data to General Ledger.

Notification of Payment

The Expenses Payment Notification Application Engine process (PYEX_NOTIFY) publishes the following payment data back to Expenses:

- Employee ID and employee record number.
- Reimbursement amount.
- Reimbursement currency.
- Document ID (sheet ID or advance ID).
- Document type (sheet or advance).
- Sequence number.
- Status (paid).

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- Check status (confirmed, reversed, etc).
- Check number.
- Check date.
- Check/advice stock.
- GL account (if using PeopleSoft General Ledger Interface).

Prerequisites

Before using the integration between Payroll for North America and Expenses, configure the Integration Broker nodes and activate the appropriate queues, handlers, and routings for these service operations:

Service Operation	Description
PAYMENT_EXPENSES_REQUEST	Expenses publishes data.
PAYMENT_EXPENSES_ACKNOWLEDGE	Payroll for North America validates the data and publishes the results of validation.
PAYMENT_EXPENSES_ISSUED	Payroll for North America publishes notification of payment.

Configure corresponding service operations for the Expenses side of the integration.

> **Note**
>
> To research the technical details of any integration point used by PeopleSoft applications, refer to the Interactive Services Repository on My Oracle Support.
>
> See *PeopleTools: Integration Broker*

Related Topics

- Application Fundamentals: Identifying Integrations for Your Implementation

Integrating with Absence Management

Pages Used to Administer the Interface with Absence Management

Page Name	Definition Name	Usage
Load Paysheet Transactions Page	RUNCTL_PSHUP	Load Absence Management data into paysheets. Use after you receive data from Absence Management.
Job Data - Payroll Page	JOB_DATA2	Identify Absence Management as the absence system for a payee.

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Understanding the Integration with the Absence Management Business Process in PeopleSoft HCM

Integration with Absence Management and Payroll for North America is accomplished through table sharing. The integration can occur either directly or through Time and Labor. Absence Management delivers the ability to export computed absence results, by Reported Time, to enable direct integration between Absence Management and Payroll for North America.

The interface begins when the Absence Conversion process run is complete and the Absence Management data resides in the Paysheet Load Holding Record (PSHUP_TXN) in Payroll for North America.

Load paysheet transactions by selecting *Absence Management* in the **Paysheet Update Source** field in the Calculate Options group box on the Load Paysheet Transactions page in Payroll for North America.

Calculate and confirm paysheets containing absence management payout using the normal payroll process.

Time and Labor Processes

If your organization uses Time and Labor in conjunction with Payroll for North America, Absence Management exports computed absence results to Time and Labor. Time and Labor converts this information into payable time and adds sequence and reference numbers for eventual cost distribution.

When payees are enrolled in Time and Labor, the system creates Time and Labor Reported Time when you run the Absence Conversion process, instead of creating PSHUP data, as is the case for employees who are not enrolled in Time and Labor.

The Time Administration process uses the Time and Labor reported time to generate payable time, which the payroll administration can load to paysheets to complete the Paysheet process.

Related Topics

- PeopleSoft Absence Management: Configuring Absence Management Integration with PeopleSoft Payroll Systems
- Loading Paysheet Transactions
  This topic provides overviews of:

Integrating with Student Financials

Page Used to Administer the Interface with Student Financials

Page Name	Definition Name	Usage
Load Paysheet Transactions Page	RUNCTL_PSHUP	Load refund data into paysheets after you receive data from Student Financials.

For more information, see your PeopleSoft Campus Solutions *Student Financials* product documentation.

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Understanding the Integration with the Student Financials Business Process in PeopleSoft HCM

The interface between Student Financials and Payroll for North America enables you to refund desired amounts to students in the form of physical checks or direct deposit and process those refunds in both batch and online (real-time) modes.

The interface begins when refund requests are validated and processed in Student Financials. The refund data is then made available and resides in the Paysheet Load Holding Record (PSHUP_TXN) in Payroll for North America.

Load paysheet transactions by selecting *Other Sources* in the **Paysheet Update Source** field in the Calculate Options group box on the Load Paysheet Transactions page.

Calculate and confirm the paysheets using the normal payroll process.

Related Topics

- Loading Paysheet Transactions
  This topic provides overviews of:

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Integrating with Oracle HCM Fusion Cloud

Understanding the Oracle HCM Fusion Cloud Interface

The PeopleSoft HCM Payroll for North America to Oracle HCM Fusion Cloud integration enables customers who have migrated from PeopleSoft HCM to Fusion HCM Cloud to continue using PeopleSoft Payroll for North America for payroll purposes (for US and Canada employees only). When set up properly, the integration runs payroll successfully with minimal user intervention.

> **Note**
>
> This topic provides a high-level overview of the integration. For detailed information on setting up and implementing the integration, consult both the HCM Cloud to PeopleSoft Payroll *Solution Implementation Guide* and *Integration Cookbook* documents, which are provided by Oracle Fusion on the My Oracle Support (MOS) web site.

The Integration Process

The PeopleSoft Payroll-to-Fusion Cloud integration enables Oracle Fusion HCM customers to integrate employee personal, job, and absences data in Fusion with payroll setup data in PeopleSoft and thereby use the PeopleSoft Payroll for North America system for payroll purposes.

The Application Engine (AE) integration batch process program performs the integration between PeopleSoft and Fusion. The AE process extracts from Fusion all the data required to run payroll in PeopleSoft (setup entities, person, job, bonus, and absence information), places the data in the appropriate Fusion (worker structure, worker, or bonus) extract file in the specified configuration folder, and pushes the data to the PeopleSoft staging table. Then, using domain value maps (DVMs) to transform the data into a PeopleSoft-recognized format, the process inserts the transformed data into the respective PeopleSoft transaction tables.

The AE integration batch process extracts are:

- *Work Structure Extract:* Extracts PeopleSoft foundation data elements (except SetID), which in Fusion are setup entities (business unit, company, department, location, job code, and position).
- *Worker Extract:* Extracts employee person, job, and absence information.
- *Bonus Extract:* Extracts employee bonus pay information.

For setup entities and transactions, Component Interface (CI) performs all validations that would happen for an online transaction.

Extracted absence and bonus information is populated to the Payroll for North America Paysheet Transaction Table (PSHUP_TXN).

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The AE integration batch process also provides screens and error logs to monitor the integration progress:

- The process issues a warning message if the folder to be processed contains multiple files of the same type of extract.
- The process issues a warning message if the folder contains files that have already been processed.
- The process logs any row that fails to an Error table with error codes and details to identify the reason for the failure.
- If email notifications are configured in the PeopleSoft system, when the process is complete, the system sends an email notification to the designated integration specialist with a link to the Process Scheduler Status Monitor.

Integration Considerations

Once implemented, the following considerations are true for the PeopleSoft Payroll for North America to Oracle Fusion HCM Cloud integration:

- PeopleSoft HCM is the source system (owner) for all data required for payroll setup.
- Oracle Fusion HCM Cloud is the source system (owner) for all employee personal, job, and absence-related data.
- PeopleSoft Payroll for North America is the payroll system for all persons entered in Fusion.
- All setup options that are configured in the Installation Table component for Payroll for North America remain intact and continue to apply after the integration.
- Existing PeopleSoft General Ledger setup, if any, remains intact and continues to apply in the integration as configured in the existing Payroll for North America system. The General Ledger setup is also in the HCM shared component setup.
- Some adjustments are required for Absence processing, including but not limited to adjusting unit of measure (UOM), creating new translate values of a specific configuration, and customizing code to cause absence balances to appear on paychecks if desired.
- The Benefit Administration flag must be selected in the PeopleSoft Installation Table component. When selected, the system uses PeopleSoft HCM Base Benefits as the default in the Job component. If you use a third-party benefits system, you must create a new Benefit Program ID in PeopleSoft and configure it for usage in the integration so that the system can use the correct Benefit Program ID on Job Data.

Prerequisites

For successful integration, certain conditions must exist or be met prior to implementation.

PeopleSoft Prerequisites

Before setting up or using the integration, the following conditions must be true or completed on the PeopleSoft Payroll for North America side:

- PeopleSoft must exist with PeopleTools release 8.53.20 or higher.
- All PeopleSoft HR and Absence data (both setup and transactional data) must exist and have been migrated into the HCM Fusion Cloud application. (Your integration manager must do this; the AE integration process does not include functionality to do this.)
- The date on which Oracle Fusion will become the system of record for HR must be identified, and data must be in sync between PeopleSoft Payroll for North America and

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Oracle HCM Fusion Cloud by this date. Note that PeopleSoft production may need to be in read-only mode for a short duration after this date.

Fusion Prerequisites

Before setting up or using the integration, the following conditions must be true or completed on the Oracle HCM Fusion Cloud side:

- Fusion must exist on release 9 with patch2, or higher.
- Fusion flex fields must mapped and populated appropriately.

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Working with Paysheets

Understanding Compensation Rates

You base employee compensation on various rates of pay, including:

- Basic compensation:
  - Normally paid each payroll period.
  - Might involve multiple components, such as regular pay and merit pay.
  - Normally defined as an hourly or salary amount.
- Additional rates of pay:
  - Not necessarily paid each period.
  - Might include pay for working under hazardous conditions, working in a different job, or completing a certain task.

You typically assign compensation rates to an employee, a job code, or the general employee population. Each rate might represent an hourly rate, a flat amount, or an addition to the base hourly rate. Use the Compensation Rate Code table to establish compensation rate codes that identify the compensation rates you assign to employees and their job codes.

Because compensation rates are independent of earnings codes, you have the flexibility to associate any earnings code with a rate. You can also associate all employee-specific rates with each job change.

You can view totals of:

- All base compensation.
- All components that comprise base pay and additional pay.

Paysheets reflect total base compensation and any rate code that you specify on an Additional Pay record to indicate an alternate rate of pay. You can apply an alternate rate of pay to various earnings (such as regular, overtime, other earnings). This rate can represent earnings from a prior or future period. You can enter this rate manually on the paysheet or derive it from the compensation rate codes specifically defined for the job code, employee ID, or the general employee population.

The payroll calculation derives the necessary rates to calculate earnings.

All types of check processing, except manual checks, support additional rates. This includes:

- On-cycle
- Off-cycle
- Online
- Reversal
- Reversal and adjustment
- Gross-up

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- Final check

All rates of pay used during the Pay Calculation COBOL SQL process (PSPPYRUN) are available for reviewing, reporting, and audit trails.

Related Topics

- PeopleSoft Human Resources Administer Compensation

Understanding Paysheets and Paylines

This topic discusses:

- Paysheets.
- Differences between paylines and paysheets.
- Paysheet page messages.

Paysheets

Before you run payroll calculations, you must create paysheets. Paysheets contain the data required to calculate employee pay for each pay period.

To create a paysheet automatically, use the Create Paysheet COBOL SQL process (PSPPYBLD). This process gathers information about the employees for whom to process payroll from system tables and generates the pay earnings information for each payline.

To create a paysheet manually, create a blank paysheet with only the pay begin and end dates specified.

Use the paysheets in the Payroll Processing menu to enter time and any additional payroll-related information for the current pay period (such as earnings, frequency, one-time deductions, one-time garnishments, one-time taxes, accounting data, and tax periods) before you run the Pay Calculation process.

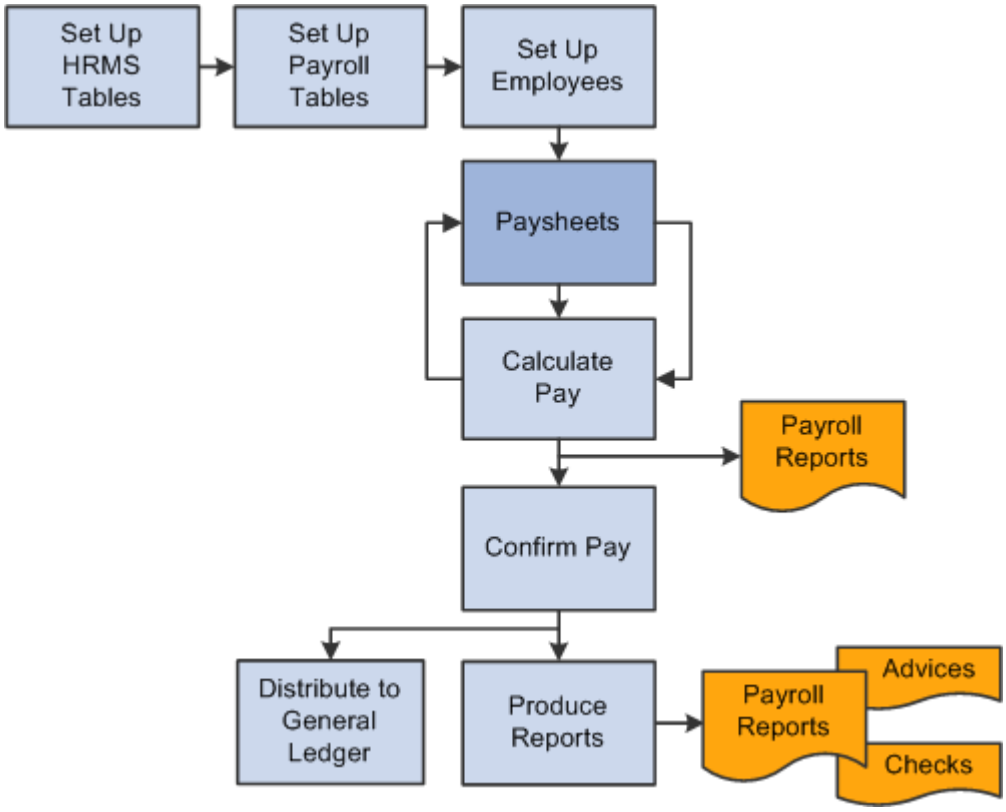
Use the rapid entry paysheet functionality to quickly input basic payroll data entry information based on hours worked, amounts, or a combination of both.

After you create paysheets, you can print them for review.

This diagram illustrates how paysheets fit into the payroll process, from setting up PeopleSoft HR tables to producing payroll reports and sending data to general ledger:

This diagram illustrates how paysheets fit into the payroll process, from setting up PeopleSoft HR tables to producing payroll reports and sending data to general ledger.

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See Payroll Processes.

Differences Between Paylines and Paysheets

Before automated data processing, payroll departments used sheets of ruled paper to compile the information required to calculate pay and produce paychecks for the employees scheduled to be paid in a pay period. These were called paysheets, and each horizontal row of data on the paysheet, typically representing one employee, was called a line or payline. Payroll for North America uses an online version of the pencil-and-paper paysheets and paylines.

Before running the Pay Calculation process, you can make pay-related adjustments for the current pay period. Paysheet and Payline pages display the same content, but you access them differently. The Paysheet page includes many paylines. You can view only one payline at a time on the Payline page.

Use the Paysheet pages to scroll through paylines for a paysheet run, entering any required data. After the initial calculation run, use the Payline pages to enter corrections and last-minute adjustments for employees, because you can access the employee much faster through the individual payline.

If you use paysheet reports to enter payroll information, use one of the Paysheet pages. However, to review pay earnings entries for an employee or group of employees, use one of the Payline pages.

Paysheets

The By Paysheet - Paysheet page brings together information from many different sources in the system. The default information appears as a payline for each employee when you access the page. Paysheets are arranged by pages and lines. A paysheet contains many lines. Each

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employee appears on a separate line that contains standard pay information, such as the amount of regular pay, number of regular hours, and job data.

When you view a printed paysheet report, several paylines appear on the same page. When you view paysheets online, you only see one payline per page on the By Paysheet - Paysheet page. Specify the number of paylines to appear on a paysheet in the Company table. Specify the sort sequence for paysheets in the Pay Group table.

During the Create Paysheet process, the system creates one payline for each employee to be paid:

- Active employees.
- Employees who are on leave with pay.
- Employees who were terminated or on unpaid leave for only part of the pay period.

For terminated employees or new hires who did not appear on the paysheet, create a new By Paysheet - Paysheet page to include last-minute pay data for the terminated employee, or to indicate how much to pay a new hire who you hired after creating the paysheets. If you select the **Automatic Paysheet Update** check box on the Pay Group Table - Paysheets page, the system creates paysheets for new hires and updates paysheets with employee job, deduction, and other changes during the Pay Calculation process.

In some cases, depending on the data provided, the system automatically creates multiple pay earnings. Otherwise, enter additional records manually before running the calculation. The system automatically creates the following:

- Multiple paylines, if the employee has multiple Job records and additional Employment records.
- Multiple Pay Earnings records, if the following criteria are valid:
  - The pay is charged to different departments and account codes as specified in the Job Data record in the Workforce Administration menu.
  - The employee has different rates of pay due to a pay rate change during the pay period.
  - The employee worked in multiple departments, states, or locations during the pay period, resulting from a Job record or location change.
- Other Earnings records, if the employee has additional pay entries.

Paylines

A payline consists of:

- Line number.
- Employee ID.
- Employment record number (used for multiple jobs).
- Benefit record number.
- Employee name.
- Manual check indicator.

A payline is associated with one or more Pay Earnings records. Each Pay Earnings record that is associated with a payline contains the following information:

- Amount of regular pay.
- Number of regular hours.

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- Additional pay.
- Other earnings.
- Tax information.
- Job data, such as department and job code.

> **Note**
>
> Each employee who you scheduled to pay during a pay period must have at least one payline and one Pay Earnings record. Otherwise, the system has no information with which to calculate earnings, taxes, and deductions.

Paysheet Page Messages

Paysheet pages display messages that might appear for each pay earnings on the paysheet. The messages indicate either the status of the pay earnings, or what the pay earnings represent.

Normal Payroll Processing Messages

The following table lists typical payroll processing messages:

Message	Explanation
No Message	The standard message indicates that nothing unusual has happened.
Partial Period	Indicates that the employee was not active for the entire pay period, or that the employee's Job record was updated with an effective date that falls between the pay period begin and end dates.
Pay Data Change	Indicates that one or more of the employee's records was updated since the last time you ran the Pay Calculation process. If you haven't already recalculated the employee's pay, the system recalculates it the next time you run the Pay Calculation process. To select all employees whose pay data changed and requires recalculating, select the *Calculation Required* value in the **Job Pay Data Change** field on the Payline Update/Display page. Entering *Y* in the same field selects all employees whose pay was recalculated due to a change in one of their pay-related records.
Pay Data Change - Partial Period	Indicates, for employees who received a Pay Data Change message, that a change was made to their Job records with an effective date falling between the pay period begin and end dates, and they have already been recalculated.

Reversal Message

This reversal message appears in the Payline record when you run the Reversal Processing COBOL SQL process (PSPPYREV) for a check reversal:

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Message	Explanation
Reversal	Indicates that the check is a reversal check.

Reversal and Adjustment Messages

The following messages might appear when you run the Reversal batch process for a check adjustment:

Message	Explanation
Reversing Adjustment	Indicates that a Pay Earnings record was adjusted. It appears in the original Pay Earnings record.
Adjustment	Indicates that the Reversal Processing process created a Pay Earnings record. It appears in the Pay Earnings record that you use to recalculate an employee's pay.
Adjustment - Partial Period	Indicates that the employees with the adjusted Pay Earnings record had changes to their Job records, with an effective date that falls between the pay period begin and end dates prior to running the Reversal/Adjustment process.
Adjustment - Pay Data Change	Indicates that at least one of the employee's adjusted records was updated since the last time you ran the Pay Calculation process. The system recalculates this employee during the next Pay Calculation process if it hasn't already. To select all employees whose pay data changed and requires recalculating, enter *R* in the **Job Pay Data Change** field on the Payline Update/ Display page. Entering *Y* in the same field selects all employees whose pay was recalculated due to a change in one of their pay-related records. (See the previous example).
Adj - PayChg - Partl Period (adjustment - pay change - partial period)	Indicates, for an employee who received an Adjustment - Pay Data Change message, that a change was made to that Job record, with an effective date falling between the pay period begin and end dates, and has already been recalculated.

Manual Check Message

The following table lists the manual check message:

Message	Explanation
Manual Check	This message appears when you selected the **Manual Check** option.

Understanding Deduction Override Processing

This topic discusses:

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- Fields for specifying deductions.
- Deduction override evaluation hierarchy.
- Deduction override processing in paysheet creation.
- Deduction override status indicators.
- Deduction override processing in pay calculation.
- Deduction override processing related to unconfirmed pay runs.

> **Note**
>
> If some method other than the delivered Create Paysheet process is used to create/load paysheets into the system, this other method will need to be modified to mirror the paysheet with the latest information, including setting the new deduction status indicator to *I* (initial).

Fields For Specifying Deductions

Specify general deductions and benefit deductions separately. The following are the four fields used for specifying deductions:

- **General Deductions Taken.**
- **General Ded Subset ID** (general deduction subset ID).
- **Benefit Deductions Taken.**
- **Benefit Ded Subset ID** (benefit deduction subset ID).

> **Note**
>
> These fields are collectively referred to as *deduction taken* fields. Which of these fields appear on a particular page and the values available for selection vary according to the purpose of the page.

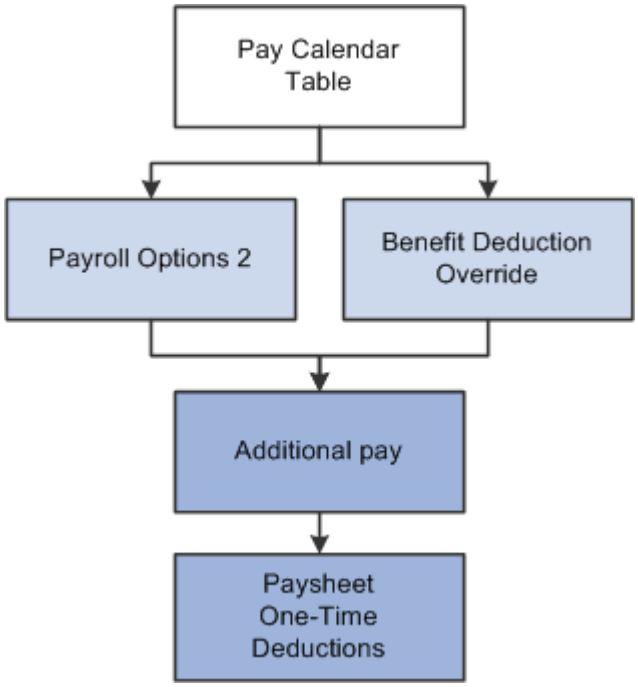
Deduction Override Evaluation Hierarchy

To determine deduction overrides, the Create Paysheet and Pay Calculation processes use a deduction override evaluation process, which reads values entered in the **General Deductions Taken, General Ded Subset ID, Benefit Deductions Taken,** and **Benefit Ded Subset ID** fields on a succession of pages.

This diagram illustrates the deduction override evaluation process:

This diagram illustrates the deduction override evaluation process.

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The following list presents the order of deduction override evaluation. The value listed on each successive page overrides the value on the previous pages in this list:

1. Pay Calendar Table page: general and benefits deductions at the pay calendar level.
2. Payroll Options 2 page: general deductions at the employee level.
3. Override Benefits Deductions page: benefit deductions at the employee level.
4. Create Additional Pay component (ADDITIONAL_PAY): general and benefit deductions at the employee level for a separate check only.
5. One-Time Deductions page: general and benefit deduction manual overrides on the paysheet at the employee level.

> **Note**
>
> For off-cycle runs, select the **Off-Cycle Ded Override** (off-cycle deduction override) check box on the Pay Calendar Table page to enable the deduction taken fields on the Pay Calendar to be overridden by employee level overrides.

See Application Fundamentals: Pay Calendar Table Page.

Deduction Override Processing in Paysheet Creation

The Create Paysheet process enters and overrides the values in the general and benefits deduction taken fields on the paysheet from the values in the Pay Calendar table page, Payroll Options 2 page, Override Benefits Deductions page, and Create Additional Pay component (for

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separate check) respectively. The deduction taken fields are then accessible for manual overrides on the By Paysheet - One-Time Deductions overrides page at the employee level.

Example of Deduction Override Evaluation Processing in the Create Paysheet COBOL SQL Process (PSPPYBLD)

The details of deduction override evaluation processing in the Create Paysheet process are outlined below in the form of an example.

1. Pay Calendar Table

The default deduction taken values on the paysheet are the Pay Calendar settings as defined on the Pay Calendar Table page. This example assumes the following values:

Field or Control	Description
General Deductions Taken	*Deduction*
Benefit Deductions Taken	*Subset*
Benefit Ded Subset ID (benefit deduction subset ID)	*ABC*

2. Payroll Data

The process reviews each employee's payroll data for overrides, as established on the Payroll Options 2 page:

Deductions Taken Value	Effect on Paysheet
NoOverride	No change to the **General Deductions Taken** field.
Deduction	The **General Deductions Taken** field is overridden with *Deduction.*
Subset with the subset ID of *XYZ*	The **General Deductions Taken** field is overridden with *Subset* and the **Subset ID** field is overridden with *XYZ.*
None	The **General Deductions Taken** field is overridden with *None.*

3. Benefit Deduction Processing Overrides

The Create Paysheet process reviews the values established on the Override Benefits Deductions page. For employees with multiple jobs that have different benefit plans, each payline is processed separately for benefit deduction overrides:

Deductions Taken Value	Effect on Paysheet
NoOverride	No change to the **Benefit Deductions Taken** field.
Deduction	The **Benefit Deductions Taken** field is overridden with *Deduction.*
Subset with the subset ID of *LMN*	The **Benefit Deductions Taken** field is overridden with *Subset* and the **Subset ID** field is overridden with *LMN.*
None	The **Benefit Deductions Taken** field is overridden with *None.*

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4. Additional Pay

The Create Paysheet process pulls in the values established on the Create Additional Pay component.

- If the Create Additional Pay component is not set up for a separate check (the **Sep Chk #** [separate check number] field is empty), the general and benefit deductions taken values for the additional pay on the paysheet default to the values that are established for the regular pay payline.
- If the Create Additional Pay component is set up for a separate check (the **Sep Chk #** field has a value from *1* to *99*) the payline for regular pay remains at the override(s) determined in the review of payroll data and benefit deduction processing override in steps two and three.

  The process then reviews the Deductions Taken values on the Create Additional Pay component for the override(s) to apply on that additional pay payline only.

a. General Deductions Taken on the Create Additional Pay Component

General Deductions Taken Value	Effect on Paysheet
NoOverride	No change to the **General Deductions Taken** field.
Deduction	The **General Deductions Taken** field is overridden with *Deduction.*
Subset with a subset ID of *GHI*	The **General Deductions Taken** field is overridden with *Subset* and the **Subset ID** field is overridden with *GHI.*
None	The **General Deductions Taken** field is overridden with *None.*

b. Benefit Deductions Taken on the Create Additional Pay Component

Benefit Deductions Taken Value	Effect on Paysheet
NoOverride	No change to the **Benefit Deductions Taken** field.
Deduction	The **Benefit Deductions Taken** field is overridden with *Deduction.*
Subset with a subset ID of *RST*	The **Benefit Deductions Taken** field is overridden with *Subset* and the **Subset ID** field is overridden with *RST.*
None	The **Benefits Deductions Taken** field is overridden with *None.*

5. Paysheet One-Time Manual Overrides

The final general deduction and benefit deduction value established for the paysheet in the Create Paysheet process remains available to be manually overridden on the By Paysheet - One-Time Deductions page. Any manual override to the **General Deductions Taken** or **Benefit Deductions Taken** field on a paysheet sets the corresponding deduction status indicator to *U* (user update), so that the calculation process will not override this manual value.

The manual override on the By Paysheet - One-Time Deductions page overrides individual deduction codes to be taken on this check only.

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Deduction Override Status Indicators

The system uses two invisible deduction status indicators to tell the Pay Calculation process whether the benefit and/or general deduction taken information has been modified after running the Create Paysheet process. The two indicators are the General Deduction Status (GENL_DED_STATUS) and Benefit Deduction Status (BEN_DED_STATUS) fields on the PAY_EARNINGS record.

The Create Paysheet process initially sets the status of both deduction status indicators to *I* (initial). The status of the appropriate indicator changes when you save a modification of the deduction taken fields after the initial paysheet creation.

The Pay Calculation process performs the deduction override evaluation process to determine if deduction overrides apply to the paysheets being processed. The following table shows the deduction status indicator values and the response in the Pay Calculation process:

Status	Explanation
I (initial)	This value is set by the Create Paysheet process or by manually adding a paysheet. This status indicates that no modifications have been made to deduction taken values. The Pay Calculation process does not check for possible update to paysheets.
U (user update)	Deduction taken value(s) have been manually updated on the One-Time Deductions page. The Pay Calculation process does not modify the values on the paysheet.
L (pay calendar update)	Deduction taken value(s) on the Pay Calendar Table page have been modified. The Pay Calculation process checks the deductions taken values for possible update to paysheets.
D (employee data update)	Deduction taken value(s) on the Payroll Options 2 page or the Override Benefits Deductions page have been modified. The Pay Calculation process checks the deduction taken values for possible update to paysheets.
A (additional pay update)	Deduction taken value(s) on the Create Additional Pay page have been modified. The Pay Calculation process checks the deduction taken values for possible update to paysheets only for additional pays to be paid on a separate check.
C (calculated)	Update to the deduction taken value(s) on the paysheet has been processed by the Pay Calculation process.

If you change and save the value in the **General Deductions Taken, General Ded Subset ID, Benefit Deductions Taken,** or **Benefit Ded Subset ID** field, then restore the original value, the value of BEN_DED_STATUS and GENL_DED_STATUS will still indicate that a modification has been made and processing will proceed accordingly.

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Deduction Override Processing During Pay Calculation

The Pay Calculation process first uses the deduction override evaluation and the paysheet update processes to update the **Benefit Deductions Taken, Benefit Ded Subset ID, General Deductions Taken,** and **General Ded Subset ID** on the paysheets. The Pay Calculation process uses these values on the paysheet to select deductions for pay calculation.

Paysheet Update Process

During the paysheet update process in pay calculation, the program accesses the deduction status indicators to determine if the General Deductions Taken and/or Benefit Deductions Taken field(s) have been manually overridden (*U*). If a field has been manually overridden, the paysheet update process does not override the field. If a field has not been manually overridden, the paysheet update process performs the override evaluation process to pick up any changes that may have occurred in Payroll Data, Benefit Deduction Processing Override, or Additional Pay.

Deduction Calculation Process

After the paysheet update process has determined which deduction codes to apply, the deduction calculation process uses the selections on the General Ded Code Override (general deduction code override) page to calculate deductions. The options that are selected for each individual deduction code are the final override for that code in the deduction calculation and no changes are made to the **Deductions Taken** field on the paysheet.

Related Topics

- Understanding the Pay Calculation Business Process
  This topic discusses:

Deduction Override Processing During Pay Unconfirmation

After a paycheck is confirmed, if you continue to make changes to the deduction taken fields on the Pay Calendar Table, Payroll Options 2, Override Benefits Deductions, or Additional Pay (for a separate check) pages, then paysheets for that paycheck would not be marked for deduction override evaluation (deduction override status indicators are not set to tell the system to process overrides).

Consequently, if this paycheck is unconfirmed later and the paycheck recalculated, benefit and general deductions for this paycheck would be calculated based on the deduction taken values on the paysheet, rather than on the updated deduction taken value on the Pay Calendar Table, Payroll Options 2, Override Benefits Deductions, or Additional Pay (for a separate check) pages.

Specifying Deduction Overrides for Additional Pay on a Separate Check

Deduction override processing applies only to additional pay that is paid on a separate check. The Create Paysheet process and the Pay Calculation process first determine whether the additional pay is to be paid on a separate check, then proceeds as follows:

- Not a separate check.

  If the additional pay is not to be paid on a separate check, then there is no override to the paysheet as the deductions taken value for additional pay follows the value selected for the regular pay line.

- Separate check.

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If the additional pay is to be paid on a separate check, then the deductions taken value on the Create Additional Pay component overrides the appropriate paysheet deductions taken value (either the original Pay Calendar default or overrides from Payroll Data and/or Benefit Deduction Processing Override) for that payline only.

Employees with Multiple Additional Pays

In the case of employees with multiple additional pays with the same separate check number and varying deductions taken values, the deductions taken value used for the paysheet is the deductions taken value from the additional pay with the lowest additional pay sequence number with the same separate check number.

For example, an employee's additional pay data is represented in the following table:

Additional Pay Sequence Number	Separate Check Number	General Deduction Taken	Benefit Deduction Taken
1	1	Subset (ABC)	NoOverride
2	1	None	NoOverride

For this employee's separate check number one, the general deductions taken value on the paysheet is *Subset* and the general deduction subset ID is *ABC.* The benefit deductions taken value is as specified on the Pay Calendar table.

Related Topics

- Defining Additional Pay Earnings
- Handling Employees with Multiple Jobs in the Same Organization
  This topic provides an overview of multiple job considerations and discusses how to:

Creating Paysheets Automatically

> **Note**
>
> You can run the Create Paysheet process for on-cycle pay runs only. You must enter paysheets for off-cycle pay runs individually.

Pages Used to Create Paysheets Automatically

Page Name	Definition Name	Usage
Presheet Audit Report Page	RUNCTL_PRESHEET	Run PAY034 to generate a report to verify the integrity of the payroll and benefits setup and the employee data. Before creating paysheets, run this optional report. This report scans all the tables required by the Create Paysheet process and identifies orphan records and codes.

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Page Name	Definition Name	Usage
Create Paysheets Page	RUNCTL_PAYSHEET	Specify a pay run ID and create a paysheet. Also, use to confirm a pay run that processed paysheets loaded with variable compensation data.
Review Payroll Error Messages Page	PAY_MESSAGES	View payroll error messages that arise when creating paysheets.

Related Topics

- Understanding Deduction Override Processing
  This topic discusses:

Understanding the Create Paysheet COBOL SQL Process (PSPPYBLD)

During the Create Paysheet process, the system scans all employees and selects the employees that are scheduled to be paid for the specified pay period. It recognizes them because their pay groups are assigned to a pay calendar entry that is associated with the pay run ID.

When you create paysheets, the system performs the following tasks:

- Initializes input for salary or hourly rates, hours, additional earnings, tax methods, and accounting information.
- Provides a data entry point for hours, additional earnings, one-time deductions, one-time garnishments, one-time taxes, and overrides to previously established employee-level data (such as the department to which it charges earnings).
- Provides for earnings and hours to be divided among two or more departments, accounts, or locations.
- Uses the pay calendar and holiday schedule to automatically set up the holiday earnings code and hours for pay periods that contain holidays, using the holiday earnings code from the Pay Group Table - Calc Parameters (Pay Group table - calculation parameters) page.
- Establishes prorations for employees who work for only part of a pay period or have a data change (such as a pay increase or department change).
- Creates multiple lines for employees who work at multiple jobs during a pay period (if you use the Multiple Job feature and established multiple jobs, or employment record numbers, for the employees).
- Provides for printing turn-around or data-entry documents, which you can distribute to department managers or supervisors.
- Automatically approves paysheet data, as specified by the **Confirmation Required** check box on the Pay Group Table - Process Control page.
- Automatically creates multiple lines for Fair Labor Standards Act (FLSA) employees when the FLSA period is smaller than the pay period.

Understanding Pay Run IDs

To indicate for whom you want to create paysheets, specify a pay run ID on the Create Paysheets page. This pay run ID groups together pay calendar entries from different pay groups for payroll processing.

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When you set up the payroll process tables, you assigned a pay run ID to each pay calendar entry. At this point, you already know how to organize the payroll cycles, and whether to run paysheets for multiple pay groups and companies at the same time by combining them under the same pay run ID.

All pay calendar entries that share a pay run ID generally have the same pay period end date, but not necessarily the same pay frequency. In most cases, you set up a different pay run ID for each pay period end date on the Pay Calendar Table page.

Related Topics

- Application Fundamentals: Understanding Pay Calendars

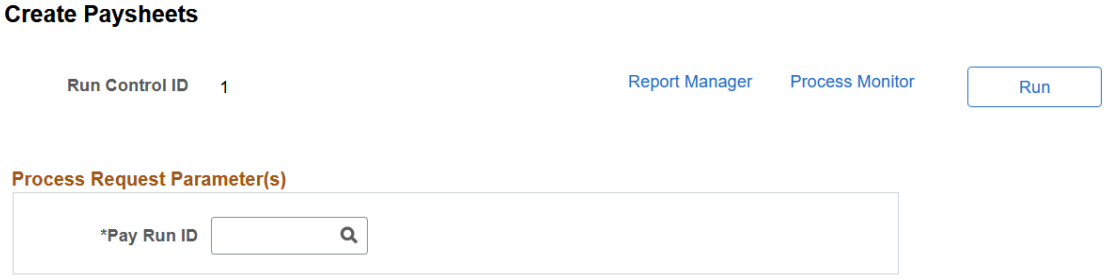
Create Paysheets Page

Use the Create Paysheets page (RUNCTL_PAYSHEET) to specify a pay run ID and create a paysheet. Also, use to confirm a pay run that processed paysheets loaded with variable compensation data.

Navigation:

- **Payroll for North America**, and then **Payroll Processing USA**, and then **Create and Load Paysheets**, and then **Create Paysheets**, and then **Create Paysheets**
- **Payroll for North America**, and then **Payroll Processing CAN**, and then **Create and Load Paysheets**, and then **Create Paysheets**, and then **Create Paysheets**
- **Payroll for North America**, and then **Payroll Processing USF**, and then **Create and Load Paysheets**, and then **Create Paysheets**, and then **Create Paysheets**

This example illustrates the fields and controls on the Create Paysheets page.



Field or Control	Description
Pay Run ID	You already set up pay run IDs and associated them with pay calendar entries. **Note:** Use the Pay Run table to verify the accuracy of the selected group to be processed. This table displays every company and pay group calendar entry that you linked to the pay run ID.

Review Payroll Error Messages Page

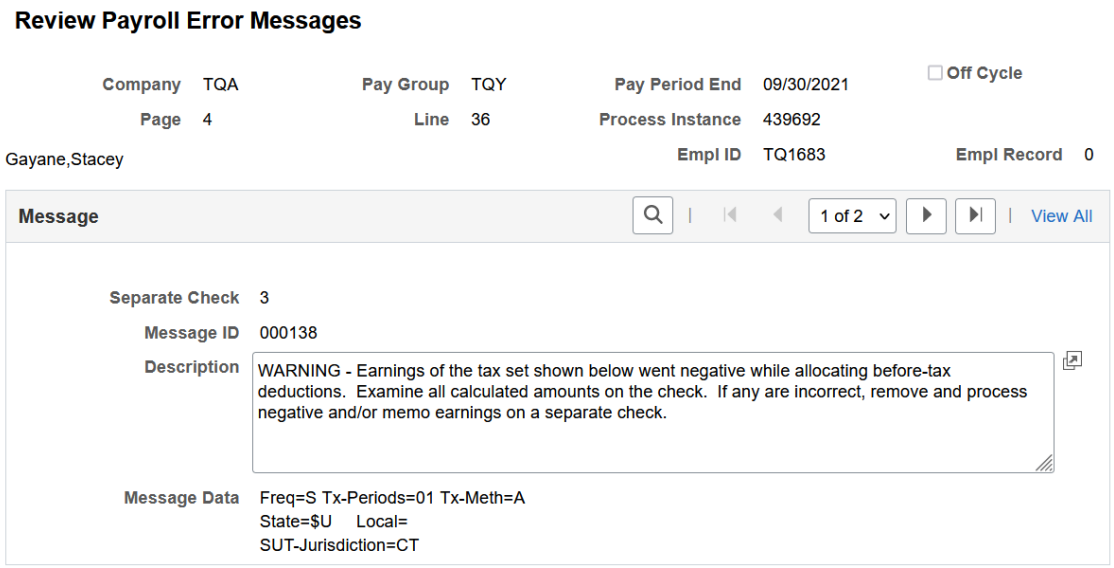
Use the Review Payroll Error Messages page (PAY_MESSAGES) to view payroll error messages that arise when creating paysheets.

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Navigation:

- **Payroll for North America**, and then **Payroll Processing USA**, and then **Review Processing Messages**, and then **Review Payroll Error Messages**, and then **Review Payroll Error Messages**
- **Payroll for North America**, and then **Payroll Processing CAN**, and then **Review Processing Messages**, and then **Review Payroll Error Messages**, and then **Review Payroll Error Messages**
- **Payroll for North America**, and then **Payroll Processing USF**, and then **Review Processing Messages**, and then **Review Payroll Error Messages**, and then **Review Payroll Error Messages**

This example illustrates the fields and controls on the Review Payroll Error Messages page.



Field or Control	Description
Page	If the error is for a specific employee, this field displays the paysheet page number.
Line	If the error is for a specific employee, this field displays the paysheet payline number.

Message

Field or Control	Description
Separate Check # (separate check number)	This field appears if the error is for an employee and the error occurred on a separate check.
Message ID	The Management Information Systems department uses this to find and correct errors.

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Field or Control	Description
Message Data	If the error is associated with an object, such as an earnings code, this field displays the object ID. **Note:** The Payroll Error Messages report (PAY011) also lists errors related to employee data.

Related Topics

- Understanding Corrections in Pay Calculation
  There are many reasons why you might correct information on paysheets, in employee data, or in payroll process tables. The system reports processing errors that it detects in the PS_PAY_MESSAGE table. In addition, you might need to correct errors that the system did not detect, such as incorrect pay rate.

Entering Hours or Amounts Using Rapid Entry Paysheets

Pages Used to Enter Hours or Amounts Using Rapid Entry Paysheets

Page Name	Definition Name	Usage
Rapid Entry Paysheet Creation Page	PYRE_AMT_ENTRY PYRE_HRS_ENTRY PYRE_BOTH_ENTRY	Enter hours, amounts, or a combination of both for the earnings codes defined in a template.
Validation Results Page	PYRE_INVALID	View employee and earning code errors relating to rapid entry paysheets. Use this page to identify errors to be corrected. You are automatically transferred to this page upon save if you have selected the **Validate on Save** check box. If you do not validate entries when you save, the Load Paysheet Transaction process performs the validation. Invalid entries are not loaded and can be reviewed on the Validation Results page.
Load Paysheet Transactions Page	RUNCTL_PSHUP	Load data from rapid entry paysheets into paysheets. See Loading Paysheet Transactions.

Understanding Rapid Entry Paysheets

Rapid entry paysheets enable you to quickly input hours worked, amounts, or a combination of both for any number of employees. These are the steps to use rapid entry paysheets:

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1. Access the Rapid Entry Paysheet page using the template that has the earnings codes that you plan to enter.
2. Enter employees and their earnings.
3. Run the validation process and view validation results.
4. Use the Load Paysheets PSJob process (PYLOAD) to load this information into the standard paysheets created within Payroll for North America.

Fields Displayed on the Rapid Entry Paysheet Page

The fields available for entering earnings information on the Rapid Entry Paysheet page vary according to the type of template that you select to enter the page. The following table lists the important fields that vary by template type:

Rapid Entry Template Type	Fields on the Rapid Entry Paysheet Page
Hours	Up to three columns for the earnings codes defined on the template. Optional **Earnings Code** field for an additional earnings code. **Hours:** Use with the optional additional earnings code.
Amounts	Up to two columns for the earnings codes defined on the template. Optional **Earnings Code** field for an additional earnings code. **Earnings Amount:** Use with the optional additional earnings code.
Hours or Amounts	Up to three columns for the earnings codes defined on the template.

Prerequisites

Before you can use rapid entry paysheets, you must:

- Define the rapid entry paysheet templates for the type of earnings you are entering.

  See Setting Up Rapid Entry Paysheet Templates.
- Define a Pay Run ID for the payroll that you're processing.

  For example, if you're processing payroll for the month ending December 2009, you should have defined a Pay Run ID for this timeframe.
- (Optional) If you plan to load employees into the rapid entry paysheet by groups, you must first create the groups using Group Build pages.

  See Application Fundamentals: Understanding Group Build.

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Common Elements Used to Enter Hours or Amounts Using Rapid Entry Paysheets

Field or Control	Description
Earnings Code	(Optional) Use this field to select an additional earnings code not defined on the Rapid Entry Template. **Note:** You can add an additional earnings code to a Rapid Entry Template based on Hours only or Amounts only.
Earnings Begin Date and **Earnings End Date**	Enter applicable dates in these fields. Both are required fields. **Note:** For FLSA employees, the beginning and end dates must fall within the same FLSA period. When adding entries to on-cycle paysheets from rapid entry paysheets, the earnings begin/end dates entered here must match the existing paysheet. If there is not a match, then a new pay earnings row will be created using these earnings beginning and ending dates.
Group ID	(Optional) To load the employees in a group that has been defined in Group Build pages, select a predefined group ID. After you've entered the Group ID, select the **Get Group** button to populate the **EmplID, Empl Rcd#,** and **Name** fields.
EmplID (employee ID)	To load individual employees, manually enter the EmplID.
Sep Chk # (separate check number)	Enter a check number from *1* to *99* in this field if you want the earnings to be paid on a separate check. In one payroll run, the system can produce up to 99 separate checks per employee in addition to the regular paycheck. The earnings are put on the check that you specify here. If you leave this field blank, the earnings are included with regular pay in one paycheck.
Gross-Up	Select this check box to gross-up a check for this pay earnings.

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Field or Control	Description
Validate on Save	Select this check box to have the system validate entries for each employee when you save. After the validation process is complete, the Validation Results page displays. **Note:** If you do not validate entries when you save, the Load Paysheet Transaction process performs the validation. Invalid entries are not loaded and can be reviewed on the Validation Results page. The validation process will not run a second time if you select the **Save** button after a Validate on Save has just been performed. If you update the Rapid Paysheet rows after the validation, then you can re-validate on save as many times as you need.

Rapid Entry Paysheet Creation Page

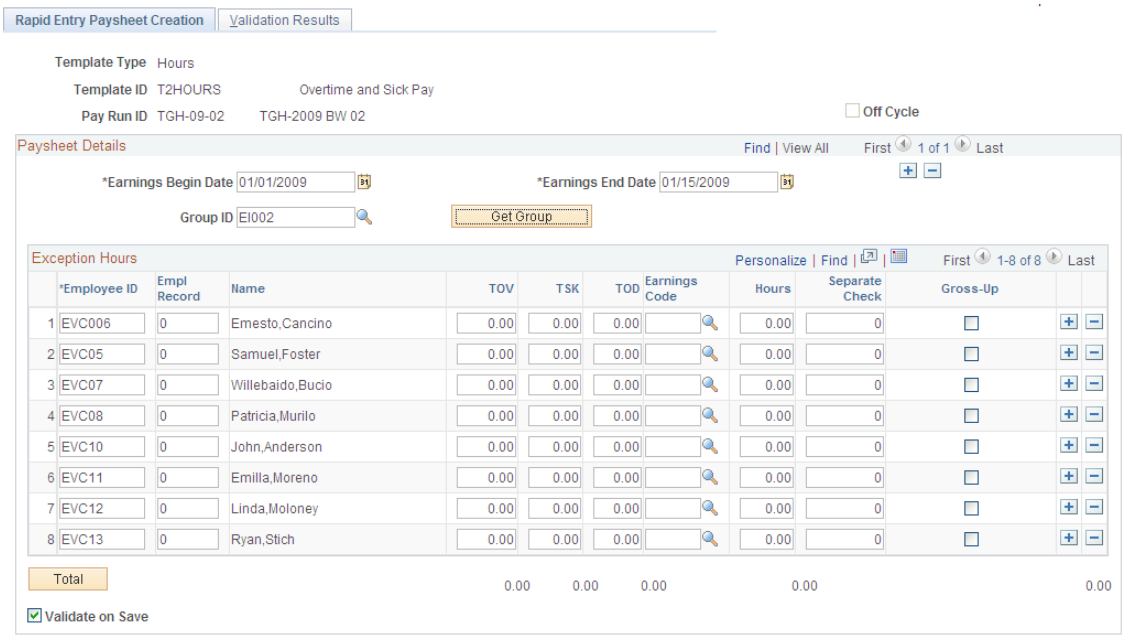
Use the Rapid Entry Paysheet Creation page (PYRE_AMT_ENTRY) to enter hours, amounts, or a combination of both for the earnings codes defined in a template.

Navigation:

- **Payroll for North America**, and then **Payroll Processing USA**, and then **Create and Load Paysheets**, and then **Create Rapid Entry Paysheets**, and then **Rapid Entry Paysheet Creation**
- **Payroll for North America**, and then **Payroll Processing CAN**, and then **Create and Load Paysheets**, and then **Create Rapid Entry Paysheets**, and then **Rapid Entry Paysheet Creation**
- **Payroll for North America**, and then **Payroll Processing USF**, and then **Create and Load Paysheets**, and then **Create Rapid Entry Paysheets**, and then **Rapid Entry Paysheet Creation**

This example illustrates the fields and controls on the Rapid Entry Paysheet Creation page.

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The group boxes and fields appear on the page based on the template type you enter. Use the *Hours or Amounts* combination template type if you want to include earnings defined as *Hours Only* and earnings defined as *Amounts Only* in the same template.

Exception Hours

Field or Control	Description
Hours	Enter the number of hours for the additional earnings code.

Exception Amount

Field or Control	Description
[Various columns on the right of the Name column]	Enter dollar amounts in the columns for earnings codes defined on the template.
Earnings Amount	Use this column to enter the appropriate dollar amount that is associated with the additional earnings code.

FLSA Employees Being Paid Bonuses

When bonuses paid to FLSA employees must be spread over several FLSA periods, enter the earnings begin and end dates to reflect the *entire* period covered by the bonus. The Pay Calculation process spreads the bonus amount over the FLSA periods encompassed by the earnings begin and end dates.

Exception Amount

Enter the appropriate hours or amounts for each earnings code.

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Related Topics

- Understanding Pay Groups
  This topic discusses:

Validation Results Page

Use the Validation Results page (PYRE_INVALID) to view employee and earning code errors relating to rapid entry paysheets.

Navigation:

- **Payroll for North America**, and then **Payroll Processing USA**, and then **Create and Load Paysheets**, and then **Create Rapid Entry Paysheets**, and then **Validation Results**
- **Payroll for North America**, and then **Payroll Processing CAN**, and then **Create and Load Paysheets**, and then **Create Rapid Entry Paysheets**, and then **Validation Results**
- **Payroll for North America**, and then **Payroll Processing USF**, and then **Create and Load Paysheets**, and then **Create Rapid Entry Paysheets**, and then **Validation Results**

This example illustrates the fields and controls on the Validation Results page.



Use this page to identify errors to be corrected.

> **Note**
>
> If no errors are found, a *No errors found in validation process* message displays on this page.

You are automatically transferred to this page upon save if you have selected the **Validate on Save** check box on the Rapid Entry Paysheet Creation page (PYRE_AMT_ENTRY). If you do not select **Validate on Save,** the Load Paysheet Transaction process performs the validation. Invalid entries are not loaded and can be reviewed on the Validation Results (PYRE_INVALID) page.

Loading Paysheet Transactions

This topic provides overviews of:

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- The Load Paysheets process (PYLOAD).
- The Load Paysheets process for inactive employees.
- The use of Load Paysheets process with rapid entry paysheets.
- The use of Load Paysheets process with PeopleSoft applications and business processes.
- The use of Load Paysheets process with sources other than PeopleSoft applications.

It also discusses how to set up and load paysheet transactions.

Pages Used to Set Up and Load Paysheet Transactions

Page Name	Definition Name	Usage
Payroll for NA Installation Page	INSTALLATION_PY	Enable the Load Paysheets process for inactive employees.
Paysheet Update Program - Program ID Page	PSHUP_PROG_DEFN	Define general information of paysheet update programs for inactive employees.
Paysheet Update Program - Employee Status Page	PSHUP_EMPL_ST_DEFN	Specify employee statuses used for loading paysheet transactions for inactive employees.
Paysheet Update Program - Paysheet Sources Page	PSHUP_SRC_DEFN	Specify sources used for loading paysheet transactions for inactive employees.
Paysheet Update Program - Earnings Page	PSHUP_ERNS_DEFN	Specify earnings codes used for loading paysheet transactions for inactive employees.
Paysheet Update Program - Deductions Page	PSHUP_DEDS_DEFN	Specify deduction codes used for loading paysheet transactions for inactive employees.
Paysheet Update Program - Company/Paygroup Page	PSHUP_COMPANY_DEFN	Associate paysheet update programs with companies and pay groups for inactive employees.
Load Paysheet Transactions Page	RUNCTL_PSHUP	Run the Load Paysheets (PYLOAD) process that loads transaction data into paysheets or resets transaction statuses before reloading data into paysheets.
Update Paysheet Transactions Page	PY_PSHUP_TXN	Review transaction data from the PSHUP_TXN record and optionally update transactions before loading them into paysheets.
Paysheet Transactions Report Page	RUNCTL_PSHUPLD	Generate the PAY305RT report that lists transactions loaded in the PSHUP_TXN record from supported sources.

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Understanding the Load Paysheets Process (PYLOAD)

This topic discusses:

- The Load Paysheets process.
- On-cycle and off-cycle processing.
- Reviewing and Inactivating transactions.
- Resetting transactions.
- Maintaining the PSHUP_TXN record.

The Load Paysheets Process

The Load Paysheets PSJob process (PYLOAD) consists of:

1. An Application Engine program (PYRE_PRELOAD) that validates rapid entry paysheet transactions and loads the valid transactions into the PSHUP_TXN record.

   Transactions that are successfully loaded into the PSHUP_TXN record are then removed from the rapid entry transaction table (PYRE_DETAIL). Invalid transactions are marked as inactive and are available for review on the Validation Results page.

2. An Application Engine program (PSHUP_VALID) that prepares the transactions for loading. It:

   a. Updates the status of transactions (which are selected based on the run control parameters) to *In Progress*.

   b. Creates a temporary work file for inactive employees who are eligible for the load process.

      This step applies only if the Load Paysheets process is enabled for inactive employees.

   c. Performs validation against paysheet update program to determine the final list of transactions to be loaded into paysheets for eligible inactive employees.

      This step applies only if the Load Paysheets process is enabled for inactive employees.

3. A COBOL SQL process (PSPPSHUP) that loads *In Progress* transactions that are in the PSHUP_TXN record into paysheets.

   The PSHUP_TXN record includes transactions from other update sources besides rapid entry paysheets, such as Expenses, other PeopleSoft HCM applications, as well as third-party systems that load data to the record using the Excel to CI functionality.

   After transactions have been loaded into paysheets, this process changes the transaction status from *In Progress* to *Loaded* (if the feature to support the Load Paysheets process for inactive employees is applied to the Payroll for North America system) or *Inactive* (if the feature is not applied to the system).

The Load Paysheets process supports the loading of data into paysheets for active employees, and can be set up to support inactive employees as well. See Understanding the Load Paysheets Process For Inactive Employees for more information.

On-Cycle and Off-Cycle Processing

When you enter parameters to run the Load Paysheets process, you specify whether you are loading on-cycle or off-cycle data.

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When you load data from rapid entry paysheets, the choice of on-cycle or off-cycle controls which transaction rows are loaded. For example, if you choose to load rapid entry paysheets for on-cycle transactions, then only on-cycle transactions are loaded. If you choose to load rapid entry paysheets for off-cycle transactions, then only off-cycle transactions are loaded.

For all other sources, the transactions do not have their own on-cycle or off-cycle designation, so all transactions for that source are loaded, and they become on-cycle or off-cycle according to the parameters you selected on the Load Paysheet Transactions Page.

Reviewing and Inactivating Transactions

You can review transaction data that is available from the PSHUP_TXN record on the Update Paysheet Transactions Page. When you review active transactions (transactions that have not been loaded into paysheets), you can manually exclude or inactivate transactions to prevent them from being picked up and loaded by the process. The system updates the PSHUP_TXN record with the new status and with an indicator that the status has been manually changed.

You can only activate transactions that were manually excluded or inactivated.

Resetting Transactions

The *Reset Transactions* process option on the Load Paysheet Transactions page performs differently for rapid entry paysheets than for other transaction sources:

- Rapid entry paysheets.

  The *Reset Transactions* process option resets rapid entry paysheet transactions to *Active,* and then re-creates the paysheets.

- Transaction sources other than rapid entry paysheets.

  Use the Reset Transactions process option to reset transactions to *Active,* then run the Load Paysheets process again.

> **Note**
>
> To reload transactions from any of the sources including Rapid Paysheet, you must either unsheet the pay run or remove the previously loaded transactions from the paysheets. If you reset the transactions but do not delete the previously loaded transactions from the paysheets, the system will reload the transactions, resulting in duplicate rows.

Maintaining the PSHUP_TXN Record

Transaction records remain in the PSHUP_TXN record in the system until you delete them. When you run the load process and transactions are loaded into paysheets successfully, their status is updated to *Loaded* or *Inactive*.

You are responsible for deleting data in the PSHUP_TXN record according to your organization's business practices. You can archive the data that has been loaded into paysheets after a period of time that you determine based on such factors as:

- The volume of transactions being processed.
- Performance.
- Disk storage requirements.

You can use Data Mover or PeopleSoft Archive Manager to manage the data.

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Understanding the Load Paysheets Process For Inactive Employees

Payroll for North America provides an option to extend the Load Paysheets process functionality to inactive employees who are eligible for pay.

The system can be set up to create paysheets and load transaction data (for example, payroll hours and amounts, taxes, deductions, garnishments, and so on) from supported sources into paysheets for eligible inactive employees based on company policies.

Suppose that your company uses a third-party system to administer short-term and long-term disability payments for employees who are on leave of absence. You can set up rules in the system to select matching transactions from the PSHUP_TXN record for eligible inactive employees and load the data into paysheets so they get paid per your company policy. Similarly, you can set up rules to create paysheets and make payments to employees who are suspended as a result of labor actions, but are eligible for benefits earnings per labor agreements.

Additional setup is needed to enable the Load Paysheets process as well as transaction update and reporting capabilities for inactive employees. It includes:

1. Select the **Inactive Employees** option on the Payroll for NA Installation Page.
2. Define paysheet update programs.

   A paysheet update program contains rules that the Load Paysheets process uses to determine which transactions get loaded into paysheets for inactive employees. From the paysheet update program definition, specify:

   - One or more inactive employee statuses. Transactions for employees in any of these statuses will be considered by the Load Paysheets process.

     Employee status is also referred to as the payroll status in employee's Job Data record.

     See Paysheet Update Program - Employee Status Page.
   - One or more sources from where payment transactions are received. Transactions that originate from any of these sources for employees with matching inactive employee statuses will be considered by the Load Paysheets process.

     See Paysheet Update Program - Paysheet Sources Page.
   - One or more earnings codes for which eligible employees get paid. Transactions that contain any of these earnings codes and originate from any of the matching sources for employees with matching inactive employee statuses will be considered by the Load Paysheets process.

     See Paysheet Update Program - Earnings Page.
   - One or more deduction codes (for example, garnishments, medical premium) for which eligible employees are responsible. Transactions that contain any of these deduction codes and originate from any of the matching sources for employees with matching inactive employee statuses will be considered by the Load Paysheets process.

     See Paysheet Update Program - Deductions Page.
   - Company and paygroup combinations to which these paysheet update program rules apply.

     See Paysheet Update Program - Company/Paygroup Page.

When the Load Paysheets process runs for inactive employees, it looks up the paysheet update program that is associated with each of the company and pay group combinations (a

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pay run ID can be linked to more than one company and pay group pair) that is specified on the run control page, and selects the transactions (based on run control parameters) that match the program setup for processing.

Based on the process option specified, the process either creates paysheets and loads transaction data into these paysheets, or resets the status of selected transactions to *Active* for them to be loaded into paysheets again.

The Load Paysheets process supports transaction processing for inactive employees for both on-cycle and off-cycle runs.

Video: Image Highlights, PeopleSoft HCM Update Image 33: Paysheet Load Enhancements

Related Topics

- Understanding the Load Paysheets Process (PYLOAD)
  This topic discusses:

Using the Load Paysheets Process with Rapid Entry Paysheets

Keep the following in mind if you're loading rapid entry paysheet records:

- You must validate the earnings codes before running the Load Paysheets process; otherwise the load process will not select the rapid entry paysheets.

  Use the **Validate on Save** check box on the Rapid Entry Paysheet Creation Page.
- On-cycle paysheets must have been created prior to running an on-cycle load process.
- For off-cycle processing, the Load Paysheet Transaction process will automatically create an off-cycle paysheet.

  To create rapid entry paysheets for off-cycle processing, select the Off-Cycle? check box at the same time as you enter the key values for the new rapid entry paysheet. You cannot change this setting after you continue to the Rapid Entry Paysheet Creation page.

  Then, when you load the off-cycle rapid entry paysheets, select *Off-Cycle Checks* in the On or Off Cycle field on the left side of the Load Paysheet Transactions page.
- All valid employee-level rapid entry paysheet records are deleted at the end of the load process.
- For on-cycle rapid entry paysheet records, invalid rows are deleted when the on-cycle payroll is being confirmed.
- For off-cycle rapid entry paysheet records, invalid rows are deleted when the calendar is closed for off-cycle processing (at the confirm of the next on-cycle payroll).
- Rapid entry paysheets are the only source where the earnings begin and end dates must match the existing pay earning row for the amount to be added to that Pay Earning record.

  If there is not an exact match of earnings begin and end dates, then a new pay earnings row is added to the employee's existing paysheet pay line row with the new beginning and ending earnings dates from the rapid entry paysheet.

Using the Load Paysheets Process with PeopleSoft Applications and Business Processes

You can load transaction data into Payroll for North America from the following PeopleSoft applications and business processes:

- Absence Management.

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- Expenses.
- Manage Variable Compensation.
- Talent Acquisition Manager.

Before you can load data into Payroll for North America, you must map items in the source application to payroll earnings or deduction codes. For example, if you use the Manage Variable Compensation business process of PeopleSoft HCM, you map each compensation plan to the appropriate earnings code. If you use Talent Acquisition Manager to pay employee referral awards, you provide an earnings code in the award schedule.

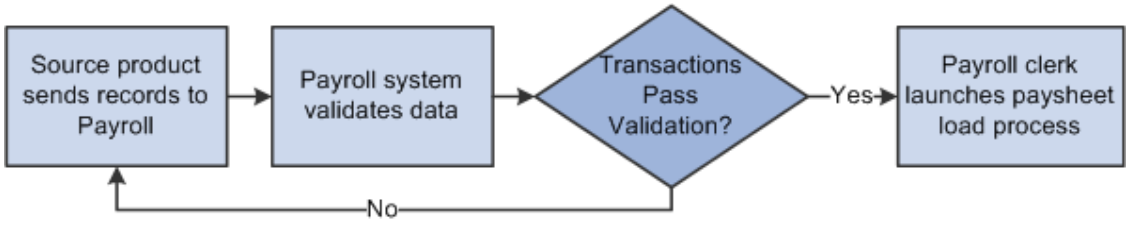
Mapping instructions and any other setup requirements that must be met before data can be loaded are discussed in the documentation for the source application.

Communication between Payroll for North America, Expenses, PeopleSoft HR, and Talent Acquisition Manager is accomplished through the use of PeopleSoft Integration Broker messaging, which works in the background to quickly transfer data back and forth. Communication with Absence Management is accomplished through the use of shared tables.

Expenses, Talent Acquisition Manager, and PeopleSoft HR always initiate communication with payroll by sending data, such as awards or expense advances, to a temporary file that can be accessed by payroll. Payroll validates the data and returns records that do not pass the validation process so they can be updated and resent. A payroll clerk then uses the Load Paysheet Transactions run control page to start a batch process that loads the validated records into existing paysheets or creates new paysheets, as needed.

This diagram illustrates how data is loaded into the payroll system and validated:

This diagram illustrates how data is loaded into the payroll system and validated.



When you run the Load Paysheets process, Payroll for North America selects Job data for each active employee in the transaction file. Regular pay and hours are not loaded from Job; instead, all amounts are pulled from the transactions created in the source application. For inactive employees, the process pulls information it needs from their Job records, but not from Additional Pay records. The contents of the transaction record determine whether the system creates a Pay Other Earnings record or a Tax/Deduction Override record. The system creates a new paysheet for the employee or loads data into the current paysheet, if one exists.

Related Topics

- Understanding Integration with PeopleSoft HR and Expenses
  When you use the corresponding integration, you can load the following types of data directly into paysheets:

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Using the Load Paysheets Process with Sources Other than PeopleSoft Applications

You can load paysheet data into Payroll for North America from sources outside of PeopleSoft applications, such as stock option payments, positive time reporting entries, or bonus payments.

Data Entry Requirements for Third-Party Transactions

If you plan to use the process to load third-party transactions without investing in customization, you must populate the PSHUP_TXN record following the data input requirements for a paysheet update source of *Other Sources*.

See Data Input Requirements for Third-Party Paysheet Data.

If you have third-party transaction data in a Microsoft Excel spreadsheet, you can use the *CI_PY_PSHUP_LOAD* component interface to load the data into the PSHUP_TXN record. The component interface simplifies the process of loading your data and performs certain validations during the process.

See *PeopleTools: Component Interfaces*.

Multiple Third-Party Source Codes

Oracle delivers one source code for other sources: *OT* (Other Sources). If you load transactions from multiple third parties and you need the ability to tag those transactions with separate source codes, you can add additional translate values to the PU_SOURCE field. To prevent collisions between your custom source codes and any future enhancements to Payroll for North America, your custom source codes *must* begin with the uppercase letter *O* and may be followed by at most one alphanumeric character other than the letter *T.* Once a new translate value is added, it should not be deleted.

The payroll system processes these O% values exactly as it processes OT values. You still populate the PSHUP_TXN record following the same set of data input requirements. Also, O% transactions, like OT transactions, are excluded when you run the Load Paysheets process without selecting a specific transaction source.

Paysheet Update Program - Program ID Page

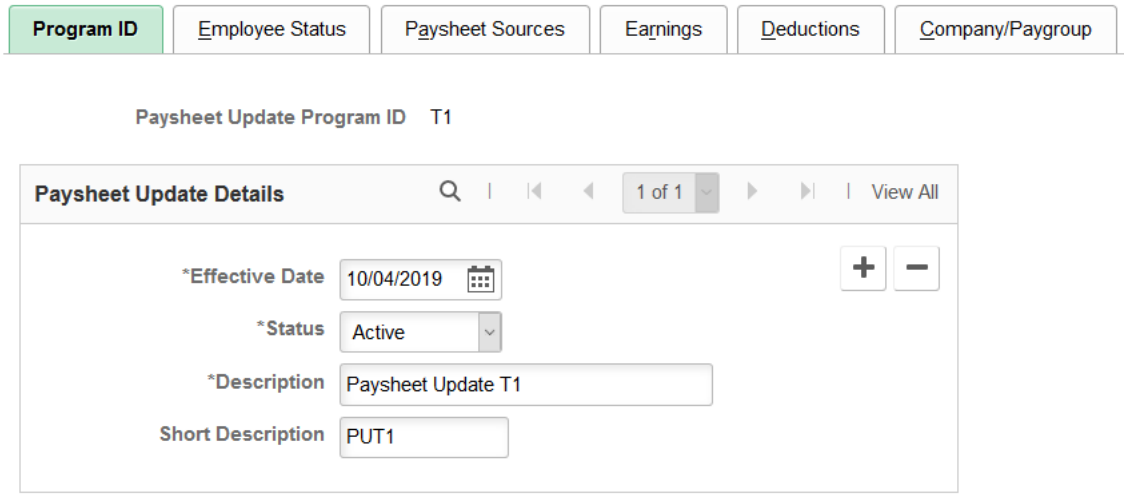
Use the Paysheet Update Program - Program ID page (PSHUP_PROG_DEFN) to define general information of paysheet update programs for inactive employees.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Payroll Processing Controls**, and then **Paysheet Update Program**, and then **Program ID**

This example illustrates the fields and controls on the Paysheet Update Program - Program ID page.

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Enter the basic information of paysheet update programs, for example, the effective date, status, and description.

A paysheet update program consists of rules that are used by the Load Paysheets process to select and load transaction data into paysheets (or reset transaction statuses) for inactive employees. In the paysheet update program setup, you specify:

- Employee statuses to identify inactive employees.
- Sources from where transaction data for inactive employees can be received.
- Earning codes by which inactive employees can get paid.
- Deduction codes to be loaded for inactive employees.
- Company and paygroup combinations that use this paysheet update program setup.

You must define at least one *active* paysheet update program for the Load Paysheets process to process transactions for inactive employees.

> **Note**
>
> Paysheet update programs are only applicable to the loading or status resetting of paysheet transactions for *inactive* employees. They do not apply to transaction processing for *active* employees.

Paysheet Update Program - Employee Status Page

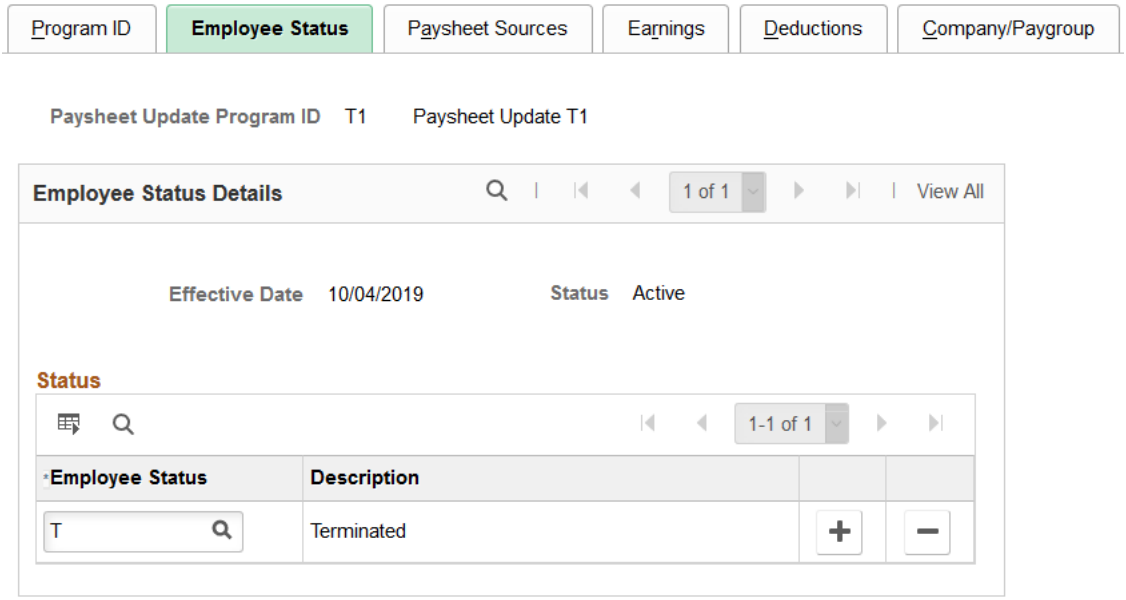
Use the Paysheet Update Program - Employee Status page (PSHUP_EMPL_ST_DEFN) to specify employee statuses used for loading paysheet transactions for inactive employees.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Payroll Processing Controls**, and then **Paysheet Update Program**, and then **Employee Status**

This example illustrates the fields and controls on the Paysheet Update Program - Employee Status page.

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Field or Control	Description
Employee Status	Enter at least one inactive employee status. Paysheet transactions for inactive employees that belong to statuses specified on this page will be considered by the Load Paysheets process.

Paysheet Update Program - Paysheet Sources Page

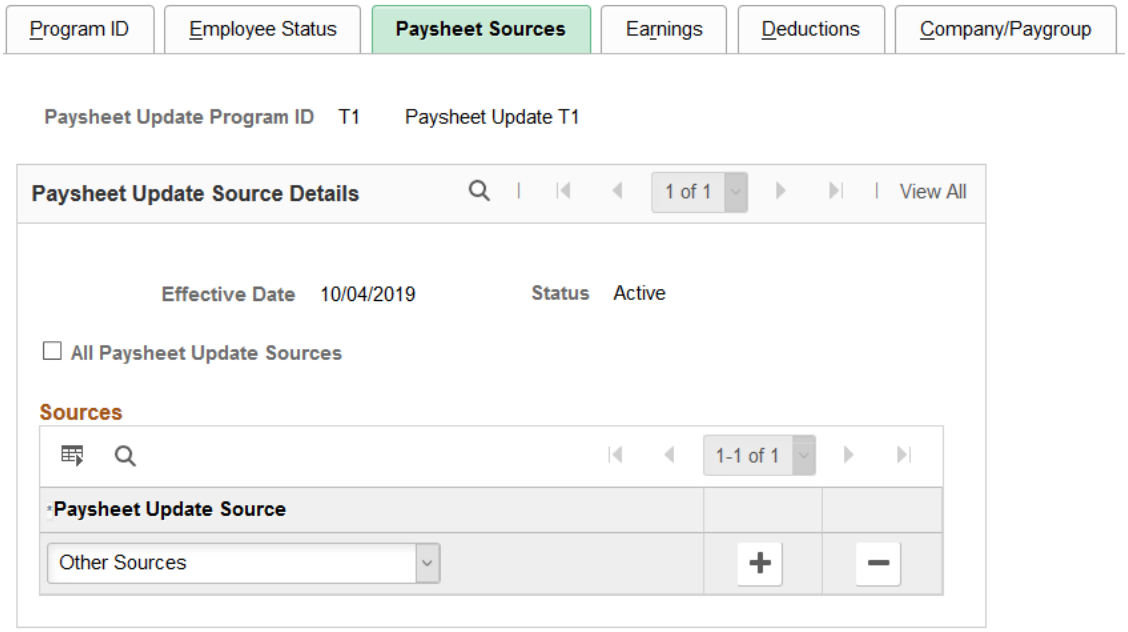
Use the Paysheet Update Program - Paysheet Sources page (PSHUP_SRC_DEFN) to specify sources used for loading paysheet transactions for inactive employees.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Payroll Processing Controls**, and then **Paysheet Update Program**, and then **Paysheet Sources**

This example illustrates the fields and controls on the Paysheet Update Program - Paysheet Sources page.

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Field or Control	Description
All Paysheet Update Sources	Click this option for the system to consider paysheet transactions that are sent to your system from all supported sources for inactive employees with matching inactive statuses. When selected, the Sources section is unavailable for entry.
Paysheet Update Source	Specify at least one source from where transactions are to be included in the Load Paysheets process for eligible inactive employees, if the all option does not apply. For example, if your system accepts payment data for inactive employees from two sources, but you only need to process pay for inactive employees from one of them, specify that source in this section.

Paysheet Update Program - Earnings Page

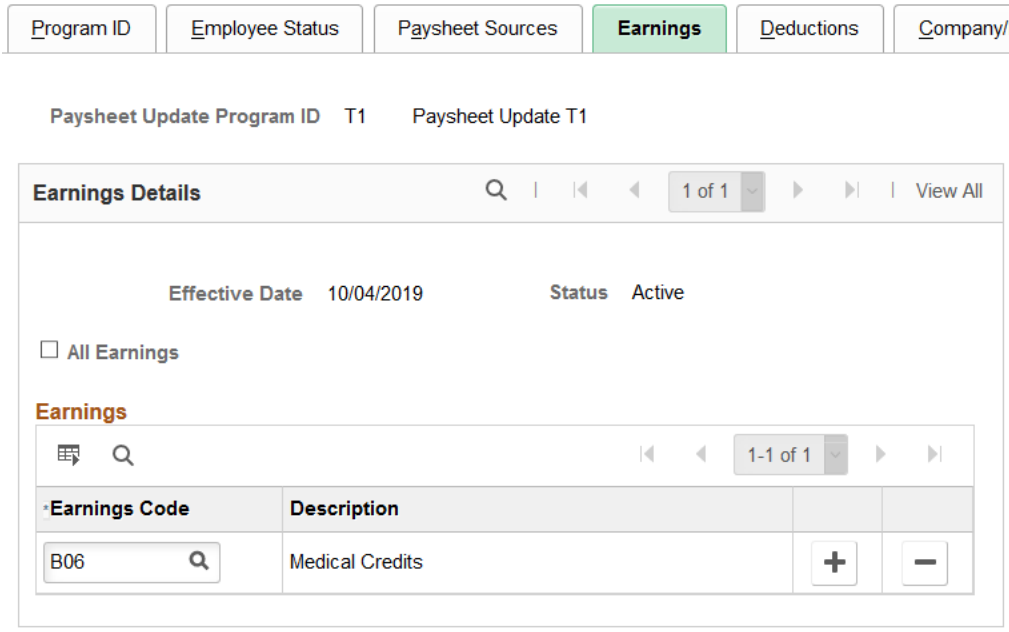
Use the Paysheet Update Program - Earnings page (PSHUP_ERNS_DEFN) to specify earnings codes used for loading paysheet transactions for inactive employees.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Payroll Processing Controls**, and then **Paysheet Update Program**, and then **Earnings**

This example illustrates the fields and controls on the Paysheet Update Program - Earnings page.

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Field or Control	Description
All Earnings	Click this option for the system to select and process paysheet transactions that contain any earnings and originate from any of the matching sources for employees with matching inactive statuses. When selected, the Earnings section is unavailable for entry.
Earnings Code	Specify at least one earnings code to be paid to inactive employees, if the all option does not apply.

Paysheet Update Program - Deductions Page

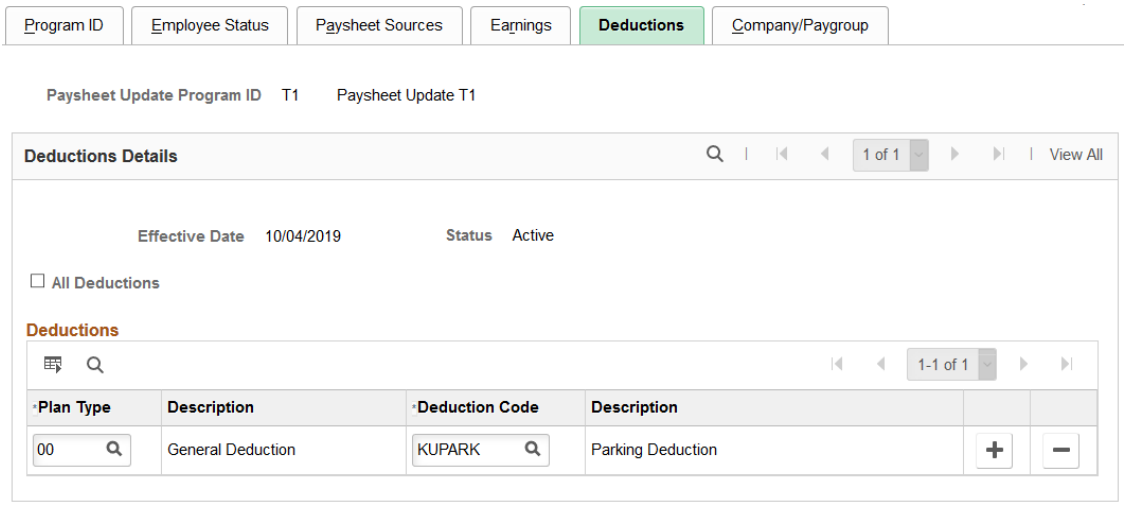
Use the Paysheet Update Program - Deductions page (PSHUP_DEDS_DEFN) to specify deduction codes used for loading paysheet transactions for inactive employees.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Payroll Processing Controls**, and then **Paysheet Update Program**, and then **Deductions**

This example illustrates the fields and controls on the Paysheet Update Program - Deductions page.

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Field or Control	Description
All Deductions	Click this option for the system to select and process paysheet transactions that contain any deduction codes and originate from any of the matching sources for employees with matching inactive statuses. When selected, the Deductions section is unavailable for entry.
Plan Type and **Deduction Code**	Specify at least one plan type and deduction code combination, if the all option is not applicable.

Paysheet Update Program - Company/Paygroup Page

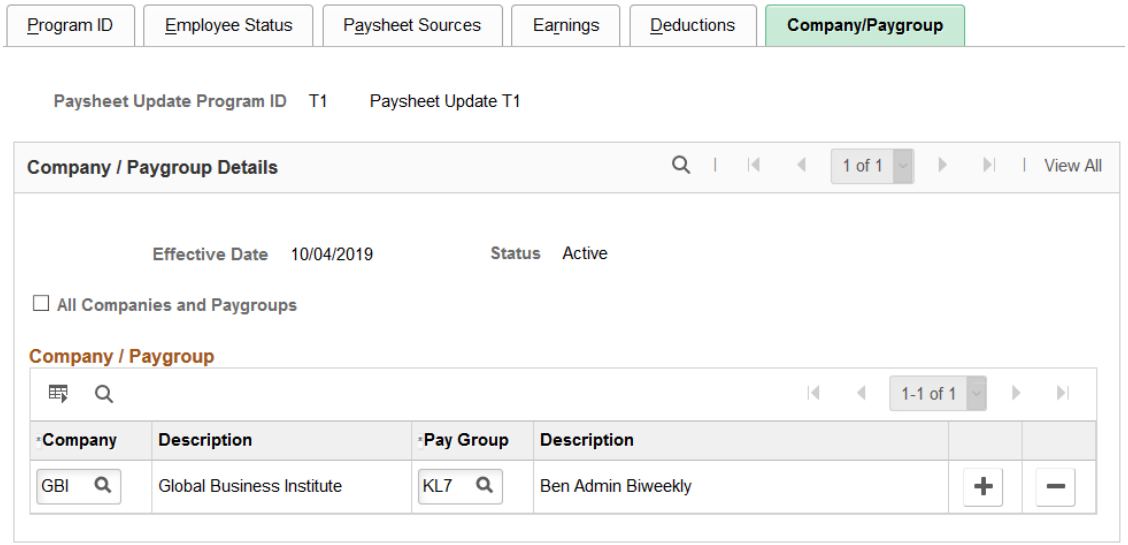
Use the Paysheet Update Program - Company/Paygroup page (PSHUP_COMPANY_DEFN) to associate paysheet update programs with companies and pay groups for inactive employees.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Payroll Processing Controls**, and then **Paysheet Update Program**, and then **Company/ Paygroup**

This example illustrates the fields and controls on the Paysheet Update Program - Company/ Paygroup page.

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Field or Control	Description
All Companies and Paygroups	Click this option if you wish to use this paysheet update program for all companies and paygroups in the system. When selected, the Company / Paygroup section is unavailable for entry. **Note:** You can select this option for only one active paysheet update program.
Company and **Pay Group**	Specify at least one company and paygroup combination that uses this paysheet update program to process paysheet transactions for inactive employees, if the all option is not applicable. **Note:** You can associate any company and paygroup combination with only one active paysheet update program at a time.

Load Paysheet Transactions Page

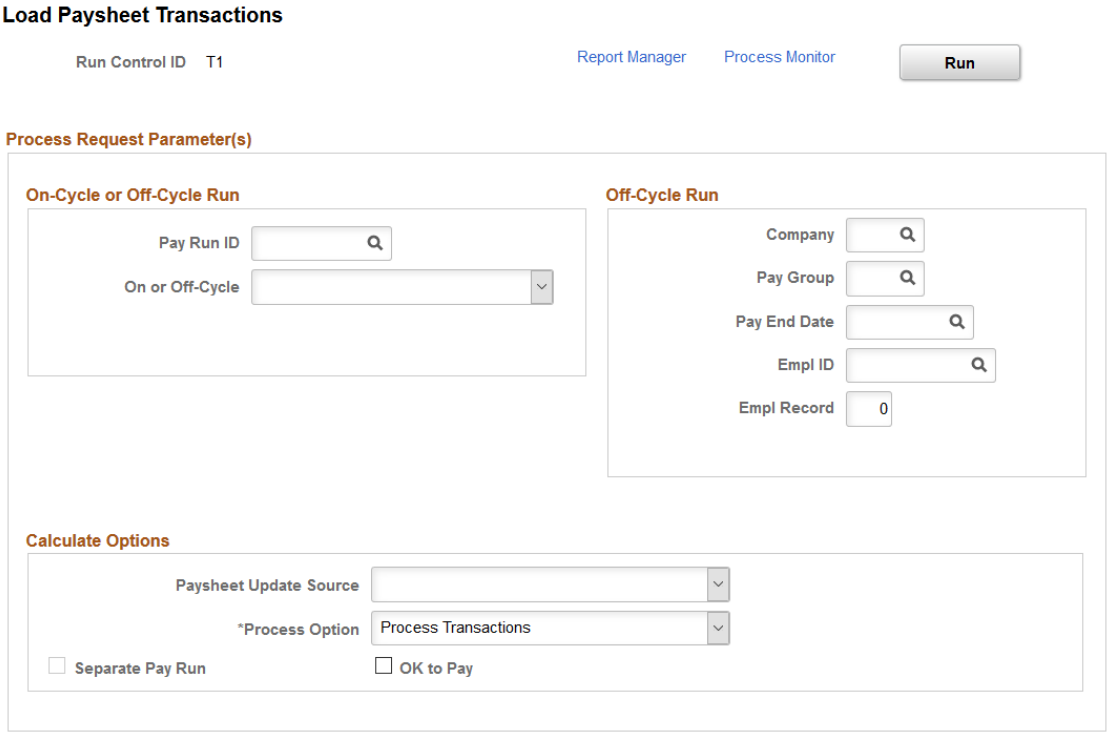
Use the Load Paysheet Transactions page (RUNCTL_PSHUP) to run the Load Paysheets (PYLOAD) process that loads transaction data into paysheets or resets transaction statuses before reloading data into paysheets.

Navigation:

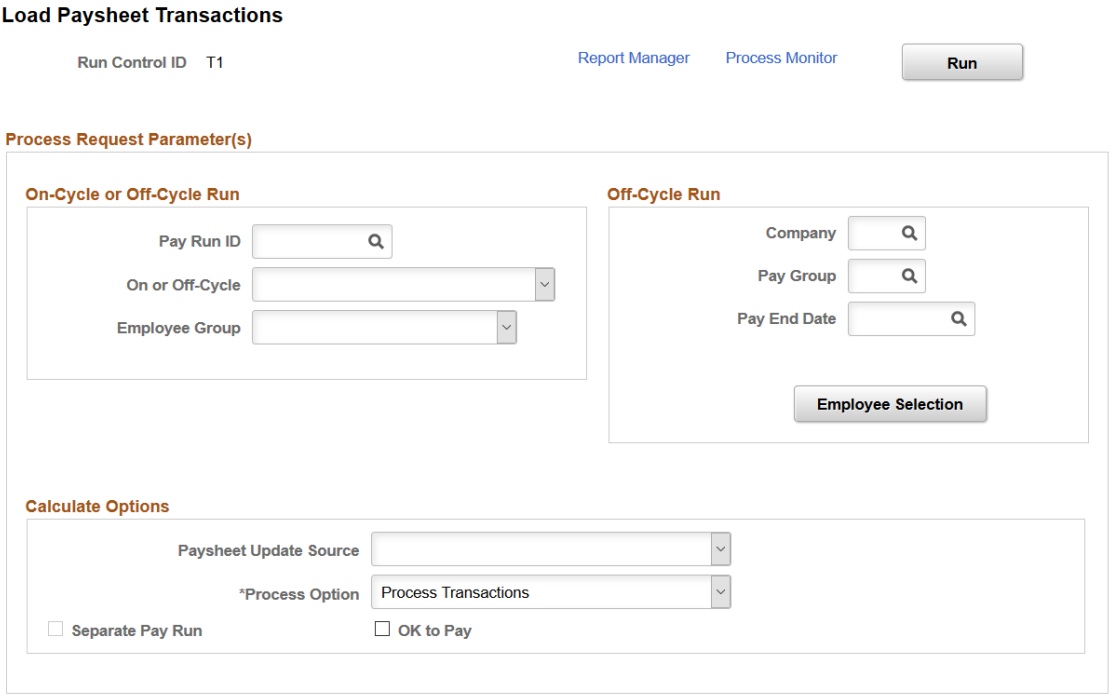
- **Payroll for North America**, and then **Payroll Processing USA**, and then **Create and Load Paysheets**, and then **Load Paysheet Transactions**, and then **Load Paysheet Transactions**
- **Payroll for North America**, and then **Payroll Processing CAN**, and then **Create and Load Paysheets**, and then **Load Paysheet Transactions**, and then **Load Paysheet Transactions**
- **Payroll for North America**, and then **Payroll Processing USF**, and then **Create and Load Paysheets**, and then **Load Paysheet Transactions**, and then **Load Paysheet Transactions**

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This example illustrates the fields and controls on the Load Paysheet Transactions page when the option to support the loading of transaction data into paysheets for inactive employees is disabled.



This example illustrates the fields and controls on the Load Paysheet Transactions page when the option to support paysheet update for inactive employees is enabled.



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> **Note**
>
> The layout of this page is different depending on whether the feature to support paysheet update and loading for inactive employees is enabled.
>
> If the **Inactive Employees** option for Paysheet Update is selected on the Payroll for NA Installation Page, additional fields and options become available to support the feature.

On-Cycle or Off-Cycle Run

Use this group box or the **Off-Cycle Run** group box to the right to specify which transactions you want to load into paysheets or reset transaction statuses. For on-cycle runs, you must use the **On-Cycle or Off-Cycle Run** group box; for off-cycle runs, use this group box if you want to process data for employees in batch by pay run ID.

Field or Control	Description
Pay Run ID	Select the pay run ID that identifies the pay calendars for which you want to load data. The system loads data for employees in the companies and pay groups represented by the pay run ID.
On or Off-Cycle	Your selection here performs differently depending on whether you're loading rapid entry paysheet transactions or transactions from other sources. See Understanding the Load Paysheets Process (PYLOAD).
Employee Group	Specify whether to load data into paysheets for *active* employees or *inactive* employees for the selected pay run ID and cycle type. Leave this field blank to include both active and inactive employees in the Load Paysheets process. This field appears if the Inactive Employees option is selected on the Payroll for NA Installation Page.

Off-Cycle Run

For off-cycle runs, use this group box if you want to load data or reset transaction statuses for individual employees. If you complete the fields in this group box, you cannot use the **On-Cycle or Off-Cycle Run** group box to the left.

> **Note**
>
> Do not use the fields in this group box when loading data from rapid entry paysheets.

Field or Control	Description
Company and **Pay Group**	Select the company and pay group of the employees to be selected.

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Field or Control	Description
Pay End Date	Select the pay end date through which you want to retrieve data for the employee. The date that you select in this field appears as the pay end date on the paysheet.
Empl ID (employee ID)	Enter the ID of the employee for whom to load data for the off-cycle run. Only active employees are available for selection. (You must complete the **Company**, **Pay Group** and **Pay End Date** fields before you can enter the employee ID). This field appears if the Inactive Employees option is deselected on the Payroll for NA Installation Page.
Empl Record (employee record number)	Enter the employee's record number. (You must fill out the **Empl ID** field before you can enter the employee record number). This field appears if the Inactive Employees option is deselected on the Payroll for NA Installation Page.
Employee Selection	Click to access the Employee Selection Details modal page (PSHUP_RNCL_EMP_SEC) and select one or more employees and their employee records to load data for the off-cycle run. You must complete the **Company**, **Pay Group** and **Pay End Date** fields before selecting employees. This field appears if the Inactive Employees option is selected on the Payroll for NA Installation Page.

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Calculate Options

Field or Control	Description
Paysheet Update Source	Select the source of the transaction data to be included in the Load Paysheets process. These sources are available: • *Absence Management:* Load absence data from Absence Management. • *Bonus from Fusion:* Load bonus data from Oracle Fusion applications. • *Expense Interface:* Load expense data from Expenses. When you select *Expense Interface,* the **Separate Pay Run** check box becomes available. • *Lifetime Balance Payout USF:* Load lifetime balances to paysheet for termination payouts. • *Other Sources:* Load data from third-party applications. See Data Input Requirements for Third-Party Paysheet Data. • *Rapid Paysheets:* Load data from rapid entry paysheets. • *Recruiting Interface:* Load award data from Employee Referral Programs in PeopleSoft HCM. • *SIM Interface:* This option is no longer supported. • *Stock Admin - ESPP Refunds* (stock administration - employee stock purchase plan refunds): This option is no longer supported. • *Stock Admin - Options & ESPP* (stock administration - options and employee stock purchase plan): This option is no longer supported. • *Tuition Reimbursement:* Load data from the Tuition Reimbursement business process of PeopleSoft HCM. • *Variable Compensation:* Load data from the Manage Variable Compensation business process of PeopleSoft HCM. • *What If:* This option is no longer supported. **Note:** Leave this field blank to load data from all sources *except* Rapid Paysheets, Variable Compensation, and Other Sources (including any custom sources that you define with O% source codes). These types of transactions must always be loaded separately.

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Field or Control	Description
Process Option	Select how to process the transaction data. Valid values are: • *Process Transactions:* Select this option for the Load Paysheets process to load data into paysheets. The process also creates paysheets prior to the data load if needed. • *Reset Transactions:* Select this option for the Load Paysheets process to reset the status of transactions to *Active* so that they can be loaded into paysheets again. For rapid entry paysheets, this option re-creates the paysheets after changing the status. For other transaction sources, you must either unsheet the pay run or remove the previously loaded transactions from the paysheets in addition to resetting the status. See Understanding the Load Paysheets Process (PYLOAD).
Separate Pay Run	If you select *Expense Interface* or *Variable Compensation* as the paysheet update source, and you're running an off-cycle process, select this check box to create a separate pay run for expense or variable compensation payments.
OK to Pay	Select if you want the Load Paysheets process to automatically mark the paysheets as *OK to Pay*. The Pay Calculation process processes only those transactions that are marked *OK to Pay*. Leave this check box deselected to review the paysheets and manually mark them *OK to Pay*.

Update Paysheet Transactions Page

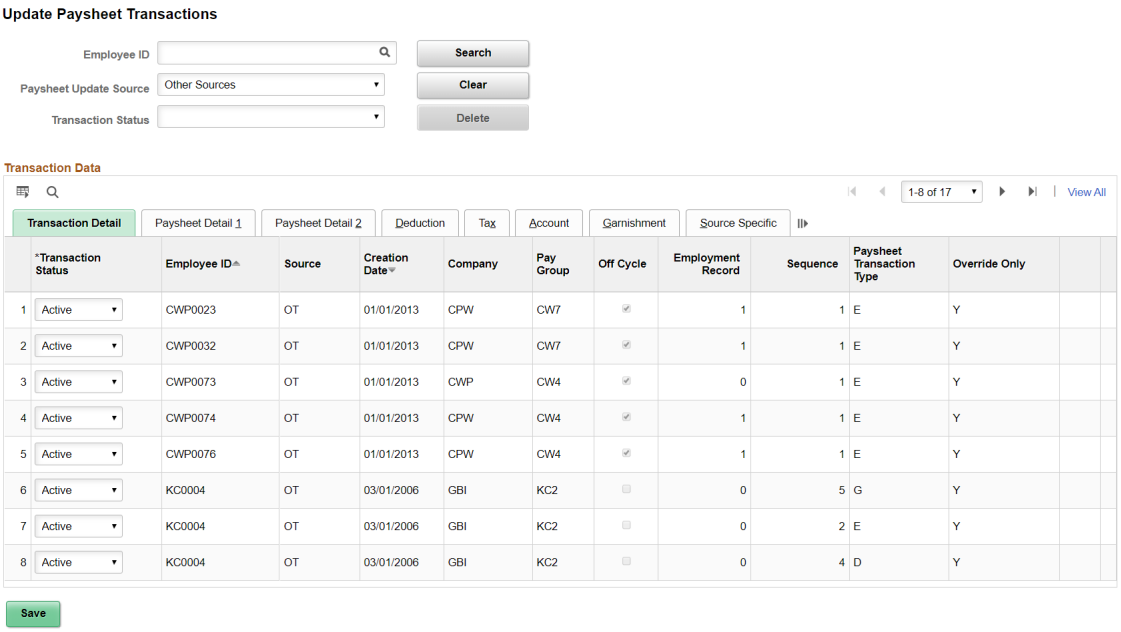
Use the Update Paysheet Transactions page (PY_PSHUP_TXN) to review transaction data from the PSHUP_TXN record and optionally update transactions before loading them into paysheets.

Navigation:

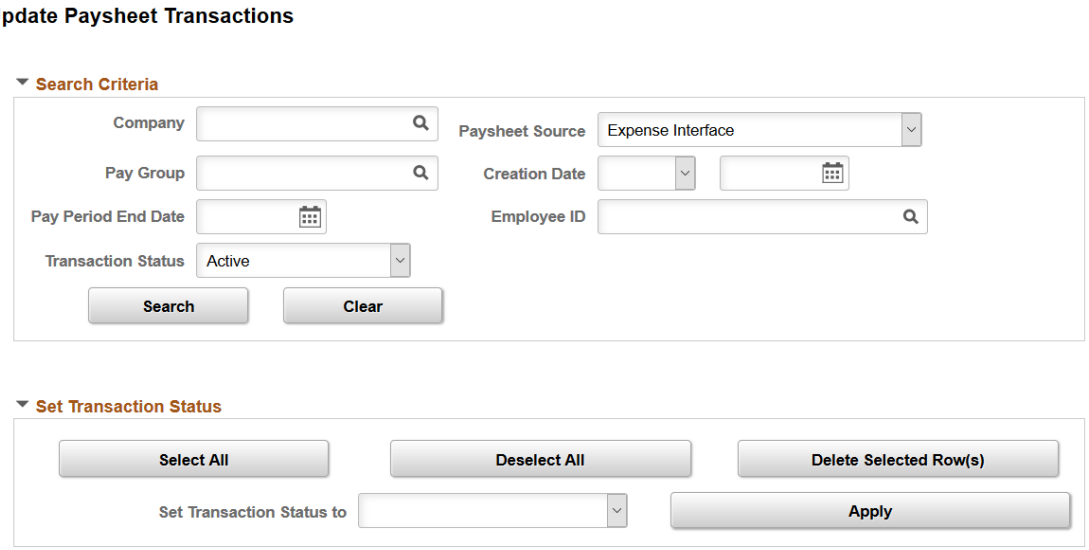
- **Payroll for North America**, and then **Payroll Processing USA**, and then **Create and Load Paysheets**, and then **Update Paysheet Transactions**, and then **Update Paysheet Transactions**
- **Payroll for North America**, and then **Payroll Processing CAN**, and then **Create and Load Paysheets**, and then **Update Paysheet Transactions**, and then **Update Paysheet Transactions**
- **Payroll for North America**, and then **Payroll Processing USF**, and then **Create and Load Paysheets**, and then **Update Paysheet Transactions**, and then **Update Paysheet Transactions**

This example illustrates the fields and controls on the Update Paysheet Transactions page when the option to support the loading of transaction data into paysheets for inactive employees is disabled.

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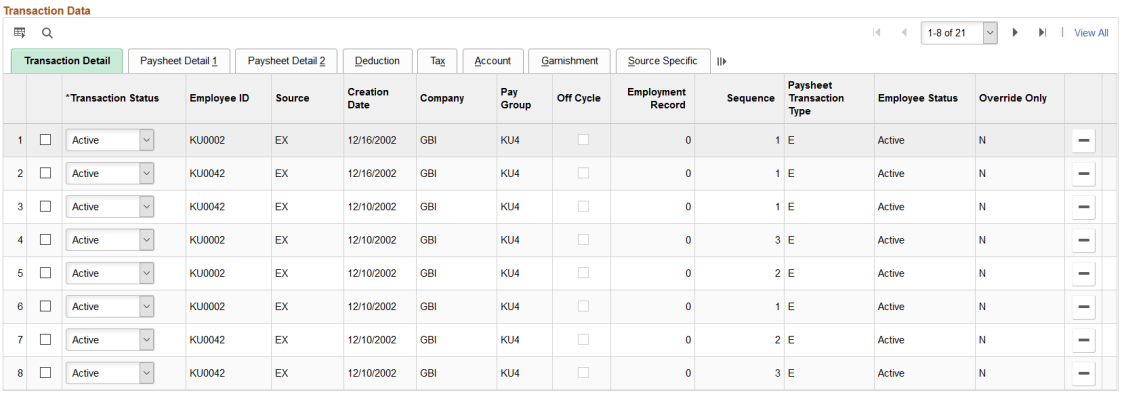


This example illustrates the fields and controls on the Update Paysheet Transactions page when the option to support the loading of transaction data into paysheets for inactive employees is enabled (1 of 2).



This example illustrates the fields and controls on the Update Paysheet Transactions page when the option to support the loading of transaction data into paysheets for inactive employees is enabled (2 of 2).

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Transaction Data

1-8 of 21 View All

Transaction Detail | Paysheet Detail 1 | Paysheet Detail 2 | Deduction | Tax | Account | Garnishment | Source Specific

		*Transaction Status	Employee ID	Source	Creation Date	Company	Pay Group	Off Cycle	Employment Record	Sequence	Paysheet Transaction Type	Employee Status	Override Only	
1		Active	KU0002	EX	12/16/2002	GBI	KU4		0	1	E	Active	N	
2		Active	KU0042	EX	12/16/2002	GBI	KU4		0	1	E	Active	N	
3		Active	KU0042	EX	12/10/2002	GBI	KU4		0	1	E	Active	N	
4		Active	KU0002	EX	12/10/2002	GBI	KU4		0	3	E	Active	N	
5		Active	KU0002	EX	12/10/2002	GBI	KU4		0	2	E	Active	N	
6		Active	KU0002	EX	12/10/2002	GBI	KU4		0	1	E	Active	N	
7		Active	KU0042	EX	12/10/2002	GBI	KU4		0	2	E	Active	N	
8		Active	KU0042	EX	12/10/2002	GBI	KU4		0	3	E	Active	N	

> **Note**
>
> The layout of this page is different depending on whether the feature to support paysheet update and loading for inactive employees is enabled. If the **Inactive Employees** option for Paysheet Update is selected on the Payroll for NA Installation Page, additional fields and options become available to support the feature.

If you have previously run the Load Paysheets process to either load transaction data into paysheets or reset transaction statuses, you can review the result of the process on this page. You can also update transaction statuses manually and delete transaction rows.

Page Elements for Filtering Transactions

> **Note**
>
> This section appears if the Inactive Employees option is deselected on the Payroll for NA Installation Page.

To populate the Transaction Data grid, search for transactions for any combination of employee ID, paysheet update source, and transaction status.

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Field or Control	Description
Transaction Status	Values are: *Active*: Select to search for transactions that are ready to be loaded into paysheets. This is the initial status for transactions when they were first sent from their sources. *Exclude*: Select to search for transactions that are inactive temporarily and not to be processed in the Load Paysheets process. *In Progress*: Select to search for transactions that are in the Load Paysheets process. When the process selects transactions to work on based on the run control parameters, it changes their status to *In Progress*. Transactions will be in this status until the completion of the Load Paysheets process. *Loaded* or *Inactive*: Select to search for transactions that are already loaded into paysheets. These transactions will not be processed by the Load Paysheets process. The *Loaded* status appears if the feature to support the Load Paysheets process for inactive employees is applied to the Payroll for North America system, but is not enabled. The *Inactive* status is shown, if the feature is not applied to the system (in this case, the **Inactive Employees** option is not available for selection).
Delete	Click to remove transactions that appear in the Transaction Data section. This button is available when *Inactive* or *Loaded* only transactions are displayed for a selected source.

Search Criteria

> **Note**
>
> This section appears if the Inactive Employees option is selected on the Payroll for NA Installation Page.

Specify one or more search values to filter transactions to be displayed in the Transaction Data grid.

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Field or Control	Description
Transaction Status	Values are: *Active*: Select to search for transactions that are ready to be loaded to paysheets. This is the initial status for transactions when they were first loaded to the staging record from their sources. *Excluded*: Select to search for transactions that are inactive temporarily and not to be processed in the Load Paysheets process. *In Progress*: Select to search for transactions that are in the Load Paysheets process. When the process selects transactions to work on based on the run control parameters, it changes their status to *In Progress*. Transactions will be in this status until the completion of the Load Paysheets process. *Loaded*: Select to search for transactions that were loaded successfully into paysheets. The *Loaded* status is reserved only for use by the Load Paysheets process; transactions cannot be manually updated to this status. *Manually Paid*: Select to search for transactions that were added manually into paysheets. The *Manually Paid* status is used for audit purposes only. Transactions in this status are not processed in the Load Paysheets process. *Rejected*: Select to search for transactions that did not match the paysheet update program rules and therefore could not be loaded into paysheets.

Set Transaction Status

> **Note**
>
> This section appears if the Inactive Employees option is selected on the Payroll for NA Installation Page.

Use options in this section to update transactions *in bulk*, if needed.

Field or Control	Description
Select All or **Deselect All**	Click **Select All** to select all transactions in the Transaction Data grid. Click **Deselect All** to deselect all transactions in the Transaction Data grid.
Deleted Selected Rows	Click to delete one or more selected transactions permanently from the Transaction Data grid.

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Field or Control	Description
Set Transaction Status To	Select the new status to which selected transactions will be updated. Values are: *Active*: Select for transactions to be picked up by the Load Paysheets process. *Exclude*: Select for transactions *not* to be picked up by the Load Paysheets process. *Manually Paid*: Select to indicate that transactions were added into paysheets manually, and *not* to be picked up by the Load Paysheets process.
Apply	Click to update selected transactions with the new status and save the change.

Transaction Data

This grid displays complete data from the PSHUP_TXN record so that you can review the data and optionally update its status.

Field or Control	Description
Transaction Status	Displays the current status of the transaction. Select a new status for the transaction to update to, if needed. When you change the status of a transaction, the system updates the PSHUP_TXN record with the new status and with an indicator that the status has been manually changed (by setting the *Y* value in the PU_TXN_MANUAL_CHG field for that transaction). **Note:** (Applicable if the **Inactive Employees** option is deselected) Because transactions can be set to *Inactive* or *Loaded* by the system when the Load Paysheets process completes, you can change transaction status from *Inactive*, *Exclude* or *In Progress* back to *Active*, if the PU_TXN_MANUAL_CHG field indicator has a *Y* (yes) value.
Paysheet Transaction Type	Displays the type of the paysheet transaction. Valid values are: • *C*: Canadian tax override. • *D*: Deduction override (benefit or general deduction overrides, excluding garnishments). • *E*: Earnings. • *O*: Override. This type is not applicable if the source of the transaction is *OT* (Other). • *S*: Garnishment override. • *T*: U.S. tax override. • *G*: Total gross. • *N*: Net pay.

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(PA) PSD Earned Income Tax Codes

For Pennsylvania, you must enter or verify the Political Subdivision (PSD) Earned Income Tax (EIT) codes for work and residence on the Tax subtab of the Update Paysheet Transactions page.

Field or Control	Description
PA EIT Work PSD Code and **PA EIT Resident PSD Code** (Pennsylvania Earned Income Tax work and residence Political Subdivision code)	Under PA Act 32, you must identify the employee's work locality and residence locality for each Pennsylvania local Earned Income Tax (EIT) amount withheld from an employee. These codes must be entered or verified for the following transactions: • Adjust Tax Balance (Adjust Tax Balance 1 page, ADJ_TAX_BAL1). • Create Online Check (Create Online Check page, PAY_OL_SHEET_S1). • Update Paysheet Transactions(Update Paysheet Transactions page, PY_PSHUP_TXN). • Update Paysheets by Paysheet (By Paysheet - One-Time Taxes page, PAY_SHEET_ADD_O). • Update Paysheets by Payline (By Payline - One-Time Taxes page, PAY_SHEET_LINE_O). • Update Paysheets by Payline Security (By Payline Security - One-Time Taxes page, PAY_SHEET_LN_O). **Note:** To save the page, you must enter both codes when conditions are as follows: the paycheck date on the calendar is *01/01/2012* or after, **Locality** is *not* blank, and **Tax Class** is *Withholding*. For more information about Pennsylvania locality codes, see (USA) Viewing Local Tax Tables.

Paysheet Transactions Report Page

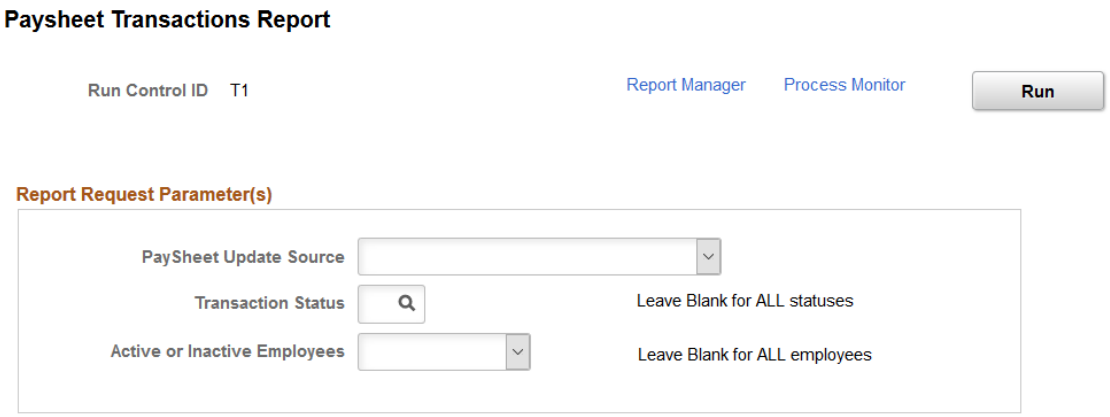
Use the Paysheet Transactions Report page (RUNCTL_PSHUPLD) to generate the PAY305RT report that lists transactions loaded in the PSHUP_TXN record from supported sources.

Navigation:

- **Payroll for North America**, and then **Payroll Processing USA**, and then **Create and Load Paysheets**, and then **Paysheet Transactions Report**, and then **Paysheet Transactions Report**
- **Payroll for North America**, and then **Payroll Processing CAN**, and then **Create and Load Paysheets**, and then **Paysheet Transactions Report**, and then **Paysheet Transactions Report**
- **Payroll for North America**, and then **Payroll Processing USF**, and then **Create and Load Paysheets**, and then **Paysheet Transactions Report**, and then **Paysheet Transactions Report**

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This example illustrates the fields and controls on the Paysheet Transactions Report page.



Use the Paysheet Transactions report to see the transaction contents that are available in the PSHUP_TXN record. You can run this report before the Load Paysheets process to see the list of transactions that are going to be loaded into paysheets by source.

Field or Control	Description
PaySheet Update Source	Select the source of the transactions to be included in the report. Leave the field value blank to include all sources. **Note:** For rapid entry paysheet transactions, you must load the transactions to paysheets before running this report.
Transaction Status	Select the status of the transactions to be included in the report. Leave the field value blank to include all statuses. For example, select *Active* to view the list of transactions that have not yet been and are going to be loaded into paysheets when the Load Paysheets process runs. (If the **Inactive Employees** option is selected) Valid values are: *Active* *Exclude* *Loaded* *Manually Paid* *Rejected* (If the **Inactive Employees** option is deselected) Valid values are: *Active* *Exclude* *Inactive* *In Progress*

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Field or Control	Description
Active or Inactive Employees	Select if you wish to see transactions of *Active* or *Inactive* employees to be included in the report. Leave the field value blank to include both types of employees. This field appears if the Inactive Employees option is selected on the Payroll for NA Installation Page.

Viewing and Updating Paysheets and Paylines

Pages Used to View and Update Paysheets and Paylines

Page Name	Definition Name	Usage
By Paysheet - Paysheet Page	PAY_SHEET_ADD_S	View and update the paysheet to affect the Pay Calculation process. Normally, you run the Create Paysheet process before accessing this page, but it is not required. You can create one paysheet using the pages in this component.
OK to Pay Summary Page	PAY_SHEET_OK_SUM	View summary information of paylines.
Additional Data Page	PAY_SHEET_ADD_S1	Alter default information, such as department and taxes.
By Payline - Payline Page	PAY_SHEET_LINE_S	View and update employee paylines.
Payline Earnings (Account) Page	PAY_SHEET_LINE_S	Access payline information by account code.
Paysheet Earnings (Short Form) Page	PAY_SHEET_MULT_S	Make changes to the paysheet that affect the Pay Calculation process. This page provides an abbreviated view of the By Paysheet - Paysheet page. It limits the number of items you can change for an employee, but provides less complicated data entry.
Payline Earns (Acct) Security Page	PAY_SHEET_LN_S	Identify paysheet data for review by company, pay group, and pay end date.
By Payline Security - Payline Page	PAY_SHEET_LN_S	Identify paysheet data for review by company, pay group, and pay end date.
Pay Unsheet Page	RUNCTL_PAY_UNSHT	Initiate the Payroll Unsheet SQR Report process (PAYUNSHT), typically as an emergency measure only or during testing.

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Understanding Paysheet and Payline Updates

Because the Pay Calculation process uses paysheets, it is important to use caution when entering data on a paysheet. The amount of data that you enter on a paysheet is contingent upon whether it is a final or online check, and whether you automatically or manually created the paysheet.

For example, if you modify a paysheet that you created automatically, you must add only additional earnings to it, as opposed to a manual check paysheet, which requires more extensive data entry.

PeopleSoft provides several ways to access and view paysheet and payline information.

See Pages Used to View and Update Paysheets and Paylines.

The search criteria vary for the pages. On the search page, the **Off Cycle** check box is selected if the pay period end date that you enter is not current.

Accessing Payline Data

The By Payline - Payline page offers some search criteria not available for other paysheet and payline pages:

Term	Definition
Job Pay Data Change	*Calculation Required:* Selects all employees whose pay data changed and requires recalculating. *Yes:* Selects all employees whose pay was recalculated due to a change in one of their pay-related records.
Partial Pay Period	Select to display a list of all employees who were not active for the entire pay period, or whose Job record was updated with an effective date that falls between the pay period begin and end dates. The system activates the partial pay period flag when a new Job record is created for an employee during the pay period, assuming paysheets are built. When you select the **Partial Pay Period** field, the search results include only those employees for whom the partial pay period flag is activated.
No Direct Deposit	The default setting for this check box depends on the type of transaction. For off-cycle transactions, it is initially selected if the source is rapid paysheets or other (0%). For on-cycle transactions, it is initially deselected.

Related Topics

- Recording One-Time Deductions
- Understanding Paysheets and Paylines
  This topic discusses:

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Understanding Options for Job Pay Changes and Hourly Rate Overrides

The employee's pay rate used in the pay calculation depends upon these factors:

- Whether you select the Override Hourly Rate check box on the payline.

  The Override Hourly Rate check box is deselected by default on the payline when you create the paysheets.

- Whether you deselect the Automatic Paysheet Update check box on the Pay Group Table - Paysheets page.

  The Automatic Paysheet Update check box is selected by default.

- Whether you select or deselect the Job Pay check box on the payline.

  The Job Pay check box is selected by default on the payline if you create the paysheet automatically.

  The Job Pay check box is deselected by default on the payline if you create the paysheet manually, because the system assumes that you want the manual pay information to prevail over job data.

Example Pay Calculation Scenario

This topic describes the results of pay calculation for the following scenario:

1. The employee has one row of Job data, with the action of Hire and the initial pay rate.
2. On December 31, 2005, you use the Paysheet Creation process to create on-cycle paysheets for the period January 1, 2006 to January 15, 2006.

   The pay rate from the employee's Job data is shown on the payline after paysheet creation.
3. On January 1, 2006, you run a preliminary calculation.
4. 4. On January 3, 2006, HR enters a new row of Job data:
   - Changed the employee's pay rate.
   - Reduced the employee's standard hours from 40 to 32 hours in a week.
5. On January 4, 2006, you run another preliminary calculation.

> **Note**
>
> In the examples, where the Override Hourly Rate option is selected, the change was made after the row was inserted into job data.

Pay Calculation Results

For the example scenario, this table describes the results of the Pay Calculation process for the various combinations of pay group and paysheet settings for each employee type:

This diagram shows a table that describes the results of the Pay Calculation process for the various combinations of pay group and paysheet settings for each employee type. .

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Pay Group	Paysheet		Hourly and Exception-Hourly		Salaried		
Auto Paysheet Update	Job Pay	Override Hourly Rate	Hours	Hourly Rate	Hours	Hourly Rate Displayed	Pay Period Amount
Selected	Cleared	Cleared	No change	Pay rate change applied to the entire pay period	Job std hrs	New hourly rate reflected for the entire pay period	No change
Selected	Cleared	Selected	No change	Override rate	Job std hrs	Override rate	No change
Selected	Selected	Cleared	Prorated Job std hrs	Old and new rates	Prorated Job std hrs	Old and new rates	Prorated*
Selected	Selected	Selected	Prorated Job std hrs	Override rate	Prorated Job std hrs	Override rate	Prorated*
Cleared	Cleared	Cleared	No change	No change	Job std hrs	No change	No change
Cleared	Cleared	Selected	No change	Override rate	Job std hrs	Override rate	No change
Cleared	Selected	Cleared	No change	No change	Job std hrs	No change	No change
Cleared	Selected	Selected	No change	Override rate	Job std hrs	Override rate	No change

* The system calculates prorated salary for salaried employees and prorated hours for hourly employees based on the proration rule set up on the Pay Group table. If the pay rate change is effective at the beginning of the pay period, proration is 100%.

> **Note**
>
> The results shown in the table would apply to any preliminary calculation or final calculation performed after entering the job increase or paysheet update.

Related Topics

- Understanding Online Updates and Final Calculation
  PeopleSoft's final calculation functionality enables you to access the database seven days a week, 24 hours a day, without interrupting payroll processing. This means that you can confirm a payroll while people continue to modify employee pay data, even though a final calculation or confirmation is underway. If you want last minute online changes to be included in a payroll for which the final calculation process has already been run (but not confirmed), you can rerun the final calculation process before confirming.

Understanding OK to Pay All

The OK to Pay All feature enables the mass update of the **OK to Pay** check box on paylines.

When enabled, the **OK to Pay All** section appears on these paysheet and payline pages:

- By Paysheet – Paysheet (PAY_SHEET_ADD_S)
- By Payline – Payline (PAY_SHEET_LINE_S)
- By Payline Security – Payline or Payline Earns (Acct) Security (PAY_SHEET_LN_S)

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From the **OK to Pay All** section, you can choose to select or deselect the **OK to Pay** check box in all additional line numbers of the employee's payline with one button click. As you go through each employee's payline during payroll processing, the mass update saves time significantly if the payline you are viewing has numerous additional lines that need the update.

> **Note**
>
> If you update the **OK to Pay** field on a payline for an employee with multiple jobs, the update only applies to the payline that you are viewing, not the paylines for the other jobs.

The system provides a summary view of all additional lines of a payline on a modal page. It can be used to audit when and by whom the **OK to Pay** check box was last updated in the additional lines.

> **Note**
>
> The OK to Pay All feature is available in U.S., Canada, and U.S. Federal.

Video: Image Highlights, PeopleSoft HCM Update Image 50: Payroll for North America - OK to Pay All Option

Paylines With Retro Earnings

The system uses the **Include Retro Earnings** setup option to control the behavior of the OK to Pay All feature for paylines that contain retro earnings.

Include Retro Earnings Option	Button Selected in OK to Pay All Section	Expected Behavior
Selected (include retro earnings)	**Select All**	• Displays a message that shows the additional line number with retro earnings. • Selects the **OK to Pay** check box for additional line numbers that do not have retro earnings. • Does not update the **OK to Pay** check box for any additional line number with retro earnings.
Selected (include retro earnings)	**Deselect All**	• Displays a message that shows the additional line number with retro earnings. When deselecting OK to Pay on a payline with retro earnings, the system resets the Retro Request Process Flag value to *Action Required.* You need to load retro pay into paysheets again if you still want to process retro pay for the retro request. • Clears the **OK to Pay** check box for all additional line numbers.

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Include Retro Earnings Option	Button Selected in OK to Pay All Section	Expected Behavior
Cleared (exclude retro earnings)	**Select All**	• Displays a message that shows the additional line number with retro earnings. • Selects the **OK to Pay** check box for additional line numbers that do not have retro earnings. • Does not update the **OK to Pay** check box for any additional line number with retro earnings.
Cleared (exclude retro earnings)	**Deselect All**	• Displays a message that shows the additional line number with retro earnings. • Clears the **OK to Pay** check box for additional line numbers that do not have retro earnings. • Does not update the **OK to Pay** check box for any additional line number with retro earnings.

Setting Up OK To Pay All

To set up the OK to Pay All feature:

1. Select the **Enable OK to Pay All** option on the Payroll for NA Installation Page.
2. (Optional) Select the **Expanded By Default** option to display the **OK to Pay All** section as expanded on paysheet and payline pages.
3. (Optional) Select the **Display Deselect All Only** option to display the **Deselect All** button only and hide the **Select All** button in the **OK to Pay All** section on the paysheet and payline pages.
4. (Optional) Select the **Include Retro Earnings** option to include processing of paylines with retro pay in the OK to Pay All feature.
5. (Optional) Select the **Enable OK to Pay Summary** option to enable users to view the summary information of additional line numbers on a modal page.

By Paysheet - Paysheet Page

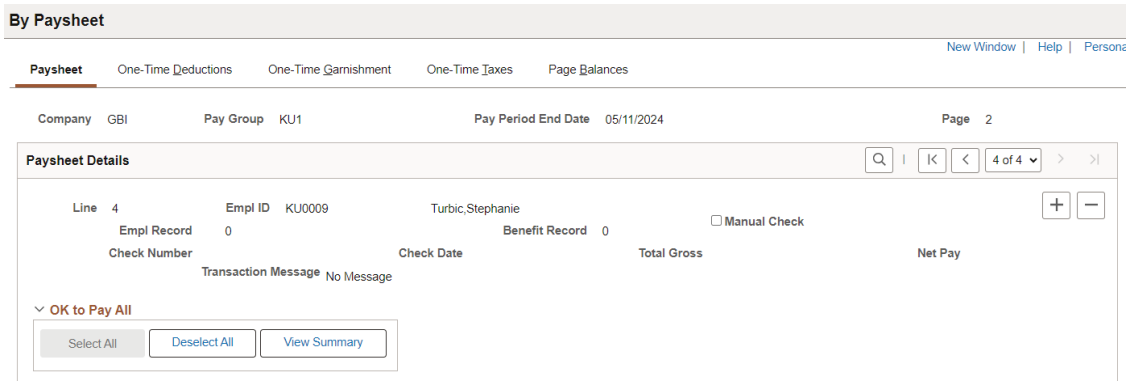
Use the By Paysheet - Paysheet page (PAY_SHEET_ADD_S) to view and update the paysheet to affect the Pay Calculation process.

Navigation:

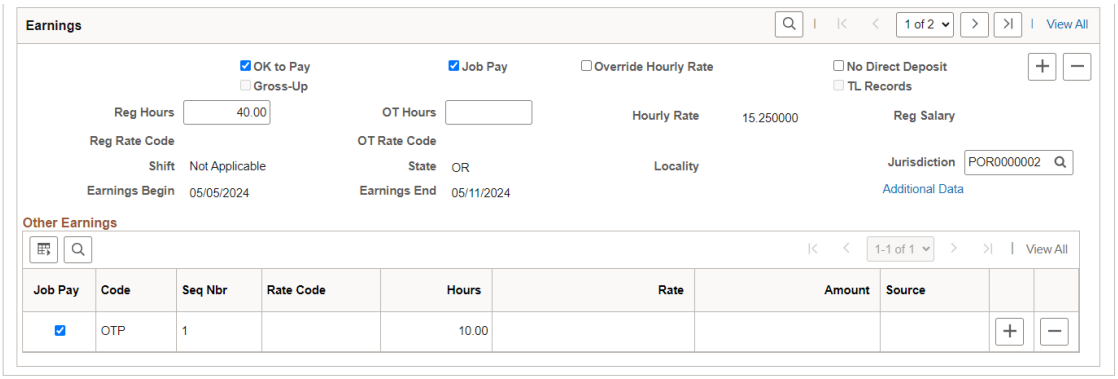
- **Payroll for North America**, and then **Payroll Processing USA**, and then **Update Paysheets**, and then **By Paysheet**, and then **Paysheet**
- **Payroll for North America**, and then **Payroll Processing CAN**, and then **Update Paysheets**, and then **By Paysheet**, and then **Paysheet**
- **Payroll for North America**, and then **Payroll Processing USF**, and then **Update Paysheets**, and then **By Paysheets**, and then **Paysheet**

This example illustrates the fields and controls on the By Paysheet - Paysheet page (1 of 2).

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This example illustrates the fields and controls on the By Paysheet - Paysheet page (2 of 2).



Normally, you run the Create Paysheet process before accessing this page, but it is not required. You can create one paysheet using pages in the By Paysheets component.

> **Note**
>
> If one of the paylines on the paysheet is a reversal payline, you cannot add or delete paylines on the page.

Paysheet Details

Payline details are displayed in this area.

Field or Control	Description
Manual Check	Select this check box to identify that the paysheet was prepared outside of the payroll system. If you select this check box, the **Check Number**, **Check Date**, **Total Gross,** and **Net Pay** fields become available for entry.

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OK to Pay All

Field or Control	Description
Select All	Select for the **OK to Pay** check box to be selected for all additional line numbers. The button becomes read-only if all **OK to Pay** check boxes are already selected. **Note:** The **Select All** button is not displayed, if the **Display Deselect All Only** option is selected on the Payroll for NA Installation Page.
Deselect All	Select for the **OK to Pay** check box to be cleared for all additional line numbers. The button becomes read-only if all **OK to Pay** check boxes are already cleared.
View Summary or **OK to Pay Summary**	Select to view the summary information of additional line numbers on the OK to Pay Summary Page. The **View Summary** button is displayed, if both the **Enable OK to Pay All** and **Enable OK to Pay Summary** options are selected on the Payroll for NA Installation Page. Alternatively, the **OK to Pay Summary** link is displayed, if only the **Enable OK to Pay Summary** option is selected.

> **Note**
>
> The OK for Pay All feature works differently on paylines with retro earnings based on the **Include Retro Earnings** setup option. For more information, see Understanding OK to Pay All.

Earnings

Field or Control	Description
OK to Pay	You must select this check box to calculate pay for this record. If you deselect the check box, the system bypasses the record and does not perform a calculation. Then, the Pay Confirmation process deletes this record. If you have an employee who is not receiving pay, select this check box to calculate deductions only. The default depends on how you set up employee types for pay groups on the Pay Group Table - Process Control page.

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Field or Control	Description
Job Pay	If you select this option, the Pay Calculation process automatically compares paysheet data to the Job record if the Automatic Paysheet Update check box is selected on the Pay Group table and the Override Hourly Rate check box is deselected on the paysheet. See Understanding Options for Job Pay Changes and Hourly Rate Overrides. If you deselect this check box, it disappears from the page and the **Reg Hours** (regular hours for hourly employees), **Reg Rate Code** (regular rate code), **OT Rate Code** (overtime rate code), **Hourly Rate, Reg Salary** (regular salary), **Earnings Begin, Earnings End, Shift, State,** and **Locality** fields become available for entry, as do the fields on the Additional Data page. The check box disappears from the page because the system assumes that you deselected it to enter data other than that specified in the Job record (to do a one-time override of the Job record). The system assumes that you don't want the next Pay Calculation process to replace your manual entries with the default Job Data. **Note:** If the Automatic Paysheet Update check box is selected on the Pay Group table, the system calculates hourly and exception hourly employees using the corresponding rate from Job data for the hours, regardless of whether **Job Pay** is selected on the paysheet.
Override Hourly Rate	Select this check box to override an employee's current hourly rate for this pay. If you select this check box, the **Hourly Rate** field becomes available for entry. **Note:** The new rate replaces the rate from Job data, and is used in the payroll calculations for this particular paysheet for hourly and exception-hourly employees. Do no select the Override Hourly Rate option for salaried employees. If you select it for salaried employees, the paycheck displays the override rate, but the pay calculation uses the compensation rate in Job data. See Understanding Options for Job Pay Changes and Hourly Rate Overrides.
No Direct Deposit	The default setting for this check box depends on the type of transaction. For off-cycle transactions, it is initially selected if the source is rapid paysheets or other *(0%).* For on-cycle transactions, it is initially deselected.
Gross-Up	Select this check box to gross-up a check for this pay earnings. The default is deselected.

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Field or Control	Description
TL Records (time and labor records)	The system automatically selects this check box when paysheets are created by the process that loads time from PeopleSoft Time and Labor.
Reg Hours (regular hours)	Enter the number of regular hours worked (for hourly employees only). The system calculates hours by frequency. If the employee is exception hourly, this field is populated, but unavailable for entry. The default comes from Job Data.
Reg Rate Code (regular rate code)	Select a rate code to override the regular rate from the Job for regular hours. To specify a regular hours rate code, deselect the **Job Pay** check box and select **Override Hourly Rate.**
OT Rate Code (overtime rate code)	Select a rate code to override the regular rate from the Job for overtime hours. To specify an overtime hours rate code, deselect the **Job Pay** check box and select **Override Hourly Rate.**
Hourly Rate and **Reg Salary** (regular salary)	The default comes from Job Data.
Shift	Select the appropriate shift associated with the earnings: *N/A* (not applicable), *1*, *2*, *3*, *Compressed*, or *Rotating*. The default comes from Job Data.
(USA) **State**	Select the work state associated with the earnings. The default comes from Job Data.
(USA) **Locality**	The system enters the work locality from the employee's tax distribution unless the employee lives and works in the same Indiana locality, in which case the system leaves the **Locality** field blank.

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Field or Control	Description
(USA) **Jurisdiction**	Enter the jurisdiction of the employee's work location that has its own minimum wage setup. The system uses this information to identify the correct rate to use for payroll calculation where there are multiple minimum wage rates within the state. The system prepopulates the default jurisdiction (if found) based on the jurisdiction minimum wage setup for the employee, locality, location and state. If the payline is created manually, it populates the default jurisdiction automatically after the state and locality are entered. **Note:** If the employee works in different locations within the same pay period, and each location is associated to a different jurisdiction, the administrator needs to add additional payline(s) in the Earnings section and indicate the additional jurisdiction(s) that corresponds to the employee's work location in the pay period. This field appears if the **Minimum Wage Jurisdiction** option is selected for the associated pay group on the Pay Group Table - Paysheets Page. See Understanding Minimum Wages for Jurisdictions.
(CAN) **Province**	Select the work province associated with the earnings. The default comes from Job Data.
(CAN) **El Period Correction** (Employment Insurance period correction)	Select this check box to allocate the insurable earnings and hours for the pay corrections to the prior pay periods for which they are paid (not the pay periods in which they are paid). **Note:** When you load prior period time from Time and Labor, you must distinguish between pay adjustments and pay corrections. Select this option only for pay corrections.

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Field or Control	Description
Earnings Begin and **Earnings End**	The default dates come from the pay calendar (Job Data for prorated pay). Select pay calendar begin and end dates for this payline, or split dates if a change took place mid-period. You can also enter a prior or future period, and the system automatically obtains the appropriate rate for that period. If you add a prior period payline for an earnings (such as REG) that contributes to a special accumulator when there is an existing payline for a companion earnings based on the special accumulator (such as SHF), you must change the begin and end dates for the companion earnings payline (SHF) to cover both the prior and current periods of the special accumulator earnings (REG). **Note:** The system automatically creates these dates, based on the pay calendar for the current pay period. Only enter them if the paysheet is used to record a manual check or to enter time for a prior or future pay period.
Additional Data	Select to view additional information of the payline on the Additional Data Page.

Other Earnings

Information in this group box can come from the Create Paysheet process, additional pay data, or from loading transactions via the Load Paysheets process. You enter additional other earnings by adding rows.

> **Note**
>
> If you want the earnings in the Other Earnings section of the paysheet to be distributed according to automatic tax distribution, you must set up and add the earnings as additional pay (either manually or through an interface) before paysheet creation. If you add the earnings directly to the payline, the system does not apply automatic tax distribution.

Earnings based on special accumulators are calculated depending on the paysheet's earnings begin and end dates. This is important to remember when you add such an earning for a prior period.

For example, Shift (SHF) is based on the special accumulator to which REG contributes. The system uses the paysheet begin and end dates entered for SHF to determine the REG amount to be used to calculate SHF. The paysheet shows two rows for REG:

- First row: current pay period (February 15 – February 28).
- Second row: previous pay period (February 1 – February 14).

When you add a payline and enter SHF as other earnings, the earnings begin and end dates must include both periods of REG—the current pay period as well as the previous pay period. In this example, the earnings begin date should be February 1 and the earnings end date

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should be February 28. With this setup, the system calculates SHF for both the current and previous pay periods.

> **Note**
>
> (USF) The **Other Earnings** group box can contain awards and bonuses or other earnings codes designated on the Compensation page of the Personnel Action Request.

Field or Control	Description
Code	Enter the earnings code for the other earnings.
Seq Nbr (sequence number)	The sequence number on the By Paysheet - Paysheet page corresponds to the additional sequence number on the Create Additional Pay page. The system does not require you to enter a sequence number, but if you don't, the system does not update the employee's current goal balance on the Create Additional Pay page when you run the Pay Confirmation process.
Rate Code	Enter the rate that you want to pay for the earnings. If you leave the rate blank, the system uses the rate in Job data if the Automatic Paysheet Update check box is selected on the Pay Group table. If the Automatic Paysheet Update check box is not selected, the system uses the Hourly Rate on the payline.
Hours and **Rate,** or **Amount**	If the earnings is to be calculated by number of hours and hourly rate, enter that information. If the earnings is to be paid in a lump sum amount, enter the amount. If the selected earnings is a flat amount payment type, the system displays the flat amount defined for the earnings code.

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Field or Control	Description
Source	Displays the source of the paysheet data: *RP* (rapid paysheets), *AM* (Absence Management), *ER* (Talent Acquisition Manager), *EX* (Expenses), *IM* (Sales Incentive Management), *ST* (Stock Administration - Options and ESPP), *SP* (Stock Administration - ESPP refunds), *WI* (Stock Administration - What-If), *VC* (Administer Variable Compensation), and *OT* (other third-party sources). If you create additional 0% codes to support multiple third-party sources, those codes appear for the associated transactions. **Note:** *IM* (Sales Incentive Management) is no longer supported. When the source is *AM*, the paysheet data that comes from PeopleSoft Absence Management is not editable. This field is blank for paysheets that were loaded with releases prior to PeopleSoft Payroll for North America 9.1. **Note:** If you load transactions from multiple sources at once, the system consolidates transactions. In this situation, the source code reflects the source of the last contributing source that was processed.

Related Topics

- Understanding the Interface with Time and Labor
  This topic discusses:
- Understanding Integration with PeopleSoft HR and Expenses
  When you use the corresponding integration, you can load the following types of data directly into paysheets:

OK to Pay Summary Page

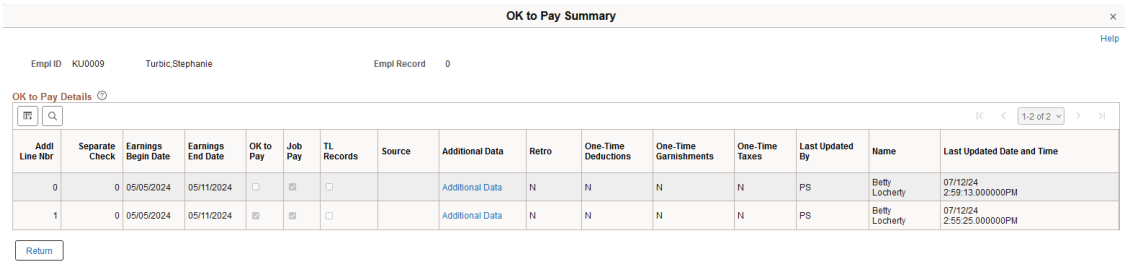
Use the OK to Pay Summary page (PAY_SHEET_OK_SUM) to view summary information of paylines and additional lines.

Navigation:

- Select the **View Summary** button or the **OK to Pay Summary** link on the By Paysheet - Paysheet page.
- Select the **View Summary** button or the **OK to Pay Summary** link on the By Payline - Payline page.
- Select the **View Summary** button or the **OK to Pay Summary** link on the By Payline Security - Payline or Payline Earns (Acct) Security page.

This example illustrates the fields and controls on the OK to Pay Summary page.

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The **OK to Pay All Details** section lists the summary information of the payline's additional line numbers. For example, if the **OK to Pay** check box is either selected or cleared in any line, the update is indicated in this section, along with the user, date, and time of the update.

Field or Control	Description
Additional Data	Select to view additional information of the payline on the Additional Data Page.
Last Updated By, Name, and **Last Updated Date and Time**	Displays the ID and name of the user who updated the **OK to Pay** field, and the date and time of the update. These are audit fields that are used for tracking the **OK To Pay** field only. Other fields in the **OK to Pay Details** section are informational only and are not tracked by the audit fields.

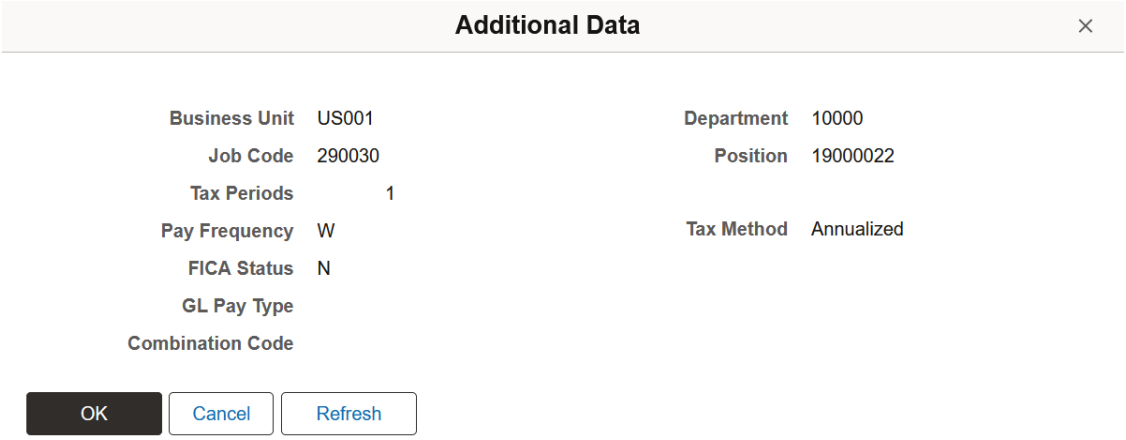
Additional Data Page

Use the Additional Data page (PAY_SHEET_ADD_S1) to view additional information of the payline, such as department and taxes.

Navigation:

- Select the **Additional Data** link on the By Paysheet - Paysheet or By Payline - Payline page.
- Select the **Additional Data** link on the OK to Pay Summary page.

This example illustrates the fields and controls on the Additional Data page.



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> **Note**
>
> The fields on this page are editable only if you deselected the **Job Pay** check box on the By Paysheet - Paysheet page. Changes to any information on this page might require that you insert an additional payline if the changes do not apply to the entire period covered by the begin and end dates on the payline.

> **Note**
>
> Unless otherwise noted, default values for these fields come from the Job Data.

> **Important**
>
> The Additional Data page is read-only when accessed from the OK to Pay Summary page.

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Field or Control	Description
Tax Periods and **Pay Frequency**	The default number of tax periods is *1*. The default frequency comes from the pay group. Do not change it unless the payline contains only other earnings (no regular pay). **Note:** The **Tax Periods** field and the **Pay Frequency** field work together on paysheets to determine how to tax earnings. The tax period refers to how many pay periods this earnings payment covers, and the frequency refers to how often the employee is paid during the year. Normally, use the paysheet defaults for the taxing period and frequency. However, you might change the way you tax earnings in some cases, such as when earnings cover a period of time longer than a standard pay period. The **Tax Periods** field can be used in conjunction with the annualized tax method when you want to pay an employee for more than one regular pay period on the same check. For example, a weekly-paid employee is going on vacation for three weeks, and you want to pay the employee his current regular pay plus three weeks of vacation pay in advance. By setting the **Tax Periods** field to *4*, you're indicating that this check represents pay for four regular payroll periods, and withholding taxes will be calculated correctly as if the employee had received four separate regular weekly wage payments. (CAN) The **Tax Periods** field is also used in conjunction with the cumulative wages method for calculating withholding tax. When using the cumulative wages tax method, enter in the **Tax Periods** field the number of payroll periods that have already occurred in the calendar year, including the current payroll period. **Note:** (CAN) For Canadian customers, the **Pay Frequency** field is display-only, and you cannot override it. This maintains the integrity of the application of Canada Pension Plan (CPP) exemptions. The default comes from Job Data.
Tax Method	Select the tax method. The default comes from the paysheet. **Note:** This field works together with the **Tax Periods** field to determine how to tax earnings. **Note:** For all tax methods other than *Specified on Paysheet*, the system uses the tax method specified for the earnings code on the Earnings table, regardless of the selection in this field. You can override the tax method only when it is set up as *Specified on Paysheet*.

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Field or Control	Description
FICA Status (Federal Insurance Contributions Act status)	Select *E* (exempt from OASDI and Medicare), *H* (exempt from employer FICA, *J* (exempt from employee FICA, *K* (exempt from employee and employer FICA, *M* (Medicare only), or *N* (subject to OASDI and Medicare). The default comes from Job Data, but can be overridden at the payline level. See Also PeopleSoft Human Resources Administer Workforce: Payroll Page.
(E&G) **Annual Tax Periods**	Indicates the number of tax periods for contract pay employees who are paid over less than one year. The system calculates this field from the dates on the Contract Pay page and uses it to annualize taxable gross for contract pay employees.
GL Pay Type (general ledger pay type) and **Combination Code**	Enter the type and code for the PeopleSoft General Ledger account to which the system charges salaries and wages.

By Payline - Payline Page

Use the By Payline - Payline page (PAY_SHEET_LINE_S) to view and update employee paylines.

Navigation:

- **Payroll for North America**, and then **Payroll Processing USA**, and then **Update Paysheets**, and then **By Payline**, and then **Payline**
- **Payroll for North America**, and then **Payroll Processing CAN**, and then **Update Paysheets**, and then **By Payline**, and then **Payline**
- **Payroll for North America**, and then **Payroll Processing USF**, and then **Update Paysheets**, and then **By Paylines**, and then **Payline**

Paylines can be accessed through any of the components for updating paysheets and paylines. The page elements are as defined for paysheets.

The system displays the same payline information for the selected employee on both the By Payline - Payline page and Payline Earnings (Account) page.

> **Note**
>
> You cannot delete a reversal payline.

Related Topics

- Understanding Paysheets and Paylines
  This topic discusses:

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Recording One-Time Deductions

Pages Used to Record One-Time Deductions,

Page Name	Definition Name	Usage
By Paysheet - One-Time Deductions Page	PAY_SHEET_ADD_D	Enter a one-time deduction to take in the current pay period only, override an existing deduction, increase an existing deduction, refund a deduction amount, or increase or decrease an arrears payback.
By Payline - One-Time Deductions Page Payline One-Time Deductions Page	PAY_SHEET_LINE_D	Enter a one-time deduction to take in the current pay period only, override an existing deduction, increase an existing deduction, refund a deduction amount, or increase or decrease an arrears payback.
By Payline Security - One-Time Deductions Page	PAY_SHEET_LN_D	Enter a one-time deduction to take in the current pay period only, override an existing deduction, increase an existing deduction, refund a deduction amount, or increase or decrease an arrears payback.

Related Topics

- Understanding Deduction Override Processing
  This topic discusses:

Understanding One-Time Deduction Overrides

The system computes regular deductions based on deduction data at the company level and the employee level. You can make permanent or one-time changes to deduction data.

One-Time Deduction Overrides

While each One-Time Deduction record corresponds to a Pay Earnings record, the one-time deduction is based on all the pay earnings that are associated with the employee. The only exception is when you associate the one-time deduction with a pay earnings that you pay on a separate check.

For example, Jan has two Pay Earnings records:

- One for her regular salary of 1,000 USD.
- One for a bonus of 500 USD.

Assume Jan received the bonus for her work in the Controller's department and you don't want to charge it to her regular department, the Office of the President. Jan also decided to take an additional 10 percent from her regular pay for this pay period to apply to her loan payback.

To accommodate Jan's request:

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1. Access her payline, using the Payline Earnings page.
2. In her regular Pay Earnings record, select the By Paysheet - One-Time Deductions page.
3. Enter the 10 percent loan payback.
4. Create a second Pay Earnings record for the 500 USD bonus.
5. Because you don't want the loan payback to affect her bonus check, enter a separate check number of 1 and a Bonus reason code.

   Otherwise, the one-time deduction applies to all her Pay Earnings records.

> **Note**
>
> When an employee transfers mid-period, the system creates two paysheets and takes all deductions on both paysheets. To prevent the system from taking deductions on both paychecks, use the one-time deduction override option for one of the paysheets and set the deductions to *None.*

Permanent Deduction Overrides

To make a permanent change to deduction data, use:

- The Deduction Table pages to change the basic attributes of a deduction.
- One of the Benefits Table pages or the General Deduction Table page to change how the system calculates a deduction.
- The General Ded Code Override page (for nonbenefit deductions) or the Override Benefits Deductions page (for benefit deductions) to override processing parameters at the employee level that are normally controlled by the Deduction table.
- The Create General Deductions page to change employee-specific deduction data not governed by the Deduction table.

(CAN) Canadian One-Time Before Tax Deductions

Consultation with the Canada Revenue Agency (CRA) has prompted PeopleSoft to revise our treatment of one-time before-tax deductions associated with specific taxation methodologies.

- PeopleSoft's basic methodology is to derive Pay Period Taxable Gross as: Taxable Earnings plus Taxable Benefits less Before-Tax Deductions.
- The calculation methodology the system uses to derive Annual Taxable Income depends on the tax method that is used (annualized, bonus, or both annualized and bonus on a single cheque).

Related Topics

- Understanding Canadian Tax Methods
  This topic discusses:
- Setting Up Employee General Deductions

By Paysheet - One-Time Deductions Page

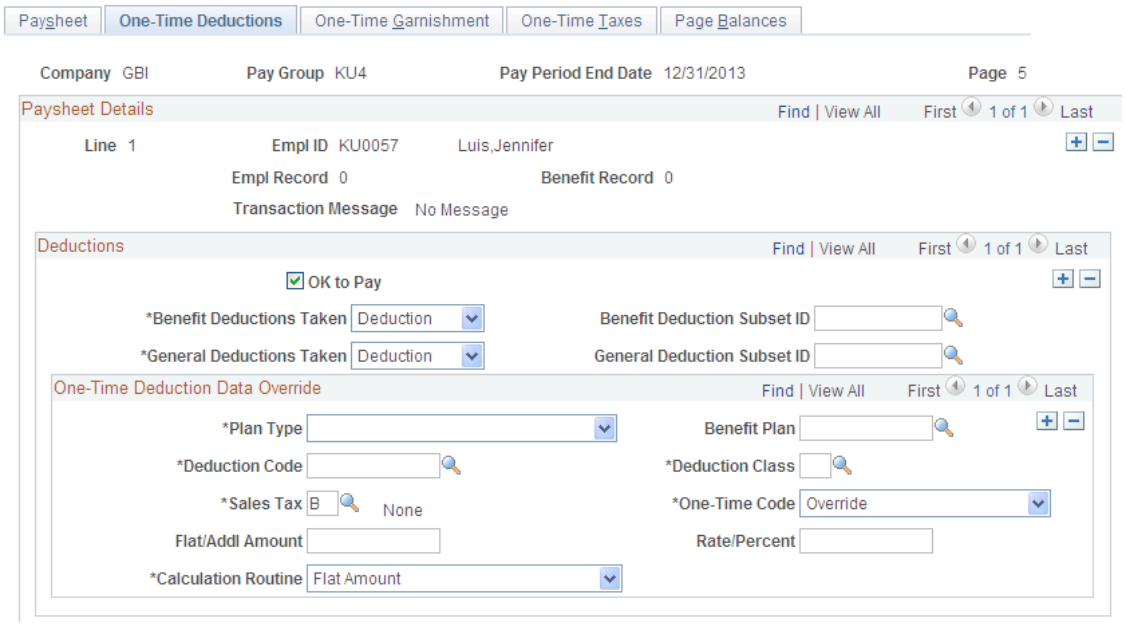
Use the By Paysheet - One-Time Deductions page (PAY_SHEET_ADD_D) to enter a one-time deduction to take in the current pay period only, override an existing deduction, increase an existing deduction, refund a deduction amount, or increase or decrease an arrears payback.

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Navigation:

- **Payroll for North America**, and then **Payroll Processing USA**, and then **Update Paysheets**, and then **By Paysheet**, and then **One-Time Deductions**
- **Payroll for North America**, and then **Payroll Processing CAN**, and then **Update Paysheets**, and then **By Paysheet**, and then **One-Time Deductions**
- **Payroll for North America**, and then **Payroll Processing USF**, and then **Update Paysheets**, and then **By Paysheets**, and then **One-Time Deductions**

This example illustrates the fields and controls on the By Paysheet - One-Time Deductions page.



Deductions

Field or Control	Description
OK to Pay	The default comes from the paysheet.
Benefit Deductions Taken	During the Create Paysheet process, the initial value comes from the deduction override evaluation processing. When a paysheet is manually entered, the initial value comes from the pay calendar. You can override it after the paysheet is created. Values include: • *None:* Select to specify no benefit deductions. • *Deduction:* Select to have the Deduction table govern benefit deductions. • *Subset:* Select this value if you want to use a specified benefit deduction subset. If you select this value, you must specify the subset in the **Benefit Deduction Subset ID** field.

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Field or Control	Description
General Deductions Taken	During the Create Paysheet process, the initial value comes from the deduction override evaluation processing. When a paysheet is manually entered, the initial value comes from the pay calendar. You can override it after the paysheet is created. Values include: • *None:* Select to specify no general deductions. • *Deduction:* Select to have the Deduction table govern general deductions. • *Subset:* Select this value if you want to use a specified general deduction subset. If you select this value, you must specify the subset in the **General Deduction Subset ID** field.

One-Time Deduction Data Override

> **Important**
>
> For deduction overrides to be computed properly, select *Deduction* or *None* for the **Benefits Deduction Taken** or **General Deductions Taken** field. The system does not consider the deduction override information in the calculation if the *Subset* value is selected.

Field or Control	Description
Deduction Code and **Deduction Class**	The deduction code must match the code for the deduction type that you are adjusting. To create a one-time override for both the 401(k) before-tax and after-tax deductions, create two entries: one for a deduction classification of after-tax, the other for before-tax.
(CAN) Sales Tax	For one-time deductions that attract sales tax (provincial sales tax on insurance, provincial sales tax, provincial premium tax, Quebec sales tax on insurance, Quebec sales tax, Quebec provincial tax, goods and services tax, or harmonized sales tax), you do not need to enter the sales tax classification here. The Pay Calculation process generates the sales tax amounts. If you enter a one-time sales tax deduction only, the system processes it accordingly.

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Field or Control	Description
One-Time Code	Select from the following: • *Addition:* Select this value to add the calculated amount specified on this page to the regular calculation. • *Arrears Payback:* Select this value to ignore standard arrears processing and calculate arrears to be processed as specified on this page. The system limits the arrears payback to the amount that you specify in the **Flat/Addl Amt** field. For example, if an employee has an arrears balance of 1000 CAD and you specify a one-time arrears payback deduction of 400 CAD, the system takes only up to 400 CAD for that pay period. **Note:** The One-Time Arrears Payback feature is not for situations when an employee gives you a check to pay back an owed arrears amount. • *Override:* Select this value to ignore the regular calculation and replace it with the calculation specified on this page. To stop a deduction, use this option, set the Calculation Routine to *Flat Amount,* and leave the **Flat/Addl Amt** field blank. Apply the same technique to stop an arrears payback one time. • *Refund:* Select this value to calculate the deduction normally, according to Deduction table rules, and apply the refund amount. For example, if the normal deduction is 100 USD and you entered a one-time deduction refund of 75 USD, the resulting deduction amount is 25 USD. If the normal deduction is 0 USD (the employee does not currently have this deduction), the system refunds the amount that is entered here.
Calculation Routine, Flat/Addl Amt (flat or additional amount) and **Rate/Percent**	Define how to calculate the deduction. The available options include *Calculated by Salary System, Default to Deduction Table, Flat Amount, Percentage of Federal Gross, Percent of Net Pay, Percent of Special Earnings, Percent of Total Gross, Percentage, Rate x Hours Worked, Rate x Special Hours, Rate x Total Hours,* or *Special Deduction Calculation.* If you select *Flat Amount,* enter the amount in the Flat/Addl Amt field. If you select any of the options that use a percentage or a rate, enter the percentage or rate in the Rate/Percent field. If you select a calculation routine that uses a rate or percent, you can enter an additional flat dollar amount to deduct.

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Recording One-Time Garnishments

Pages Used to Record One-Time Garnishments

Page Name	Definition Name	Usage
By Paysheet - One-Time Garnishment Page	PAY_SHEET_ADD_G	Enter a one-time garnishment to take in the current pay period only, override an existing garnishment, suspend an existing garnishment, and refund an existing garnishment.
By Payline - One-Time Garnishments Page	PAY_SHEET_LINE_G	Enter a one-time garnishment to take in the current pay period only, override an existing garnishment, suspend an existing garnishment, and refund an existing garnishment.
By Payline Security - One-Time Garnishments Page	PAY_SHEET_LN_G	Enter a one-time garnishment to take in the current pay period only, override an existing garnishment, suspend an existing garnishment, and refund an existing garnishment.

Understanding One-Time Garnishment Deduction Overrides

This topic discusses how to:

- Make a one-time change in processing a garnishment.
- Take only a garnishment deduction.
- Process only selected garnishments.
- Process a garnishment refund.

Making a One-Time Change in a Garnishment

You cannot override a garnishment deduction on the One-Time Deductions page. Although you can enter and save a garnishment deduction code on the page, the Pay Calculation process generates error message 000010, indicating that the override is invalid.

To change a garnishment, such as overriding the calculation or amount, use the One-Time Garnishment page.

Taking Only a Garnishment Deduction

To take only the garnishment deduction and no other deductions:

1. Select *Subset* in the **General Deductions Taken** field on the One-Time Deductions page.
2. Enter a deduction subset that you have defined to include only the garnishment deduction code.

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Processing Selected Garnishments

Some employees have more than one garnishment. If you want to take one or more but not all of the employee's garnishment deductions, you must suspend the garnishment deductions that you don't want to take.

To process selected garnishments, use the One-Time Garnishment page and enter a garnishment override with the **One-Time Code** of *Suspend Garnishment* for each active garnishment that you don't want to process.

Processing a Garnishment Refund

To process a garnishment refund:

1. Enter the garnishment ID on the One-Time Garnishment page.
2. Select *Refund Garnishment Amount* as the one-time code.
3. Enter the amount to be refunded for the garnishment and/or for the company and payee fees.
4. If the employee has other garnishments, select *Suspend Garnishment* as the garnishment override for each of them if necessary.

(USA) Understanding Garnishment Overrides That Ignore Exemptions and Limitations

Some U.S. garnishment orders related to support require that all of an employee's bonus or other special payment be garnished, over and above the garnishment rule limitations. The order might require that all or a defined part of a certain check be paid toward the garnishment order, without regard for the normal exemptions and allowances usually permitted. Examples of special payments include checks for bonuses, dividends, commissions, and so forth.

This topic discusses how to use two special deduction calculation routines to garnish:

- All of a special payment.
- A specific amount without exemptions.
- The entire special check while garnishing the regular check normally.
- All of a check after taxes and specified other deductions.

> **Note**
>
> To process this type of garnishment override, the earnings to which the garnishment override applies must be on a separate check. The override is applied to all earnings on a check; it cannot be applied to only part of the earnings on a single check.

Example 1: Garnish All of the Special Payment

To process a garnishment when a court has ordered that all of a bonus or special payment check is to go to a support order:

1. Select *Subset* in the General Deductions Taken field on the One-Time Deduction page.
2. Enter a deduction subset that you have defined to include only your garnishment deduction code.

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3. If the employee has other garnishments that are not to be taken, on the One-Time Garnishment page, enter a garnishment override with the **One-Time Code** of *Suspend Garnishment* for each active garnishment that you don't want to process.
4. On the One-Time Garnishment page, select a value in the Deduction Calculation Routine field:
   - If the earnings are taxable, you can select either *No exempt; % of Gross* (no exemptions; percent of gross) or *No exempt; % DE + Amt* (no exemptions; percent of disposable earnings plus amount) and enter 100 percent.

     The system calculates and takes all applicable taxes and the remainder of the check then goes to the garnishment.
   - If the earnings are not taxable, select *No exempt; % of Gross* (no exemptions; percent of gross) and enter 100 percent.

Example 2: Garnish a Specific Amount Without Exemptions

To take a specific amount without regard to the limits imposed by exemptions and/or allowances:

1. On the One-Time Garnishment page, select *No exempt; % DE + Amt* (no exemptions; percent of disposable earnings plus amount) in the **Deduction Calculation Routine** field.
2. Do not enter a percentage.
3. Enter the amount you want to be taken.

If there is not enough net amount of the check to take the specified amount, the system performs the appropriate proration processing.

Example 3: Garnish the Regular Check Normally and Garnish the Entire Special Check

To pay an employee's regular pay from which you take the regular garnishment deduction and also a bonus from which you take the entire amount after taxes for a particular garnishment:

1. On the paysheet, enter the bonus as a separate check.
2. Enter the deduction subset and garnishment overrides as described in Example 1 for the bonus check only.

The system takes the regular garnishment from the regular paycheck and the entire amount from the bonus paycheck.

Example 4: Garnish All of a Check After Taxes and Specified Other Deductions

If you want to take all of a check after taxes and after other deduction such as medical insurance have been deducted, you could:

1. Use a garnishment rule that allows the deduction(s) in calculating the disposable earnings.
2. Use the override of *No exempt; % DE + Amt* and enter 100%.

If the rule does not allow the other deduction(s) you want to take, you could use the override as follows:

1. Set up a deduction override with a deduction subset that includes the garnishment deduction code and any others you want to process.
2. Set up garnishment overrides to suspend all of the garnishments except the one you want to process.
3. Set up an override for the garnishment you want to take using *No exempt; % DE + Amt* and enter a small dollar amount in the Amount box, such as $10.

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4. Calculate the check.
5. Look at the net amount of the check; go back to the One-Time Garnishments page for the garnishment you want to take and add the net check amount to the $10 you entered previously.
6. When you calculate the check again, you should have the correct garnishment amount and a net check amount of zero.

If your first calculation resulted in some "deduction not taken" amounts, you'll have to hand calculate how much is available for the garnishment and/or for the other deductions on the check and redo your overrides to produce the results you need. You might have to repeat the process until the correct amount is calculated.

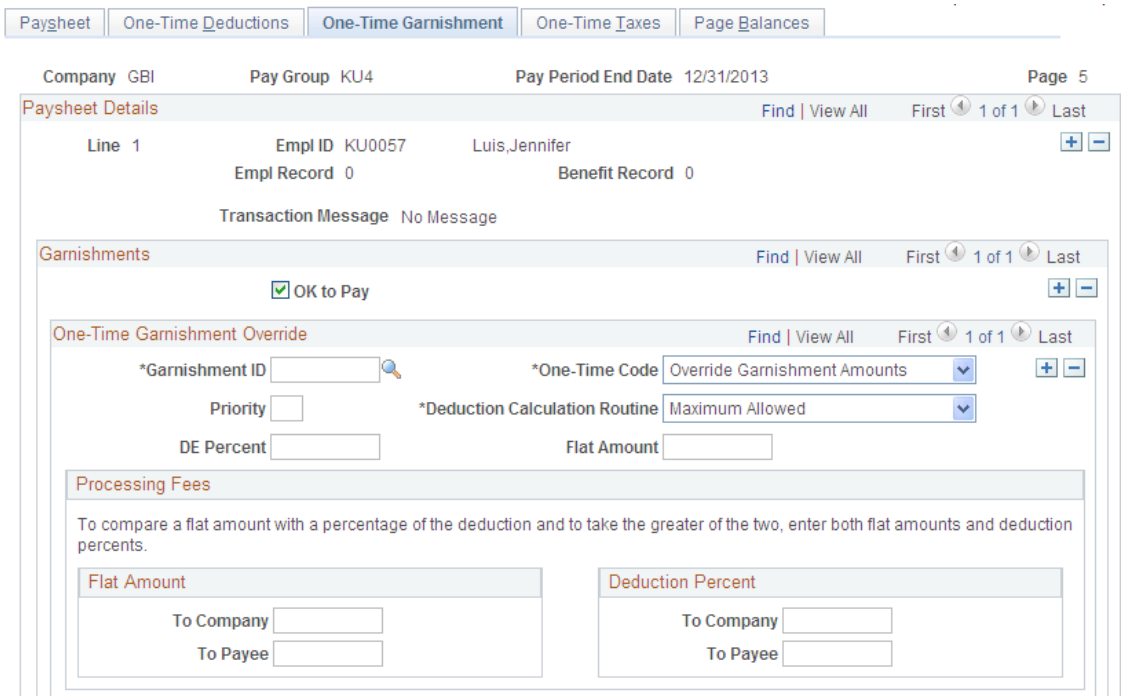
By Paysheet - One-Time Garnishment Page

Use the By Paysheet - One-Time Garnishment page (PAY_SHEET_ADD_G) to enter a one-time garnishment to take in the current pay period only, override an existing garnishment, suspend an existing garnishment, and refund an existing garnishment.

Navigation:

- **Payroll for North America**, and then **Payroll Processing USA**, and then **Update Paysheets**, and then **By Paysheet**, and then **One-Time Garnishment**
- **Payroll for North America**, and then **Payroll Processing CAN**, and then **Update Paysheets**, and then **By Paysheet**, and then **One-Time Garnishments**
- **Payroll for North America**, and then **Payroll Processing USF**, and then **Update Paysheets**, and then **By Paysheet**, and then **One-Time Garnishment**

This example illustrates the fields and controls on the By Paysheet - One-Time Garnishment page.



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One-Time Garnishment Override

Field or Control	Description
Garnishment ID	Select the Garnishment Specification Data record to override.
Priority	Enter the priority to override from the Garnishment Spec Data pages.
Do Not Apply Exemption	This check box is visible only if a garnishment tax levy has been defined for the employee on the Garnishment Spec Data pages. Use this check box when processing additional checks so that the exemption amount, which is automatically applied to regular checks, is not also applied to the additional checks. Selecting the check box prevents the system from applying the exemption amount to this check. When it is selected, the batch process does not calculate any exemption amount for the tax levy garnishment, and a message appears on the Garnishment Detail page to indicate that the exemption was overwritten on the payline for this check.
One-Time Code	Select from these values: • *Override Garnishment Amounts:* Select this value to ignore the regular calculation and replace it with the calculation specified on this page. • *Refund Garnishment Amount:* Select this value to refund a garnishment amount. Enter the amount to refund to the employee. The system does not calculate the refund amount. • *Suspend Garnishment:* Select this value to stop the garnishment deduction for the current pay period. **Note:** If you override or refund this garnishment, the system uses all the calculation and processing fees fields on this page to calculate the garnishment, even if they are blank. For example, if you leave the fields in the **Processing Fees** fields blank, the system treats them as though you entered *0*.

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Field or Control	Description
Deduction Calculation Routine	Select the deduction calculation routine for the one-time garnishment: • *% DE + Amount* (percent of disposable earnings plus amount): Deduction = percent of disposable earnings + flat amount. • *% Gross + Amount* (percent of gross plus amount): Deduction = percent of earnings subject to garnishment + flat amount. • *Greater of % DE or Amount* (greater of percent of disposable earnings or amount): Deduction = greater of a percent of disposable earnings OR a flat amount. • *Greater of % Grs or Amount* (greater of percent of gross or amount): Deduction = greater of a percent of earnings subject to garnishment OR a flat amount. • *Maximum Allowed:* Deduction = disposable earnings – exemptions. • *No exempt; % of Gross* (no exemptions; percent of gross): (USA) Allows no exemptions and calculates the deduction as a percent of the gross amount subject to garnishment. This value is for U.S. one-time support order garnishment overrides only. The system issues an error message if you select it for Canadian deductions. • *No exempt; % DE + Amt* (no exemptions; percent of disposable earnings plus amount): (USA) Allows no exemptions and calculates the deduction as a percent of disposable earnings + flat amount. This value is for U.S. one-time support order garnishment overrides only. The system issues an error message if you select it for Canadian deductions.
DE Percent (disposable earnings percent)	Enter the percent of disposable earnings to use in the override calculation.
Flat Amount	Enter the flat amount to use in the override calculation.

Processing Fees

Use this group box to override the normal processing fees. If the order requires you to withhold the greater of the percent of the garnishment amount or a flat amount, enter both; the system withholds the greater of the two.

Related Topics

- Understanding One-Time Garnishment Deduction Overrides
  This topic discusses how to:
- (USA) Understanding Garnishment Overrides That Ignore Exemptions and Limitations
  Some U.S. garnishment orders related to support require that all of an employee's bonus or other special payment be garnished, over and above the garnishment rule limitations. The order might require that all or a defined part of a certain check be paid toward the garnishment order, without regard for the normal exemptions and allowances usually

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permitted. Examples of special payments include checks for bonuses, dividends, commissions, and so forth.

Recording One-Time Tax Deductions

Pages Used to Record One-Time Taxes

Page Name	Definition Name	Usage
By Paysheet - One-Time Taxes Page	PAY_SHEET_ADD_O	Review one-time tax considerations for a single employee, override an existing tax, increase an existing tax, and refund a tax amount.
By Payline - One-Time Taxes Page	PAY_SHEET_LINE_O	Review one-time tax considerations for a single employee, override an existing tax, increase an existing tax, and refund a tax amount.
By Payline Security - One-Time Taxes Page	PAY_SHEET_LN_O	Review one-time tax considerations for a single employee, override an existing tax, increase an existing tax, and refund a tax amount.

Understanding One-Time Tax Overrides

The system computes regular taxes based on tax data at the company level and the employee level. To make a permanent change to tax data, use the appropriate tax page, depending on which data you change.

While each One-Time Tax record corresponds to a Pay Earnings record, the one-time deduction is based on all the pay earnings that are associated with the employee, unless you pay the pay earnings on a separate check. In this case, the one-time deduction that is associated with the pay earnings affects only the pay earnings on that separate check.

To make a one-time tax for the same tax apply to only one pay earnings, pay the pay earnings on a separate check. If you enter more than one one-time tax for the same tax on multiple pay earnings, but don't enter separate check information, the system produces an error message during the Pay Calculation process.

By Paysheet - One-Time Taxes Page

Use the By Paysheet - One-Time Taxes page (PAY_SHEET_ADD_O) to review one-time tax considerations for a single employee, override an existing tax, increase an existing tax, and refund a tax amount.

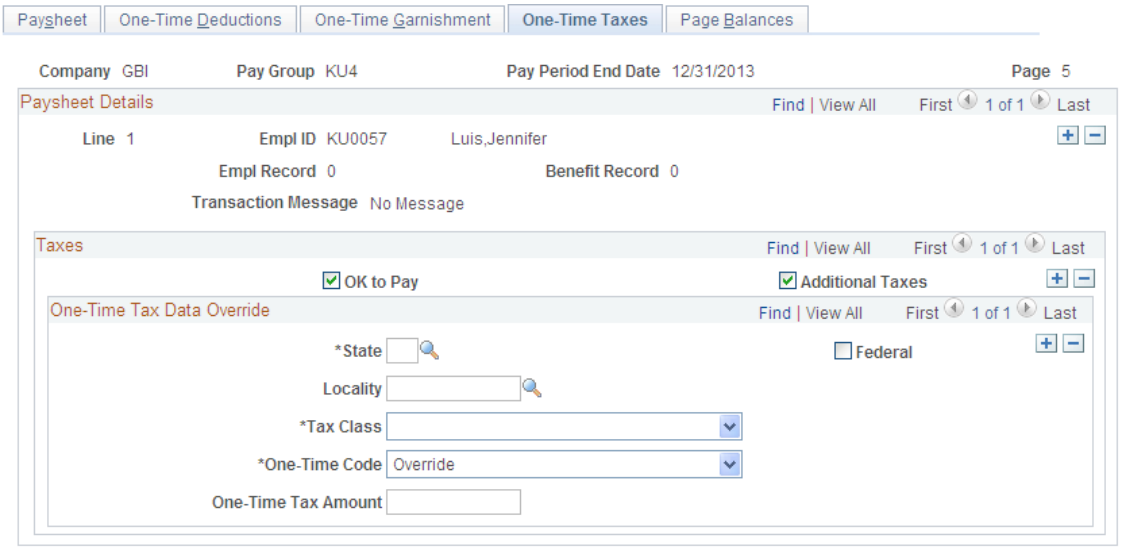
Navigation:

- **Payroll for North America**, and then **Payroll Processing USA**, and then **Update Paysheets**, and then **By Paysheet**, and then **One-Time Taxes**
- **Payroll for North America**, and then **Payroll Processing CAN**, and then **Update Paysheets**, and then **By Paysheet**, and then **One-Time Taxes**

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- **Payroll for North America**, and then **Payroll Processing USF**, and then **Update Paysheets**, and then **By Paysheets**, and then **One-Time Taxes**

This example illustrates the fields and controls on the By Paysheet - One-Time Taxes page.



Taxes

Field or Control	Description
Additional Taxes	This check box determines whether the system takes, on an individual check, the additional withholding specified on the Federal Tax Data 1 page, State Tax Data 1 page, and the Canadian Income Tax Data pages. By default, this check box is selected. If you do not want to take the employee's regular additional taxes out of a check, deselect this check box. The system ignores this check box in the following situations: • The one-time code is *Override.* • The **Maintain Taxable Gross** option on the employee Tax Data page is selected.

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One-Time Tax Data Override

Field or Control	Description
(CAN) Canadian Tax Type	Select from the available values: • *Canada Pension Plan:* Employee's Canada Pension Plan contributions. • *Canadian Bonus Tax:* Income taxes specific to the Bonus tax method. • *Canadian Income Tax (T4):* Income taxes to be reported on the year-end slip T4. • *Canadian Income Tax (T4A):* Income taxes to be reported on the year-end slip T4A. • *Canadian Pension Plan - ER:* Employer's Canada Pension Plan contributions. • *Employee EI Premium:* Employee's employment insurance premium. • *Employer EI Premium:* Employer's employment insurance premium. • *Health Tax:* Provincial health taxes paid by the employer. • *Payroll Tax:* Territorial payroll taxes paid by the employee. • *Quebec Bonus Tax:* Income taxes specific to the Bonus tax method for employees taxed in Quebec. • *Quebec Income Tax:* Provincial income taxes to be reported on the year-end slip RL-1. • *Quebec Income Tax (RL-2):* Provincial income taxes to be reported on the year-end slip RL-2. • *Quebec Parental Insurance - EE:* Employee's Quebec Parental Insurance Plan premium. • *Quebec Parental Insurance - ER:* Employer's Quebec Parental Insurance Plan premium. • *Quebec Pension Plan:* Employee's Quebec Pension Plan contributions. • *Quebec Pension Plan - ER:* Employer's Quebec Pension Plan contributions. • *Take No CPP/QPP Exemption:* Pay period exemption amounts relative to the Canada or Quebec Pension Plan taxable grosses apply but should only be taken into account once per pay period. Select this value to enable the exemption amount to be bypassed in determining the CPP/QPP taxable gross.

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Field or Control	Description
One-Time Code and **One-Time Tax Amount**	Select from the following one-time codes: • *Addition:* Select this value to add the amount specified on this page to the regular calculation. You cannot use this value if the system did not take normal taxes. If the system did not take normal taxes, it does not take the additional amount that you enter here. • *Override:* Select this value to ignore the regular calculation and replace it with the amount specified on this page. Entering *0* (or leaving the **One-Time Tax Amount** field blank) is a valid override amount. • *Refund:* Select this value to calculate the taxes normally and then apply the refund amount. For example, if the normal tax is 100 CAD and you entered a one-time tax refund of 75 CAD, the resulting tax amount is 25 CAD. You cannot use this value if the system did not take normal taxes. If the system did not take normal taxes, it does not refund the amount you enter here. **Note:** *Arrears Payback* is not a valid option for one-time tax overrides.
PA EIT Work PSD Code and **PA EIT Residence PSD Code**(Pennsylvania Earned Income Tax work Political Subdivision code, and Pennsylvania Earned Income Tax residence Political Subdivision code)	(These fields appear only when the state is Pennsylvania.) Under PA Act 32, you must identify the PSD code of the employee's work locality and residence locality for each Pennsylvania local Earned Income Tax (EIT) amount withheld from an employee. You must enter the codes for the following one-time data entry transactions: • Create Online Check • Update Paysheets by Paysheet • Update Paysheets by Payline • Update Paysheets by Payline Security **Note:** To save the page, you must enter both codes when the pay check date on the calendar is 01/01/2012 or after, **Locality** is *not* blank, and **Tax Class** is *Withholding*.

Note

(USA) Do not use the One-Time Taxes page to override self-adjusting taxes that have taxable wage limits associated with them, such as FICA, Medicare, state disability, and state unemployment. The system self-adjusts these types of taxes, and recalculates the tax every time you run the Pay Calculation process. If you override the tax this pay period, the system self-adjusts the tax based on the taxable gross in the next pay period.

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> **Note**
>
> (CAN) Do not use the One-Time Taxes page to change taxes with associated wage limits, such as CPP, Quebec Pension Plan, and Employment Insurance. The system recalculates taxes with maximums every time you run the Pay Calculation process. If you make an adjustment this pay period, the system corrects it in the next pay period.

Related Topics

- Understanding Payroll Data
  The Employee Pay Data menu contains the Payroll for North America pages that you use to maintain payroll-specific data, such as tax information, additional pay, general deductions, direct deposit, and garnishments information.

Setting Up and Processing Payback Deductions

This topic provides an overview of payback deduction processing and discusses how to:

- Set up payback deduction and earnings codes.
- Use payback deduction and earnings codes on the paysheet.

Understanding Payback Deduction Processing

When you enter an earnings on the paysheet using a payback earnings code, the system associates that amount with the corresponding payback deduction code that you entered on the Earnings Table - Taxes page. The system attempts to recover the arrears that are associated with a payback deduction code during subsequent payrolls until it becomes zero. The actual amount that you deduct each payroll is based on the maximum arrears payback amount, which you enter for the payback deduction code on the Deduction table (or on the General Ded Code Override page at the employee level).

Setting Up Payback Deduction and Earnings Codes

This example illustrates the steps required to set up a payback deduction code and associate it with a corresponding payback earnings code. It describes how to define an earnings code for salary advance (ADV) and create a salary advance payback deduction code (ADVPB):

1. Define the ADVPB deduction code in the Deduction table and indicate arrears information.

   Enter a flat dollar amount or a percentage to indicate the maximum amount to deduct.

   See Setting Up Deductions.

2. Define the ADVPB deduction code in the General Deduction table with a flat dollar deduction amount of zero, unless you specify a dollar amount to take in addition to the actual payback amount, which you enter in the Deduction table.

   See Defining General Deductions.

3. Create the ADV earnings code in the Earnings table.

   Enter ADVPB as the payback deduction code on the Earnings Table - Taxes page for the ADV earnings code.

   See Establishing Earnings Codes.

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> **Note**
>
> The system creates the advance payback as a before-tax deduction if the earnings code associated with it has the **Subject to FWT** (subject to federal withholding tax) check box selected. If you deselect this check box, the deduction is after-tax.

Using Payback Deduction and Earnings Codes on the Paysheet

After you set up the Earnings and Deduction tables to reflect the salary advance earnings and advance payback deduction codes, the first employee to take advantage of the advance program is Terry, who requests a salary advance of 500 USD. Here's how you use the payback deduction and earnings codes that you set up to process Terry's advance:

1. During the first pay period, update Terry's paysheet to include other earnings of 500 USD, with the ADV earnings code.

   The Pay Confirmation process automatically creates a payback arrears balance of 500 USD under the ADVPB deduction code because you linked that payback deduction code to the ADV earnings code.

2. In subsequent pay periods, the system automatically tries to recover any outstanding arrears based on the ADVPB deduction code, which you defined with a flat maximum payback amount of 50 USD.

   In Terry's case, the system takes the deduction amount of 50 USD as arrears payback in the second pay period, and reduces the payback arrears balance to 450 USD. It continues to take 50 USD each pay period until the arrears balance is zero.

Processing Gross-Ups

This topic provides an overview of gross-up processing and discusses how to:

- Select processing options on the paysheet.
- Override taxes for a gross-up.
- Override deductions for a gross-up.

Understanding Gross-Up Processing

Use the gross-up process to create a check for an exact net amount, including zero net amounts, and have the system calculate the taxes and subsequent gross pay.

Gross-ups are processed along with all other paysheet transactions during on-cycle, off-cycle, or online check runs. If, during a normal on-cycle payroll run, you're processing a gross-up for an employee in addition to the regular check, you must create an additional check for the gross-up. All earnings included in the gross-up must be on a separate check; you cannot combine a gross-up with an ordinary check that's calculated gross-to-net.

Net Pay Gross-Ups

A net pay gross-up is paid with an earnings code that is set up with **Add to Gross Pay** selected on the Earnings Code - Taxes page.

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For example, you might want to give an employee a bonus of 1000 CAD net pay. The system would gross up from the net of 1000 CAD by determining which tax method is specified for the earnings and calculating the gross based on the tax variables.

In a gross-up you are indicating, in effect, that the company is paying all employer and employee taxes. That is, the employee is getting an actual net bonus of 1000 CAD, as opposed to 1000 CAD minus taxes.

Zero Net Gross-Ups

A zero net gross-up is paid with an earnings code that is set up with **Add to Gross Pay** not selected on the Earnings Code - Taxes page.

For example, you might award a vacation cruise worth 1,500 USD to the employee of the year. The 1,500 USD would be added to the employee's taxable wage base, but you would not want the employee to pay the taxes incurred on this additional income. You could do a zero net gross up that calculates the taxes on the 1,500 USD and the additional gross incurred by the employee as a result of the company paying the taxes.

Gross-Up Steps

These are the basic steps in running a gross-up:

1. Add a Paysheet page.
2. Enter tax overrides.
3. Enter deduction overrides.
4. Run the Pay Calculation process.
5. Run the Pay Confirmation process.
6. View results of the gross-up on the Review Paycheck pages.

> **Note**
>
> If you want 100% of Net Pay, Total Gross, Federal Gross or Percentage of Special Earnings to be taken as a before-tax deduction on a gross-up, add this entry as a One-Time deduction on the paysheet. Do not set the employee up for 100% before-tax deduction at the employee benefits enrollment level.

Selecting Processing Options on the Paysheet

With gross-ups, you have a number of processing options with regard to taxes and deductions:

- You can use any earnings code that you need.

  It can be Regular, Bonus, Gifts, or any special earnings code that you've set up.

- You can select any tax method.

  The default tax method is usually annualized. (The earnings code itself may determine the tax method.) If you select either *Annualized* or *Cumulative,* the system uses the employee's federal and state tax status and number of exemptions.

  For the U.S., if you select *Supplemental* or *Special Supplemental,* the system ignores the employee's filing status and uses the supplemental rates in the Federal/State Tax tables.

  For Canada, the recommended tax methods to use would be *Annualized* or *Bonus.*

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- You can specify the exact tax period for the gross-up.
- The system takes deductions automatically, unless you override them on the One-Time Deductions page.

  These deductions *will* reduce the net pay.
- The system may not be able to calculate additional tax amounts or percents.

  When calculating gross-ups, the calculation program may go through several iterations to arrive at the requested net. If, after a number of attempts, the gross-up cannot be calculated, you receive an error message. To correct this situation, you should clear the additional tax amounts or percents on the Employee Tax Data pages.

> **Note**
>
> You can not override a tax amount using the Paysheet/Payline One-Time Taxes override pages. You can, however, stop a particular tax from being applied.

Example 1: Paysheet for a Net Pay Gross-Up

Access the By Paysheet - Paysheet page.

1. Select **Gross-Up.**
2. Use an earnings code that has **Add to Gross Pay** selected on the Earnings Code - Taxes page.
3. Enter the amount to be grossed up.
4. To enter the tax periods, pay frequency, and tax method that you want to use, select **Additional Data.**

   If the tax method desired is already defined on the earnings code, it is not necessary to enter it in the Additional Data page.
5. If you're ready to pay the employee, select **OK to Pay.**

> **Note**
>
> (CAN) The gross-up process for Canada considers only legislated deductions (both employee and employer contributions) when determining gross pay. Nonstatutory deductions (both employee and employer contributions) are deducted from the desired net pay unless deductions taken is set to *None.*

Example 2: Paysheet for a Zero Net Gross-Up

Access the By Paysheet - Paysheet page.

1. Select **Gross-Up.**
2. Use an earnings code that does not have **Add to Gross Pay** selected on the Earnings Code - Taxes page.
3. Enter the amount to be grossed up.
4. Select **Addl Data** to display a page where you can select the appropriate tax method.
5. If you're ready to pay the employee, select **OK to Pay.**

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Related Topics

- Viewing and Updating Paysheets and Paylines

Overriding Taxes for a Gross-Up

Access the One-Time Taxes page.

Determine what taxes you want grossed up. By default, the system attempts to take all taxes normally associated with the employee. You may indicate only what taxes not to take. You cannot indicate an override amount, additional amount, or refund amount.

Related Topics

- Recording One-Time Tax Deductions

Overriding Deductions for a Gross-Up

Access the One-Time Deductions page.

The system takes deductions automatically from a grossed-up check unless you override them. So you must determine whether you want deductions taken from net pay. If you do not want any deductions taken, go to the By Paysheet - One-Time Deductions page and select *None* for deductions taken.

> **Note**
>
> If you want 100% of Net Pay, Total Gross, Federal Gross or Percentage of Special Earnings to be taken as a before-tax deduction on a gross-up, add this entry as a one-time deduction on the paysheet. Do not set the employee up for 100% before-tax deduction at the employee benefits enrollment level.

> **Note**
>
> To stop arrears deduction on your gross-up check, override it by selecting *Arrears Payback* in the **One-Time Code** field and leaving the **Flat/Addl Amount** field blank.
>
> See Also Arrears Deduction Override.

Related Topics

- Recording One-Time Deductions

Creating Final Check Paysheets

Pages Used to Create Final Check Paysheets

Page Name	Definition Name	Usage
Create Final Check Paysheet Page	RUNCTL_TERM	Run the Final Check Build process to create final check paysheets.

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Page Name	Definition Name	Usage
Request Final Check Page	TERM_RQST	Run the online or batch Final Check Request process.
Final Check Requests Report Page	RUNCTL_PAY056	Generate the PAY056 report that lists final check requests for which an employee's final check processing status is either N (not processed) or P (loaded to paysheets).
Final Check Reconciliation Report Page	RUNCTL_PAYINIT	Generate the PAY057 report that reconciles employees who have final checks processed, based on pay calendar information that you specify with data from their Employment records. A warning message appears in the report when an employee is not really terminated, but has a final check produced.

Understanding the Final Check Build Process

Before you can review paysheet and payline information for final check requests, run the Final Check Build process to create final check paysheets that are associated with the final check requests. You can create final check paysheets only for existing final check requests. You must enter at least one final check request before creating final check paysheets. You can create final check paysheets in either on-cycle or off-cycle processes.

> **Warning**
>
> If you create final check paysheets in an off-cycle process, create your regular paysheets before creating your final check paysheets. The Final Check Build process obtains important information from the regular paysheets.

The Final Check Build process runs three batch processes to create final check paysheets for the Pay Calculation and Pay Confirmation processes:

- The Create Final Check Paysheet process creates final check paysheets for the employee.
- The Final Check Extract process extracts:
  - Leave accruals and deduction refunds to pay to the employee.
  - Deductions to collect from the employee.
- The Final Check Load Paysheets process loads the extracted leave accruals and deductions to the paysheets.

To ensure that the balance records reflect correct information, PeopleSoft recommends that you complete manual checks, reversals, or adjustments before processing a final check. Because the Final Check Build process uses information from regular paysheets, PeopleSoft also recommends that you first run the regular Create Paysheet process.

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Related Topics

- Defining the Final Check Process
  To set up the final check program, use the Final Check Action Reason (TERM_ACTN_RSN), Final Check Program Table (TERM_PGM_TBL), and Final Check Program Table USF (GVT_TERM_PGM_TBL) components.
- Processing a Final Check Request

Understanding the Create Final Check Paysheet Process

The Create Final Check Paysheet process:

- Creates new final check paysheets.

  In creating the new final check paysheets, the system calls the Create Paysheet process to generate the standard paysheets with prorated regular earnings.
- Validates earnings on the new paysheets.
- Applies all validated earnings from preexisting paysheets onto the new final check paysheets.

This batch process creates the final check paysheets. It prorates regular earnings for all employees (salaried, exception hourly, and hourly) based on the pay period begin and end dates and the termination date on final check requests.

After creating the new final check paysheets, the system determines whether the earnings on the new paysheets are defined in the employee's final check program. The system deletes from the paysheet earnings that are not defined in the employee's final check program and generates a warning message.

> **Note**
>
> It is your responsibility to verify the regular earnings for hourly employees and to update the paysheets to reflect the actual hours worked.

After verifying the new final check paysheets, the system determines whether the employee has any preexisting uncalculated, or unconfirmed, OK to Pay paysheets (either on-cycle or off-cycle).

If so, the system determines whether the pay end date on the paysheet equals the current final check pay end date for any earnings codes that are not on the newly created final check paysheets (but are in the preexisting paysheets such as Time and Labor, Retro Pay). If these earnings codes are defined on the final check program, the system copies them to the final check paysheet and marks the preexisting paysheet as Not OK to Pay.

If the pay end date on the existing paysheet is earlier than the current pay end date of the final check paysheet, and the earnings code is defined on the final check program, the system copies all appropriate earnings from the preexisting paysheets to the final check paysheet and marks the preexisting paysheet as Not OK to Pay. If the pay end date on the paysheet is later than the current pay end date, the system generates a warning message.

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> **Note**
>
> The system generates a warning message for every earnings code on the preexisting paysheets that is not defined in the final check program, and marks the existing paysheets as Not OK to Pay.

The Create Final Check Paysheet process copies all one-time garnishments and one-time taxes that are associated with the processed, preexisting paysheets to the final check paysheets. The system verifies one-time deductions against the final check program and copies only those one-time deductions that are in the final check program.

After creating the final check paysheets and copying the preexisting paysheets, the system validates all the earnings codes on the paysheets to determine the correct earnings amount. Depending on the payout option on the Program Earnings Definition page of the final check program, the payout amount is either the flat earnings amount on the paysheet or the difference between the goal amount and the goal balance.

If you defined a dollar override limit for an earnings code on the Earnings Definition page of the final check program and the payout amount is greater than the dollar override limit, the system overrides the payout amount with the dollar override limit and displays a message to inform you. If there are multiple occurrences of the same earnings code associated with a dollar override limit, the system prorates the dollar override limit proportionately among those earnings.

The system deselects the **Job Pay** check box at the earnings level on all final check paysheets. On all preexisting paysheets where the system modified information through validation when copying it to the final check paysheets, the system also deselects the **Job Pay** check box at either the earnings level or the other earnings level, depending on the level at which the modification was applied.

> **Warning**
>
> All final check paysheets are created with OK to Pay activated, regardless of how you defined the Pay Group Table - Process Control page or the Additional Pay table. Even if an earning was defined as Not OK to Pay, that earnings becomes OK to Pay when you create the final check paysheet.

Special Considerations for Time and Labor Paysheets

These processes are generally the rule for handling preexisting paysheets in the Final Check Build process. Preexisting paysheets that are created by Time and Labor, however, require special considerations.

Time and Labor enters all pay information onto the payroll paysheets as other earnings. Therefore, for salaried employees whose pay end date equals the current pay end date, the system does not enter Time and Labor REG other earnings from the current pay period into the new final check paysheets as regular earnings.

However, when processing Time and Labor REG other earnings for exception hourly and hourly employees when the pay end date equals the current pay end date, the system uses those REG other earnings and overlays the regular earnings on the new final check paysheet.

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The system copies Time and Labor prior period adjustments (represented as Other Earnings records with identical earnings begin and end dates) as they are, if the earnings codes are identified in the final check program.

The system adds to the final check paysheet any earnings codes (other than regular or holiday) from preexisting, unconfirmed Time and Labor paysheets, if the pay end date is the same for both the Time and Labor paysheet and the final check paysheet. The system does not replace the earnings code amount if it already exists on the final check paysheet, but adds to it.

The system does replace holiday pay and hours earnings codes on the final check paysheet with the information from preexisting, unconfirmed Time and Labor paysheets, if the earnings code is for holiday and the Time and Labor paysheet and the final check paysheet have the same pay end date.

When copying Time and Labor paysheets onto the final check paysheets, the system selects the **TL Records** check box on the paysheets.

After copying preexisting Time and Labor pay earnings onto final check paysheets, the system marks the Time and Labor paysheets as final check paysheets. It does this by changing the paysheet source on the paysheets to either *Batch Final Check* or *Online Final Check.* Additionally, it marks the Time and Labor paysheet as Not OK to Pay. Any paysheet marked Not OK to Pay is an original—it was copied from a prior Time and Labor upload.

After creating the final check paysheets and copying onto them the preexisting paysheets, the system validates the earnings codes on the paysheets to arrive at the correct earnings amount.

Depending on the payout option in the final check program earnings definition, the payout amount is either the flat earnings amount as defined on the paysheet, or the difference between the goal amount and the goal balance.

If you defined a dollar override limit for an earnings code in the earnings definition of the final check program, and the payout amount is greater than the dollar override limit, the system overlays the payout amount with the dollar override limit and generates a message to inform you.

If the dollar override limit applies to multiple occurrences of the same earnings code, the system prorates the dollar override limit proportionately among those earnings.

Manual Check and Reversal Paysheets

The system does not copy manual check paysheets onto final check paysheets, and it does not mark them as Not OK to Pay. If they meet all the conditions described in this section, the system copies reversal and reversal/adjustment paysheets to the final check paysheets, marks the original paysheets Not OK to Pay, and generates a message to inform you.

PeopleSoft recommends that you complete all manual check, reversal, and reversal/adjustment processing for an employee before processing a final check paysheet. Otherwise, the balance records might not contain the correct information. This could be a problem for items that have limits, such as FICA.

Understanding the Final Check Extract Process

The Final Check Extract process:

- Extracts leave accruals
- Extracts deductions

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This batch program extracts all leave accruals and deductions for an employee's final paycheck. The system checks the processing status on the final check request and processes only those employees whose status is *Created.* The system writes the extracts to a work table, which it loads to the paysheets. After extracting an employee's deductions and accruals, the system sets the processing status in both the final check request and final check extracts to *Extracted.* When the system loads the extracts to paysheets in the Final Check Load Paysheets process, it deletes the extracts in the work table and updates the final check request processing status to *Loaded to Paysheets.*

Extract Leave Accruals

The system extracts all leave accruals for which the plan type and benefit plan are defined in the final check program. The payout hours include either or both:

- Fully earned and awarded leave accruals.

  These are always paid if they are defined in the final check program. The system uses the following formula to determine the number of available hours to be paid:

  hours carried over from previous year

  + earned year-to-date

  − taken year-to-date

  + adjusted year-to-date

  + bought year-to-date

  − sold year-to-date

  − unprocessed hours taken

  + unprocessed hours adjusted

  + unprocessed hours bought

  − unprocessed hours sold

- Accrued, but not awarded, leave accruals.

  Pay from these accruals (the months or hours incurred from the last leave accruals run until the present) is optional. If you do this, define a proration method for the system in the Final Check Program table.

Extract Deductions

You can refund or collect all deductions, both general and benefit, for an employee upon termination. Specify a processing rule for each deduction that you include on the Deduction Definition page of a final check program. The final check processing rule that you specify for a deduction determines whether the system refunds or collects that deduction. The processing rule also specifies how the system calculates this deduction.

If the plan type and deduction code are not defined in the final check program, the system creates a one-time deduction override extract row with a zero amount to override the deduction that it collects in the Pay Calculation process.

Final check processing extracts all deductions in which an employee is enrolled and processes each according to the final check program, regardless of whether the deduction is scheduled for processing.

Understanding the Final Check Load Paysheets Process

The Final Check Load Paysheets process:

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- Loads other earnings.
- Loads deductions to collect to one-time deductions.
- Loads deductions to refund to one-time deductions.

This batch program loads all the extracted leave accruals, deduction refunds, and deduction collections to paysheets. This process is driven by the processing status in the Final Check Extract table. It selects only those rows from the extract table for which the status is *Extracted.* The system adds all deductions and accruals from the Final Check Extract process to the final check paysheets. Leave accruals are added as other earnings. Deductions are added as one-time deductions (overrides or refunds).

If the system copied a one-time deduction override from a preexisting paysheet onto the final check paysheets, and the Final Check process creates another one-time deduction override for the same deduction, you receive a message informing you of the amount calculated for the deduction. In this case, make adjustments before you run the Pay Calculation process, because multiple one-time deductions for the same deduction are not allowed.

The system performs all FLSA distributions, job earnings distributions, and tax distributions for the paysheets created in the Create Paysheet process. However, for earnings associated with leave accruals that were extracted in the Final Check Extract process, this program performs only the tax distributions as defined on the Update Tax Distribution page. The system does not perform FLSA distributions and job earnings distributions. It is your responsibility to perform distributions.

After loading the paysheets for an employee, the system sets the processing status in the final check request to *Loaded* and deletes final check extracts from the worktable.

If a preexisting paysheet displays a company or pay group that differs from the one currently in effect for the employee, the system uses the currently effective company and pay group when copying that paysheet to the final check paysheet. It also displays a message to inform you. You can change any final check component before running the Pay Calculation process.

Create Final Check Paysheet Page

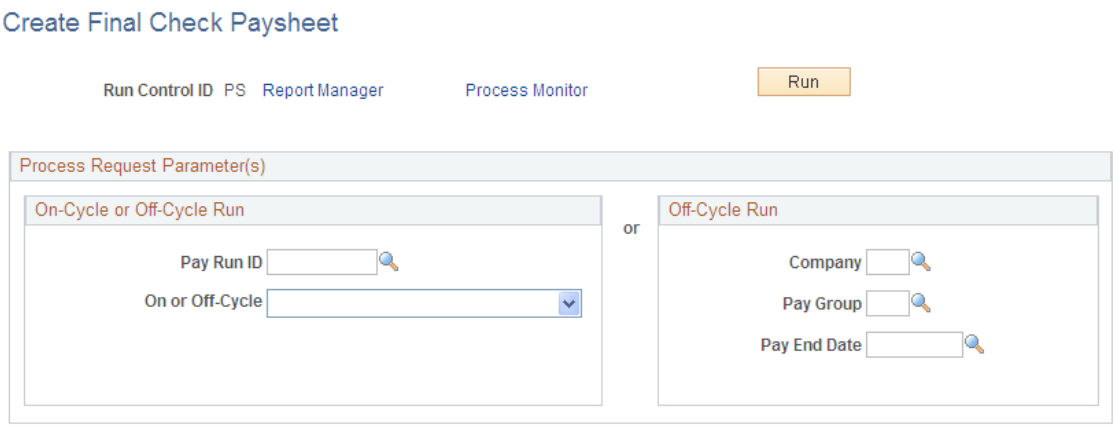
Use the Create Final Check Paysheet page (RUNCTL_TERM) to run the Final Check Build process to create final check paysheets.

Navigation:

- **Payroll for North America**, and then **Payroll Processing USA**, and then **Create Final Checks**, and then **Create Final Check Paysheet**, and then **Create Final Check Paysheet**
- **Payroll for North America**, and then **Payroll Processing CAN**, and then **Create Final Cheques**, and then **Create Final Cheque Paysheet**, and then **Create Final Cheque Paysheet**
- **Payroll for North America**, and then **Payroll Processing USF**, and then **Create Final Checks**, and then **Create Final Check Paysheet**, and then **Create Final Check Paysheet**

This example illustrates the fields and controls on the Create Final Check Paysheet page.

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On-Cycle or Off-Cycle Run

If you use this group box, the **Off-Cycle Run** group box becomes unavailable for entry.

Field or Control	Description
Pay Run ID	Select a pay run ID to create final check paysheets for the pay calendars that are associated with the ID.

Off-Cycle Run

If you use this group box, the **On-Cycle or Off-Cycle Run** group box becomes unavailable for entry.

> **Note**
>
> The Final Check Build process gathers information from system tables about the employees for whom you processed final check requests and generates the pay earnings information for each payline.

> **Note**
>
> After creating final check paysheets, run the normal Pay Calculation and Pay Confirmation processes.

Related Topics

- Understanding the Pay Calculation Business Process
  This topic discusses:
- Setting Up ECS Controls

Rerunning the Final Check Build COBOL SQL Process (PSPFCBLD)

To rerun the Final Check Build process:

1. Select the **Reprocess** check box on the Request Final Check page.

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> **Note**
>
> This check box does not appear on the page unless the employee has an unconfirmed final check paysheet.

2. Mark preexisting paysheets as OK to Pay.
3. Run the Final Check Build process again.

   After reprocessing the request, the system hides the **Reprocess** check box.

Related Topics

- Processing a Final Check Request

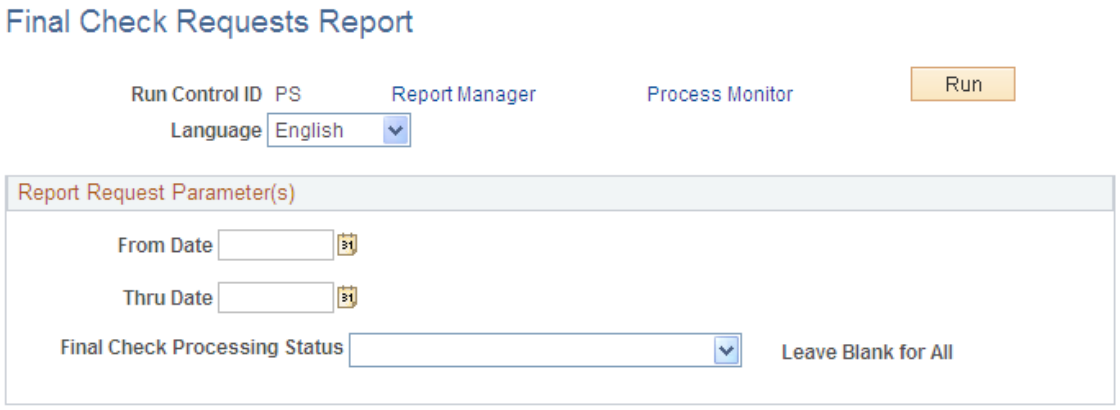
Final Check Requests Report Page

Use the Final Check Requests Report page (RUNCTL_PAY056) to generate the PAY056 report that lists final check requests for which an employee's final check processing status is either N (not processed) or P (loaded to paysheets).

Navigation:

- **Payroll for North America**, and then **Payroll Processing USA**, and then **Create Final Checks**, and then **Final Check Requests Report**, and then **Final Check Requests Report**
- **Payroll for North America**, and then **Payroll Processing CAN**, and then **Create Final Cheques**, and then **Final Cheque Requests Report**, and then **Final Cheque Requests Report**
- **Payroll for North America**, and then **Payroll Processing USF**, and then **Create Final Checks**, and then **Final Check Requests Report**, and then **Final Check Requests Report**

This example illustrates the fields and controls on the Final Check Requests Report page.



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Field or Control	Description
Final Check Processing Status	Select one of these options: • *Extracted:* All employees whose final check request processing status is *Not Processed* or *Loaded to Paysheets.* • *Loaded to Paysheets:* All employees whose final check processing status is *Loaded to Paysheets.* • *Not Processed:* All employees whose final check processing status is *Not Processed.* • *Paysheet Created:* All employees whose final check processing status is *Paysheet Created.*

Reviewing Paysheet Balances

Pages Used to Review Paysheet Balances

Page Name	Definition Name	Usage
Paysheet Add Balance Page	PAY_SHEET_ADD_PAGE	Audit paysheets for accuracy.
Paysheet Page Bal (Short Form) Page (paysheet page balances [short form])	PAY_SHEET_MULT_P	Display the Paysheet - Page Balances page from the Paysheet Earnings (Short Form) page.
By Paysheet - Page Balances Page	PAY_SHEET_ADD_P	Display paysheet balances.

Paysheet Add Balance Page

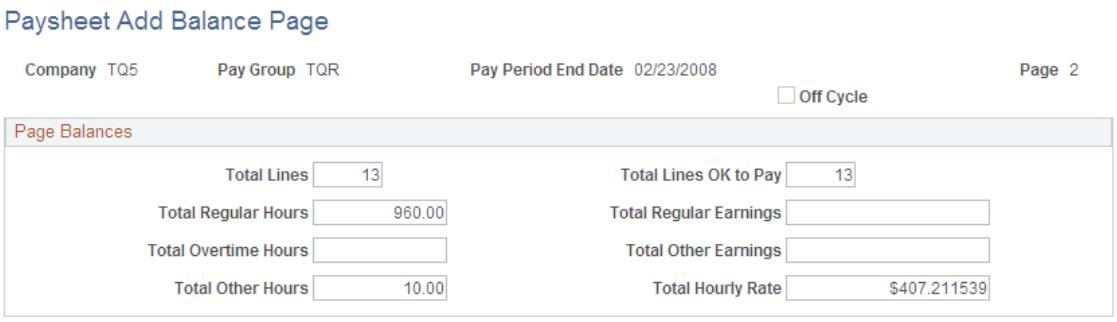
Use the Paysheet Add Balance Page page (PAY_SHEET_ADD_PAGE) to audit paysheets for accuracy.

Navigation:

- **Payroll for North America**, and then **Payroll Processing USA**, and then **Update Paysheets**, and then **By Add Balance Page**, and then **Paysheet Add Balance Page**
- **Payroll for North America**, and then **Payroll Processing CAN**, and then **Update Paysheets**, and then **By Add Balance Page**, and then **Paysheet Add Balance Page**
- **Payroll for North America**, and then **Payroll Processing USF**, and then **Update Paysheets**, and then **By Add Balance Page**, and then **Paysheet Add Balance Page**

This example illustrates the fields and controls on the Paysheet Add Balance page.

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Generate Paysheet Reports

Pages Used to Generate Paysheet Reports

Page Name	Definition Name	Usage
Print Paysheets Page	RUNCTL_PAYINIT2	Generate the PAY009 report that details the results of the Create Paysheet process.
Print Paysheet Earnings Distribution Page	RUNCTL_PAYINIT2	Generates paysheets for distributed earnings. PAY017 is similar to PAY009 (Print Paysheets), but it scans employee records for paylines related to distributed earnings.

Related Topics

- PeopleSoft Payroll for North America Reports: A to Z
  Tables in this topic list the Payroll for North America reports, sorted by report ID.

Understanding Multiple Pay Earnings on Paysheet Reports

When you read paysheet reports, the information that you see on the By Paysheet - Paysheet page is reduced to one line in a report.

If an employee has additional earnings on the paysheet, the payline number doesn't change; it is merely extended. The second pay earnings entry becomes a second line in the report and is prefaced with the employee's payline number and a hyphen (for example, 1, 1-1, 1-2, 1-3).

The first number (in this example, 1) represents the initial pay earnings information for the payline, which is entered in the Job record. Subsequent pay earnings (1-1, 1-2) refer to additional data defined by that person's Job record or Additional Pay Earnings records.

Understanding Preprinted Paysheet Forms

The standard Paysheets report (PAY009) displays all the information that is associated with paylines. Each line on this report represents a different payline or pay earnings entry, identified by employee ID. In the Company table, indicate how many lines should appear on each page. On the Pay Group table, determine how to sort the pages (by employee ID, department).

For each By Paysheet - Paysheet page, the system creates a By Paysheet - Page Balances page that includes the total number of:

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- Paylines
- Regular hours
- Regular pay

This By Paysheet - Page Balances control provides a total based on what the paysheet batch process creates. These totals are not updated by paysheet entries that you make after you create paysheets.

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Performing Quick Calculation

Performing Quick Calculation

The Quick Calculation feature provide payroll administrators the ability to generate checks for individual employees quickly and address *what-if* paycheck-related questions.

This topic provides an overview of the Quick Calculation feature and discusses:

- Running pay calculation after quick calculation
- Concurrent calculation processing
- Single check for multiple jobs
- Release calculation lock
- Setting up quick calculation

It also discusses how to perform quick calculation.

Pages Used to Perform Quick Calculation

Page Name	Definition Name	Usage
Quick Calculation Page	PAY_SHEET_LINE_Q PAY_SHEET_LN_Q	Generate and review calculated checks for individual employees.
Release Quick Calculation Lock Page	PY_QCALC_LOCK_TBL PY_QCALC_LOCK_CAN	Delete unsuccessful payroll processes from the lock table.

Understanding Quick Calculation

Similar to the Create Online Check functionality that supports the calculation of checks for individual employees, the Quick Calculation feature provides the ability to calculate and view checks from the Payline component directly. Because quick calculation computes checks for one employee at a time, it takes much shorter time to finish compared to the regular payroll calculation, which involves running the calculation process in Process Scheduler for multiple employees.

Payroll administrators can use generated checks from the Quick Calculation feature to verify pay information and help answer what-if questions in payroll, for example:

- An employee was hired in the middle of the pay period. The payroll administrator wants to verify the hours and calculation results for the new hire because some deductions (for example, 401K, which is usually handled by third-party software) might not be available in time for the new hire's first check.
- An employee had a pay rate change in the middle of the pay period. The payroll administrator wants to see the impact on the current paycheck, because the numbers are going to be different from the last paycheck.

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- An employee has moved to another state. The payroll administrator wants to make sure that the taxes calculated are accurate based on the new tax data setup for the employee.

Based on the calculated results, the administrator can view the amount that will be payable to the employee, or adjust the employee's payroll data for the final pay calculation as needed. If the results are correct, they can already be used in the payroll confirmation process.

Quick calculation uses the current payroll calculation functionality as the basis for calculating checks. When the feature is enabled, the Quick Calculation Page appears, allowing the administrator to calculate and view paychecks for individual employees. It can be used to calculate checks for:

- A payline of an on-cycle calendar.

  If the payline has a separate check added and quick calculation is launched from any additional line, the feature calculates all checks for the employee's payline and displays them on the Quick Calculation page.
- An off-cycle payline that is added to an on-cycle calendar.
- A payline of a standalone off-cycle calendar.

Video: Image Highlights, PeopleSoft HCM Update Image 43: Quick Calculation

Running Pay Calculation After Quick Calculation

When pay calculation is run for the first time, the process calculates checks for all employees associated with either the pay run ID or parameters specified on the run control page, regardless of the calculation option selected (**Only Calculate Where Needed** or **(Re)Calculate All Checks**).

Now, suppose that you ran quick calculation for some employees previously, and you are about to run the Pay Calculation process with the **Only Calculate Where Needed** option for the first time:

1. The process calculates checks:
   - For employees who didn't have calculated checks from quick calculation.
   - For employees who have calculated checks from quick calculation but their payline data was modified after the quick calculation run.
   - For employees with employee-level data changes, such as compensation rate update on Job or General Deduction data update, which requires recalculation.

   Calculated checks from pay calculation are available from the Review Paycheck component pages.
2. The process does not calculate checks for employees who have calculated checks from quick calculation and their payline data remains the same after the quick calculation run.

   Calculated checks from quick calculation (which are still current) are available from the Review Paycheck component pages and the Quick Calculation page.

Alternatively, if you are about to run the Pay Calculation process with the **(Re)Calculate All Checks** option for the first time, the process calculates checks for all employees. Calculated checks are shown on the Review Paycheck component pages and cleared from the Quick Calculation page.

Concurrent Calculation Processing

You can start a pay calculation run while a quick calculation is in progress and let them run concurrently.

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However, the system *does not* support concurrent processing when:

- You start a quick calculation run while a pay calculation is already in progress, or
- You start a quick calculation run while another quick calculation is already in progress for a different employee who is associated with either the same pay run ID (for the same company, paygroup, pay end date and on-cycle/off-cycle option).

When it happens, an error message is displayed and you need to wait until the current calculation is completed before starting a new one.

Single Check For Multiple Jobs

If the **Single Check for Multiple Jobs** option on the Application Fundamentals: Default Settings Page is selected for a company, employees with multiple jobs get paid for their work in a single combined check.

Quick calculation can calculate single checks for employees with multiple jobs in these scenarios:

- The employee has jobs in the same company and paygroup, or
- The employee has jobs in the same company, same pay run, and different paygroups.

When quick calculation is launched from the payline of one of the employee's jobs and completes successfully, a single calculated check is generated for all of the employee's jobs. The same check becomes available in all the paylines for those jobs on the Quick Calculation page for review.

Release Calculation Lock

When a pay calculation or quick calculation is launched, the system adds an entry to the locking table. This entry exists throughout the calculation process in the locking table as a way to prevent another quick calculation for the same parameters from launching, and will be removed automatically when the associated calculation process is completed. Locking table information is available on the Release Quick Calculation Lock Page.

If the calculation process cannot complete successfully for some reason, the entry remains on the page and needs attention. For example, if there is an entry for quick calculation, you need to delete it before you can launch another quick calculation for the same parameters.

The lock is placed:

- At the *Pay run ID* level if the **Single Check for Multiple Jobs** option is selected on the Application Fundamentals: Default Settings Page for any company associated with the pay run ID.

  In this case, quick calculation can be run for one employee at a time among all the employees who belong to the companies associated with that pay run ID. Another quick calculation can be launched only after the current one finishes successfully. All the companies and paygroups associated with that pay run ID are locked, but only the first company and paygroup is displayed on the Release Quick Calculation Lock Page.

- For the company, paygroup, pay end date and on-cycle/off-cycle option associated with the employee if the **Single Check for Multiple Jobs** option is *not* selected on the Application Fundamentals: Default Settings Page for any company associated with the pay run ID.

  In this case, another quick calculation can be launched for a different employee belonging to a different company and paygroup associated with the same pay run ID, and run concurrently with any quick calculation that is in progress.

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Setting Up Quick Calculation

To set up the Quick Calculation feature:

- Select the **Enable Quick Calculation** option on the Payroll for NA Installation Page.
- (Optional) Select the **Disable Calculate button after Final Calculation** option if you do not want quick calculation to be available after the final calculation. The **Calculate** button becomes unavailable for use on the Quick Calculation Page after the final calculation is run for the on-cycle payroll. If a payline is updated after final calculation, you must run payroll calculation again before confirming the payroll.

  If this option is cleared, the **Calculate** button remains available after the final calculation run.

Quick Calculation Page

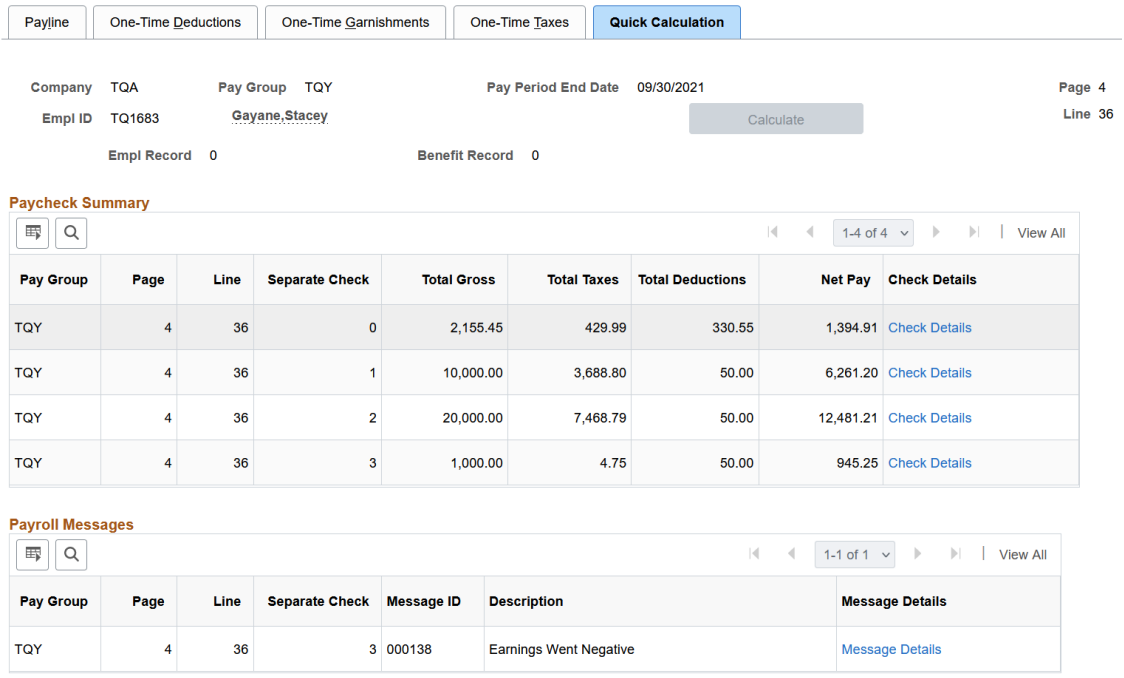
Use the Quick Calculation page (PAY_SHEET_LINE_Q) to generate and review calculated checks for individual employees.

Navigation:

- **Payroll for North America**, and then **Payroll Processing USA**, and then **Update Paysheets**, and then **By Payline**, and then **Quick Calculation**
- **Payroll for North America**, and then **Payroll Processing USA**, and then **Update Paysheets**, and then **By Payline Security**, and then **Quick Calculation**
- **Payroll for North America**, and then **Payroll Processing CAN**, and then **Update Paysheets**, and then **By Payline**, and then **Quick Calculation**
- **Payroll for North America**, and then **Payroll Processing CAN**, and then **Update Paysheets**, and then **By Payline Security**, and then **Quick Calculation**
- **Payroll for North America**, and then **Payroll Processing USF**, and then **Update Paysheets**, and then **By Payline**, and then **Quick Calculation**
- **Payroll for North America**, and then **Payroll Processing USF**, and then **Update Paysheets**, and then **By Payline Security**, and then **Quick Calculation**

This example illustrates the fields and controls on the Quick Calculation page after the check has been calculated.

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When you select the **Calculate** button, payroll calculation runs in the background for a single employee. Paycheck results are displayed at the end of the calculation.

Field or Control	Description
Calculate	Select this button for the system to calculate the paycheck using employee's earnings, deduction, and tax information from the paysheet. After the Quick Calculation feature is enabled in the setup, the **Calculate** button becomes available after the creation of paysheets. It becomes unavailable after the pay calculation or quick calculation is run. It is available again after a change is made to the employee-level data (for example, compensation rate update on Job) or the payline. Payline change can be a manual update on the Payline page, or an update as a result of paysheet data load from different sources, such as the Load Paysheets processing, Load Time and Labor processing, and so on. After the final calculation is run, this button becomes unavailable permanently if the **Disable Calculate button after Final Calculation** option is selected. For more information, refer to the Setting Up Quick Calculation topic.

Paycheck Summary

This section displays the summary and details of the calculated paychecks. It appears after the quick calculation is completed.

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Paycheck information is no longer available in this section if the payline that was used to calculate the paycheck has been modified.

Field or Control	Description
Check Details	Select to view the detailed paycheck data for the employee on the Review Paycheck pages that appear. See Also Paycheck Earnings Page, Paycheck Taxes Page, and Paycheck Deductions Page.

Payroll Messages

This section displays error messages generated during the payroll processing. Select the **Message Details** link to view the details on the Review Payroll Error Messages Page.

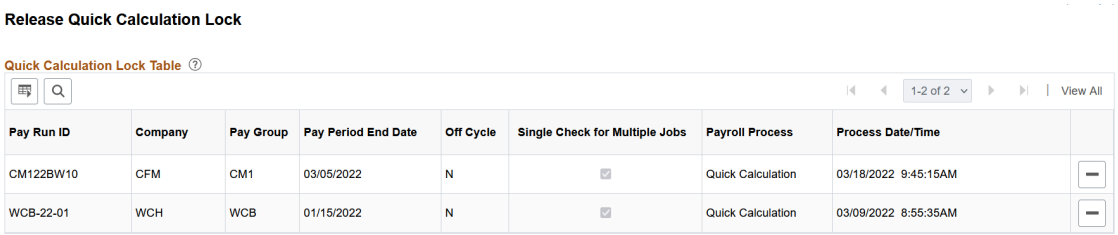
Release Quick Calculation Lock Page

Use the Release Quick Calculation Lock page (PY_QCALC_LOCK_TBL) to delete unsuccessful payroll processes from the lock table.

Navigation:

- **Payroll for North America**, and then **Payroll Processing USA**, and then **Release Quick Calculation Lock**, and then **Release Quick Calculation Lock**
- **Payroll for North America**, and then **Payroll Processing CAN**, and then **Release Quick Calculation Lock**, and then **Release Quick Calculation Lock**
- **Payroll for North America**, and then **Payroll Processing USF**, and then **Release Quick Calculation Lock**, and then **Release Quick Calculation Lock**

This example illustrates the fields and controls on the Release Quick Calculation Lock page.



Field or Control	Description
Pay Run ID	Displays the pay run ID that is associated with the company and paygroup of the employee being processed.
Company, Pay Group, Pay Period End Date, and **Off Cycle**	Displays the corresponding values that are associated with the employee.
Single Check for Multiple Jobs	Displays as selected, if the field of the same name is selected on the Application Fundamentals: Default Settings Page for a company that is associated with the pay run ID.
Payroll Process	Displays the payroll process that was launched, *Payroll Calculation* or *Quick Calculation.*

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Field or Control	Description
	Select the **Delete** button to release the lock for all companies and paygroups that are associated with the specified pay run ID.

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Calculating Pay

Understanding the Pay Calculation Business Process

This topic discusses:

- Business process summary.
- General processing information.
- Deduction priority and deduction classification.
- (USA) Insufficient net pay and pay calculation.
- (CAN) Insufficient net pay and pay calculation.
- (USA) Fair Labor Standards Act (FLSA) calculations.
- Imputed income for group-term life insurance calculations.

Related Topics

- Understanding Deduction Override Processing
  This topic discusses:

Business Process Summary

In Payroll for North America, pay calculation is an iterative process. You can run and rerun calculations repeatedly until you're confident that the payroll data is correct. Here are the basic steps:

1. Enter employee payroll information, create paysheets, and make updates and adjustments for the pay period.
2. (Optional) Identify and fix potential errors using the Precalculation Audit Report (PAY035).
3. Run the Pay Calculation COBOL SQL process (PSPPYRUN).
4. Review calculation results and check for errors.

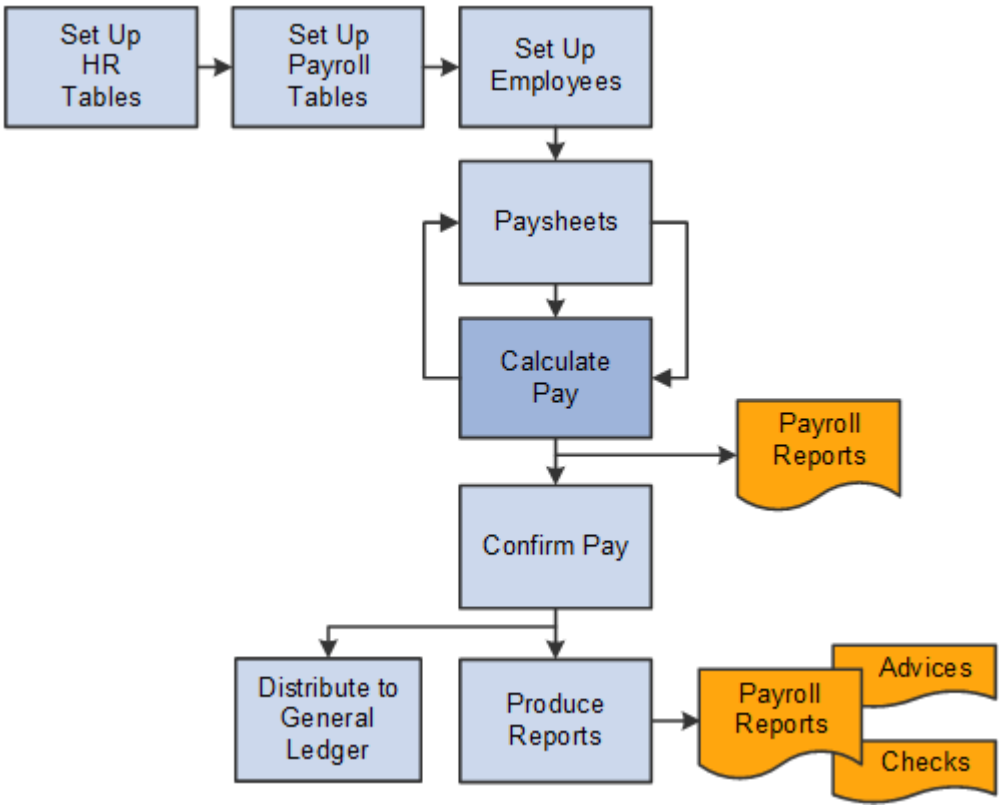
   Check payroll error messages online or print the Payroll Error Messages report (PAY011).

   View the results of paycheck earnings, deductions, and taxes using the Paycheck pages and various standard reports that you can print to verify the results of the pay calculation.
5. Make adjustments on the paysheets.
6. Repeat these steps until you're confident that the payroll data is correct, then run the final calculation and confirm pay.

This diagram illustrates where pay calculation fits into the payroll process from setting up PeopleSoft HR tables to producing payroll reports, advices and checks:

This diagram illustrates where pay calculation fits into the payroll process from setting up PeopleSoft HR tables to producing payroll reports, advices and checks.

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The steps for processing an off-cycle payroll are similar to the steps for processing a normal on-cycle payroll. Specify off-cycle processing run parameters.

General Processing Information

This topic discusses:

- Pay information processed.
- Calculation processing description.
- Calculation processing options.

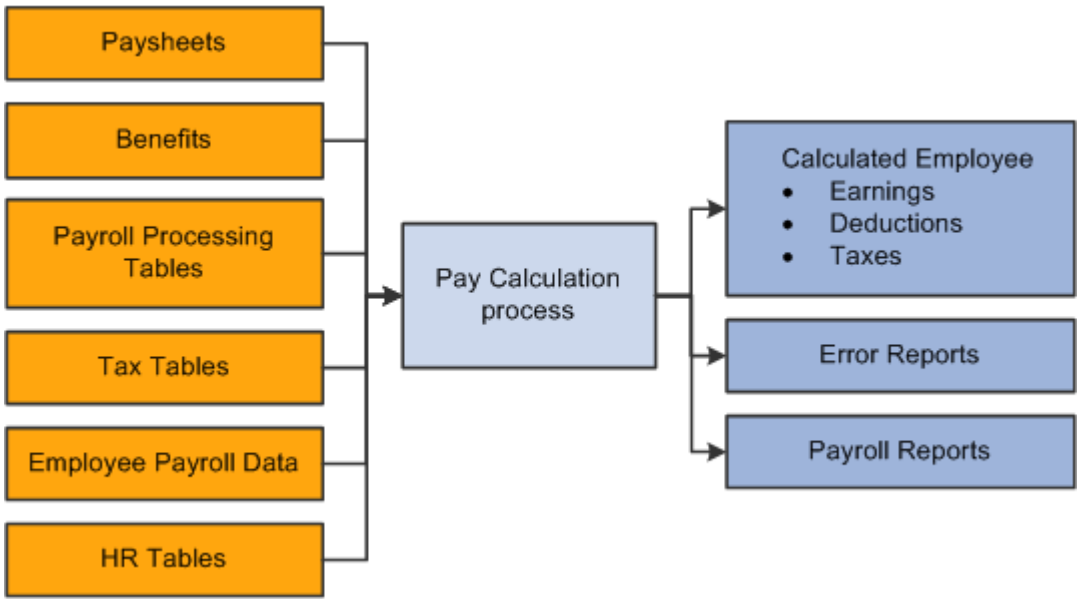
Pay Information Processed

Pay calculation processes information that you set up in PeopleSoft HCM and Payroll for North America setup tables and employee setup tables, as well as additional information that is provided on paysheets.

This diagram shows what payroll and HCM information is used in the pay calculation process:

This diagram shows what payroll and HCM information is used in the pay calculation process.

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Calculation Processing Description

During the pay calculation, the system determines earnings, deductions, taxes, and net pay for all employees with pay earnings in a payline marked **OK to Pay.**

The system processes one company at a time, and within each company, every pay group that is assigned to that pay run ID. As it processes each pay group, the system indicates the number of checks to be calculated and how many have already been calculated.

The system commits the calculations after processing the number of employees that are specified in the Installation table. In other words, it updates the physical database with the results of the calculations.

> **Note**
>
> Any online change to an employee's pay data that deletes rows or alters an **OK to PAY** check box may not be reflected in an updated paysheet. In these cases, you must verify that the paysheet reflects the desired change and, if it does not, change the paysheet directly.

Off-Cycle Processing

Off-cycle payroll processing refers to calculating and creating a paycheck for one or more employees outside the normally scheduled (on-cycle) payroll run for their pay group. You typically use off-cycle payroll processing to create checks for the following employees:

- Employees who are being terminated.
- New hires that were not entered into the system in time for the last on-cycle payroll run.
- Employees who received an incorrect payroll check during a normal payroll.

The steps for processing an off-cycle payroll are similar to the steps for processing a normal on-cycle payroll. Specify off-cycle processing run parameters.

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Calculation Processing Options

To make the pay calculation as efficient as possible, the system contains safeguards and options. For example, you can specify whether to:

- Calculate pay in preliminary or final mode.
- Calculate for all employees, or only for employees with changes to their payroll data.
- Transfer calculation errors if you use the Continue with Errors feature.

  See Continue with Errors.

You can select any combination of options, and you can run payroll calculation as many times as you need in any mode. The only restriction is that before transferring errors, you must recalculate for all employees to ensure that untransferrable errors are corrected.

> **Warning**
>
> You must correct all pay calculation errors that are not included in the Continue With Errors definition before beginning the pay confirmation.

Related Topics

- Application Fundamentals: Understanding Pay Calendars

Deduction Priority and Deduction Classification

The system uses the deduction priority number and deduction classification to determine the order in which it takes deductions in a pay calculation. Define deduction priority numbers on the Deduction Table - Setup page and deduction classifications on the Deduction Table - Tax Class page.

The deduction priority and deduction classification function in a pay calculation as follows:

1. The system builds a temporary table that enables it to run calculations and store information.

   The system stores the deduction code, classification (before-tax, after-tax, or taxable benefit), priority number, and deduction amount in the table.

   For example, Mark receives 401(k), medical, dental, and life insurance benefits. He also contributes a portion of his earnings to union dues and a charity. The system interprets the information and stores it in a temporary table:

Type	Deduction Amount	Classification	Priority
401(k)	7%	Before-tax	5
Medical	100 USD (flat amount)	Before-tax	7
Dental	50 USD (flat amount)	Before-tax	8
Life insurance	100 USD (flat amount)	Before-tax	6
Union dues	2%	After-tax	9
Charity	25 USD (flat amount)	After-tax	10

2. The system locates all deductions (not including taxes) and calculates their value.

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The system calculates the value of the deduction, based on gross earnings or a special accumulator.

> **Note**
>
> Taxes are not included with deductions. Although taxes reduce gross pay, they are distinct in their categorization.

Mark receives 2000 USD in gross earnings. The system calculates the deductions, based on the 2000 USD gross earnings:

Type	Deduction Amount	Classification	Priority
401(k)	7% × 2000 USD = 140 USD	Before-tax	5
Medical	100 USD	Before-tax	7
Dental	50 USD	Before-tax	8
Life insurance	100 USD	Before-tax	6
Union dues	2% × 2000 USD = 40 USD	After-tax	9
Charity	25 USD	After-tax	10

3. The system calculates the employee's taxable gross income.

To calculate an employee's taxable gross income, the system locates only those deductions with before-tax classifications and subtracts them from the gross income.

> **Note**
>
> The system does not actually deduct anything from the employee's gross income; it only runs a calculation.

Type	Deduction Amount	Classification	Priority
401(k)	Subtract 140 USD	Before-tax	5
Medical	Subtract 100 USD	Before-tax	7
Dental	Subtract 50 USD	Before-tax	8
Life insurance	Subtract 100 USD	Before-tax	6
	Total deduction: 390 USD		

2000 USD (gross income) − 390 USD (total of all before-tax deductions) = 1610 USD (taxable gross income).

> **Note**
>
> Seriously consider the deduction priority of before-tax deductions, because it affects the tax calculation.

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4. The system calculates taxes, based on the taxable gross income:

Type	Priority	Deduction Amount
Federal tax	1	31% × 1610 USD = 499.10 USD
State tax	2	12% × 1610 USD = 193.20 USD
Local tax	3	3% × 1610 USD = 48.30 USD

> **Note**
>
> As you assign deduction priorities, remember that PeopleSoft assigned priorities for federal, state or provincial, and local taxes on payroll tax tables. These taxes have a higher priority to ensure that taxes take precedence over other deductions.

See Application Fundamentals: (USA) Setting Up the Company Local Tax TableApplication Fundamentals: (CAN) Setting Up the Canadian Company Tax Table

5. The system withholds taxes, before-tax deductions, and after-tax deductions from gross pay.

   The system calculates only the deductions. After the system completes these calculations, it withholds all of the deductions and taxes from an employee's gross pay in sequential order, using deduction priority numbers.

   The system withholds all of Mark's precalculated deductions and taxes from his 2000 USD gross pay as follows:

Type	Classification	Priority	Sequence	Withholding Amount
Federal tax	NA	1	First	499.10 USD
State tax	NA	2	Second	193.20 USD
Local tax	NA	3	Third	48.30 USD
401(k)	Before-tax	4	Fourth	140 USD
Life insurance	Before-tax	5	Fifth	100 USD
Medical	Before-tax	6	Sixth	100 USD
Dental	Before-tax	7	Seventh	50 USD
Union dues	After-tax	8	Eighth	40 USD
Charity	After-tax	9	Ninth	25 USD
				Total withholdings: 1195.60 USD

   2000 USD (gross income) − 1195.60 USD (total of all withholdings) = 804.40 USD (net pay).

> **Note**
>
> At this point, the system takes deductions that have both a before-tax and after-tax classification in the following order: before-tax deduction, then after-tax deduction.

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The final result is the employee's net pay.

(USA) Insufficient Net Pay and Pay Calculation

At times, there might be insufficient net pay to cover all withholdings during pay calculation. If the system encounters such a deficiency during pay calculation, it identifies the first deduction that it cannot completely withhold and recalculates new tax values to compensate for the lack of net pay.

Using the previous example, suppose Mark has insufficient net pay to cover all withholdings during pay calculation. The system withholds all of the deductions and taxes from an employee's gross pay, in sequential order, using deduction priority numbers. In this example, Mark has insufficient net pay to withhold all deductions starting with his 401(k):

Type	Classification	Priority	Deduction Sequence	Amount To Withheld	Actual Amount Withheld
Federal tax	NA	1	First	241.50 USD	499.10 USD
State tax	NA	2	Second	161 USD	193.20 USD
Local tax	NA	3	Third	48.30 USD	-48.30 USD
401(k)	Before-tax	4	Fourth	140 USD	-70 USD
Life insurance	Before-tax	5	Fifth	100 USD	0 USD
Medical	Before-tax	6	Sixth	100 USD	0 USD
Dental	Before-tax	7	Seventh	50 USD	0 USD
Union dues	After-tax	8	Eighth	40 USD	0 USD
Charity	After-tax	9	Ninth	25 USD	0 USD
				Total withholdings: 810.60 USD	

Using this example, the system takes the following steps when encountering insufficient pay during pay calculation:

1. The system encounters a deduction that it cannot completely withhold and identifies it for tax recalculation.

   In the example, 401(k) is the first deduction to have insufficient funds for complete withholding. If you selected the **Partial Deductions Allowed** check box on the Deduction Table - Process page, the system takes as much of the deduction as it can—in this case 70 USD—and moves the remaining unpaid balance to arrears. Therefore 70 USD goes into arrears, and the system notes that Mark paid 70 USD to the 401(k) deduction.

2. The system also identifies all deductions subsequent to the partial deduction and moves the unpaid balances to arrears.

   In the example, the system identifies the life insurance, medical, and dental deductions and sends a total of 250 USD (in before-tax deductions) to arrears. It also notes that Mark paid 0 USD for each of these deductions.

3. The system recalculates taxable gross income.

   The system calculates taxable gross income by locating all before-tax deductions and subtracting them from Mark's gross income. It calculates all before-tax deductions by a percentage of Mark's gross income or a flat amount.

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This time, however, instead of using the original percentage or flat amount to calculate before-tax deductions, the system uses the amount that it noted in the previous steps (the actual amount Mark paid toward those deductions):

Type	Deduction Amount (Amount Noted By The System)	Classification	Priority
401(k)	70 USD	Before-tax	4
Life insurance	0 USD	Before-tax	5
Medical	0 USD	Before-tax	6
Dental	0 USD	Before-tax	7
	Total Deduction: 70 USD		

Originally, the system subtracted 390 USD (the original total of all before-tax deductions) from Mark's gross income to arrive at his taxable gross income. However, using the amounts noted from previous steps (the amount Mark actually paid towards the deductions), it only subtracts 70 USD from his gross income. Therefore, the system arrives at a new taxable gross income that is larger than the original.

4. The system calculates taxes, based on the new taxable gross income.

   The taxes calculated from the new, larger taxable gross income are higher than the first time.

> **Note**
>
> The remaining steps are documented in the Running Pay Calculation section.

See Running Pay Calculation Processes.

Positive Net Pay Amount with No Additional Deductions Taken

Sometimes, checks with net pay greater than zero are issued, even though it appears that more deductions could be taken. This can occur when there are high pre-tax deductions that do not allow partial deduction, low gross pay, and a high additional withholding amount.

When a deduction cannot be fully taken due to insufficient net pay, the system sets a flag (CALC-TAX-YES) and begins a recalculation loop using the PSPPYNET.cbl (Gross to Net Calculation) module. The module repeatedly performs the following steps:

1. Calculate deductions

2. Calculate taxes

3. Deduct taxes from gross pay

4. Apply pre-tax deductions in sequence

5. Apply after-tax deductions in sequence

If a deduction cannot be fully taken, the system reduces the deduction to what can be taken or sets it to zero (if partial deduction is not allowed). This process repeats, adjusting deduction amounts each time, until either all possible deductions are made or no further deductions can be taken. The loop ends when the CALC-TAX-NO flag is set.

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(CAN) Insufficient Net Pay and Pay Calculation

For Canadian processing, if a before-tax deduction results in insufficient net pay, the deduction calculation process restarts and processes each deduction in sequential order, based on the deduction priority number. If there is insufficient net pay to cover a before-tax deduction entirely, the deduction is ignored. No partial before-tax deduction amounts are processed.

Positive Net Pay Amount with No Additional Deductions Taken

Sometimes, checks with net pay greater than zero are issued, even though it appears that more deductions could be taken. This can occur when there are high pre-tax deductions that do not allow partial deduction, low gross pay, and a high additional withholding amount.

When a deduction cannot be fully taken due to insufficient net pay, the system sets a flag (CALC-TAX-YES) and begins a recalculation loop using the PSPPYNET.cbl (Gross to Net Calculation) module. The module repeatedly performs the following steps:

1. Calculate deductions
2. Calculate taxes
3. Deduct taxes from gross pay
4. Apply pre-tax deductions in sequence
5. Apply after-tax deductions in sequence

If a deduction cannot be fully taken, the system reduces the deduction to what can be taken or sets it to zero (if partial deduction is not allowed). This process repeats, adjusting deduction amounts each time, until either all possible deductions are made or no further deductions can be taken. The loop ends when the CALC-TAX-NO flag is set.

(USA) FLSA Calculations

The FLSA and Alternative Overtime appendix includes examples of calculations.

Related Topics

- Overview of FLSA Calculations
  FLSA calculations apply only to the U.S. The Fair Labor Standards Act of 1937 requires that you pay overtime to nonexempt employees who work more than 40 hours in a week.

Imputed Income for Group-Term Life Insurance Calculations

Group-term life insurance setup instructions include examples of calculations.

Related Topics

- Understanding Imputed Income Calculation for U.S. Group-Term Life Insurance
  To calculate imputed income for all group-term life plans (except dependent life) in accordance with IRS regulations, the system performs the following processes when you run the Pay Calculation COBOL SQL process (PSPPYRUN):

Understanding Pay Calculation Parameters

This topic discusses:

- Pay run ID.

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- Only Calculate Where Needed.
- Continue with Errors.

Pay Run ID

The pay calculation is driven by the pay run IDs that you use to group pay groups together for payroll processing.

These are general guidelines for using pay run IDs:

- Pay calendar entries that share a pay run ID have the same pay end date, but not necessarily the same pay frequency.
- All pay groups processed under the same pay run ID must have the same Continue with Errors processing setup.
- Set up different pay run IDs each pay period end date on the Pay Calendar Table page.
- The pay run ID should be identical for the Paysheet Creation COBOL SQL process (PSPPYBLD), the Pay Calculation COBOL SQL process (PSPPYRUN), and the Pay Confirmation COBOL SQL process (PSPCNFRM)

Related Topics

- Setting Up Continue with Errors Processing
- Application Fundamentals: Creating Pay Run IDs

Only Calculate Where Needed

When you run pay calculation with the **Only Calculate Where Needed** option selected, the system recalculates employees for whom there are changes since the last pay calculation in the following records:

- Paysheet.
- Additional pay.
- Personal data.
- Employment data.
- Job (if Job pay is selected).
- Job earnings distribution.
- Federal, state, or local tax data.
- Garnishment rule, schedule, or specification.
- General deductions.
- Health benefit.
- Disability benefit.
- Flexible spending account (FSA) benefit.
- Life benefit.
- Pension benefit.
- Retirement benefit.
- Savings benefit.
- Vacation benefit.

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- Beneficiaries.
- Canada federal or provincial tax data.

Continue with Errors

After your system is set up to continue with errors, follow these payroll calculation steps:

1. Run preliminary calculations and correct errors as many times as needed.
2. Recalculate with **(Re)Calculate All Checks** selected prior to the final calculation.

   If there are unresolved, untransferable errors, the system does not transfer any paysheets for the entire pay run ID.
3. Run the final calculation, selecting Transfer Calc Errors.

   The Pay Calculation process moves paysheets that are flagged with bypassed messages from active paysheets to an off-cycle calendar. The system deselects the OK To Pay option on both the original paysheet and the new transferred paysheet. You must correct the error and select OK to Pay then process the additional payroll.

   > **Warning**
   >
   > After paysheets are transferred to an off-cycle calendar, do not recalculate the paysheets because the system will see that there are employees who are missing and recreate them, and error conditions will occur again.

4. View a list of employees who were bypassed on the Employees Not Processed in Current Payroll report (PAY010).
5. Process paysheets that were transferred to an off-cycle paysheet because of Continue With Errors so that they are confirmed before the next on-cycle payroll.

   If you selected the **Off-Cycle Calendar** option on the Pay Calendar Table - Pay Confirm Options page, you must process the pay calculation for the transferred paysheets using the run parameters on the left side of the run control page. If you did not select the **Off-Cycle Calendar** option, the system assumes that you are linking the transferred paysheets to an existing off-cycle paysheet that is linked to an on-cycle calendar.

   > **Note**
   >
   > There are payroll tax deposit issues to consider if you do not confirm the off-cycle paysheets with the on-cycle payroll (especially if this is the last payroll of the current quarter or the check date remains the same as the rest of the payroll).

Related Topics

- Setting Up Continue with Errors Processing
- Payroll Reports (PAY or FG)
  The table in this topic lists the PeopleSoft Payroll for North America payroll reports.

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Running Pay Calculation Processes

Pages Used to Run Pay Calculation

Page Name	Definition Name	Usage
Precalculation Audit Report Page	RUNCTL_AUDIT	Run PAY035, which provides a detailed listing (by company, pay group, and pay end date) of information that might cause problems during the Pay Calculation process for the selected pay run. A pay run ID is required to run this report.
Calculate Payroll Page	RUNCTL_PAY_CALC	Specify pay calculation parameters and run the Pay Calculation process.

Related Topics

- Understanding Pay Calculation Parameters
  This topic discusses:

Understanding the Precalculation Audit

The Precalculation Audit Report (PAY035) is an optional report that you should run before the pay calculation to identify records that could cause errors during pay calculation. The Precalculation Audit Report verifies the integrity of the paysheet entries. It checks employee data for valid company, tax location code, state or provincial tax data, unemployment insurance jurisdiction, and so on.

Calculate Payroll Page

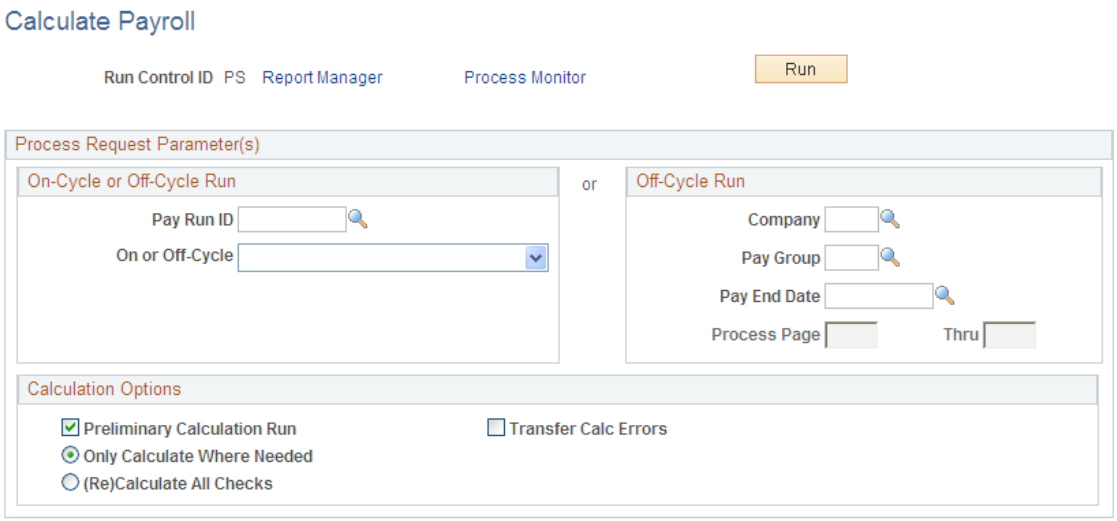
Use the Calculate Payroll page (RUNCTL_PAY_CALC) to specify pay calculation parameters and run the Pay Calculation process.

Navigation:

- **Payroll for North America**, and then **Payroll Processing USA**, and then **Produce Payroll**, and then **Calculate Payroll**, and then **Calculate Payroll**
- **Payroll for North America**, and then **Payroll Processing CAN**, and then **Produce Payroll**, and then **Calculate Payroll**, and then **Calculate Payroll**
- **Payroll for North America**, and then **Payroll Processing USF**, and then **Produce Payroll**, and then **Calculate Payroll**, and then **Calculate Payroll**

This example illustrates the fields and controls on the Calculate Payroll page.

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> **Note**
>
> The system removes run control data after each run. Therefore, you must recreate control data before each run.

On-Cycle or Off-Cycle Run

Field or Control	Description
Pay Run ID	Select this option to run the pay calculation for the pay calendars that are associated with a pay run ID. Define the values in the Pay Run table. Use this table to verify the accuracy of the groups that you selected for processing. This table displays every company and pay group calendar entry that is associated with each pay run ID. For an off-cycle run, you can leave this field blank and use the **Off-Cycle Run** group box to specify parameters for the calculation.

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Calculation Options

Field or Control	Description
Preliminary Calculation Run	You can run on-cycle pay calculations in preliminary mode as many times as required to correct errors and adjust payroll information. Deselect this check box only after you have corrected all errors from the preliminary runs and are ready to process the final pay calculation run. Both preliminary and final modes perform identical calculations. However, final mode signals to the system that you are ready to progress to the pay confirmation and it sets the Locked for Confirm indicator to prevent automatic updates to the paysheet when certain employee pay data are changed, unless final calculation is rerun. See Understanding Deduction Override Processing.
Only Calculate Where Needed	Select this option to process the pay calculation only for employees for whom you must recalculate payroll. To minimize processing time, select this option. The system calculates pay for employees who have not yet been calculated, employees with errors, or employees who have had changes since the last pay calculation, even if you have previously run a final pay calculation. See Only Calculate Where Needed.
(Re)Calculate All Checks	If you select this option, the system calculates or recalculates payroll for all eligible employees. Select this option if this is the first time you are calculating final pay for a payroll run, before running the final calculation with Transfer Calc Errors selected, or if you have changed one of the nonemployee-level tables affecting payroll processing, such as an insurance rate adjustment When you select the **Only Calculate Where Needed** option, the system recalculates all employees for whom you made changes in these records since the last pay calculation run. However, after you run the final pay calculation, the system stops automatically updating paysheets. The system processes only changes to the paysheet and does not process most of these record changes.

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Field or Control	Description
Transfer Calc Errors (transfer calculation errors)	This applies to the Continue With Errors feature. If you select this check box when running the final pay calculation, the pay calculation transfers the paylines containing errors that are identified on the Pay Message table as eligible for transfer to an off-cycle pay calendar, according to specifications in the Pay Calendar and Pay Group tables. You can then correct the errors and process these paylines at a later time in an off-cycle pay run. **Note:** You must run the calculation with **(Re)Calculate All Checks** selected prior to running the final calculation and transferring errors. If there are unresolved, untransferable errors, the system does not transfer any paysheets for the entire Run ID. See Continue with Errors. **Note:** If this check box is selected, you should not rerun the preliminary or final calculation for any reason.

> **Note**
>
> (USF) When an employee has worked less than a full pay period, the pay calculation prorates Federal Employee Health Benefits and Federal Employee Group Life Insurance deductions, according to Office of Personnel Management rules.

Related Topics

- Application Fundamentals: Creating Pay Run IDs
- Printing Paychecks and Direct Deposit Advices
- PeopleSoft Human Resources Manage Base Benefits: PeopleSoft Manage Base Benefits Overview
- Understanding the Pay Calculation Business Process
  This topic discusses:

Reviewing Pay Calculation Results

Pages Used to Review Pay Calculation Results

Page Name	Definition Name	Usage
Paycheck Earnings Page	PAY_CHECK_E	(USA, USF) View detailed earnings information and totals for calculated taxes, deductions, and net pay.

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Page Name	Definition Name	Usage
Paycheque Earnings Page	PAY_CHECK_E	(CAN) View detailed earnings information and totals for calculated taxes, deductions, and net pay. The (CAN) Paycheque Earnings page is similar to the (USA) Paycheck Earnings page.
Paycheck Earnings: Additional Data Page	PAY_CHECK_E1	(USA, USF) View paycheck earnings information that does not appear on the Paycheck Earnings page.
Paycheque Earnings: Additional Data Page	PAY_CHECK_E1	(CAN) View paycheck earnings information that does not appear on the Paycheque Earnings page.
Paycheck Taxes Page	PAY_CHECK_T	(USA, USF) View detailed tax information and totals for calculated earnings, deductions, and net pay.
Paycheque Taxes Page	PAY_CHECK_T	(CAN) View detailed tax information and totals for calculated earnings, deductions, and net pay. The (CAN) Paycheque Taxes page is similar to the (USA) Paycheck Taxes page.
Paycheck Deductions Page	PAY_CHECK_D	(USA, USF) View detailed deduction information and totals for calculated earnings, taxes, and net pay.
Paycheque Deductions Page	PAY_CHECK_D	(CAN) View detailed deduction information and totals for calculated earnings, taxes, and net pay. The (CAN) Paycheque Deductions page is similar to the (USA) Paycheck Deductions page.
Review Paycheck Summary Page	PAY_CHECK_SUMM	(USA, USF) View information such as earnings, taxes, and deductions for a single paycheck. Research problems and respond to employee questions regarding a check without viewing multiple pages.
Review Paycheque Summary Page	PAY_CHECK_SUMM_CN	(CAN) View information such as earnings, taxes, and deductions for a single paycheck. Research problems and respond to employee questions regarding a check without viewing multiple pages.

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Page Name	Definition Name	Usage
Review FLSA Pay Data Page (review fair labor standards act pay data page)	FLSA_PAY	(USA, USF) View an employee's earnings by FLSA period. Only paycheck data eligible for FLSA calculation appears on this page. Before viewing this page, you must run the Pay Calculation COBOL SQL process (PSPPYRUN).
Review/Print Online Check Page	PAY_OL_CHECK_S	(USA, USF, CAN) View the calculation results of the Online Check process. This page appears automatically each time that you submit an online check for calculation.

Understanding Paycheck Pages

After running the pay calculation, view the results of paycheck earnings, deductions, and taxes using the Review Paycheck pages in the Payroll for North America, Payroll Processing menu.

Each page displays different information for a check. For example, one page displays earnings data, while another displays deduction data. The pages also contain paysheet data so that you can access the pages by pay group, pay period end date, page number, and line number. You can also access Paycheck pages by employee ID or check number.

> **Note**
>
> Paycheck numbers are not assigned until you complete the confirmation process. The pages also displays the calculation status and the type of check that is being calculated.

You can't view the Paycheck pages for a check that you changed on the paysheets since the last time you ran the pay calculation. If you try, you receive a message stating that no records match your specified keys.

In other words, when you change an employee's pay data on the paysheets, the system doesn't immediately update the corresponding Paycheck page. It updates this information when you run the pay calculation. Until then, you cannot view the Paycheck page. This is to avoid the confusion that might arise if an employee's paysheet contains updated information and the Paycheck page contains information that is not updated.

Paycheck Earnings Page

(USA, USF) Use the Paycheck Earnings page (PAY_CHECK_E) to view detailed earnings information and totals for calculated taxes, deductions, and net pay.

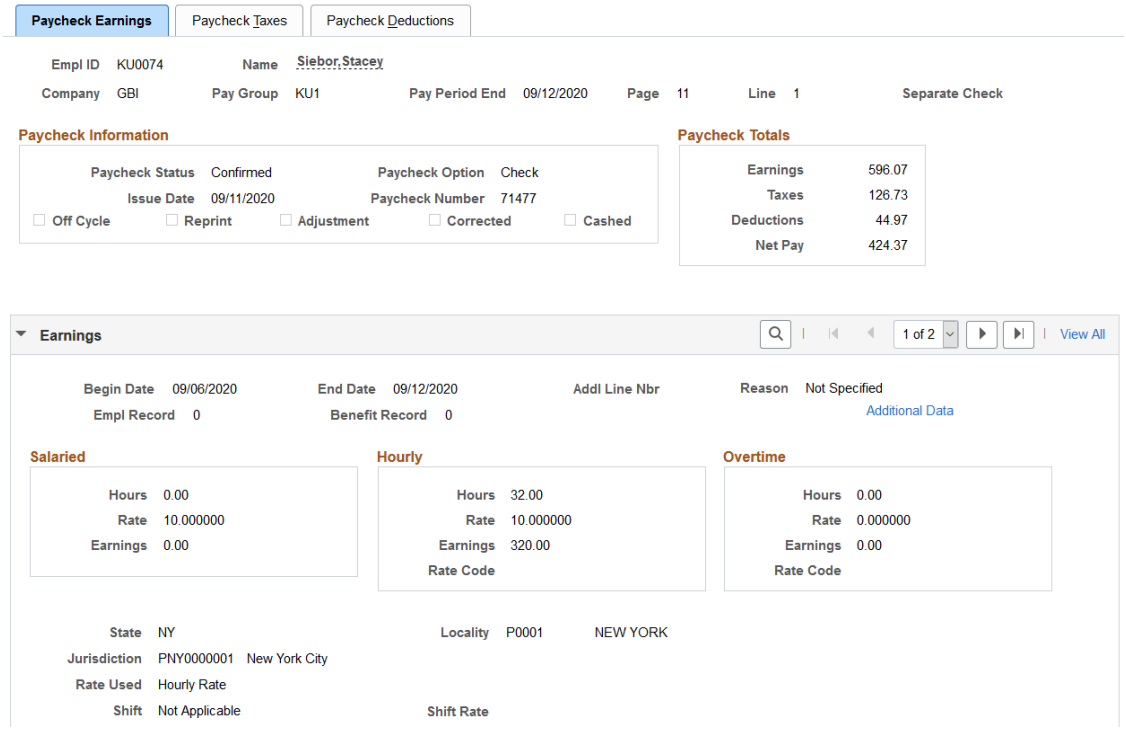
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> **Note**
>
> (CAN) The Paycheque earnings page is similar to the U.S. version.

Navigation:

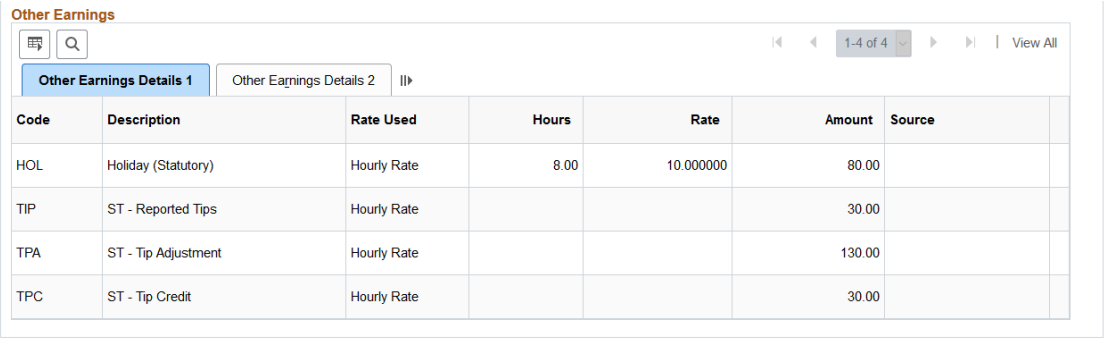
- **Payroll for North America**, and then **Payroll Processing USA**, and then **Produce Payroll**, and then **Review Paycheck**, and then **Paycheck Earnings**
- **Payroll for North America**, and then **Payroll Processing USF**, and then **Produce Payroll**, and then **Review Paycheck**, and then **Paycheck Earnings**
- **Payroll for North America**, and then **Payroll Processing CAN**, and then **Produce Payroll**, and then **Review Paycheque**, and then **Paycheque Earnings**

This example illustrates the fields and controls on the Paycheck Earnings page (1 of 2).



This example illustrates the fields and controls on the Paycheck Earnings page (2 of 2).

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Other Earnings

1-4 of 4 View All

Other Earnings Details 1 | Other Earnings Details 2

Code	Description	Rate Used	Hours	Rate	Amount	Source
HOL	Holiday (Statutory)	Hourly Rate	8.00	10.000000	80.00	
TIP	ST - Reported Tips	Hourly Rate			30.00	
TPA	ST - Tip Adjustment	Hourly Rate			130.00	
TPC	ST - Tip Credit	Hourly Rate			30.00	

Special Accumulators

1-8 of 11 View All

Code	Description	Hours	Earnings	Empl Record
401	401K Eligible Earnings	40.00	400.00	0
GRS	Reserved for Gross Wages	40.00	596.07	0
K19	FMLA Eligible Hours	32.00	320.00	0
KC1	Cdn Pensionable Earnings	40.00	400.00	0
KC2	Cdn Savings Contribution Base	40.00	400.00	0
LBP	Federal Basic Pay	40.00	400.00	0
LPL	Biweekly Pay Limits	40.00	400.00	0
LRE	Retirement Earnings	40.00	400.00	0

Paycheck Information

Field or Control	Description
Off Cycle	Selected if the payment was processed in an off-cycle payroll.
Reprint	Selected if the Check Reprint COBOL SQL process (PSPRPRNT) was used to renumber the check.
Adjustment	Selected on the reversal check and the adjustment check processed by the Reversal/ Adjustment COBOL SQL process (PSPPYREV). If processing a reversal only, this indicator is selected on the check reversal.
Corrected	Selected by the Retro Distribution DB Update PSJob process (HPRETDST) during commitment accounting retroactive distribution processing. This indicator is not related to the payroll adjustment process.
Cashed	Selected by the Check Reconciliation SQR Report process (PAY015A) when the check has been cashed.

(CAN) Province

The province shown on the Paycheque Earnings page is the province of employment.

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Paycheck Taxes Page

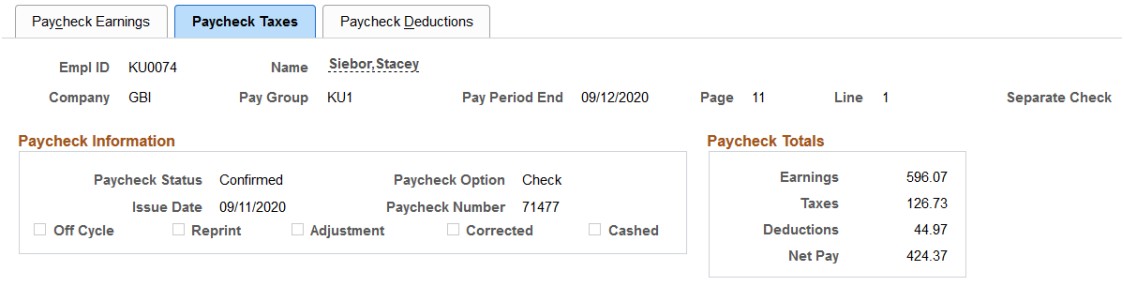
(USA, USF) Use the Paycheck Taxes page (PAY_CHECK_T) to view detailed tax information and totals for calculated earnings, deductions, and net pay.

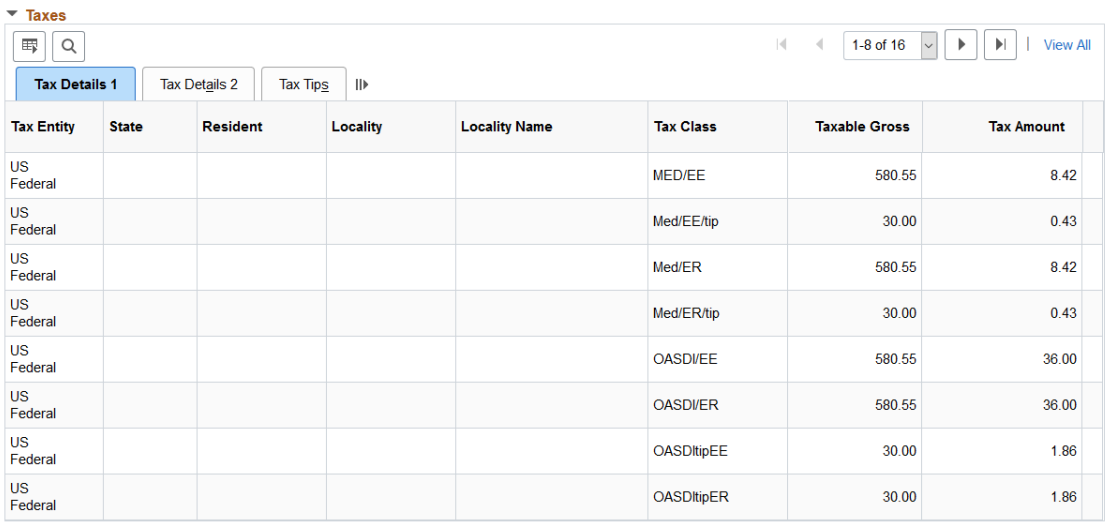
> **Note**
>
> (CAN) The Paycheque Taxes page is similar to the U.S. version.

Navigation:

- **Payroll for North America**, and then **Payroll Processing USA**, and then **Produce Payroll**, and then **Review Paycheck**, and then **Paycheck Taxes**
- **Payroll for North America**, and then **Payroll Processing USF**, and then **Produce Payroll**, and then **Review Paycheck**, and then **Paycheck Taxes**
- **Payroll for North AmericaPayroll Processing CANProduce PayrollReview Paycheque**

This example illustrates the fields and controls on the Paycheck Taxes page.





Tax Entity	State	Resident	Locality	Locality Name	Tax Class	Taxable Gross	Tax Amount
US Federal					MED/EE	580.55	8.42
US Federal					Med/EE/tip	30.00	0.43
US Federal					Med/ER	580.55	8.42
US Federal					Med/ER/tip	30.00	0.43
US Federal					OASDI/EE	580.55	36.00
US Federal					OASDI/ER	580.55	36.00
US Federal					OASDItipEE	30.00	1.86
US Federal					OASDItipER	30.00	1.86

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> **Note**
>
> (CAN) The Paycheque Earnings page is similar to the U.S. version.

(USA and USF) State

Field or Control	Description
Taxable Gross Adjustments	Click this link on the Tax Details 2 tab, to access the Taxable Gross Adjustments page where you can view state deduction taxable gross adjustments.

(CAN) Province

Field or Control	Description
Taxation Province	Displays the employee's taxation province.
Employment Province	If the employee is taxed in a province other than the employment province, this field displays the employment province.

Paycheck Deductions Page

(USA, USF) Use the Paycheck Deductions page (PAY_CHECK_D) to view detailed deduction information and totals for calculated earnings, taxes, and net pay.

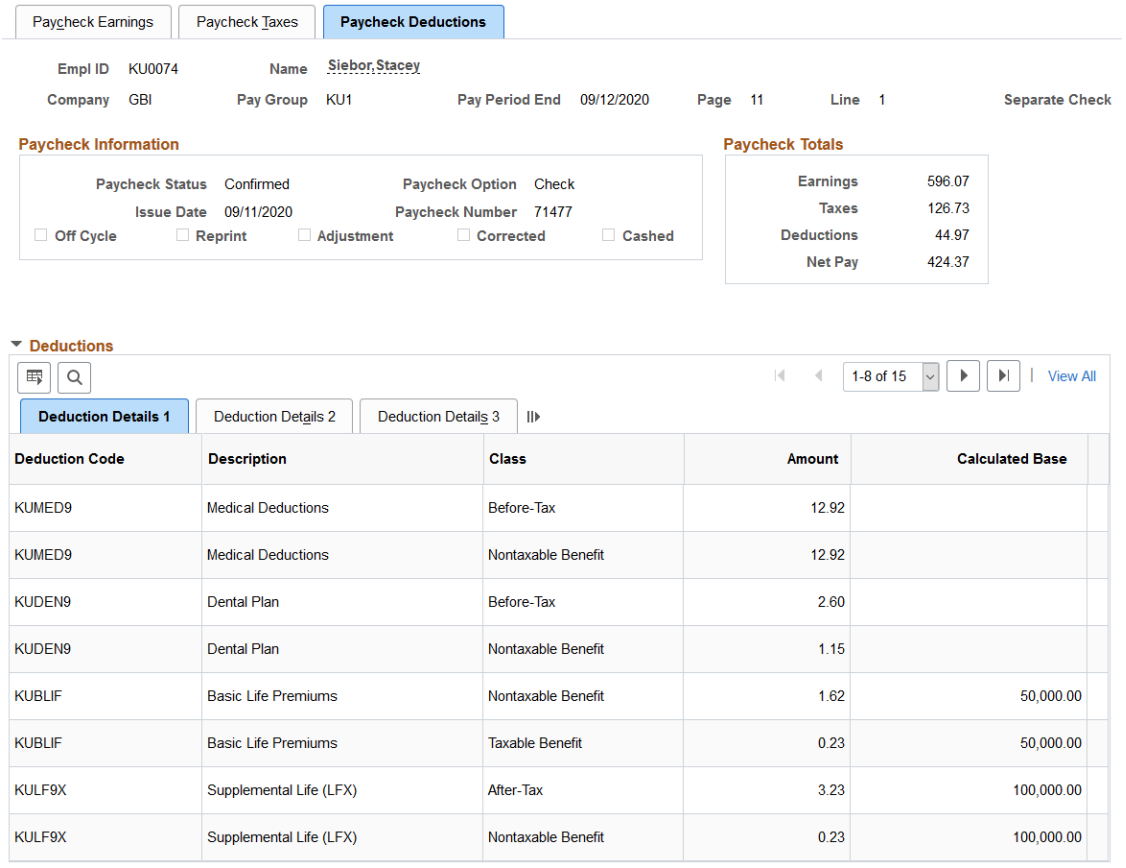
> **Note**
>
> (CAN) The Paycheque Deductions page is identical to the U.S. version, with the addition of sales tax amounts.

Navigation:

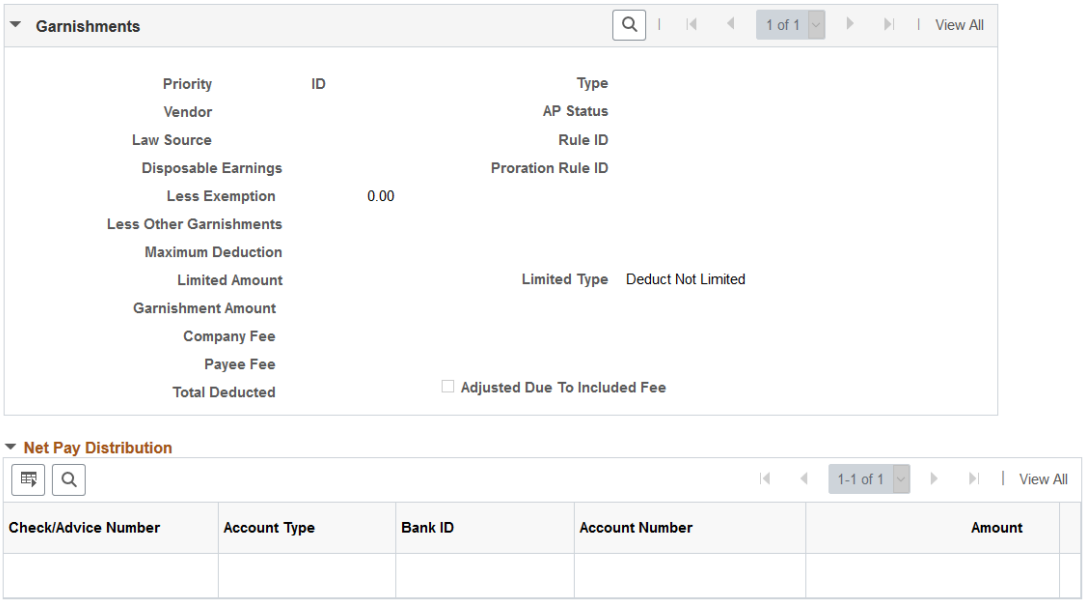
- **Payroll for North America**, and then **Payroll Processing USA**, and then **Produce Payroll**, and then **Review Paycheck**, and then **Paycheck Deductions**
- **Payroll for North America**, and then **Payroll Processing USF**, and then **Produce Payroll**, and then **Review Paycheck**, and then **Paycheck Deductions**
- **Payroll for North America**, and then **Payroll Processing USF**, and then **Produce Payroll**, and then **Review Paycheque**, and then **Paycheque Deductions**

This example illustrates the fields and controls on the Paycheck Deductions page (1 of 2).

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This example illustrates the fields and controls on the Paycheck Deductions page (2 of 2).



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> **Note**
>
> When an employee has child support orders from two or more states, the system uses the Garnishment Proration process to select the maximum deduction that provides the most money for the children. For example, if state A has a maximum deduction of 1200 USD, and state B has a maximum deduction of 900 USD, the system uses the maximum deduction of 1200 USD for both child support orders.

Field or Control	Description
Maximum Deduction	Displays messages indicating the presence or absence of limitations placed on the garnishment after the system calculated the maximum deduction: *Deduct Not Limited:* Indicates that no further limitations were placed on the garnishment. *Deduct Limited by Calculation:* Indicates that the deduction was limited by one of the deduction calculation amounts or percentages from the Garnishment Spec Data 4 or 5 pages. *Deduct Limited by Total Amount* and *Deduct Limited by Monthly Amount:* Indicate that the system used the limitations from the Garnishment Spec Data 3 page. *Deduction Limited by Proration:* Indicates that the deduction was limited by the proration rule displayed in the **Prorate Rule ID** field.

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Field or Control	Description
Adjusted Due To Included Fee	If the system adjusted the calculation for fees included in disposable earnings, this check box is selected. There are two ways the system takes fees: • In disposable earnings. • On top of disposable earnings. Specify whether to include the company and payee fees in disposable earnings on the Garnishment Spec Data 3 page. If the sum of the calculated garnishment amount and the fee is greater than the maximum allowed (disposable earnings minus exemptions), the system makes an adjustment. If you take the fees on top of the disposable earnings, then the fees that the system takes have no impact on the garnishment amount. For example, if the system determines that you can take a garnishment of 177.00 CAD, and you have fees that are not included in the disposable earnings, then the garnishment amount remains 177.00 CAD. However, if the order specifies that you take 5.00 CAD for the company fee, but that fee must be included in disposable earnings, then the system adjusts the amount to be garnished and selects the **Adjusted Due To Included Fee** check box. If the system has adjusted the garnishment amount based on a percentage of the deduction, the **Adjusted Due To Included Fee** check box is selected, and the garnishment amount differs from the maximum deduction amount by the amount of the adjustment.

Related Topics

- Setting Up a Garnishment Deduction
  This topic discusses how to:
- Specifying Employee Garnishment Data

Review FLSA Pay Data Page

(USA, USF) Use the Review FLSA Pay Data (review Fair Labor Standards Act pay data) page (FLSA_PAY) to view an employee's earnings by FLSA period. Only paycheck data eligible for FLSA calculation appears on this page.

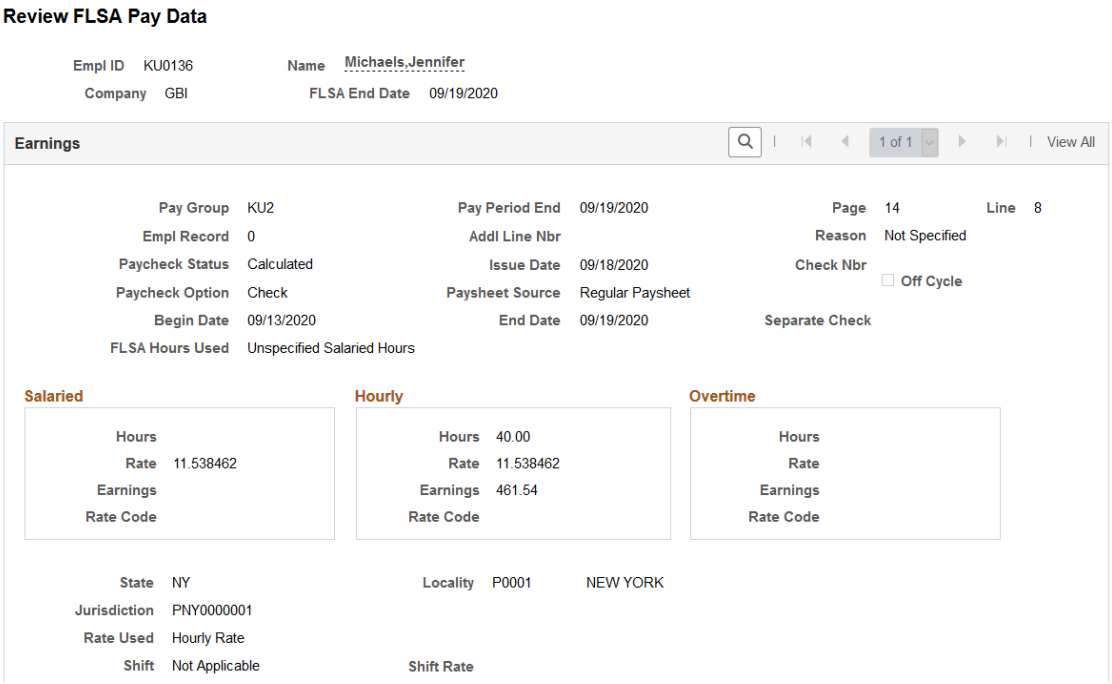
> **Note**
>
> Before viewing this page, you must run the Pay Calculation COBOL SQL process (PSPPYRUN).

Navigation:

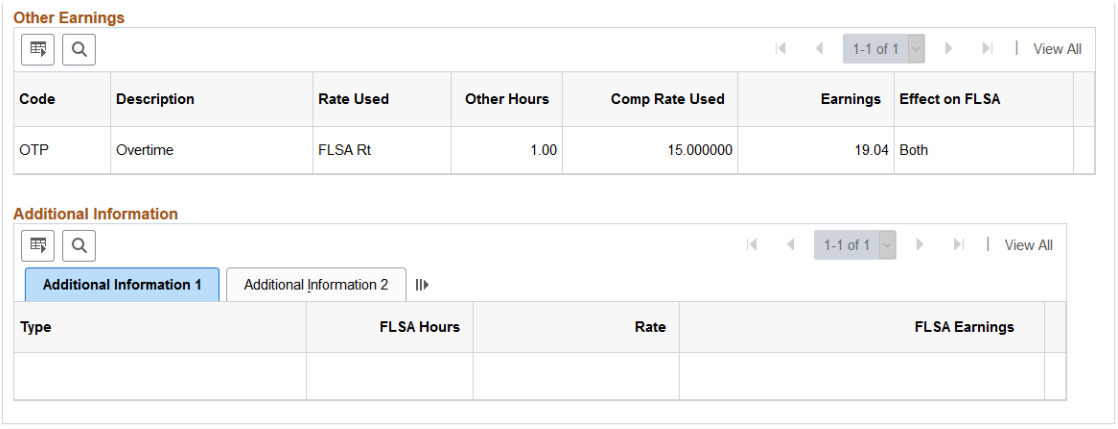
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- **Payroll for North America**, and then **Payroll Processing USA**, and then **Produce Payroll**, and then **Review FLSA Pay Data**, and then **Review FLSA Pay Data**
- **Payroll for North America**, and then **Payroll Processing USF**, and then **Produce Payroll**, and then **Review FLSA Pay Data**, and then **Review FLSA Pay Data**

This example illustrates the fields and controls on the Review FLSA Pay Data page (1 of 2).



This example illustrates the fields and controls on the Review FLSA Pay Data page (2 of 2).



Most of the fields on this page are identical to those on the Paysheet page. This topic documents only the additional fields.

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> **Note**
>
> For employees in multiple jobs, earnings from jobs that belong to pay groups for which FLSA is not required and jobs not having an FLSA status of nonexempt are not visible on the page.

See Setting Up for FLSA Calculation.

Dynamic Field Display for FLSA Rate and Alternative Rate

When Alternative Overtime processing has been used, the **Alternative Rate** field label and rate will dynamically display on the employee's pay check inquiry pages instead of **FLSA Rate**.

Field or Control	Description
Rate Used	Displays the rate used to calculate overtime. When the overtime has been calculated by the alternative method, the rate is displayed with the label **Alternative Rate** rather than **FLSA Rate**.

Additional Information

Information in the first column identifies the type of calculation. Values are:

Field or Control	Description
Pay Period Average Reg Earns (pay period average regular earnings)	Provides additional information when the annualized allocation of standard hours and rate for regular earnings does not reflect the actual hours and rate worked for a monthly or semimonthly period. The following fields are populated: **FLSA Hours** (Fair Labor Standards Act hours), **Rate, FLSA Earnings,** (Fair Labor Standards Act earnings), **Days in Period, Work Day Hours,** and **Pay Period Earn** (pay period earnings). See FLSA Rates for Hourly and Exception Hourly Employees.
Basic Formula Earnings	Provides information to help compute the Basic Formula FLSA Rate for salaried employees. The following fields are populated: **Days in Period, Work Day Hours,** and **Pay Period Earn.** See Basic Rate Formula for Fixed Salaried Hours.

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Field or Control	Description
Weekly Wage Equivalent	Provides information to compute the weekly wage equivalent when calculating for semimonthly and monthly salaried employees with fixed or unspecified hours. For fixed hours calculations, the **FLSA Hours** field displays the standard hours. For unspecified hours calculations, the **FLSA Hours** field is empty because the actual hours in pay check is used. For both fixed and unspecified hours calculations, the **FLSA Earns** field displays the weekly wage equivalent earnings. See FLSA Rates for Salaried Employees.

Related Topics

- Understanding Paysheets and Paylines
  This topic discusses:
- Overview of FLSA Calculations
  FLSA calculations apply only to the U.S. The Fair Labor Standards Act of 1937 requires that you pay overtime to nonexempt employees who work more than 40 hours in a week.
- Setting Up for FLSA Calculation
  To set up FLSA period definitions, use the FLSA Period Table (FLSA_PERIOD_TBL) component.

Reviewing Payroll Messages and Correcting Errors

Pages Used to View and Print Payroll Error Messages

Page Name	Definition Name	Usage
Error Messages - Review Payroll Error Messages Page	PAY_MESSAGES	View online the error messages generated during payroll processing.
Error Messages Report - Payroll Error Message Report Page	RUNCTL_RPT_RUNID	Generate the PAY011 report, which lists the system error messages generated during the payroll process. Use this report to analyze and resolve payroll problems before you run the Pay Confirmation process. This report lists only errors for individual employees. If an error does not relate to an employee, it is visible online but doesn't appear in the printed report. For example: "Calculation Run Control Missing."

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Understanding Corrections in Pay Calculation

There are many reasons why you might correct information on paysheets, in employee data, or in payroll process tables. The system reports processing errors that it detects in the PS_PAY_MESSAGE table. In addition, you might need to correct errors that the system did not detect, such as incorrect pay rate.

This topic discusses:

- Error detection and correction.
- Pay Message table.
- Automatic recalculation.

Error Detection and Correction

Depending on the results of the preliminary calculation run, you might take one or more corrective actions.

There are two types of errors that can result from the pay calculation:

- Errors that the pay calculation detects.
- Errors that pay calculation doesn't detect.

An example of an error that pay calculation detects is when an employee is scheduled to have a deduction taken, but no corresponding Benefit or General Deduction table entry exists. If the pay calculation detects an error, *Check Messages* appears after the pay calculation. View messages online, or print the Payroll Error Messages report (PAY011). After you review the messages, take the appropriate action and rerun the pay calculation.

You discover errors that pay calculation does not detect while reviewing the results of the pay calculation.

For example, the system doesn't detect that:

- You forgot to pay an employee for 10 hours of overtime.
- The Health Plan table does not have the new rates.
- The employee's life insurance rate was inaccurate.
- The employee's hourly rate is incorrect.
- Employees are missing specific deductions.
- Taxation is in the wrong state or province.

You can usually correct this type of errors by making changes to any of the following records:

- Pay earnings on a paysheet.
- Benefit rate and calculation tables.
- One-time general and benefit deductions.
- One-time garnishments.
- One-time taxes.
- Job Data table.
- Employee tax data (income tax data, and employee tax distribution).
- Personal data.

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Benefit rate and calculation table changes and other errors at the pay group, company, or higher levels require a recalculation using the **(Re)Calculate All Checks** option.

Pay Message Table

The system updates the PS_PAY_MESSAGE table with standard payroll error messages for errors that it detects during processing. The system might detect a high-level error, a low-level error, or a combination of high-level and low-level errors for the same employee.

Here is a brief description of how the system reports errors in each of these three conditions:

- High-level error.

  If the error that occurred is a high-level error (for example, Deduction Table not found), the system reports the error on the payroll messages for only the first employee in each company/pay group combination for the particular benefit plan, plan type, and deduction code that is not found.

  For other employees who have the same setup issue, the system sets the PAY_LINE_STATUS to *E* (error), but does not report that employee in the payroll messages, either online or in the PAY011 report. The assumption is that correcting the Deduction table error will fix the error for all employees. This prevents the Pay Message table from filling up with duplicate messages.

- Low-level error.

  The system reports each low-level error in payroll messages for each employee who meets the error condition, such as *Employee tax data not found.*

- Combination of high-level and low-level errors for the same employee.

  If an employee has both a high-level and a low-level error, the system errors the employee immediately for the high-level error, such as error *89* (generic benefits setup error), and does not perform any edits at the employee level. As a result, after you correct the high-level error for all employees and rerun the calculation, the system errors the same employee with the low-level error.

> **Note**
>
> We recommend that you run the Presheet Audit report (PAY034) to identify setup issues prior to creating and calculating paysheets.

Automatic Recalculation

The system always automatically recalculates paylines with errors when you rerun the pay calculation. It also automatically recalculates the pay for employees with the following:

- Changes made to paylines when you rerun the Pay Calculation process.
- Changes made to employee data unless you've run the Pay Calculation process in final mode.

> **Note**
>
> It is possible to include employee data changes entered after calculating pay in final mode.

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See Understanding Online Updates and Final Calculation.

Correcting Errors

If you receive a system-generated error message indicating that the system detected an error in the Payline record:

1. Check the payline listed in the error message.
2. Make the necessary correction.

   Here are some typical errors and corrections:

Error	Action
The deduction code displayed below is not found in the Deduction Table.	Add the corresponding deduction code to the appropriate Benefit or General Deduction table.
There is no birth date provided for this employee. The employee participates in the life plan identified below. That plan uses an age-graded rate table to determine costs and requires a birth date.	Correct the employee's personal data by adding a date of birth.
Too many Earnings	Reduce the number of earnings codes; combine or segregate onto a separate check if acceptable.
Inactive Earnings Type	Activate the applicable earnings type on the Earnings table; or replace with an active earnings type.
Negative Gross Pay	Process as a manual check or increase earnings.
Dependant not enrolled	Enroll the dependant in the required plan type/ benefit plan.

3. Rerun the Pay Calculation process as many times as you need after you address a set of errors.

   Remember to set up the run control each time before running the process.
4. After running the pay calculation, run and review the reports to ensure the accuracy of the payroll.
5. Continue processing the pay calculation until you are satisfied with the results.

> **Note**
>
> You must correct pay calculation errors before you begin the pay confirmation. If you cannot correct an error for an employee, or lack information to process the employee, deselect the **OK to Pay** check box for the employee on the paysheet. The Pay Confirmation process ignores the employee and deletes the paysheet, so you can continue processing the payroll on schedule. You can issue a manual or off-cycle check to the employee with the problem pay earnings.

Related Topics

- Reviewing Pay Calculation Results

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- Processing Online Single Checks

Running Earnings Subject to Limits Reports

Pages Used to Running Earnings Subject to Limits Reports

Page Name	Definition Name	Usage
Earnings Limit Category Page	PY_EARN_CAT	Define earnings limit categories.
Earnings Limit Table Page	PY_EARN_REDUCE_SBP	Specify earnings codes and related information for earnings limit categories.
Earnings Subject to Limits Page	RUNCTL_LIMIT_ERN	Print Earnings Subject to Limits reports.

Understanding Employee FICA Threshold Limit Report

The Employee FICA Threshold Limit Report (PAY032A) displays employees whose Social Security taxable wages and tips for a pay period is equal to or exceeds the threshold amount based on the paygroup's pay frequency.

The threshold limits for the report are calculated as follows (the SQR is hardcoded with an annual amount that is used to calculate the threshold amounts):

- Weekly: $104,000.00 / 52 = $2,000.00
- Biweekly: $104,000.00 / 26 = $4,000.00
- Semimonthly: $104,000.00 / 24 = $4,333.33
- Monthly: $104,000.00 / 12 = $8.666.67

The report displays a row of data for an employee's paycheck when it meets all these conditions:

- The paycheck contains paylines with FICA Status of *J* (EE FICA Exmpt) or *K* (EE/ER FICA Exmpt).
- The employee's paycheck contains negative taxable grosses for tax classes 8A (FICA - EE Exempt) and 9A (FICA EE Tips Exempt).
- The total of the sum of tax classes 8A and 9A multiplied by -1 is equal to or exceeds the threshold limit specified for the pay frequency of the pay group being processed.

  For example, if the sum of tax classes 8A and 9A = -$4000; the total = -$4000 x -1 = $4000

  This total amount is referred as the *calculated taxable gross* of the employee in this topic.

The report displays the employee's calculated taxable gross in the Wages Subject to Threshold column, along with the corresponding paycheck page and line numbers, and a message indicating the pay frequency threshold limit that was met or exceeded.

Run PAY032A.SQR after pay calculation. The report can be run as many times as needed after each pay calculation run.

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Understanding Earnings Codes Subject to Limits Report

The Earnings Codes Subject to Limits Report (PAY032) is an estimate report that displays paycheck information for employees whose paid sick leave amount, paid family and medical leave amount, or paid sick leave hours for a pay period may exceed the predefined limits.

The report displays a row of data for an employee's paycheck when it meets one or more of these conditions:

- Paid sick leave or paid expanded family and medical leave earnings that may exceed the daily limit amount.
- Paid sick leave hours that may exceed the maximum hour limit.
- Part-time employees paid sick leave or paid expanded family and medical leave earnings that require manual review.

The report displays paid leave information such as the employee's earnings amount for each paid leave earnings code, the special accumulator YTD amount for paid sick leave, the predefined daily limit on paid leave amount, the estimated pay period limit over a 2-week period, the total number of paid leave hours, the predefined maximum paid hour limit, and so on. Additionally, it lists messages for each employee's paycheck to inform administrators the need to review, and if necessary, make adjustments to the paylines to ensure the proper payment. Messages include:

- *Estimated Daily Limit Amount Exceeded*, which appears when the employee's estimated daily pay exceeds the daily limit of the corresponding earnings code.
- *Estimated Pay Period Limit reduced to Maximum Yearly Earnings*, an informational message that appears when the employee's estimated pay period limit exceeds the yearly limit, and the system automatically reduces the estimated value to the maximum limit allowed by the corresponding earnings code in the Earnings Table component.
- *Estimated Category Hours Exceeded*, which appears when the total number of paid leave hours is greater than the maximum number of hours allowed for the corresponding category.
- *FTE < 1.0* , an informational message that appears when the employee works part-time.

Because daily time is not tracked in the payroll system, the report provides messages when the daily limit earnings or the paid sick leave hours *may* exceed the limits on the current pay period. It's the administrator's responsibility to verify the information and adjust accordingly.

> **Important**
>
> All estimates on the report are based on the legislative requirements for full-time employees. Part-time employees are subject to pro-rated limits, which must be manually calculated and applied based on the employee's work schedule.

Run PAY032.SQR after pay calculation for on-cycle and off-cycle payrolls. The report can be run as many times as needed after each pay calculation run.

Setting Up Earnings Limit Categories

Before running the Earnings Codes Subject to Limits report, you need to set up earnings limit categories and specify the maximum hour and amount limits that are used in the report:

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1. Define a category for the qualified paid leave and specify the maximum number of leave hours allowed (if applicable) on the Earnings Limit Category Page.
2. Specify the earnings codes that are used for the category and the daily limit amount allowed on the Earnings Limit Table Page.

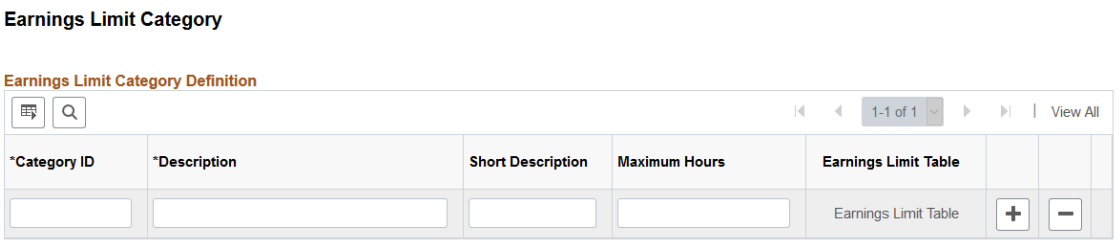
Earnings Limit Category Page

Use the Earnings Limit Category page (PY_EARN_CAT) to define earnings limit categories.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Payroll Processing Controls**, and then **Earnings Limit Category**, and then **Earnings Limit Category**

This example illustrates the fields and controls on the Earnings Limit Category page.



Field or Control	Description
Category ID, **Description** and **Short Description**	Enter a unique identifier and descriptions for the paid leave category.
Maximum Hours	Enter the maximum number of leave hours allowed for the category, if applicable.
Earnings Limit Table	Click the link to access the Earnings Limit Table Page and specify applicable earnings codes and daily limits for the category.

Earnings Limit Table Page

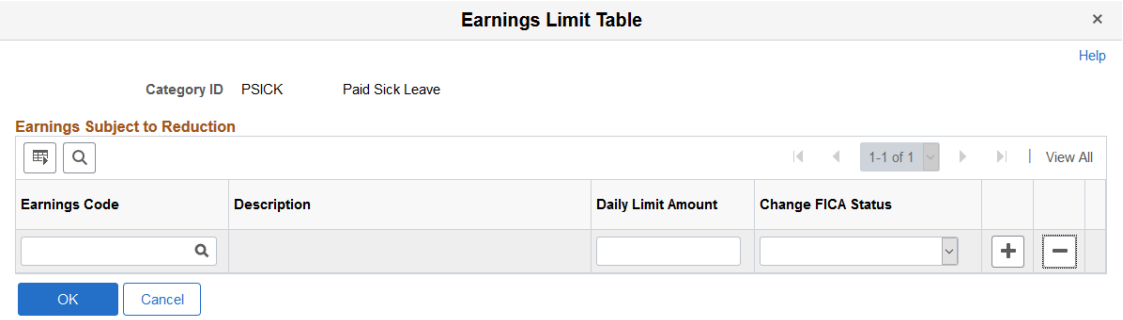
Use the Earnings Limit Table page (PY_EARN_REDUCE_SBP) to specify earnings codes and related information for earnings limit categories.

Navigation:

Click the **Earnings Limit Table** link on the Earnings Limit Category page.

This example illustrates the fields and controls on the Earnings Limit Category page.

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Field or Control	Description
Earnings Code	Specify one or more earnings codes that are used to pay for the corresponding paid leave category.
Daily Limit Amount	Enter the daily limit of the paid leave represented by the earnings code, if applicable.
Change FICA Status	Select the FICA status to be used for the earnings code. The value appears on the Additional Data page when you click the **Additional Data** link on a payline that has the earnings code. See Running Update FICA Status on Paylines Reports.

Earnings Subject to Limits Page

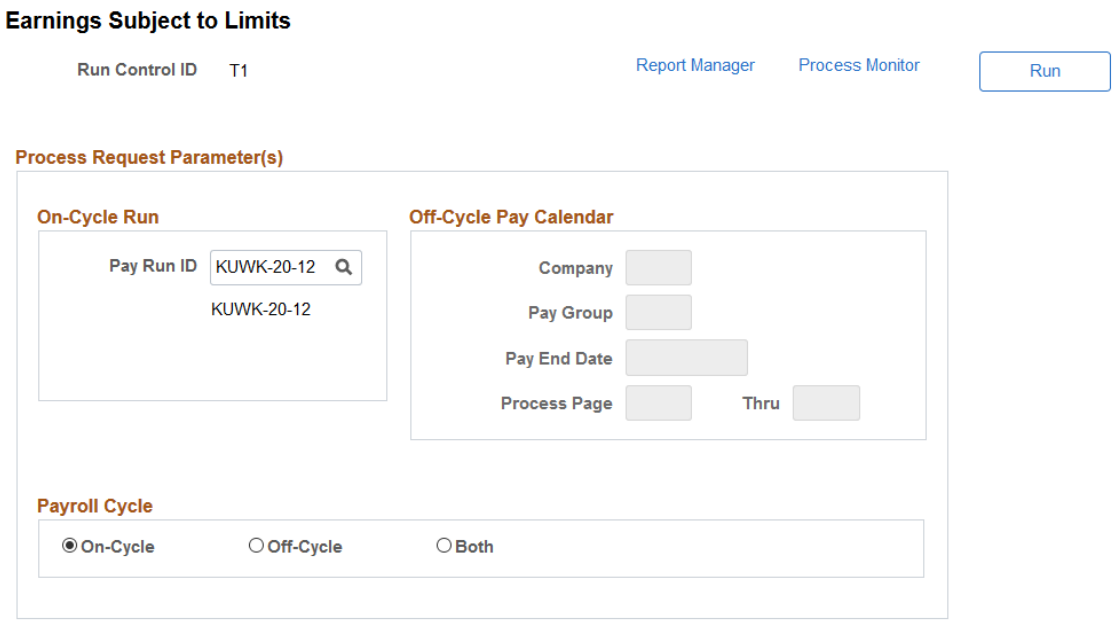
Use the Earnings Subject to Limits page (RUNCTL_LIMIT_ERN) to print Earnings Subject to Limits reports.

Navigation:

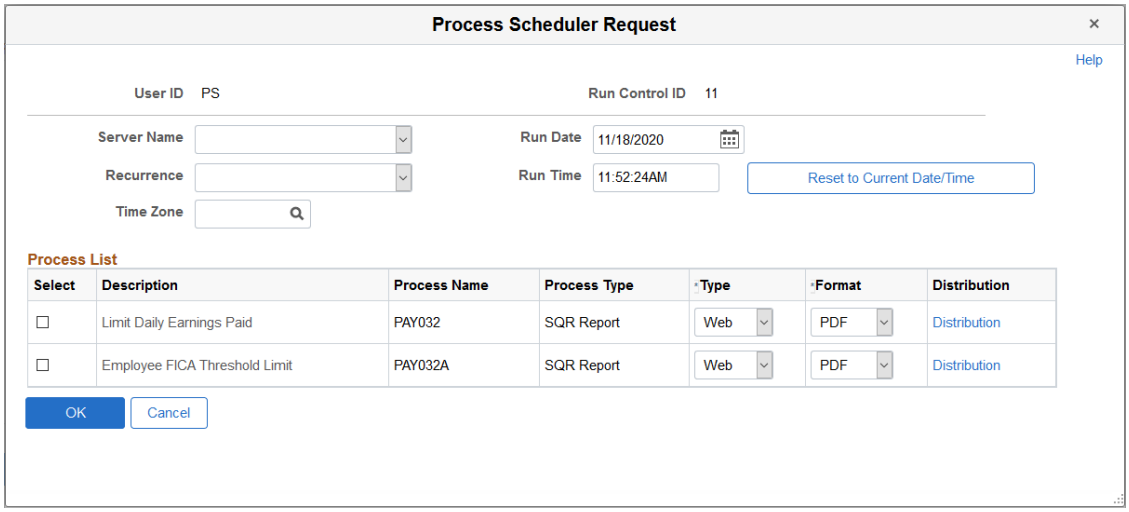
- **Payroll for North America**, and then **Payroll Processing USA**, and then **Produce Payroll**, and then **Earnings Subject to Limits**, and then **Earnings Subject to Limits**
- **Payroll for North America**, and then **Payroll Processing USF**, and then **Produce Payroll**, and then **Earnings Subject to Limits**, and then **Earnings Subject to Limits**

This example illustrates the fields and controls on the Earnings Subject to Limits page.

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This example illustrates the fields and controls on the Earnings Subject to Limits - Process Scheduler Request page.



Select to run the PAY032, PAY032A, or both reports.

Related Topics

- PeopleSoft Payroll for North America Reports: A to Z
  Tables in this topic list the Payroll for North America reports, sorted by report ID.

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Running Update FICA Status on Paylines Reports

Pages Used to Update the FICA Status on Paylines

Page Name	Definition Name	Usage
Update FICA Status on Paylines Page	PY_UPD_FICA_ST	Print Update FICA Status on Paylines reports.
Earnings Limit Table Page	PY_EARN_REDUCE_SBP	Specify FICA statuses to be updated on paylines for earnings codes.

Understanding Update FICA Status Processes

PeopleSoft Payroll for North America delivers two processes, which create separate paylines for earning codes that require a different FICA status than the other earnings codes of the same original payline, to ensure proper tax calculation. For example, for employees' paid leave earnings that can be excluded from taxable wages subject to the employer-paid portion of Social Security (OASDI) tax, the FICA status on the payline for these earnings needs to be set to *H* (ER FICA Exmpt). The process identifies these earnings from the original payline and moves them to newly created paylines with the correct FICA status, making sure that tax exemptions are applied to qualified earnings appropriately.

These processes are:

- The PAY037 process for paylines created by the Load Time and Labor process (PSPLDTL1).
- The PAY037B process for paylines created by the Load Paysheets process (PYLOAD).

The functionality uses the defined earnings on the Earnings Limit Table Page to determine which earnings codes need to be moved to new paylines. The Earnings Limit Table also stores the FICA status that will be used to update the FICA Status field on the Additional Data Page for the original and new paylines.

The paylines are selected for processing if they meet all these conditions:

- (PAY037 only) The **TL Records** checkbox is selected on the payline. The **TL Records** checkbox is automatically selected when Time and Labor loads time to the paysheet.
- (PAY037B only) The **Other Earnings** section of the payline contains earnings codes that were loaded to the paysheet by the Load Paysheets process.
- The **OK to Pay** checkbox is selected on the payline.
- The Pay Line status is one of these values: *Calculated* ("C"), *Calculation Error* ("E"), *Initial Load* ("I"), or *Updated by User* ("U").

  Paylines with Pay Line Status of *Confirmed* ("F"), *Pay in Progress* ("P" – this status is set while Pay Calculation is in progress), and *Reversing Check* ("V"), will be bypassed.
- The Single Check Use status is *Paysheet Only* ("P") or *Not Applicable* ("N").

  Paylines with the Single Check Use status of *Check Only* ("C" – represents paylines combined by Pay Calculation) will also be bypassed.

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- The paysheet source is not *Flat Sum Bonus Calculation* or *FLSA*, because these paylines are created automatically by Pay Calculation and will be recreated during the payroll recalculation process.

Suppose that a payline selected by the process includes REG and another earnings code that is defined on the Earnings Limit Table Page. The process creates a new payline, and moves the defined earnings code to that new payline with a new additional line number. REG will remain on the original payline.

If the original payline shows multiple earnings codes that are defined in the Earnings Limit Table (for example, SL1, SL2 and SL3), the process creates 2 new paylines, and moves the second and third earnings codes (SL2 and SL3) to the new paylines with different additional line numbers. SL1 will remain on the original payline.

The process also updates the FICA status from *Subject* to a non-blank value in the **FICA Status** field on the Additional Data Page for earnings codes that are defined in the Earnings Limit Table for existing or new paylines. The FICA status on the original and new paylines will be updated *only* if the original FICA status on the original payline is *Subject* (“N”).

Report and Update Modes

The Update FICA Status process supports two modes:

- Report Only: In this mode, it generates a PDF report that displays employee paylines that match these conditions:
  - Paylines with earnings codes defined on the Earnings Limit Table that may be moved to a new payline with a new additional line number.
  - Paylines that may have the FICA Status value updated as defined on the Earnings Limit Table.
- Update: In this mode, it:
  - Moves earnings codes defined in the Earnings Limit Table from the original payline to new paylines.
  - Updates the FICA Status on the Additional Data page with the non-blank value defined in the Change FICA Status field on the Earnings Limit Table page. The FICA Status field is updated for all paylines that contain only the defined earnings codes, and for which the FICA Status on the original payline is Subject (“N”).
  - Generates a PDF report that displays the old and new additional line numbers, as well as the old and new FICA Status values for each new or updated payline.

Update FICA Status on Paylines Page

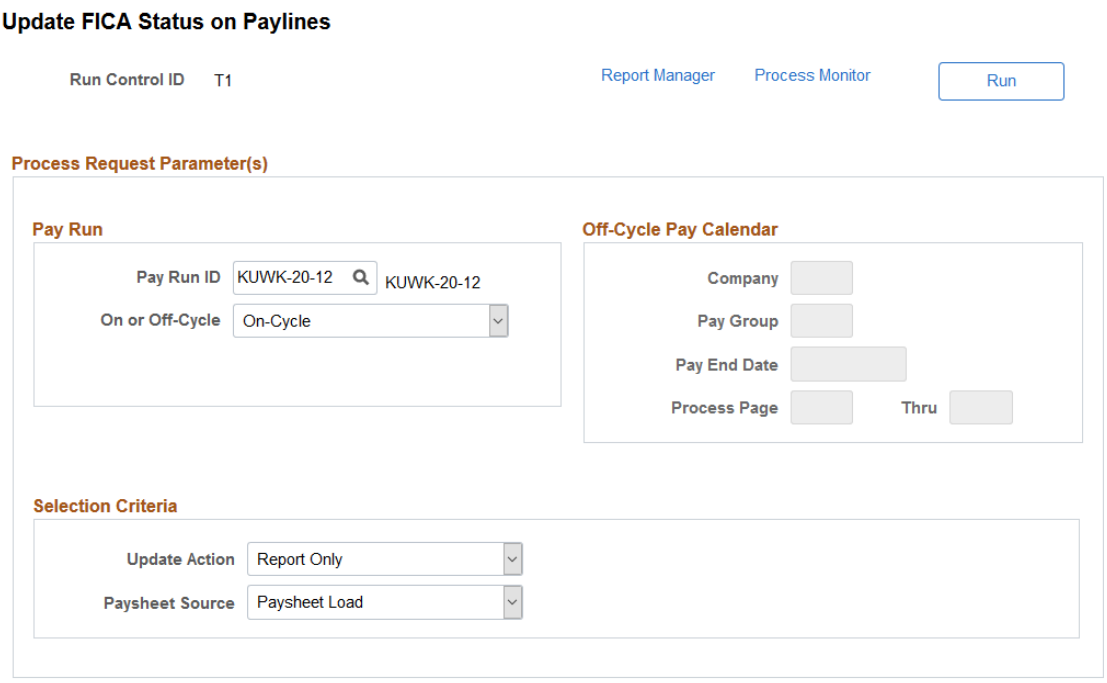
Use the Update FICA Status on Paylines page (PY_UPD_FICA_ST) to print Update FICA Status on Paylines reports.

Navigation:

- **Payroll for North America**, and then **Payroll Processing USA**, and then **Create and Load Paysheets**, and then **Update FICA Status on Paylines**, and then **Update FICA Status on Paylines**
- **Payroll for North America**, and then **Payroll Processing USF**, and then **Create and Load Paysheets**, and then **Update FICA Status on Paylines**, and then **Update FICA Status on Paylines**

This example illustrates the fields and controls on the Update FICA Status on Paylines page.

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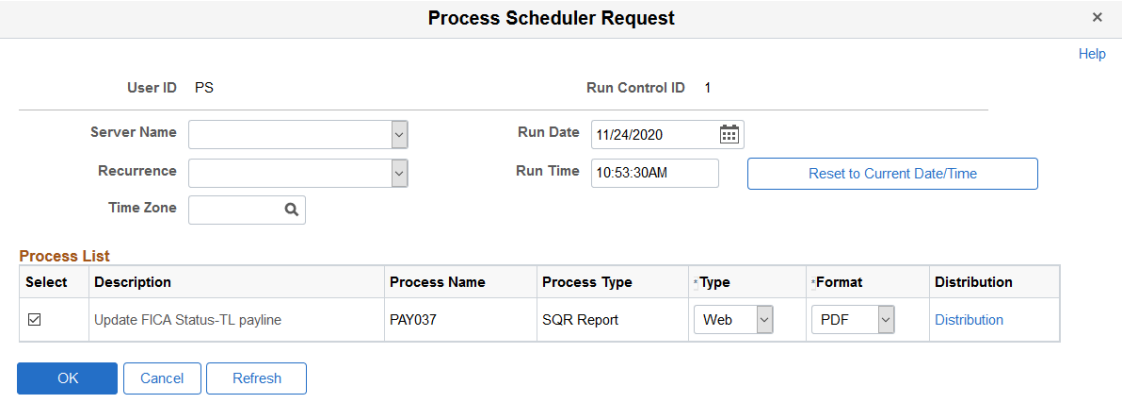


Enter the run ID for an on-cycle or off-cycle pay calendar, or enter off-cycle pay calendar parameters to run the Update FICA Status process.

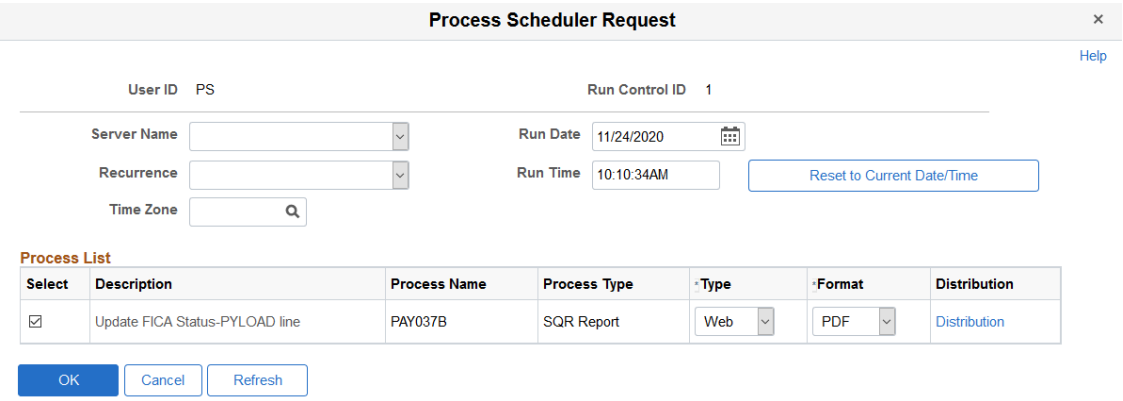
Field or Control	Description
Update Action	Select the mode of the report. Values are: *Report Only*: Select this option after running the Load Paysheets or Load Time and Labor process for on-cycle and off-cycle payrolls. *Update*: Select this option after you review the report and are ready to make the updates, which include FICA status changes and moving earnings codes to new additional lines.
Paysheet Source	Values are: • *Paysheet Load*: Select to run the PAY037B report for paylines that are processed by the Load Paysheets process. If a payline contains earnings codes loaded from different sources (for example, rapid paysheets and other sources), they will be processed in the same run. • *Time and Labor Load*: Select to run the PAY037 report for Time and Labor paylines.

This example shows the preselection of the PAY037 report on the Process Scheduler Request page when *Time and Labor Load* is selected as the paysheet source on the Update FICA Status on Paylines run control page.

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This example shows the preselection of the PAY037B report on the Process Scheduler Request page when *Paysheet Load* is selected as the paysheet source on the Update FICA Status on Paylines run control page.



Related Topics

- Loading Payable Time into Paysheets
  This topic provides overviews of processing steps and guidelines, run control options, and consolidation, lists prerequisites, and discusses how to:
- Loading Paysheet Transactions
  This topic provides overviews of:

Running Final Pay Calculation

Page Used to Run Final Pay Calculation

Page Name	Definition Name	Usage
Calculate Payroll Page	RUNCTL_PAY_CALC	Specify pay calculation parameters and run the Calculate Payroll process.

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Understanding Online Updates and Final Calculation

PeopleSoft's final calculation functionality enables you to access the database seven days a week, 24 hours a day, without interrupting payroll processing. This means that you can confirm a payroll while people continue to modify employee pay data, even though a final calculation or confirmation is underway. If you want last minute online changes to be included in a payroll for which the final calculation process has already been run (but not confirmed), you can rerun the final calculation process before confirming.

Behind the Scenes Indicators

Payroll for North America uses the following behind-the-scenes indicators to mark paysheets with the final calculation status and with the status of any online changes to employee data:

Term	Definition
Locked for Confirm Indicator	The final calculation process for both on-cycle and off-cycle pay runs sets this invisible indicator on the paysheets at the beginning of a final calculation. The preliminary calculation process deselects this indicator.

Term	Definition
Paysheet Recalculation Indicator	This indicator, which is also not visible on the paysheet, is set when online changes are made to employee pay data. Relevant values are: *Available for Update:* Indicates online updates made when the Locked for Confirm indicator is set (final calculation has been run) at the time the update is made. *Needs Update:* Indicates online updates made when the Locked for Confirm indicator is not set (final calculation has *not* been run) at the time the update is made.

When you make modifications to employee pay data, PeopleCode on the employee data pages reads the paysheet to see if the Locked for Confirm indicator is set. If it is, the system enables you to confirm the payroll without recalculation. If you rerun the final calculation selecting either the **Only Calculate Where Needed** or **(Re)Calculate All Checks** option on the Calculate Payroll run control page, the system applies all appropriate changes to the paysheets and ignores the Locked for Confirm indicator.

The Locked for Confirm indicator is set at the beginning of the final calculation process for on-cycle payroll runs. Employee pay data changes made after the indicator is set are not included in the pay calculation unless final calculation is rerun.

The Pay Confirmation process deselects the Locked for Confirm indicator.

Example

Here's an example to show how these indicators work together:

1. You run final calculation.

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The Locked for Confirm indicator is set on the paysheets at the beginning of the final calculation run.

2. You make online changes to employee pay data.

   You get a message that tells you that the changes will not be picked up until the next payroll calculation (for this pay run or the next).

   The Paysheet Recalculation indicator is set to *Available for Update.*

3. You either confirm the payroll or recalculate the payroll.

   - If you confirm the payroll, the online changes are not included.

     The confirmation process also deselects the Locked for Confirm indicator and the Paysheet Recalculation indicator.

   - If you rerun the final calculation, the changes are included.

     The changes are included whether you select **Only Calculate Where Needed** or **(Re)Calculate All Checks** on the Calculate Payroll run control page.

Payroll Messages

When you change employee pay data, the system reads the paysheet to see if the Locked for Confirm indicator is set. If the Locked for Confirm indicator is set, the following warning message appears:

Warning -- A Payroll is currently in process for this EE. This data will not be processed until next payroll. (2000,478)

The final calc process has been completed for the EE and payroll is currently locked for confirm. This data will not be processed until the next payroll.

This message means that the online changes to payroll data will not be picked up until the next calculation run—either a recalculation of the current payroll run or the initial (preliminary) calculation of the next payroll run. In other words, if you recalculate the same payroll run after running final calculation, the pending changes (with the Paysheet Recalculation indicator set to *Available for Update*) are included in the calculation.

Calculate Payroll Page

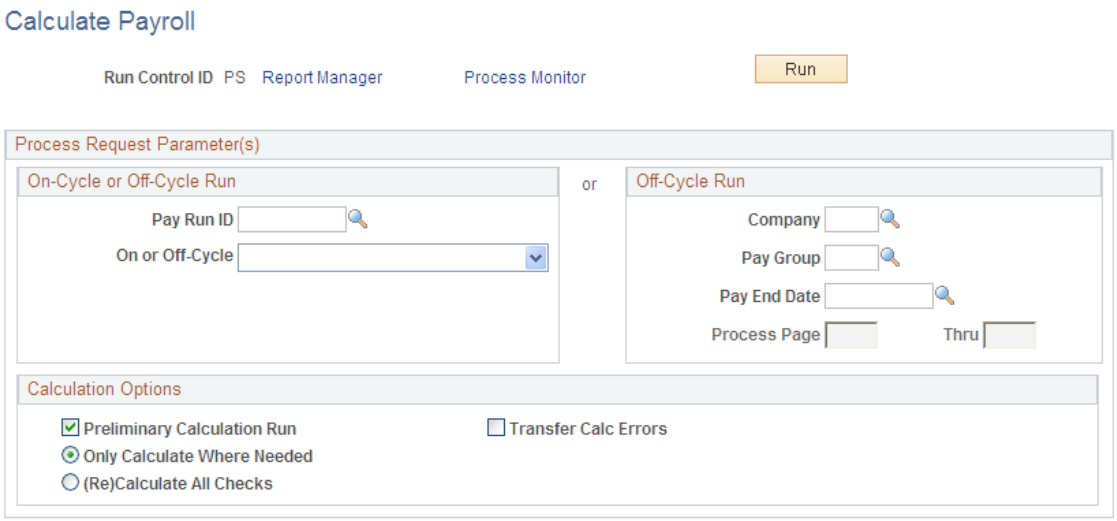
Use the Calculate Payroll page (RUNCTL_PAY_CALC) to specify pay calculation parameters and run the Calculate Payroll process.

Navigation:

- **Payroll for North America**, and then **Payroll Processing USA**, and then **Produce Payroll**, and then **Calculate Payroll**, and then **Calculate Payroll**
- **Payroll for North America**, and then **Payroll Processing CAN**, and then **Produce Payroll**, and then **Calculate Payroll**, and then **Calculate Payroll**
- **Payroll for North America**, and then **Payroll Processing USF**, and then **Produce Payroll**, and then **Calculate Payroll**, and then **Calculate Payroll**

This example illustrates the fields and controls on the Calculate Payroll page.

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When you are satisfied with the results of the preliminary pay calculation runs, and you have corrected all errors, you can run the final pay calculation and proceed to pay confirmation.

To run final calculation, deselect the **Preliminary Calculation Run** check box on the Calculate Payroll page and run the calculation process again.

If you do not address all the errors found during the pay calculation, you receive the following error message during confirmation:

All of the checks for a pay calendar have not been calculated and therefore cannot be confirmed.

If you forget to run the pay calculation in final mode and try to run the pay confirmation, you receive this error message:

Pay Calculation Is Not Final.

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Confirming Pay

Understanding Pay Confirmation

This topic discusses:

- Pay confirmation in the payroll process.
- A summary of the Pay Confirmation PSJob process (PAYCONF).
- Balance updates and the order of pay calendar confirmation.

Pay Confirmation in the Payroll Process

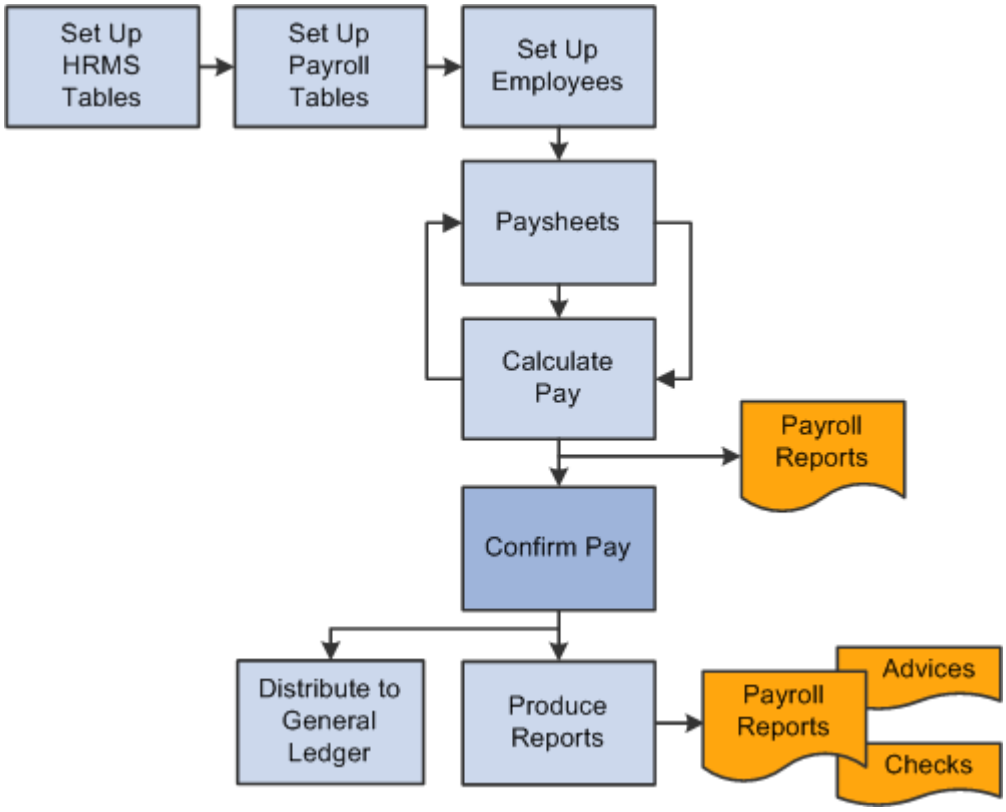
After you verify that the payroll calculation is correct and you run the Pay Calculation COBOL SQL process (PSPPYRUN) in final mode, you can run the Pay Confirmation process. Pay confirmation is the final step in running your payroll. Running the Pay Confirmation process indicates that you've reviewed and approved all payroll information for this pay run, and that you're ready to produce paychecks.

After a payroll has been confirmed, you can generate checks, advices, and any other payroll reports. You can also generate the direct deposit, general ledger, or any other interface. You can review an employee's check totals and payroll balances online.

This diagram illustrates where pay confirmation fits into the payroll process, from setting up PeopleSoft HR tables to producing payroll reports, advices and checks:

This diagram illustrates where pay confirmation fits into the payroll process, from setting up PeopleSoft HR tables to producing payroll reports, advices and checks.

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Warning

Do not run the Pay Confirmation process unless you are confident that the amounts have been calculated properly. After the Pay Confirmation process is complete, you cannot update paysheet information unless you first run the Pay Unconfirm COBOL SQL process (PSPUNCNF).

Summary of the Pay Confirmation PSJob Process (PAYCONF)

Manage the Pay Confirmation process with a pay run ID, just as you do for pay calculation and paysheets. Use the identical pay run ID in the Pay Confirmation process that you used during both the Paysheet Creation COBOL SQL process (PSPPYBLD) and Pay Calculation process.

Note

Do not run the Online Check process while other pay confirmations are running because the processes might not finish in sequential order, causing the **Last Form Number Used** field to be updated incorrectly. Therefore, running these processes simultaneously might use duplicate check numbers.

The Pay Confirmation PSJob process (PAYCONF) consists of two processing steps:

1. Pay Confirm COBOL SQL process (PSPCNFRM).

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2. Time and Labor Pay Reversal process (TL_PAY_REVRS).

Pay Confirm COBOL SQL Process (PSPCNFRM)

The PSPCNFRM process:

- Processes one company at a time and, within each company, every pay group that is assigned to that pay run ID.

  As it processes each pay group, the system indicates how many checks are being confirmed and how many have already been confirmed.
- Updates all balances for earnings, deductions, check year-to-date, taxes, garnishments, arrears, and leave accruals.
- Assigns check and/or advice numbers.

  It checks the value of the **Last Form Number Used** field in the Form table, increments that by one, and assigns this number to the first person in the check sequence order. The remaining check or advice numbers are assigned sequentially according to the check print sequence options that you've defined in the Pay Group table.

Time and Labor Pay Reversal Process (TL_PAY_REVRS)

The Time and Labor Pay Reversal process (TL_PAY_REVRS) creates the necessary offset rows and new rows of payable time as required by the payable time reversal type specified on the Reverse/Adjust Paychecks run control page.

Related Topics

- Application Fundamentals: Creating Pay Run IDs
- Printing Paychecks and Direct Deposit Advices
- PeopleSoft Time and Labor: Reversing or Adjusting a Paycheck

Balance Updates and the Order of Pay Calendar Confirmation

When a check is processed for an employee, the system updates the various balance records (earnings, deductions, taxes, and so on). Balance records are stored by year, quarter, and balance period or month. For Canada, balance records are stored by year, wage loss plan, province, quarter, and balance period or month.

The system updates balances based on the check date of the pay calendar to which they are associated. The actual check date is not a factor.

This table lists dates used to illustrate balance updating:

Period End Date	On-Cycle Check Date On Pay Calendar	Off-Cycle Check Date On Paychecks
December 31, 2006	December 31, 2006	January 2, 2007

Based on the dates in the table:

- On-cycle pay confirmation updates balances for December 2006.
- Off-cycle pay confirmation tied to the December on-cycle calendar updates balances in December 2006, even though the employees' check date is in January 2007.
- If you tie the off-cycle to the first payroll calendar in 2005, Pay Confirmation updates the January 2005 balances.

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After you have posted to a month, you cannot post to a previous month. For example, after you have posted an April balance, the system does not allow you to update a March balance of the same type. If you try to post to a previous month, the Pay Confirmation process stops with an error. This may occur for semimonthly and monthly pay groups.

Example - Semimonthly Pay Group

An employee is in a semimonthly pay group for the first three weeks of the month. He is then transferred to a monthly pay group. He has a paysheet for the semimonthly pay group for the third week of the month and a monthly paysheet for the fourth week of the month. The semimonthly pay group has a pay end date of March 31 and a check date of April 5, and therefore a balance Period of 4 on the pay calendar. The monthly pay group has a pay end date of March 31 and a check date of March 31, and therefore a balance Period of 3 on the pay calendar.

If the semimonthly pay group is confirmed before the monthly pay group, the April balance record is created before the March balance is updated. As a result, when you try to confirm the monthly pay group, the Pay Confirmation process stops with an error.

To prevent the problem, you must confirm the monthly pay group first, because the check date is in March.

Example - Monthly Pay Group

An employee is in the monthly pay group for the month of March. This payroll has a pay end date and check date of March 31. Effective April 1, the employee is transferred to the semimonthly pay group. Before you confirm the March 31 monthly payroll, you confirm an off-cycle check that is attached to the April semimonthly payroll for this employee. This off-cycle check creates an April balance record; when you try to confirm the March monthly payroll, the Pay Confirmation process stops with an error.

To avoid this error, Pay Confirmation calendars in order, by month of the check date.

Confirming Pay

Pages Used to Confirm Pay

Page Name	Definition Name	Usage
Preconfirm Audit Report Page	RUNCTL_AUDIT	Generate the PAY036 report which provides a detailed listing (by company, calendar year, pay group, month code, pay end date, and employee ID) of information that might cause problems during the Pay Confirmation process for the selected pay run. A pay run ID is required to run this report.
Confirm Payroll Page	RUNCTL_PAY_CONF	Enter pay confirmation process parameters and run the Pay Confirmation process.

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Understanding Pay Confirmation Results

Review pay confirmation results using hard copy reports or the available online Review Paycheck pages in the Payroll Processing menu.

Related Topics

- Reviewing Pay Calculation Results
- Understanding Compensation Rates
  You base employee compensation on various rates of pay, including:
- Printing Paychecks and Direct Deposit Advices

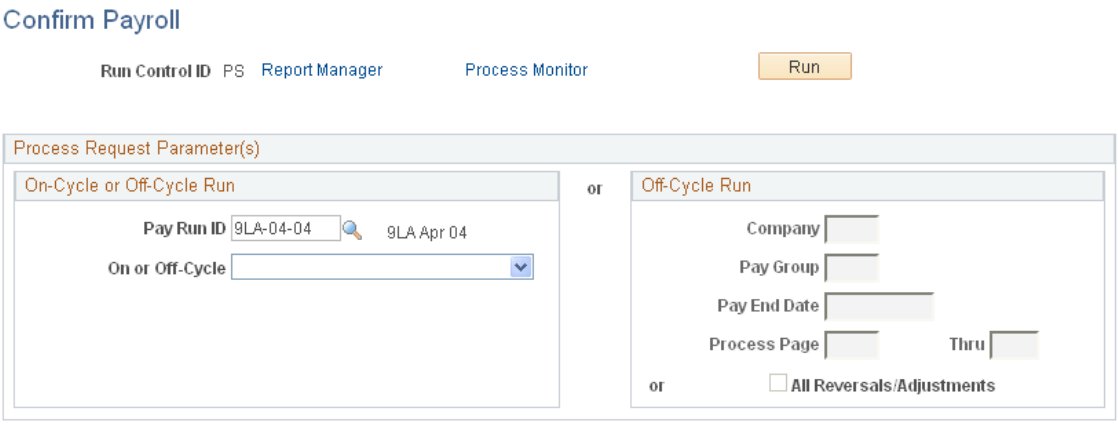
Confirm Payroll Page

Use the Confirm Payroll page (RUNCTL_PAY_CONF) to enter pay confirmation process parameters and run the Pay Confirmation process.

Navigation:

- **Payroll for North America**, and then **Payroll Processing USA**, and then **Produce Payroll**, and then **Confirm Payroll**, and then **Confirm Payroll**
- **Payroll for North America**, and then **Payroll Processing CAN**, and then **Produce Payroll**, and then **Confirm Payroll**, and then **Confirm Payroll**
- **Payroll for North America**, and then **Payroll Processing USF**, and then **Produce Payroll**, and then **Confirm Payroll**, and then **Confirm Payroll**

This example illustrates the fields and controls on the Confirm Payroll page.



On-Cycle or Off-Cycle Run

Field or Control	Description
Pay Run ID	For on-cycle confirmation, enter the pay run ID. Use the identical pay run ID in the Pay Confirmation process that you used during both the Paysheet Creation and Pay Calculation processes.

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Field or Control	Description
On or Off-Cycle	To confirm all off-cycle checks that are associated with a particular period, enter a pay run ID and select *Off-Cycle*. To confirm off-cycle checks by page range, leave the **Pay Run ID** field blank, select *Off-Cycle*, and use the **Off-Cycle Run** group box to specify parameters for the calculation: company, pay group, pay end date, and the page numbers.

Off-Cycle Run

Field or Control	Description
All Reversals/Adjustments	Select to process all reversals and adjustments.

Unconfirming Pay

Pages Used to Unconfirm Pay

Page Name	Definition Name	Usage
Unconfirm Payroll Page	RUNCTL_PAY_UNCONF	Run the Pay Unconfirm process to update paysheet information or to make data or table changes that require recalculation after you've run the Pay Confirmation process. **Note:** The Unconfirm Payroll page is identical to the Confirm Payroll page.
Reverse Time and Labor Page	RUNCTL_UNCNF_TL	Reverse Time and Labor payable time generated by a check reversal. Run the Reverse Time and Labor Application Engine process (TL_UNCONFIRM) to correct the corresponding payable time rows in Time and Labor that were created by the Time and Labor Pay Reversal process (TL_PAY_REVRS) during pay confirmation.

Understanding Pay Unconfirm Processing

The Pay Unconfirm process is provided primarily for testing and implementation purposes. Unconfirming a payroll is not recommended in the production environment.

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> **Warning**
>
> In the production environment, this process is appropriate for emergency use only. Normal production procedure should be to use backup and restore procedures to restore the database to the condition prior to confirmation. If you're considering running the Unconfirm process in production, please discuss it with the Global Support Center first.

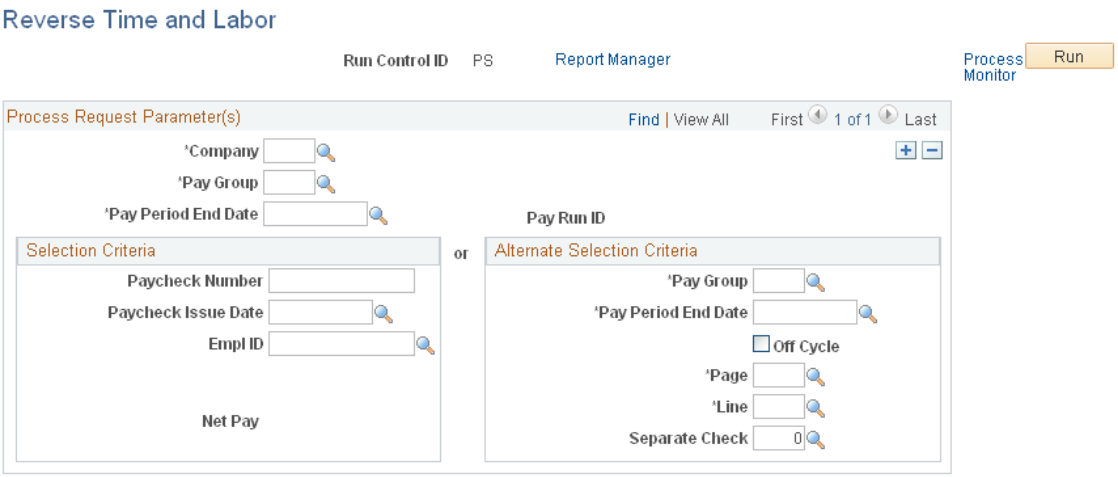
Reverse Time and Labor Page

Use the Reverse Time and Labor page (RUNCTL_UNCNF_TL) to reverse Time and Labor payable time generated by a check reversal.

Navigation:

- **Payroll for North America**, and then **Payroll Processing USA**, and then **Produce Payroll**, and then **Reverse Time and Labor**, and then **Reverse Time and Labor**
- **Payroll for North America**, and then **Payroll Processing CAN**, and then **Produce Payroll**, and then **Reverse Time and Labor**, and then **Reverse Time and Labor**
- **Payroll for North America**, and then **Payroll Processing USF**, and then **Produce Payroll**, and then **Reverse Time and Labor**, and then **Reverse Time and Labor**

This example illustrates the fields and controls on the Reverse Time and Labor page.



> **Note**
>
> The fields on this page are identical to the process request parameters and selection criteria fields on the Paycheck Reversal Adjustment page.

Run the Reverse Time and Labor Application Engine process (TL_UNCONFIRM) to correct the corresponding payable time rows in Time and Labor that were created by the Time and Labor Pay Reversal process (TL_PAY_REVRS) during pay confirmation.

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If you unconfirm a pay run that includes a reversal of Time and Labor payable time, you must then run the Reverse Time and Labor Application Engine process (TL_UNCONFIRM).

> **Note**
>
> You must know the paycheck number of the reversed paycheck when you run this process.

The Reverse Time and Labor process attempts to delete the payable time rows in Time and Labor that were created by the Time and Labor Pay Reversal process (TL_PAY_REVRS) during confirmation of the reversal.

If a future row of payable time that was created during reversal confirmation has already been loaded to payroll, the system does not delete rows; instead it issues a warning message.

> **Note**
>
> After running the Reverse Time and Labor process, check messages. If the system has issued a warning that payable time rows could not be deleted and must be manually adjusted, you must make manual corrections. Depending upon how much of the payroll process has been completed for that payable time, you might have to coordinate with the Time and Labor administrator to make the corrections.

You must enter the paycheck number of the original check that you reversed and then unconfirmed.

Related Topics

- PeopleSoft Time and Labor: Reversing or Adjusting a Paycheck
- Reverse/Adjust Paychecks Page
  (USA, USF) Use the Reverse/Adjust Paychecks page (RUNCTL_PAY_REV) to define the parameters for the check reversal process.

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Working with Checks and Direct Deposit

Printing Paychecks and Direct Deposit Advices

Pages Used to Print and View Checks and Direct Deposit Reports

Page Name	Definition Name	Usage
Pay Group Table - Check Distribution Page	PAYGROUP_TABLE5	Specify the order in which you want paychecks to be sorted and select address and delivery options.
Pay Group Table - Check Sequencing Page	PAYGROUP_TABLE6	Define print sequence options. See Setting Up to Print and View Paychecks and Year-End Pay Forms with BI Publisher (BIP).
Print Pay Checks Page	RUNCTL_CHK_ADV1	(USA, USF) Print U.S. paychecks by the SQR method using the Pay Check Print - US SQR process (PAY003).
Print Pay Cheques Page	RUNCTL_CHK_ADV	(CAN) Print Canadian paycheques by the SQR method using the Pay Cheque Print - Canada SQR process (PAY003CN). The (CAN) Print Pay Cheques page is similar to the (USA) Print Pay Checks Page.
Create PDF Paychecks Page	RUNCTL_CHK_ADV1_EP	(USA, USF) Create U.S. paychecks in PDF for printing and self-service viewing using the Print US Checks PSJob process (PYCHKUSA).
Create PDF Paycheques Page	RUNCTL_CHK_ADV_EP	(CAN) Create Canadian paycheques in PDF for printing and self-service viewing using the Print Canadian Cheques process (PYCHQCAN). The (CAN) Create PDF Paycheques page is similar to the (USA) Create PDF Paychecks page..
Print Advice Forms Page	RUNCTL_CHK_ADV1	(USA, USF) Print U.S. direct deposit advice forms by the SQR method using the Direct Deposit Advice Print SQR process (DDP003).

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Page Name	Definition Name	Usage
Print Advice Forms Page	RUNCTL_CHK_ADV	(CAN) Print Canadian direct deposit advice forms by the SQR method using the Direct Deposit Advice Print SQR process (DDP003CN).
Create PDF Advice Forms Page	RUNCTL_CHK_ADV1_EP	(USA, USF) Create U.S. direct deposit advice forms in PDF for printing and self-service viewing using the Print US Direct Deposit Advice PSJob process (PYDDAUSA).
Create PDF Advice Forms Page	RUNCTL_CHK_ADV_EP	(CAN) Create Canadian direct deposit advice forms in PDF for printing and self-service viewing using the Print Can Direct Deposit Advice PSJob process (PYDDACAN).
Check Register Page	RUNCTL_PAYINIT2	(USA, USF) Run PAY004, which is a template for generating a report that lists all checks, in check number order, written in the pay period for each company in the organization.
Cheque Register Page	RUNCTL_PAYINIT	(CAN) Run PAY004, which is a template for generating a report that lists all cheques, in cheque number order, written in the pay period for each company in the organization.
Direct Deposit Register Page	RUNCTL_PAYINIT2	(USA, USF) Run DDP002, which generates a report that lists all direct deposits for employees in each company in the organization.
Direct Deposit Register Page	RUNCTL_PAYINIT	(CAN) Run DDP002, which generates a report that lists all direct deposits for employees in each company in the organization.
Direct Deposit Advice Register Page	RUNCTL_PAYINIT2	(USA, USF) Run DDP004, which generates a report that lists payroll amounts paid directly into the employee's bank account as direct deposits. This (CAN) report is similar to the (USA) Check Register (PAY004) report.

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Page Name	Definition Name	Usage
Direct Deposit Advice Register Page	RUNCTL_PAYINIT	(CAN) Run DDP004, which generates a report that lists payroll amounts paid directly into the employee's bank account as direct deposits. This (CAN) report is similar to the (USA) Cheque Register (PAY004) report.
View Self Service Paycheck Page	PY_SSP_ADMIN_VIEW PY_SSP_VIEW_DATA	(USA, USF) View employees' self service paychecks in an online view that replicates the employees' view. Payroll administrators can view all employee paychecks (both PDF and non-PDF), regardless of specifications on the Paycheck Options table.
View Self Service Paycheque Page	PY_SSP_ADMIN_VIEW PY_SSP_VIEW_DATA	(CAN) View employees' self service paycheques in an online view that replicates the employees' view. Payroll administrators can view all employee paycheques (both PDF and non-PDF), regardless of specifications on the Paycheck Options table. The (CAN) View Self Service Paycheque page is similar to the (USA) Self Service Paycheck page.

Understanding Paychecks and Advices

This overview discusses the topics related to paychecks and advices.

Content of Paychecks and Advices

All printed checks and advices contain balance, pay group, and employee data, including the following:

- Pay group and pay period information.
- Employee home address, job, and personal tax information.
- Current period earnings, taxes, and deduction amounts.
- Year-to-date balances for noncurrent earnings/taxes/deductions, and leave balances.
- Federal taxable gross detail.
- Net pay.
- Pay distribution between check and direct deposit, including payment type, account number, and deposit amount.

The system suppresses the current hours and rate information from printing when you distribute salaried employees' standard hours to earnings codes other than the regular earnings code that is defined in the Pay Group table.

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PDF Statements and Screen Reader Mode

PDF check print and check advice files cannot be launched when using screen reader mode.

Methods of Printing Checks and Advices

Payroll for North America enables you to select from two methods of printing checks and advices:

- Printing by SQR Reports (PAY003, PAY003CN, DDP003, and DDP003CN).
- Printing in PDF by RTF Templates using BI Publisher (PYCHKUSA, PYCHQCAN, PYDDAUSA, and PYDDACAN).

(USA) Overflow Statements and FLSA Weekly Wage Detail

If you print statements using BI Publisher, use settings on the Paycheck Options Table Page to choose whether to print single-page wage statements (with a maximum of thirteen lines) or whether to print overflow statements when the number of lines of earnings detail information exceeds the space available on a single-page wage statement.

If you activate overflow statements, you also have the option for the statement to include weekly FLSA wage detail information for employees subject to FLSA whose pay frequency is biweekly, semi-monthly, or monthly. FLSA weekly wage detail is printed only if the pay group is defined as an FLSA pay group on the Application Fundamentals: Pay Group Table - Calc Parameters Page

> **Note**
>
> Overflow statements and FLSA weekly wage detail are available only when statements are generated using BI Publisher.

Garnishment Deduction Display on Checks and Advices

The garnishment description generally appears on three lines, itemized by *Amount* (net amount), *Co. Fee* (company fee), and *Payee Fee.*

If you print single-page wage statements, only a maximum of thirteen lines can display on the check or advice. In this situation, the total garnishment amount appears on one line with the label *Total* if the garnishment description starts on the tenth line. The 13th line displayed on the check/advice is reserved for *Other.*

Bank MICR Line

A bank MICR (Magnetic Ink Character Recognition) line appears at the bottom of the check. For BI Publisher printing, specify the MICR font in the RTF template. The numbers represent the check number and the bank transit and account numbers. The paycheck SQRs get the Bank ID from the Pay Group table, the transit and account numbers from the Source Bank table, the bank information from the Bank table, and the check number from the paysheet (check numbers are assigned during pay confirmation). You must set up the Bank table to make this work.

See Application Fundamentals: Understanding Bank and Bank Branch Setup, and Setting Up to Print and View Paychecks and Year-End Pay Forms with BI Publisher (BIP).

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Electronic Signature

An electronically produced signature appears at the bottom of the check. Here is information about how to include the electronic signature for each printing method:

- SQR printing:

  One way to have a signature print on paychecks electronically is to purchase a custom font cartridge from Hewlett-Packard. You send an electronic copy of the signature to Hewlett-Packard, and they then load it into a font cartridge that you can use on your HP laser jet printer. Because the signature resides in the font cartridge, it can easily be secured; you can keep it locked up except when processing checks.

- BI Publisher printing of PDFs:

  Modify the RTF check or cheque printing template, and add the URL to your signature image.

  See the Report Definition - Template page in Setting Up to Print and View Paychecks and Year-End Pay Forms with BI Publisher (BIP).

Magnetic Ink

For checks to be deemed negotiable legal tender, you must use a special ink when printing them. Banks accept only checks that have been impregnated with magnetically treated ink. The Hewlett-Packard font cartridge MICR provides such ink.

Check Sequencing and Sorting

The Pay Group table pages (Check Distribution and Check Sequencing pages) and employee Payroll Option pages 1 and 2 contain extensive choices for sorting and sequencing employees' paychecks and direct deposit advices. You can also specify which address appears on the check or advice form. The printed information on the check or advice form comes from these pages.

During the Pay Confirmation process, the system sorts the checks according to the options that you've selected on the Pay Group table and the Payroll Options pages and assigns check numbers. The check and advice printing processes format the data from the Paycheck file and print the checks in numerical order, as they exist in the file.

Direct Deposit Advice Suppression

To suppress the printing of an employee's direct deposit advice form, select the **Suppress DDP Advice Print** (suppress direct deposit advice print) check box on the employee's Request Direct Deposit page.

Related Topics

- Setting Up Direct Deposits

Understanding Printing Processes

This overview discusses the two methods of printing checks and advices:

- Printing by SQR Reports (PAY003, PAY003CN, DDP003, and DDP003CN).
- Printing in PDF by RTF Templates using BI Publisher (PYCHKUSA, PYCHQCAN, PYDDAUSA, and PYDDACAN).

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> **Note**
>
> (USF) As a general rule, federal payments that are certified by a Certifying Officer are issued through the Financial Management Service (FMS), Department of the Treasury. Authority has been delegated to specific agencies to issue payments outside of this requirement, and this is documented in the Treasury Financial Manual (TFM).

See Setting Up ECS Controls.

Printing by SQR Reports

The Check Print and Cheque Print SQR reports (PAY003 and PAY003CN) and the Direct Deposit Advice Print SQR reports (DDP003 and DDP003CN) extract the payroll data for check and advice printing and format it for printing checks and advices.

These reports are delivered with sample formats that are intended as templates. Your company may have a particular kind of check stock and specific formatting requirements for printed paychecks, so you probably want to modify the SQR to reflect your company's individual in-house style.

Printing in PDF by RTF Template using BI Publisher

Payroll for North America uses BI Publisher (BIP) to print checks and advices in PDF and to display individual checks and advices in self-service.

> **Note**
>
> You must set up the BI Publisher to use this feature.

These PSJob processes prepare the check and advice report files:

- Print US Checks PSJob process (PYCHKUSA).
- Print Canadian Cheques PSJob process (PYCHQCAN).
- Print US Direct Deposit Advice PSJob process (PYDDAUSA).
- Print Canadian Direct Deposit Advice PSJob process (PYDDACAN).

Each of these PSJob processes comprises the following:

1. An SQR that generates the XML data for the check or advice print file and individual check or advice files.

   The SQRs are modified versions of PAY003, PAY003CN, DDP003, and DDP003CN.

2. An Application Engine process (PY_SSP_BUILD) that inserts individual paycheck data XML files into the database.

   XML Publisher generates the self-service check from the XML data when the employee views a paycheck in the ePay View Paycheck transaction or when the payroll administrator views paychecks by employee in an online view page.

3. An Application Engine process (PY_SSP_PRINT) that generates one or more PDF print files containing all of the paychecks in the pay run in batch sizes (optional) that you specify on the print process run control page.

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The system posts the print files to the Report Manager. From the Report Manager, open the file in Adobe Acrobat to print the checks.

Payroll for North America delivers RTF templates for printing and displaying checks and advices. If you want to modify the format, you must create a new template file and associate it with the XML Publisher report definition.

See the Report Definition - Template page in Setting Up to Print and View Paychecks and Year-End Pay Forms with BI Publisher (BIP).

Paychecks are available for online viewing by employees in the self-service View Paychecks transaction according to the availability specifications on the Paycheck Options Table page. The paychecks are also available for viewing in the administrator's View Self Service Paychecks page as soon as you run the process. Paycheck availability options do not restrict the administrator's online viewing.

See *PeopleTools: BI Publisher for PeopleSoft*

Prerequisites

This topic lists required setup steps for each method of printing paychecks and direct deposit advice forms.

Printing by SQR Reports

Before using the PAY003, PAY003CN, DDP003, or DDP003CN SQR processes to print paychecks and direct deposit advices on check stock, you must set up the Form table with the form ID and the last used form number.

If necessary, you can also modify the SQR to suit your organization's check and advice printing requirements.

Specify paycheck availability information in the Paycheck Availability group box on the Paycheck Options Table Page.

Printing in PDF by RTF Template using BI Publisher

Before using the PYCHKUSA, PYCHQCAN, PYDDAUSA, or PYDDACAN PSJob processes to print PDF forms and display self-service PDF checks and advices:

- Configure Integration Broker and Report Manager.
- Update the BI Publisher templates and form definitions with specifics for your implementation.
- Specify BI Publisher printing and self-service options.
- Set up the Form table with the form ID and the last used form number.

See:

- *PeopleTools: Integration Broker*
- *PeopleTools: Process Scheduler*

Related Topics

- Setting Up the Form Table for Printing Checks and Direct Deposit Advices
- Setting Up to Print and View Paychecks and Year-End Pay Forms with BI Publisher (BIP)
  To set up to print and view PDF paychecks and year-end pay forms with Oracle Business Intelligent Publisher (BI Publisher or BIP), and to control the display of PDF and non-PDF paychecks, use the Paycheck Options Table (PY_SSP_OPTIONS) component.

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Print Pay Checks Page

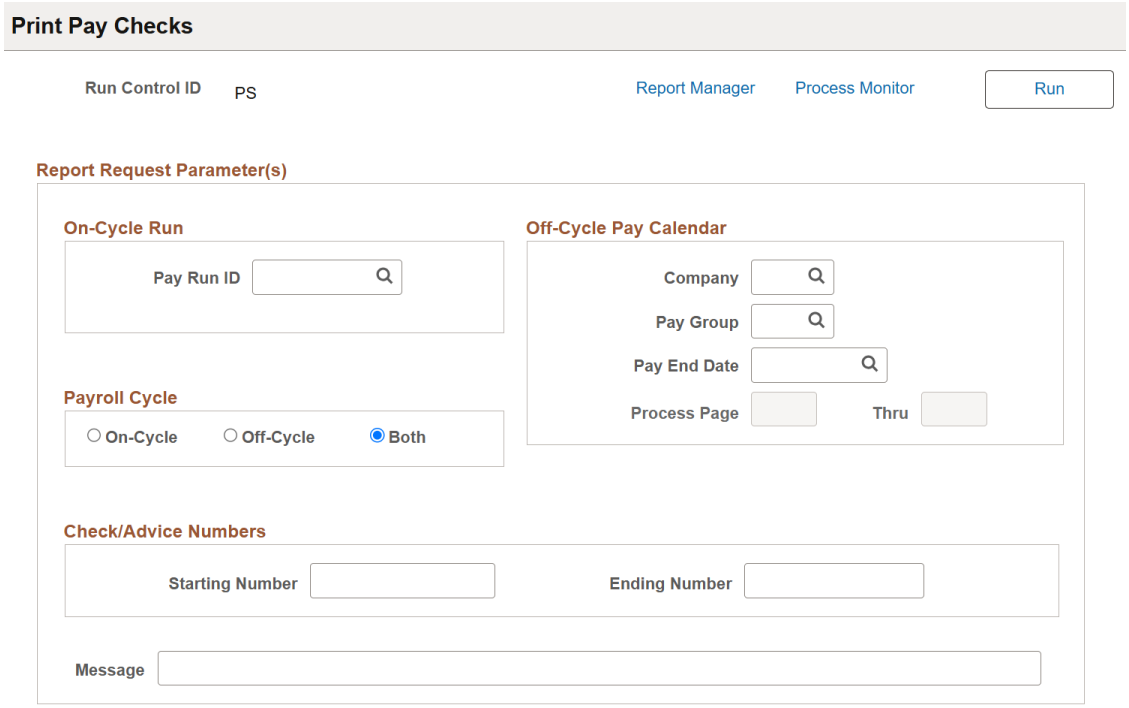
(USA, USF) Use the Print Pay Checks page (RUNCTL_CHK_ADV1) to print U.S. paychecks by the SQR method using the Pay Check Print - US SQR process (PAY003).

(CAN) Use the Print Paycheques page (RUNCTL_CHK_ADV) to print Canadian paycheques by the SQR method using the Pay Cheque Print - Canada SQR process (PAY003CN).

Navigation:

- **Payroll for North America**, and then **Payroll Processing USA**, and then **Produce Checks**, and then **Print Pay Checks**, and then **Print Pay Checks**
- **Payroll for North America**, and then **Payroll Processing USF**, and then **Produce Checks**, and then **Print Checks**, and then **Print Pay Checks**
- **Payroll for North America**, and then **Payroll Processing CAN**, and then **Produce Cheques**, and then **Print Pay Cheques**, and then **Print Pay Cheques**

This example illustrates the fields and controls on the Print Pay Checks page.



> **Note**
>
> (CAN) Although the Canadian page displays with some differences, all fields have the same functionality as the fields shown on the U.S. page.

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> **Note**
>
> The Print Pay Checks page is shown here as an example; all of the run control pages used for printing checks and direct deposit reports by the SQR method use the same parameters.

On-Cycle Run

If you specify only a pay run ID, the system selects checks from that run ID that are based on a payroll cycle of only on-cycle, off-cycle, or both.

If you specify a pay run ID and the check range, the system selects only the checks that are in the check number range and based on a payroll cycle of only on-cycle, off-cycle, or both.

Off-Cycle Pay Calendar

If you use this group box, you must enter:

- Company
- Pay group
- Pay end date

Available fields and completed tasks depend on which option you select in the **Payroll Cycle** group box:

Payroll Cycle

Field or Control	Description
On-Cycle	The page number fields are unavailable for entry. The system selects only the on-cycle checks for the company and pay group with the pay end date that you specify. If you specify a check number range, the system selects only those checks.
Off-Cycle	The page number fields are available for entry. The system selects only the off-cycle checks for the company and pay group with the pay end date that you specify. If you specify the page number range, the system selects all checks in that page range. If you specify a check number range, the system selects only those checks.
Both	The page number fields are available for entry. The system selects both off-cycle and on-cycle checks for the company and pay group with the pay end date that you specify. If you specify the page range, the system selects all checks in that page range. If you specify a check number range, the system selects only those checks.

Check/Advice Numbers

Specify a check or advice number range to print only the specified checks or advices.

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Create PDF Paychecks Page

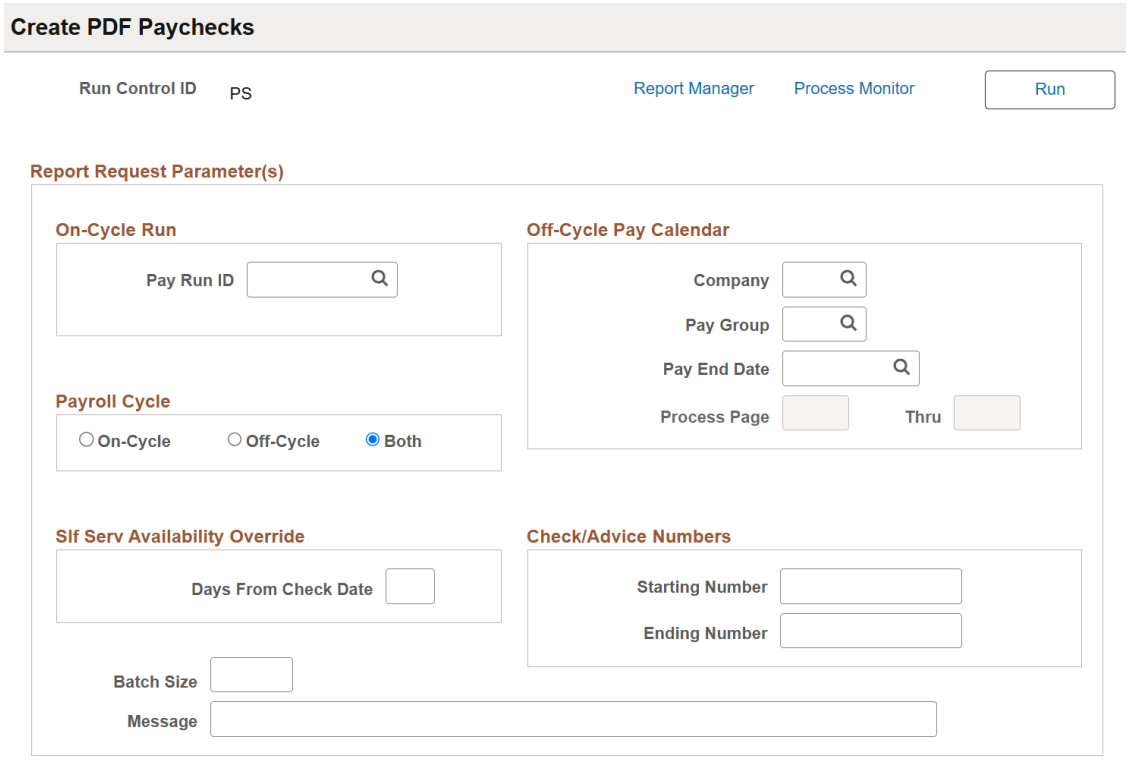
(USA, USF) Use the Create PDF Paychecks page (RUNCTL_CHK_ADV1_EP) to create U.S. paychecks in PDF for printing and self-service viewing using the Print US Checks PSJob process (PYCHKUSA).

(CAN) Use the Create PDF Paycheques page (RUNCTL_CHK_ADV_EP) to create Canadian paycheques in PDF for printing and self-service viewing using the Print Canadian Cheques process (PYCHQCAN).

Navigation:

- **Payroll for North America**, and then **Payroll Processing USA**, and then **Produce Checks**, and then **Create PDF Paychecks**, and then **Create PDF Paychecks**
- **Payroll for North America**, and then **Payroll Processing USF**, and then **Produce Checks**, and then **Create PDF Paychecks**, and then **Create PDF Paycheck**
- **Payroll for North America**, and then **Payroll Processing CAN**, and then **Produce Cheques**, and then **Create PDF Paycheques**, and then **Create PDF Paycheques**

This example illustrates the fields and controls on the Create PDF Paychecks page.



> **Note**
>
> (CAN) Although the Canadian page displays with some differences, all fields have the same functionality as the fields shown on the U.S. page.

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> **Note**
>
> The Create PDF Paychecks page is shown here as an example; all of the run control pages used for creating checks and direct deposit reports by the BI Publisher method use the same parameters.

> **Note**
>
> The paycheck data from the current pay run is visible to employes in self service as soon as you run pay confirmation. Running the BI Publisher PDF creation process uses the Paycheck Availability fields on the Paycheck Options Table Page for the PDF paycheck to determine when the PDF check is viewable in self service. For this reason, Oracle recommends that you run the BI Publisher PDF creation process immediately after confirming the payroll. If you are not using the BI Publisher PDF creation process, you can still define the Paycheck Availability fields on the Paycheck Options Table page to determine when the check will be viewable in self service for non-PDF wage statements.

The run parameters for the BI Publisher processes are identical to the parameters for the SQR processes with the addition of these options:

Slf Srvc Availability Override

Field or Control	Description
Days From Check Date	Leave this field blank to retain the default value entered on the Paycheck Options Table page. To override the value on the Paycheck Options Table for this check or advice print run, enter a different number of days from check date. The system issues a confirmation message if you enter an override. If you do not confirm the override, the system does not save the value you entered and the field remains blank.
Batch Size	Enter the number of individual paychecks that you want to batch together into one PDF print file. You can determine the optimum file size in your environment.

Process Scheduler Settings

On the Process Request page, select the type *Web* and the format *PDF.*

Viewing PDF Print Files in the Report Manager

If you ran one of the PDF creation processes to print PDF checks or advice forms through BI Publisher, you must use the Report Manager to view the PDF print files.

To view the paycheck print files after the report has successfully run and posted:

1. Access the Report Manager **(Reporting Tools**, and then **Report Manager)**.
2. Locate the file that you want to open.

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The BI Publisher reports are the large PDF batch files that contain the number of paychecks for each batch that you specified in run parameters. The description of the report batch files includes the report name with the batch number in brackets.

Example of PDF check print file report description: *PRTUSCHK [BATCH0001] PRINT US CHECKS.*

3. To open the PDF file use one of these methods:
   - From the Report Manager - List page.

     Select the *Report* link in the **Report** column for the selected batch file.
   - From the Report Manager - Administration page.

     Select the **Details** link for the selected batch file.

   The system displays another page, where you select the **.pdf* file link to access the PDF report in Adobe Acrobat.

View Self Service Paycheck Page

(USA, USF) Use the View Self Service Paycheck page (PY_SSP_ADMIN_VIEW) to view employees' self service paychecks in an online view (PY_SSP_VIEW_DATA) that replicates the employees' view.

(CAN) Use the View Self Service Paycheque page (PY_SSP_ADMIN_VIEW) to view employees' self service paycheques in an online view (PY_SSP_VIEW_DATA) that replicates the employees' view.

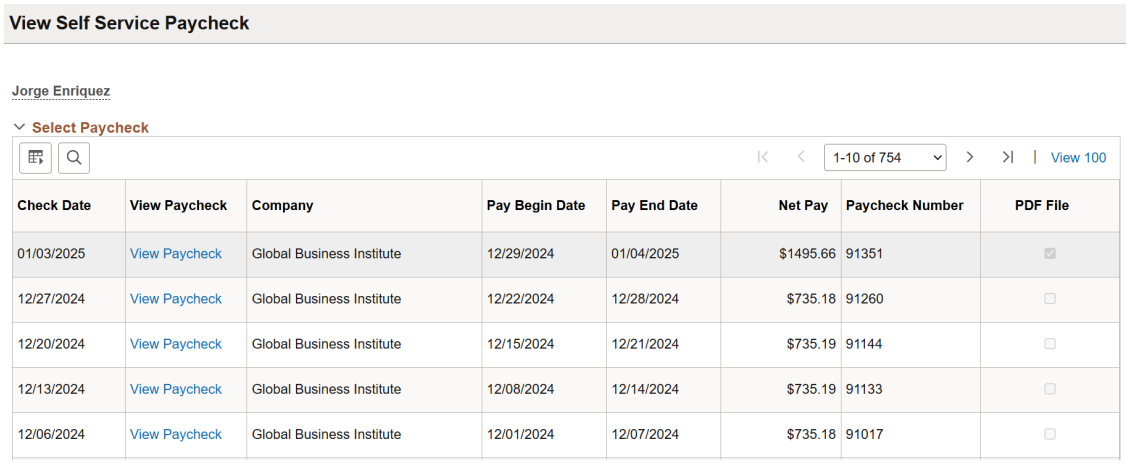
> **Note**
>
> When using BI Publisher, the system presents a PDF. When not using BI Publisher, the system presents the HTML version of the wage statement. Payroll administrators can view all employee paychecks (both PDF and non-PDF), regardless of specifications on the Paycheck Options table.

Navigation:

- **Payroll for North America**, and then **Payroll Processing USA**, and then **Produce Payroll**, and then **Review Self Service Paycheck**, and then **View Self Service Paycheck**
- **Payroll for North America**, and then **Payroll Processing USF**, and then **Produce Payroll**, and then **Review Self Service Paycheck**, and then **View Self Service Paycheck**
- **Payroll for North America**, and then **Payroll Processing CAN**, and then **Produce Payroll**, and then **Review Self Service Paycheque**, and then **View Self Service Paycheque**

This example illustrates the fields and controls on the View Self Service Paycheck page.

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Note

(CAN) Although the Canadian page displays with some differences, all fields have the same functionality as the fields shown on the U.S. page.

The payroll administrator searches by employee ID on the search page to locate a particular employee's paychecks.

Field or Control	Description
View Paycheck	Click to access the check of the associated check date on the View Self Service Paycheck page (PY_SSP_VIEW_DATA). PDF checks open in a new window. The system displays non-PDF checks on the View Self Service Paycheck page (PY_SSP_VIEW_DATA). The View Self Service Paycheck page has a similar layout as the PeopleSoft ePay: View Paycheck Page that is available to employees to view their own paycheckcs in Fluid.
PDF File	The system selects this for checks displayed in PDF. In accessible mode, the system always displays checks on a PeopleSoft page (and not in a PDF file). Therefore, this column is hidden in screen reader mode.

Generating a Direct Deposit File

This topic provides an overview of the Create Direct Deposit Transmit process (DDP001, DDP001CN, and PY_DIRDEP) and discusses how to create a direct deposit file.

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Pages Used to Generate a Direct Deposit File

Page Name	Definition Name	Usage
Direct Deposit Prenotification Page	RUNCTL_PAYINIT2 or RUNCTL_PRENOTE	(USA, USF) Run the Direct Deposit Prenotification report (DDP005). The report lists direct deposit information for employees who will have their pay deposited directly into their bank account for the first time. (CAN) The prenotification process does not apply to Canadian Payroll.
Direct Deposit Prenote Memo Page	RUNCTL_PAYINIT2 or RUNCTL_PRENOTE	(USA, USF) Run the Direct Deposit Prenote Memo report (DDP006). The report produces a memo to each employee who has added a new direct deposit. The memo lists the direct deposit information for verification purposes. (CAN) The prenotification process does not apply to Canadian Payroll.
Create Direct Deposit File Page (DDP001 or DDP001CN)	RUNCTL_DDP001 or RUNCTL_DDP001CN	(USA, USF) Run the Create Direct Deposit Transmit report (DDP001), which creates direct deposit transmittal files. (CAN) Run the Create Direct Deposit Transmit report (DDP001CN), which creates direct deposit transmittal files.
Create Direct Deposit File Page (PY_DIRDEP)	RUNCTL_DDP001N	(USA, USF) Run the Create Direct Deposit Transmit process (PY_DIRDEP), which creates direct deposit transmittal files.

Understanding the Create Direct Deposit Transmit Process

Use the Create Direct Deposit Transmit process to create an electronic transmittal file used to transfer payroll funds directly into employees' bank accounts.

The file contains direct deposit records for each company and bank/branch combination for employees within the run ID being processed. It shows the transaction file generated, including the direct payment routing numbers used to direct deposit employee's paychecks, employee name, and all the other information the system needs to complete direct deposits of payroll funds.

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> **Note**
>
> (CAN) The program formats direct payment routing numbers according to the routing format that you specify on the Source Bank Accounts – Canadian Bank Additional Data page.

Payroll for North America supports two versions of the Create Direct Deposit Transmit process for US Payroll. The state of the **Create Off-Cycle Files** field on the Payroll for NA Installation Page determines which version to use.

- If **Create Off-Cycle Files** is not selected, the system uses the run control page and SQR for the DDP001 process to create direct deposit files. In this version, direct deposit files will be created for the following scenarios:
  1. Advices (on-cycle or off-cycle) tied to confirmed on-cycle calendars; and
  2. Advices tied to off-cycle standalone calendars.
- If **Create Off-Cycle Files** is selected, the system uses the run control page and program for the PY_DIRDEP process to create direct deposit files. In this version, direct deposit files will be created for the following scenarios:
  1. Advices (on-cycle and off-cycle) tied to confirmed on-cycle calendars when you select the On-Cycle and Off-Cycle option on the run control page; and
  2. Advices (off-cycle) tied to confirmed or unconfirmed on-cycle calendars when you select the Off-Cycle option on the run control page; and
  3. Advices tied to off-cycle standalone calendars with the Off-Cycle option preselected (not editable) on the run control page.

  This version allows direct deposit files to be created for off-cycle advices as needed. It comes in handy when employees need to be paid on demand relatively quickly. Instead of having to wait until the confirmation of the pay calendar, the company can pay the employee with an off-cycle advice and the payment will be posted to the employee's bank account in a timely manner.

  Video: Image Highlights, PeopleSoft HCM Update Image 36: Creating Direct Deposit Data for Off-Cycle Payments

Payroll for North America supports one version of the Create Deposit Transmit process (DDP001CN) for Canadian Payroll. The behavior is identical to the US version of when the **Create Off-Cycle Files** option is not selected.

Additional Setup for the PY_DIRDEP Process

In addition to selecting the Create Off-Cycle Files option on the Payroll for NA Installation table, you also need to specify parameters for the file creation process on the Direct Deposit File Properties Page.

(USA) Prenotification Processing

The USA prenotification process is a test run of direct deposits to verify that bank IDs and employee account numbers are valid prior to making the deposits.

See (USA) Understanding Prenotification

Before you create direct deposit file for a pay run or pay calendar, be sure to:

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1. Run the Direct Deposit Prenotification report (DDP005) for the same pay run or pay calendar.
2. Run the Direct Deposit Prenote Memo report (DDP006) for that same pay run or pay calendar.

   Both DDP005 and DDP006 reports include information only for employees within the processed run ID. Asterisks appear in the DDP006 report for accounts that are going through the prenote process, whether or not they have been submitted.
3. Lastly, run the Create Direct Deposit Transmit process to generate the file.

Similar to the Create Direct Deposit Transmit process, the system supports two versions of the prenotification processes and uses the **Create Off-Cycle Files** option to determine which version to use.

Related Topics

- Create Direct Deposit File Page (DDP001 or DDP001CN)
  (USA, USF) Use the Create Direct Deposit File page (RUNCTL_DDP001) to run the Create Direct Deposit Transmit process (DDP001), which creates direct deposit transmittal files.
- Create Direct Deposit File Page (PY_DIRDEP)
  (USA, USF) Use the Create Direct Deposit File page (RUNCTL_DDP001N) to run the Create Direct Deposit Transmit process (PY_DIRDEP), which creates direct deposit transmittal files.
- Direct Deposit Prenotification Page
  (USA, USF) Use the Direct Deposit Prenotification page (RUNCTL_PAYINIT2 or RUNCTL_PRENOTE) to run the Direct Deposit Prenotification report (DDP005). The report lists direct deposit information for employees who will have their pay deposited directly into their bank account for the first time.
- Direct Deposit Prenote Memo Page
  (USA, USF) Use the Direct Deposit Prenote Memo page (RUNCTL_PAYINIT2 or RUNCTL_PRENOTE) to run the Direct Deposit Prenote Memo report (DDP006). The report produces a memo to each employee who has added a new direct deposit. The memo lists the direct deposit information for verification purposes.

Direct Deposit Prenotification Page

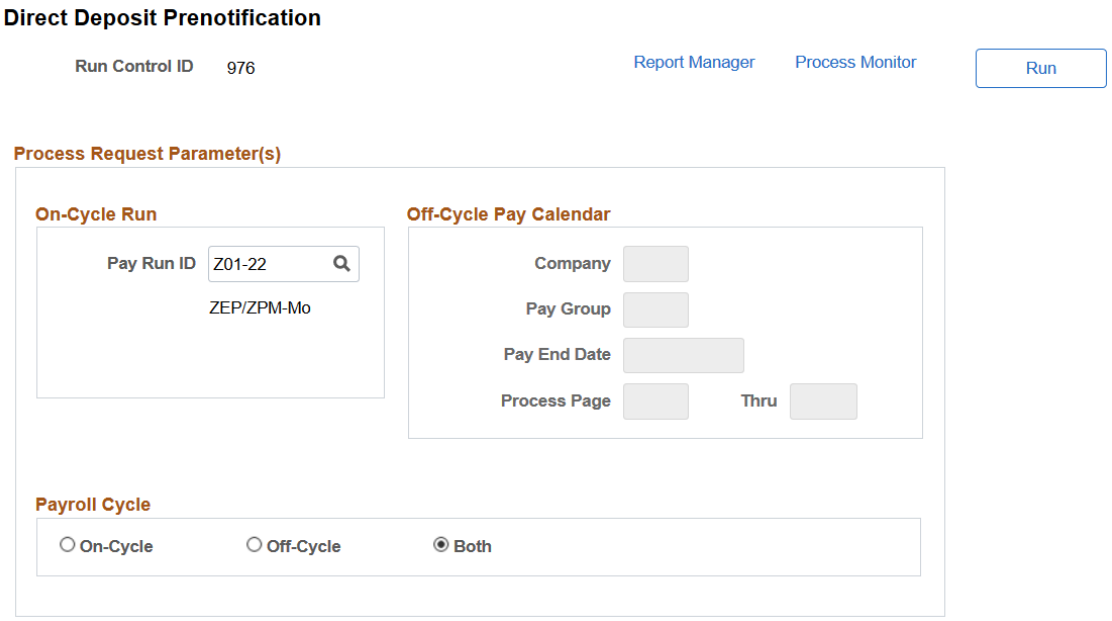
(USA, USF) Use the Direct Deposit Prenotification page (RUNCTL_PAYINIT2 or RUNCTL_PRENOTE) to run the Direct Deposit Prenotification report (DDP005). The report lists direct deposit information for employees who will have their pay deposited directly into their bank account for the first time.

Navigation:

- **Payroll for North America**, and then **Payroll Processing USA**, and then **Create Direct Deposits**, and then **Prenotification Report**, and then **Direct Deposit Prenotification**
- **Payroll for North America**, and then **Payroll Processing USF**, and then **Create Direct Deposits**, and then **Prenotification Report**, and then **Direct Deposit Prenotification**

This example illustrates the fields and controls on the Direct Deposit Prenotification page (RUNCTL_PAYINIT2) when the Create Off-Cycle Files option is disabled.

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Note

The Direct Deposit Prenotification and Direct Deposit Prenote Memo pages are identical, except for the page title. This screenshot displays the version used when the Create Off-Cycle Files option is disabled.

(CAN) The prenotification process does not apply to Canadian Payroll.

Field or Control	Description
Pay Run ID	Specify a pay run ID (with confirmed calendars only) for the prenote process.
Company, **Pay Group**, and **Pay End Date**	Specify the company, pay group and pay end date of a confirmed calendar for the prenote process.
Process Page and **Thru**	These fields are for informational purposes only.

Payroll Cycle

This section is for informational purposes only.

Direct Deposit Prenote Memo Page

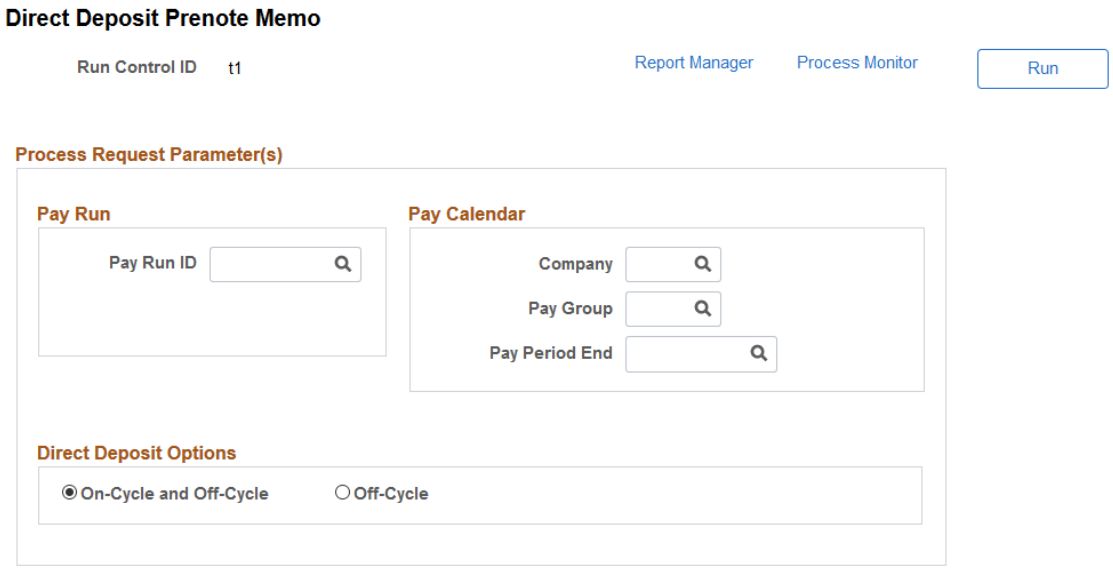
(USA, USF) Use the Direct Deposit Prenote Memo page (RUNCTL_PAYINIT2 or RUNCTL_PRENOTE) to run the Direct Deposit Prenote Memo report (DDP006). The report produces a memo to each employee who has added a new direct deposit. The memo lists the direct deposit information for verification purposes.

Navigation:

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- **Payroll for North America**, and then **Payroll Processing USA**, and then **Create Direct Deposits**, and then **Prenote Memo**, and then **Direct Deposit Prenote Memo**
- **Payroll for North America**, and then **Payroll Processing USF**, and then **Create Direct Deposits**, and then **Prenote Memo**, and then **Direct Deposit Prenote Memo**

This example illustrates the fields and controls on the Direct Deposit Prenote Memo page (RUNCTL_PRENOTE) when the Create Off-Cycle Files option is enabled.



> **Note**
>
> The Direct Deposit Prenote Memo page and Direct Deposit Prenotification page are identical, except for the page title. This screenshot displays the version used when the Create Off-Cycle Files option is enabled.
>
> (CAN) The prenotification process does not apply to Canadian Payroll.

Pay Run or Pay Calendar

Enter either a pay run ID or pay calendar information for the prenote process.

Direct Deposit Options

Field or Control	Description
On-Cycle and Off-Cycle	Select to run the process for both on-cycle and off-cycle payments. This option is applicable only to confirmed on-cycle calendars. The system sets On-Cycle and Off-Cycle as the default value.

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Field or Control	Description
Off-Cycle	Select to run the process for off-cycle payments only. This option is applicable to both on-cycle and standalone off-cycle calendars. If the specified pay run is associated with standalone off-cycle calendars or you specify a standalone off-cycle calendar, the system sets Off-Cycle as the default value, which cannot be updated.

Create Direct Deposit File Page (DDP001 or DDP001CN)

(USA, USF) Use the Create Direct Deposit File page (RUNCTL_DDP001) to run the Create Direct Deposit Transmit process (DDP001), which creates direct deposit transmittal files.

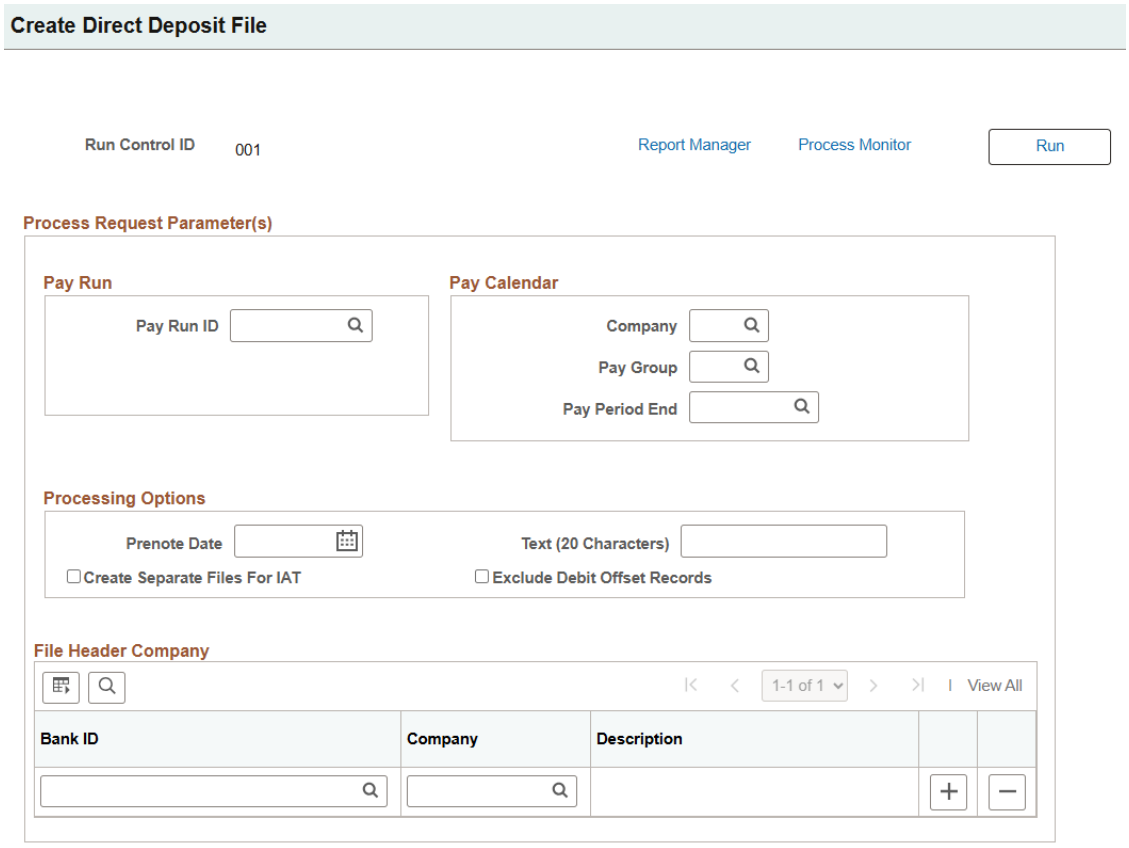
(CAN) Use the Create Direct Deposit File page (RUNCTL_DDP001CN) to run the Create Direct Deposit Transmit process (DDP001CN), which creates direct deposit transmittal files.

Navigation:

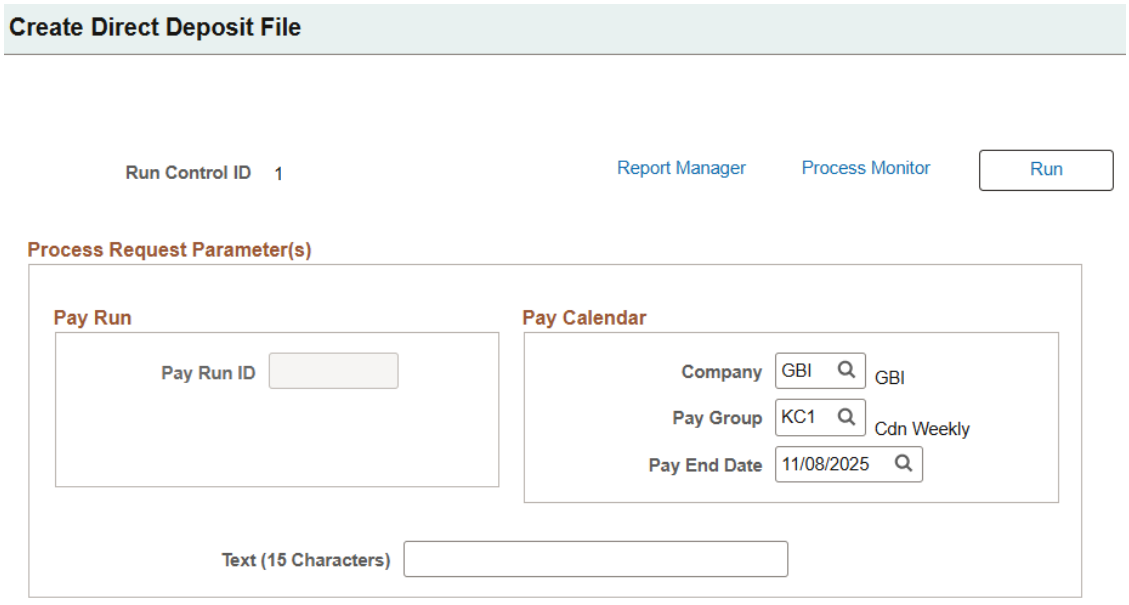
- **Payroll for North America**, and then **Payroll Processing USA**, and then **Create Direct Deposits**, and then **Create Direct Deposit File**, and then **Create Direct Deposit File**
- **Payroll for North America**, and then **Payroll Processing USF**, and then **Create Direct Deposits**, and then **Create Direct Deposit File**, and then **Create Direct Deposit File**
- **Payroll for North America**, and then **Payroll Processing CAN**, and then **Create Direct Deposits**, and then **Create Direct Deposit File**, and then **Create Direct Deposit File**

This example illustrates the fields and controls on the Create Direct Deposit File page (DDP001).

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This example illustrates the fields and controls on the Create Direct Deposit File page (DDP001CN).



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> **Note**
>
> (CAN) Although the Canadian page displays with some differences, all fields have the same functionality as the fields shown on the U.S. page.

> **Note**
>
> (USA, USF) This version of the Create Direct Deposit File page (RUNCTL_DDP001) is used when the **Create Off-Cycle Files** option is deselected on the Payroll for NA Installation Page.

Pay Run or Pay Calendar

Enter either a pay run ID or pay calendar information for the desired pay period.

> **Note**
>
> The Payroll for North America Create Direct Deposit Transmit process generates direct deposit transmittals for employees within the pay run ID or pay calendar that are in the specified pay group, have a prenotification submitted or a direct deposit to be paid, and have the bank ID and account number assigned.

Processing Options

Field or Control	Description
Prenote Date	(USA) Enter the date that you want the system to use as the starting date of the prenote waiting period. When a prenote date is specified, that date is used for prenotes on the bank file header and employee direct deposit tables for off-cycle checks. When a prenote date is not specified, current date is used for prenotes on the bank file header and employee direct deposit tables for off-cycle checks.
Text (20 Characters) or **Text (15 Characters)**	Enter text that you would like to appear on the direct deposit file. The character limits are: • (USA): 20 characters. • (CAN): 15 characters.
Create Separate Files for IAT	(USA) Select this check box to report domestic (PPD) and international (IAT) transactions in separate direct deposit files. Some banks cannot process both domestic and international transactions together in a single file. When this check box is selected, the process will create separate direct deposit files for domestic versus international transactions.

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Field or Control	Description
Exclude Debit Offset Records	(USA) Select this check box to exclude debit offset records from the direct deposit files created by the process. Some banks require that employers submit *unbalanced* files. Unbalanced files contain only the credit transactions that are depositing funds to employee accounts without any corresponding offsetting debit transactions against the employer's accounts. Selecting this check box enables employers to create files that contain no debit offset transactions.

File Header Company

Field or Control	Description
Bank ID and **Company**	(USA) Enter your bank's transit number and your company ID. This information appears at the beginning of the transmittal file.

Create Direct Deposit File Page (PY_DIRDEP)

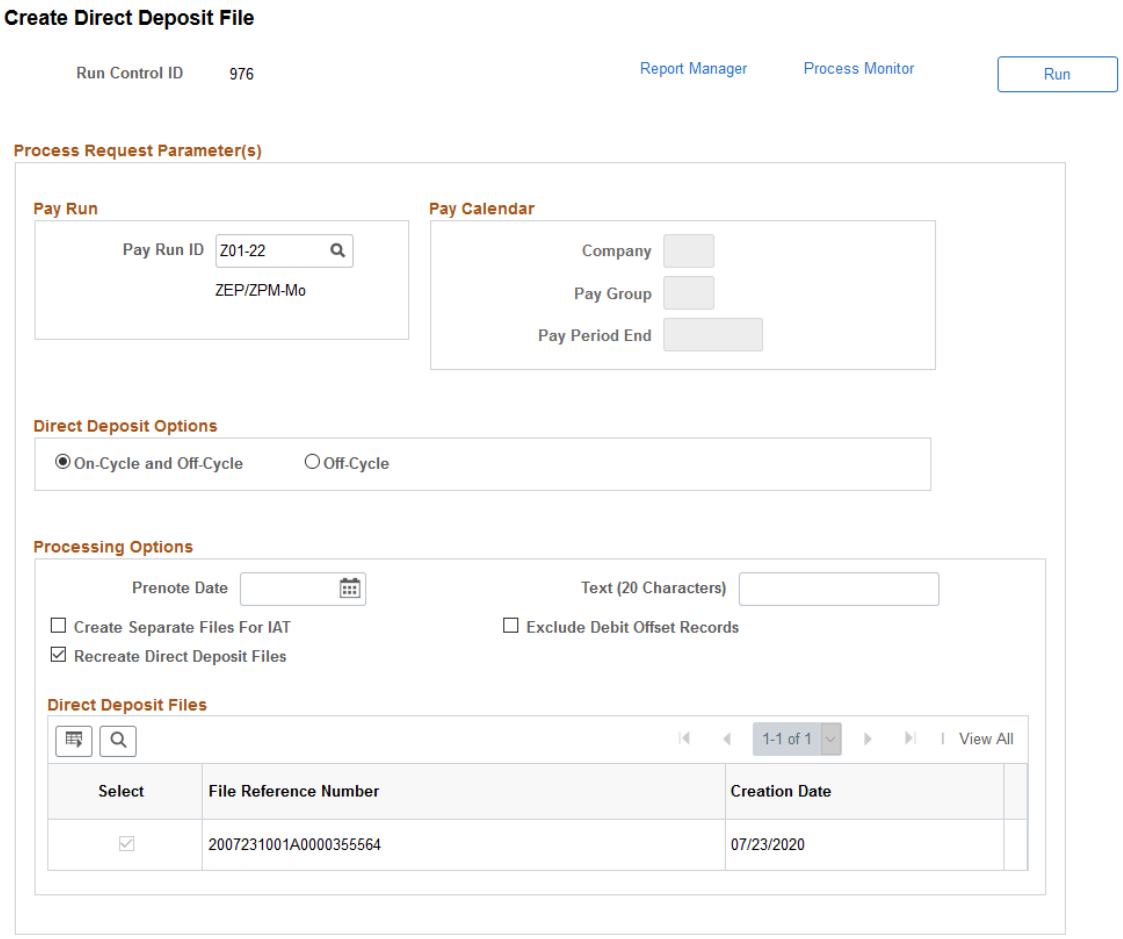
(USA, USF) Use the Create Direct Deposit File page (RUNCTL_DDP001N) to run the Create Direct Deposit Transmit process (PY_DIRDEP), which creates direct deposit transmittal files.

Navigation:

- **Payroll for North America**, and then **Payroll Processing USA**, and then **Create Direct Deposits**, and then **Create Direct Deposit File**, and then **Create Direct Deposit File**
- **Payroll for North America**, and then **Payroll Processing USF**, and then **Create Direct Deposits**, and then **Create Direct Deposit File**, and then **Create Direct Deposit File**

This example illustrates the fields and controls on the Create Direct Deposit File page (PY_DIRDEP).

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> **Note**
>
> (USA, USF) This version of the Create Direct Deposit File page (RUNCTL_DDP001N) is displayed when the **Create Off-Cycle Files** option is selected on the Payroll for NA Installation Page.
>
> (CAN) This page is not applicable to Canadian Payroll.

> **Important**
>
> While you can run this process multiple times to recreate the direct deposit file for any bank, do not submit the file to the bank more than once a day.

Pay Run or Pay Calendar

Enter either a pay run ID or pay calendar information for the desired pay period.

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Direct Deposit Options

Field or Control	Description
On-Cycle and Off-Cycle	Select to run the process for both on-cycle and off-cycle payments. This option is applicable only to confirmed on-cycle calendars. The system sets On-Cycle and Off-Cycle as the default value. **Note:** If you processed off-cycle payments for an unconfirmed calendar using the Off-Cycle option previously, these off-cycle payments will be excluded automatically when you use the On-Cycle and Off-Cycle option to process on-cycle payments for the calendar after it is confirmed.
Off-Cycle	Select to run the process for off-cycle payments only. This option is applicable to both on-cycle and standalone off-cycle calendars. If the specified pay run is associated with standalone off-cycle calendars or you specify a standalone off-cycle calendar, the system sets Off-Cycle as the default value, which cannot be updated. **Note:** If you have off-cycle payments tied to an on-cycle calendar on different dates, you can run the PY_DIRDEP process multiple times to generate bank files with corresponding off-cycle payments for each of those dates. Off-cycle payments that were already processed for a previous date will be excluded automatically next time you run the process using the Off-Cycle option.

Processing Options

Field or Control	Description
Prenote Date	(USA) Enter the date that you want the system to use as the starting date of the prenote waiting period. When a prenote date is specified, that date is used for prenotes on the bank file header and employee direct deposit tables for off-cycle checks. When a prenote date is not specified, current date is used for prenotes on the bank file header and employee direct deposit tables for off-cycle checks.

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Field or Control	Description
Recreate Direct Deposit Files	Select this check box to recreate an existing direct deposit file using the specified processing options. This field becomes editable if the system detects one or more direct deposit files for the selected pay run or pay calendar. When selected, the **Direct Deposit Files** section appears where you select a generated file to be recreated. The recreated file will include transactions there were previously processed in the selected file, and new ones that are identified during the process run. When cleared, the system creates direct deposit files for new transactions that have not yet been processed using the specified processing options. If you select to recreate an existing direct deposit file, be sure to use the same prenote date as before to ensure that the date on the bank file and in the system (PS_DIR_DEP_DISTRIB record) remain in sync.

Direct Deposit Files

This section lists the direct deposit files that can be recreated for the specified pay run or pay calendar.

If one file is available, the system selects it by default and the selection is not editable. If multiple files are available, you must select one file to be recreated.

Related Topics

- Setting Up Banks and Direct Deposit
- Printing Paychecks and Direct Deposit Advices
- Setting Up Direct Deposits
- Reviewing Pay Calculation Results

Processing Online Single Checks

Pages Used to Process Online Checks

Page Name	Definition Name	Usage
Configure Online Printing Page	PAY_OL_PRNT	Configure the system for online printing.
Create Online Check Page	PAY_OL_SHEET_S1	(USA, USF) Create an employee's online check paysheet and check.

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Page Name	Definition Name	Usage
Create Online Paycheque Page	PAY_OL_SHEET_S1	(CAN) Create an employee's online check paysheet and check. The (CAN) Create Online Paycheque page is similar to the (USA) Create Online Check page..
Filter Options Page	PY_LDTL_OL_SEC	(USA, CAN) Select options to filter data from Time and Labor by earnings codes or range of dates.
Review/Print Online Check Page	PAY_OL_CHECK_S	(USA, USF) When you select **Save and Calculate** on the Create Online Check page, the system performs the calculation and displays the Review/Print Online Check page. You can confirm and print a check, delete the check, or return to the Create Online Check page to change data.
Review/Print Online Cheque Page	PAY_OL_CHECK_C	(CAN) When you select **Save and Calculate** on the Online Cheque Paysheet page, the system performs the calculation and displays the Review/Print Online Check page. You can confirm and print a check, delete the check, or return to the Online Cheque Paysheet page to change data. The (CAN) Review/Print Online Cheque page is similar to the (USA) Review/Print Online Check page.
Paycheck Printing/Re-assignment Page	PAY_OL_RE_ASSGN_S	(USA, USF, CAN) Enter a different check number to reprint an online check that was destroyed in printing.
Paycheck Reversal Page	PAY_OL_CHECK_S	(USA, USF) Reverse a single check and confirm the results of the check reversal.
Paycheque Reversal Page	PAY_OL_CHECK_C	(CAN) Reverse a single cheque.

Understanding Online Checks

With Payroll for North America, you can calculate, view, and print a single employee check interactively, online.

To process online checks:

1. Configure the system for online check printing.
2. Assign a pay run ID to the appropriate pay calendar.

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This is required to access the Create Online Check page.

3. Enter data on the Create Online Check page.
   a. Enter the hours or an amount.
   b. If necessary, override Job data, taxes, deductions, or garnishments.
   c. Select **Save and Calculate.**

      The Review/Print Online Check page appears when the process is complete.
4. View results of the calculation on the Review/Print Online Check page and proceed in one of three ways:
   - Confirm and print the check.

     Select whether to use the BI Publisher or SQR print process.

     > **Note**
     >
     > If you use the BI Publisher process with the View Paycheck transaction in PeopleSoft ePay, the number of days from check date that you specify on the Paycheck Options Table page determines when the employee can view the check online.

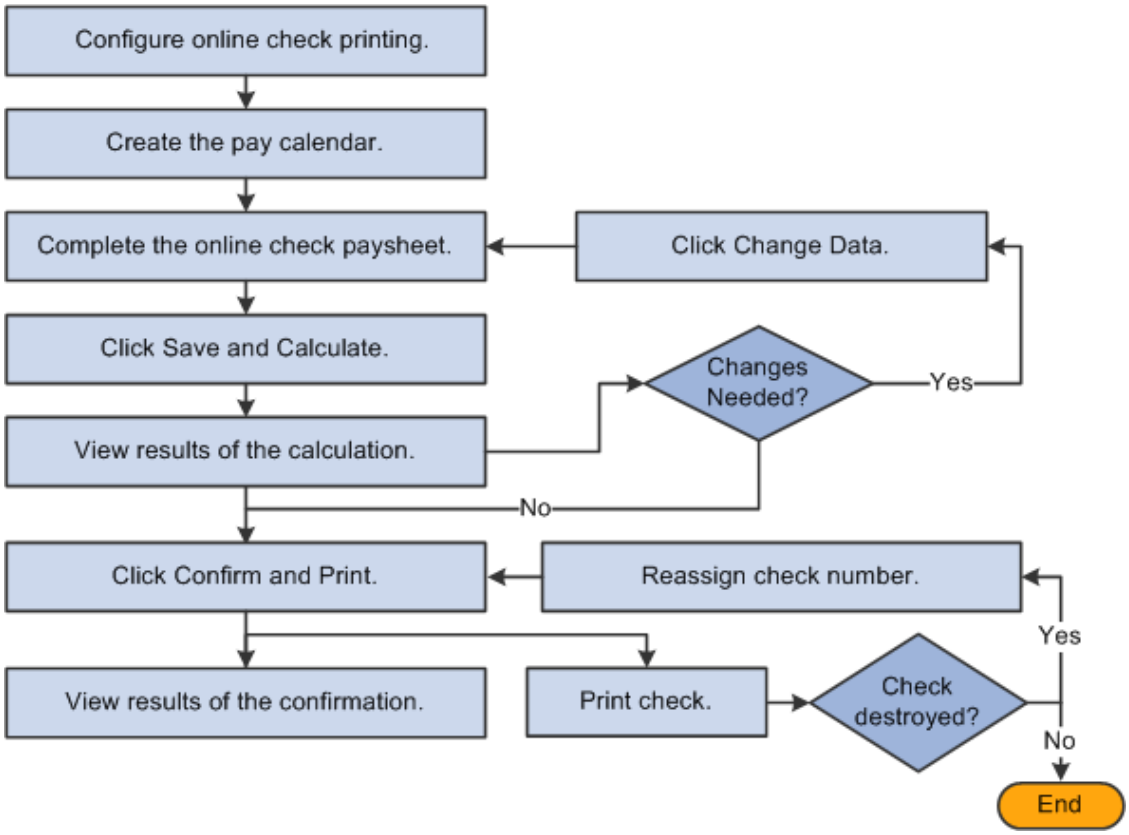
     If the check is destroyed during printing, you can reassign the check number and reprint.
   - Select the **Change Data** button to return to the Create Online Check page to make changes.
   - Delete the check.

> **Note**
>
> (USF) With few exceptions, federal agencies must issue all certified payment vouchers through the Department of the Treasury.

See Setting Up ECS Controls.

This diagram illustrates the step involved in online check processing from configuring online check printing to the printing of checks.

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See Setting Up ECS Controls.

Check Modeling

Sometimes you must simulate a paycheck to answer a *what-if* scenario. *What-if* paychecks can be simulated two ways, either by payroll administrators using the Online Single Check functionality as described in this topic, or by USA employees using PeopleSoft ePay self-service paycheck modeling. See PeopleSoft ePay: Setting Up Paycheck Modeling.

Because Online Single Check functionality has settings that are available only to administrators, payroll administrators should use only the Online Single Check functionality to calculate, view, and print an employee's check interactively and online. Administrators can enter earnings data into the Create Online Check page, and override job data, taxes, deductions, or garnishments, and after completing the data entry, the administrator can select the **Save and Calculate** button to invoke the Pay Calculation COBOL processes using RemoteCall and calculate the check. Upon successful completion, the administrator may review the resulting online check, and take further actions such as confirming and printing the check.

To use the Online Single Check functionality for check modeling:

1. On the Create Online Check page, enter data and select **Save and Calculate**.
2. On the Review/Print Online Check page, either select to change the data or delete the check.

PeopleSoft ePay self-service Paycheck Modeling allows USA employees to model *what-if* checks for themselves, simulating changes to their own paychecks without updating the production tables. Self-service paycheck modeling provides navigation that guides users through the process, allowing them to modify changes to their earnings, deductions, or tax

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withholding status to create an estimated modeled check. As with Online Single Check functionality, Paycheck Modeling uses COBOL and Remote Call for check calculations.

> **Note**
>
> Self-service Paycheck Modeler is not available to USF or CAN employees.

> **Note**
>
> Payroll administrators should use only the Online Single Check functionality to simulate paychecks. Self-service paycheck modeling is available to administrators, but they should use it only to set it up and troubleshoot or replicate functional problems.

See PeopleSoft ePay: Setting Up Paycheck Modeling

Understanding Online Check Paysheet Options

The system offers several options for using the Paysheet Creation COBOL SQL process (PSPPYBLD) to access the employee's paysheet:

- Process a final check online.

  If the employee has a final check request, the system displays a message asking if you want to create the final check online. You can copy an off-cycle final check paysheet or unconfirmed final check to create the final check online.

- Process an unconfirmed online check.

  If the employee has an unconfirmed single check with the same company, pay group, pay end date, and employment record number that you specified, the system displays that paysheet.

- Process an unconfirmed off-cycle check.

  If the employee has an unconfirmed off-cycle check with the same company, pay group, pay end date, and employment record number that you specified, and this is the only payline on the page, the system displays a message offering you the option of selecting that payline.

- Have the system create the online paysheet.

  If neither of the previous two conditions exist, the system displays a message asking if you want to use the Paysheet Creation process to create the data for the employee's online check.

  If you select **Yes** for the paysheet creation process, the Create Online Check page displays the employee's paysheet information for the pay period end date that you specified.

  If your organization uses PeopleSoft Time and Labor, you can further select whether or not to load available time from Time and Labor. If you select *Yes,* the system displays the Filter Options page where you can filter available time by earnings code or date range.

- Create the paysheet manually on the Create Online Check page.

  If you select **No** for the paysheet creation process, the Create Online Check page displays only default information for adding a new paysheet.

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Related Topics

- Understanding Compensation Rates
  You base employee compensation on various rates of pay, including:

Configure Online Printing Page

Use the Configure Online Printing page (PAY_OL_PRNT) to configure the system for online printing.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Payroll Processing Controls**, and then **Configure Online Printing**, and then **Configure Online Printing**

This example illustrates the fields and controls on the Configure Online Printing page.



Field or Control	Description
Type	Select *Printer, File,* or *None.*
Destination	Enter a printer port or file directory to receive your output.
Format	Select the format in which you want the report printed.

Create Online Check Page

(USA, USF) Use the Create Online Check page (PAY_OL_SHEET_S1) to create an employee's online check paysheet and check.

> **Note**
>
> (CAN) The Online Cheque Paysheet page is similar to the U.S. version.

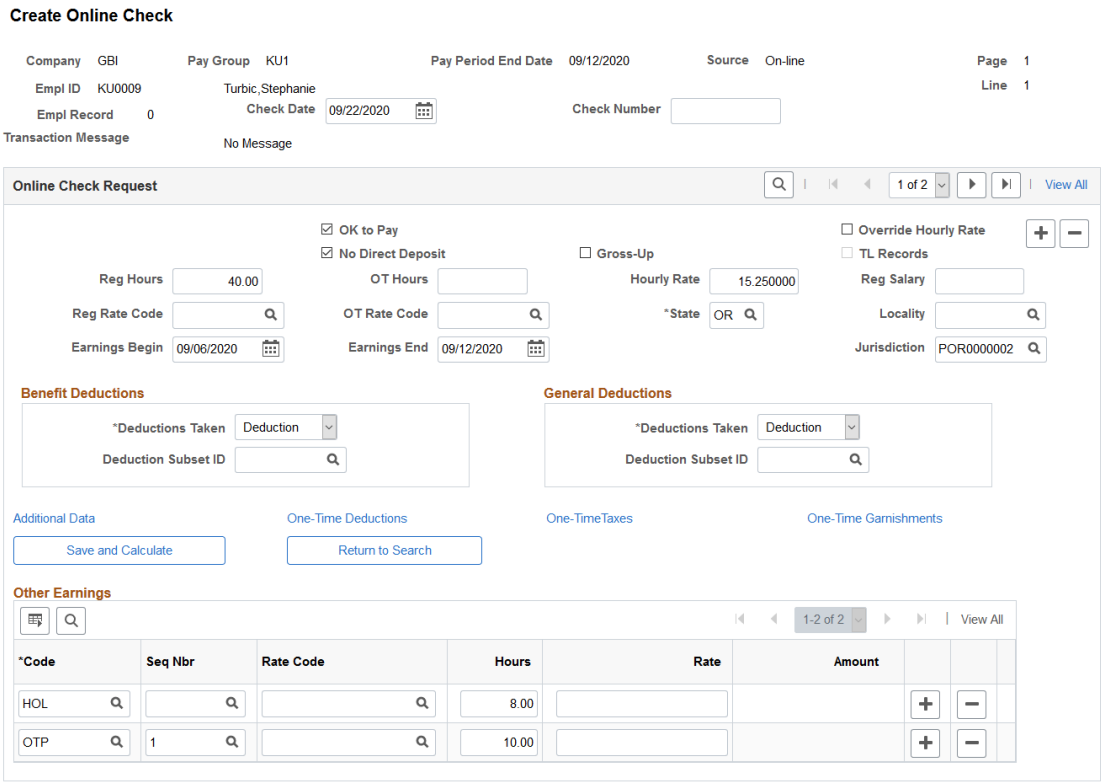
Navigation:

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- **Payroll for North America**, and then **Payroll Processing USA**, and then **Create Online Checks**, and then **Create Online Check**, and then **Create Online Check**
- **Payroll for North America**, and then **Payroll Processing USF**, and then **Create Online Checks**, and then **Create Online Check**, and then **Create Online Check**
- **Payroll for North America**, and then **Payroll Processing CAN**, and then **Create Online Cheques**, and then **Create Online Cheque**, and then **Online Cheque Paysheet**

You must enter filter options to access the Create Online Check page.

This example illustrates the fields and controls on the Create Online Check page.



> **Note**
>
> Many of the fields on the Create Online Check page are identical to those on the Paysheet page.

> **Warning**
>
> If you use the Paysheet Creation process for online checks using the same on-cycle pay calendar that's being processed in batch, the employee receives a duplicate check.

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Field or Control	Description
Check Number	You can either specify a number or have one assigned by the system.

Benefit Deductions

Field or Control	Description
Benefit Deductions Taken	The initial value comes from the pay calendar, but you can override it. • *None:* Select to specify no benefit deductions. • *Deduction:* Select to have the Deduction table govern benefit deductions. • *Subset:* Select this value if you want to use a specified benefit deduction subset. If you select this value, you must specify the subset ID in the **Deduction Subset ID** field.

General Deductions

Field or Control	Description
Deductions Taken	The initial value comes from the pay calendar, but you can override it. • *None:* Select to specify no general deductions. • *Deduction:* Select to have the Deduction table govern general deductions. • *Subset:* Select this value if you want to use a specified general deduction subset. If you select this value, you must specify the subset ID in the **Deduction Subset ID** field.

Additional Page Elements

Field or Control	Description
Save and Calculate	When you're ready to calculate the check, select this button to start the calculation process. The system then displays the Review/Print Online Check page.
Return to Search	If you want to set up a single check for another employee, select **Return to Search** to redisplay the Create Single Check selection page.

Related Topics

- Viewing and Updating Paysheets and Paylines

Review/Print Online Check Page

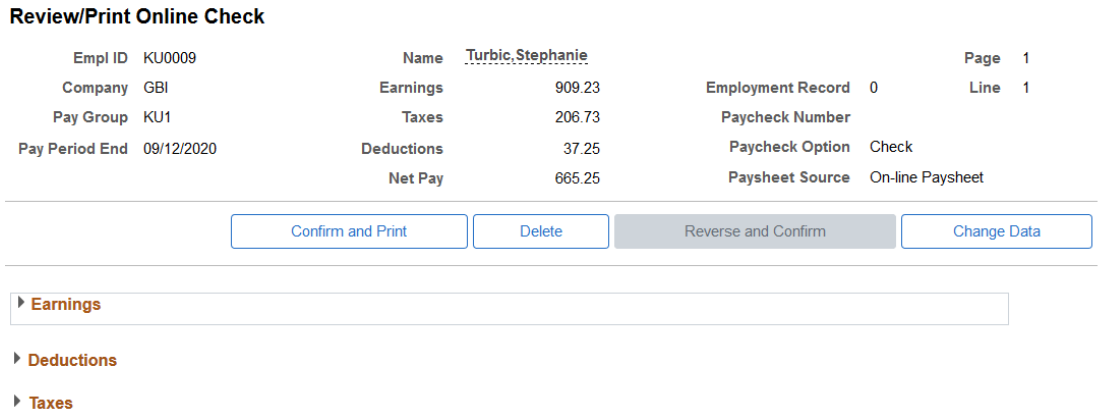
(USA, USF) Use the Review/Print Online Check page (PAY_OL_CHECK_S) to confirm and print a check, delete the check, or return to the Create Online Check page to change data.

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Navigation:

- **Payroll for North America**, and then **Payroll Processing USA**, and then **Create Online Checks**, and then **Review/Print Online Check**, and then **Review/Print Online Check**
- **Payroll for North America**, and then **Payroll Processing USF**, and then **Create Online Checks**, and then **View/Print Online Check**, and then **Review/Print Online Check**

This example illustrates the fields and controls on the Review/Print Online Check page after calculation.



When you select Save and Calculate on the Create Online Check page, the system performs the calculation and displays the Review/Print Online Check page.

You must assign a pay run ID to the appropriate pay calendar. Otherwise, the system cannot find any employee data for online single check processing. The fields on this page are display-only and are based on the data that was entered on the Create Online Check page.

Important

Any uncalculated or unconfirmed online single checks are automatically calculated or confirmed by an off-cycle pay run if the online check page numbers fall within the range entered for the off-cycle pay run.

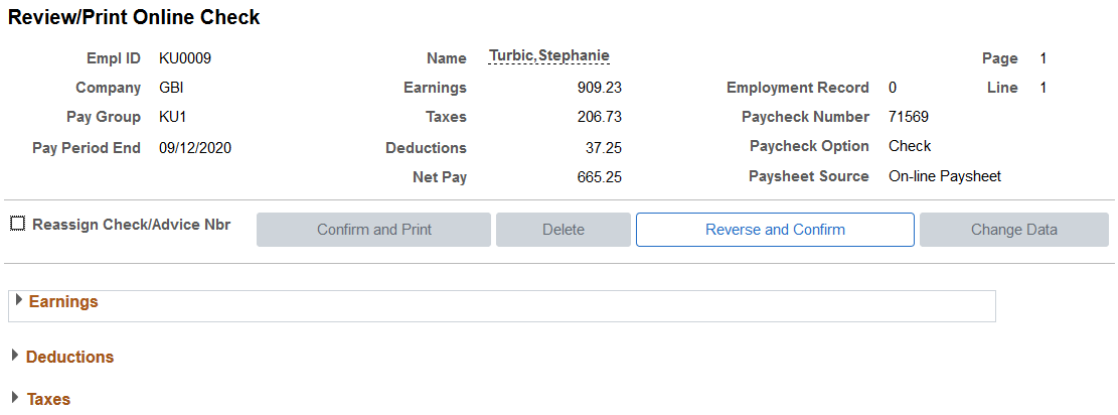
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Field or Control	Description
Confirm and Print	Select to confirm and print the online check. Select whether to use BI Publisher to create a PDF paycheck for this employee for self-service viewing. If you select *No*, the system creates a non-PDF paycheck for the online check using SQR reports. **Note:** If you use the BI Publisher process with the View Paycheck transaction in PeopleSoft ePay, the number of days from check date that you specify on the Paycheck Options Table page determines when the employee can view the check online. After confirming, the system returns you to the Review/Print Online Check page.

Field or Control	Description
Delete	If you fail to confirm and print the online check, you will leave an outstanding paysheet that prevents pay calculation later. Delete the check if you do not complete the process.
Change Data	Select to return to the Create Online Check page to change data and recalculate.

> **Note**
>
> (USF) After confirming, you can proceed to the normal pay certification process and then run the ECS Interface SQR Report process (FGPY004) for this payment, as you would an off-cycle check.
>
> PeopleSoft ECS (Electronic Certification System) interface process is no longer supported as a feature to create treasury files for USF customers. It has been replaced by the Treasury Interface functionality.
>
> See Setting Up Treasury Interface TAS and BETC Requirements

This example illustrates the fields and controls on the Review/Print Online Check page after confirmation.



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Field or Control	Description
Reassign Check/Advice Nbr (reassign check or advice number)	If the online check was destroyed while printing, select this check box to reprint the check with a different check number. When you select this check box, the **Confirm and Print** button becomes available.
Confirm and Print	This button is available if you select **Reassign Check/Advice No.** Select this button to access the Paycheck Printing/Re-assignment page, where you enter the new check number and select **OK** to print the check with the new number.
Reverse and Confirm	Select to access the Check Reversal page and run the Check Reversal process. You cannot reverse a single check until it has been confirmed and printed. Until then, this button is unavailable.

Related Topics

- Reprinting Checks

Reversing an Online Check

To reverse a confirmed online check:

1. Select **Reverse and Confirm** on the Review/Print Online Check page.
2. Enter a pay group and a pay end date.

   The reversal is posted to the company, pay group, and pay end date specified here.
3. Select **OK** to run the Check Reversal process.

   The system displays the Print Pay Checks page.
4. Review results of the reversal on the Review/Print Online Check page.

Recording Manual Checks

Pages Used to Process Manual Checks

Page Name	Definition Name	Usage
Paysheet Page	PAY_SHEET_ADD_S	Select **Manual Check** and enter the employee's earnings, taxes, and deductions.
Create Self Service Manual Checks Page	RUNCTL_CHK_ADV1_MC	(USA, USF) Run a process to create a PDF manual check that the employee can view in the ePay self-service View Paychecks transaction.

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Page Name	Definition Name	Usage
Create Self Service Manual Cheques Page	RUNCTL_CHK_ADV_MC	(CAN) Run a process to create a PDF manual cheque that the employee can view in the ePay self-service View Paychecks transaction. The (CAN) Create Self Service manual Cheques page is similar to the (USA) Create Self Service Manual Checks page.

Understanding Manual Checks

A manual check is a check prepared outside of the Payroll for North America system. You might have a remote office with no access to Payroll for North America that occasionally needs to write a manual check to process a last-minute payroll adjustment. Or you might correct errors in system-produced paychecks by producing manual checks.

Because manual checks are created outside of the system, you must record them manually into Payroll for North America to update your employees' earnings, deductions, garnishments, and tax balances.

For example, employee 8101 was hired in a remote office on January 1. The clerk didn't notify the central office of the new hire. So, when the payroll was produced for the January run, the new employee didn't receive a check. The payroll clerk therefore calculated and produced a manual check to be processed in an off-cycle run. He then forwarded the check information to the central office to be entered into the system.

Although manual checks are normally processed in off-cycle payroll runs, you can record them as part of your on-cycle payroll process if you choose.

If your organization uses the self-service View Paycheck transaction in the PeopleSoft ePay application, you can run a separate process to create the PDF manual check available for self-service viewing by the employee.

Entering Manual Check Data Into the System

To enter a manual check into the system:

1. Enter information for a specific paysheet on the Paysheet page.
   - When you access the page, we recommend that you use the Add mode.

     This keeps your manual checks separate from your regular checks and avoids confusion.
   - You must make a separate payline entry for each manual check.

     If you want to enter ten manual checks, for example, you add a paysheet page and then add ten additional paylines to that page.
   - Select the **Manual Check** check box on the main Paysheets page.
2. Enter the employee's earnings, taxes, and deductions into the paysheet on the One-Time Deductions, One-Time Garnishment, and One-Time Taxes pages.

   The system calculates employer-paid taxes and benefits.
3. Run the Pay Calculation COBOL SQL process (PSPPYRUN).

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During this process, the system double-checks your entries to ensure that the gross pay minus deductions and taxes equals the net pay for each manual check.

4. Review the results.
5. Run the Pay Confirmation process.

   During this process, the system updates all balances for earnings, deductions, and taxes.

Related Topics

- Understanding Compensation Rates
  You base employee compensation on various rates of pay, including:
- Understanding the Pay Calculation Business Process
  This topic discusses:
- Understanding Pay Confirmation
  This topic discusses:

Create Self Service Manual Checks Page

(USA, USF) Use the Create Self Service Manual Checks page (RUNCTL_CHK_ADV1_MC) to run a process to create a PDF manual check that the employee can view in the ePay self-service View Paychecks transaction.

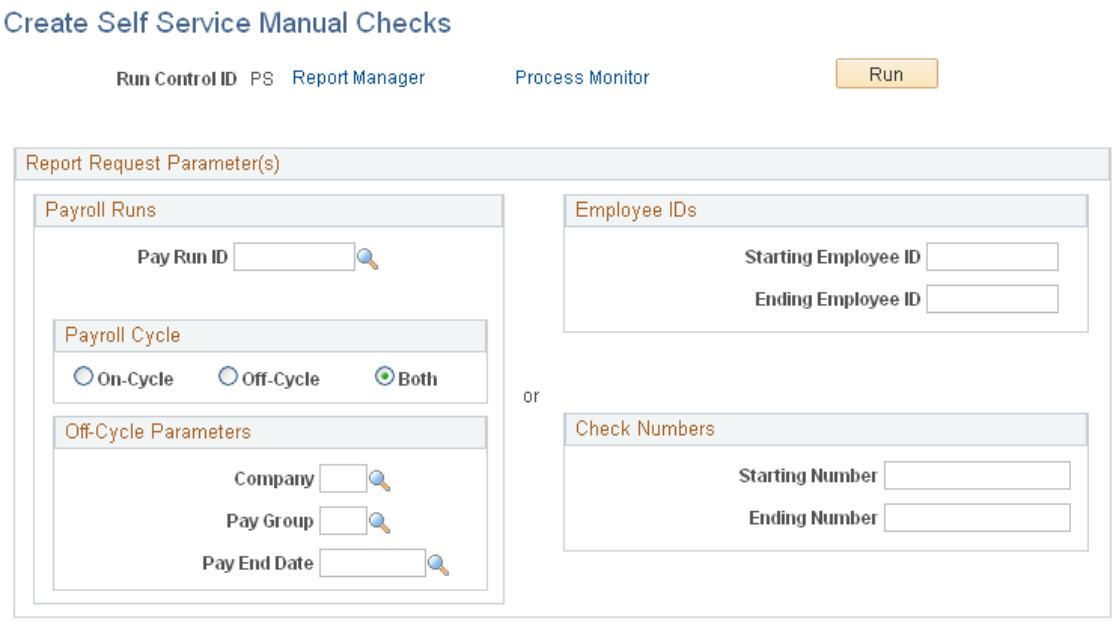
(CAN) Use the Create Self Service Manual Cheques page (RUNCTL_CHK_ADV_MC) to run a process to create a PDF manual cheque that the employee can view in the ePay self-service View Paychecks transaction.

Navigation:

- **Payroll for North America**, and then **Payroll Processing USA**, and then **Produce Checks**, and then **Self-service Manual Checks**, and then **Create Self Service Manual Checks**
- **Payroll for North America**, and then **Payroll Processing USF**, and then **Produce Checks**, and then **Self-service Manual Checks**, and then **Create Self Service Manual Checks**
- **Payroll for North America**, and then **Payroll Processing CAN**, and then **Produce Cheques**, and then **Self-service Manual Cheques**, and then **Create Self Service Manual Cheques**

This example illustrates the fields and controls on the Create Self Service Manual Checks page.

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> **Note**
>
> (CAN) Fields and controls on the Create Self Service Manual Cheques page for Canada have the same behavior as on the Create Self Service Manual Checks.

To make the PDF manual check available for viewing by the employee in the ePay View Paychecks self-service transaction, use this run control page to run the Print US Checks PSJob process or the Print Canadian Cheques PSJob process.

> **Note**
>
> Manual checks of $0 or negative net pay amounts are available for self-service viewing only if you have selected the applicable manual paycheck options for zero and negative net pay amounts on the Paycheck Options Table Page.

Payroll Runs

The report request parameters are similar to those on the Print Pay Checks page.

Employee IDs

To process a single employee, enter the starting employee ID and leave the ending ID blank.

Check Numbers

To process a single check number, enter the starting number and leave the ending number blank.

Related Topics

- Understanding Printing Processes
  This overview discusses the two methods of printing checks and advices:

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Processing a Final Check Request

Pages Used to Process a Final Check Request

Page Name	Definition Name	Usage
Request Final Check Page and Request Final Cheque Page	TERM_RQST	Run the online or batch final check request process.
Final Check Requests Report Page	RUNCTL_PAY056	Generate the PAY056 report that lists final check requests for which an employee's final check processing status is either *N* (not processed) or *P* (loaded to paysheets).
Final Check Reconciliation Report Page	RUNCTL_PAYINIT	Generate the PAY057 report that reconciles employees who have final checks processed, based on pay calendar information that you specify with data from their Employment records. A warning message appears in the report when an employee is not really terminated, but has a final check produced

Related Topics

- Understanding the Create Final Check Paysheet Process
  The Create Final Check Paysheet process:
- Creating Final Check Paysheets
- Defining the Final Check Process
  To set up the final check program, use the Final Check Action Reason (TERM_ACTN_RSN), Final Check Program Table (TERM_PGM_TBL), and Final Check Program Table USF (GVT_TERM_PGM_TBL) components.

Prerequisites

Before you can begin processing final check requests, you must have completed the following setup steps:

- Define action and action reason code combinations that trigger a final check.
- Establish a final check program.
- Define final check earnings.
- Define final check leave accrual rules.
- Define final check deductions.

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Related Topics

- Defining the Final Check Process
  To set up the final check program, use the Final Check Action Reason (TERM_ACTN_RSN), Final Check Program Table (TERM_PGM_TBL), and Final Check Program Table USF (GVT_TERM_PGM_TBL) components.

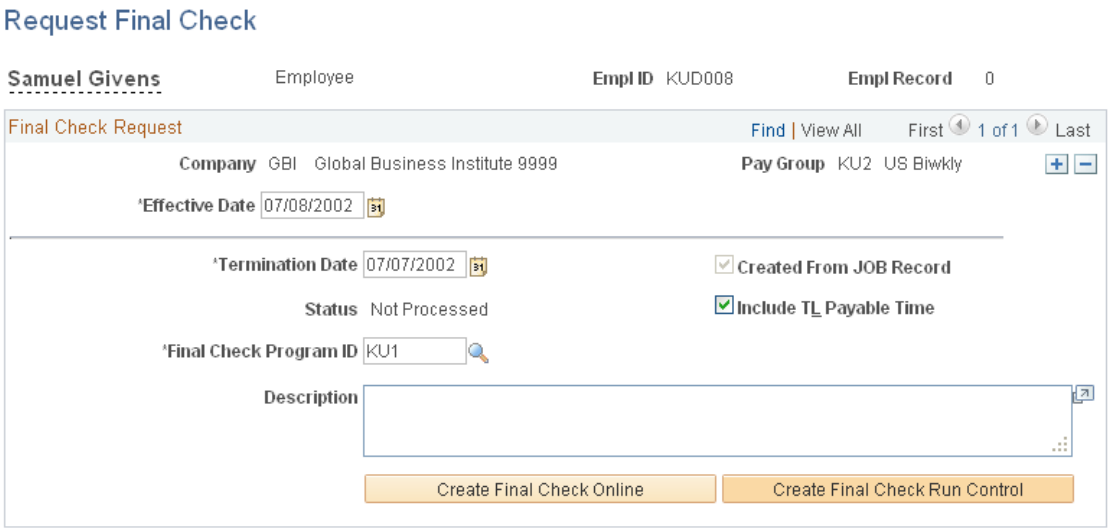
Request Final Check Page and Request Final Cheque Page

Use the Request Final Check page (TERM_RQST) to run the online or batch final check request process.

Navigation:

- **Payroll for North America**, and then **Payroll Processing USA**, and then **Create Final Checks**, and then **Request Final Check**, and then **Request Final Check**
- **Payroll for North America**, and then **Payroll Processing USF**, and then **Create Final Checks**, and then **Request Final Check**, and then **Request Final Check**
- **Payroll for North America**, and then **Payroll Processing CAN**, and then **Create Final Cheques**, and then **Request Final Cheque**, and then **Request Final Cheque**

This example illustrates the fields and controls on the Request Final Check page.



> **Note**
>
> When you add a final check request for an employee whose status on the Job Data table is not *Terminated,* Final Check Workflow automatically creates a worklist item for the Personnel Administrator role user.

Field or Control	Description
Termination Date	Enter the date of the last day for which the employee is to be paid.

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Field or Control	Description
Status	The system displays status of *Updated to Paysheets* or *Not Processed,* depending on whether you've processed the request.
Final Check Program ID	Select the final check program ID that identifies the final check rules appropriate to the employee's check.
Reprocess	Select this option to reprocess.
Created From JOB Record	The system automatically creates a final check request when you change an employee's job status to *Terminated.* The system selects this check box if the final check request you've accessed was created this way.
Include TL Payable Time (include time and labor payable time)	Select this option if you are using data from PeopleSoft Time and Labor.
Create Final Check Online	To access the Online Check process for the final check request, select this button.
Create Final Check Run Control	To access the batch payroll process for final check requests, select this button.

Creating an Online Final Check

The process for creating an online final check is similar to the process for creating an online single check.

To create an online final check:

1. Select the **Create Final Check Online** button on the Request Final Check page.
2. If you want to create a final check for this employee, select the **Yes** button when prompted.

   The Final Check Paysheet Creation process runs and creates an online check paysheet.
3. Update data on the paysheet and select the **Save and Calculate** button.
4. Confirm and print the final check either as an online check or with the regular checks in the pay run.

   If you select to print as an online check, you must select whether to use BI Publisher to create a PDF paycheck.

Running the Final Check Batch Process

The batch process for final check requests is designed to run before pay calculation. You can run this process either on-cycle or off-cycle. Then you use the Pay Calculation and Pay Confirmation processes to complete the cycle of generating final paychecks. Select the **Create Final Check Run Control** button on the Request Final Check page to select this process. The system displays the Create Final Check Paysheets page.

Reprocessing Final Check Paysheets

The system displays the **Reprocess** option on the Request Final Check page only after the employee's final check paysheet has been created and the status of the final check request is *Loaded to Paysheets.* Use this option to recreate an employee's final check paysheet.

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> **Warning**
>
> Exercise caution when using the **Reprocess** option, because when the system originally creates the final check paysheets, it marks the preexisting paysheets Not OK to Pay. So, before you recreate the final check paysheet you must manually select the **OK to Pay** check box on all preexisting paysheets.

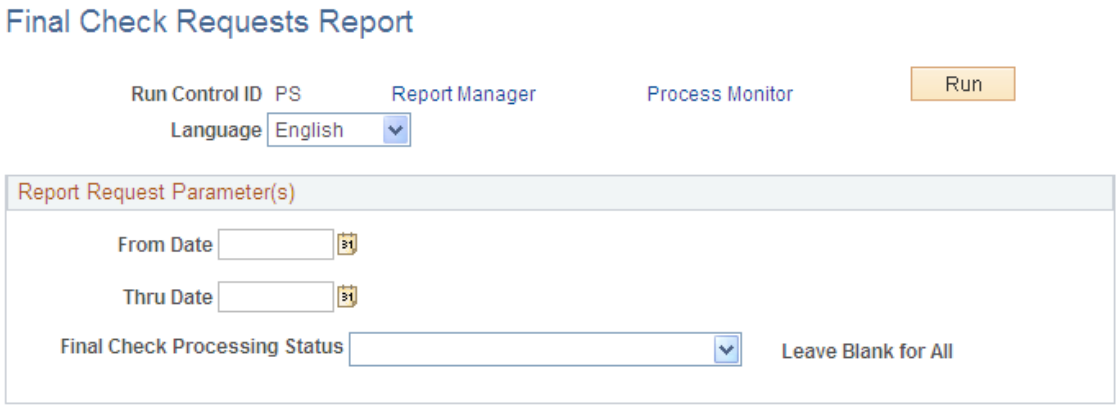
Final Check Requests Report Page

Use the Final Check Requests Report page (RUNCTL_PAY056) to generate the PAY056 report that lists final check requests for which an employee's final check processing status is either N (not processed) or P (loaded to paysheets).

Navigation:

- **Payroll for North America**, and then **Payroll Processing USA**, and then **Create Final Checks**, and then **Final Check Requests Report**, and then **Final Check Requests Report**
- **Payroll for North America**, and then **Payroll Processing USF**, and then **Create Final Checks**, and then **Final Check Requests Report**, and then **Final Check Requests Report**
- **Payroll for North America**, and then **Payroll Processing CAN**, and then **Create Final Cheques**, and then **Final Cheque Requests Report**, and then **Final Cheque Requests Report**

This example illustrates the fields and controls on the Final Check Requests Report page.



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Field or Control	Description
Final Check Processing Status	*Extracted:* All employees whose final check request processing status is *Not Processed* or *Loaded to Paysheets.* *Loaded to Paysheets:* All employees whose final check processing status is *Loaded to Paysheets.* *Not Processed:* All employees whose final check processing status is *Not Processed.* *Paysheet Created:* All employees whose final check processing status has paysheets created. **Note:** Leave the field blank to report all statuses.

Determining Whether to Reverse or Adjust a Check

This topic discusses how to determine whether to reverse or adjust a check and how to compare a reversal and adjustment.

> **Note**
>
> The system does not perform adjustments to online checks or manual checks.

Run Controls

Always process both reversals and adjustments using off-cycle payroll runs against an on-cycle pay calendar or a stand alone off-cycle calendar:

1. Initiate processing for both by setting up a run control for the check or checks that you want to reverse or adjust.
   - For a check reversal, select **Reversal** on the Reverse/Adjust Paychecks page.
   - For a check reversal and adjustment, select **Reversal/Adjustment.**
2. Run the Paycheck Reversal/Adjustment COBOL SQL process (PSPPYREV).

   The Paycheck Reversal/Adjustment process produces different results, depending on whether you selected **Reversal** or **Reversal/Adjustment** for your run control.

We discuss both of these processes in greater detail in the following sections.

Whether to Reverse or to Adjust a Check

Use this rule for determining which run control to select:

- If the check has not been cashed or deposited, run a reversal.
- If the check has been cashed or deposited, run an adjustment.

When to Process a Reversal

A reversal is appropriate when you've produced a check that you subsequently realize should not have been produced at all, or should not have been produced how it was, and the check has not been cashed or deposited.

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Examples:

- An employee is terminated at the end of the last pay period and receives what should be her final paycheck.

  However, the Human Resources department fails to enter her termination into the system. So, when paysheets are created and processed for the next pay period, the system produces a paycheck for her. Her supervisor reports to the Payroll department that she has been terminated, and that no check should have been produced. The Payroll department runs a reversal on her check, backing it out of the system.
- An employee's check mistakenly didn't include overtime.
- An employee's check mistakenly included overtime.
- An employee wasn't paid at the right rate.
- An employee was taxed in the wrong state.

If the paycheck has not been cashed or deposited in any of these situations, you destroy the check, run a reversal, and issue an on-demand or online check for the correct amount.

When to Process an Adjustment

If the paycheck is not available in any of the previous situations—if it's already been cashed, or if it was a direct deposit—you perform an adjustment.

Example: An employee should have been paid for 20 hours of overtime, but deposited his check before realizing the overtime was not on it. He requests his overtime pay.

The adjustment process calculates the check as it should have been calculated in the first place and compares the new calculation to the calculation for the original check. In the example of unpaid overtime, you issue a single check for the difference. In some cases the employee might owe the company money, in which case you process a negative adjustment.

> **Note**
>
> (CAN) When processing an adjustment, a Canada Pension Plan/Quebec Pension Plan pay period exemption may be applied in error to the adjustment cheque.

Comparison of Reversal and Adjustment

The Paycheck Reversal/Adjustment process produces different results, depending on whether you select **Reversal** or **Reversal/Adjustment** for your run control:

Term	Definition
Reversal	Produces a negative image of the original pay record, with all the amounts changed from positive to negative. This effectively backs the check out of the system.
Adjustment	Produces an off-cycle paysheet page with two pay lines: a Reversing Adjustment with a net pay of zero and an Adjustment record where you enter the information for the check as it should have been originally.

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When you reverse a check, you generally either cut a new on-demand check for the correct amount or do nothing after having reversed it (if that check shouldn't have been issued at all).

When you adjust a check, three situations are possible:

- No change in net pay.

  For example, an employee's pay is incorrectly charged to Department 10100 instead of Department 10010.

- The company owes the employee money.

  The original check is for too small an amount. For example, you pay an employee for 2 hours of overtime instead of 20 hours.

- The employee owes the company money.

  The original check was for too large an amount. For example, you pay an employee for 20 hours of overtime instead of 2 hours.

Related Topics

- Reversing Paychecks
- Adjusting Paychecks

Messages on the Pay Record

When you reverse or adjust checks, the following messages appear on the payline and paycheck records.

Term	Definition
Reversal	Indicates that the check is a reversal.
Reversing Adjustment	Indicates a pay earnings record that has been adjusted. It appears on the original pay earnings record.
Adjustment	Indicates a pay earnings record that is created by the Reversal Processing process. It appears on the pay earnings record that is used to recalculate an employee's pay.
Adjustment – Partial Period	Indicates that the employee with the adjusted pay earnings record has had a job record change, with an effective date that falls between the pay period begin and end dates prior to running the Reversal Processing process.
Adjustment – Pay Data Change	Indicates that one or more of the employee's adjusted records has been updated since the last time paysheets were created or the pay calculation was run. The system recalculates such records during the next pay calculation if they have not already been recalculated. You may select all employees who have had a pay data change and must be recalculated by selecting *Calculation Required* in the **Job Pay Data Change** field of the By Payline - Payline search page. Entering *Yes* in the same field selects all employees whose pay has been recalculated due to a change in one of their pay-related records.

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Term	Definition
Adj – PayChg – Partl Period	Indicates, for an employee who had an Adjustment – Pay Data Change message, that a change has been made to the job record, with an effective date falling between the pay period begin and end dates and it has already been recalculated.

Reversing Paychecks

Pages Used to Reverse Paychecks

Page Name	Definition Name	Usage
Reverse/Adjust Paychecks Page	RUNCTL_PAY_REV	(USA, USF) Define the parameters for the check reversal process.
Reverse/Adjust Paycheques Page	RUNCTL_PAY_REV	(CAN) Define the parameters for the cheque reversal process. The (CAN) Reverse/Adjust Paycheques page is similar to the (USA) Reverse/Adjust Paychecks page.
Paycheck Earnings Page	PAY_CHECK_E	View reversed checks.

Related Topics

- Determining Whether to Reverse or Adjust a Check
  This topic discusses how to determine whether to reverse or adjust a check and how to compare a reversal and adjustment.

Understanding Paycheck Reversal

Run paycheck reversal when a system-generated check is incorrect and has not been cashed or deposited. The key to reversing checks is running the Paycheck Reversal/Adjustment COBOL SQL process (PSPPYREV), which eliminates the need to enter each check to be reversed as a manual check. This program locates the checks you've specified on a special run control and creates an off-cycle paysheet page for each reversal. The resulting paylines reflect the original paysheet entries, with negatives in the hours and amount fields. These pages are display-only.

During the Paycheck Reversal/Adjustment process, the system makes a copy of the paycheck record and reverses the signs (plus/minus) on the amount fields. The original paycheck record is retained, not deleted. You can view both the original and the reversed paycheck records from the Paycheck pages. On the reversed check, all of the amounts display as negative numbers, and the message "Calculated Check Reversal" appears in the upper-left corner.

To reverse paychecks, you do not need to run the Pay Calculation process. When you run the Paycheck Reversal/Adjustment process, the system finds the check or checks that you've specified and reverses the plus/minus signs. Because the amounts themselves have already been calculated, no additional calculation is necessary.

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Deleting a Reversal

You can delete a reversal if you made a mistake. Select **Delete Current Reversal/Adjustment** on the Reverse/Adjust Paychecks run control page and run the process again. If you must make a correction after the reversal has been confirmed, you must process a manual check.

Updating Balance Records

To update the balance records with the final reversal information, run the Pay Confirmation process. After confirmation, when you view the paycheck, the message "Confirmed Check Reversal" appears in the upper-left corner. You can then issue an on-demand or online check for the correct amount.

Reversing Time and Labor Payable Time

If the check you're reversing (not adjusting) includes payable time from Time and Labor, you specify the processing option:

- *Reverse Only:* Generates only an offset row for the payable time row being reversed.
- *Reverse and Generate New Row:* Reverses the check and creates a new payable time row to process later.

> **Note**
>
> If you unconfirm a reversal that includes Time and Labor payable time, you must run a process to correct the corresponding payable time rows in Time and Labor.

See Unconfirming Pay.

Reverse/Adjust Paychecks Page

(USA, USF) Use the Reverse/Adjust Paychecks page (RUNCTL_PAY_REV) to define the parameters for the check reversal process.

(CAN) Use the Reverse/Adjust Paycheques page (RUNCTL_PAY_REV) to define the parameters for the cheque reversal process.

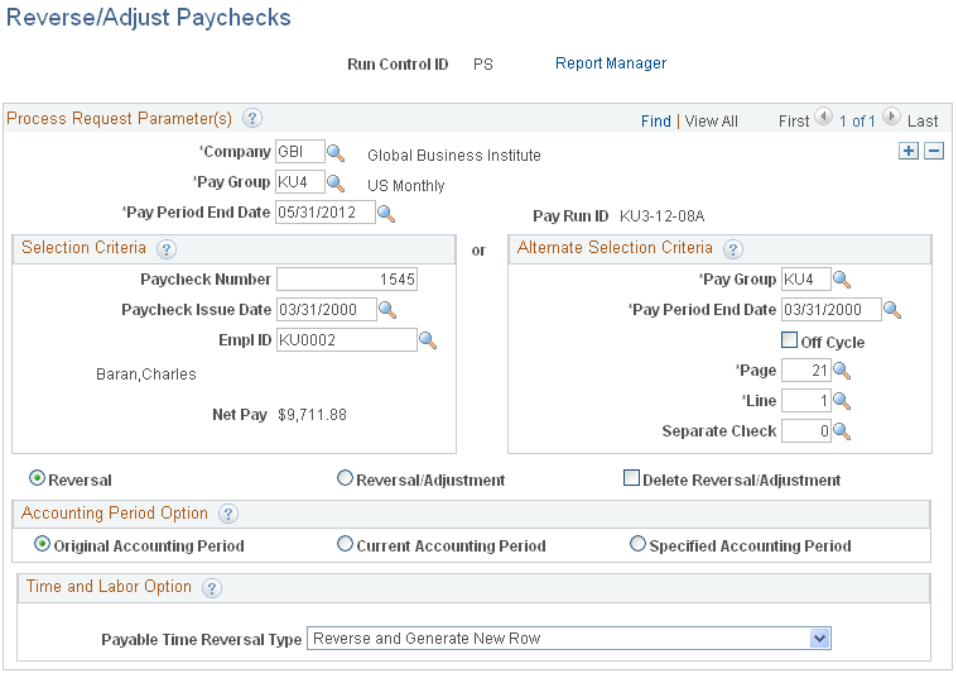
Navigation:

- **Payroll for North America**, and then **Payroll Processing USA**, and then **Reverse/Adjust Paychecks**, and then **Reverse/Adjust Paychecks**
- **Payroll for North America**, and then **Payroll Processing USF**, and then **Reverse/Adjust Paychecks**, and then **Reverse/Adjust Paychecks**
- **Payroll for North America**, and then **Payroll Processing CAN**, and then **Reverse/Adjust Paycheques**, and then **Reverse/Adjust Paycheques**

Navigation:

This example illustrates the fields and controls on the Reverse/Adjust Paychecks page.

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Note

The page is the same for reversals and adjustments.

Note

You can process a single reversal or adjustment to a paycheck with zero net pay. A check number is not required. However, if you need to process more than one zero net check (without a check number), you must process those reversals or adjustments one at a time.

Field or Control	Description
Run Control ID	For every Reverse/Adjust Paychecks run control you enter, the system sets up a separate off-cycle paysheet page and line.
Company, Pay Group and **Pay Period End Date**	The pay period end date corresponds to the on-cycle pay calendar with which you want to process the reversal or reversal/adjustment. Check reversals cannot be run if the pay run ID for the specified pay period end date is blank on the Pay Calendar table. Also, the reversal must be associated with a pay calendar that is not closed for off-cycle processing.
Paycheck Number and **Paycheck Issue Date**	If you know the check number and issue date, you can search for the corresponding check to be reversed.

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Field or Control	Description
Pay Period End Date, Off Cycle, Page and **Line**	If you do not know the check number and issue date, you can locate the check by searching for these values in the fields in the right column.
Separate Check	If the check to be reversed was issued as a separate check, enter a value here. You can also find the paycheck number and paycheck issue date information either online or off-line: Online: Use the Paycheck Data pages. Off-Line: Refer to your Payroll Register or Payroll Check Register reports.
Reversal	Select for a check reversal.
Reversal/Adjustment	Select for a check reversal and an adjustment check.
Delete Reversal/Adjustment	To delete an unwanted reversal or reversal/adjustment, set up a run control with this option selected and run the Paycheck Reversal/Adjustment process.

Accounting Period Option

This option applies to commitment accounting only.

Field or Control	Description
Original, Current, and **Specified**	Select to process the original, current, or a specified accounting period.
Fiscal Year	This field appears if you select the **Specified** accounting period option. Select the fiscal year of the specific accounting period that you want to process.

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Time and Labor Option

Field or Control	Description
Payable Time Reversal Type	This field becomes visible only if you're processing a reversal without adjustment and the check you're reversing includes payable time from Time and Labor. • *Reverse Only:* Select if you want to reverse the check and you do not require to reprocess the time at a future date. When you confirm the reversed check, the system creates a new payable time offset row with reversed quantity and costs, status *Reversed,* and reason *Reversed.* This time cannot be reprocessed. • *Reverse and Generate New Row:* Select if you want to reverse the check and you want to reprocess the time later. When you confirm the reversed check, in addition to creating an offset row with status *Reversed* and reason *Reversed,* the system also creates a new payable time row to be pulled for future payment. The new future row is an image of the original row that was reversed, and has the default status from Time Administration. See Summary of the Pay Confirmation PSJob Process (PAYCONF).

Paycheck Earnings Page

(USA, USF) Use the Paycheck Earnings page (PAY_CHECK_E) to view reversed checks.

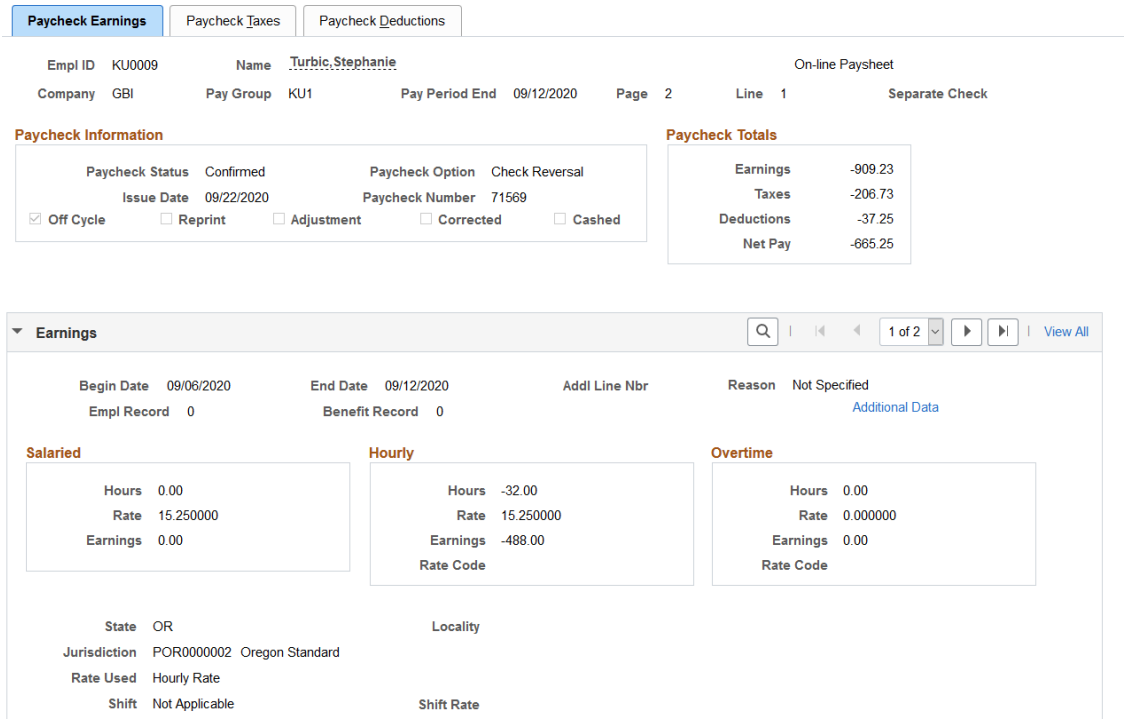
(CAN) Use the Paycheque Earnings page (PAY_CHECK_D) to view reversed cheques.

Navigation:

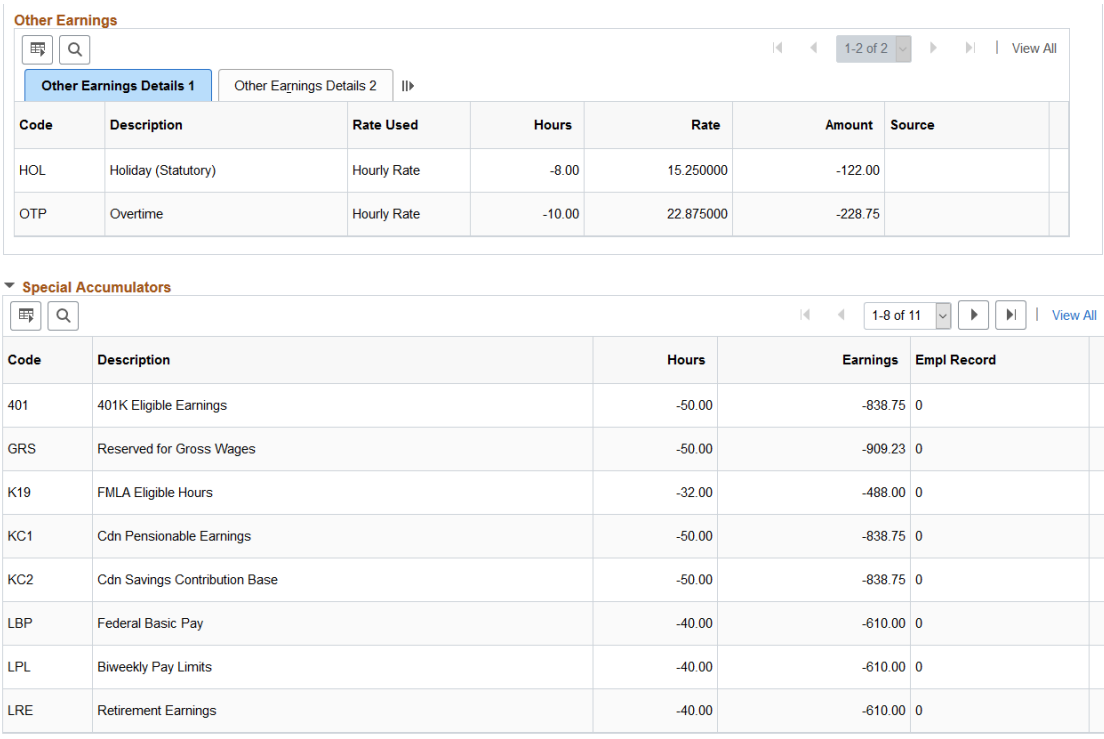
- **Payroll for North America**, and then **Payroll Processing USA**, and then **Produce Payroll**, and then **Review Paycheck**, and then **Paycheck Earnings**
- **Payroll for North America**, and then **Payroll Processing USF**, and then **Produce Payroll**, and then **Review Paycheck**, and then **Paycheck Earnings**
- **Payroll for North America**, and then **Payroll Processing CAN**, and then **Produce Payroll**, and then **Review Paycheque**, and then **Paycheque Earnings**

This example illustrates a reversed check on the Paycheck Earnings page (1 of 2).

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This example illustrates a reversed check on the Paycheck Earnings page (2 of 2).



Code	Description	Rate Used	Hours	Rate	Amount	Source
HOL	Holiday (Statutory)	Hourly Rate	-8.00	15.250000	-122.00	
OTP	Overtime	Hourly Rate	-10.00	22.875000	-228.75	

Code	Description	Hours	Earnings	Empl Record
401	401K Eligible Earnings	-50.00	-838.75	0
GRS	Reserved for Gross Wages	-50.00	-909.23	0
K19	FMLA Eligible Hours	-32.00	-488.00	0
KC1	Cdn Pensionable Earnings	-50.00	-838.75	0
KC2	Cdn Savings Contribution Base	-50.00	-838.75	0
LBP	Federal Basic Pay	-40.00	-610.00	0
LPL	Biweekly Pay Limits	-40.00	-610.00	0
LRE	Retirement Earnings	-40.00	-610.00	0

You can view the effects of the reversal by looking at the original check and the reversed check on the Paycheck Earnings page.

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On the reversed check, all of the amounts display as negative numbers. The paycheck option is set to *Check Reversal*.

If you view the effects of the reversal on any of the Paysheet pages, you will not be able to add or delete any paylines if one of the paylines is a reversal.

If you view the effects of the reversal on any of the Payline pages, you will not be able to add or delete the reversal payline.

Related Topics

- Viewing and Updating Paysheets and Paylines

Running Pay Confirmation

When you're satisfied that the reversal is correct, confirm the reversal by running the Pay Confirmation process.

After confirming the check reversal, you can issue a check for the correct amount.

> **Warning**
>
> When confirming reversals and adjustments, you must use the right side of the Confirm Payroll run control page and select **All Reversals/Adjustments.** Running reversal and adjustment confirmation from the left side of the Confirm Payroll page results in calculation errors later in the process.

Related Topics

- Understanding Pay Confirmation
  This topic discusses:

Viewing Confirmed Reversed Checks

After you run pay confirmation, you can view information, including updated balances, using the Review Paycheck pages in the Payroll Processing menu, and you can run any required reports.

> **Note**
>
> You cannot update paysheet information after pay confirmation has been completed.

Handling Direct Deposit Reversals

Currently, Payroll for North America does not support reversing direct deposit by sending a reverse wire to the bank (with a negative amount to debit the employee's account), even if the reversal was processed in the same payroll run. You must contact the bank directly to stop the payment.

If the Direct Deposit file has not been transmitted to the bank, you could unconfirm the entire payroll, disable the employee's direct deposit data, rerun the payroll calculations, and rerun the confirmation process.

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Reissuing the Payment after Stopping Payment at the Bank

If the direct deposit file has been transmitted to the bank, you have already called the bank to stop the payment, and the direct deposit was 100 percent of the employee's funds, you can use one of the following options to reissue the payment to the employee:

- Use the Reversal/Adjustment process.

  On the adjustment check, disable the direct deposit indicator, then calculate and confirm the check.
- Reverse the payment using the Reversal process, and process a manual check or off-cycle check.
- Request the Accounts Payable department to reissue the check for the net amount.

  Do not process a reversal.

If the direct deposit was a partial direct deposit, you can issue a manual check for the amount of the advice's net pay. Do not process a reversal or process the manual check through payroll. The employees' balances have not changed; you are just giving them the money.

Adjusting Paychecks

Pages Used to Adjust Paychecks

Page Name	Definition Name	Usage
Reverse/Adjust Paychecks Page	RUNCTL_PAY_REV	Run the check reversal and adjustment process.
Reverse/Adjust Paycheques Page	RUNCTL_PAY_REV	Run the cheque reversal and adjustment process. The Reverse/Adjust Paycheques page is similar to the Reverse/Adjust Paychecks Page.
Paycheck Earnings Page	PAY_CHECK_E	View adjusted checks.
Paysheet Page	PAY_SHEET_ADD_S	View and update the paysheet to affect the Pay Calculation process.

Understanding Paycheck Adjustment

There are two segments to the check adjustment process: a reversal of the incorrectly issued check and an adjustment.

When you adjust a paycheck, there are three possible outcomes:

- No change in net pay (such as correction of taxing locality).
- The company owes the employee money.

  In this situation, the system produces a check for the amount owed.
- The employee owes the company money.

  In this case, you can put the amount into an arrears balance to be taken out of subsequent paychecks. Or you can attempt to get the money back from the employee by other means.

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Use the Reverse/Adjust Paychecks page to both adjust and reverse paychecks.

> **Note**
>
> After being confirmed, adjustment checks cannot be adjusted. The system does not perform adjustments to online checks.

Related Topics

- Determining Whether to Reverse or Adjust a Check
  This topic discusses how to determine whether to reverse or adjust a check and how to compare a reversal and adjustment.

Setting Up the NETPAY Deduction Code

To process adjustments, the system uses a special deduction called Net Pay Adjustment with a deduction code of NETPAY. Before processing adjustments, you must set up this deduction code on the Deduction and the General Deduction tables and add it to the Company General Deductions table. You can use the NETPAY deduction that is supplied with the demonstration database as an example.

During the reversal step of the adjustment process, the system reverses the original check, producing a calculated check reversal. It does this by subtracting a NETPAY deduction equal to the employee's net pay on the original check.

Related Topics

- Understanding Deductions
  This topic lists prerequisites and discusses:

Setting Up to Collect Negative Adjustments

If the adjustment results in the employee owing the organization, you must have set up an adjustment deduction code and a corresponding adjustment earnings code that the system uses to process adjustments of this type.

When you set up the adjustment earnings code, you link it to the corresponding adjustment deduction code through the **Payback Deduction Code** field on the Earnings Table - Taxes page.

Setting Up an Adjustment Deduction Code

An adjustment deduction code is necessary to process check adjustments for which the employee owes the company money. If you have not already done so, you can set up a generic adjustment deduction code, such as PAYADJ. Alternatively, you can establish several such deduction codes, one for each negative adjustment payback situation you're likely to encounter, but each would require a corresponding adjustment earnings code. For example, if you're adjusting checks that were calculated using the wrong taxing jurisdiction, you could set up a tax adjustment deduction code: TAXADJ.

To set up the adjustment deduction code:

1. Set up the Deduction table.

   On the Deduction Table - Process page, select the **Deduction Arrears Allowed** check box and enter the appropriate general ledger expense and or liability accounts.

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2. Set up the General Deduction table.

   If you use the generic PAYADJ code, the General Deduction table is set by default with the information needed to calculate the payback adjustment deduction.

   If you choose to specify your own deduction for this purpose, you must define the code on the General Deduction table with your own calculation routine and specifications.

3. Set up the Company General Deductions table.

   For each company, add each adjustment deduction code in the **Deduction Code** column.

Setting Up an Adjustment Earnings Code

An adjustment earnings code is necessary to process check adjustments for which the employee owes the company money. Use a suitable code to designate this earnings, such as ADJ.

To set up the adjustment earnings code, use the Earnings and the Earnings Program tables.

1. Define the earnings code on the Earnings Table - General page:

Field or Control	Description
Payment Type	Select **Either Hours or Amount OK.**
Effect on FLSA (effect on Fair Labor Standards Act)	Select **None.**
Eligible for Retro Pay	Not used for adjustment earnings.

2. Set up the Earnings Table - Taxes Page:

Field or Control	Description
Payback Deduction Code	Enter a deduction code here to link to the earnings code. During the pay calculation process for the paycheck reversal/ adjustment, the system creates an arrears balance for this deduction that is equal to the amount of the adjustment. On subsequent payrolls, where the employee is paid, the system attempts to deduct the overpayment from the employee's future check(s) until the entire amount has been collected.
Tax Method	Select **Specified on Paysheet.** The system selects the default values from the paysheet.
Earnings	Select **Add to Gross Pay** and **Maintain Earnings Balances.** Deselect all other check boxes.
(USA) U.S. Only	Clear all fields. This is important, because the adjustment earnings code should not add to any taxable gross fields.
(CAN) Canadian Only	Clear all fields. This is important, because the adjustment earnings code should not add to any taxable gross fields.

Related Topics

- Understanding Earnings Tables
  This topic lists prerequisites and common elements and discusses earnings tables.

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- Understanding Deductions
  This topic lists prerequisites and discusses:

Reverse/Adjust Paychecks Page

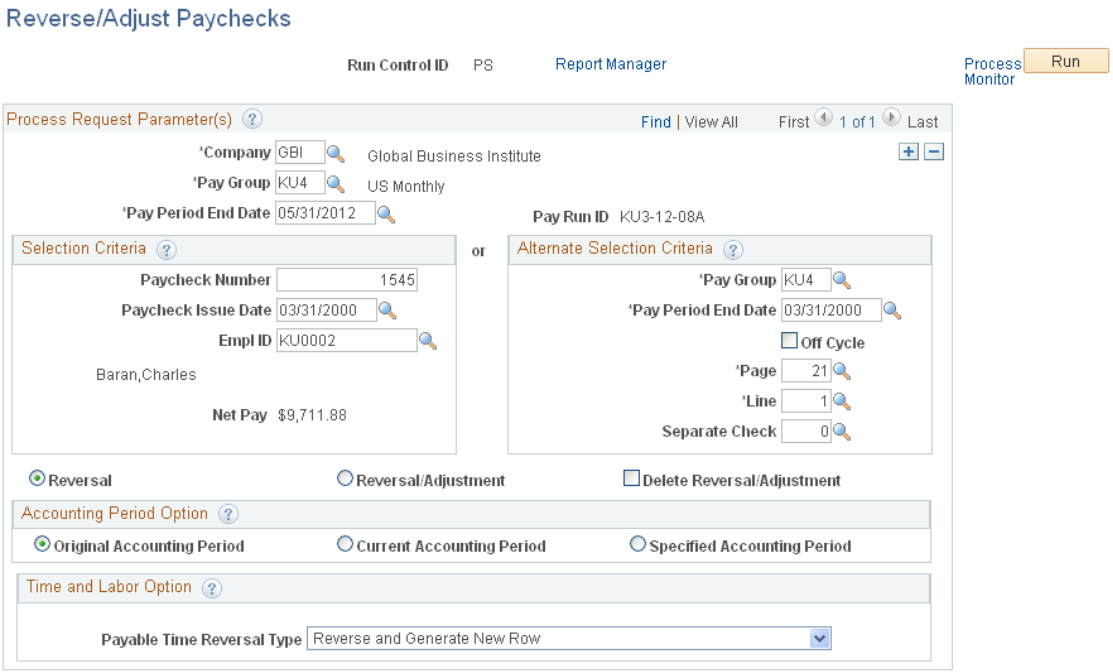
(USA, USF) Use the Reverse/Adjust Paychecks page (RUNCTL_PAY_REV) to run the check reversal and adjustment process.

(CAN) Use the Reverse/Adjust Paycheques page (RUNCTL_PAY_REV) to run the cheque reversal and adjustment process.

Navigation:

- **Payroll for North America**, and then **Payroll Processing USA**, and then **Reverse/Adjust Paychecks**, and then **Reverse/Adjust Paychecks**
- **Payroll for North America**, and then **Payroll Processing USF**, and then **Reverse/Adjust Paychecks**, and then **Reverse/Adjust Paychecks**
- **Payroll for North America**, and then **Payroll Processing CAN**, and then **Reverse/Adjust Paycheques**, and then **Reverse/Adjust Paycheques**

This example illustrates the fields and controls on the Reverse/Adjust Paychecks page.



This is the same page that you use to run paycheck reversals

If you're adjusting more than one check, add a row for each additional check and then run the process.

Related Topics

- Reverse/Adjust Paychecks Page
  (USA, USF) Use the Reverse/Adjust Paychecks page (RUNCTL_PAY_REV) to define the parameters for the check reversal process.

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Entering Adjustment Information on the Paysheet

When you run the Paycheck Reversal/Adjustment process, the system produces an off-cycle paysheet page. The first paysheet entry appears as a Reversing Adjustment, with all fields unavailable and a net pay of zero (blank). Use the Paysheet page to enter necessary adjustment information for earnings, deductions, and taxes.

Navigation:

Payroll for North America, and then **Payroll Processing USA [or CAN]**, and then **Update Paysheets**, and then **By Paysheet**, and then **Paysheet**

Use the top scroll area to move to the other system-generated paysheet entry, the Adjustment paysheet. This is where you enter the necessary adjustment information for earnings, deductions, and taxes.

For example, if you forgot to pay the employee for 10 hours of overtime, enter *10* in **Overtime Hours;** if you taxed her in the wrong taxing jurisdiction, enter the correct state or locality.

Save the paysheet when you finish entering your adjustments.

Running Pay Calculation

Set up a run control and run the Pay Calculation process just as you do for your normal payroll calculation.

Your next steps depend on whether you owe the employee or the employee owes you.

Related Topics

- Understanding the Pay Calculation Business Process
  This topic discusses:

Continuing If You Owe the Employee

If you owe the employee money, the system produces a calculated check for the amount that you owe. You can then complete the following steps:

1. Set up pay confirmation parameters and run the Pay Confirmation process, which updates the employee's balances and assigns a check number.
2. Print the check.

Continuing If the Employee Owes You

If the employee owes you money, the following message appears in the Paysheet, Payroll Messages page (assuming there are no other errors):

The net pay calculated for this check is a negative amount.

The **Message Data** field at the bottom of the page displays a negative amount, which is the amount the system has calculated the employee owes you. The system treats this as an error because it is designed to produce checks for positive or zero amounts. A negative paycheck amount is not valid.

If the employee is still employed, you can get the money back by putting it in an arrears balance and having the system attempt to take it out of the next paycheck. In effect, you "give" the employee the amount she owes by using an adjustment earnings code on the adjustment

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paysheet. When you run pay calculation, the system converts the earnings to the corresponding payback deduction code.

Here's how you set up the arrears balance to collect the overpayment:

1. Make sure you have set up the necessary adjustment earnings and adjustment deduction codes.

   See Setting Up to Collect Negative Adjustments.

2. On the adjustment paysheet, enter the overpayment amount as Other Earnings, using the earnings code you set up for negative adjustments.

   Save the paysheet.

3. Set up off-cycle pay calculation parameters and run the Pay Calculation process.

   The system converts the earnings to a deduction (assigning it to the corresponding payback deduction code) and puts the amount the employee owes into an arrears balance to be processed in the next payroll.

4. Set up off-cycle pay confirmation parameters and run the Pay Confirmation process.
5. View results on the Review Paycheck pages.
6. The overpayment is deducted in the next pay cycle.

Deleting an Adjustment Payline

To delete the adjustment payline of a paysheet that was created with Reversal/Adjustment selected on the Reverse/Adjust Paychecks page:

1. Run the Pay Unsheet SQR process (PAYUNSHT).

   See Viewing and Updating Paysheets and Paylines.

2. Run the Paycheck Reversal/Adjustment process with Reversal selected.

Reconciling Checks

Pages Used to Reconcile Checks

Page Name	Definition Name	Usage
Check Reconciliation Page	RUNCTL_PAYINIT2	(USA, USF) Use this page to run the PAY015A process that reconciles the checks cleared at your financial institution.
Cheque Reconciliation Page	RUNCTL_PAYINIT	(CAN) Use this page to run the PAY015A process that reconciles the cheques cleared at your financial institution.
Check Reconciliation Report Page	PRCSRUNCNTL	(USA, USF) Generate the PAY015B report that lists the entries in the temporary Check Reconciliation file.
Cheque Reconciliation Report Page	PRCSRUNCNTL	(CAN) Generate the PAY015B report that lists the entries in the temporary Check Reconciliation file.

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Understanding Check Reconciliation Procedures

Payroll for North America has two SQR programs that, together, enable you to reconcile checks. You can see which paychecks employees have cashed and which are outstanding. You're alerted to checks the bank cashed for an amount other than the amount that your records show.

To reconcile checks:

1. From your bank, get a file on magnetic media showing cashed payroll checks.
2. Run the Check Reconciliation (PAY015A) process.
3. Run the Check Reconciliation Report (PAY015B).
4. Review the reports generated by the SQRs.

These steps are further explained in the following sections.

The Bank File

To use the check reconciliation feature, you must get a magnetic media file from your bank showing which payroll checks they've cashed.

Payroll for North America accepts Bank files in the following format:

Bank File	Number of positions
Transit#	9 positions
Account#	15 positions
Check#	15 positions; numeric
Net Pay	10 positions; numeric; implied decimal point

You can adapt the sample PeopleSoft SQR programs to accommodate a Bank file with a different format. The SQR *must* match the record layout of the Bank file.

Important

If the HCM Encryption Uptake for Check Reconciliation product modifications are applied, and SRC_BANK is encrypted, you must adjust the PNA_BANK_FILE file layout to match the layout of your bank file. PNA_BANK_FILE is use by the PY_BNKFILE application engine in the Check Reconciliation process. No changes are required for PAY015A.

If the HCM Encryption Uptake for Check Reconciliation product modifications are not applied, and SRC_BANK is not encrypted, you must adjust the Process-Bank-File in PAY015A to match the layout of your file.

For more information, refer to Application Fundamentals: Understanding Data Encryption for Payroll for North America.

Payroll for North America reads this Bank file and attempts to reconcile each check against the check information in your payroll database. In addition, the system verifies its own file of unprocessed manual checks to see if they've been entered into the system since the last time you ran the check reconciliation process.

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The two check reconciliation SQR programs are called Check Reconciliation (PAY015A) and Check Reconciliation Report (PAY015B).

Identifying Checks with PAY015A

PAY015A identifies all system-produced and manual checks that are processed for a given pay run ID, attempting to match these checks with the Bank file. It writes entries for each cashed, reversed, or outstanding check into a temporary Check Reconciliation file on the database. PAY015A also creates an error listing and PAY015B creates a report.

The system assumes that checks for which no match is found on the database are unprocessed manual checks, that is, cashed manual checks that haven't yet been entered into the system. The program places these in an Unprocessed Manual Checks file.

The Error Listing report that is produced by PAY015A shows checks with the wrong net amount, checks flagged as already having been cashed, and checks flagged as having been reversed.

The PAY015A process identifies:

- All computer and manual checks, including check reversals, that the system processed during the current payroll periods for a given pay run ID.
- All outstanding checks—all checks that are confirmed, are not reversing entries, and are not yet cashed.
- All unprocessed manual checks.

It inserts one entry for each check type into the temporary Check Reconciliation file.

> **Note**
>
> (CAN) For Canadian reports, the three-digit bank ID is reported in the **Bank Transit Number** field.

Producing Check Reconciliation Reports with PAY015B

After you run PAY015A, run PAY015B to produce a Check Reconciliation Report listing the entries in the Check Reconciliation file produced by PAY015A. The report provides totals for item count and net pay, and is divided into sections by the following types:

- Issued Checks (Computer).
- Checks Reconciled From Bank Checks File.
- Outstanding Checks.
- Unprocessed Manual Checks.
- Reversed Checks.

Understanding an Example of Check Reconciliation

Here's an example to illustrate the check reconciliation procedures.

Paycheck Files (PS_PAY_CHECK)

Suppose your last payroll run contained six checks, which are on the database in the Paycheck file:

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Check #	Date	Amount	Remarks
1	December 31, 2004	100	Normal
2	December 31, 2004	150	Normal
3	December 31, 2004	175	Normal
4	December 31, 2004	200	Normal
5	December 31, 2004	250	Reversed
99	December 25, 2004	125	Manual

Checks 1-4 are normal on-cycle paychecks. Number 5 is a check that's been reversed. Check 99 is a manual check that you wrote earlier in the month and decided to process with your on-cycle end-of-month payroll. You've handed these checks (except #5) out to employees, some of whom have cashed them.

Bank File

You subsequently receive the Bank file from your bank listing cashed checks drawn against your payroll account:

Check #	Date	Amount
1	December 31, 2004	100 USD
2	December 31, 2004	150 USD
3	December 31, 2004	145 USD
101	December 31, 2004	200 USD

Unprocessed Manual Check File (PS_PAY_CHECK_DUE)

Meanwhile, your Unprocessed Manual Check file contains one item:

Check #	Date	Amount
99	December 15, 2004	125 USD

The last time you ran Check Reconciliation, check #99 was listed in the Bank file, but not in your Paycheck file. The program consequently put it into the Unprocessed Manual Check file.

Run the SQRs

With this information, you can run the SQRs.

> **Note**
>
> Procedures for running these programs might vary, depending on your database platform environment. If in doubt, ask your systems administrator for detailed instructions.

Error Report (from PAY015A)

PAY015A produces an Error Report flagging Check #3, because the amount is different:

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Check #	Date	Amount
3	December 31, 2004	145 USD

Check Reconciliation Files (from PAY015B)

When you print the Check Reconciliation Report with PAY015B, you see that three checks have been cashed, one is outstanding, and one is a reversed check:

Check #	Date	Amount	Status
1	December 31, 2004	100 USD	Cashed
2	December 31, 2004	150 USD	Cashed
4	December 31, 2004	200 USD	Outstanding
5	December 31, 2004	250 USD	Reversed
99	December 15, 2004	125 USD	Cashed

Unprocessed Manual Check Files (PS_PAY_CHECK_DUE)

You end up with five reconciled checks, one error, and one check in the Unprocessed Manual Check file:

Check #	Date	Amount
101	December 15, 2004	200 USD

Here's a summary:

Checks #1 and #2 are put in the Check Reconciliation file, because their Bank file entries match their Paycheck file entries.

Check #3 doesn't match on the Bank file and Paycheck file; the amounts were different, so this check gets put on the Error Listing.

Check #4 in the Paycheck file isn't listed on the Bank file, so presumably the employee hasn't cashed it yet. It goes in the Check Reconciliation file as an outstanding check.

Check #5 is a reversed check that never made it to the bank; the system places it into the Check Reconciliation file as a reversed check.

Check #99, which had been sitting in the Unprocessed Manual Check file, is put in the Check Reconciliation file, because it matches Check #99 in the Paycheck file.

Check #101, the one check in the Bank file that isn't in the Paycheck file, gets put in the Unprocessed Manual Check file. When you enter it into Payroll for North America, it's reconciled against the Paycheck file.

Check Reconciliation Page

(USA, USF) Use the Check Reconciliation page (RUNCTL_PAYINIT2) to run the PAY015A process that reconciles the checks cleared at your financial institution.

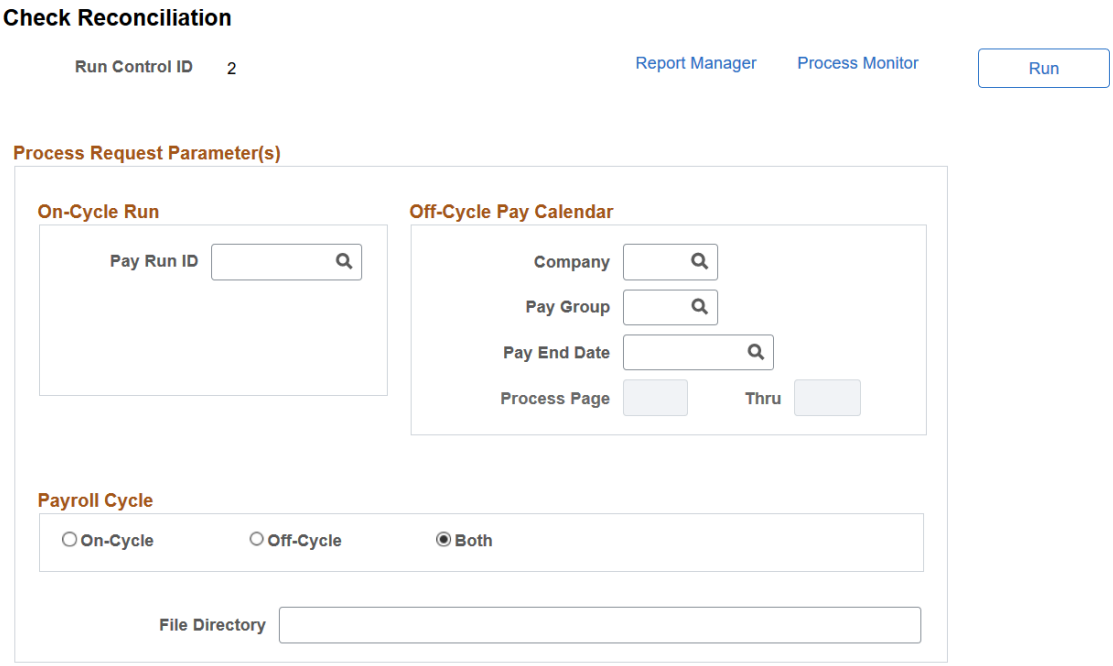
(CAN) Use the Cheque Reconciliation page (RUNCTL_PAYINIT2) to run the PAY015A process that reconciles the cheques cleared at your financial institution.

Navigation:

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- (USA) **Payroll for North America**, and then **Periodic Payroll Events USA**, and then **Check Reconciliation**, and then **Request Reconciliation**, and then **Check Reconciliation**
- (USF) **Payroll for North America**, and then **Periodic Payroll Events USF**, and then **Check Reconciliation**, and then **Request Reconciliation**, and then **Check Reconciliation**
- (CAN) **Payroll for North America**, and then **Periodic Payroll Events CAN**, and then **Cheque Reconciliation**, and then **Request Reconciliation**, and then **Cheque Reconciliation**

This example illustrates the fields and controls on the Check Reconciliation page.



(CAN) The title of this page is Cheque Reconciliation page.

Field or Control	Description
File Directory	Enter the file location of your bank reconciliation file before running the check reconciliation programs.

Related Topics

- Application Fundamentals: Understanding Data Encryption for Payroll for North America

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Reprinting Checks

Pages Used to Reprint Checks

Page Name	Definition Name	Usage
Reprint Checks Page	RUNCTL_PAY_REPRINT	(USA, USF) Set the check ranges and run the Check Reprint process.
Reprint Cheques Page	RUNCTL_PAY_REPRINT	(CAN) Set the check ranges and run the Cheque Reprint process. The (CAN) Reprint Cheques page is similar to the (USA) Reprint Checks page.
Dead Paychecks Page	PAY_CHECKS_DEAD	(USA, USF, CAN) View dead check numbers and the reasons.
Print Pay Checks Page	RUNCTL_CHK_ADV1	(USA, USF) Print U.S. paychecks by the SQR method using the Pay Check Print - US SQR process (PAY003).
Print Pay Cheques Page	RUNCTL_CHK_ADV	(CAN) Print Canadian paycheques by the SQR method using the Pay Cheque Print - Canada SQR process (PAY003CN).
Create PDF Paychecks Page	RUNCTL_CHK_ADV1_EP	(USA, USF) Create U.S. paychecks in PDF for printing and self-service viewing using the Print US Checks PSJob process (PYCHKUSA).
Create PDF Paycheques Page	RUNCTL_CHK_ADV_EP	(CAN) Create Canadian paycheques in PDF for printing and self-service viewing using the Print Canadian Cheques process (PYCHQCAN).
Paycheck Earnings Page	PAY_CHECK_E	(USA, USF) View reprinted checks. **Note:** The system selects the **Reprint** check box to indicate that the check was issued as a replacement.
Paycheque Earnings Page	PAY_CHECK_E	(CAN) View reprinted cheques. **Note:** The system selects the **Reprint** check box to indicate that the check was issued as a replacement.

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Understanding Reprinting Checks

Occasionally you may need to reprint one or more checks. Some checks may be damaged. The Check Reprint process reassigns the check numbers that were allocated during the Pay Confirmation process so that you may reprint them if necessary.

Suppose you've confirmed a payroll run and are trying to print a run of 15 checks numbered 100082—100096. The printer prints the first three checks, destroys the next five, and then shuts down. Here are the results of the initial print run:

Check Number	Check Status
100082	Printed OK
100083	Printed OK
100084	Printed OK
100085	Destroyed
100086	Destroyed
100087	Destroyed
100088	Destroyed
100089	Destroyed
100090	Not yet printed
100091	Not yet printed
100092	Not yet printed
100093	Not yet printed
100094	Not yet printed
100095	Not yet printed
100096	Not yet printed

Here's how you reprint the checks:

1. Run the Check Reprint process.

   In this example, the first check is # 100085 and the last check # is 100096.

   The Check Reprint process moves the ruined checks into the Dead Paycheck file.
2. (Optional) View the ruined checks on the Dead Paychecks page.
3. Reprint the check.

   Select the appropriate U.S. or Canadian print method and process.

   When you set up the run control, enter a starting check/advice number on the run parameters page. In this example, you enter *100085,* because that's where you want the system to start reassigning check numbers.
4. View reprinted checks.

Understanding Check Numbers in the Reprint Process

Let's examine how the system processes check numbers in the Check Reprint process. You can compare your original and after-reprint Payroll Check Registers to extract this same information, but let's look at the situation from a different viewpoint. Here are the results of running the Check Reprint process and reprinting the checks.

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After Confirmation and First Print Run		After Running Reprint Job and Second Print Run	
Check Number	**Check status**	**Check Number**	**Check status**
100082	Printed OK	100082	Already printed
100083	Printed OK	100083	Already printed
100084	Printed OK	100084	Already printed
100085	Destroyed	100093	Dead
100086	Destroyed	100094	Dead
100087	Destroyed	100095	Dead
100088	Destroyed	100096	Dead
100089	Destroyed	100097	Dead
100090	Not yet printed	100098	Printed OK (Restart printing here)
100091	Not yet printed	100099	Printed OK
100092	Not yet printed	100100	Printed OK
100093	Not yet printed	100101	Printed OK
100094	Not yet printed	100102	Printed OK
100095	Not yet printed	100103	Printed OK
100096	Not yet printed	100104	Printed OK
		100090	Dead—Used for Form Alignment
		100091	Dead—Used for Form Alignment
		100092	Dead—Used for Form Alignment

This chart shows that the initial print run left checks 100082−100084 printed, checks 100085−100089 destroyed, and checks 100090−100096 unprinted. We then set up a Reprint Checks run control, ran the Check Reprint process, and printed replacements for the destroyed checks, and the checks that hadn't yet been printed.

When we ran the Check Reprint process, the system put the destroyed checks into the Dead Paycheck file. It then continued with the next number, 100090, and assigned numbers through to number 100104. At that point the system took the next available numbers, 100090−100092, and used them for the three form alignment checks we had specified; these were also pronounced dead and put into the Dead Paycheck file. Finally, the system started with the next available number, 100093, and assigned replacement numbers for the five checks that had been destroyed in the initial print run, and the checks that had not yet been printed.

Reprint Checks Page

(USA, USF) Use the Reprint Checks page (RUNCTL_PAY_REPRINT) to set the check ranges and run the Check Reprint process.

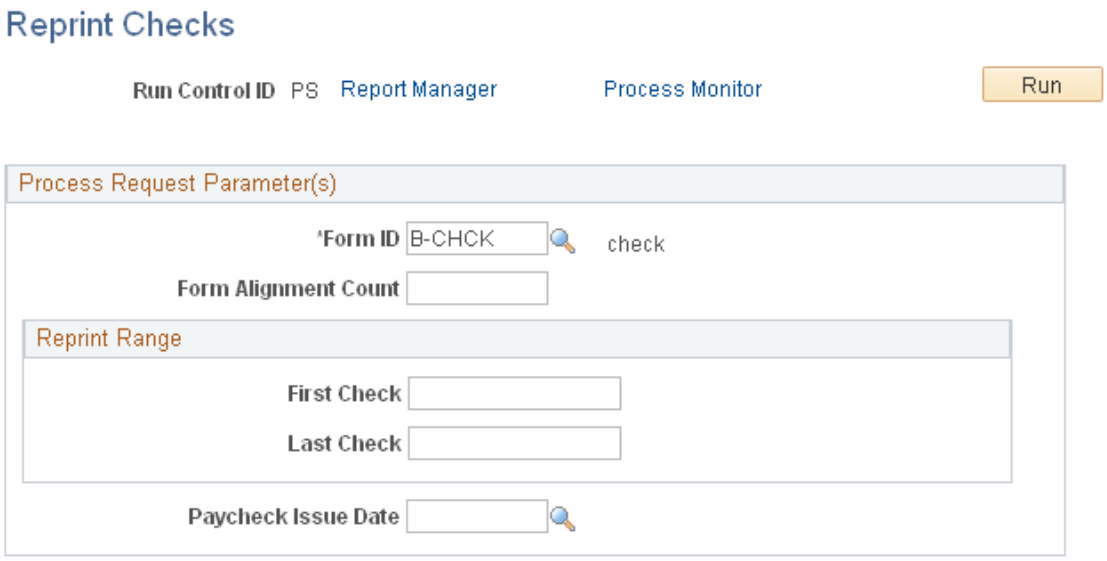
(CAN) Use the Reprint Cheques page (RUNCTL_PAY_REPRINT) to set the check ranges and run the Cheque Reprint process.

Navigation:

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- **Payroll for North America**, and then **Payroll Processing USA**, and then **Produce Checks**, and then **Reprint Checks**, and then **Reprint Checks**
- **Payroll for North America**, and then **Payroll Processing USF**, and then **Produce Checks**, and then **Reprint Checks**, and then **Reprint Checks**
- **Payroll for North America**, and then **Payroll Processing CAN**, and then **Produce Cheques**, and then **Reprint Cheques**, and then **Reprint Cheques**

This example illustrates the fields and controls on the Reprint Checks page.



Field or Control	Description
Form ID	Enter the ID for the type of form that you want reprinted, in this case, select the appropriate form ID.
Form Alignment Count	Indicate how many checks you need for manually aligning the check forms in your printer. These check numbers are inserted into the Dead Paychecks file.
Reprint Range	Enter the first check number and the last check number in the reprint range of the checks you're reprinting.
Paycheck Issue Date	This should be the same as the date on the original check run. If you need to reprint checks for different dates, you must run the Check Reprint process separately for each different date.

Reprint Checks

After running the Check Reprint process, you can reprint the checks as you normally print checks, by running the correct print process for the applicable country and method of printing.

See Understanding Printing Processes.

When you set up the run control, enter a starting check/advice number on the run parameters page.

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> **Note**
>
> You also must reset the check number in the Form table to the number of the first undamaged check form.

See Setting Up the Form Table for Printing Checks and Direct Deposit Advices.

Generating Bulk Wage Statements

This topic provides an overview of bulk wage statement generation and discusses how to generate bulk wage statements.

Pages Used to Generate Bulk Wage Statements

Page Name	Definition Name	Usage
Multiple Wage Statements Download Page	RUNCTL_DWD_WAGE_ST	Specify the parameters for generating PDF files containing multiple wage statements.
View Employee List Page	PY_BLKPDF_EMPL_LST	View the list of employees included in the selected group ID.

Understanding Bulk Wage Statement Generation

Payroll for North America delivers a wage statement generation feature that allows bulk creation of wage statements for a specific date range, enabling payroll administrators and employees to efficiently download and print multiple statements as a single consolidated PDF file.

This feature includes an application engine (AE) process (PY_SSP_DWND) that generates consolidated PDF files containing wage statements for multiple employees. From the Multiple Wage Statements Download Page, payroll administrators can specify parameters to run the wage statement generation process, such as:

- List of employees for whom wage statements are generated and the date range.

  Multiple filter criteria are available for identifying employees.
- Payroll cycle type (on-cycle, off-cycle, or both).
- Download options.

After the process completes, payroll administrators can download the list of employee wage statements as a PDF file from the process output. For more information, refer to Viewing Bulk PDF Files in Report Manager .

Depending on the total number of wage statements included, the AE process may generate multiple PDF files. A log file with process summary is available for review.

This feature also enables employees to download multiple wage statements in Fluid Employee Self-Service. From the PeopleSoft ePay: Paychecks Page or Paycheques page, they can specify a date range and generate a single PDF file containing all the wage statements they wish to download instantly.

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> **Note**
>
> This feature is available for Canada, U.S., and U.S. Federal. To use this feature, customers must use BI Publisher to produce PDF paychecks. The date range selection applies only to paychecks generated through Payroll for North America.

Video: Image Highlights, PeopleSoft HCM Update Image 54: Multiple Wage Statement Download

Templates for Bulk Wage Statements

This table lists the templates that are available for bulk wage statement creation.

Product	Report Name	Description	Data Source Type	Data Source ID
PeopleSoft Payroll for North America (USA)	ADMUSDWD	US Admin Bulk Wage Statement Download	XML File	USDWND
PeopleSoft Payroll for North America (CAN)	ADMCNDWD	CAN Admin Bulk Wage Statement Download	XML File	CNDWND
PeopleSoft ePay (self-service Download Multiple Wage Statement USA)	SSPUSDWD	US Bulk Wage Statement Download	XML File	USDWND
PeopleSoft ePay (self-service Download Multiple Wage Statement CAN)	SSPCNDWD	CAN Bulk Wage Statement Download	XML File	CNDWND

Both *ADMUSDWD* and *SSPUSDWD* reports use the existing overflow template *PYOVRFSSP.*

Both the *ADMCNDWD* and *SSPCNDWD* reports use the PYCANDWD.rtf template. This template calls the PYCNDWD.rtf sub-template, which includes content from the templates used in SSPCNADV and SSPCNCHQ reports. To ensure consistency, the PYCNDWD.rtf sub-template needs to be updated whenever either of these templates is modified.

Viewing Bulk PDF Files in Report Manager

Payroll administrators are required to use Report Manager to view bulk PDF files generated by the AE process.

After the process completes and the files are posted, follow these steps to view generated files:

1. Access the Report Manager.
   - The **Report Manager** link is available on the Multiple Wage Statements Download Page.
   - Navigation: **Reporting Tools**, and then **Report Manager**
2. Locate the file to open.

   The description of the report batch files is in this format:

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<Report name> [BATCH<batch number>] - Wage_Statement_File_<Process-By-option>_<Process date>_<Process instance>.pdf

Example of a U.S. report name:

ADMUSDWD [BATCH0001] - Wage_Statement_File_Employees from File_2025-11-17_581058.pdf

3. Open the PDF file using one of the following methods:
   - From the Report Manager - List page:

     Select the link in the **Report** column for the desired batch file. The PDF file is available on the **Report Index** page that appears.
   - From the Report Manager - Administration page:

     Select the PDF link in the **Description** column for the desired batch file.

     The same PDF link is also available when you select the **Details** link on the Report Manager - Administration page.

Setting Up Bulk Wage Statement Generation

To set up the feature to generate and download wage statements in bulk:

1. Use the **Bulk Download** section on the Paycheck Options Table Page to specify the report definitions for generating bulk wage statement PDFs. System-delivered templates are available for use.
2. Use the **Self Service Bulk Download** and **Bulk Download Parameters** sections on the Payroll for NA Installation Page to enable the feature for specific countries and specify additional settings.

User Roles and Permission Lists

To run the AE process for this feature, users must be members of the *Payroll Administrator CAN* (for CAN), *Payroll Administrator USA* (for USA), or *NA Payroll Administrator* (for both countries) role. Roles that are assigned the *HCCPFGALLP* permission list will have access to this feature for Federal.

The permission lists for using this feature are:

- (CAN)
  - HCCPPY1000
  - HCLPPNAMNGCAN
  - HCLPPNASETCAN
  - HCCPFGALLP
- (USA)
  - HCCPFGALLP
  - HCCPPY1000
  - HCLPPNAMNGUSA
- (USF) HCCPFGALLP

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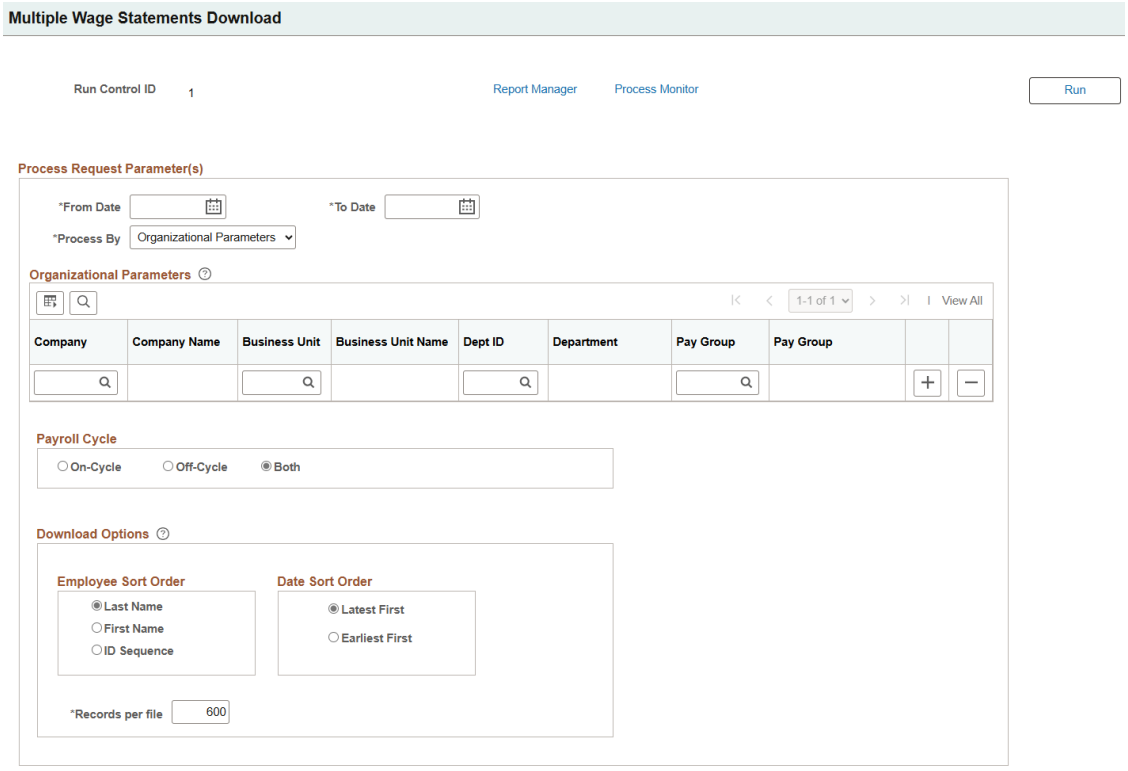
Multiple Wage Statements Download Page

Use the Multiple Wage Statements Download page (RUNCTL_DWD_WAGE_ST) to specify the parameters for generating PDF files containing multiple wage statements.

Navigation:

- **Payroll for North America**, and then **Periodic Payroll Events USA**, and then **Wage Statement Bulk Download**, and then **Wage Statement Bulk Download**
- **Payroll for North America**, and then **Periodic Payroll Events CAN**, and then **Wage Statement Bulk Download**, and then **Wage Statement Bulk Download**
- **Payroll for North America**, and then **Periodic Payroll Events USF**, and then **Wage Statement Bulk Download**, and then **Wage Statement Bulk Download**

This example illustrates the fields and controls on the Multiple Wage Statements Download page.



Field or Control	Description
From Date and **To Date**	Specify the date range of wage statements to include in the generated PDF files. The system displays an error if the specified From Date is earlier than the date configured in the installation table as the earliest date wage statements can be downloaded in bulk for your country.

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Field or Control	Description
Process by	Select the method the AE process uses to identify employees whose wage statements will be included in the generated PDF files. Options include: *Employees From File:* The process identifies employees from an uploaded flat file. *Employees From Group ID:* The process identifies employees from the specified group ID. *Organization Parameters:* (Default) The process identifies employees using specified company parameters in the **Organizational Parameters** section. *Selected Employees:* The process identifies employees from the **Employees** section.
Group ID	Specify an existing group ID that identifies employees for whom to generate wage statements. You must have access to the selected group ID to run the process. This field appears if the selected Process by option is *Employees from Group ID.*
View Employees List	Select to view the list of employees included in the selected group ID on the View Employee List Page. **Note:** If the **Single Check for Multiple Jobs** field is selected on the Application Fundamentals: Default Settings Page for the company (as of the To date specified on this run control page) of an employee included in the process, all confirmed checks for the employee corresponding to that company and pay end date will be selected, regardless of the employee record.
Browse File	Select to upload a comma-separated .csv or .txt file containing a list of employees to be processed. The file must include one column with employee IDs and a second column with the corresponding employee record number, if needed. If no employee record number is specified for an employee, all employee records will be processed. Do not include a column header. Uploaded file appears as a link and can be opened for review. This field appears if the selected Process by option is *Employees from File.* **Note:** If the **Single Check for Multiple Jobs** field is selected on the Application Fundamentals: Default Settings Page for the company (as of the To date specified on this run control page) of an employee included in the process, all confirmed checks for the employee corresponding to that company and pay end date will be selected, regardless of the employee record.

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Organizational Parameters

This section appears if the selected Process by option is *Organization Parameters.*

Field or Control	Description
Company, Business Unit, and **Department**	Select a company to generate wage statements for employees of that company. Add new rows to include more companies. You can narrow down the list of employees for whom to generate wage statements by specifying a business unit, department ID, or pay group for the selected company if needed. Your row-level security determines the list of business units and departments available for selection. **Note:** If the **Single Check for Multiple Jobs** field is selected on the Application Fundamentals: Default Settings Page for the selected company (as of the To date specified on this run control page), all confirmed checks for employees (those included in the process) corresponding to that company and pay end date will be selected, regardless of other organizational parameters specified (such as business unit or department ID).

Employees

Select employees for whom to generate wage statements manually. This section appears if the selected Process by option is *Selected Employees.*

Field or Control	Description
All Jobs	Select to process all jobs of the specified employee. This field is selected by default.
Empl Record	If you do not want all jobs to be included in the process, clear the **All Jobs** check box and specify the number of the employee record to be processed on the **Empl Record** field that appears. **Note:** If the **Single Check for Multiple Jobs** field is selected on the Application Fundamentals: Default Settings Page for the company (as of the To date specified on this run control page) of an employee included in the process, all confirmed checks for the employee corresponding to that company and pay end date will be selected, regardless of the employee record.

Payroll Cycle

Field or Control	Description
On-Cyle, Off-Cycle, or **Both**	Select to process on-cycle, off-cycle, or both on-cycle and off-cycle confirmed paychecks.

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Download Options

Use the **Employee Sort Order** and **Date Sort Order** sections together to specify how employees' wage statements will be sorted in the generated PDF files available for download.

Suppose the selected employee sort order is *Last Name,* and the date sort order is *Latest First.* In this case, the PDF files list wage statements by employee last name. For wage statements belonging to the same employee, they are sorted by check date, with the most recent (latest) listed first.

Field or Control	Description
Employee Sort Order	Select how employees' wage statements are sorted in PDF files, by employee's: *Last Name* *First Name* *ID Sequence:* employee ID
Date Sort Order	Select the sort order for an employee's wage statements based on the check date: *Latest First* *Earliest First*
Records per file	Enter the maximum number of wage statements to include in a single PDF file. The default value comes from the Payroll for NA Installation Page. If the total number of paychecks processed exceeds this setting, the process will return multiple PDF files.

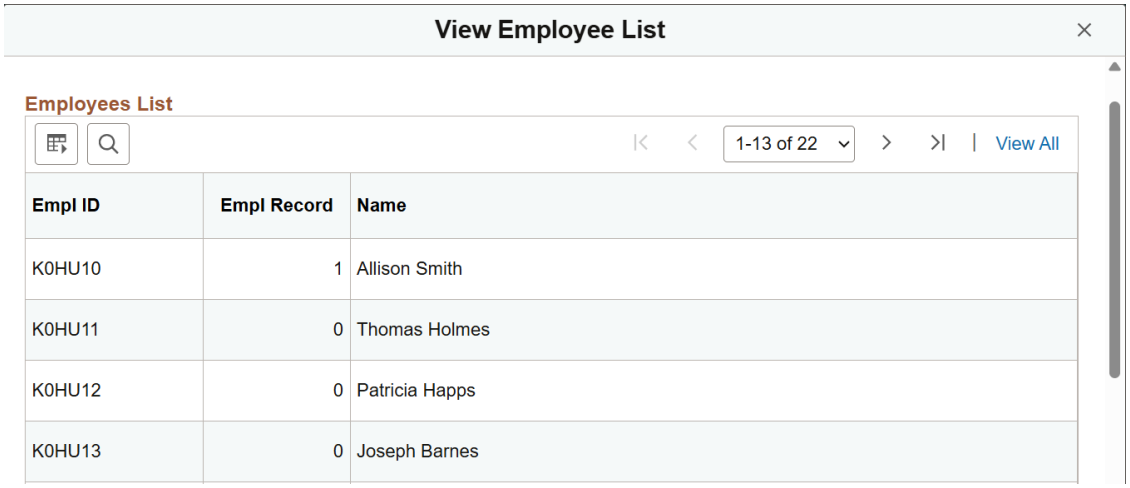
View Employee List Page

Use the View Employee List page (PY_BLKPDF_EMPL_LST) to view the list of employees included in the selected group ID.

Select the **View Employees List** link on the Multiple Wage Statements Download page, when the selected Process by field value is *Employees from Group ID.*

This example illustrates the fields and controls on the View Employee List page.

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Configuring Component Lockdown

Configuring Component Lockdown

This topic discusses how to configure the system to lock down data in components that you specify. Users can continue to access locked-down data in read-only mode, but they cannot make any updates until the lock is released.

> **Important**
>
> PeopleSoft delivers a new Component Lockdown feature, providing added capabilities across applications. Payroll for North America customers are encouraged to switch to this feature to take advantage of the new and future enhancements that it offers.
>
> Refer to Application Fundamentals: Understanding HCM Lockdown Framework and Application Fundamentals: Configuring HCM Lockdown Framework topics for more information about the HCM Component Lockdown feature.

This video provides an introduction of Component Lockdown (delivered for Payroll for North America):

Video: PeopleSoft HCM 9.2 Image 23 Highlights: Payroll for North America — Component Lockdown

> **Important**
>
> You cannot use the pages described in this topic to lock down the Paycheck Modeling component. Use the PeopleSoft ePay: Pay Group Parameters - Access Controls Page instead.

Pages Used to Configure Component Lockdown

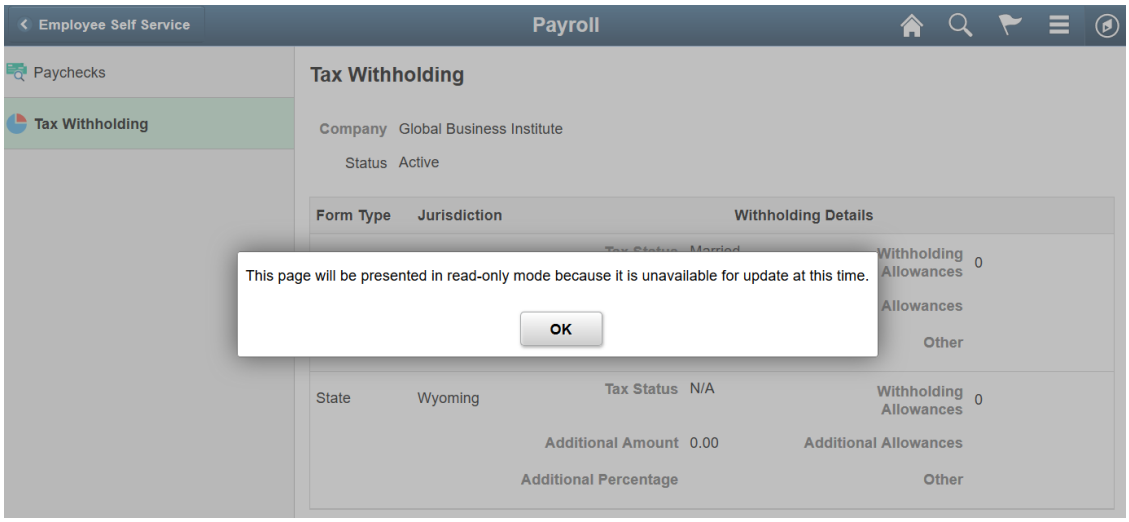
Page Name	Definition Name	Usage
Component Lockdown Table Page	PY_LCK_COMP_ENB	Identify components that support component lockdown.
Component Group Page	PY_LCK_PAGE_GRP	Group components for lockdown purposes.
Group Access Definitions Page	PY_LCK_GRP_ACCESS	Configure lockdown for a component group.

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Understanding Component Lockdown

Component lockdown is a mechanism for preventing users from updating data in specified components.

This example illustrates the message shown when a user is locked out of a component. The message text is configurable.



There are two types of component lockdown:

- *General* lockdown prevents users with a specified role from updating any data in the component.
- *Payroll* lockdown prevents users from updating data for payees in specific Payroll for North America companies and pay groups.

Both types of lockdown can be activated on-demand or on a schedule that the administrator enters.

Payroll lockdown can additionally be configured to activate during the PeopleSoft Payroll for North America pay calculation and pay confirmation processes. For example, you can use the lockdown feature to prevent updates to employee tax elections during these payroll processes.

Payroll Lockdown

Payroll lockdown affects specific employee data rather than the component as a whole.

For example, consider Roseanne, who is in Company *GBI* and Pay Group *KU1.* If the Payline component is locked down for that company and pay group, a payroll administrator who attempts to access Roseanne's data in the Payline component will see a read-only version of the page. The administrator can, however, still make updates to payline data for payees in other pay groups.

Components are eligible for Payroll lockdown if the component search fields includes fields that allow the system to identify an employee's company and pay group. Specifically, the search record for the component must include one of the following sets of fields:

- Company and Pay Group

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- Employee ID (with or without the employment record number)

  If a locked down component is accessed by employee ID without an employment record number, and an employee has multiple employment records, then the employee's data is locked when any one of the employee's pay groups are locked.

Component Groups

You define lockdown parameters for groups of components. Therefore, before you can define the parameters, you must define the groups.

When you set up parameters for a Payroll lockdown, you must select a group where all of the components are eligible for payroll lockdown.

Components Delivered with Lockdown Capabilities

PeopleSoft delivers lockdown capability for several Payroll for North America components, including ePay components that support Payroll for North America.

The following table lists the PeopleSoft ePay components that are delivered with lockdown capability.

Component Name	Market	Description
PY_IC_DIR_DEP	GBL	Direct Deposit
PY_IC_DIR_DEP_FL	GBL	Fluid SS Direct Deposit
PY_IC_VOL_DEDS	GBL	Self Service Voluntary Deds
PY_IC_W4	USA	Self Service W4 Update
PY_IC_W4_FL	GBL	Tax Withholding

The following table lists the PeopleSoft Payroll for North America components that are delivered with lockdown capability.

Component Name	Market	Description
ADDITIONAL_PAY	CAN	Additional Pay
ADDITIONAL_PAY	USA	Additional Pay
DIRECT_DEPOSIT	USA	Direct Deposit
DIRECT_DEPOSIT_CAN	CAN	Direct Deposit
PAY_SHEET_ADD	CAN	Paysheet
PAY_SHEET_ADD	USA	Paysheet
PAY_SHEET_ADD_PAGE	CAN	Paysheet Add Page
PAY_SHEET_ADD_PAGE	USA	Paysheet Add Page
PAY_SHEET_LINE	CAN	Payline
PAY_SHEET_LINE	USA	Payline
PAY_SHEET_LINE_C	CAN	Payline Earnings
PAY_SHEET_LINE_S	USA	Payline Earnings (Account)
PAY_SHEET_LN	CAN	Payline
PAY_SHEET_LN	USA	Payline Security
PAY_SHEET_LN_C	CAN	Payline Earns Security
PAY_SHEET_LN_S	USA	Payline Earns (Acct) Security

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Component Name	Market	Description
PAY_SHEET_MULT	CAN	Paysheet Earnings
PAY_SHEET_MULT	USA	Paysheet Earnings (Short Form)
TAX_DATA	USA	Tax Data
TAX_DATA_CAN	CAN	Canadian Income Tax Data

Adding Lockdown Support for Additional Components

Enabling lockdown support for additional components is a simple customization consisting of the following steps:

1. Add lockdown PeopleCode to the component.
2. Use the Component Lockdown Table Page to mark the component as enabled for lockdown.
3. If necessary, modify page field properties so that navigation links are not disabled when the page is read only.

A technical brief with detailed instructions is posted to My Oracle Support. To access this document, search for Doc ID 2292445.1.

Component Lockdown Table Page

Use the Component Lockdown Table page (PY_LCK_COMP_ENB) to identify components that support component lockdown.

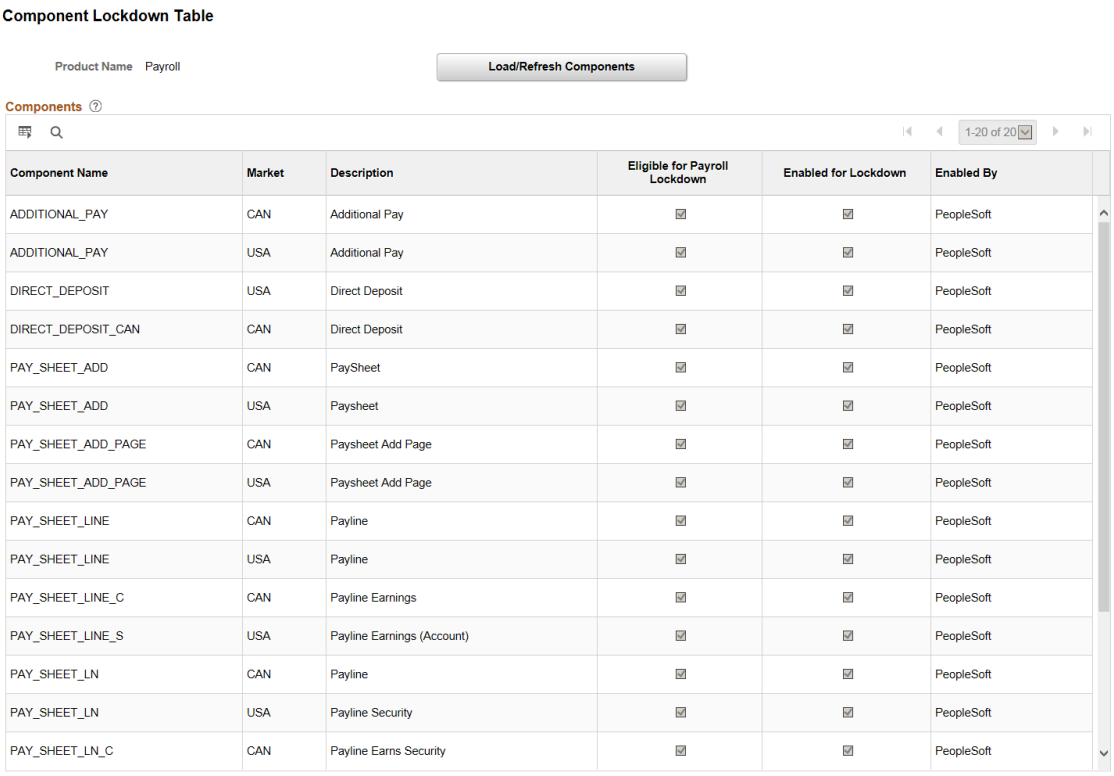
Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Component Lockdown**, and then **Component Lockdown Table**

> **Note**
>
> The search page for the Component Lockdown table requires you to choose a specific product. As delivered, the two products with lockdown-enabled components are *Payroll* (PeopleSoft Payroll for North America) and *ePay - Payroll for North Ameri* (ePay for Payroll for North America).

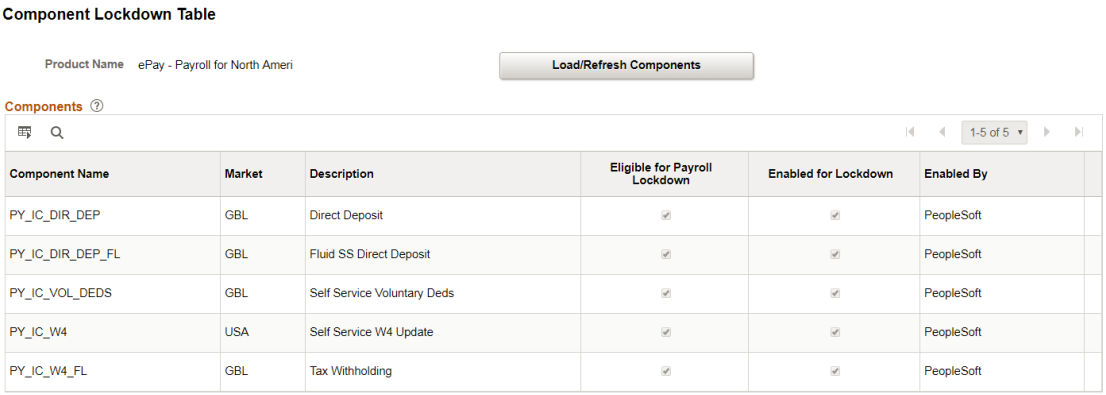
This example illustrates the Component Lockdown Table page.

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Component Name	Market	Description	Eligible for Payroll Lockdown	Enabled for Lockdown	Enabled By
ADDITIONAL_PAY	CAN	Additional Pay	☑	☑	PeopleSoft
ADDITIONAL_PAY	USA	Additional Pay	☑	☑	PeopleSoft
DIRECT_DEPOSIT	USA	Direct Deposit	☑	☑	PeopleSoft
DIRECT_DEPOSIT_CAN	CAN	Direct Deposit	☑	☑	PeopleSoft
PAY_SHEET_ADD	CAN	PaySheet	☑	☑	PeopleSoft
PAY_SHEET_ADD	USA	Paysheet	☑	☑	PeopleSoft
PAY_SHEET_ADD_PAGE	CAN	Paysheet Add Page	☑	☑	PeopleSoft
PAY_SHEET_ADD_PAGE	USA	Paysheet Add Page	☑	☑	PeopleSoft
PAY_SHEET_LINE	CAN	Payline	☑	☑	PeopleSoft
PAY_SHEET_LINE	USA	Payline	☑	☑	PeopleSoft
PAY_SHEET_LINE_C	CAN	Payline Earnings	☑	☑	PeopleSoft
PAY_SHEET_LINE_S	USA	Payline Earnings (Account)	☑	☑	PeopleSoft
PAY_SHEET_LN	CAN	Payline	☑	☑	PeopleSoft
PAY_SHEET_LN	USA	Payline Security	☑	☑	PeopleSoft
PAY_SHEET_LN_C	CAN	Payline Earns Security	☑	☑	PeopleSoft

This example illustrates the Component Lockdown Table page.



Component Name	Market	Description	Eligible for Payroll Lockdown	Enabled for Lockdown	Enabled By
PY_IC_DIR_DEP	GBL	Direct Deposit	☑	☑	PeopleSoft
PY_IC_DIR_DEP_FL	GBL	Fluid SS Direct Deposit	☑	☑	PeopleSoft
PY_IC_VOL_DEDS	GBL	Self Service Voluntary Deds	☑	☑	PeopleSoft
PY_IC_W4	USA	Self Service W4 Update	☑	☑	PeopleSoft
PY_IC_W4_FL	GBL	Tax Withholding	☑	☑	PeopleSoft

Field or Control	Description
Product Name	Identifies the product whose components you are viewing. Component definitions include an owner ID that associates them with a product.
Load/Refresh Components	Click this button to refresh the **Components** grid with a list of all components for the specified product. The **Components** grid initially lists only the components that are already enabled for lockdown. You need to refresh the list before you can mark additional components as enabled.

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Components

Field or Control	Description
Component Name and **Market**	These fields uniquely identify a component.
Description	Displays the component description as defined in PeopleTools.
Eligible for Payroll Lockdown	This read-only check box identifies components that can be configured for lockdown during PeopleSoft Payroll for North America pay calculation and pay confirmation processes. The check box is selected when the component search include either of these sets of fields: • Company and Pay Group • Employee ID (with or without the employment record number) If this check box is not selected, the option to lock the component during payroll processing is not applicable. However, the component can still be locked down on-demand or on a schedule.
Enabled for Lockdown	Select this check box to identify components that support component lockdown. These are the only components that will be available to add to component groups. You cannot deselect this check box for a component that is already part of a component group. If you try, a message tells you which groups the component needs to be removed from. • The check box is selected and read-only for the components that PeopleSoft enables for lockdown. • The check box is deselected and read-only for Paycheck Modeling components, which have a separate lockdown configuration page. To configure lockdown for the paycheck modeler, use the PeopleSoft ePay: Pay Group Parameters - Access Controls Page instead. • The check box is editable for all other components. However, do not select this check box until you add lockdown PeopleCode to the component. This is a simple customization that is described in the Component Lockdown technical brief on My Oracle Support. To access this technical brief, search for Doc ID 2292445.1 **Important:** Components are not fully enabled for lockdown until they have lockdown PeopleCode.
Enabled By	This read-only field displays *PeopleSoft* for the components where PeopleSoft delivers the lockdown PeopleCode. You cannot update any data for these components. The field displays *Customer* for components that your organization enables for lockdown.

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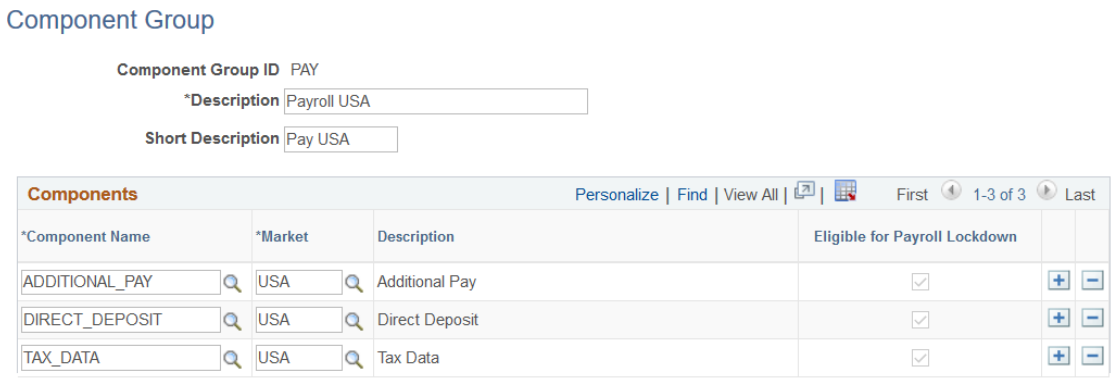
Component Group Page

Use the Component Group page (PY_LCK_PAGE_GRP) to group components for lockdown purposes.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Component Lockdown**, and then **Component Group**

This example illustrates the Component Group page.



Components Grid

Use the **Components** grid to list the components in the group

Field or Control	Description
Component Name and **Market**	Select a component to include in the group. The component's object name and market uniquely identify the component. You can only select the components that have the **Enabled for Lockdown** check box selected on the Component Lockdown Table Page.
Description	Displays the component description as defined in PeopleTools.

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Field or Control	Description
Eligible for Payroll Lockdown	This read-only check box identifies components that can be configured for lockdown during PeopleSoft Payroll for North America pay calculation and pay confirmation processes. It is the same as the corresponding check box on the Component Lockdown Table page. If this check box is selected for all components in a group, then the lockdown parameters for the group include an option to lock the component down during Payroll for North America pay calculation and pay confirmation processes. If any of the components in the group are not eligible for payroll lockdown, the group can still be locked down on-demand or on a schedule, but the option to lock the component during payroll processing is not applicable. **Note:** *All* components in the group must be eligible for payroll lockdown if you want to configure the group to be locked down during Payroll for North America pay calculation and pay confirmation processes.

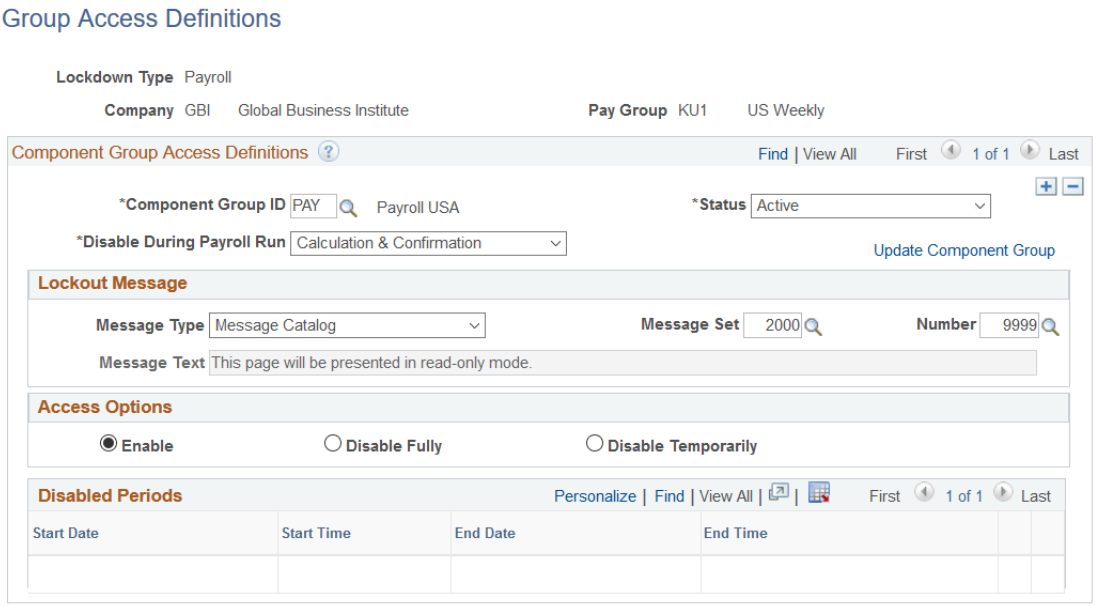
Group Access Definitions Page

Use the Group Access Definitions page (PY_LCK_GRP_ACCESS) to configure lockdown for a component group.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Component Lockdown**, and then **Group Access Definitions**

This example illustrates the Group Access Definitions page.



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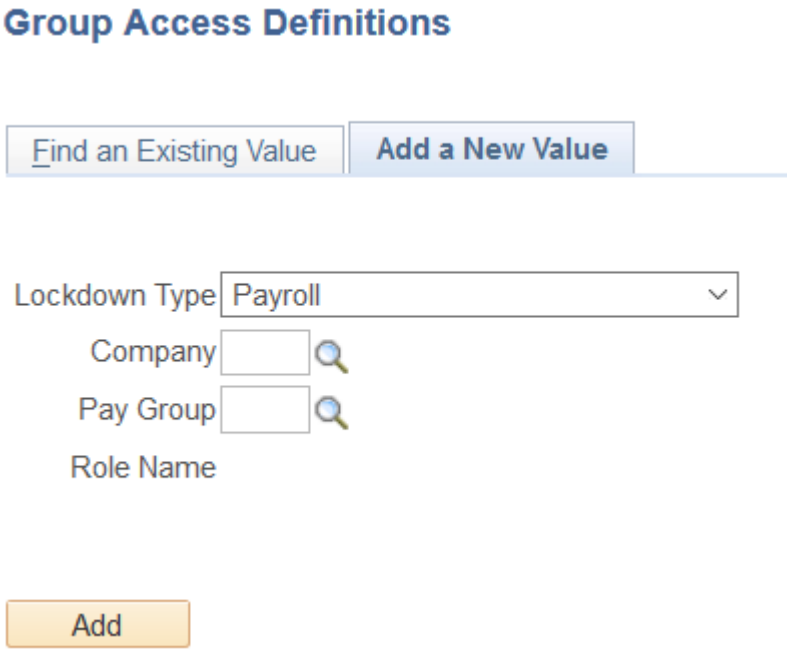
Group Access Definitions

The Add a New Value page for Group Access Definitions requires different data depending on the lockdown type.

See Understanding Component Lockdown.

When you first access the Add a New Value page, all possible fields appear. After you choose the lockdown type, the unnecessary fields are no longer enterable.

This example illustrates the Add a New Value page when the **Lockdown Type** is *Payroll.*



Field or Control	Description
Lockdown Type	When you create a new group access definition, you must choose a Lockdown Type of *General* or *Payroll.* If the Lockdown Type is *General,* specify the role to which the lockdown applies. If the Lockdown Type is *Payroll,* specify the company and pay group to which the lockdown applies.
Company and **Pay Group**	These fields appear on the Group Access Definitions page only if the **Lockdown Type** is *Payroll.* They control which payees the lockdown applies to. See Understanding Component Lockdown.
Role Name	This field appears on the Group Access Definitions page only if the **Lockdown Type** is *General.* It controls which users are locked out of the specified components.

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Component Group Access Definitions

Field or Control	Description
Component Group ID	If the Lockdown Type is *General*, you can select any component group. If the Lockdown Type is *Payroll*, you can select only those component groups where all components are eligible for payroll lockdown.
Status	The default status is *Active*, but you can disable a group access definition by changing the status to *Inactive*. Do not use this field to start or end a lockdown. Instead, use the fields in the **Access Options** group box to start and end lockdown periods.
Disable During Payroll Run	This field is visible only if the **Lockdown Type** is *Payroll*. Select *Not Applicable* if you do not want to activate lockdown during payroll calculation and confirmation. Select *Calculation*, *Calculation & Confirmation*, or *Confirmation* to activate lockdown during the specified Payroll for North America batch processes. If you select *Calculation & Confirmation*, the components are locked down during each process, but they do not remain locked between processes. However, if changes are made between these processes, the pay confirmation process informs the administrator that the pay calculation process needs to run again. Upon successful completion of the payroll calculation or confirmation process, the lockdown ends and full access is restored to users. **Note:** This setting only locks down components during on-cycle processing and scheduled off-cycle runs (off-cycle runs that are based on a Pay Run ID). That is, lockdown occurs only during processes where parameters are entered in the “On-Cycle or Off-Cycle Run” group box on the left side of the Calculate Payroll Page or Confirm Payroll Page. Lockdown is *not* activated during processes where parameters are entered in the “Off-Cycle Run” group box on the right side of these pages.

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Field or Control	Description
Restore Access	This check box is applicable only to *Payroll* lockdown types where the **Disable During Payroll Run** field has a value other than *Not Applicable*. The check box becomes visible during a pay calculation or pay confirmation process that activates lockdown. It is re-hidden after the processes come to a successful end. If a process is interrupted, the Restore Access check box remains visible. Select the check box to restore component access after such a failure. If you do not manually restore access, the components remain locked down until a subsequent pay calculation or pay confirmation process completes successfully.
Update Component Group	This link is active after you enter a Component Group ID. Click the link to open the Component Group Page, where you can review or update the list of components in the group.

Lockout Message

The lockout message is the message that users see when they access a locked down component. Users must dismiss the message to continue to the locked down component in read-only mode.

Field or Control	Description
Message Type	Select *Message Catalog* to use the message catalog to supply your lockout message. This option is useful if you use the same message for multiple group access definitions. Select *Text* to enter a custom message in the **Message Text** field on this page.
Message Set and **Number**	If the **Message Type** is *Message Catalog*, enter the message set and number. The system displays the selected message in the **Message Text** field. Oracle delivers a generic message catalog entry that you can use: message set *2000* number *9999*. The delivered message is *This page will be presented in read-only mode.*
Message Text	If the **Message Type** is *Message Catalog*, this field displays the text of the selected message catalog entry. If the **Message Type** is *Text*, enter the text of your lockout message.

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Access Options

Field or Control	Description
Enable	Select this option to enable access to components. If the Lockdown Type is *Payroll*, the **Disable During Payroll Run** settings can still lock down components during the pay calculation and confirmation processes.
Disable	Select this option to immediately lock down the components in the group.
Disable Temporarily	Select this option if you want to enter start and end times for one or more lockdown periods. When you select this option, the **Disabled Periods** grid becomes editable.

Disabled Periods

This grid is editable only if the **Disable Temporarily** option is selected. If you change the access option to either **Enable** or **Disable, the grid is cleared and becomes read-only.**

Field or Control	Description
Start Date and **Start Time**	Enter the date and time when the lockdown period starts.
End Date and **End Time**	Enter the date and time when the lockdown period ends.

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Integrating with PeopleSoft General Ledger

Understanding the General Ledger Interface

Sending payroll data to General Ledger is one of the final steps in the payroll cycle. When you integrate Payroll for North America and General Ledger, you can automatically post earnings and deductions that are associated with a finalized calendar run to your General Ledger system.

This topic discusses:

- Prerequisites.
- Description of the interface with General Ledger.
- Integration points.

Related Topics

- PeopleSoft Human Resources Manage Commitment Accounting: Manage Commitment Accounting Overview

Prerequisites

These setup tasks must be completed before you begin the tasks in this topic:

1. Update the General Ledger fields on the Installation table – Product Specific page.

   See Integration Interfaces: Understanding PeopleSoft Component Interfaces.

2. Set up the integration with the Financials database.

   See*PeopleSoft Integration Interfaces*

3. Set up the ChartFields and ChartField configuration.

   See Application Fundamentals: Understanding PeopleSoft ChartFields.

Description of the Interface with General Ledger

With Payroll for North America you can send payroll accounting transactions to General Ledger. The payroll data that is sent to General Ledger includes the following expense and liability account data:

- Earnings.
- Deductions.
- Federal, state/provincial, and local tax and insurance deductions.
- Net pay and direct deposit data.

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Integration Points

Integration Points are interfaces between PeopleSoft applications. They enable the transfer of data from one database to another.

The Payroll for North America and General Ledger interface uses two sets of integration points, one to retrieve ChartField and business unit information from General Ledger and one to publish payroll results to General Ledger.

The Payroll for North America interface with PeopleSoft General Ledger uses the following integration points:

Service Operation	Description
BUS_UNIT_GL_FULLSYNC	Financials database initial full table publish of GL business unit IDs.
BUS_UNIT_GL_SYNC	Financials database ongoing incremental publish of GL business unit IDs.
BUS_UNIT_FS_FULLSYNC	Financials database initial full table publish of GL business unit descriptions.
BUS_UNIT_FS_SYNC	Financials database ongoing incremental publish of GL business unit descriptions.
JOURNAL_GEN_APPL_ID_FULLSYNC	Financials database initial full table publish of PeopleSoft Journal Generator templates.
JOURNAL_GENERATOR_APPL_ID_SYNC	Financials database ongoing incremental publish of PeopleSoft Journal Generator templates.
PAYROLL_ACCTG_TRANSACTION	PeopleSoft HCM database batch publish of HR (payroll) accounting lines.
One service operation for each GL ChartField	See Application Fundamentals: Understanding PeopleSoft ChartFields.

Related Topics

- Application Fundamentals: Understanding PeopleSoft ChartFields
- Application Fundamentals: Identifying Integrations for Your Implementation

Setting Up Business Units for General Ledger Integration

Pages Used to Set Up Business Units for General Ledger Integration

Page Name	Definition Name	Usage
Review GL Business Units - Definition Page	BUS_UNIT_TBL_GL1	View the definition of PeopleSoft General Ledger business units. **Note:** If you are using PeopleSoft General Ledger, this page is display only. If you are not using PeopleSoft General Ledger, the fields on this page are editable. Use this page to set up GL business units.

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Page Name	Definition Name	Usage
Review GL Business Units - Currency Options Page	BUS_UNIT_TBL_GL2	View the currency options of PeopleSoft General Ledger business units. **Note:** PeopleSoft HCM processes do not use the information on this page. This page is display-only.
Review Journal Generator Tmpl - Defaults Page (review journal generator template - defaults page)	JRNL_GEN_DEFAULTS	View Journal Generator defaults.
Review Journal Generator Tmpl - Summarization Page (review journal generator template - summarization page)	JRNL_GEN_SUM	View the template's summarization options. **Note:** PeopleSoft HCM processes do not use the information on this page. If you are using PeopleSoft General Ledger, review the primary and alternate summarization options for the template on this page.
GL/HR Business Unit Mapping Page	BU_GL_HR_LNK	Verify that the General Ledger business unit is associated with the correct HCM business unit. Associate a journal template with each General Ledger business unit.

See

- “Defining Your Operational Structure” in your *PeopleSoft General Ledger* product documentation.
- *PeopleSoft Application Fundamentals for Financials and Supply Chain Management* product documentation.

Understanding Business Unit Setup

This topic discusses:

- General ledger business units.
- Journal templates.
- Business unit mapping.

General Ledger Business Units

If you're using PeopleSoft General Ledger, set up General Ledger business units in the Financials database using the General Ledger Definition component. PeopleSoft HCM subscribes to the General Ledger business unit data and displays it using the Business Unit GL component. The pages are unavailable for entry in HCM; use them to review the Financials values.

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> **Note**
>
> Payroll for North America must post data to at least one PeopleSoft General Ledger business unit so you must set up at least one business unit.
>
> If your organization does not use PeopleSoft General Ledger, you must set up a General Ledger business unit directly in PeopleSoft HCM, using the Business Unit GL component.

Journal Templates

PeopleSoft Journal Generator uses the defaults set up in Journal Generator templates to create journals. Most organizations define templates for each application that distributes to the general ledger. If you're using PeopleSoft General Ledger, set up and maintain Journal Generator templates in PeopleSoft Financials. PeopleSoft HCM subscribes to the Journal Generator template data in Financials and displays it using the Review Journal Generator Templ component in PeopleSoft HCM.

If your organization does not use PeopleSoft General Ledger, you must set up a Journal Generator template directly in HCM, using the Journal Generator Templates component. The system requires that a template ID be assigned, but it does not use the template.

Business Unit Mapping

To share information successfully with PeopleSoft General Ledger, confirm that you've correctly associated (or mapped) your PeopleSoft HCM business units to General Ledger business units. The system uses this mapping information to determine which General Ledger business unit to use when generating accounting transactions.

Use the GL/HR Business Unit Mapping page to:

- Confirm that a specific PeopleSoft General Ledger business unit is correctly mapped to the appropriate PeopleSoft HCM business unit.
- Associate a journal template and calendar ID.
- If you use commitment accounting, also identify the associated calendar ID.

Related Topics

- Application Fundamentals: Defining Business Units

Review GL Business Units - Definition Page

Use the Review GL Business Units - Definition page (BUS_UNIT_TBL_GL1) to view the definition of PeopleSoft General Ledger business units.

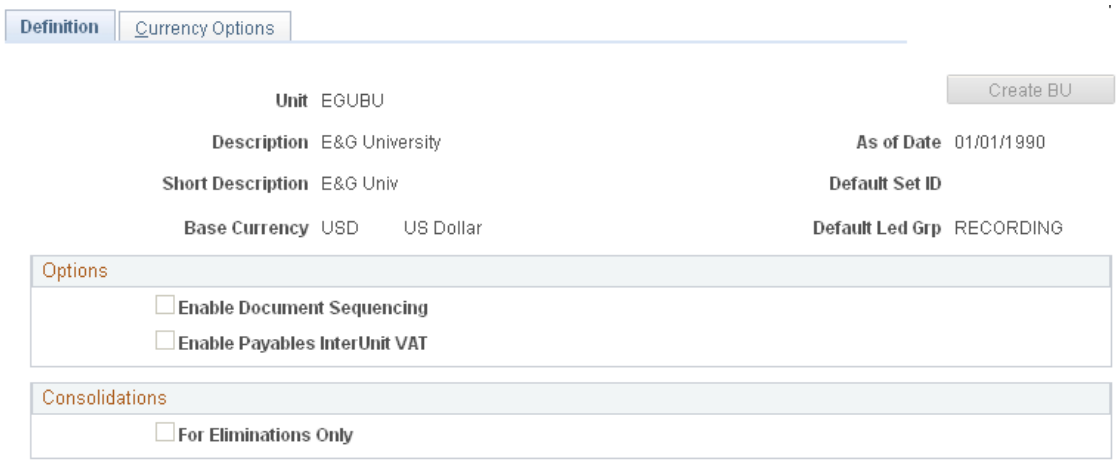
> **Note**
>
> If you are using PeopleSoft General Ledger, this page is display-only. If you are not using PeopleSoft General Ledger, the fields on this page are editable. Use this page to set up GL business units.

Navigation:

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Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **GL Interface**, and then **Review GL Business Units**, and then **Definition**

This example illustrates the fields and controls on the Review GL Business Units - Definition page.



PeopleSoft HCM processes use the information in the Unit and Base Currency fields only.

Field or Control	Description
Unit	The PeopleSoft General Ledger business unit you selected to access the page.
Base Currency	The base currency for this PeopleSoft General Ledger business unit. A General Ledger business unit supports one base currency per ledger. This is usually the local currency for the organization, but accounting rules or other circumstances might dictate that it be different.

Options

Field or Control	Description
Enable Document Sequencing	This check box is selected if document sequencing is required for this business unit.
Enable Payables InterUnit VAT (enable Payables interunit value added taxes)	This check box is selected if payables interunit value added taxes (VAT) is required for transactions between related parties.

Consolidations

Field or Control	Description
For Eliminations Only	This check box is selected if this business unit is an eliminations entity for consolidations processing.

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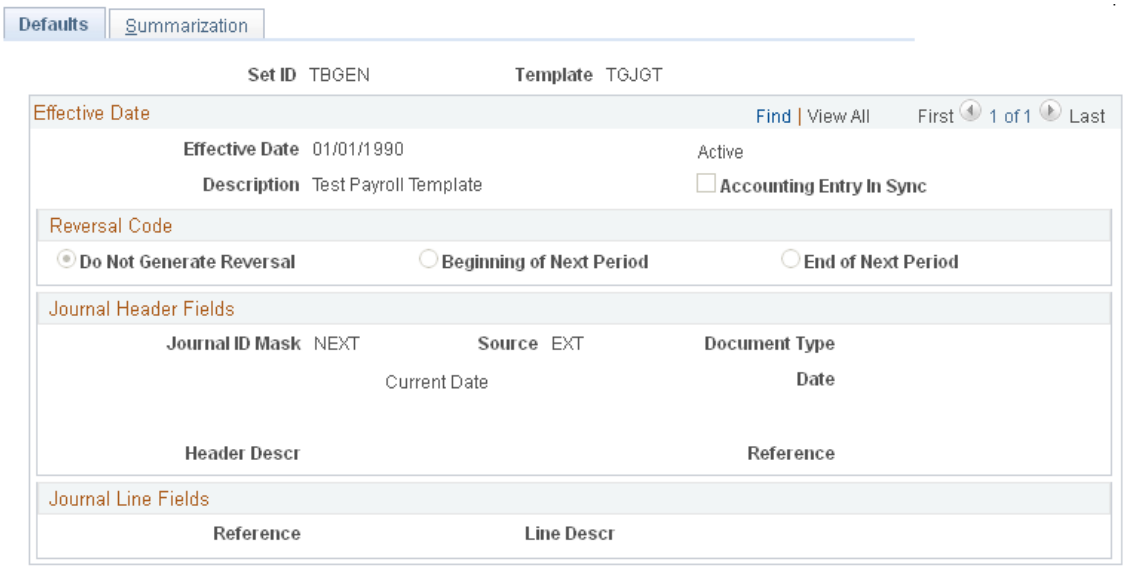
Review Journal Generator Tmpl - Defaults Page

Use the Review Journal Generator Tmpl - Defaults page (JRNL_GEN_DEFAULTS) to view Journal Generator defaults.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **GL Interface**, and then **Review Journal Generator Tmpl**, and then **Defaults**

This example illustrates the fields and controls on the Review Journal Generator Tmpl - Defaults page.



PeopleSoft HCM processes use only the SetID and Template fields.

If you are not interfacing with PeopleSoft Financials, this page is editable. To set up a journal generator template enter a:

1. Template ID.
2. SetID.

   The setID needs to match the setID of the General Ledger business units you created on the Review GL Business Units component (BUS_UNIT_TBL_GL) for the business unit to use a journal generator template.

The remaining fields are not required, so you can enter dummy information or leave them blank.

If you are using PeopleSoft General Ledger, the system displays data in the following fields:

Field or Control	Description
Accounting Entry In Sync	This check box is selected if a PeopleSoft application that supports the multibook feature has generated in-sync accounting entries for this template.

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Field or Control	Description
Reversal Code	The reversal code for this Journal Generator template.

Journal Header Fields

Field or Control	Description
Journal ID Mask	The journal naming convention.
Journal Date	The date journals are created; for example, *Accounting Date on Transaction* or *Process Date.*
Alt. Journal Date (alternate journal date)	The journal date used for journals created outside of the open accounting periods range.
Header Descr (header description)	Descriptive information about the journal.
Source	Identifies the originating entity responsible for the journal entries.
Document Type	The default general ledger document type assigned to the journal header.
Reference	The transaction source of the journal.

Journal Line Fields

Field or Control	Description
Reference	Refers each journal line back to a document, person, invoice, date, or any other piece of information helpful for tracking the source of the transaction.

GL/HR Business Unit Mapping Page

Use the GL/HR Business Unit Mapping page (BU_GL_HR_LNK) to verify that the General Ledger business unit is associated with the correct HCM business unit.

Navigation:

Set Up HCM, and then **Common Definitions**, and then **ChartField Configuration**, and then **GL/HR Business Unit Mapping**, and then **GL/HR Business Unit Mapping**

This example illustrates the fields and controls on the GL/HR Business Unit Mapping page.

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Associate a journal template with each General Ledger business unit.

Field or Control	Description
Business Unit - GL	The PeopleSoft General Ledger business unit and description.
Journal Template	Select the journal template to associate with this PeopleSoft General Ledger business unit from the list of available options. Journal templates are used during the Actuals and Encumbrances processes (PAYGL02 and PAYGL03).
Calendar ID	If you use commitment accounting, select a calendar ID to associate with this PeopleSoft General Ledger business unit. The system uses calendar IDs to distribute actuals over accounting periods. Review calendars on the Detail Calendar page (DETAIL_CALENDAR1). See PeopleSoft Human Resources Manage Commitment Accounting: Reviewing Detail Calendars and Budget Periods.

HR Business Units

The **HR Business Units** scroll area displays the PeopleSoft HCM business units and descriptions currently associated with the PeopleSoft General Ledger business unit.

If the PeopleSoft HCM and PeopleSoft General Ledger business units aren't correctly mapped, correctly associate them on the Business Unit Reference page. After mapping PeopleSoft HCM business units to the appropriate General Ledger business units, return to the GL/HR Business Unit Mapping page to associate a journal template and calendar ID with each General Ledger business unit.

Related Topics

- Application Fundamentals: Defining Business Units

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Grouping Earnings, Deduction, and Tax Expenses

Pages Used to Group Expense Activities

Page Name	Definition Name	Usage
Earnings Expenses Page	PYGL_ACTIVE_ERNGRP	Group earnings codes into expense groups.
Deduction Expenses Page	PYGL_ACTIVE_DEDGRP	Group deduction codes into expense groups.
Tax Expenses Page	PYGL_ACTIVE_TAXGRP	Group taxes into expense groups.

Understanding Expense Grouping

If your organization uses non-commitment accounting, you can track expenses by grouping expense activities into logical definitions that share the same combination of ChartField values. For example, you can group all regular earnings in one group and all overtime earnings in another group.

You can then map the groups to the combination of ChartField values for each group.

> **Note**
>
> Work with your finance office to identify expense activity groups and their members, and to map each group to the correct combination of ChartField values.

The GL Activity Grouping Component

When you add a new value and enter the component, you must select an activity type in the Valid Activity Type(s) group box. The selected activity type determines which page in the component is available for data entry.

You must then access the correct page in the component for the type of expense group that you are creating.

Default Groups

You must create a default group for each activity type. Select Group contains all codes.

During distribution of costs, when the GL Interface process encounters an expense that is not mapped to a valid group, it assigns the expense to the default group for that activity type.

The default group contains all codes so that no expense of this activity type is excluded from this group.

Updating Expense Groups

After you map all expense activities, if you add new earnings, deductions, or taxes, you must add the new codes to an existing group, create a new group, or let the new code be distributed to the existing default group. If you add a group, you must also map it to the correct ChartField combination.

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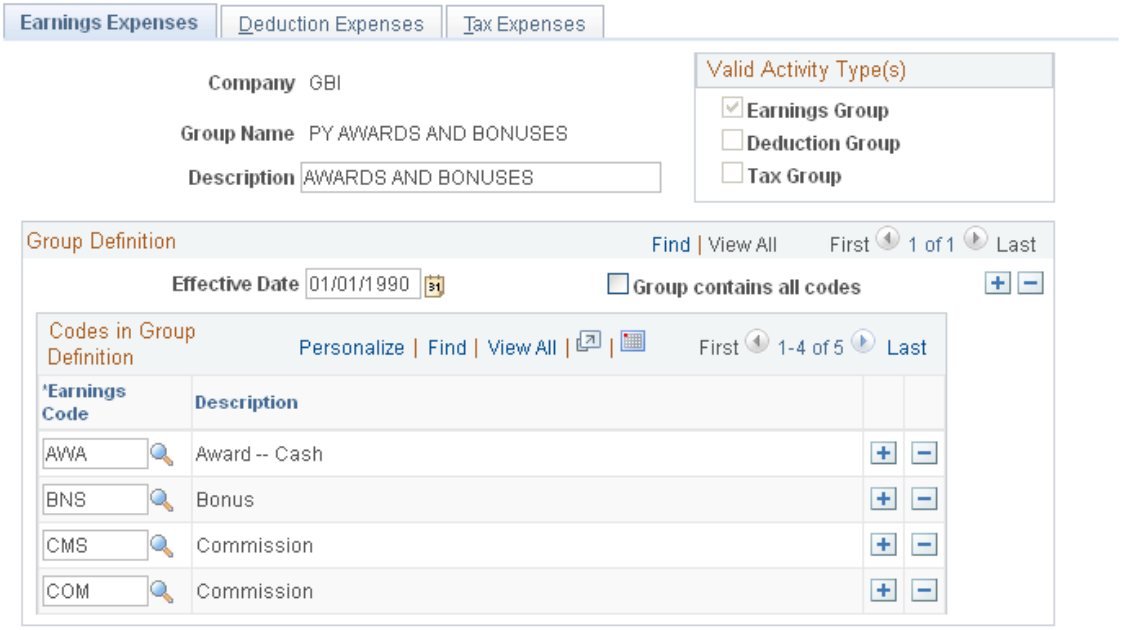
Earnings Expenses Page

Use the Earnings Expenses page (PYGL_ACTIVE_ERNGRP) to group earnings codes into expense groups.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **GL Interface**, and then **GL Activity Grouping**, and then **Earnings Expenses**

This example illustrates the fields and controls on the Earnings Expenses page.



Field or Control	Description
Valid Activity Type(s)	Select **Earnings Group.**
Group contains all codes	To create the required default earnings group, select **Group contains all codes.** This group is used for any earnings expenses that are not included in a specific group. When you select this check box, the other fields on the page disappear.

Codes in Group Definition

Field or Control	Description
Earnings Code	Select earnings codes to include in this group.

Deduction Expenses Page

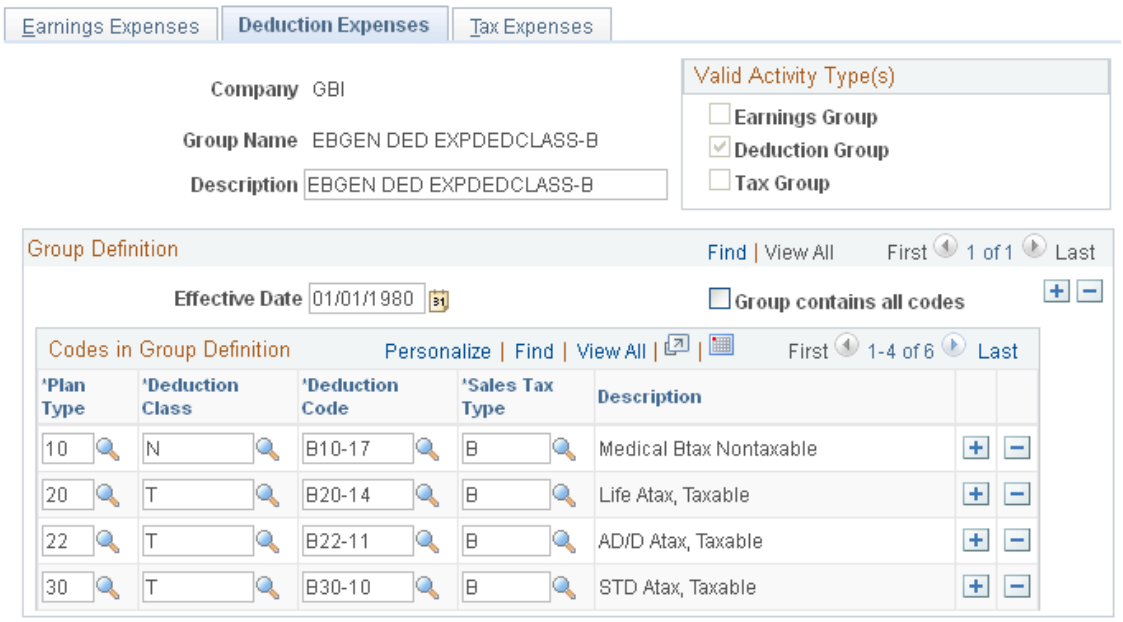
Use the Deduction Expenses page (PYGL_ACTIVE_DEDGRP) to group deduction codes into expense groups.

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Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **GL Interface**, and then **GL Activity Grouping**, and then **Deduction Expenses**

This example illustrates the fields and controls on the Deduction Expenses page.



Field or Control	Description
Valid Activity Type(s)	Select **Deduction Group.**
Group contains all codes	To create the required default deduction group, select **Group contains all codes.** This group is used for any deduction expenses that are not included in a specific group. When you select this check box, the other fields on the page disappear.

Codes in Group Definition

Field or Control	Description
Plan Type, Deduction Class, and **Deduction Code**	Select the appropriate plan type and deduction class for the deduction code you are adding to the group. For a particular deduction code, all applicable deduction classes must be included in groups. Applicable deduction classes for expenses are: *N:* Nontaxable benefit. *P:* Nontaxable before-tax benefit. *T:* Taxable benefit. *L:* Taxable benefit (Canada - Quebec).

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Field or Control	Description
Sales Tax Type	Sales tax type applies only to Canada. Available values vary depending upon the deduction code. **Note:** (USA) U.S. users must select *B* (none), which is the default.

Tax Expenses Page

Use the Tax Expenses page (PYGL_ACTIVE_TAXGRP) to group taxes into expense groups.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **GL Interface**, and then **GL Activity Grouping**, and then **Tax Expenses**

This example illustrates the fields and controls on the Tax Expenses page.



Field or Control	Description
Valid Activity Type(s)	Select **Tax Group.**
Group contains all codes	To create the required default tax group, select **Group contains all codes.** This group is used for any tax expenses that are not included in a specific group. When you select this check box, the other fields on the page disappear.

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Codes in Group Definition

Field or Control	Description
Country	The country that you select determines the fields that are available for data entry: *USA:* The **State, Locality,** and **Tax Class** fields are available. *Canada:* The **Wage Loss Replacement Plan** and **Tax Class** fields are available.
State and **Locality**	(USA) Use of the State and Locality fields depends upon the type of tax and the location. For example, FICA OASDI is a federal tax that would not require the State and Locality fields.
Wage Loss Replacement Plan	(CAN) Set up a separate group for each different wage loss plan for purposes of employment insurance (EI).
Tax Class	Tax Class is always a required field. The values available for selection depend upon the values selected in preceding fields.

Mapping Expense Groups to ChartField Combinations

To map expense groups, use the ChartField Expense Mapping component (PYGL_CF_MAPPING or PYGL_CF_MAPPING_CAN).

Pages Used to Map Expense Groups to ChartField Combinations

Page Name	Definition Name	Usage
Earnings Mapping Page	PYGL_CO_CF_MAPERN	Specify mapping level and map earnings expense groups to ChartField combinations.
Deductions Mapping Page	PYGL_CO_CF_MAPDED	Specify mapping level and map deduction expense groups to ChartField combinations.
U.S. Tax Mapping page	PYGL_CO_CF_MAPTAX	(USA) Specify mapping level and map U.S. tax expense groups to ChartField combinations.
Canadian Tax Mapping Page	PYGL_CO_CF_MAPCTX	(CAN) Specify mapping level and map Canadian tax expense groups to ChartField combinations.
Company ChartField Mapping Report Page	RUN_PAY752	Generate the PAY752 report that lists all of the HR chart keys and their equivalent general ledger accounts and department IDs.

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Page Name	Definition Name	Usage
Company Report - General Ledger Page	PRCSRUNCNTRL	Generate the PAY702 report that lists general ledger data from the Company table. This report is a companion to PER707 (the Company Table - General Data report), which lists the payroll-related general ledger information in the Company table.

Understanding Expense Mapping

This topic discusses:

- Mapping levels.
- Example of employee-level mapping.
- Component Search page.
- ChartField configuration.

Mapping Levels

When mapping expense groups to ChartField combinations, you can assign ChartField combinations based on these levels:

- Company
- Department
- Position
- Job code
- Employee

When resolving the mapping for a payroll record, the GL Interface PSJob process (PAYGL01) starts at the lowest level--employee--and determines whether there is a definition for the employee and activity group being processed. If it is not found, the search goes one level up, to the job code being processed, and continues up until a mapping for the current payroll record is found. The search stops when an entry is found.

This way, you need only define mapping entries at lower levels where desired. For example, earnings could be assigned at the employee level while the employer expenses for taxes remain at the company level.

Example of Employee-Level Mapping

You might want to map earnings expense at the employee level if an employee is on loan to another department and the originating department wants to charge the temporary department for the time. To do this, you would map the earnings at the employee level on a temporary basis. This also reduces any overhead due to initiating transfers, and so forth.

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> **Note**
>
> To assign expenses at the employee level, use the Combination Code field on the employee's Job Data – Payroll page.

Component Search Page

On the search page for the component, you must select a company and business unit. If you select a mapping level more specific than Company, you must further select the particular value, such as the department, position, or employee ID.

ChartField Configuration

The fields displayed on the mapping pages are determined by the ChartField configuration.

Related Topics

- Application Fundamentals: Understanding PeopleSoft ChartFields
- PeopleSoft Human Resources Administer Workforce: Payroll Page

Common Elements Used to Map Expense Groups to ChartField Combinations

Field or Control	Description
GL Group Name	Select the general ledger group.
Edit ChartFields	Select to search for ChartField combinations by speed type, combination code, or ChartField transaction.

Earnings Mapping Page

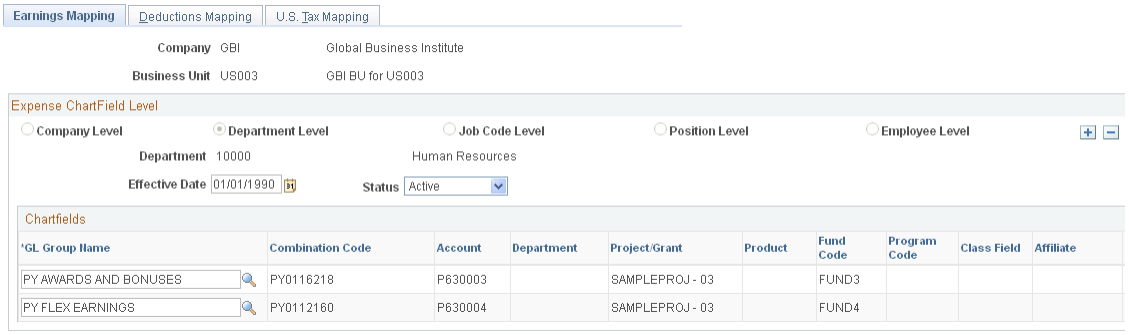
Use the Earnings Mapping page (PYGL_CO_CF_MAPERN) to specify mapping level and map earnings expense groups to ChartField combinations.

Navigation:

- **Set Up HCM**, and then **Product Related**, and then **Payroll for North America**, and then **GL Interface**, and then **ChartField Expense Mapping USA**, and then **Earnings Mapping**
- **Set Up HCM**, and then **Product Related**, and then **Payroll for North America**, and then **GL Interface**, and then **ChartField Expense Mapping CAN**, and then **Earnings Mapping**

This example illustrates the fields and controls on the Earnings Mapping page.

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> **Note**
>
> The whole page is not shown here. The fields displayed on the page are determined by the ChartField configuration.

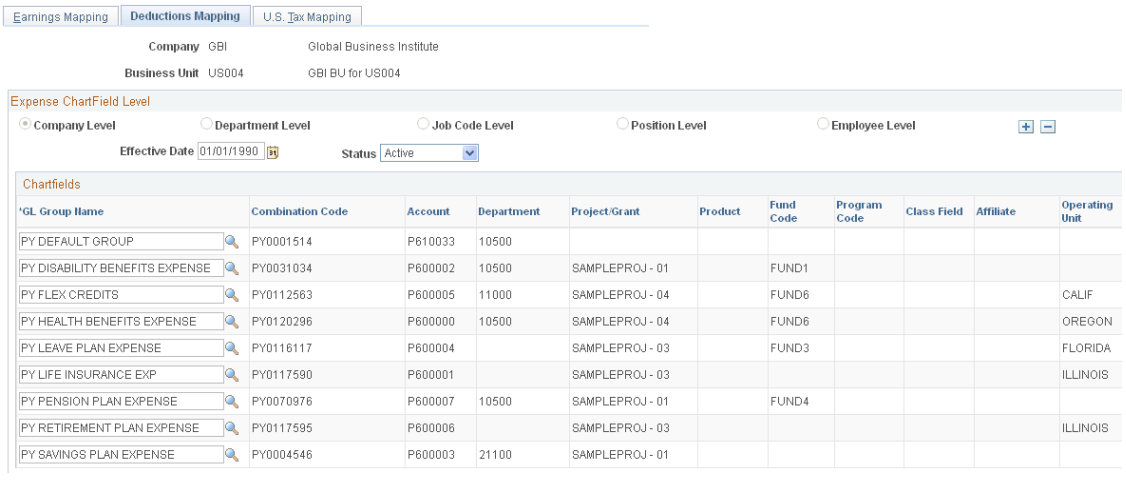
Deductions Mapping Page

Use the Deductions Mapping page (PYGL_CO_CF_MAPDED) to specify mapping level and map deduction expense groups to ChartField combinations.

Navigation:

- **Set Up HCM**, and then **Product Related**, and then **Payroll for North America**, and then **GL Interface**, and then **ChartField Expense Mapping USA**, and then **Deductions Mapping**
- **Set Up HCM**, and then **Product Related**, and then **Payroll for North America**, and then **GL Interface**, and then **ChartField Expense Mapping CAN**, and then **Deductions Mapping**

This example illustrates the fields and controls on the Deductions Mapping page.



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> **Note**
>
> The whole page is not shown here. The fields displayed on the page are determined by the ChartField configuration.

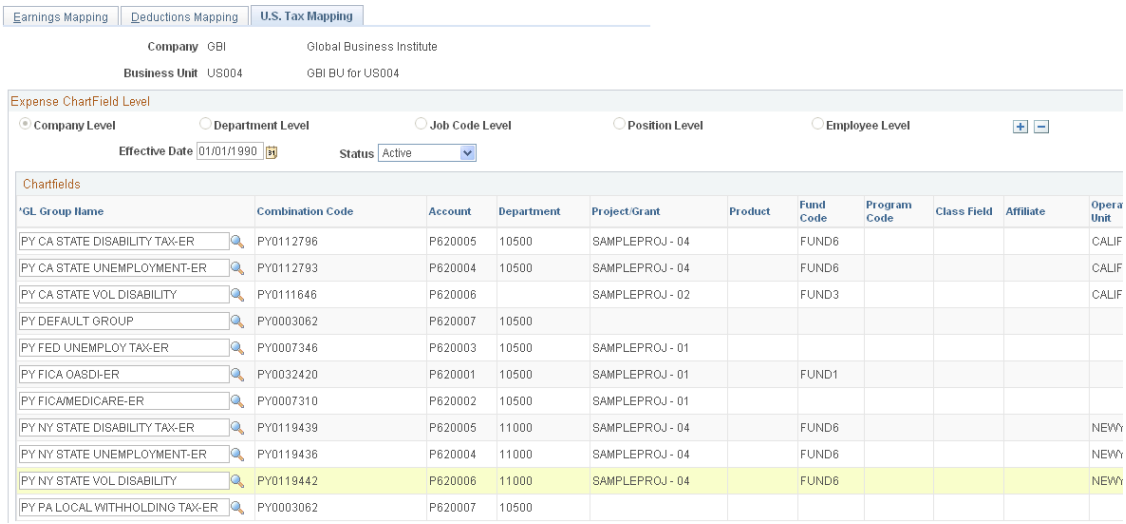
U.S. Tax Mapping page

(USA) Use the U.S. Tax Mapping page (PYGL_CO_CF_MAPTAX) to specify mapping level and map U.S. tax expense groups to ChartField combinations.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **GL Interface**, and then **ChartField Expense Mapping USA**, and then **U.S. Tax Mapping**

This example illustrates the fields and controls on the U.S. Tax Mapping page.



> **Note**
>
> The whole page is not shown here. The fields displayed on the page are determined by the ChartField configuration.

Canadian Tax Mapping Page

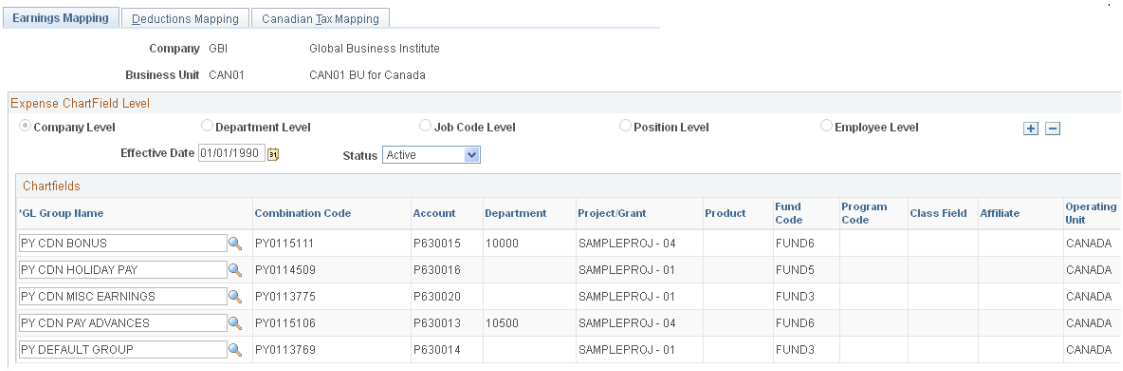
(CAN) Use the Canadian Tax Mapping page (PYGL_CO_CF_MAPCTX) to specify mapping level and map Canadian tax expense groups to ChartField combinations.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **GL Interface**, and then **ChartField Expense Mapping CAN**, and then **Canadian Tax Mapping**

This example illustrates the fields and controls on the Canadian Tax Mapping page.

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> **Note**
>
> The whole page is not shown here. The fields displayed on the page are determined by the ChartField configuration.

Preparing and Transferring Payroll Data to General Ledger

> **Note**
>
> This topic applies only to non-commitment accounting.

Pages Used to Prepare and Transfer Payroll Data to General Ledger

Page Name	Definition Name	Usage
Non Commitment Accounting Information Page	RUNCTL_PAYGL01	Run the PAYGL01.SQR process and produce output in the form of accounting lines to be recognized by PeopleSoft Journal Generator.
HR Accounting Line Report Page	RUN_PAY039	Generate the PAY039 report that lists the accounting line entries created by running the GL Interface process (PAYGL01).
Earnings Page	PAY_NACHK_DIST_ERN	View and update the distribution of payroll earnings.
Net Pay Liability Page	PAY_NACHK_NET_LIA	View and update the distribution of net pay liability and expense.
Deductions Page	PAY_NACHK_DIST_DED	View and update the distribution of payroll deductions.

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Page Name	Definition Name	Usage
Deduction Liability Page	PAY_NCHK_TAX_LIA	View and update the distribution of deduction liability and expense.
Taxes Page	PAY_NACHK_DIST_TAX	(USA) View and update the distribution of payroll taxes.
Taxes (CAN) Page	PAY_NACHK_DIST_CTX	(CAN) View and update the distribution of payroll taxes.
Tax Liability Page	PAY_NCHK_TAX_LIA	Use this page to view and update the distribution of tax liability.
Batch Publish Page	EO_BATCHPUB	After running the PAYGL01 process on the PeopleSoft HCM database to create the Accounting Line table, run the Manual Batch Publish Application Engine process (EOP_PUBLISHM) to transfer Payroll for North America data to PeopleSoft General Ledger.
Non-Commit Reset Processing Page (non-commitment reset processing page)	PRCSRUNCNTL_NLC	Run the GL Reset Run Flag process to reset the pay calendar **GL Interface Run** check box for any payrolls that you haven't exported to PeopleSoft General Ledger.

Related Topics

- PeopleSoft Human Resources Manage Commitment Accounting: Manage Commitment Accounting Overview

Understanding the Preparation and Transfer of Data

This topic discusses:

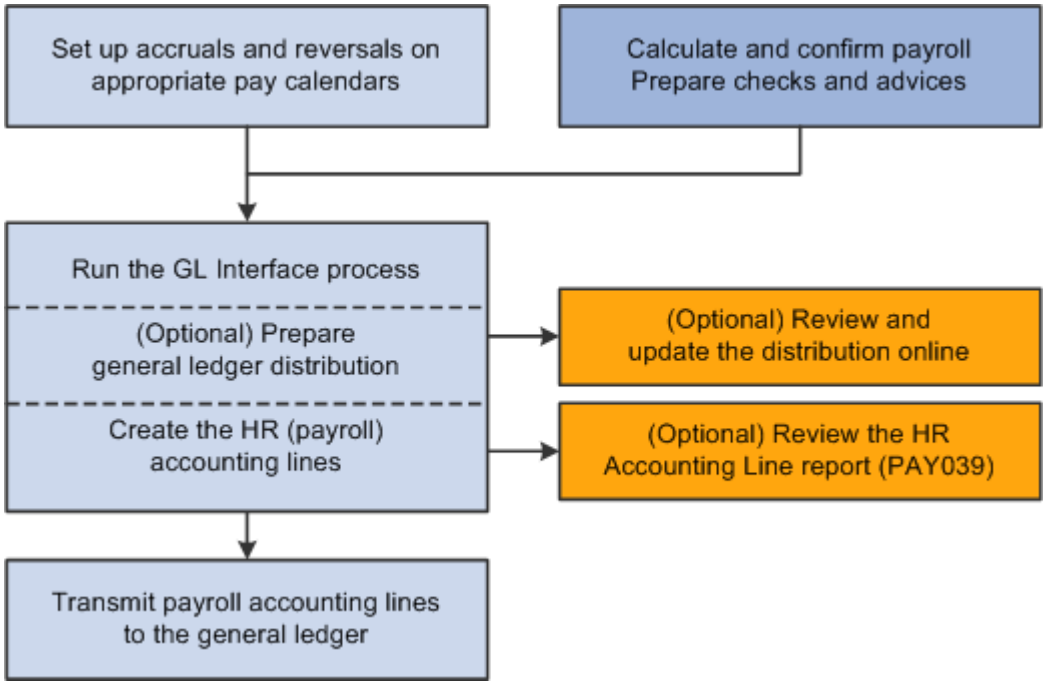
- Processing steps.
- The GL Reset Run Flag (general ledger reset run flag) SQR Report process (GLXRESET).

Processing Steps

This diagram illustrates the general ledger processing steps to transmit payroll accounting lines to the general ledger:

This diagram illustrates the general ledger processing steps to transmit payroll accounting lines to the general ledger:

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After the GL interface setup is complete, these are the ongoing steps for each payroll cycle:

1. Verify that the payroll is confirmed.
2. Run the GL Interface process.

   You can run the GL Interface Application Engine process (PAYGL01) in one step or two separate steps:

   a. (Optional) Prepare the distribution without generating the HR accounting lines, then review and update the distribution in online pages.

   b. (Required) Generate the HR accounting lines.
3. Publish the contents of the HR Accounting Line table to PeopleSoft General Ledger.

> **Note**
>
> Payroll for North America does not subscribe to any post-processing messages that are published by PeopleSoft General Ledger.

The Review Distribution Option

You can view and update the distribution data in the Review Payroll Distribution component after running the GL Interface process with the Review Distribution before GL option selected.

This table summarizes the review pages on which you can update combination codes:

Page Name	Linked Pages	Description
Earnings	Net Pat Liability	View and update the distribution of net pay liability and expense.

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Page Name	Linked Pages	Description
Deductions	Deduction Liability Net Pat Liability	View and update the distribution of deduction liability and expense.
Taxes	Tax Liability Net Pat Liability	Net Pat Liability View and update the distribution of tax liability and expense.

Understanding the GL Reset Run Flag SQR Report Process (GLXRESET)

The system allows you to process only confirmed payrolls that have not yet had the GL Interface process run on them. When you run the GL Interface process, the system selects the **GL Interface Run** check box on the Pay Calendar table. If you must rerun the GL Interface process, you must first run the GL Reset Run Flag process. You can run the process only for payrolls that you haven't published to PeopleSoft General Ledger.

This process:

- Deletes all rows on the HR Accounting Line table for the pay run ID that is specified on the reset process run control.
- Deselects the **GL Interface Run** and **GL Distribution Run**check boxes on the Pay Calendar table for the pay run ID that you specified on the reset process run control page.

> **Note**
>
> Running this process is necessary only if you have made a change that requires rerunning the GL Interface process. If you do not have to rerun the GL Interface process for the pay run ID, then you do not run this reset process.

Non Commitment Accounting Information Page

Use the Non Commitment Accounting Information page (RUNCTL_PAYGL01) to run the PAYGL01.

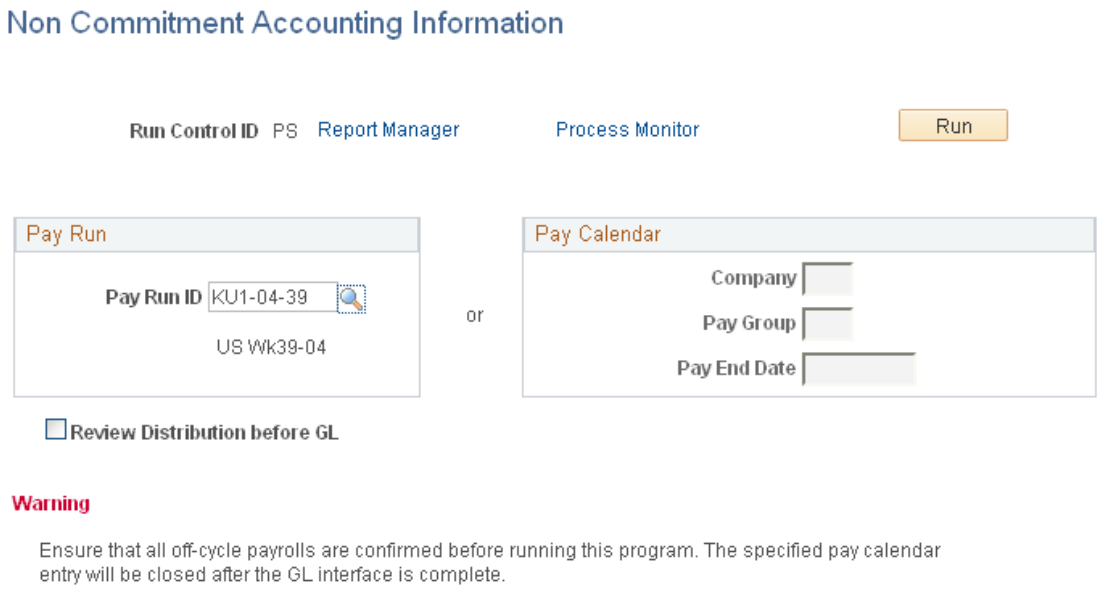
SQR process and produce output in the form of accounting lines to be recognized by PeopleSoft Journal Generator.

Navigation:

Payroll for North America, and then **Payroll Distribution**, and then **Prepare GL Information**, and then **Non-Commit Accounting Info**, and then **Non Commitment Accounting Information**

This example illustrates the fields and controls on the Non Commitment Accounting Information page.

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To run the process:

1. Enter the pay run ID that you want to process. Alternatively, if you have more than one pay calendar for a pay run ID and want to process an individual pay calendar, enter the company, pay group, and pay end date for that pay calendar. The system processes both on-cycle and off-cycle information.
2. Select the **Run** button to display the Process Scheduler page.
3. Select the **GL Interface** (general ledger interface) check box and select the **OK** button to complete the process.

(E&G) If you want to interface E&G 7.5 to PeopleSoft General Ledger 8, then select the **GL Interface - EG 7.5** (general ledger interface - education and government 7.5) check box.

Field or Control	Description
Review Distribution before GL	Select the **Review distribution before GL** (review distribution before general ledger) check box to review the data before creating the lines for General Ledger. This check box is deselected by default. If you want to stop and review the distribution before creating the accounting lines, you must select this check box. If you don't select it, the process automatically creates the accounting lines.

Related Topics

- Understanding the Preparation and Transfer of Data
  This topic discusses:
- Application Fundamentals: Creating Pay Calendars and FLSA Calendars
- Understanding the GL Reset Run Flag SQR Report Process (GLXRESET)
  The system allows you to process only confirmed payrolls that have not yet had the GL Interface process run on them. When you run the GL Interface process, the system selects the **GL Interface Run** check box on the Pay Calendar table. If you must rerun the GL

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Interface process, you must first run the GL Reset Run Flag process. You can run the process only for payrolls that you haven't published to PeopleSoft General Ledger.

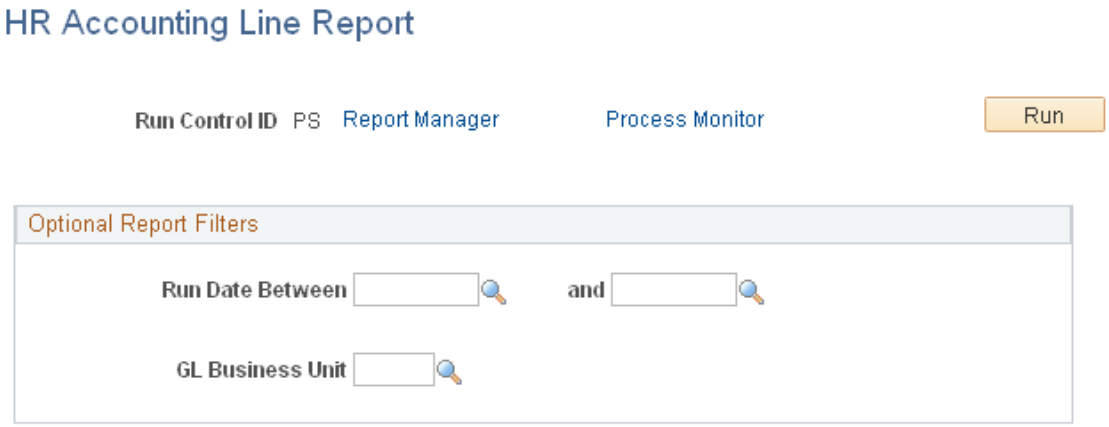
HR Accounting Line Report Page

Use the HR Accounting Line Report page (RUN_PAY039) to generate the PAY039 report that lists the accounting line entries created by running the GL Interface process (PAYGL01).

Navigation:

Payroll for North America, and then **Payroll Distribution**, and then **GL Interface Reports**, and then **HR Accounting Line**, and then **HR Accounting Line Report**

This example illustrates the fields and controls on the HR Accounting Line Report page.



Optional Report Filters

You can limit the report results for a specified date range and GL business unit.

Field or Control	Description
Run Date Between and **GL Business Unit**	You can run the report with these fields blank. If you specify a beginning date but no ending date, the system enters the beginning date as the default ending date value.

Batch Publish Page

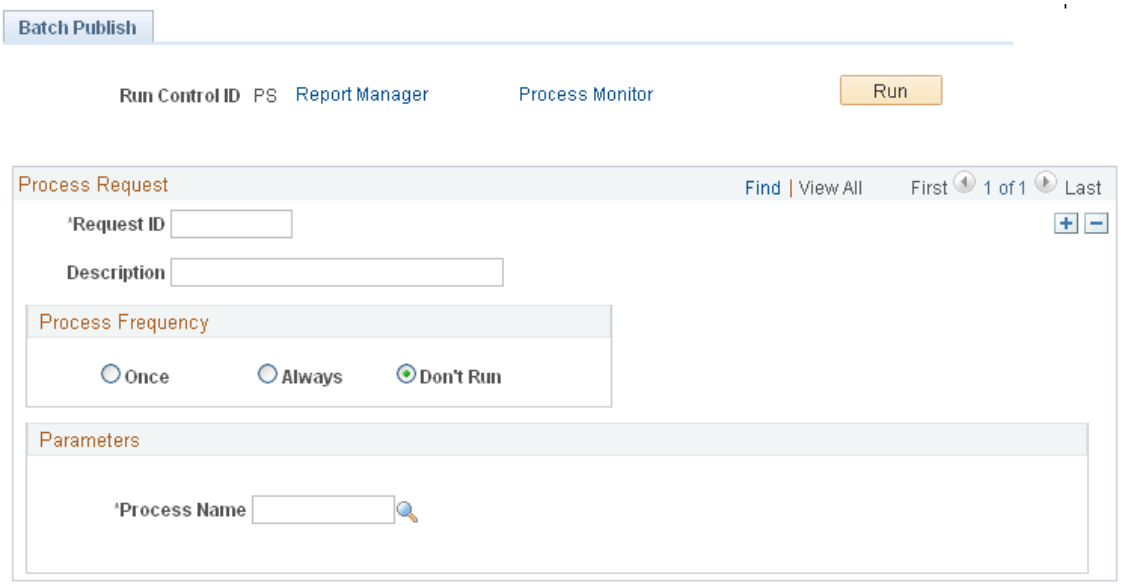
Use the Batch Publish page (EO_BATCHPUB) to after running the PAYGL01 process on the PeopleSoft HCM database to create the Accounting Line table, run the Manual Batch Publish Application Engine process (EOP_PUBLISHM) to transfer Payroll for North America data to PeopleSoft General Ledger.

Navigation:

Enterprise Components, and then **Integration Definitions**, and then **Initiate Processes**, and then **Batch Publish**, and then **Batch Publish**

This example illustrates the fields and controls on the Batch Publish page.

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Field or Control	Description
Process Frequency	Typically, you select *Always*.
Process Name	Select *PAYGL01*.

> **Note**
>
> Before trying to send any transactions to PeopleSoft General Ledger, verify with your IT staff that PeopleSoft Integration Broker nodes, queues, and service operations (routings and handlers) on have been activated .

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Integrating with EnterpriseOne General Ledger

Understanding the EnterpriseOne General Ledger Interface

This topic discusses:

- Prerequisites.
- Description of the interface with General Ledger.
- Integration Points.

> **Note**
>
> This topic covers only the tasks performed in the Enterprise database. The EnterpriseOne documentation discusses setting up the integration on the EnterpriseOne side and loading EnterpriseOne data into the Enterprise database. You must work closely with your general ledger staff to use this interface.

See “Integrating PeopleSoft Enterprise Payroll Applications with PeopleSoft EnterpriseOne General Ledger” in *PeopleSoft EnterpriseOne Application Integrations with PeopleSoft Enterprise Applications* product documentation

Related Topics

- Understanding the General Ledger Interface
  Sending payroll data to General Ledger is one of the final steps in the payroll cycle. When you integrate Payroll for North America and General Ledger, you can automatically post earnings and deductions that are associated with a finalized calendar run to your General Ledger system.
- Application Fundamentals: Identifying Integrations for Your Implementation

Prerequisites

These setup tasks must be completed before you begin the tasks in this topic:

1. Set up the integration with the EnterpriseOne database.

   See Enterprise Components

2. Set up the ChartFields and ChartField configuration.

   See Application Fundamentals: Understanding PeopleSoft ChartFields.

Description of the Interface with General Ledger

With Payroll for North America you can send payroll accounting transactions to General Ledger. The payroll data that is sent to General Ledger includes the following expense and liability account data:

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- Earnings.
- Deductions.
- Federal, state/provincial, and local tax and insurance deductions.
- Net pay and direct deposit data.

Integration Points

The Payroll for North America and General Ledger interface uses two sets of integration points, one to retrieve ChartField and business unit information from General Ledger and one to publish payroll results to General Ledger.

Before using the integration between Payroll for North America and EnterpriseOne General Ledger, configure the Integration Broker nodes and activate the appropriate queues, handlers, and routings for these service operations:

Service Operation	Description
BUS_UNIT_GL_FULLSYNC	Initial load of EnterpriseOne companies into the Enterprise Business Units GL table (BUS_UNIT_TBL_GL). This service operation additionally: • Spawns the BUS_UNIT_FS_SYNC service operation. • Loads the company code, effective date, effective status, and description into the Controlling Area table (HPYP_CNTRL_AREA).
BUS_UNIT_GL_SYNC	Incremental updates of the Enterprise Business Units GL table. It performs the same additional functions as the corresponding fullsync service operation.
BUS_UNIT_FS_SYNC	Internal Enterprise service operation that is spawned from the subscription to BUS_UNIT_GL_FULLSYNC and BUS_UNIT_GL_SYNC. Imports or updates the company description into the PS/Financials Business Units table (BUS_UNIT_TBL_FS).
COST_CENTER_FULLSYNC	Initial load of EnterpriseOne business units into the Enterprise Cost Center table (HPYP_CC_TBL).
COST_CENTER_SYNC	Incremental updates of the Enterprise Cost Center table.
ACCOUNT_CHARTFIELD_FULLSYNC	Initial load of the EnterpriseOne Account Master table (F0901) to the Enterprise GL Accounts table (GL_ACCOUNTS_TBL).
ACCOUNT_CHARTFIELD_SYNC	Incremental additions to the Enterprise GL Accounts table.
MARKET_RATE_REQ	Enterprise queries EnterpriseOne for currency exchange rate multiplier or divider.
MARKET_RATE_SYNC	EnterpriseOne replies and Enterprise updates the Market Rate Data table (RT_RATE_TBL).

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Service Operation	Description
PAYROLL_ACCTG_TRANSACTION	Enterprise Payroll for North America publishes accounting data to EnterpriseOne.
PAYROLL_TRANSACTION_REPLY	EnterpriseOne notifies Enterprise Payroll for North America of success or error in loading table F0911Z1.

Configuring the Target Product and System

Pages Used to Configure the Target Product and System

Page Name	Definition Name	Usage
Configure Target Product Page	HPIP_CONFIG_PRD	Assign processing defaults for the target product.
Configure Target System Page	HPIP_TGT_SYS_GL	Select the target product for the target and update the processing options for the target product.

Understanding Target Product and System Configuration

This table defines the terminology used in this section:

Term	Definition
Target system	A specific GL installation that is represented by an Integration Broker node. It indicates to what target system the payroll accounting lines are to be sent, which is the database that runs the general ledger application.
Target product	The target general ledger product to which payroll data is to be posted on the specified target system.

Here is a summary of the configuration steps:

1. Assign processing defaults for a target product on the Configure Target Product page.
2. Associate the target product with a target system by selecting the target product on the Configure Target System page.

   You can update the processing options for the target product on this page.
3. Associate the target system with the general ledger business unit by selecting the Integration Broker node (target system) on the Configure GL Business Unit page.

   This step associates accounting lines with the target system because each accounting line has the general ledger business unit as a required field.

Understanding Account Balancing Defaults

You specify two default configuration options related to account balancing:

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- Balance Accounting Lines

  Specify whether or not to balance accounts for the business unit before posting them to general ledger.

  – Selected:

    If you select the balancing option, the posting process calculates whether the debits equal the credits for each business unit.

  – Not selected:

    If you do not select the balancing option, the system does not perform balancing calculations before posting the accounts.

- Book to Suspense Account

  If you select the Balance Accounting Lines option, you further specify whether or not to post unbalanced amounts to a suspense account when the credits do not equal debits for a general ledger business unit.

  – Selected:

    If you select this option, you must specify a suspense account number on the Configure GL Business Unit page. When the debits and credits are not equal, the system creates a new accounting line containing the unbalanced amount and the specified suspense account.

  – Not selected:

    If you did not select this option and the accounts do not balance, no accounts are posted for the entire run ID and an error message informs you that the amounts for the general ledger business unit do not balance.

> **Note**
>
> If you select this option but do not specify a suspense account for the general ledger business unit, the system will issue an error message and no accounts will be posted if the accounts do not balance.

You select the default processing options for the general ledger system on the Configure Target Product page. You can modify the defaults on the Configure Target System page. You can override the target system processing options on the run control page when you run the process to post the accounting lines.

Common Elements Used to Configure the Target Product and System

Field or Control	Description
Consolidate Accounting Lines	If you're processing accounting lines in Payroll for North America, select this check box if you want the system to consolidate accounting lines before posting. With consolidation, the data is summarized for lines that are identical other than amount and line number. Accounting lines are automatically consolidated for Global Payroll.

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Field or Control	Description
Balance Accounting Lines	Select this check box if you want the system to calculate whether the debits equal the credits for each general ledger business unit.
Book to Suspense Account	This field is available for entry if you select *Balance Accounting Lines.* Select *Book to Suspense Account* to post unbalanced amounts to a suspense account when the credits do not equal debits. If selected, you must specify a suspense account number on the Configure GL Business Unit page.

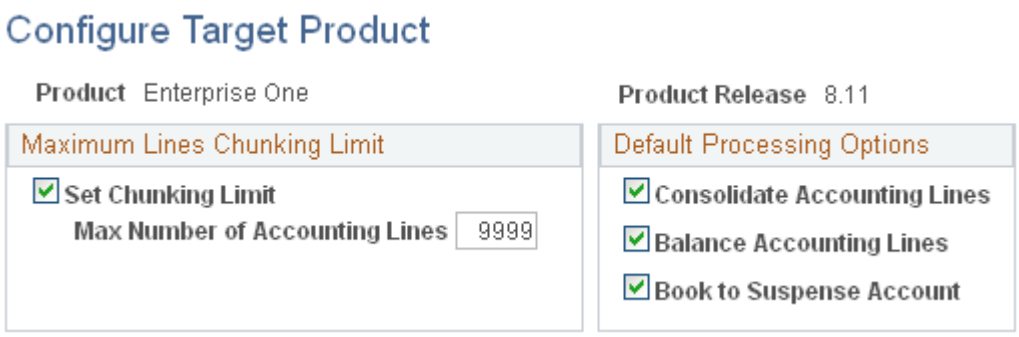
Configure Target Product Page

Use the Configure Target Product page (HPIP_CONFIG_PRD) to assign processing defaults for the target product.

Navigation:

Set Up HCM, and then **Common Definitions**, and then **GL Integrations**, and then **Common GL Objects**, and then **Configure Target Product**, and then **Configure Target Product**

This example illustrates the fields and controls on the Configure Target Product page.



Maximum Lines Chunking Limit

Field or Control	Description
Set Chunking Limit	Select if you want the system to chunk the data when the number of accounting lines exceeds the maximum of the target product.
Max Number of Accounting Lines (maximum number of accounting lines)	This field is available for entry if you select *Set Chunking Limit.* Enter the maximum number of accounting lines that the target product can accept.

Configure Target System Page

Use the Configure Target System page (HPIP_TGT_SYS_GL) to select the target product for the target and update the processing options for the target product.

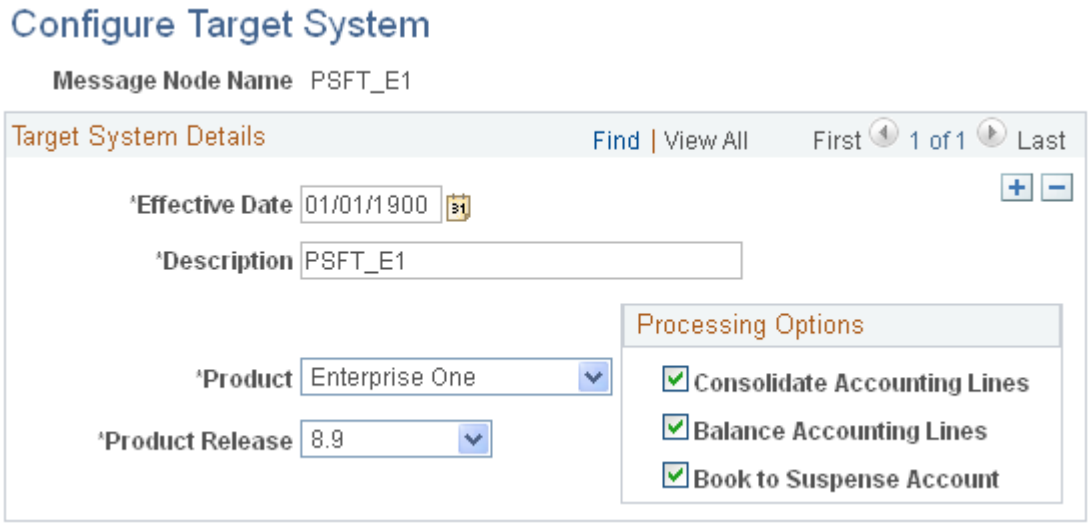
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Navigation:

Set Up HCM, and then **Common Definitions**, and then **GL Integrations**, and then **Common GL Objects**, and then **Configure Target System**, and then **Configure Target System**

When you access the page, select the PeopleSoft Integration Broker node that you defined for the integration with EnterpriseOne. The node represents the target system.

This example illustrates the fields and controls on the Configure Target System page.



Target System Details

The default processing options that you selected on the Configure Target Product page are the default values on this page. You can update the processing options here. You can also override the processing options on the process run control page when you post the accounting lines.

Field or Control	Description
Product	Select EnterpriseOne as the target general ledger product to which payroll data is to be posted on this target system.
Product Release	Select the release number of the product.

Configuring and Mapping Business Units

> **Note**
>
> In this integration, GL business units are the EnterpriseOne companies that you loaded into the BUS_UNIT_TBL_GL table.

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Pages Used to Configure and Map Business Units

Page Name	Definition Name	Usage
Configure GL Business Unit Page	HPIP_ADMIN_GL	Set up additional parameters for the general ledger business unit.
Business Unit Reference Page	BUS_UNIT_TBL_HR2	Enter the general ledger business unit that corresponds to each of the HR business units.

Prerequisite

For each GL business unit (EnterpriseOne company), create a distinct setID that you want to use for the accounts that are received from EnterpriseOne for that company (GL business unit).

Related Topics

- Application Fundamentals: Understanding PeopleSoft HCM System Data Regulation

Configure GL Business Unit Page

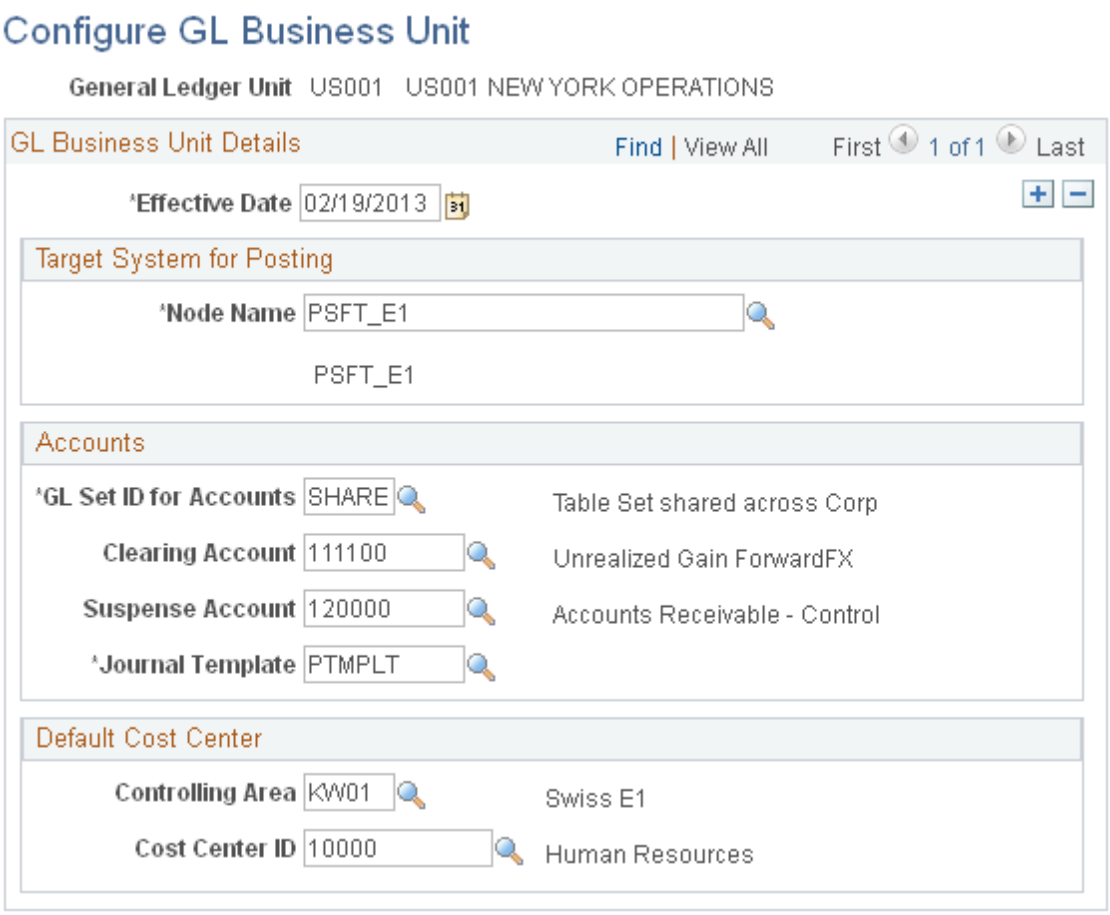
Use the Configure GL Business Unit page (HPIP_ADMIN_GL) to set up additional parameters for the general ledger business unit.

Navigation:

Set Up HCM, and then **Common Definitions**, and then **GL Integrations**, and then **Common GL Objects**, and then **Configure GL Business Unit**, and then **Configure GL Business Unit**

This example illustrates the fields and controls on the Configure GL Business Unit page.

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Field or Control	Description
General Ledger Unit	Each company that you imported from EnterpriseOne is available as a general ledger unit in the search page.

Target System for Posting

Field or Control	Description
Node Name	Select the PeopleSoft Integration Broker node that you defined as the target system for this integration.

Accounts

Field or Control	Description
GL SetID for Accounts (general ledger setID for accounts)	Enter the setID that you want to use for the accounts that are received from EnterpriseOne for this company (GL business unit).

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Field or Control	Description
Clearing Account	Enter the account to be used for balancing the account when the data must be sent in chunks due to exceeding the maximum lines (9999) that can be sent per posting. The deltas per chunk are held in this clearing account and must balance when all chunks of the posting are posted.
Suspense Account	Enter the account to be used for posting the delta amount if the debits and credits do not balance for each general ledger business unit. The delta is posted to an additional general ledger line with the suspense account code. Available accounts are only those with account type Expense.
Journal Template	You can select a valid template ID or enter a new value. When you save this page: • If the journal template ID did not exist previously, it is generated in the Journal Generator Template table (JRNLGEN_APPL_ID) using the value that you enter here. • In the GL Journal Template table (GL_JRNL_TMPLT), the journal template ID is associated with the GL business unit and effective date that you enter on this page.

Default Cost Center

Select the default cost center to be assigned when the accounting line does not contain sufficient data to identify the correct cost center.

Field or Control	Description
Controlling Area	Select the controlling area. Available values are the company codes entered into the Enterprise Controlling Area table when EnterpriseOne companies were imported.
Cost Center ID	Select a cost center. The available values are the EnterpriseOne business units that you imported into the Enterprise Cost Center table.

Business Unit Reference Page

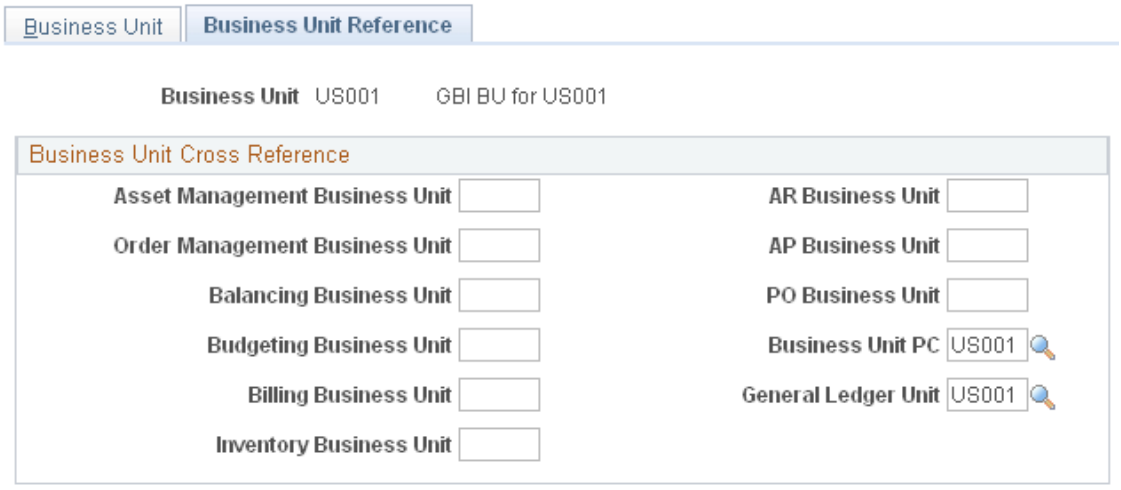
Use the Business Unit Reference page (BUS_UNIT_TBL_HR2) to enter the general ledger business unit that corresponds to each of the HR business units.

Navigation:

Set Up HCM, and then **Foundation Tables**, and then **Organization**, and then **Business Unit**, and then **Business Unit Reference**

This example illustrates the fields and controls on the Business Unit Reference page.

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Field or Control	Description
General Ledger Unit	Select the general ledger business unit that corresponds to the HR business unit that you selected when you accessed the page. Available GL business units are from the BUS_UNIT_TBL_GL table.

Related Topics

- Application Fundamentals: Defining Business Units

Mapping Cost Centers and Accounts to the Payroll for North America System

To map cost centers, use the Map Departments to Cost Centers component.

Pages Used to Map Cost Centers and Accounts to the Payroll for North America System

Page Name	Definition Name	Usage
Map Departments to Cost Center Page	HPIP_DEPT_CC_MAP	Map departments and setIDs to cost centers for Payroll for North America.
Earnings Expenses Page	PYGL_ACTIVE_ERNGRP	Group earnings codes into expense groups.
Deduction Expenses Page	PYGL_ACTIVE_DEDGRP	Group deduction codes into expense groups.
Tax Expenses Page	PYGL_ACTIVE_TAXGRP	Group taxes into expense groups.
Earnings Mapping Page	PYGL_CO_CF_MAPERN	Specify mapping level and map earnings expense groups to ChartField combinations.

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Page Name	Definition Name	Usage
Deductions Mapping Page	PYGL_CO_CF_MAPDED	Specify mapping level and map deduction expense groups to ChartField combinations.
U.S. Tax Mapping Page	PYGL_CO_CF_MAPTAX	(USA) Specify mapping level and map U.S. tax expense groups to ChartField combinations.
Canadian Tax Mapping Page	PYGL_CO_CF_MAPCTX	CAN) Specify mapping level and map Canadian tax expense groups to ChartField combinations.

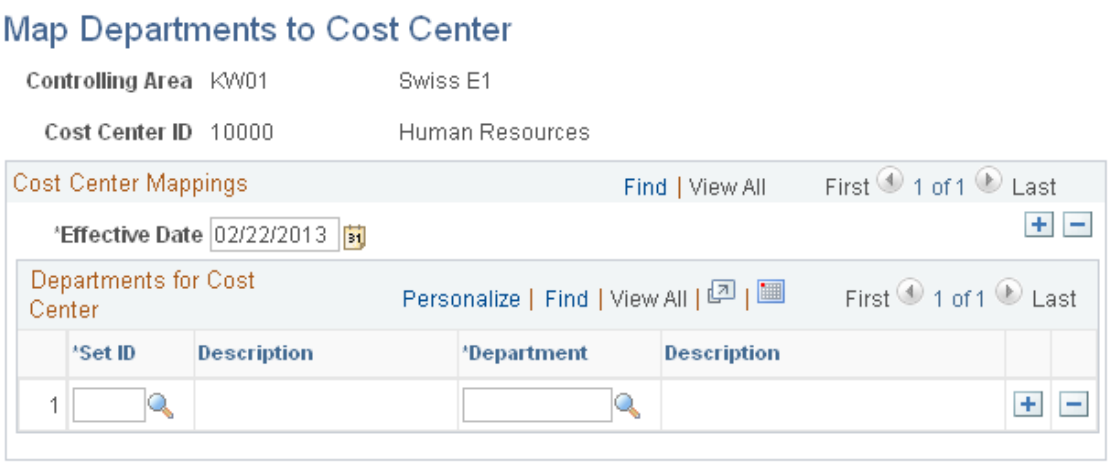
Map Departments to Cost Center Page

Use the Map Departments to Cost Center page (HPIP_DEPT_CC_MAP) to map departments and setIDs to cost centers for Payroll for North America.

Navigation:

Set Up HCM, and then **Common Definitions**, and then **GL Integrations**, and then **Common GL Objects**, and then **Map Departments to Cost Center**, and then **Map Departments to Cost Center**

This example illustrates the fields and controls on the Map Departments to Cost Center page.



Field or Control	Description
Controlling Area	Select a controlling area when you access the page. Available values are the company codes entered into the Enterprise Controlling Area table when EnterpriseOne companies were imported into the Enterprise Business Unit GL table. You can view controlling areas on the View Controlling Areas page in the Common GL Objects menu.

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Field or Control	Description
Cost Center ID	Select a cost center when you access the page. The available values are the EnterpriseOne business units that you imported into the Enterprise Cost Center table. You can view cost centers on the View Cost Centers page in the Common GL Objects menu.
SetID	Select the setID for the department to be mapped. All setIDs are available for selection.
Department	Enter the department to be mapped to the cost center selected when you entered the page.

Grouping Expense Activities

See Grouping Earnings, Deduction, and Tax Expenses.

Mapping Expense Groups to GL Accounts

See Mapping Expense Groups to ChartField Combinations.

Retrieving Currency Exchange Rates

To retrieve currency exchange rates, use the Request Market Rates (HIE1_MKT_RT_RNCTL) component.

Page Used to Retrieve Market Rates

Page Name	Definition Name	Usage
Request Market Rates Page	HIE1_MKT_RT_RNCTL	Query market exchange rates from the EnterpriseOne financials system. Either schedule the request or enter an ad hoc request.

Understanding the Currency Market Rates Integration

Currency market rates must be synchronized between Payroll for North America and the EnterpriseOne financial system, which is the primary for market rates. Use the same run control page to either schedule the synchronization or manually request it.

> **Note**
>
> Currency cross referencing must be set up in PeopleSoft EnterpriseOne's XPI Cross-Reference database before you use this process to synchronize market rates.

Here is a brief description of the processing:

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1. A Payroll for North America user requests market rates, specifying a currency or range of currencies and a date on the run control page.

   Use the page in the Set Up HCM, Common Definitions, GL Integrations, Common GL Objects, Payroll to E1 General Ledger menu.

   The Market Rate Import Application Engine process (HI_MKT_RT) creates the MARKET_RATE_REQ service operation, converts it to a synchronous service operation, and publishes it.

2. The Integration Server sends back the MARKET_RATE_SYNC response service operation containing the market rates available for the specified currency pairs and date.

   Either the multiplier or divisor is populated in the message, based on the calculation method and currency conversion method in the record. The other rate is initialized to 1.0.

3. The MARKET_RATE_SYNC service operation updates the Enterprise Market Rate Data table (RT_RATE_TBL).

> **Note**
>
> You must set all market rates that you will use in EnterpriseOne and sync up those rates with Enterprise. Processing payroll transactions with currencies for which market rates are set up in Enterprise and not in EnterpriseOne will produce invalid data in EnterpriseOne.
>
> If a query is made to a currency exchange rate that does not exist in EnterpriseOne for the date specified, no data is returned in the reply.

Understanding Currency Rounding

If you are keeping amounts in different currencies on both the detail and sum (balance) level, there is a potential for rounding discrepancies because the system converts single amounts, sums them up for balancing, and then converts the sum. As a result, the converted amount of the sum does not equal the sum of the single conversions. To avoid this, you must select the Balance Accounting Lines check box on the Configure Target Product and Configure Target System pages.

When the Balance Accounting Lines check box is selected:

- All amounts are posted in both the payroll and the GL currency.

  Primarily, balancing is enforced in the payroll currency.

> **Note**
>
> This is standard processing, whether or not you select the Balance Accounting Lines check box.

- If the payroll currency differs from the GL currency, a new accounting line for rounding adjustment is created for each segment that is sent to GL.

  This prevents rounding differences that might cause the amounts to be out of balance in the GL currency.

  – The accounting line is created once per chunk.

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- It is created only if the Balance Accounting Lines check box is selected and the payroll currency differs from the currency of the GL business unit.
- The new accounting line contains the rounding adjustment in the GL currency.

  The amount in the payroll currency is 0.
- The system assigns to the new accounting line to the suspense account specified on the Configure GL Business Unit page.

  If no suspense account has been specified for the GL business unit, the rounding adjustment entry is not created.
- The description field says *Rounding Adjustment Entry.*

Related Topics

- Understanding Account Balancing Defaults
  You specify two default configuration options related to account balancing:
- Configure GL Business Unit Page
  Use the Configure GL Business Unit page (HPIP_ADMIN_GL) to set up additional parameters for the general ledger business unit.

Request Market Rates Page

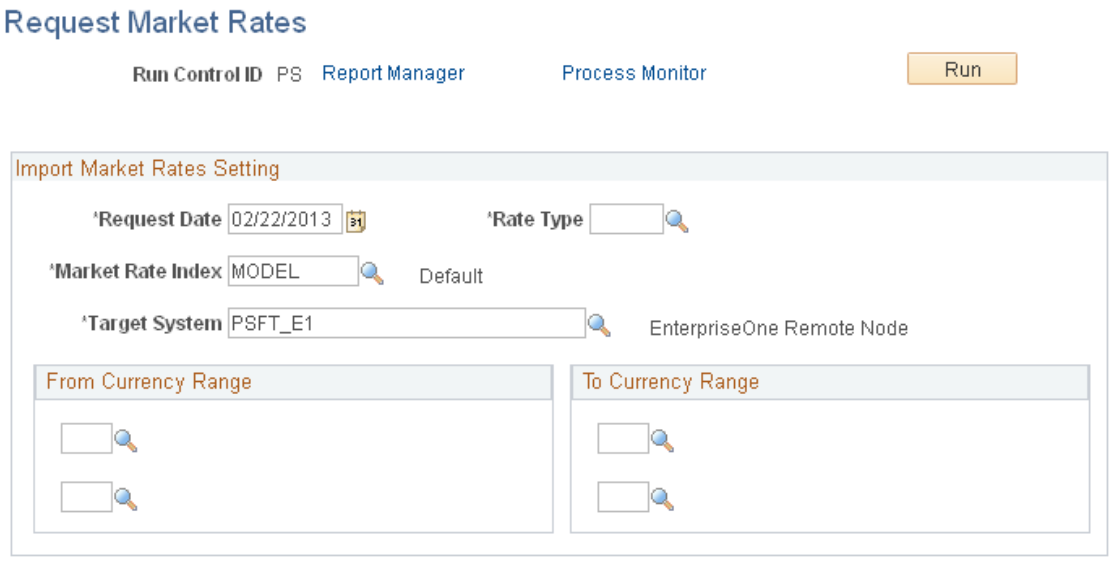
Use the Request Market Rates page (HIE1_MKT_RT_RNCTL) to query market exchange rates from the EnterpriseOne financials system.

Either schedule the request or enter an ad hoc request.

Navigation:

Set Up HCM, and then **Common Definitions**, and then **GL Integrations**, and then **Payroll to E1General Ledger**, and then **Request Market Rates**, and then **Request Market Rates**

This example illustrates the fields and controls on the Request Market Rates page.



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Field or Control	Description
Request Date	Enter the current date. To accommodate requests scheduled through PeopleSoft Process Scheduler, the system always overrides the entered request date with the current system date.
Rate Type	Select the rate type under which the imported values are to be stored in the Enterprise table. Values are established on the Market Rate Data table (RT_TYPE_TBL).
Market Rate Index	Select the market rate index under which the imported values are to be stored in the Enterprise table. Values are established on the Market Rate Index table (RT_INDEX_TBL). The default value is MODEL.
Target System	Select the node that you established for the integration with EnterpriseOne.
From Currency Range	Define the alphabetical range of currencies from which you're requesting the exchange rate. For example, from GBP – RUR. For a single from currency, select the same currency in both fields.
To Currency Range	Define the alphabetical range of currencies to which you're requesting the exchange rate. For a single to currency, select the same currency in both fields. For example, to EUR – EUR.

The system retrieves the market rate for each currency code pair that falls alphabetically in the from and to currency ranges that you specify.

Related Topics

- Enterprise Components

Preparing and Posting Accounting Lines to EnterpriseOne General Ledger

Pages Used to Prepare and Post Payroll Accounting Lines

Page Name	Definition Name	Usage
Non Commitment Accounting Information Page	RUNCTL_PAYGL01	Run the GL Interface process (PAYGL01A) to create payroll accounting lines in the HR Accounting Lines table.
Earnings Page	PAY_NACHK_DIST_ERN	View and update the distribution of payroll earnings.

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Page Name	Definition Name	Usage
Net Pay Liability Page	PAY_NACHK_NET_LIA	View and update the distribution of net pay liability and expense.
Deductions Page	PAY_NACHK_DIST_DED	View and update the distribution of payroll deductions.
Deduction Liability Page	PAY_NCHK_NET_LIA	View and update the distribution of deduction liability and expense.
Taxes Page	PAY_NACHK_DIST_TAX	(USA) View and update the distribution of payroll taxes.
Taxes (CAN) Page	PAY_NACHK_DIST_CTX	(CAN) View and update the distribution of payroll taxes.
Tax Liability Page	PAY_NCHK_NET_LIA	Use this page to view and update the distribution of tax liability.
Non-Commit Posting for GL Page	HPIP_NA_PST_RUN	Run the PNA Posting for GL process to prepare the accounting lines for posting and post them to EnterpriseOne General Ledger.
View GL Transaction Status Page	HPIP_PRCS_STAT	View the transaction reply indicating the status of the data load into the EnterpriseOne staging table.
Non-Commit Reset Processing Page	PRCSRUNCNTL_NLC	Reset the Payroll for North America GL Interface PSJob process (PAYGL01A) before rerunning the process when reposting is necessary due to errors.

Understanding GL Interface Processing Steps

After each confirmed payroll run, you:

1. Calculate and confirm payroll.
2. Synchronize currency exchange rates if needed.
3. Run the GL Interface (general ledger interface) PSJob process (PAYGL01), which creates the payroll accounting lines and enters them on the HR Accounting Line table.
4. 4. Run the PNA Posting for GL Application Engine process (HI_NA_POST) to publish the data to EnterpriseOne General Ledger.

   EnterpriseOne General Ledger processes the data when it is received.

GL Interface Process Description

You can run the GL Interface Application Engine process (PAYGL01) in one step or two separate steps:

- (Optional) Prepare the distribution without generating the HR accounting lines.

  Review and update the distribution results in the Review Payroll Distribution component.

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- (Required) Generate the HR accounting lines.

  You can bypass the distribution step and directly create the accounting lines.

Posting for E1 GL Process Description

When you run the PNA Posting for GL process (HI_NA_POST), the system performs the following processing steps:

1. Consolidates accounting lines if the Consolidate Accounting Lines option is selected as a target system default or as a run parameter override.

   See Configuring the Target Product and System.

2. Determines the cost center:
   - Enters the cost center on the accounting line.
   - Assigns the default cost center to transactions that do not have the DEPTID chartfield assigned.
3. Checks debit and credit balances if the balancing option is selected:

   If they do not match, creates a suspense entry if a suspense account is defined for the GL business unit or generates an error without posting accounts if the suspense account option is not selected or the account is not defined.

   If the foreign total amount nets to zero and domestic total amount does not, it assumes currency rounding and forces the domestic amount to net to zero.

   See Understanding Currency Rounding.
4. Creates and publishes the PAYROLL_ACCTG_TRANSACTION XML service operation.

> **Note**
>
> You must set up the pay run IDs so that GL business units that integrate with EnterpriseOne are not combined in the same pay run ID with GL business units that do not integrate with EnterpriseOne.

See Application Fundamentals: Creating Pay Run IDs.

Generating Payroll for North America Accounting Lines

See Non Commitment Accounting Information Page.

Non-Commit Posting for GL Page

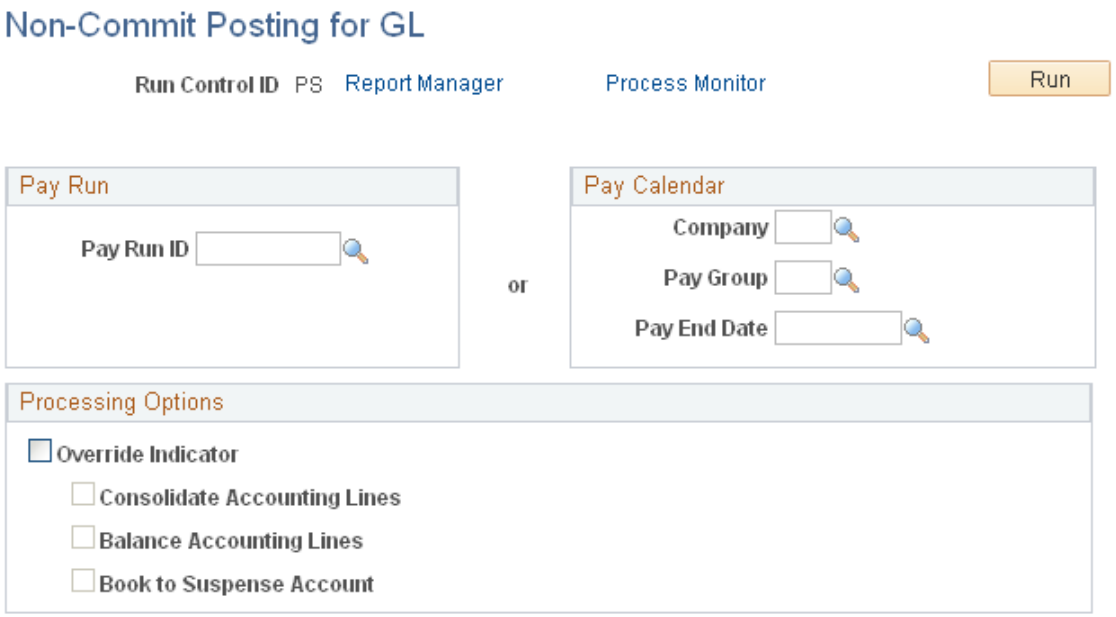
Use the Non-Commit Posting for GL page (HPIP_NA_PST_RUN) to run the PNA Posting for GL process to prepare the accounting lines for posting and post them to EnterpriseOne General Ledger.

Navigation:

Payroll for North America, and then **Payroll Distribution**, and then **Prepare GL Information**, and then **Non-Commit Posting for GL**, and then **Non-Commit Posting for GL**

This example illustrates the fields and controls on the Non-Commit Posting for GL page.

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Enter the pay run ID that you want to process or specify the parameters to process an individual pay calendar.

Field or Control	Description
Pay Run ID	You can select only from pay run IDs for which the GL Interface process has been run and the Posting for E1 GL process has not been run. If you must reprocess a pay run ID, you must first run the GL Reset Run Flag process. The pay run ID cannot contain any GL business units that do not integrate with EnterpriseOne general ledger.
Override Indicator	Select to override the balance options set for the target product on the Configure Target System page. The other fields in this group box are available for entry only if *Override Indicator* is selected.
Balance Accounting Lines.	Select this check box if you want the system to calculate whether the debits equal the credits for each general ledger business unit.
Book to Suspense Account	This field is available for entry if you select *Balance Accounting Lines*. Select *Book to Suspense Account* to post unbalanced amounts to a suspense account when the credits do not equal debits. If selected, you must specify a suspense account number on the Configure GL Business Unit page.

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> **Note**
>
> If two instances of the same payroll posting process run in parallel, such as each company within an organization processing Payroll for North America pay groups at the same time, there can be conflicts on the staging tables. To avoid such conflicts, run the posting process in series rather than in parallel.

Related Topics

- Understanding Account Balancing Defaults
  You specify two default configuration options related to account balancing:

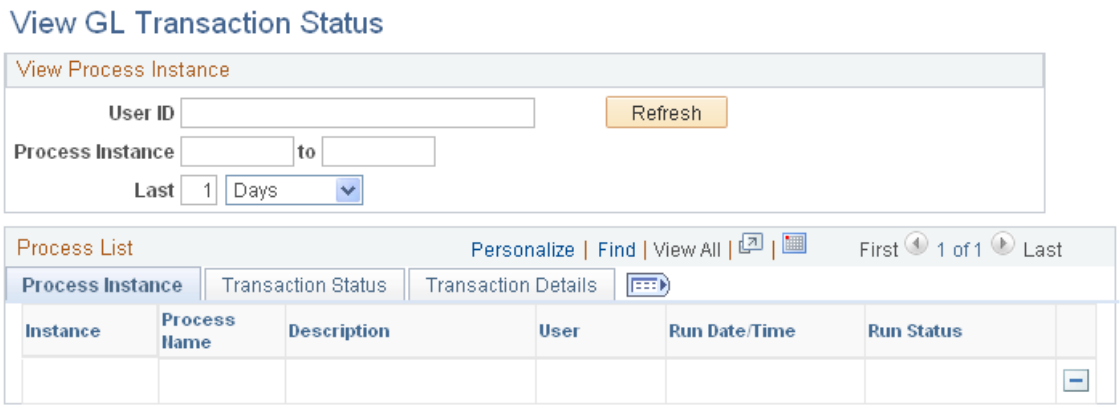
View GL Transaction Status Page

Use the View GL Transaction Status page (HPIP_PRCS_STAT) to view the transaction reply indicating the status of the data load into the EnterpriseOne staging table.

Navigation:

Payroll for North America, and then **Payroll Distribution**, and then **Prepare GL Information**, and then **Review GL Transaction Status**, and then **View GL Transaction Status**

This example illustrates the fields and controls on the View GL Transaction Status.



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Field or Control	Description
Return Code	Possible return codes are: *0:* Successful load on E1: No further action is required. *1:* Account Number Mismatch: The account number of one of the lines of the payroll transaction does not match an account number previously assigned and cross-referenced during the Account initial or incremental load. No insert into the Z1 staging table was attempted. *2:* Inserting Error: The insert of the lines of the payroll transaction into the Z1 staging tables failed due to some problem, such as a primary key was omitted. No lines were inserted into the Z1 staging table.

Resetting Payroll for North America Accounting Transactions

See Understanding the GL Reset Run Flag SQR Report Process (GLXRESET).

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Integrating with PeopleSoft Payables

Understanding the Interface with Payables

This topic discusses:

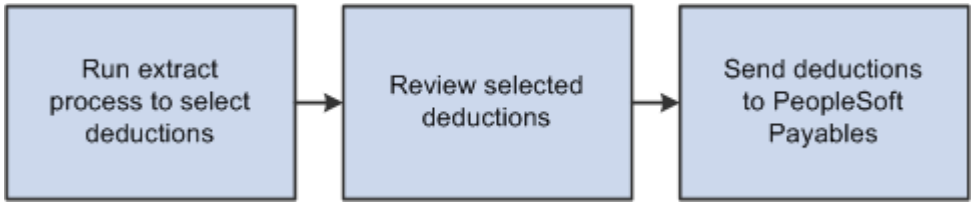
- Processing overview.
- Voucher records.
- Integration points.

Processing Overview

Payroll for North America enables you to send taxes, benefits, garnishments, and voluntary deductions withheld from employee paychecks directly to Payables for payment. Payables issues payments in the form of checks or electronic funds transfers, as required by the third-party, and makes the appropriate general ledger entries.

This diagram illustrates the Payables interface processing for sending deductions to PeopleSoft Payables:

This diagram illustrates the Payables interface processing for sending deductions to PeopleSoft Payables.



> **Note**
>
> The pay run must be confirmed before extracting deductions. In addition, the Non-Commitment Accounting GL Interface process (PAYGL01 or PAYGL01A), the Commitment Accounting Actuals GL interface process (PAYGL02 or PAYGL02A), or the Distribute Payroll Data for AP process (PAYGL01 or PAYGL01A) must be processed successfully before extracting deductions.

To extract and send deduction vouchers to Payables:

1. Run one or more extract processes to move selected deductions into temporary tables for viewing.

   You can extract nontax deductions; U.S. federal, state, or local taxes; or Canadian taxes.

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The system updates the **AP Status** field on the Review Paycheck component (PAY_CHECK) with an *X* to indicate that the deduction has been extracted for payment through Payables.

2. Review and validate proposed payments.
   - The Review AP Extract-Headers - Review AP Extract-Lines page displays summary data by vendor.
   - The Review AP Extract-Lines - Review AP Extract-Lines page displays details of deductions.
   - The AP Extract Audit report (PAYXTRCT) lists details of extracted nontax deductions.
3. Send vouchers to Payables.

   Run the Send Vouchers to AP process (PYAP_VCHPOST), which creates and sends the vouchers to Payables.

   The system updates the **AP Status** field on the Review Paycheck component (PAY_CHECK) with an *S* to indicate that the deduction has been sent and clears deductions from the temporary tables.
4. Review the PeopleSoft Integration Broker Service Operations Monitor to confirm that the voucher records were successfully sent.

Related Topics

- Extracting Deductions
- Reviewing and Sending Vouchers
- Enterprise Components

Voucher Records

The vouchers that are sent to Payables contain three records: VOUCHER, VOUCHER_LINE, and DISTRIB_LINE. Fields of interest in each of these records are listed in the following table. The table lists only a subset of the fields in each record:

VOUCHER	VOUCHER_LINE	DISTRIB_LINE
BUSINESS_UNIT	BUSINESS_UNIT	BUSINESS_UNIT
VOUCHER_ID	VOUCHER_ID	VOUCHER_ID
INVOICE_ID	VOUCHER_LINE_NUM	VOUCHER_LINE_NUM
INVOICE_DT	TOTAL_DISTRIBS	DISTRIB_LINE_NUM
VENDOR_SETID	MERCHANDISE_AMT	BUSINESS_UNIT_GL
VENDOR_ID		ACCOUNT
VNDR_LOC		MERCHANDISE_AMT
ADDRESS_SEQ_NUM		
ORIGIN		
VCHR_TTL_LINES		
GROSS_AMT		
DUE_DT		
REMIT_ADDR_SEQ_NUM		
EIN_FEDERAL		
EIN_STATE_LOCAL		

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Integration Points

Before using the integration between Payroll for North America and Enterprise Payables, configure the Integration Broker local node and activate the queues, handlers, and routings for these service operations:

Service Operation	Description
VENDOR_FULLSYNC	Payables publishes complete data from the VENDOR and related tables and Payroll for North America subscribes.
VENDOR_SYNC	Payables publishes incremental update data from the VENDOR and related tables and Payroll for North America subscribes.
VOUCHER_BUILD	Payroll for North America publishes data to the VOUCHER, VOUCHER_LINE, and DISTRIB_LINE tables and Payables subscribes.

> **Note**
>
> To research the technical details of any integration point used by PeopleSoft applications, refer to the Interactive Services Repository on My Oracle Support.

See:

- *PeopleTools: Integration Broker*
- *PeopleSoft Enterprise Components*

Related Topics

- Application Fundamentals: Identifying Integrations for Your Implementation

Setting Up the Payables Interface

Perform the following setup steps when you implement Payroll for North America and on an ongoing basis, as needed, to maintain the accuracy of your deduction records:

1. (Optional) Specify the invoice prefix on the Installation Table (INSTALLATION_TBL) - Product Specific page.

   The character you put in the **AP Inv. Prefix** field is used as a prefix on all invoices coming from PeopleSoft HCM.

2. Specify payroll tax extraction on the Company (COMPANY_TABLE) - Default Settings page.

   Select the **Pay Taxes through AP** check box if you plan to use the interface with Payables to extract payroll taxes.

3. Define general and benefit deductions.

   For both general and benefit deductions, you must define when each deduction is to be paid. For example, you might want Payables to pay some deductions every time they are calculated and pay other deductions only when the goal balance has been met.

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4. Define vendors in Payables and publish them to the PeopleSoft HCM database.

   See Maintaining Vendor Information.

5. Link deduction definitions to vendors and define when deductions are to be paid.

   All deductions to be paid by Payables must be linked to a vendor.

   - To link nontax deductions (benefits, general deductions, garnishments) to vendors, complete the SetID and Vendor ID fields on the Benefit Plan Table page, Garnishment Spec Data 2 page, and General Deduction Table page.
   - To determine which deductions to retrieve for Payables, use the **Pay Mode** and **AP Payment Date Type** fields on the Benefit Plan Table page, Garnishment Spec Data 7 page, and General Deduction Table page.

     The Garnishment Spec Data 7 page also includes a **Separate AP Payment** check box that you use to control whether to generate separate checks when there are multiple garnishments for the same vendor.
   - To link U.S. tax deductions to vendors:

     Use the Tax Type Table page to define the tax types paid to a vendor

     Link each tax type to the appropriate vendor and tax classes on the AP State Tax Types/Classes Table page or the AP Local Tax Types/Classes page.
   - To link Canadian tax deductions to vendors, use the Canadian Tax Type Table page.

6. Set up ChartFields for the GL (general ledger) interface.

   If your organization uses non-commitment accounting, set up the grouping and mapping of expense ChartField for PeopleSoft GL (General Ledger) Interface

   See Understanding the General Ledger Interface.

   If your organization uses commitment accounting, set up commitment accounting control tables.

   See PeopleSoft Human Resources Manage Commitment Accounting: Manage Commitment Accounting Overview.

Related Topics

- PeopleSoft Human Resources Manage Commitment Accounting: Manage Commitment Accounting Overview
- Application Fundamentals: Setting Up Person of Interest Types
- Application Fundamentals: Understanding Vendor Tables
- Understanding Deductions
  This topic lists prerequisites and discusses:
- PeopleSoft Human Resources Manage Base Benefits: Defining Benefit Plans
- Specifying Employee Garnishment Data
- Setting Up Tax Types for PeopleSoft Payables Integration
  To set up tax types for PeopleSoft Accounts Payables integration, use the Tax Type Table USA component (TAX_TYPE_TBL), Tax Type Table USF component (TAX_TYPE_TBL), or Tax Type Table CAN component (CAN_TAX_TYPE), the State Tax Types/Classes USA component (STAT_TAX_TYPE_TBL) or State Tax Types/Classes USF component (STAT_TAX_TYPE_TBL), and the Local Tax Types/Classes USA component (LOCL_TAX_TYPE_TBL) or Local Tax Type/Classes USF component (LOCL_TAX_TYPE_TBL). Use the TAX_TYPE_TABLE component interface to load data into the tables for the Tax Type Table USA component and Tax Type Table USF component

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Maintaining Vendor Information

This topic provides an overview of maintaining vendors and discusses how to run the AP Vendor Listing report.

Page Used to Run the AP Vendor Listing Report

Page Name	Definition Name	Usage
AP Vendor Listing Page (accounts payable vendor listing)	RUNCTL_PAYVNDR	Generate the PAYVNDR report that prints a listing of all vendors, up to a given date.

Understanding Vendor Maintenance

Each benefit provider, garnishment collector, tax authority, or other entity that receives employee deductions must have a valid Vendor ID. Vendor IDs created in the PeopleSoft Financials database can be viewed on the AP Vendor Listing report and in the Vendor table.

> **Note**
>
> If you are using Payables, it is highly recommended that you do not set up data in the HCM Vendor tables. This information should be set up in the Vendor tables in the PeopleSoft Financials database and sent to HCM through the VENDOR_FULLSYNC and VENDOR_SYNC service operations in PeopleSoft Integration Broker. If updates occur on the HCM vendor tables and do not get updated on the vendor tables in the PeopleSoft Financials database, the interface outcome could be unpredictable. Corrections and updates to vendor information should occur only in the PeopleSoft Financials database.

Related Topics

- Application Fundamentals: Understanding Vendor Tables

Extracting Deductions

Pages Used to Extract Deductions

Page Name	Definition Name	Usage
Non Commitment Accounting Information Page	RUNCTL_PAYGL01	If you use non-commitment accounting with PeopleSoft general ledger, prepare ChartField information for each deduction transaction and store it in tables for the tax and non-tax deduction extraction processes to access. See Non Commitment Accounting Information Page.

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Page Name	Definition Name	Usage
Payroll Data Distribution for AP Page	RUNCTL_PAYGL01	If you use PeopleSoft Payables but not PeopleSoft General Ledger, prepare ChartField information for each deduction transaction and store it in tables for the tax and non-tax deduction extraction processes to access.
GL Interface - Commitment Accounting Actuals Page	RUNCTL_PAYGL02	If you use commitment accounting with PeopleSoft general ledger, prepare ChartField information for each deduction transaction and store it in tables for the tax and non-tax deduction extraction processes to access.
Non-Tax Deductions Extract Page	RC_X_DEDS	(USA) Select the nontax deductions to send to Payables for payment and start the PY-AP Extraction - Deductions (payroll-accounts payable extraction - deductions) Application Engine process (PYAP_XDEDN).
CA Non-Tax Deductions Extract Page (commitment accounting non-tax deductions extract)	RC_X_DEDS	(CAN) For commitment accounting, select the nontax deductions to send to Payables for payment and start the PY-AP Extraction - Deductions (payroll-accounts payable extraction - deductions) Application Engine process (PYAP_XDEDNCA). **Note:** The CA Non-Tax Deductions Extract page is identical to the Non-Tax Deductions Extract Page.
Extract AP Federal Taxes Page (extract accounts payable federal taxes)	RC_X_TAX_FEDERAL	(USA) Select the federal tax deductions to send to Payables for payment and to start the U.S. Tax Extract Program Application Engine process (PYAP_XTAX).
Extract AP State Taxes Page extract accounts payable state taxes)	RC_X_TAX_STATE	(USA) Select the state tax deductions to send to Payables for payment and start the U.S. Tax Extract Program process (PYAP_XTAX).
Extract U.S. Local Taxes Page (extract United States local taxes)	RC_X_TAX_LOCALITY	(USA) Select the local tax deductions to send to Payables for payment and start the U.S. Tax Extract Program process (PYAP_XTAX).

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Page Name	Definition Name	Usage
Extract AP Canadian Taxes Page (extract accounts payable Canadian taxes)	RC_XTAX_CAN	Select the tax deductions to send to Payables for payment and to start the Canadian Tax Extract Program Application Engine process (PYAP_XCTAX).

Related Topics

- Processing Overview
  Payroll for North America enables you to send taxes, benefits, garnishments, and voluntary deductions withheld from employee paychecks directly to Payables for payment. Payables issues payments in the form of checks or electronic funds transfers, as required by the third-party, and makes the appropriate general ledger entries.

Prerequisites

Before you can extract deductions, you must:

- Confirm the pay run.
- Run GL interface processing to prepare the data.

  The process you run to prepare the data depends upon your organization's system of accounting and general ledger system.

  This table describes the processing that is required under various conditions:

Your Organization Uses	Required Processing	Processing Description
Non-commitment accounting with PeopleSoft GL Interface.	Run the Non Commitment Accounting Information PSJob process (PAYGL01 - E&G, or PAYGL01A), after each pay run is confirmed.	Prepares ChartField information for each deduction transaction and stores it in tables such as PAY_NA_DED_LIAB, PAY_NA_TAX_LIAB, and PAY_NA_CTX_LIAB for the tax and non-tax deduction extraction processes to access.
Commitment accounting with PeopleSoft GL Interface.	Run the Commitment Accounting Actuals PSJob process (PAYGL02 - E&G, or PAYGL02A) Actuals GL Interface) after each pay run is confirmed.	Prepares ChartField information for each deduction transaction and stores it in tables such as PAY_DED_LIAB_AP, PAY_TAX_LIAB_AP, and PAY_CTX_LIAB_AP for the tax and non-tax deduction extraction processes to access. See PeopleSoft Human Resources Manage Commitment Accounting: Running the Commitment Accounting Actuals GL Interface Process.

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Your Organization Uses	Required Processing	Processing Description
PeopleSoft Payables but does not use PeopleSoft GL Interface.	Run the Distribute Payroll Data for AP SQR process (General Ledger Interface - PAYGL01) after each pay run is confirmed.	Prepares ChartField information for each deduction transaction and stores it in tables such as PAY_NA_DED_LIAB, PAY_NA_TAX_LIAB, and PAY_NA_CTX_LIAB for the tax and non-tax deduction extraction processes to access.

Related Topics

- Understanding the General Ledger Interface
  Sending payroll data to General Ledger is one of the final steps in the payroll cycle. When you integrate Payroll for North America and General Ledger, you can automatically post earnings and deductions that are associated with a finalized calendar run to your General Ledger system.
- PeopleSoft Human Resources Manage Commitment Accounting: Manage Commitment Accounting Overview

Common Elements Used to Extract Deductions

Field or Control	Description
Tax Period End Date	Enter the end date for the tax period. To be selected for payment, the paycheck date for tax deductions must be equal to or before the tax period end date. (The paycheck date populates the Pay Tax records after a pay run is confirmed).
Payment Date	Enter the date to appear on the voucher in Payables. This is the date when AP actually pays the taxes.

Non-Tax Deductions Extract Page

(USA) Use the Non-Tax Deductions Extract page (RC_X_DEDS) to select the nontax deductions to send to Payables for payment and start the PY-AP Extraction - Deductions (payroll-accounts payable extraction - deductions) Application Engine process (PYAP_XDEDN).

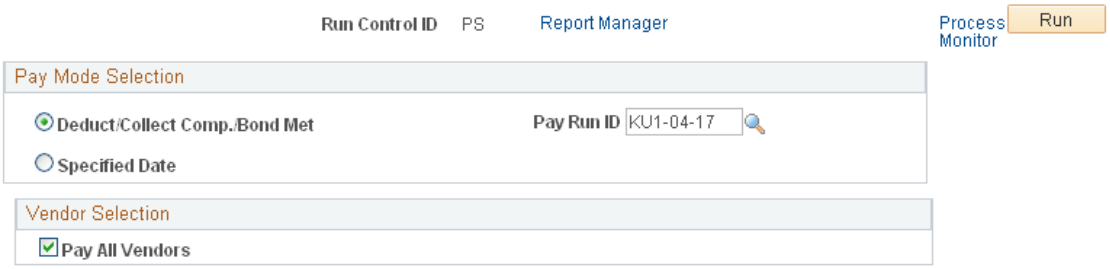
Navigation:

Payroll for North America, and then **Payroll Distribution**, and then **Accounts Payable Information**, and then **Non-Tax Deductions Extract**, and then **Non-Tax Deductions Extract**

> **Note**
>
> (CAN) The CA Non-Tax Deductions Extract page is, except for title, identical to the page shown here.

This example illustrates the fields and controls on the Non-Tax Deductions Extract page.

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Use the parameters to extract nontax deductions for the pay run ID that you specify or extract just those deductions with a pay mode set to the date that you select. You can limit your selection further by specifying particular vendors you want to pay.

Pay Mode Selection

Field or Control	Description
Deduct/Collect Comp./Bond Met (deducted/ collection completed/bond price met)	This option is applicable if you selected **Pay as Deducted, Pay when Collection Completed,** or **Pay When Bond Price met** as the pay mode on the General Deduction table, Benefit Plan table, or Garnishment Spec (garnishment specification) table and you selected either *Check Date* or *Pay Period End Date* as the AP payment date type.
Pay Run ID	This field works in conjunction with the **Deduct/Collect Comp./Bond Met** option. It enables you to limit the extract process to a single pay run that is associated with this run control ID. Select the pay run. If the pay mode is *Pay When Collection Completed* or *Pay When Bond Price met,* deductions that meet the criteria by the end date of the pay period represented by the pay run ID are extracted.
Specified Date	Select to send only those nontax deductions with a check date that's before or the same as the date that you enter in the **Payment Due Date** field. This option is appropriate when deductions for more than one pay period must be extracted (for example, benefit deductions that are withheld every pay period and sent to the vendor at the end of the month).
Payment Due Date	This field appears only when you select the **Specified Date** option. Enter the date that you want to appear on the voucher. This is the date on which the Payables system pays the vendor.

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Vendor Selection

Field or Control	Description
Pay All Vendors	By default, the system selects deductions for all vendors. To pay selected vendors only, deselect this check box. The **SetID, Vendor ID,** and **Name** fields then become available.

Vendor Info

This group box appears only if you deselect the **Pay All Vendors** check box. Select the vendors that you want to pay.

Related Topics

- Deduction Table - Setup Page
  Use the Deduction Table - Setup page (DEDUCTION_TABLE1) to specify the deduction priority, subset ID, and other parameters for arrears payments and garnishments.
- PeopleSoft Human Resources Manage Base Benefits: Defining Benefit Plans
- Setting Up a Garnishment Deduction
  This topic discusses how to:

Extract AP Federal Taxes Page

(USA) Use the Extract AP Federal Taxes (extract accounts payable federal taxes) page (RC_X_TAX_FEDERAL) to select the federal tax deductions to send to Payables for payment and to start the U.S. Tax Extract Program Application Engine process (PYAP_XTAX).

Navigation:

Payroll for North America, and then **Payroll Distribution**, and then **Accounts Payable Information**, and then **Extract U.S. Federal Taxes**, and then **Extract AP Federal Taxes**

This example illustrates the fields and controls on the Extract AP Federal Taxes page.



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Specify which tax types to include in the extract. Only those tax deductions with a tax class that belongs to a tax type that you specify are selected for payment through Payables.

Tax Type Information

Field or Control	Description
Tax Type	Select the tax type. The prompt table includes only those tax types that you defined on the Tax Type Table page. You can add as many tax types as you like.

Related Topics

- Setting Up Tax Types for PeopleSoft Payables Integration
  To set up tax types for PeopleSoft Accounts Payables integration, use the Tax Type Table USA component (TAX_TYPE_TBL), Tax Type Table USF component (TAX_TYPE_TBL), or Tax Type Table CAN component (CAN_TAX_TYPE), the State Tax Types/Classes USA component (STAT_TAX_TYPE_TBL) or State Tax Types/Classes USF component (STAT_TAX_TYPE_TBL), and the Local Tax Types/Classes USA component (LOCL_TAX_TYPE_TBL) or Local Tax Type/Classes USF component (LOCL_TAX_TYPE_TBL). Use the TAX_TYPE_TABLE component interface to load data into the tables for the Tax Type Table USA component and Tax Type Table USF component

Extract AP State Taxes Page

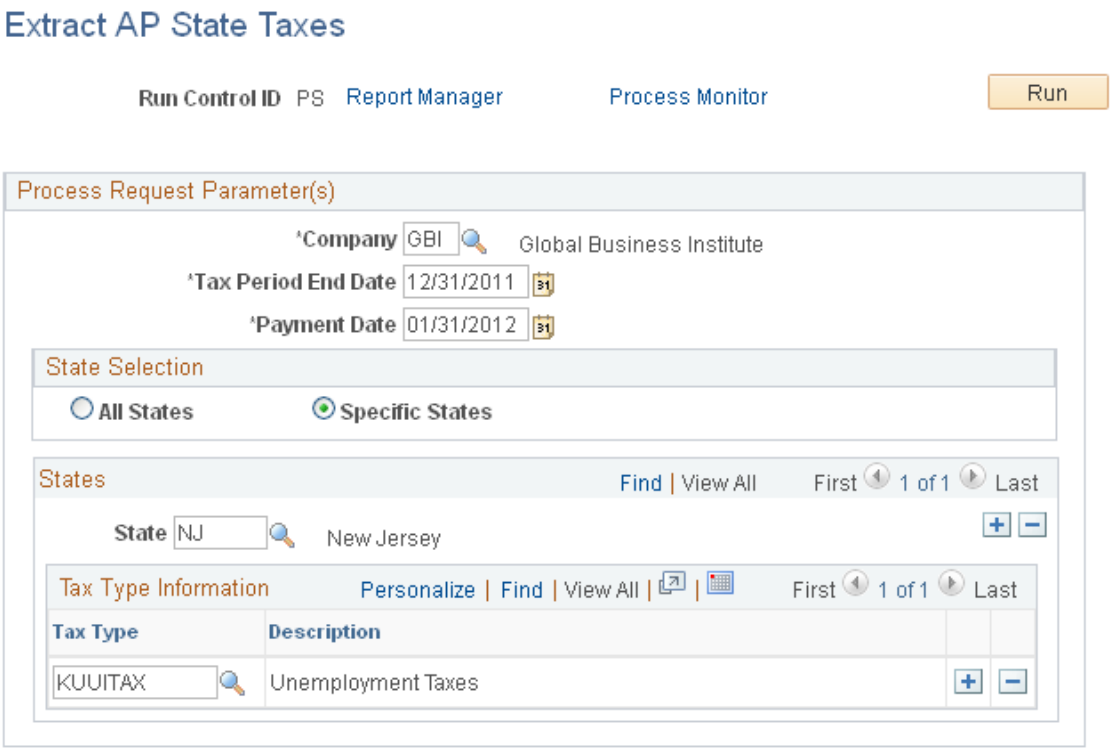
(USA) Use the Extract AP State Taxes (extract accounts payable state taxes) page (RC_X_TAX_STATE) to select the state tax deductions to send to Payables for payment and start the U.S. Tax Extract Program process (PYAP_XTAX).

Navigation:

Payroll for North America, and then **Payroll Distribution**, and then **Accounts Payable Information**, and then **Extract U.S. State Taxes**, and then **Extract AP State Taxes**

This example illustrates the fields and controls on the Extract AP State Taxes page.

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You can extract deductions for all or specific states. If you choose to extract deductions for a particular state, you can also limit the selection to certain tax types.

State Selection

Field or Control	Description
All States	Select to extract state tax deductions for all states.
Specific States	Select to extract state tax deductions for a particular state. When you select this option, the **States** group box appears.

States

This group box appears only when you select the **Specific States** option.

Field or Control	Description
State	The states for which you defined tax types are available in the prompt.
Tax Type	Select the tax type. The prompt table includes only those tax types that you entered for the state on the Fed/State Tax Types/Classes table.

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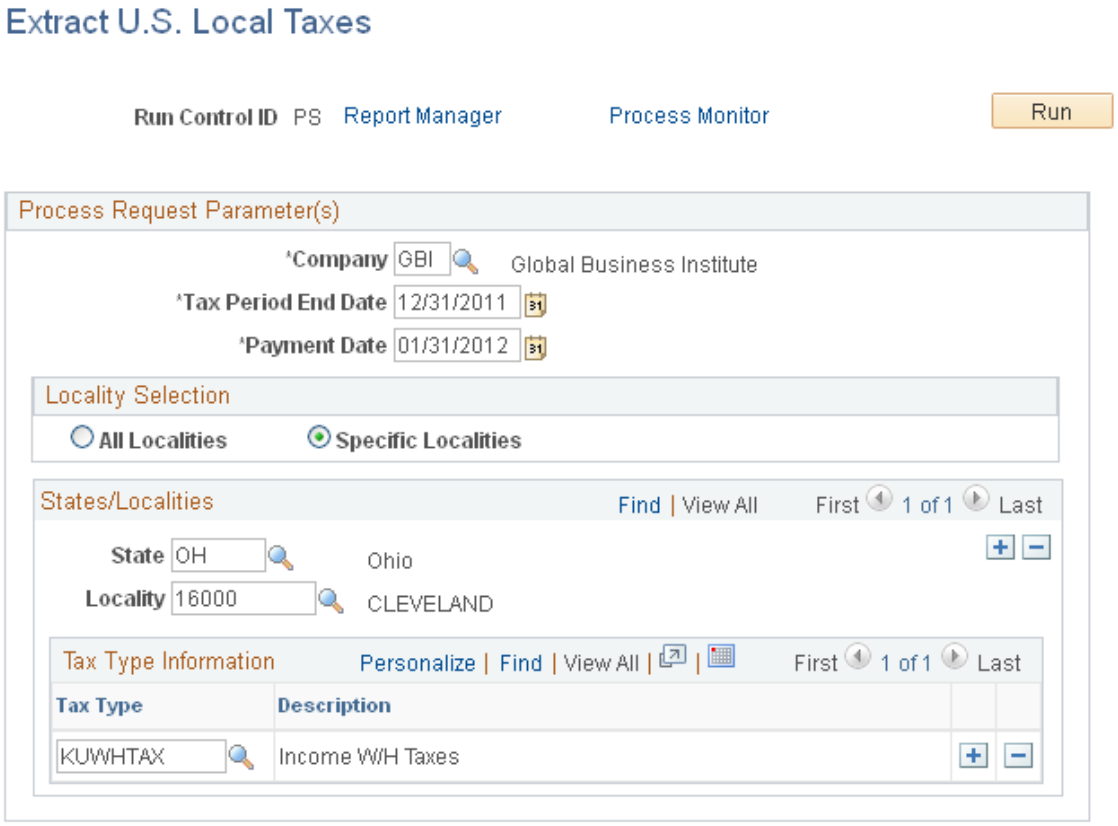
Extract U.S. Local Taxes Page

(USA) Use the Extract U.S. Local Taxes (extract United States local taxes) page (RC_X_TAX_LOCALITY) to select the local tax deductions to send to Payables for payment and start the U.S. Tax Extract Program process (PYAP_XTAX).

Navigation:

Payroll for North America, and then **Payroll Distribution**, and then **Accounts Payable Information**, and then **Extract U.S. Local Taxes**, and then **Extract U.S. Local Taxes**

This example illustrates the fields and controls on the Extract U.S. Local Taxes page.



You can extract tax deductions for all localities or a subset of localities. As with state tax processing, processing a subset requires that you specify one or more states, one or more localities within each state, and the specific tax types to process.

Locality Selection

Field or Control	Description
All Localities	Select to extract local tax deductions for all localities in all states.

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Field or Control	Description
Specific Localities	Select to extract tax deductions for specific localities within the specified state. When you select this option, the **State/Localities** group box appears.

State/Localities

This group box appears only when you select the **Specific Localities** option. Select the localities and tax types for which you want to extract tax deductions.

Field or Control	Description
State	The states for which you defined tax types are available in the prompt.
Locality	The localities for which you defined tax types are available in the prompt.
Tax Type	Select the tax type. The prompt table includes only those tax types that you entered for the state on the Local Tax Types/Classes table.

Extract AP Canadian Taxes Page

(CAN) Use the Extract AP Canadian Taxes (extract accounts payable Canadian taxes) page (RC_XTAX_CAN) to select the tax deductions to send to Payables for payment and to start the Canadian Tax Extract Program Application Engine process (PYAP_XCTAX).

Navigation:

Payroll for North America, and then **Payroll Distribution**, and then **Accounts Payable Information**, and then **Extract Canadian Taxes**, and then **Extract AP Canadian Taxes**

This example illustrates the fields and controls on the Extract AP Canadian Taxes page.



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You can extract tax deductions for a single company or all tax deductions for all companies. Indicate the tax types to extract and enter a tax period end date and a period end date for each tax type specified.

Process Request Parameter(s)

Field or Control	Description
Company	Select a company to extract taxes for a single company. To extract tax deductions for all companies, leave this field blank.

Tax Type Information

In this group box, select the tax types for which you want to extract tax deductions and the associated dates. For example, if you select *CTAX* as the tax type and enter a tax period end date of *January 1, 2000,* the system extracts all tax deductions with a tax class or sales tax class belonging to the CTAX tax type and with a pay check date of January 1, 2000 or earlier.

Field or Control	Description
Tax Type	Select the tax type. The prompt table includes only those tax types that you defined on the Tax Type Table page. You can add as many tax types as you like.

Reviewing and Sending Vouchers

Pages Used to Review and Send Vouchers

Page Name	Definition Name	Usage
Review AP Extract-Headers Page (review accounts payable extract-headers)	AP_EXTRACT_RVW_H	View the summary of deductions extracted for a particular vendor. This page displays the header record for each voucher that will be created.
Review AP Extract-Lines Page (review accounts payable extract-lines)	AP_EXTRACT_RVW_L	View details of the deductions to be posted to Payables. This page displays the extracted information that will be used to create the Line & Distribution records of a voucher.
AP Extract Audit Report Page (accounts payable extract audit report)	PRCSRUNCNTL	Generate the PAYXTRCT report that lists the details of nontax deductions that are to send to Payables.
Send Vouchers to AP Page (send vouchers to accounts payable)	RC_AP_POST	Run the Post Dedn Payments to AP process to post the extracted deductions to Payables.

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Related Topics

- Processing Overview
  Payroll for North America enables you to send taxes, benefits, garnishments, and voluntary deductions withheld from employee paychecks directly to Payables for payment. Payables issues payments in the form of checks or electronic funds transfers, as required by the third-party, and makes the appropriate general ledger entries.

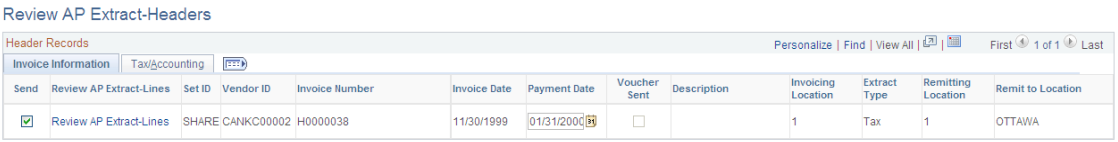
Review AP Extract-Headers Page

Use the Review AP Extract-Headers (review accounts payable extract headers) page (AP_EXTRACT_RVW_H) to view the summary of deductions extracted for a particular vendor.

Navigation:

Payroll for North America, and then **Payroll Distribution**, and then **Accounts Payable Information**, and then **Review AP Extract-Lines**

This example illustrates the fields and controls on the Review AP Extract-Headers page.



This page displays the header record for each voucher that will be created.

Information on this page comes from the Accounts Payable Extract Header table, with the exception of the **Description**field, which displays information that is entered in the **More Information** field on the Review AP Extract-Lines page.

Field or Control	Description
Send	The system automatically selects this option to indicate that the deduction will be sent to Payables when you start the Post Dedn Payments to AP process. To prevent the transaction from being sent, deselect this check box.
Review AP Extract-Lines	Select the **Review AP Extract-Lines** link to access the Review AP Extract-Lines page where you can view the information that will be used to create the Line & Distribution records of a voucher.

Review AP Extract-Lines Page

Use the Review AP Extract-Lines page (AP_EXTRACT_RVW_L) to view details of the deductions to be posted to Payables.

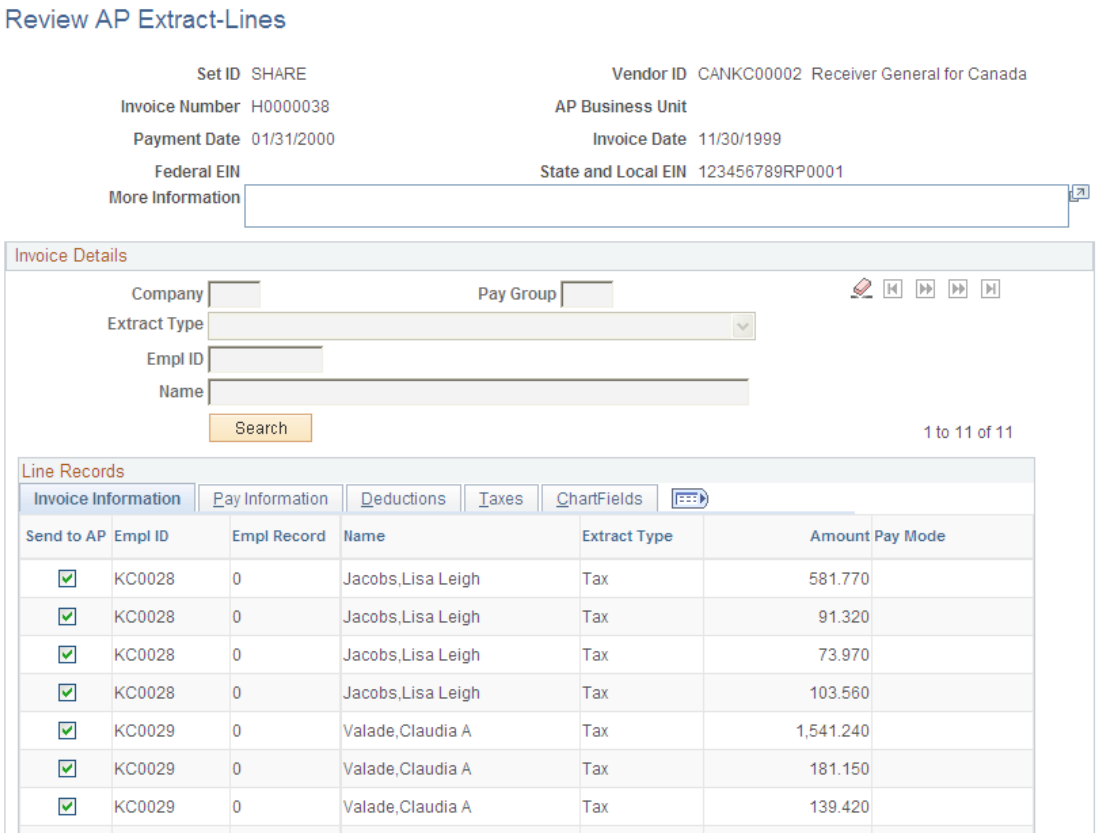
Navigation:

Payroll for North America, and then **Payroll Distribution**, and then **Accounts Payable Information**, and then **Review AP Extract-Lines**, and then **Review AP Extract-Lines**

Or, select the Review AP Extract-Lines link on the Review AP Headers page.

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This example illustrates the fields and controls on the Review AP Extract-Lines page.



This page displays the extracted information that will be used to create the Line & Distribution records of a voucher.

Field or Control	Description
More Information	Use this field to enter comments that you want to appear on the voucher.

Invoice Details

Use the fields in this group box to search for AP extract lines by company, pay group, extract type, employee ID, or name. You can enter more than one search criteria. You can also sort the results by name or ID.

Field or Control	Description
Refresh	Select the **Refresh** icon button to clear the search criteria and make the search criteria fields available for data entry. Then select the criteria that you want to use to limit the data displayed.
Extract Type	You can search on the following extract types: Benefit, Deduction, Garnishment, and Tax.
Search	After entering search criteria, select the **Search** button to display the search results.

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Line Records

Use the tabs in this section to view details of extracted information.

Field or Control	Description
Send to AP (send to accounts payable)	The system automatically selects this option to indicate the transaction is sent to Payables when you start the Post Dedn Payments to AP process. To stop a transaction from being sent, deselect the check box. Any records that you remove will be captured the next time the extract process runs.

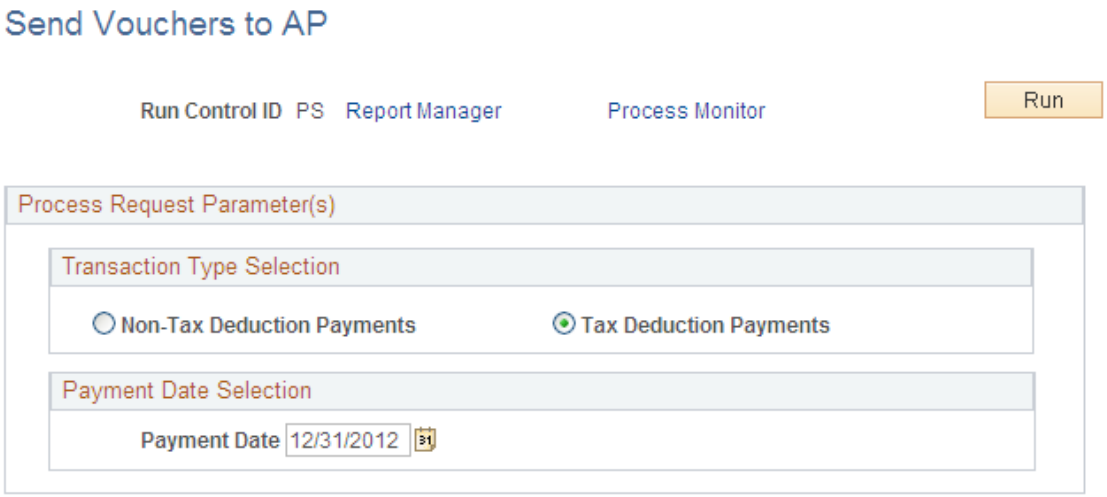
Send Vouchers to AP Page

Use the Send Vouchers to AP (send vouchers to accounts payable) page (RC_AP_POST) to run the Post Dedn Payments to AP process to post the extracted deductions to Payables.

Navigation:

Payroll for North America, and then **Payroll Distribution**, and then **Accounts Payable Information**, and then **Send Vouchers to AP**, and then **Send Vouchers to AP**

This example illustrates the fields and controls on the Send Vouchers to AP page.



> **Note**
>
> Tax deductions and nontax deductions must be sent separately.

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Transaction Type Selection

Field or Control	Description
Non-Tax Deduction Payments	Select this option to send nontax deductions to Payables.
Tax Deduction Payments	Select this option to send tax deductions to Payables.
Payment Date	Enter the date to appear on the voucher in Payables. The system will send only those deductions where the payment date on the extract page matches the date that you enter in this field.

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(USF) Setting Up and Processing Agency Interfaces

Setting Up Treasury Interface TAS and BETC Requirements

Use the following Treasury Interface USF components to set up TAS and BETC requirements for PAM GWA:

- TAS Agency Identifier (GVT_TAS_AGENCY_ID)
- TAS Main Account (GVT_TAS_MAIN_ACCT)
- BETC Definition (GVT_BETC)
- TAS BETC Definition (GVT_TAS_DEFN)

Related Topics

- Mapping Treasury TAS and BETC to Payroll Activities
  Use the Treasury Interface USF, TAS BETC Mapping (GVT_TAS_MAPPING) component to map Treasury TAS and BETC to payroll activities.
- Generating and Reviewing the Treasury Interface Bulk and SPS Files and Reports
  This topic discusses how to generate and review Treasury Interface bulk and SPS (Secure Payment System) reports and files to submit to the U.S. Department of Treasury.

Pages Used to Set Up TAS and BETC Requirements

Page Name	Definition Name	Usage
TAS Agency Identifier Page	GVT_TAS_AGENCY_ID	Enter the Agency Identifier code and description.
TAS Main Account Page	GVT_TAS_MAIN_ACCT	Enter the Main Account code and description.
BETC Definition Page	GVT_BETC	Enter and maintain Business Event Type Codes (BETCs) used to classify transactions for Treasury reporting.
TAS BETC Definition Page	GVT_TAS_DEFN	Enter key values (Agency Identifier Code and Main Account) to create an agency and main account combination, define attributes (components) for funding accounts within that combination, and generate a componentized TAS for each funding account.
TAS Attributes Page	GVT_TAS_DEFN_ATTR	Enter associated fund codes and set ID for the TAS.

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Common Terms Used in Treasury Interface USF

The following U.S. Treasury acronyms and abbreviations may apply to Oracle's PeopleSoft Treasury Interface USF components.

Term	Definition
BETC	Business Event Type Code
CARS	Central Accounting Reporting System
GWA	Government Wide Accounting
PAM	Payment Application Modernization (the U.S. government initiative to consolidate many payment applications into one system) Payment Automation Manager (position in the Bureau of the Fiscal Service, U.S. Department of Treasury responsible for the initiative)
SPR	Standard Payment Request
SPS	Secure Payment System
TAS	Treasury Account Symbol
TAS Component	Treasury Account Symbol detail or attribute, the collection of which comprises a componentized TAS

Understanding the U.S. Treasury Interface PAM GWA Requirements

Payment Application Modernization (PAM) is the U.S. Department of Treasury's Government Wide Accounting / Central Accounting Reporting System (GWA/CARS) 2014 initiative to standardize accounting classifications and structures, and modernize and consolidate many payment applications into one system. The initiative is under PAM (Payment Automation Manager), Bureau of the Fiscal Service (formerly known as the Financial Management Service).

As part of PAM (the modernization initiative), all Federal agencies using Treasury services must submit payment data in the required standard input format as of October 1, 2014.

To comply with PAM GWA, Federal agencies are required to use valid combinations of the current Treasury Account Symbols (TAS) and Business Event Type Codes (BETC) as published by the U. S. Department of Treasury for cash transactions when entering and reporting pay transactions:

- Treasury Account Symbols (TAS): A TAS indicator represents, by agency and bureau, individual appropriations, receipts, and other fund accounts. Agencies post appropriations or spending authorizations granted by the Congress to these accounts, and use account symbols to report to Treasury and OMB (Office of Management and Budget).
- Business Event Type Codes (BETC): A BETC is an eight-character code used in the GWA system to indicate the type of activity being reported, such as payments, collections, borrowings, and so on. This code **must** accompany the account symbol (TAS) and the dollar amounts to classify the transaction against the fund balance with the Treasury.
- TAS Components: TAS components are eight meaningful pieces of business data that combine to identify a U.S. Treasury account. The components (attributes) are joined with a Business Event Type Code (BETC) to report Federal government financial transactions. TAS components provide Federal agencies and Treasury the ability to sort, filter, and analyze data based on each independent piece of the componentized TAS. In PeopleSoft, the two key value components are the TAS Agency Identifier code and the TAS Main Account code. You must associate the other six components with the agency and main

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account combination, and specify at least one BETC to create a componentized TAS. PeopleSoft leverages the use of accounting fund codes associated with the componentized TAS to link the TAS to payroll activities.

For more information about the PAM GWA initiative and TAS and BETC requirements, consult the U.S. Department of Treasury's website, which at the time of this publication was https://fiscal.treasury.gov/.

Prerequisites

Before you can set up and use the required TAS and BETC identifiers, the following prerequisites must be accomplished:

- Ensure that the GL business unit is correctly mapped to the HR business unit on the Business Unit page (BUS_UNIT_TBL_HR).

  See Application Fundamentals: Defining Business Units.

- Set up the corresponding Set Control ID for each GL business unit on the TableSet Control - Record Group page (SET_CNTRL_TABLE1).

  See Application Fundamentals: Working with TableSets.

- Load or set up the Fund Codes on the CharfField Values page (DEFINE_CF_VALUES) so that each componentized TAS can be associated with a unique Fund Code.

  See Application Fundamentals: Entering and Maintaining ChartField Values.

After you confirm that these prerequisites have been achieved, you can:

- Set up a componentized TAS and BETC, as described in this topic.
- Map TAS and BETC to payroll activities.

  See Mapping Treasury TAS and BETC to Payroll Activities.

- Set up PAM/SPS controls and definitions, generate and review the bulk/SPR and SPS files, and review the TAS BETC Summary report.

  See Generating and Reviewing the Treasury Interface Bulk and SPS Files and Reports.

Steps for Setting Up a Componentized TAS and BETC

To set up a componentized TAS and associate BETCs as required by PAM GWA, do the following:

1. Define a unique TAS (Treasury Account Symbol) agency identifier, and associate it with one company or agency on the TAS Agency Identifier Page. You can define as many companies or agencies as you need, but each company or agency must have its own unique three-digit identifier in the range from 000 - 999.
2. Define a unique TAS (Treasury Account Symbol) main account identifier, and associate it with a main account on the TAS Main Account Page. You can define as many main accounts as you need, but each main account must have its own unique four-digit identifier in the range from 0000 - 9999.
3. Define valid Business Event Type Codes (BETCs) on the BETC Definition Page. Use this page to enter and maintain BETC values that are used to classify transactions and are associated with componentized TAS definitions.
4. Define funding account components and generate a componentized TAS for each account in the agency and main account combination on theTAS BETC Definition Page.

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5. View components and associate BETCs and funds (set ID and fund code) with the componentized TAS on the TAS Attributes Page page. You can associate as many BETCs and funds as you need, but at least one BETC and fund must be associated with each componentized TAS.

TAS Agency Identifier Page

Use the TAS Agency Identifier page (GVT_TAS_AGENCY_ID) to enter the agency identifier code and description.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Treasury Interface USF**, and then **TAS Agency Identifier**

This example illustrates the fields and controls on the TAS Agency Identifier page.



Field or Control	Description
Agency Identifier and **Description**	Enter an agency identifier (three-digit numeric value) and description. Valid values are 000 through 999. If you enter fewer than three digits, the system supplies leading zeros. You can define as many companies or agencies as you need, but each company or agency must have its own unique three-digit identifier in the range from 000 through 999.

TAS Main Account Page

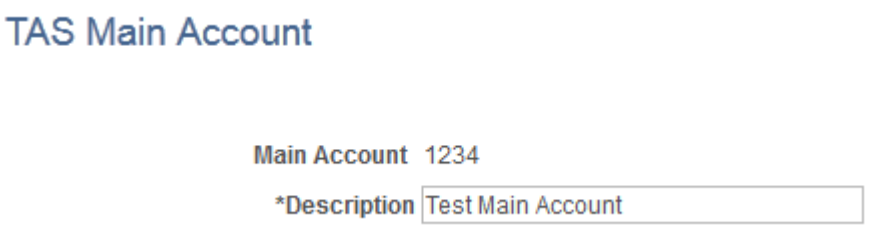
Use the TAS Main Account page (GVT_TAS_MAIN_ACCT) to enter the Main Account code and description.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Treasury Interface USF**, and then **TAS Main Account**

This example illustrates the fields and controls on the TAS Main Account page.

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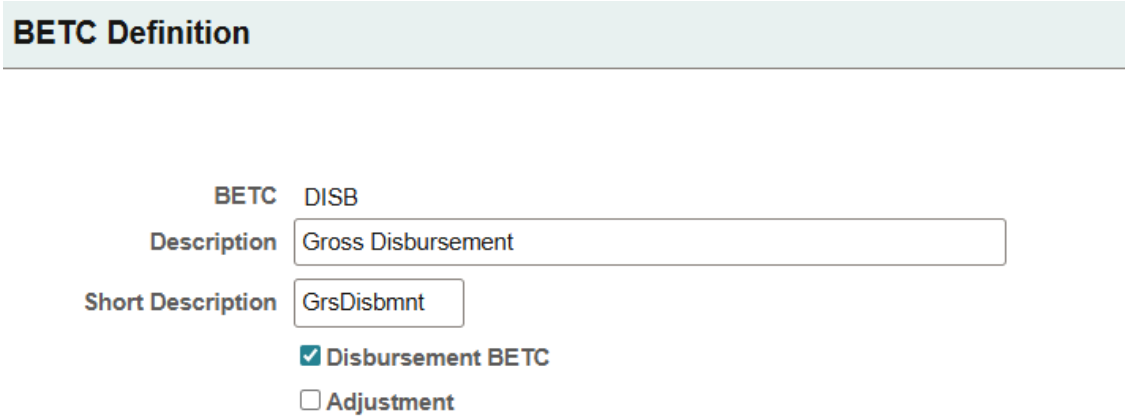
Field or Control	Description
Main Account and **Description**	Enter main account identifier (four-digit numeric value) and description. Valid values are 0000 through 9999. You can define as many main accounts as you need, but each main account must have its own unique four-digit identifier in the range from 0000 through 9999.

BETC Definition Page

Use the BETC Definition page (GVT_BETC) to define and maintain Business Event Type Codes (BETCs) for Treasury reporting.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Treasury Interface USF**, and then **BETC Definition**



Field or Control	Description
Disbursement BETC	Select to indicate that this BETC represents a disbursement transaction. BETCs with the **Disbursement BETC** option selected and the **Adjustment** option cleared are available for selection as the default distribution BETC on the TAS BETC Definition page.

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Field or Control	Description
Adjustment	Select to indicate that this BETC represents an adjustment transaction. Adjustment BETCs are used to correct or modify previously reported transactions.

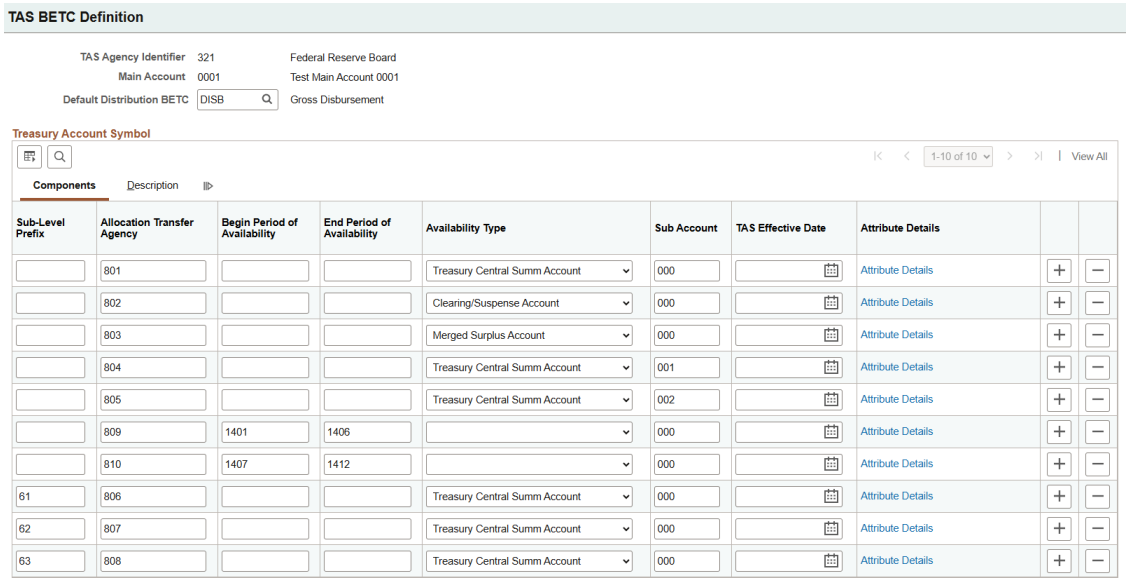
TAS BETC Definition Page

Use the TAS BETC Definition page (GVT_TAS_DEFN) to enter key values (Agency Identifier Code and Main Account) to create an agency and main account combination, define attributes (components) for funding accounts within that combination, and generate a componentized TAS for each funding account.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Treasury Interface USF**, and then **TAS BETC Definition**

This example illustrates the fields and controls on the TAS BETC Definition page.



Field or Control	Description
Default Distribution BETC	Select the default Business Event Type Code (BETC) to associate with the componentized TAS. When adding a new TAS row, this value is automatically populated on the TAS Attributes page and used as the default disbursement BETC, unless overridden. Only BETCs with the **Disbursement BETC** option selected and the **Adjustment** option cleared on the BETC Definition page are available for selection.

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Treasury Account Symbol

Field or Control	Description
Sub-Level Prefix	Enter a two-digit numeric sub-level prefix value, or leave blank if not applicable. Valid values are 00 through 99. The sub-level prefix is a programmatic breakdown of the account for Treasury publication purposes.
Allocation Transfer Agency	Enter a three-digit numeric allocation transfer agency identifier value, or leave blank if not applicable. Valid values are 000 through 999. If you enter less than three digits, the system supplies leading zeros.
Begin Period of Availability and **End Period of Availability**	You must enter either a begin year and end year for the period during which you want this account to be available, or you must enter an Availability Type. If you enter begin and end years, use the 4-digit year format, for example 2014. In annual and multi-year funds, begin and end year dates identify the first and last year of availability under law that an appropriation account may incur new obligations.
Availability Type	Enter an applicable availability type for this account, if begin and end years are not specified. Values include: • Cancelled • Clearing/Suspense Account • Merged Surplus Account • No Year Account • Treasury Central Summ Account
Sub Account	Enter a three-digit numeric sub-account code. Valid values are 000 through 999. The sub-account code identifies an available receipt or other Treasury-defined subdivision of the main account.
TAS Effective Date	Enter the date on which the componentized TAS should become effective. **Note:** This field is for future use, and is not currently reported to the Treasury.
Attribute Details	Click this link to create a system-generated GWA TAS identifier code and Business Event Type Code (BETC) for this combination of details. The system redirects you to the TAS Attributes page where you can see the results and enter the appropriate fund code information. **Note:** You cannot save the TAS BETC Definition page without first clicking the Attribute Details link to generate the GWA TAS code.

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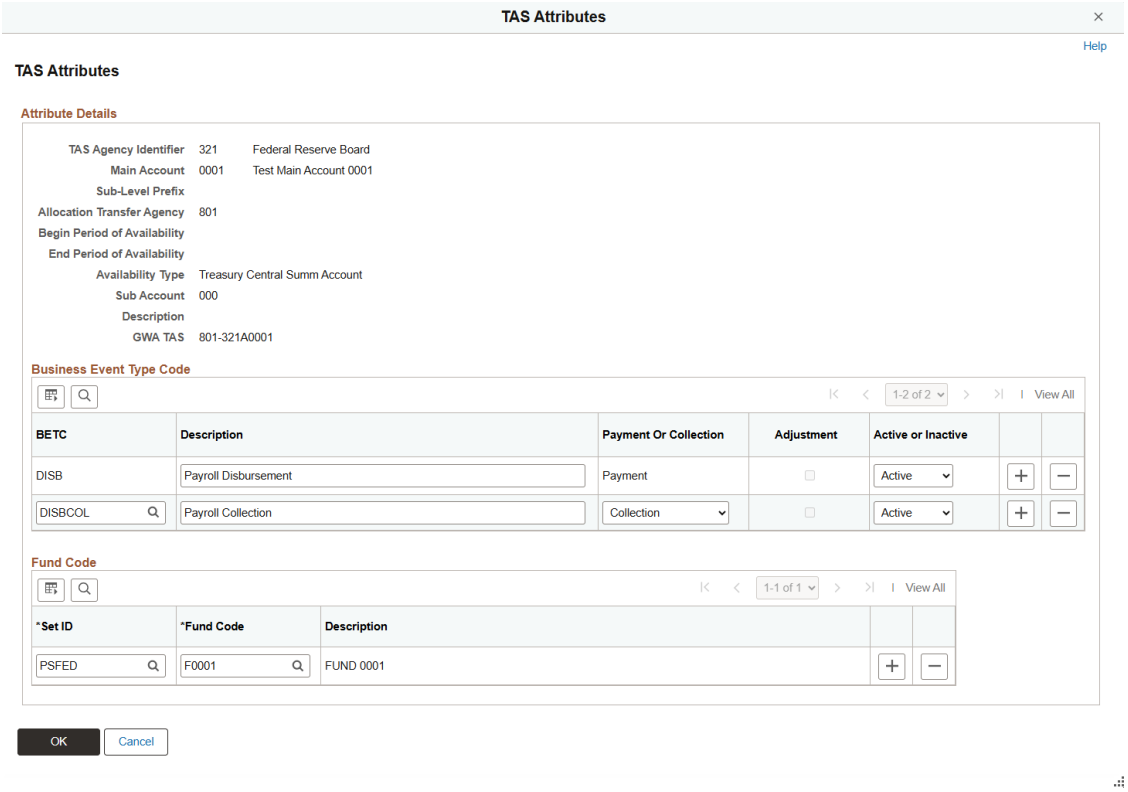
TAS Attributes Page

Use the TAS Attributes page (GVT_TAS_DEFN_ATTR) to view the list of components in the componentized TAS for a funding account, and associate BETCs and fund codes with the componentized TAS.

Navigation:

Click the Attribute Details link on the TAS BETC Definition page.

This example illustrates the fields and controls on the TAS Attributes page.



Attribute Details

The system displays the list of components that comprise the componentized TAS.

Field or Control	Description
GWA TAS (Government Wide Accounting Treasury Account Symbol)	Displays the unique GWA TAS code that represents the componentized TAS. The system generates this code when you click the Attribute Details link on the TAS BETC Definition page.

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Business Event Type Code

Field or Control	Description
BETC (Business Event Type Code)	Displays the BETC set up for the componentized TAS. When a new TAS row is added on the TAS BETC Definition page, the default disbursement BETC defined there is automatically populated here. You can specify additional BETCs to associate with the componentized TAS, if needed. Only BETCs defined on the BETC Definition Page are available for selection.

Fund Code

Field or Control	Description
Set ID and **Fund Code**	You must associate at least one fund (set ID and fund code combination) with each componentized TAS. You can link more than one fund code to each componentized TAS; however, a fund code can be related to only one componentized TAS.

Mapping Treasury TAS and BETC to Payroll Activities

Use the Treasury Interface USF, TAS BETC Mapping (GVT_TAS_MAPPING) component to map Treasury TAS and BETC to payroll activities.

Related Topics

- Setting Up Treasury Interface TAS and BETC Requirements
  Use the following Treasury Interface USF components to set up TAS and BETC requirements for PAM GWA:
- Generating and Reviewing the Treasury Interface Bulk and SPS Files and Reports
  This topic discusses how to generate and review Treasury Interface bulk and SPS (Secure Payment System) reports and files to submit to the U.S. Department of Treasury.

Pages Used to Map Treasury TAS and BETC to Payroll Activities

Page Name	Definition Name	Usage
TAS BETC Mapping - Earnings Mapping Page	GVT_TAS_MAP_ERN	Map a componentized TAS by fund code and BETC for net pay earnings transactions.
TAS BETC Mapping - Deductions Mapping Page	GVT_TAS_MAP_DED	Map a componentized TAS by fund code and BETC for deduction transactions.
TAS BETC Mapping - Taxes Mapping Page	GVT_TAS_MAP_TAX	Map a componentized TAS by fund code and BETC for appropriate state and local taxes.

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Mapping TAS and BETC Identifiers to Payroll Activities

After you set up the required TAS and BETC identifiers, you must map them to specific payroll activities for use in your U.S. Treasury reporting. You can map at the company, department, job code, position, or employee level, and you can define a default or primary TAS/BETC to use. Mappings are also effective-dated to accommodate changes that might occur.

To map existing TAS and BETC identifiers to specific payroll activities, do the following:

1. Enter the company and business unit to use, and enter criteria for the level (company department, employee, job code, or position) at which you want to map earnings, deductions, and taxes payroll activities. You must map at the company level. You can map at additional levels to support your business requirements. When you select a mapping level, you must map all payroll activities (earnings, deductions, and taxes) at that level. For example, you might map Federal Reserve Board (FRG) US001 business unit at the company level, at which time you must map all earnings, deductions, and taxes at that level. You might also choose to map FRG US001 at the employee level, at which time you must map all earnings, deductions, and taxes at that level.

   Use the search page of the TAS BETC Mapping component (GVT_TAS_MAPPING). Navigation:**Set Up HCM**, and then **Product Related**, and then **Payroll for North America**, and then **Treasury Interface USF**, and then **TAS BETC Mapping.**
2. Specify the Fund Code and BETC to use for net pay earnings payroll activity.

   Use the TAS BETC Mapping - Earnings Mapping Page.
3. Specify the Plan Type, Deduction Code, Fund Code, and BETC to use for deductions payroll activity.

   Use the TAS BETC Mapping - Deductions Mapping Page.
4. Specify the State, Locality, Tax Class, Fund Code, and BETC to use for state and local taxes payroll activity.

   Use the TAS BETC Mapping - Taxes Mapping Page.

TAS BETC Mapping - Earnings Mapping Page

Use the TAS BETC Mapping - Earnings Mapping page (GVT_TAS_MAP_ERN) to map a componentized TAS by fund code and BETC for net pay earnings transactions.

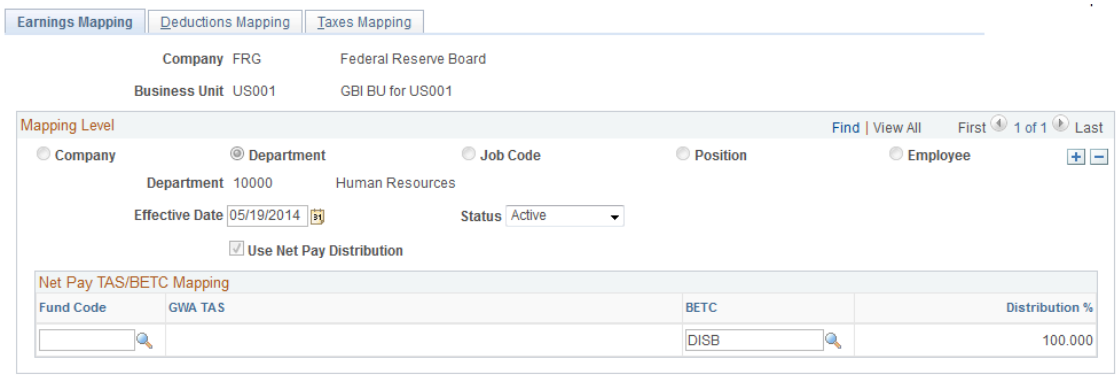
Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Treasury Interface USF**, and then **TAS BETC Mapping**, and then **Earnings Mapping**

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> **Note**
>
> Consider entering as much information as you can on the search page when adding a new TAS BETC mapping. Consider entering the relevant code or ID to use for the mapping level that you select (for example, if you select the Department mapping level, enter the Department number to use; if you select the Job Code mapping level, enter the Job Code to use; and so on). Only Company and Business Unit values are required to access the TAS BETC Mapping component. If you do not select a mapping level, the system uses the default Company level. You cannot change the mapping level or associated code or ID from within the component . If you want to map to a different level (department, job code, position, or employee) you must select it on the search page, or exit the component and enter criteria to access it again.

This example illustrates the fields and controls on the TAS BETC Mapping - Earnings Mapping page.



Mapping Level

Field or Control	Description
Company, Department, Job Code, Position, or **Employee**	The system selects the mapping level that you selected on the component search page (or selects Company if you did not select a mapping level). You cannot change the mapping level or associated code or ID from within the component. To change these, exit the page (click TAS BETC Mapping in the bread crumbs), and access the component again. This time select the desired mapping level and associated code or ID to use. **Note:** Only one TAS per employee paycheck is permitted for reporting net pay regardless of earnings codes or multiple jobs.

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Net Pay TAS/BETC Mapping

Field or Control	Description
Fund Code	Select the fund code to use for net pay earnings mapping. Only fund codes that are associated with the componentized TAS are available.
GWA TAS (Government Wide Accounting Treasury Account Symbol)	The system displays the system-generated GWA TAS code (componentized TAS) that is associated with the fund code.
BETC (Business Event Type Code)	The system displays the default BETC for the componentized TAS. *DISB* (Payroll Disbursement) is the default BETC for all TAS components. If additional BETCs are defined in your system, you can select from the list of valid values here.

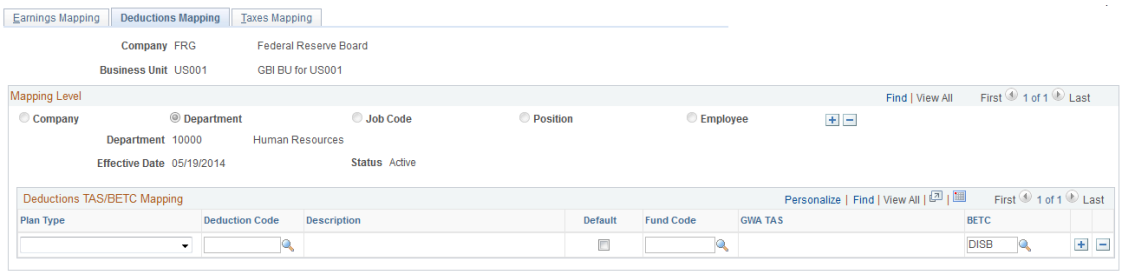
TAS BETC Mapping - Deductions Mapping Page

Use the TAS BETC Mapping - Deductions Mapping page (GVT_TAS_MAP_DED) to map a componentized TAS by fund code and BETC for deduction transactions.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Treasury Interface USF**, and then **TAS BETC Mapping**, and then **Deductions Mapping**

This example illustrates the fields and controls on the TAS BETC Mapping - Deductions Mapping page.



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Deductions TAS/BETC Mapping

Field or Control	Description
Plan Type and **Deduction Code**	Select the plan type and deduction code to use for this deduction mapping. **Note:** If the **Plan Type** field is blank, the **Deduction Code** field must also be blank. If this row is the default deduction mapping row, then both the **Plan Type** and **Deduction Code** fields can remain blank. If this is not the default mapping row, you can enter a plan type and deduction code, enter only a plan type, or leave both fields blank.
Default	Select this check box to use the row as the default deductions mapping row. **Note:** One row *must* be selected as the default deduction mapping row, and only one row *can* be selected as the default.
Fund Code	Select the fund code to use for deduction mapping. **Note:** Only fund codes that are associated with the componentized TAS are available.
GWA TAS (Government Wide Accounting Treasury Account Symbol)	The system displays the system-generated GWA TAS code (componentized TAS) that is associated with the fund code.
BETC (Business Event Type Code)	The system displays the default BETC for the componentized TAS. *DISB* (Payroll Disbursement) is the default BETC for all TAS components. If additional BETCs are defined in your system, you can select from the list of valid values here.

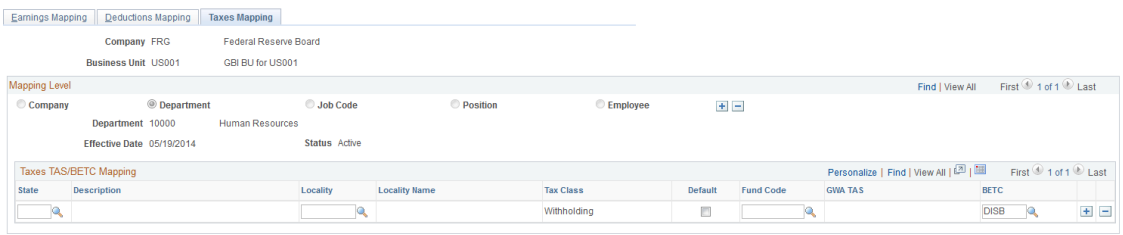
TAS BETC Mapping - Taxes Mapping Page

Use the TAS BETC Mapping - Taxes Mapping page (GVT_TAS_MAP_TAX) to map a componentized TAS by fund code and BETC for appropriate state and local taxes.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Treasury Interface USF**, and then **TAS BETC Mapping**, and then **Taxes Mapping**

This example illustrates the fields and controls on the TAS BETC Mapping - Taxes Mapping page.



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Taxes TAS/BETC Mapping

Field or Control	Description
State and **Locality**	Specify the state and locality for which taxes must be paid by employees in the company and business unit. Add rows to cover each state and locality as applicable. For example, additional rows may be required if you are mapping at the department level and departments are located in different states or different areas with different tax laws in the same state. If the row's Default check box is selected, the State and Locality fields can remain blank. If the State field remains blank, the Locality field must remain blank. If a State field value is entered, a Locality field value is optional.
Tax Class	The system displays the only tax class that applies, which is *Withholding*.
Default	Select this check box to use the row as the default tax mapping row. **Note:** One row *must* be selected as the default tax mapping row, and only one row *can* be selected as the default.
Fund Code	Select the fund code to use for the tax mapping. **Note:** Only fund codes that are associated with the componentized TAS are available.
GWA TAS (Government Wide Accounting Treasury Account Symbol)	The system displays the system-generated GWA TAS code (componentized TAS) that is associated with the fund code
BETC (Business Event Type Code)	The system displays the default BETC for the componentized TAS. *DISB* (Payroll Disbursement) is the default BETC for all TAS components. If additional BETCs are defined in your system, you can select from the list of valid values here.

Generating and Reviewing the Treasury Interface Bulk and SPS Files and Reports

This topic discusses how to generate and review Treasury Interface bulk and SPS (Secure Payment System) reports and files to submit to the U.S. Department of Treasury.

Related Topics

- Setting Up Treasury Interface TAS and BETC Requirements
  Use the following Treasury Interface USF components to set up TAS and BETC requirements for PAM GWA:
- Mapping Treasury TAS and BETC to Payroll Activities
  Use the Treasury Interface USF, TAS BETC Mapping (GVT_TAS_MAPPING) component to map Treasury TAS and BETC to payroll activities.

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Pages Used to Generate and Review the Treasury Interface Bulk and SPS Files and Reports

Page Name	Definition Name	Usage
PAM/SPS Interface Controls Page	GVT_PAM_SYS_CTL	Verify or define the default input system to use for each Schedule Code in the system.
PAM/SPS Schedule Definition Page	GVT_SCHED_DEFN	Add, review, or update schedule definitions. Use the PAM/SPS Schedule Definition subpages (PAM/SPS Schedule Controls, SPS TAS BETC Adjustments, SPS Schedule Extract History, and SPS Schedule Remarks pages) to review schedule data, correct invalid TAS BETC, and enter setup remarks. For information, see Generating and Reviewing the Treasury Interface Bulk and SPS Files and Reports.
PAM/SPS Schedule Controls Page	GVT_SCHDFN_CTL_SEC	Review control information that was updated by running the bulk and SPS file processes.
SPS TAS BETC Adjustments Page	GVT_SCHDFN_ADJ_SEC	Make corrections as needed to replace an invalid TAS BETC before regenerating the SPS file and report.
SPS Schedule Extract History Page	GVT_SCHD_EXHST_SEC	Review schedule extract details that were updated by running the SPS files process. To review schedule extract details, click the History link on the PAM/SPS Schedule Definition, PAM/SPS Schedule Controls page, after running the SPS file process. **Note: In most cases, SPS files for one Schedule Prefix are created only once, therefore only one extract sequence will be visible on this page.**
SPS Schedule Remarks Page	GVT_SCHDFN_REM_SEC	Add or edit schedule remarks to include in the SPS file. To add or edit remarks, click the Remarks link, before running the SPS file process. The Remarks link is available on the PAM/SPS Schedule Definition page only after the assign schedule sequence process completes.

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Page Name	Definition Name	Usage
Treasury Interface Extract Page	RUN_FGPY040	Run the FGPY040.SQR Treasury Interface Extract process to extract payroll data to use for the Treasury Interface bulk files and reports, Treasury Interface SPS files and reports, and for the TAS BETC Summary Report.
Treasury Interface Bulk File Page	RUN_FGPY041	Run the FGPY041.SQR process to generate the Treasury Interface bulk files in PAM/SPR format and generate the Treasury Interface Bulk File Report.
Treasury Interface SPS File Page	RUN_FGPY042	Run the FGPY042.SQR process to generate the Treasury Interface SPS certification files and the Treasury Interface SPS File Report in the format required for agencies that are GWA Reporters.
TAS BETC Summary Report Page	RUN_FGPY043	Run the FGPY043.SQR process to generate the TAS BETC Summary Report showing TAS BETC total amounts for each transaction type in the bulk file and the TAS BETC grand total for the SPS file.

Understanding the Treasury Interface Bulk and SPS Files

PeopleSoft Payroll for North America (USF) delivers the following processes and reports to support the Treasury Interface bulk/SPR (Standard Payment Request) and SPS (Secure Payment System) files in the formats required by the U.S. Department of Treasury:

- FGPY040.SQR - Treasury Interface Extract process, which extracts net pay, state, and local withholding tax payments, garnishments, and general deduction payments subject to the Treasury Interface. It assigns the TAS BETC data to each payroll transaction and saves that information into tables that are used by subsequent processes.

  > **Note**
  >
  > This process extracts data from confirmed paychecks only. It does *not* extract information from reversed checks, reversal adjustments, or manual checks.

- FGPY041.SQR - Treasury Interface Bulk process, which produces the bulk file report and bulk files including the PAM Standard Payment Request (SPR) that is required for submitting bulk payment files.
- FGP042.SQR - Treasury Interface SPS process, which produces the SPS report and SPS files, including online payment voucher schedules submitted through the Secure Payment System (SPS) from Schedule Upload 440 File formats.

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- FGPY043.SQR - TAS BETC Summary process, which produces the TAS BETC Summary Report. The TAS BETC Summary Report provides TAS BETC total amounts for each transaction type in the Treasury Interface bulk file (FGPY041) and the TAS BETC grand total in the Treasury Interface SPS file (FGPY042). The TAS BETC Summary Report is for audit purposes only and reflects the TAS/BETC information in a user-friendly format. The report is not submitted to the Treasury.

Understanding PeopleSoft Treasury Interface Schedule Parameters

The Treasury Interface bulk and SPS files and reports are based on schedule number. In PeopleSoft for North America, the following applies to schedules:

- Schedule Number consists of three parts which uniquely identify each schedule: Schedule Prefix, Schedule Code, and Schedule Sequence.
- Schedule Prefix is the first ten characters of the Schedule Number and is a user-defined value.
- Schedule Code is the eleventh character of the Schedule Number and is a PeopleSoft-defined and maintained value.

> **Note**
>
> As of the date of this publication, Oracle's PeopleSoft delivers the Schedule Code definitions for four supported bulk file types: Salary Check, Salary EFT, Miscellaneous Check, and Miscellaneous EFT.

- Schedule Sequence is the last three characters of the Schedule Number and is a system-generated sequence number.

> **Note**
>
> In most cases, a schedule will have only one schedule sequence; however, the system may generate multiple sequences for one schedule due to processing requirements, such as maximum number of TAS BETCs reached for the schedule, maximum total amount reached for the schedule, or the salary schedule having a combination of employees with domestic and foreign addresses.

- Each payment must be uniquely identified by Payment ID, therefore PeopleSoft has implemented Payment ID as a combination of the schedule number and a system-generated payment sequence number within that schedule.

Steps for Setting Up PAM/SPS Schedule Controls and Definitions

To set up PAM/SPS schedule controls and definitions, do the following:

1. Verify or define the default input system to use for each Schedule Code in the system.

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> **Note**
>
> As of the date of this publication, PeopleSoft for North America supports the following Schedule Codes: A - Salary Check; B - Salary EFT; C - Miscellaneous Check; D - Miscellaneous EFT bulk payment files

Use the PAM/SPS Interface Controls Page.

2. Verify or define Schedule Prefixes.

   Use the PAM/SPS Schedule Definition Page.

Steps for Generating the Treasury Interface Bulk and SPS Files and Reports

1. Run the Interface Extract Data (FGPY040.SQR) process to run the FGPY040.SQR Treasury Interface Extract process to extract payroll data to use for the Treasury Interface bulk files and reports, Treasury Interface SPS files and reports, and for the TAS BETC Summary Report.

   Before you can run the Treasury Interface files and reports, the following conditions must be met:

   - Schedule definition must be defined.
   - Payroll run must be confirmed.
   - Mapping of TAS BETCs to payroll activities must be completed.

   Use the Treasury Interface Extract Page.

2. Run the Treasury Interface Bulk process (FGPY041.SQR) to generate Treasury Interface bulk files in PAM/SPR format and generate the Treasury Interface Bulk File Report.

   Use the Treasury Interface Bulk File Page.

3. Run the Treasury Interface SPS process (FGPY042.SQR) to generate Treasury Interface SPS files in the format required for agencies that are GWA Reporters and generate the Treasury Interface SPS File Report .

   Use the Treasury Interface SPS File Page.

4. Run the TAS BETC Summary process (FGPY043.SQR) to generate the TAS BETC Summary Report showing total TAS BETC amounts for each transaction type in the bulk file and the TAS BETC grand total for the SPS file.

   Use the TAS BETC Summary Report Page .

5. Review data generated by each bulk or SPS process, enter or view remarks for SPS file, and correct or view TAS BETC to use in the SPS file.

   Use the PAM/SPS Schedule Definition subpages: PAM/SPS Schedule Controls Page, SPS TAS BETC Adjustments Page, SPS Schedule Extract History page, and SPS Schedule Remarks page.

PAM/SPS Interface Controls Page

Use the PAM/SPS Interface Controls page (GVT_PAM_SYS_CTL) to verify or define the default input system to use for each Schedule Code in the system.

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Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Treasury Interface USF**, and then **PAM/SPS Interface Controls**

This example illustrates the fields and controls on the PAM/SPS Interface Controls page.

PAM/SPS Interface Controls

Control Information — Personalize | View All | First 1-4 of 4 Last

Schedule Code	Schedule Code Name	Description	Payment Type	Payment Method	Max TAS/BETC Per Schedule	Max TAS/BETC Per Payment	Max Amount Per TAS/BETC	Last File Sequence	Default Input System
A	PAMSALCHK	Bulk Salary Check	Salary	Checks	1000	100	99,999,999,999.99	0	4444 SALARY CHK
B	PAMSALEFT	Bulk Salary EFT	Salary	EFT	1000	100	99,999,999,999.99	0	4444 SALARY EFT
C	PAMMISCHK	Bulk Miscellaneous Check	Misc	Checks	1000	100	99,999,999,999.99	0	4444 MISCELLANEOUS CHK
D	PAMMISEFT	Bulk Miscellaneous EFT	Misc	EFT	1000	100	99,999,999,999.99	0	4444 MISCELLANEOUS EFT

Field or Control	Description
Schedule Code,Schedule Code Name, and **Description**	Shows the code, name, and description of the system-supported Treasury Interface file type.
Payment Type	Shows the type of payment *(Salary* or *Misc)* associated with the Schedule Code.
Payment Method	Shows the method of payment *(Check* or *EFT* - Electronic File Transmission) associated with the Schedule Code.
Max TAS/BETC Per Schedule, Max TAS/BETC Per Payment, and **Max Amount Per TAS/BETC**	Shows the maximum number of unique TAS BETC combinations permitted per schedule, the maximum number of unique TAS BETC combinations per payment, and the maximum dollar amount per each TAS BETC.
Last File Sequence	Shows the last (system-generated) file sequence number for the Schedule Code, which is used as a part of the bulk file name for each Schedule Code. The system increments this number each time the bulk payment file is created. When this number reaches a value of *9999*, the system resets it to *0*. Sequencing enables you to create multiple bulk files on the same day without the reports overriding each other.
Default Input System	Enter the input system to use for the Schedule Code. Because the Input System is a required field in the bulk payment file, it must be defined either as a default value on the Schedule Code level here, or as a specific value for each schedule in the schedule definition. If you define it as a default value here, it defaults to each schedule definition based on the corresponding Schedule Code, where it can be overridden if needed.

PAM/SPS Schedule Definition Page

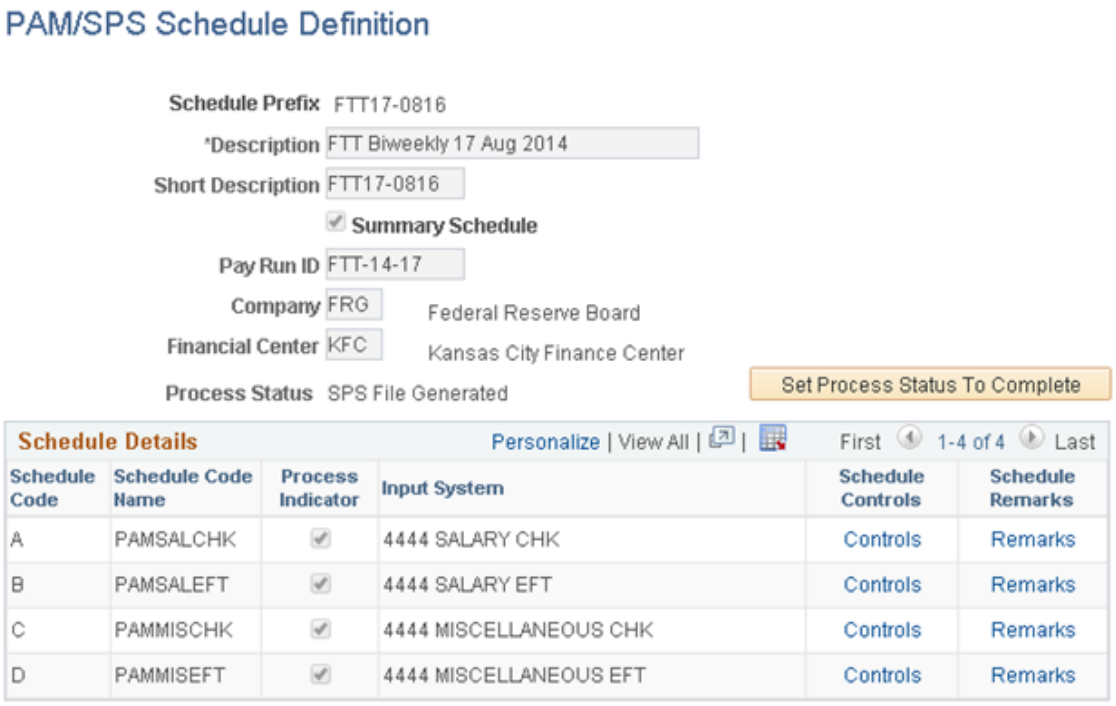
Use the PAM/SPS Schedule Definition page (GVT_SCHED_DEFN) to add, review, or update schedule definitions.

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Navigation:

Payroll for North America, and then **Payroll Distribution**, and then **Additional Integrations USF**, and then **Treasury Interface**, and then **PAM/SPS Schedule Definition**

This example illustrates the fields and controls on the PAM/SPS Schedule Definition page.



Field or Control	Description
Schedule Prefix	Displays the Schedule Prefix that you entered on the search page. The maximum value is 10 characters. If defined with less than 10 characters, the system adds leading zeroes to the schedule number in the bulk payment and SPS summary certification files.
Summary Schedule	(Not currently used.) The system selects this check box by default. You cannot change it. Oracle's PeopleSoft currently supports only the SPS Summary certification file.
Pay Run ID	Assign a Pay Run ID to the Schedule Prefix. A Pay Run ID can be assigned to one, and only one, Schedule Prefix.
Company	Shows the company associated with the Pay Run ID.
Financial Center	Shows the financial center associated with the company. The default Financial Center value is *KFC* (Kansas City Finance Center), which is the Treasury's Financial Management Service (FMS) processing center.

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Field or Control	Description
Process Status	Identifies the current process flow stage of the *Schedule Prefix* and **Pay Run ID**: • *Initial:* Newly created Schedule Prefix. • *Payroll Data Extracted:* FGPY040.SQR Extract process completed • *Schedule Sequence Assigned:* FGPY040.SQR Assign Schedule Sequence process completed • *Bulk File Generated:* FGPY041.SQR Generate Bulk Payment File completed. • *SPS File Generated:* FGPY042.SQR Generate SPS File completed. • *Complete:* The **Set Process Status To Complete** button has been selected to indicate all processing for this Schedule Prefix is complete
Set Process Status To Complete	This button is visible only when the **Process Status** has reached *SPS File Generated.* Consider using this button only *after* the Treasury Department has accepted all SPS files associated with the Schedule Prefix. When you click this button, the process status is set to *Complete,* all information related to the schedule is display only therefore limiting the values that are visible or available on the run control page, and it is not possible to run further processes for that Schedule Prefix.

Schedule Details

This grid shows all Schedule Codes associated with the Schedule Prefix and their corresponding details.

Field or Control	Description
Process Indicator	This check box is selected by default for each Schedule Code. The system uses this field to determine which schedules to include in the bulk payment and SPS files. **Note:** Oracle's PeopleSoft recommends that you do *not* deselect this check box in a production environment. If deselected, data for that Schedule Code will not be extracted and interface files may be incomplete. If you must deselect it, for example in a testing environment, consider doing so only when the **Process Status** is either *Initial* or *Payroll Data Extracted.* If you deselect it when the **Process Status** is *Payroll Data Extracted,* you must then run the Restart Extract process (FGPY040.SQR) to retrieve all data for that schedule.

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Field or Control	Description
Input System	Displays the default input system assigned to the Schedule Code on the PAM/SPS Interface Controls page. You can, if necessary, override the value here when the **Process Status** is either *Initial* or *Payroll Data Extracted.* This is a required field, and the Schedule Definition cannot be saved if this field is blank.
Controls	This link is available only after the bulk file is generated. Select it to access the PAM/SPS Schedule Controls page where you can review information that was updated by processes that generate the bulk and SPS files. See Generating and Reviewing the Treasury Interface Bulk and SPS Files and Reports.
Remarks	This link is available only after the assign schedule sequence process completes. Select it to access the SPS Schedule Remarks page where you can add or update schedule remarks to include in the SPS file. See Generating and Reviewing the Treasury Interface Bulk and SPS Files and Reports.

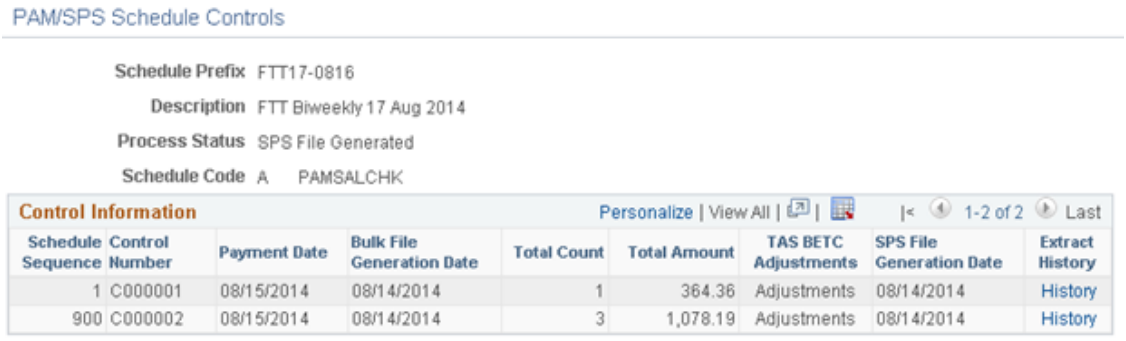
PAM/SPS Schedule Controls Page

Use the PAM/SPS Schedule Controls page (GVT_SCHDFN_CTL_SEC) to review control information that is updated by running the bulk and SPS file processes.

Navigation:

Click the Controls link on the PAM/SPS Schedule Definition page (GVT_SCHED_DEFN) after the bulk file is generated with transactions.

This example illustrates the fields and controls on the PAM/SPS Schedule Controls page.


PAM/SPS Schedule Controls

Schedule Prefix FTT17-0816
Description FTT Biweekly 17 Aug 2014
Process Status SPS File Generated
Schedule Code A PAMSALCHK

Control Information — Personalize | View All | 1-2 of 2 Last

Schedule Sequence	Control Number	Payment Date	Bulk File Generation Date	Total Count	Total Amount	TAS BETC Adjustments	SPS File Generation Date	Extract History
1	C000001	08/15/2014	08/14/2014	1	364.36	Adjustments	08/14/2014	History
900	C000002	08/15/2014	08/14/2014	3	1,078.19	Adjustments	08/14/2014	History

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Field or Control	Description
Schedule Sequence	The number that is assigned to the schedule by the Treasury Interface Extract (FGPY040.SQR) process when the *Schedule Sequence Assigned* option is selected on the Treasury Interface Extract (RUN_FGPY040) run control page. The Schedule Sequence number starts with *1* and increases incrementally by one when the schedule is split due to processing requirements. The Schedule Sequence number starts with *900* if a salary file contains a combination of employees with domestic and foreign addresses.
Control Number	The **Control Number** that was specified on the Treasury Interface SPS File page (RUN_FGPY042) run control page at the time the Treasury Interface SPS File (FGPY042.SQR) process was run to create the SPS file.
Payment Date	The **Requested Payment Date** that was specified on the Treasury Interface Bulk File page (RUN_FGPY041) run control page at the time the Treasury Interface Bulk File (FGPY041.SQR) process was run to create the bulk file.
Bulk File Generation Date	The date on which the Treasury Interface Bulk File (FGPY041.SQR) process was run to create the bulk file.
Total Count	The total number of payments in each schedule. This total is calculated and updated by the Treasury Interface Bulk File (FGPY041.SQR) process.
Total Amount	The total dollar amount of payments in each schedule. This total is calculated and updated by the Treasury Interface Bulk File (FGPY041.SQR) process.
TAS BETC Adjustments	Available only when the **Process Status** is *Bulk File Generated* or *SPS File Generated.* Click this link to access the SPS TAS BETC Adjustments page, where you can make corrections as needed to replace an invalid TAS BETC.
SPS File Generation Date	The date on which the Treasury Interface SPS File (FGPY042.SQR) process was run to create the SPS file.
Extract History	Available only when the **Process Status** is *SPS File Generated.* Click the link to access the SPS Schedule Extract History (GVT_SCHD_EXHST_SEC) page, where you can

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SPS TAS BETC Adjustments Page

Use the SPS TAS BETC Adjustments page (GVT_SCHDFN_ADJ_SEC) to make corrections as needed to replace an invalid TAS BETC before regenerating the SPS file and report.

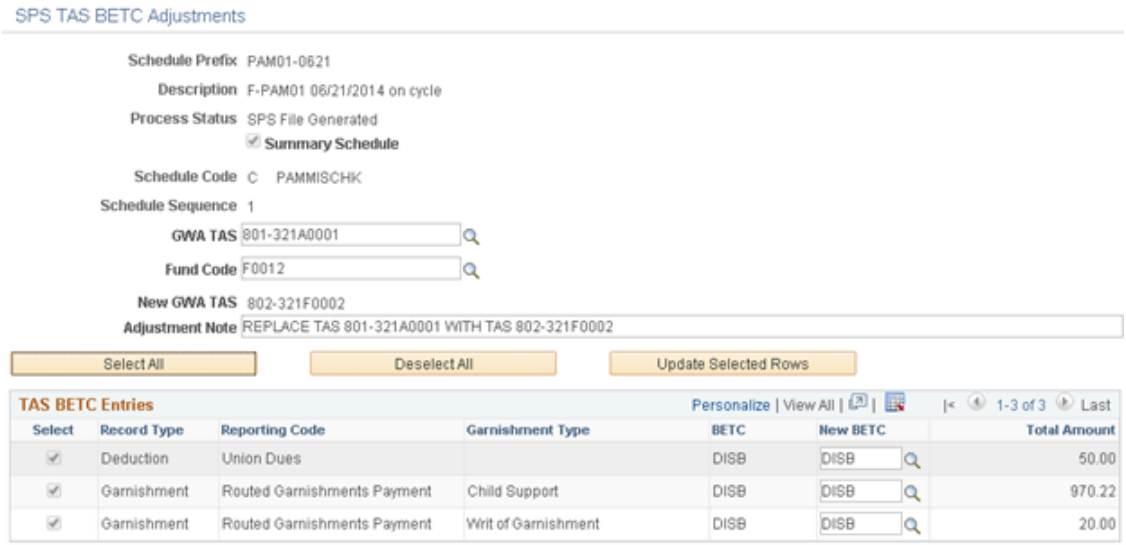
> **Note**
>
> As of the date of this publication, the U.S. Treasury does not reject invalid TAS BETC information submitted on the PAM/SPR bulk file (FGPY041.SQR). However, the Treasury does validate and reject invalid TAS BETC information submitted on the SPS file (FGPY042.SQR). Only the TAS BETCs can be modified; transaction amounts cannot be changed. When TAS BETC corrections are completed and the SPS file is regenerated and accepted by the Treasury, differences will exist between TAS BETC amounts reported on the SPS summary certification and TAS BETC amounts reported on the bulk payment file. You must reconcile the amounts with GWA.

If TAS BETC corrections are needed, consider updating TAS BETC mapping to replace an invalid TAS BETC with the correct values. Doing so will expedite the next Treasury Interface processing run so that you do not need to reapply the same corrections.

Navigation:

Click the Adjustments link on the PAM/SPS Schedule Controls page (GVT_SCHDFN_CTL_SEC).

This example illustrates the fields and controls on the SPS TAS BETC Adjustments page.



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Field or Control	Description
GWA TAS	Select the GWA TAS to correct. When you exit the field, the transactions associated with that GWA TAS appear in the **TAS BETC Entries** grid at the bottom of the page.
Fund Code	Select the Fund Code for the GWA TAS.
New GWA TAS	Based on the combination of GWA TAS and Fund Code, the system generates a new GWA TAS and displays it here.
Adjustment Note	Enter a reason for the adjustment. This note is for your information only. It does not appear on the TAS BETC Summary Report (FGPY043.SQR). The FGPY043.SQR report contains a generic comment indicating the schedules to which TAS BETC adjustments were applied, but not the reason.
Select All, Deselect All, or **Update Selected Rows**	Use these buttons to select and apply the correction to transactions in the TAS BETC Entries grid. **Note:** The system applies the correction immediately to the selections that you make.
Record Type, Reporting Code, Garnishment Type, and **BETC**	Reflects the TAS BETC mapping information entered on or generated by the TAS BETC Mapping component. See Mapping Treasury TAS and BETC to Payroll Activities.
New BETC	The system automatically displays the current BETC. If needed, enter the new BETC to use. **Note:** The new BETC must have the same properties as the old BETC.

Treasury Interface Extract Page

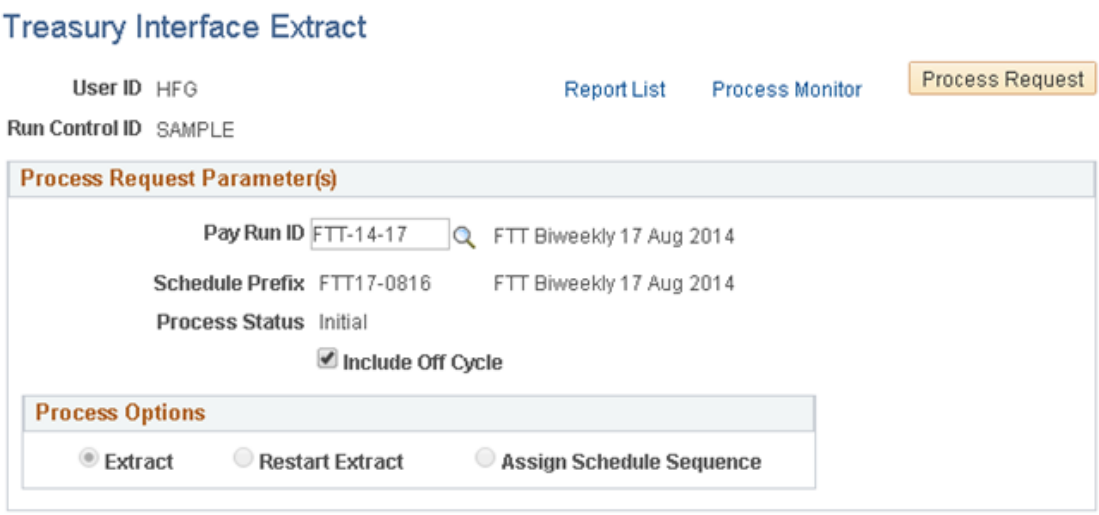
Use the Treasury Interface Extract page (RUN_FGPY040) to run the FGPY040.SQR Treasury Interface Extract process to extract payroll data to use for the Treasury Interface bulk files and reports, Treasury Interface SPS files and reports, and for the TAS BETC Summary Report.

Navigation:

Payroll for North America, and then **Payroll Distribution**, and then **Additional Integrations USF**, and then **Treasury Interface**, and then **Treasury Interface Extract**

This example illustrates the fields and controls on the Treasury Interface Extract page.

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The Treasury Interface Extract process extracts payroll data (net pay, state and local withholding tax payments, garnishments, and general deduction payments) subject to the Treasury Interface.

> **Note**
>
> The Treasury Interface extract process extracts data from confirmed paychecks only. It does *not* extract information from reversed checks, reversal adjustments, or manual checks.

Before you can run the Treasury Interface Extract process, the following conditions must be met:

- Schedule definition must be defined.
- Payroll run must be confirmed.
- Mapping of TAS BETCs to payroll activities must be completed.

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Process Request Parameter(s)

Field or Control	Description
Process Status	Identifies the current process flow stage of the Pay Run ID and Schedule Prefix: • *Initial:* Newly created Schedule Prefix. • *Payroll Data Extracted:* FGPY040.SQR Extract process completed • *Schedule Sequence Assigned:* FGPY040.SQR Assign Schedule Sequence process completed • *Bulk File Generated:* FGPY041.SQR Generate Bulk Payment File completed. • *SPS File Generated:* FGPY042.SQR Generate SPS File completed. • *Complete:* The **Set Process Status To Complete** button on the PAM/SPS Schedule Definition page was selected to indicate all processing for this Schedule Prefix is complete. You can run the Treasury Interface extract process multiple times when **Process Status** is either *Initial* or *Payroll Data Extracted.*
Include Off Cycle	Select this check box to include payroll transactions from an off-cycle process. When selected, the extract process includes data from off-cycle checks that meet the following conditions: • Have the same Company and Pay Group combination as those defined in the selected Pay Run ID. • Have a pay end date that is before or equal to the pay end date of the selected Pay Run ID. • Have not been processed by previous Treasury Interface runs.

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Process Options

Field or Control	Description
Extract or **Restart Extract**	The system selects either *Extract* or *Restart Extract* depending on whether the data has been extracted once or more than once. When **Process Status** is *Initial*, the system automatically selects *Extract*, indicating that data has been extracted for the first time. When **Process Status** is *Payroll Data Extracted*, the system automatically selects *Restart Extract* so that if you run the extract process again, the process will clean up the previously extracted data and ensure that the extracted data matches the selection criteria. **Note:** If you select the **Include Off Cycle** check box on the Treasury Interface Extract run control page (or you change the **Process Indicator** on the PAM/SPS Schedule Definition Page), then you *must* run the Extract process again.
Assign Schedule Sequence	After you have extracted the final data, select the **Assign Schedule Sequence** option and run the Treasury Interface Extract process one last time to assign the Schedule Sequence to the extracted data. **Note:** Data *must* be extracted before you can assign the Schedule Sequence. With the *Assign Schedule Sequence* option selected, you can run the FGPY040.SQR process only one more time for the same Pay Run ID. When the process is complete, you cannot run FGPY040.SQR again for the same Pay Run ID. When you run the process to assign the Schedule Sequence, the process verifies that the extracted data meets the processing requirements that are defined on the PAM/SPS Interface Controls Page. If the extracted data exceeds the processing limit requirements, the process splits payments into multiple payments and splits Schedules into multiple Schedule Sequences where needed. The process assigns a Payment ID to each payment, assigns a Schedule Sequence to each schedule, prepares TAS BETC totals for each schedule, and saves it into tables that are used subsequent processes.

Treasury Interface Bulk File Page

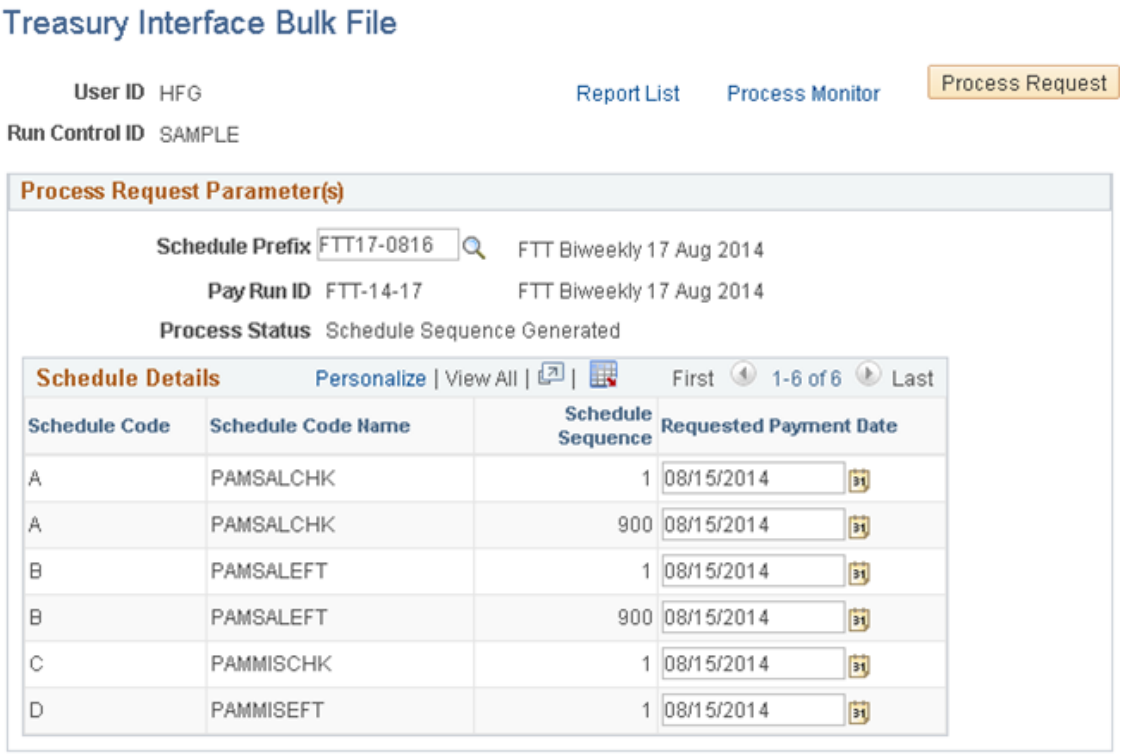
Use the Treasury Interface Bulk File page (RUN_FGPY041) to run the FGPY041.SQR process to generate the Treasury Interface bulk files in PAM/SPR format and generate the Treasury Interface Bulk File Report.

Navigation:

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Payroll for North America, and then **Payroll Distribution**, and then **Additional Integrations USF**, and then **Treasury Interface**, and then **Treasury Interface Bulk File**

This example illustrates the fields and controls on the Treasury Interface Bulk File page.



Field or Control	Description
Schedule Prefix	Select the **Schedule Prefix** to process. The system automatically displays the **Pay Run ID, Schedule Codes,** and **Schedule Sequences** that are associated with the Schedule Prefix by previous processes.
Requested Payment Date	The system displays the check date from the pay calendar that is associated with the Pay Run ID. You can override this if necessary. The FGPY041.SQR bulk file process uses the date from this field to update the Payment Date on the PAM/SPS Schedule Definition Page.

Treasury Interface SPS File Page

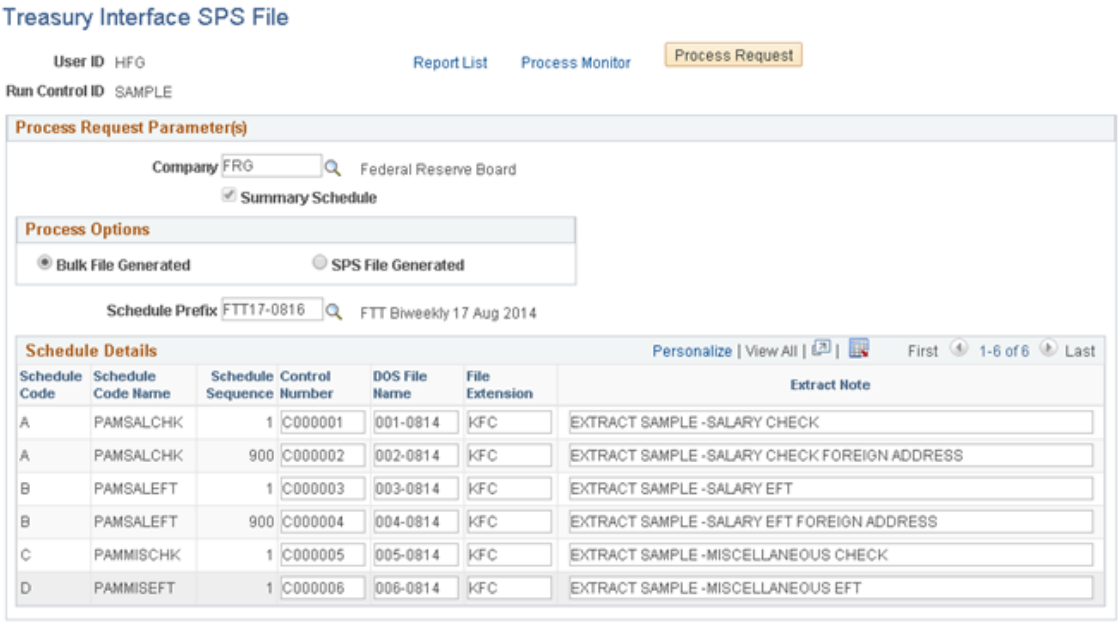
Use the Treasury Interface SPS File page (RUN_FGPY042) to run the FGPY042.SQR process to generate the Treasury Interface SPS certification files and the Treasury Interface SPS File Report in the format required for agencies that are GWA Reporters.

Navigation:

Payroll for North America, and then **Payroll Distribution**, and then **Additional Integrations USF**, and then **Treasury Interface**, and then **Treasury Interface SPS File**

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This example illustrates the fields and controls on the Treasury Interface SPS File page.



Process Options

Field or Control	Description
Bulk File Generated	The system selects the *Bulk File Generated* process option by default. You can select a **Schedule Prefix** only when the *Bulk File Generated* option is selected. When you select the Schedule Prefix, the system automatically displays the Schedule Codes and Schedule Sequences that are associated with the schedule. Schedule Sequences are associated with the Schedule Prefix by the Treasury Interface Extract process, *Assign Schedule Sequence* option. You cannot add or delete schedules here. When you click Run, the process generates SPS files for all of the schedules in the grid.

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Field or Control	Description
SPS File Generated	If TAS BETC corrections were made on the SPS TAS BETC Adjustments (GVT_SCHDFN_ADJ_SEC) page, select this option to regenerate the SPS file and report for the schedules with TAS BETC corrections. **Note:** If corrections were made, you *must* resubmit the revised SPS file to the Treasury. Regenerate the TAS BETC Summary report to keep track of the completed changes. If no TAS BETC corrections were made, run the FGPY042.SQR process only once, with the default **Bulk File Generated** option selected. **Note:** It is possible to run the FGPY042.SQR process using the **SPS File Generated** process option when no corrections are involved, however once the SPS file is accepted by the Treasury, it is not necessary to repeat the process. Consider using the default **Bulk File Generated** process option routinely and the **SPS File Generated** option only when TAS BETC corrections were made.

Schedule Details

Field or Control	Description
Control Number, DOS File Name, File Extension, and **Extract Notes**	Enter information to identify and track the files that you submit to the U.S. Treasury Department. **Note:** You must enter the Control Number provided for the schedule by the Treasury Department after receiving the bulk payment file, the DOS File Name, and the File Extension. The DOS file name must be in the 999–9999 format where 999 is the unique file number and 9999 is the month and day. You cannot save the Treasury Interface SPS File page if any these items are missing for any schedule.

TAS BETC Summary Report Page

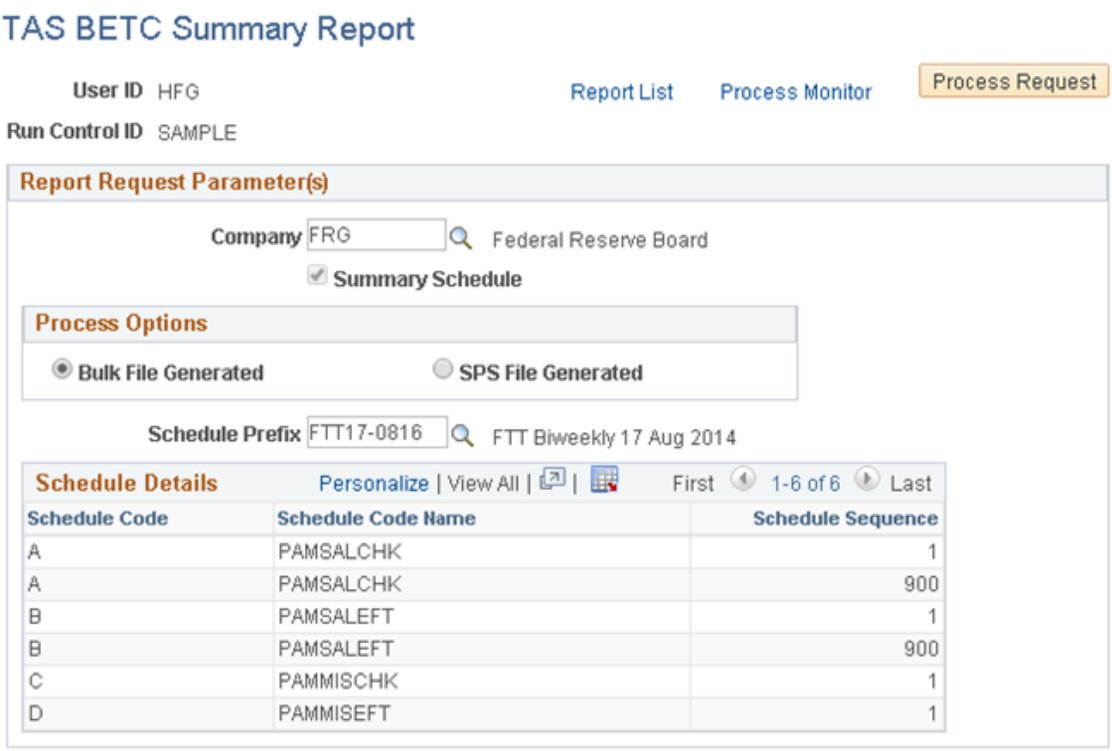
Use the TAS BETC Summary Report page (RUN_FGPY043) to run the FGPY043.SQR process to generate the TAS BETC Summary Report showing TAS BETC total amounts for each transaction type in the bulk file and the TAS BETC grand total for the SPS file.

Navigation:

Payroll for North America, and then **Payroll Distribution**, and then **Additional Integrations USF**, and then **Treasury Interface**, and then **TAS BETC Summary Report**

This example illustrates the fields and controls on the TAS BETC Summary Report page.

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TAS BETC totals are prepared by the Assigned Schedule Sequence process, which you must run as part of the Treasury Interface Extract process (FGPY040.SQR). Running the Assigned Schedule Sequence process allows the system to list TAS BETC totals for bulk files and SPS files, regardless of the process option selected.

Process Options

Field or Control	Description
Bulk File Generated	The system selects the *Bulk File Generated* process option by default. You can select a **Schedule Prefix** only when the *Bulk File Generated* option is selected. When you select the Schedule Prefix, the system automatically displays the Schedule Codes and Schedule Sequences that are associated with the schedule. Schedule Sequences are associated with the Schedule Prefix by the Treasury Interface Extract process, *Assign Schedule Sequence* option. You cannot add or delete schedules here. When you click Run, the process lists the TAS BETC total amounts for the transactions that are used in the bulk payment files and lists the TAS BETC totals that will be included in the SPS files before the SPS files are generated.

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Field or Control	Description
SPS File Generated	If TAS BETC corrections were made on the SPS TAS BETC Adjustments (GVT_SCHDFN_ADJ_SEC) page, select this option to regenerate the TAS BETC Summary report for the schedules with TAS BETC corrections. **Note:** If corrections were made, you *must* resubmit the revised SPS file to the Treasury. Regenerate the TAS BETC Summary report to keep track of the completed changes. If no TAS BETC corrections were made, run the FGPY043.SQR process only once, with the default **Bulk File Generated** option selected. **Note:** It is possible to run the FGPY043.SQR process using the **SPS File Generated** process option when no corrections are involved, however once the SPS file is accepted by the Treasury, it is not necessary to repeat the process. Consider using the default **Bulk File Generated** process option routinely and the **SPS File Generated** option only when TAS BETC corrections were made.

Setting Up ECS Controls

Pages Used to Set Up ECS Controls

Page Name	Definition Name	Usage
Identify ECS Controls Page (identify electronic certification system controls)	GVT_ECS_CONTRO_TBL	(USF) Establish ECS control information for payroll schedules.
ECS Transmission Data/ Summary Page (electronic certification system transmission data/summary)	GVT_ECS_TRAN_SEC	(USF) Enter or review schedule control information for the ECS transmittal.
ECS Extract Controls Page (electronic certification system extract controls)	GVT_ECS_CNTL_SEC	(USF) Extract control information for the ECS transmittal.
ECS Schedule Account Information Page(electronic certification system schedule account information)	GVT_ECS_ACCT_SEC	(USF) Enter an account symbol and a total account amount for each ECS transmittal. Enter a maximum of 10 rows per schedule.
ECS Summary Detail Page (electronic certification system summary detail)	GVT_ECS_SUMM_SEC	(USF) Define the schedule and formats for the Treasury interface for summary payments such as check, electronic file transmission (EFT), VENMIS (vendor/ miscellaneous), or bonds.

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Page Name	Definition Name	Usage
ECS Summary Remarks Page (electronic certification system summary remarks)	GVT_ECS_REMARK_SEC	(USF) Add remarks to the ECS transmittal. Use up to seven lines of 72 characters each.
ECS Summary Reel Numbers Page (electronic certification system summary reel numbers)	GVT_ECS_REEL_SEC	(USF) Enter reel numbers that are provided to you by the treasury to identify the location of your summary payment transactions. This is for your information only.

Understanding the ECS Interface Process

The PeopleSoft ECS (Electronic Certification System) interface process generates a file that you can load into a U.S. Department of Treasury-provided ECS. Here's a summary of the process:

1. Create the ECS control.
2. Run the Treasury and Bond interface, using the ECS control information.

   The Treasury and Bond interface updates the ECS control with DOS file and extension names.
3. Run the ECS interface, using the DOS file and extension names from the ECS control.

Important

PeopleSoft ECS (Electronic Certification System) interface process is no longer supported as a feature to create treasury files for USF customers. It has been replaced by the Treasury Interface functionality.

See Setting Up Treasury Interface TAS and BETC Requirements

Identify ECS Controls Page

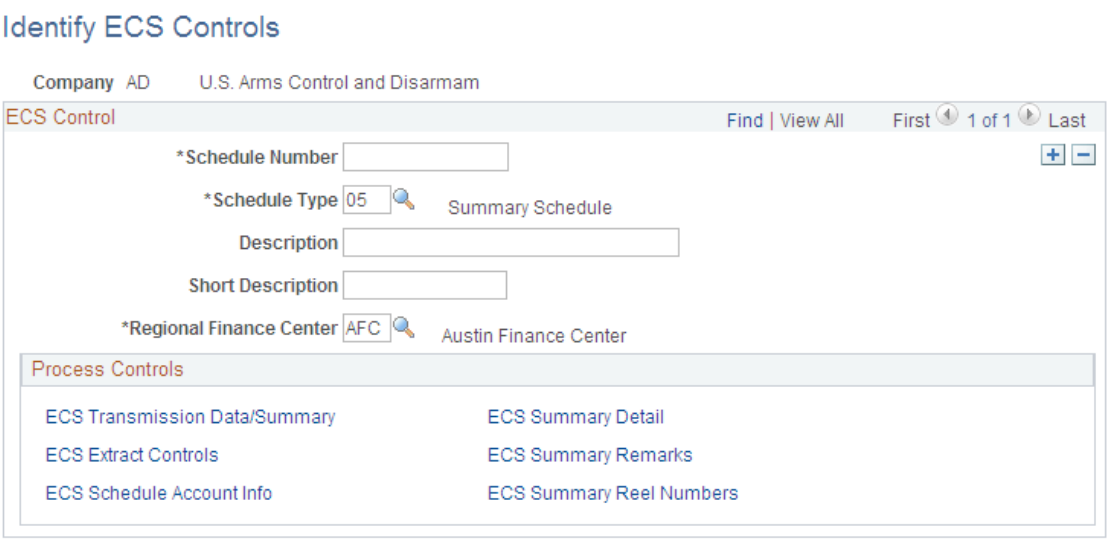
(USF) Use the Identify ECS Controls (identify electronic certification system controls) page (GVT_ECS_CONTRO_TBL) to establish ECS control information for payroll schedules.

Navigation:

Payroll for North America, and then **Payroll Distribution**, and then **Additional Integrations USF**, and then **Identify ECS Controls**, and then **Identify ECS Controls**

This example illustrates the fields and controls on the Identify ECS Controls page.

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Important

PeopleSoft ECS interface process has been replaced by the Treasury Interface functionality.

Field or Control	Description
Schedule Number	This field accepts up to 14 characters, but the ECS accepts only the first 10. If you enter more than 10, you receive a warning message.
Schedule Type	Determines the type of off-cycle distribution of deductions and net salary payments. Select: • *03* (Salary ACH [Automated Clearing House] Payment Schedule): Select for off-cycle EFT distribution. • *05* (Summary Schedule): Select for on-cycle payments. • *07* (Misc. Check Payment Schedule): Select for off-cycle check distribution. • *08* (Misc. ACH [Automated Clearing House] Payment Schedule).
Regional Finance Center	Select the U.S. Financial Management Service (FMS) Regional Finance Center that's appropriate for your company.
Off-Cycle?	You must select this check box for schedule types *03* and *07*.

Process Controls

The links in this group box activate a series of pages where you define ECS process controls. The options that are available to you depend on the schedule type.

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ECS Transmission Data/Summary Page

(USF) Use the ECS Transmission Data/Summary (electronic certification system transmission data/summary) page (GVT_ECS_TRAN_SEC) to enter or review schedule control information for the ECS transmittal.

Navigation:

Select the **ECS Transmission Data/Summary** (electronic certification system transmission data/summary) link on the Identify ECS Controls page.

> **Important**
>
> PeopleSoft ECS interface process has been replaced by the Treasury Interface functionality.

Field or Control	Description
Requested Payment Date	For on-cycle (summary) schedules, the system provides this date. For off-cycle schedules, enter this information.
Number of Payments in Schedule and **Schedule Total Amount**	For summary schedules, the Treasury interface provides this information. For off-cycle schedules, the ECS interface provides this information.

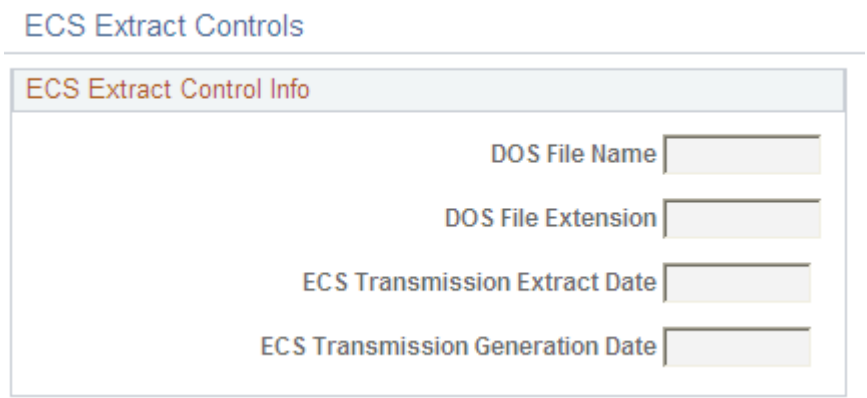
ECS Extract Controls Page

(USF) Use the ECS Extract Controls (electronic certification system extract controls) page (GVT_ECS_CNTL_SEC) to extract control information for the ECS transmittal.

Navigation:

Select the **ECS Extract Controls** (electronic certification system extract controls) link on the Identify ECS Controls page.

This example illustrates the fields and controls on the ECS Extract Controls page.



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Important

PeopleSoft ECS interface process has been replaced by the Treasury Interface functionality.

Field or Control	Description
DOS File Name and **DOS File Extension**	For summary schedules, the Treasury interface updates the DOS file name and extension of the extract file to be transmitted to the treasury. The file name and extension are required on the Electronic Certification System Interface run control.
ECS Transmission Extract Dt (electronic certification system transmission extract date)	Date on which the ECS interface generated the ECS file.
ECS Transmission Generation Dt (electronic certification system transmission generation date)	Date on which the ECS schedule had all of the required information. This depends on the schedule type.

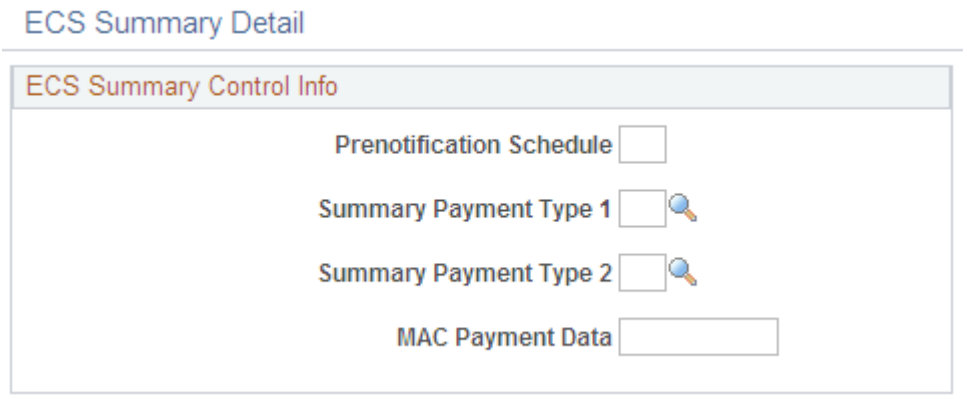
ECS Summary Detail Page

(USF) Use the ECS Summary Detail (electronic certification system summary detail) page (GVT_ECS_SUMM_SEC) to define the schedule and formats for the Treasury interface for summary payments such as check, electronic file transmission (EFT), VENMIS (vendor/ miscellaneous), or bonds.

Navigation:

Select the **ECS Summary Detail** (electronic certification system summary detail) link on the Identify ECS Controls page.

This example illustrates the fields and controls on the ECS Summary Detail page.



Important

PeopleSoft ECS interface process has been replaced by the Treasury Interface functionality.

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Field or Control	Description
Prenotification Schedule?	Not currently used.
Summary Payment Type 1	Select the type of payments: *Salary* or *Vendor* (VENMIS).
Summary Payment Type 2	Select the method of payment: *Check* or *EFT* (electronic file transmission).
MAC Payment Data (MAC payment data)	Optional, for your information only.

Preparing ECS Off-Cycle Disbursements

Pages Used to Prepare ECS Off-Cycle Disbursements

Page Name	Definition Name	Usage
Identify ECS Controls Page (identify electronic certification system controls)	GVT_ECS_CONTRO_TBL	(USF) Create the ECS control schedule. Use the same Identify ECS Controls page for off-cycles as you do for on-cycle processing. The difference is in the schedule type. See Identify ECS Controls Page.
Off Cycle Net Page	GVT_ECS_OFF_NET	(USF) Select net payments for ECS off-cycle disbursements. You can view data by schedule or by eligible payments.
Off Cycle Net Check Summary Information Page	GVT_ECS_OFF_N_SEC	(USF) View off-cycle net check summary information.
Off Cycle Net Payment ID Information Page	GVT_ECS_NET_SEC	(USF) View off-cycle payment ID information for each eligible payment.
Off Cycle Deduction Payment ID Information Page	GVT_ECS_OFF_DED	(USF) Select deductions for ECS off-cycle disbursements. You can view data by schedule or by eligible payments.
Off Cycle Deduction Summary Information Page	GVT_ECS_OFF_D_SEC	(USF) View off-cycle deduction summary information.
Off Cycle Deduction Payment ID Information Page	GVT_ECS_DED_SEC	(USF) View off-cycle deduction payment ID information for each eligible payment.

Understanding ECS Off-Cycle Disbursements

Use off-cycle processing to process off-cycle deductions and net payment amounts through ECS and to track deduction disbursements.

To prepare for off-cycle disbursements:

1. Define the deduction as time sensitive.
2. Calculate and confirm the off cycle.

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3. Create the ECS control schedule.
4. Select the off-cycle transactions for inclusion in processes.
5. Run the ECS interface.

Important

PeopleSoft ECS (Electronic Certification System) interface process is no longer supported as a feature to create treasury files for USF customers. It has been replaced by the Treasury Interface functionality.

See Setting Up Treasury Interface TAS and BETC Requirements

Off Cycle Net Page

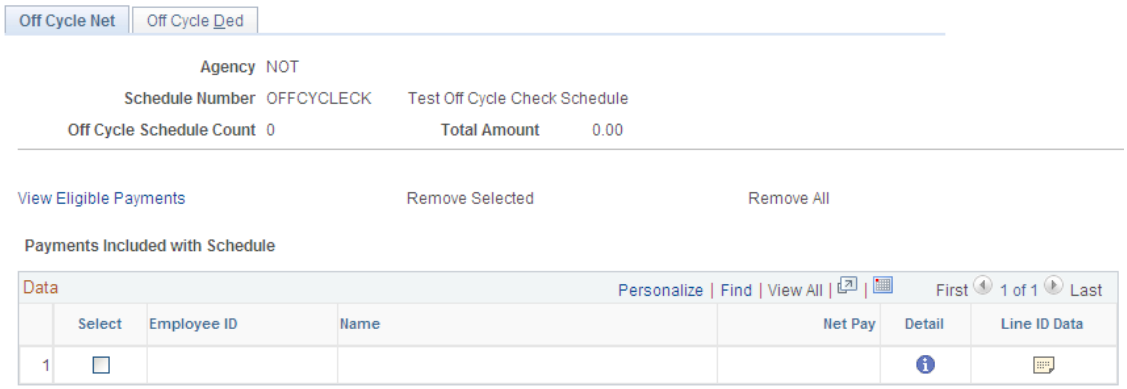
(USF) Use the Off Cycle Net page (GVT_ECS_OFF_NET) to select net payments for ECS off-cycle disbursements.

You can view data by schedule or by eligible payments.

Navigation:

Payroll for North America, and then **Payroll Distribution**, and then **Additional Integrations USF**, and then **Process ECS Off Cycle**, and then **Off Cycle Net**

This example illustrates the fields and controls on the Off Cycle Net page.



Important

PeopleSoft ECS interface process has been replaced by the Treasury Interface functionality.

Field or Control	Description
Eligible Payment Count	(Visible only in View Eligible Payments mode). This is the total payments that are eligible to be disbursed for this schedule number.

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Field or Control	Description
View Eligible Payments	Select to change to View Eligible Payments mode.
View Specific Schedule	Select to change to View Schedule mode.
Remove Selected	(Available in View Eligible Payments mode). Remove payments from the selected schedule. Select the **Select** check box for each payment that you're removing, then select **Remove Selected.**
Remove All	(Available in View Schedule mode). Remove all payments from the selected schedule.
Add Selected	(Available in View Eligible Payments mode). Add payments to the selected schedule. Select the **Select** check box for each eligible payment that you're adding then select **Add Selected.**
Add All	(Available in View Eligible Payments mode). Add all eligible payments to the selected schedule.

Payments Included with Schedule

Information in this group box depends on which mode you're in:

Mode	Data Displayed
View Specific Schedule	All payments included in the schedule.
View Eligible Payments	All payments eligible to be included in the schedule.

Field or Control	Description
Select	Select an eligible payment to be added or removed.
Net Pay	The net pay amount for each payment.
Detail	Select to display the Off Cycle Net Check Summary Information page.
Line ID Data	Select to display the Off Cycle Net Payment ID Information page.

Off Cycle Deduction Payment ID Information Page

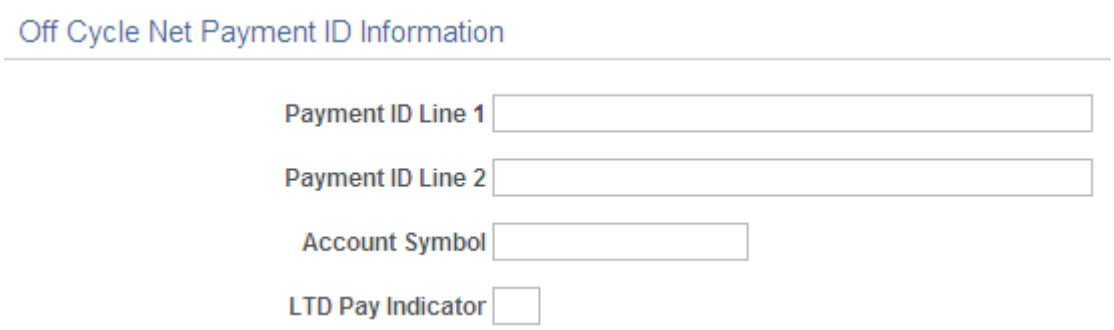
(USF) Use the Off Cycle Deduction Payment ID Information page (GVT_ECS_DED_SEC) to view off-cycle deduction payment ID information for each eligible payment.

Navigation:

Select the **Line ID Data** button on the Off Cycle Deduction page.

This example illustrates the fields and controls on the Off Cycle Net Payment ID Information page.

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Important

PeopleSoft ECS interface process has been replaced by the Treasury Interface functionality.

The fields on this page are the same as the Off Cycle Net page, with the following exceptions.

Payments Included with Schedule

Information in this group box depends on which mode you're in:

Mode	Data Displayed
View Specific Schedule	All deductions included in the schedule.
View Eligible Payments	All deductions eligible to be included in the schedule.

Field or Control	Description
Pay Period End Date	Pay period end date of the listed deduction.
Plan Type	Plan type of the listed deduction.
Deduction Code	Identifies the listed deduction.
Current Deduction	Current dollar amount of the listed deduction.
Detail	Select to display the Off Cycle Deductions Summary Information page.
Line ID Data	Select to display the Off Cycle Deduction Payment ID Information page.

Running the ECS Interface

Page Used to Run the ECS Interface

Page Name	Definition Name	Usage
Electronic Certification System Interface Page	RUN_FGPY004	(USF) Creates the ECS interface file for off-cycle disbursements.

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Important

PeopleSoft ECS (Electronic Certification System) interface process is no longer supported as a feature to create treasury files for USF customers. It has been replaced by the Treasury Interface functionality.

See Setting Up Treasury Interface TAS and BETC Requirements

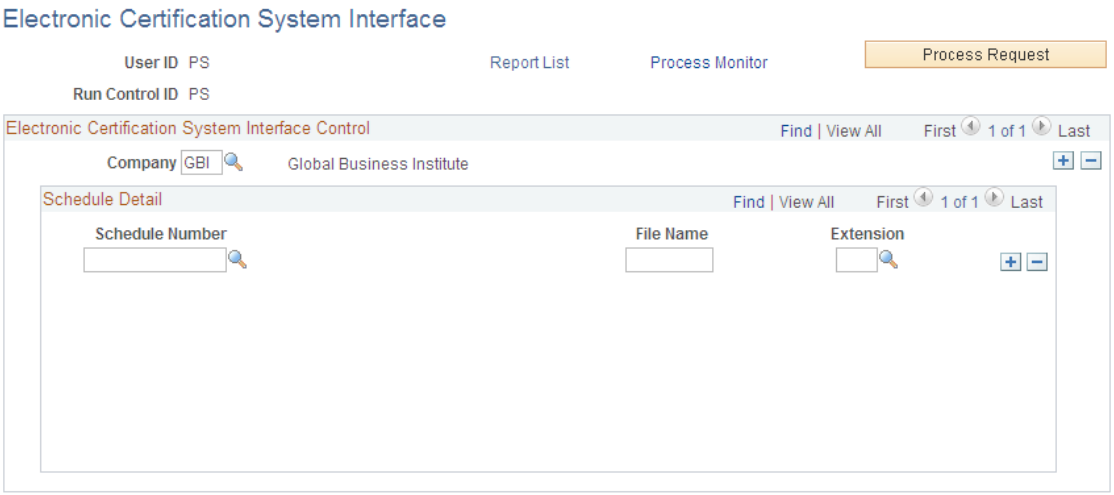
Electronic Certification System Interface Page

(USF) Use the Electronic Certification System Interface page (RUN_FGPY004) to create the ECS interface file for off-cycle disbursements.

Navigation:

Payroll for North America, and then **Payroll Distribution**, and then **Additional Integrations USF**, and then **ECS Interface**, and then **Electronic Certification System Interface**

This example illustrates the fields and controls on the Electronic Certification System Interface page.



The same Electronic Certification System Interface run control page is used for off-cycles and on-cycles. The output is determined by the ECS control schedule number.

Important

PeopleSoft ECS interface process has been replaced by the Treasury Interface functionality.

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Field or Control	Description
Schedule Number	Select all the ECS schedules that are currently available to be formatted for ECS transmission. Eligible schedules are those with a payment date, more than zero records, and an amount greater than zero. After you run this process, you can no longer modify the ECS control information for the selected schedules.
File Name and **Extension**	Enter the exact DOS file name and extension of the schedule from the ECS Extract Controls page on the Identify ECS Controls page.

Select **Process Request** to run this request. PeopleSoft Process Scheduler runs the ECS Interface (electronic certification system interface) Structured Query Report (SQR) Report process (FGPY004) at user-defined intervals.

Setting Up the Treasury and FRB Bond Interface

Page Used to Set Up the Treasury and FRB Bond Interface

Page Name	Definition Name	Usage
Treasury Interface Page	RUN_FGPY003	(USF) Select the control information that identifies the schedules to include in the Treasury Interface SQR Report process (FGPY003).

Understanding the Treasury and FRB Bond Interface

Agencies must process all payments through the Treasury Department/Financial Management Services (FMS). There are four basic payroll transactions to be transmitted to the treasury: check, electronic funds transfer, bonds, and taxes.

Treasury Interface Page

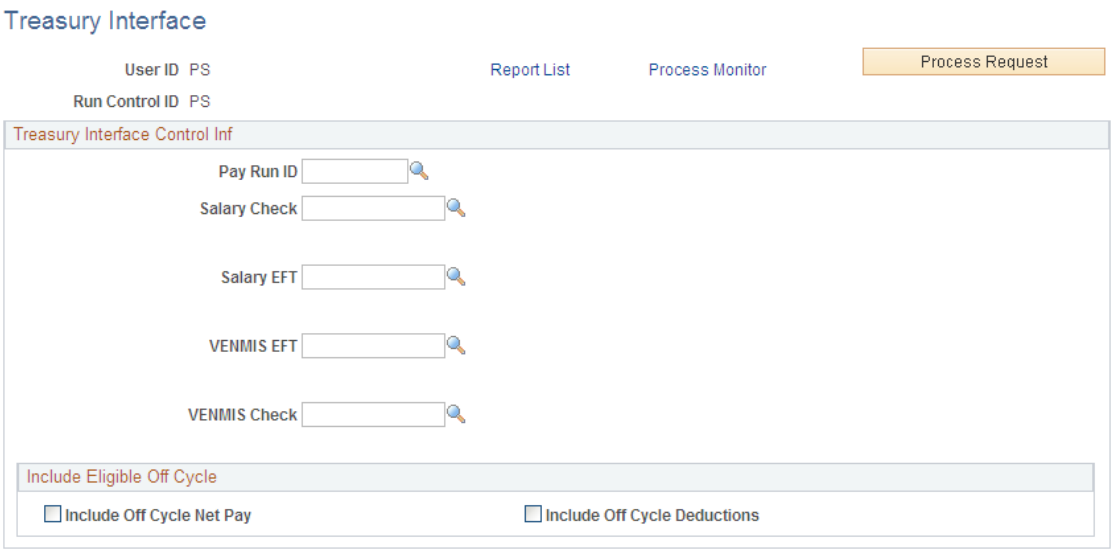
(USF) Use the Treasury Interface page (RUN_FGPY003) to select the control information that identifies the schedules to include in the Treasury Interface SQR Report process (FGPY003).

Navigation:

Payroll for North America, and then **Payroll Distribution**, and then **Additional Integrations USF**, and then **Treasury Interface**, and then **Treasury Interface**

This example illustrates the fields and controls on the Treasury/Federal Reserve Bank Bond Interface page.

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Treasury Interface Control Inf

Field or Control	Description
Salary Check	Select the schedule of the checks in the payroll run, and enter the file name and extension.
Salary EFT (salary electronic file transmission)	Select the schedule of the EFT transactions of the payroll run, and enter the file name and extension.
VENMIS EFT (vendor/miscellaneous electronic file transmission)	Select the schedule of the EFT tax payment in the payroll run, and enter the file name and extension.
VENMIS Check (vendor/miscellaneous check)	Select the schedule of the check tax payment of the payroll run.

Include Eligible Off Cycle

Field or Control	Description
Include Off Cycle Net Pay	Select to include unprocessed off-cycle net pay in the Treasury interface processing.
Include Off Cycle Deductions	Select to include unprocessed off-cycle deductions in Treasury interface processing.

Setting Up and Running the TSP Interface

Pages Used to Set Up and Run the TSP Interface

Page Name	Definition Name	Usage
TSP Vouchers Page (Thrift Savings Plan vouchers)	GVT_TSP_VCH_TBL	(USF) Define the header information for a TSP voucher file or to print a cancelled TSP voucher.

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Page Name	Definition Name	Usage
TSP Voucher Detail Page (Thrift Savings Plan voucher detail)	GVT_TSP_V_DET_TBL	(USF) View a high-level breakdown of a TSP voucher file and enter information for off-cycle vouchers. For on-cycle vouchers, the TSP Interface SQR Report process (FGPY002) populates this page.
Identify Emp TSP Adjustments Page (Identify Employee Thrifts Savings Plan Adjustments Page)	GVT_TSP_ADJUST1	(USF) View an employee's processed and TSP and ROTH late payments, and view or adjust an employee's TSP and ROTH unprocessed (TSP Status = Ready) late payments, including agency contribution, agency matching, and employee contribution amounts.
Thrift Savings Plan Interface Page	RUN_FGPY002	(USF) Transfer employee information, TSP deductions, and investment elections to the National Finance Center, the record keeper for the Thrift Board.

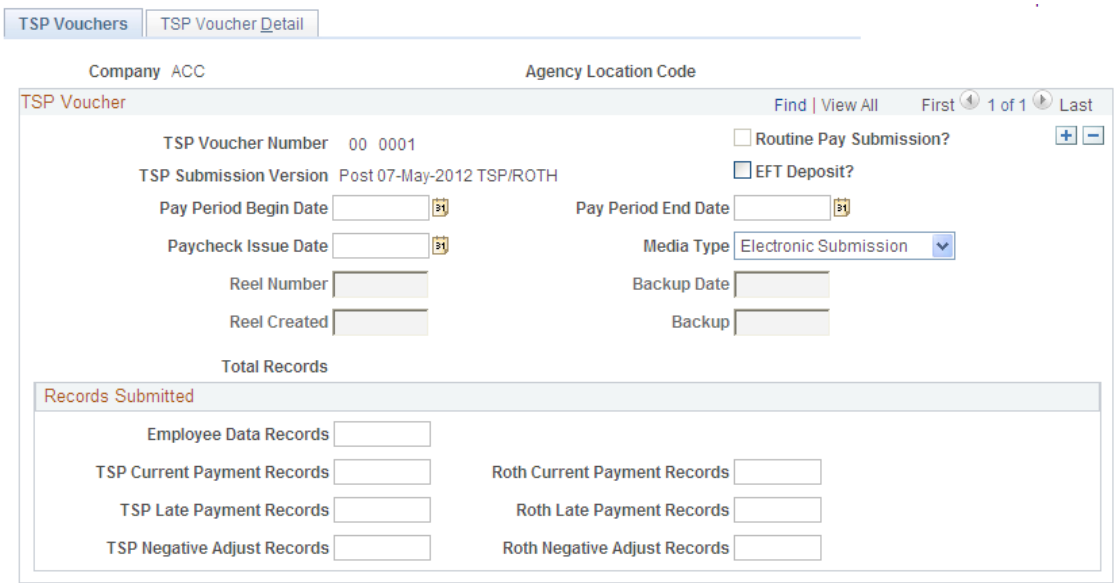
TSP Vouchers Page

(USF) Use the TSP Vouchers (Thrift Savings Plan vouchers) page (GVT_TSP_VCH_TBL) to define the header information for a TSP voucher file or to print a cancelled TSP voucher.

Navigation:

Payroll for North America, and then **Payroll Distribution**, and then **Additional Integrations USF**, and then **Identify TSP Voucher**, and then **TSP Vouchers**

This example illustrates the fields and controls on the TSP Vouchers page.



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> **Note**
>
> The TSP Vouchers page becomes display only after the TSP Interface process has completed.

Field or Control	Description
TSP Voucher Number (Thrift Savings Plan voucher number)	The system issues and tracks TSP voucher numbers. The first 2 digits indicate the year, which is from the Agency table. The remaining 4 digits are the voucher sequence number in that year. The system automatically increments the voucher sequence for each row that you add. **Note:** You must update the Agency table each year to restart the TSP voucher number sequence.
Routine Pay Submission?	This check box is for system use only. The TSP Interface process selects this check box when you process a voucher for a regular, on-cycle payroll.
EFT Deposit? (electronic file transmission deposit)	This is for your information only.
Reel Number and **Date Reel Created**	Enter the reel number and date that are provided by the Thrift Savings Board.
Backup and **Backup Date**	The Thrift Savings Board provides this information.
Total Records	The TSP Interface process provides this number.

Records Submitted

For on-cycle TSP vouchers, the system generates and displays the count for each of the TSP and ROTH categories in this group box. For all other TSP vouchers, you must enter each amount.

TSP Voucher Detail Page

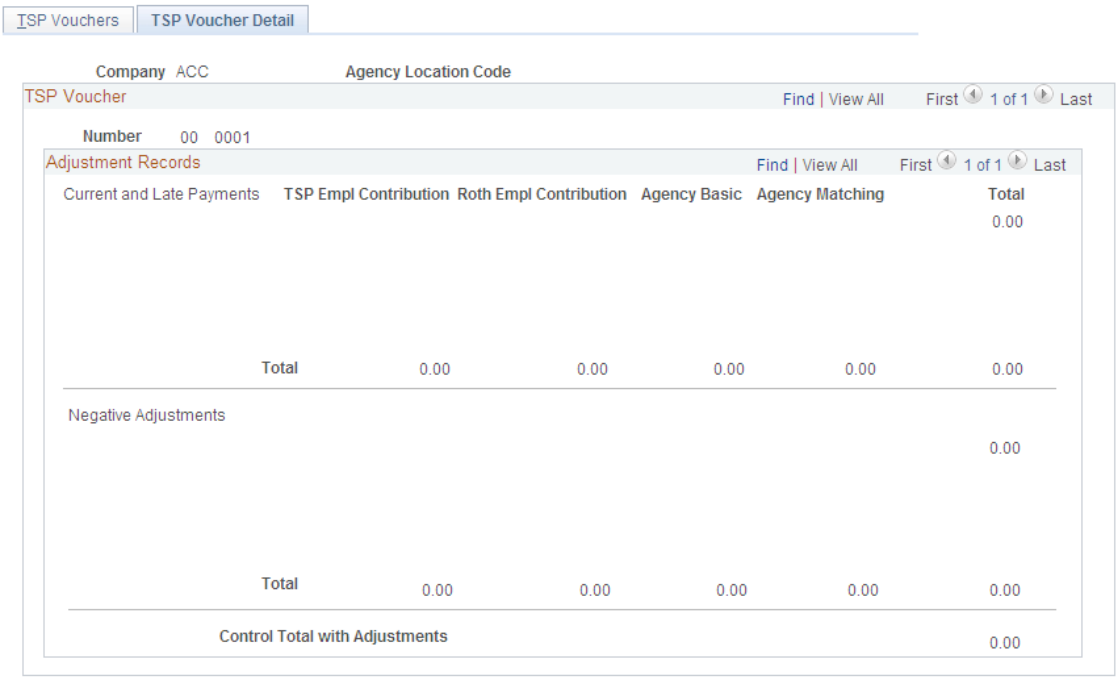
(USF) Use the TSP Voucher Detail (Thrift Savings Plan voucher detail) page (GVT_TSP_V_DET_TBL) to view a high-level breakdown of a TSP voucher file and enter information for off-cycle vouchers.

Navigation:

Payroll for North America, and then **Payroll Distribution**, and then **Additional Integrations USF**, and then **Identify TSP Voucher**, and then **TSP Voucher Detail**

This example illustrates the fields and controls on the TSP Voucher Detail page.

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> **Note**
>
> You can enter information only for off-cycle vouchers. For on-cycle vouchers, the TSP Interface SQR Report process (FGPY002) populates this page.

Current and Late Payments

For off-cycle vouchers, select a Thrift Savings Plan and enter contribution amounts.

Negative Adjustments

This group box contains negative adjustment amounts and totals for the same categories as in the **Current and Late Payments** region.

Thrift Savings Plan Interface Page

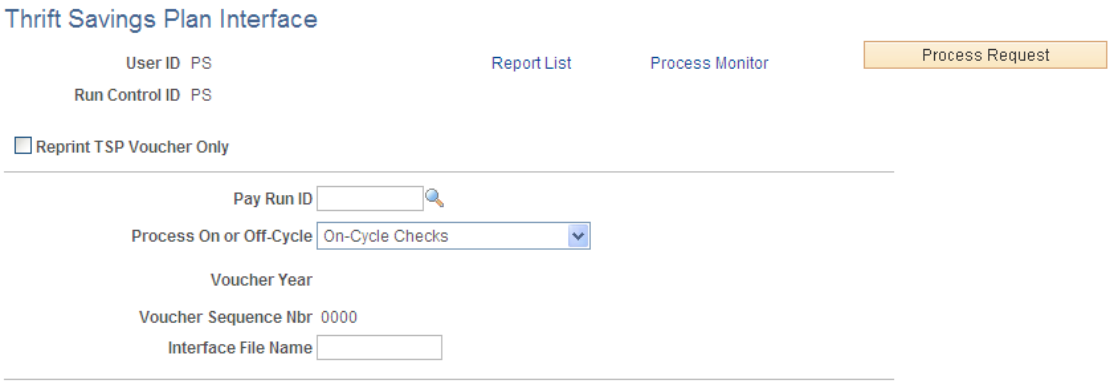
(USF) Use the Thrift Savings Plan Interface page (RUN_FGPY002) to transfer employee information, TSP deductions, and investment elections to the National Finance Center, the record keeper for the Thrift Board.

Navigation:

Payroll for North America, and then **Payroll Distribution**, and then **Additional Integrations USF**, and then **TSP Interface**, and then **Thrift Savings Plan Interface**

This example illustrates the fields and controls on the Thrift Savings Plan Interface page.

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Field or Control	Description
Interface File Name	Enter the file name of the TSP interface destination.

Include Eligible Off Cycle

Field or Control	Description
Include Off Cycle Deductions	Select to include unprocessed off-cycle deductions in processing.

Select **Process Request** to run this request. PeopleSoft Process Scheduler runs the TSP Interface process at user-defined intervals.

Running the RITS Interface Process

Page Used to Run the RITS Interface Process

Page Name	Definition Name	Usage
Retirement and Insurance Transfer System Interface Page	RUN_FGPY001	(USF) Run the Retirement and Insurance Transfer System (RITS) Interface process. The output file for the Office of Personnel Management records deduction distributions for retirement Civil Service Retirement System, Federal Employee Retirement System, Federal Employee Health Benefits, health insurance, and Federal Employee Group Life Insurance.

Retirement and Insurance Transfer System Interface Page

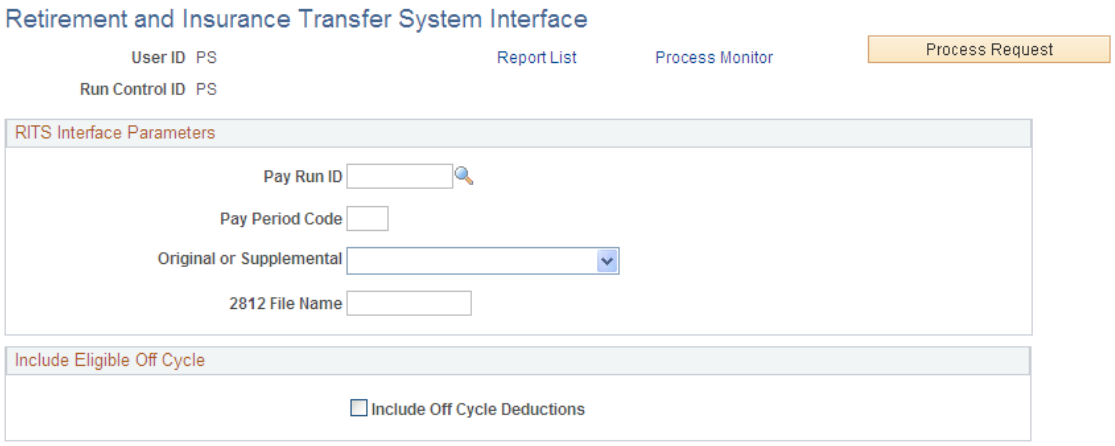
(USF) Use the Retirement and Insurance Transfer System Interface page (RUN_FGPY001) to run the RITS Interface process.

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Navigation:

Payroll for North America, and then **Payroll Distribution**, and then **Additional Integrations USF**, and then **RITS Interface**, and then **Retirement and Insurance Transfer System Interface**

This example illustrates the fields and controls on the Retirement and Insurance Transfer System Interface page.



The output file for the Office of Personnel Management records deduction distributions for retirement Civil Service Retirement System, Federal Employee Retirement System, Federal Employee Health Benefits, health insurance, and Federal Employee Group Life Insurance.

Field or Control	Description
Pay Run ID	Select the pay run ID that identifies the on-cycle payroll for which you want to process the RITS interface.
Pay Period Code	Enter the pay period (*1* to *26*) for which you want to process the RITS interface.
Original or Supplemental	Indicate whether this is the original or a supplemental submission of this RITS process.
2812 File Name	Enter the name of the output file to which the RITS 2812 transmission is written.

Include Eligible Off Cycle

Field or Control	Description
Include Off Cycle Deductions	Select to include unprocessed off-cycle deductions in processing.

Select **Process Request** to run this request. PeopleSoft Process Scheduler runs the RITS Interface process at user-defined intervals.

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Reporting Payroll

Using Common Payroll for North America Report Run Control Pages

The table in this topic provides a list of the common Payroll for North America report run control pages.

> **Note**
>
> Details of other reports that support specific payroll tasks or business processes are documented throughout the topics of this product documentation. Year-end tax reports are documented in the Year End Processing U.S., Puerto Rico, and U.S. Territories guide. The Year End Processing U.S., Puerto Rico, and U.S. Territories guide is updated each year and is included in the year end tax update delivered in the November time frame. The reports topic provides a complete list of reports documented in this product documentation.

See *Year End Processing: U.S., Puerto Rico, and the U.S. Territories Guide*.

Related Topics

- PeopleSoft Payroll for North America Reports: A to Z
  Tables in this topic list the Payroll for North America reports, sorted by report ID.
- Understanding Year-End Processing Instructions
  Payroll for North America is designed to help you efficiently organize and process year-end data and reports.

Common Run Control Pages

Page Name	Definition Name	Usage
Varies based on the business process goal.	PRCSRUNCNTL	Run processes and reports. Select the Run Control ID value when you access the page.
Varies based on the business process goal.	PRCSRUNCNTRL	Run processes and reports. Select the Run Control ID value when you access the page.
Varies based on the business process goal.	RUNCTL_RPT_RUNID	Run processes and reports. Select a pay run ID.
Varies based on the business process goal.	RUNCTL_FRMTHRU_PAY	Run processes and reports. Enter the from and thru period that you want to process or report.

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Page Name	Definition Name	Usage
Varies based on the business process goal. For example, RUNCTL_PAYINIT Page.	RUNCTL_PAYINIT	Run processes and reports for a Pay Run ID. Select the Run Control ID value when you access the page.
Varies based on the business process goal.	RUNCTL_PAYINIT2	Run processes and reports. Select the Run Control ID value when you access the page.

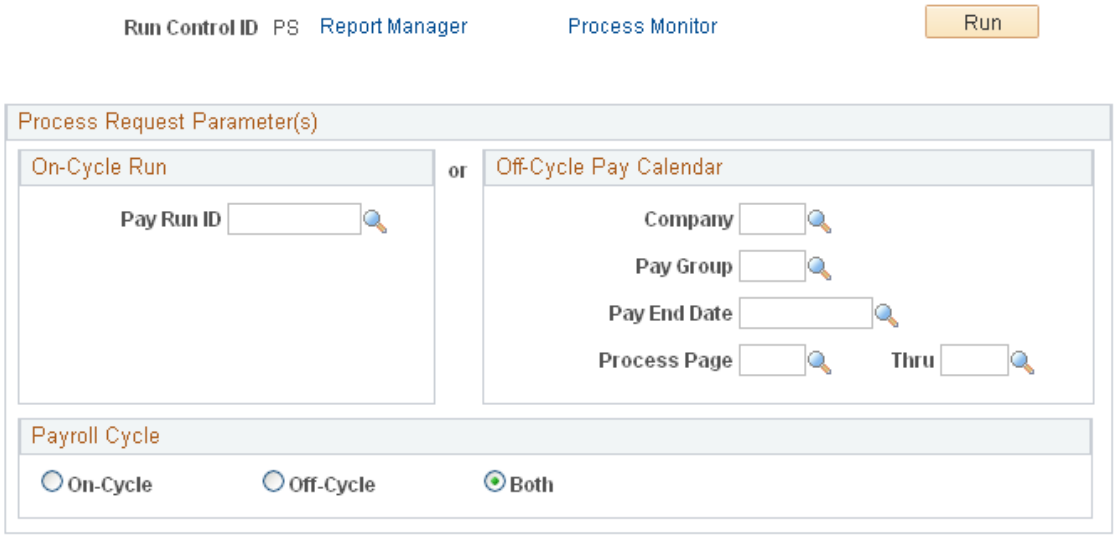
RUNCTL_PAYINIT Page

Use the RUNCTL_PAYINIT page to run processes and reports for a Pay Run ID. The page title varies depending on the navigation path used to access the page.

Navigation:

Over 30 navigation paths lead to RUNCTL_PAYINIT. The navigation varies based on the business process goal. For example, to run the Payroll Register for USA, select **Payroll for North America**, and then **Payroll Processing USA**, and then **Pay Period Reports**, and then **Payroll Register**. To run the Final Check Reconcile Report for USA, select **Payroll for North America**, and then **Payroll Processing USA**, and then **Create Final Checks**, and then **Final Check Reconcile Report**.

This example illustrates the fields and controls on the RUNCTL_PAYINIT page.



Select the run control ID value when you access the page.

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Field or Control	Description
On Cycle Run	Enter the pay run ID, if applicable. The payroll process uses the pay run ID, which is an identifier that is associated with each pay period. This is normally the on-cycle process. The pay run ID enables the system to assign a unique ID to each pay calendar entry, so that payroll for more than one pay group can be run together.
Off Cycle Pay Calendar	If this request involves an off-cycle pay calendar, enter the company, pay group, and pay end date (pay period end date). When you do so, the **Process** fields become available and you can enter the page number range of the paysheet.
Payroll Cycle	Designate whether this run cycle is on-cycle, off-cycle, or both.

Preparing Annual Payroll Reports

Year end processing is documented extensively in the Year End Processing guide, which is updated and issued every year during the November time frame in a tax update.

See *Year End Processing: U.S., Puerto Rico, and the U.S. Territories Guide*.

The table in this topic lists the pages used to print annual payroll reports that can be run throughout the year to prepare for the year end processing.

Pages Used to Print Annual Payroll Reports

Page Name	Definition Name	Usage
Error Listing Report Page	PRCSRUNCNTRL	Generate the TAX900 report that lists employees who have negative tax balances or reportable wage amounts that would cause overflow in fields when the system writes W-2 data to magnetic media. It also checks for other error conditions. Normally, you run this report at year-end, but you can run it at other times to verify social security numbers or to check for negative tax balances and other error conditions.

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Page Name	Definition Name	Usage
FUTA Credit Reduction Tax Page	RUNCTL_TAX020	Produces a report that lists all employee tax balance occurrences for the tax year where an adjustment is required to make YTD Tax = (YTD Taxable Gross x Credit Reduction Rate) You normally run this at year-end, but you can run it at other times to verify data.
FUTA Wage Reconciliation Rpt Page (Federal Unemployment Tax Act wage reconciliation report)	PRCSRUNCNTL	Generate the TAX940 report that provides federal unemployment tax wage reconciliation. You normally run this at year-end, but you can run it at other times to verify data.
FUTA Taxable Wages by UI State Page (Federal Unemployment Tax Act wage by state report)	PY_RUNCTL_TAX940A	Produces a report that provides federal unemployment tax wage data by UI state which is required to complete the Form 940 Schedule A. You normally run this at year-end, but you can run it at other times to verify data.

Preparing Quarterly Payroll Reports

The table in this topic provides a list of the pages to use to create quarterly payroll reports.

Pages Used to Create Quarterly Payroll Reports

Page Name	Definition Name	Usage
Quarterly Tax Reporting Parameters Page	TAX_RPT_PARAMETERS	(USA) Set up parameters for quarterly tax reporting.
Electronic Parameters Page	MMREF_PARAMETERS	(USA) Set up customer contact parameters for quarterly tax reporting.
Create Paid Leave File CT Page	RUNCTL_TAX815CT	Generate electronic files and print Connecticut Paid Family and Medical Leave reports.
Create Paid Leave File MA Page	RUNCTL_TAX815MA RUNCTL_TAX816MA	Generate electronic files and print Massachusetts Paid Leave Reports.
Create Paid Leave File WA Page	RUNCTL_TAX815WA RUNCTL_TAX816WA	Generate electronic files and print Washington Paid Leave Reports.

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Page Name	Definition Name	Usage
Create Qtrly Wage File Eugene Page (create quarterly wage file Eugene page)	RUNCTL_TAX870EU	Generate electronic files and print Oregon-Eugene Quarterly Wage Report – XML reports.
Employee Count Report Page	RUNCTL_TAX004ST	Print quarterly state employee count reports.
Multiple Worksite Report Page	RUNCTL_QTR_YR_PAY	Print quarterly multiple worksite reports.
Federal Tax Summary Report Page	PRCSRUNCNTRL	Print quarterly federal tax reports.
Local Tax Summary Report Page	PRCSRUNCNTRL	Print quarterly local tax reports.
State Tax Summary Report Page	PRCSRUNCNTRL	Print quarterly state tax reports.
State Unemployment Tax Report Page	RUNCTL_TAX017	Print quarterly state employee unemployment verification reports.
Tax Balance Audit Page	RUNCTL_QTR_YR_PAY	Print quarterly tax balances audit reports.
Create Qtrly Wage File XX-XX - [US state] Page (XX is a 2-letter US state code)	RUNCTL_TAX810XX RUNCTL_TAX860XX	Generate electronic files and print quarterly payroll reports by US state.

Preparing Quarterly MCTMT Reports (New York)

This topic provides an overview of quarterly MCTMT (Metropolitan Commuter Transportation Mobility Tax) reports and discusses how to create these reports for New York.

Page Used to Create Quarterly MCTMT Reports (New York)

Page Name	Definition Name	Usage
Create Qtrly MCTMT File NY Page	RUNCTL_TAX820NY	Generate electronic files and print quarterly New York Metropolitan Commuter Transportation Mobility Tax (MCTMT) reports.

Generating Quarterly MCTMT Reports

Employers that are subject to the Metropolitan Commuter Transportation Mobility Tax (MCTMT) are required to file quarterly MCTMT returns.

For employers engaging in business within the Metropolitan Commuter Transportation District (MCTD), they are liable for the MCTMT if their payroll expense for all covered employees in the MCTD exceeds $312,500 in any calendar quarter.

For purposes of the MCTMT, the MCTD is divided into two zones:

- Zone 1 includes the counties of:

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  - New York (Manhattan)
  - Bronx
  - Kings (Brooklyn)
  - Queens
  - Richmond (Staten Island)
- Zone 2 includes the counties of:
  - Rockland
  - Nassau
  - Suffolk
  - Orange
  - Putnam
  - Dutchess
  - Westchester

The rate that applies is based on the amount of payroll expense in either zone for the quarter. This table lists the payroll expense ranges and applicable MCTMT rates for zones 1 and 2.

Both listed amounts and rates are subject to change in future years.

Payroll Expense Attributable to Zone 1	MCTMT Rate
Over $0, but not over $375,000	0.11% (.0011)
Over $375,000, but not over $437,500	0.23% (.0023)
Over $437,500	0.60% (.0060)

Payroll Expense Attributable to Zone 2	MCTMT Rate
Over $0, but not over $375,000	0.11% (.0011)
Over $375,000, but not over $437,500	0.23% (.0023)
Over $437,500	0.34% (.0034)

For example, an employer has payroll expense of $600,000. $400,000 of that payroll expense is attributable to Zone 1 and $200,000 of that payroll expense is attributable to Zone 2. The calculation of the employer's MCTMT is:

$400,000 x 0.23% (for zone 1) + $200,000 x 0.11% (for zone 2) = $1,140

Employers must file quarterly MCTMT returns if they are required to withhold New York State income tax from wages paid to employees, and their payroll expense for all covered employees in the MCTD exceeds $312,500 in any calendar quarter.

Employers who are liable for MCTMT for one quarter and not liable for the next quarter are not required to file a return showing no tax due. However, if the employer is subject to the MCTMT for a subsequent quarter, the employer must file a quarterly return and pay the tax due.

Employers who have made any MCTMT payments during the quarter or have an MCTMT overpayment that is carried over from a previous quarter must file a quarterly return to request a refund (or request a credit to the next quarter if you anticipate owing MCTMT for that quarter).

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In order to be included in the quarterly report, an employee must be subject to the MCTMT for Zone 1 or Zone 2 using the specific local tax code defined exclusively for the MCTMT, *P0023* (MCTMT Zone 1 Payroll Tax) and *P0047* (MCTMT Zone 2 Payroll Tax). This specific local tax code must be mapped to the employee Local Tax Data record. The system will recognize all wages paid to a covered employee as wages subject to the tax.

Run the TAX820NY program on the Create Qtrly MCTMT File NY Page to create quarterly reports with data required to comply with New York MCTMT quarterly reporting requirements.

For more details about this quarterly report, refer to the *New York Metropolitan Commuter Transportation Mobility Tax Quarterly Reporting* document that is available in the **Payroll for North America Tax Updates** knowledge article (KA643) on My Oracle Support, under the *Tax Update 25-A/Update Image 9.2.051* section.

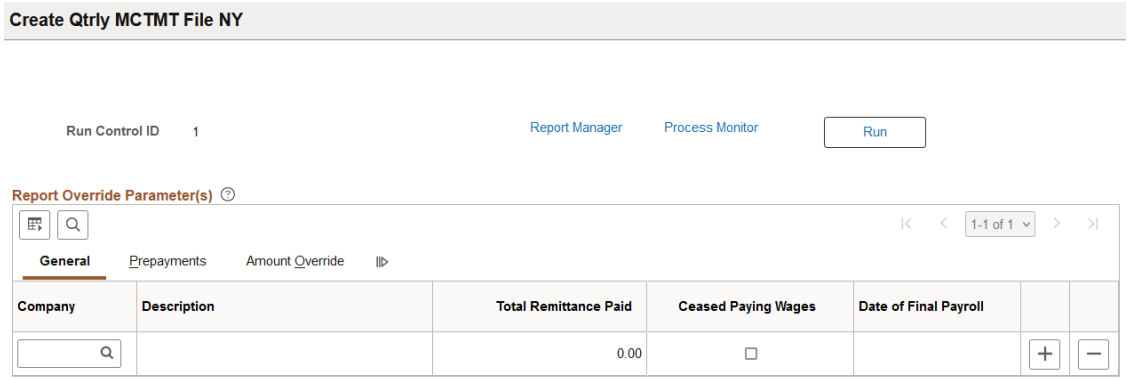
Create Qtrly MCTMT File NY Page

Use the Create Qtrly MCTMT File NY page (RUNCTL_TAX820NY) to generate electronic files and print quarterly New York Metropolitan Commuter Transportation Mobility Tax (MCTMT) reports.

Navigation:

Payroll for North America, and then **U.S. Quarterly Processing**, and then **Quarterly Reports**, and then **Other Quarterly Reporting**, and then **Create Qtrly MCTMT File NY**, and then **Create Qtrly MCTMT File NY**

This example illustrates the fields and controls on the Create Qtrly MCTMT File NY page.



Important

To create quarterly MCTMT reports, you need to launch the TAX820NY program twice.

First, run the program without any specified parameters. The purpose of this run is to prepare values to be displayed in the **Total Remittance Paid** field for Zone 1 and Zone 2 on the **General** tab.

After running the program for the first time, you can specify companies in the **Report Override Parameter(s)** section and make updates as needed. When a company is selected, the system displays the total amount that it is remitting with this filing in the **Total Remittance Paid** field. Run the program again to generate quarterly MCTMT reports.

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General

Field or Control	Description
Company	Enter the reporting company.
Total Remittance Paid	Displays the total amount taxpayer is remitting with this filing after the program has been run for the first time in the quarter.
Ceased Paying Wages	Select if the company is no longer doing business in the MTA region.
Date of Final Payroll	Enter the date of final payroll, which must be within the quarter and year of this filing. This field becomes editable when the **Ceased Paying Wages** field is selected.

Prepayments

Field or Control	Description
Previous Credit	Enter any overpayment of tax or credit from a previous quarter of the same current year, if applicable.
Total Overpaid	Displays the overpaid amount by subtracting any MCTMT tax due amount from the value in the **Previous Credit** field. The value must be greater than or equal to zero.
Refund or Credit Indicator	Specify what you want to do with the amount shown in the **Total Overpaid** field. This field becomes editable if the total overpaid amount balance is greater than zero. Select *Refund* to request a refund, or *Credit* to credit the amount to the next quarter if you anticipate owing MCTMT for that quarter.

Amount Override

Field or Control	Description
Due for Zone 1	Displays the amount due for MCTMT Zone 1 from the system balances.
Override Zone 1	Enter an override amount for MCTMT Zone 1.
Due for Zone 2	Displays the amount due for MCTMT Zone 2 from the system balances.
Override Zone 2	Enter an override amount for MCTMT Zone 2.

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Preparing Monthly Payroll Reports (Illinois)

Page Used to Print Monthly Pay Period Reports (Illinois)

Page Name	Definition Name	Usage
Create Monthly Wage File IL Page	RUNCTL_TAX812IL	(USA) Generate electronic files and print monthly payroll reports for Illinois.

Generating Monthly Wage File IL Reports

As of January 1, 2013, employers are required to submit monthly wage reports to Illinois for the first two months of each calendar quarter, in addition to submitting quarterly wage reports.

Use the Create Monthly Wage File IL run control page to run the TAX812IL.SQR process. The process generates monthly wage data electronically, in a comma separated (.csv) plain ASCII text format file, which is the reporting format required by the State of Illinois. In addition to the monthly wage reporting file, the program also produces a report summarizing the information contained in the file.

For current Illinois wage reporting requirements, consult the Illinois Department of Employment Security website.

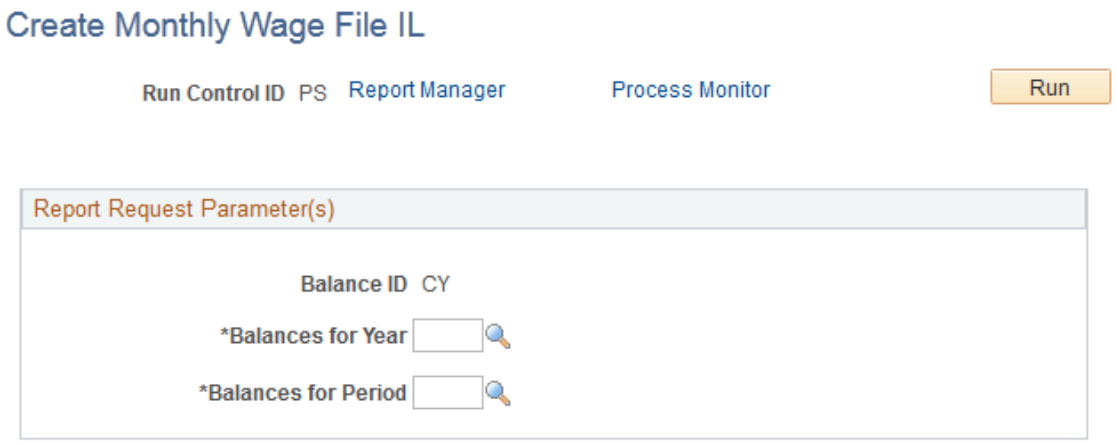
Create Monthly Wage File IL Page

Use the Create Monthly Wage File IL (RUNCTL_TAX812IL) to generate electronic files and print monthly payroll reports for Illinois.

Navigation:

Payroll for North America, and then **Pay period Tax Reports USA**, and then **Create Monthly Wage File IL**

This example illustrates the fields and controls on the Create Monthly Wage File IL page.



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Preparing Pay Period Reports

> **Note**
>
> Periodic payroll reports can be printed at any time. You may want to print many of these reports after running the payroll for each pay period.

Pages Used to Print Pay Period Reports

Page Name	Definition Name	Usage
Tax Submission Summary Report Page	RUNCTL_PAYINIT	(CAN) Generate TAX003CN that summarizes tax submission data, sorted by payroll account number.
Deduction Register Page	RUNCTL_PAYINIT2	(USA, USF) Print Deduction Register pay period report.
Deduction Register Page	RUNCTL_PAYINIT	(CAN) Print Deduction Register pay period report.
Payroll Register Page	RUNCTL_PAYINIT2	(USA, USF) Print Payroll Register pay period report.
Payroll Register Page	RUNCTL_PAYINIT	(CAN) Produces a report of pay cheque data by name, employee ID, and department ID for all employees who receive a pay cheque for a pay run and pay calendar.
Cost Center Report Page	RUNCTL_PAYINIT2	(USA, USF) Generate the PAY005 report that groups employee hours and earnings, sorted by cost center. You might have to modify the Structured Query Report (SQR) to meet your organization's requirements.
Cost Center Report Page	RUNCTL_PAYINIT	(CAN) Generate the PAY005 report that groups employee hours and earnings, sorted by cost center. You might have to modify the SQR to meet your organization's requirements.
Other Earnings Register Page	RUNCTL_PAYINIT2	(USA, USF) Print Other Earnings Register pay period report.
Other Earnings Register Page	RUNCTL_PAYINIT	(CAN) Print Other Earnings Register pay period report.
Deductions in Arrears Report Page	RUNCTL_PAYINIT2	(USA, USF) Print Deductions in Arrears pay period report.
Deductions in Arrears Report Page	RUNCTL_PAYINIT	(CAN) Print Deductions in Arrears pay period report.

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Page Name	Definition Name	Usage
Deductions Not Taken Report Page	RUNCTL_PAYINIT	Print Deductions Not Taken pay period report.
Employees Not Processed Report Page	RUNCTL_RPT_RUNID	Print Employees Not Processed pay period report.
Payroll Summary Report Page	RUNCTL_PAYINIT4	(USA, USF) Print Payroll Summary pay period report.
Payroll Summary Report Page	RUNCTL_PAY018CN	(CAN) Print PAY018CN Payroll Summary pay period report.
Employer Benefit Contributions Report Page	RUNCTL_PAYINIT2	(USA, USF) Print Employer Benefit Contributions Report pay period report.
Employer Benefit Contributions Report Page	RUNCTL_PAYINIT	(CAN) Print Employer Benefit Contributions pay period report.
Statistics Canada Non-Educational Institutions Report Page	RUNCTL_PAY100CN	(CAN) Print PAY100CN Statistics Canada Non-Educational Institutions pay period report.
Workers Comp Assessments Report Page (workers compensation assessments report)	RUNCTL_PAY102CN	(CAN) Print PAY102CN Workers Comp Assessments pay period report.
Overtime Bank Report Page	RUNCTL_PAY103CN	(CAN) Print PAY103CN Overtime Bank pay period report.
Statistics Canada Educational Institute Report Page	RUNCTL_MO_YR_PAY	(CAN) Statistics Canada Educational Institutional pay period report.
Tax Deposit Summary Report Page	RUNCTL_PAYINIT2	(USA, USF) Print Tax Deposit Summary pay period report.
Local Tax Deposit Report Page	RUNCTL_PAYINIT2	(USA, USF) Print Local Tax Deposit pay period report.
Federal Tax Summary Report Page	RUNCTL_TAX010FD	(USA) Print Federal Tax Summary pay period reports (TAX010FD, TAX010HA, and TAX010HB).
State Tax Summary Report Page	RUNCTL_TAX010ST	(USA) Print TAX010ST State Tax Summary pay period report.
Tax Summary Report-PA LST Page (tax summary report Pennsylvania - local services tax)	RUNCTL_TAX010PA	(USA, USF) Print TAX010PA Report-PA LST pay period report.
Tax Summary-PA EIT Page (tax summary \Pennsylvania - earned income tax)	RUNCTL_TAX011PA	(USA, USF) Print TAX011PA Report-PA EIT pay period report.
Reconciliation-Ohio Local Report Page	RUNCTL_MO_QTR_YR	(USA, USF) Print Reconciliation-Ohio Local pay period report.
Federal Liability by State Report Page	RUNCTL_PAYINIT2	(USA, USF) Print Federal Liability by State pay period report.

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Page Name	Definition Name	Usage
Default Tax Data Report Page	RUNCTL_FRMTHRU_PAY	(USA, USF) Print FRMTHRU_PAY Default Tax Data pay period report.
Default Tax Data Report Page	RUNCTL_FRMTHRU_PAY	CAN) Print FRMTHRU_PAY Default Tax Data pay period report.
Employee Check Information Page Employee Cheque Information Page	RUNCTL_TAX018	(USA, USF) Print TAX018 Employee Check Information pay period report. (Can) Print Employee Cheque Information pay period report.
Employee Tax Information Report Page	RUNCTL_TAX019	Print TAX019 Tax Information pay period report.
Form 1042 Audit Page	RUNCTL_TAX030	(USA) Print TAX030 Form 1042 Audit pay period report.
EI Rebate Report Page (employment insurance rebate report)	RUNCTL_TAX101CN	(CAN) Print TAX101CN EI Rebate pay period report.
Health Insurance Premium Report Page	RUNCTL_TAX102CN	(CAN) Print TAX102CN Health Insurance Premium pay period report.
Update Source Deductions Page	RUNCTL_TAX103CN	(CAN) Print TAX103CN Update Source Deductions pay period report.
Employer Contribution to CNT Page (employer contribution to Commission des Normes du Travail)	PRCSRUNCNTL	(CAN) Print Employer Contribution to CNT pay period report.
NW Territories Payroll Tax Report Page (Northwest Territories payroll tax report)	RUNCTL_TAX905CN	(CAN) Print TAX905CN NW Territories Payroll Tax Report pay period report.
Nunavut Payroll Tax Report Page	RUNCTL_TAX906CN	(CAN) Print TAX906CN Nunavut Payroll Tax Report pay period report.
B.C. Employer Health Tax Report Page	RUNCTL_TAX907CN	(CAN) Print TAX907CN British Columbia Annual Remuneration report for employer health tax.

Understanding the Payroll Summary Report Output

Following is a detailed summary of the output of the Payroll Summary report.

Select the **Summary by Selection** option and populate the **Pay Run ID** field to create an overall summary of companies and pay end dates in the RUNID. This report is identified as a Summary report in the heading.

If the pay run ID has only one company and only one pay end date, then the company, pay period end date, and pay run ID appear in the report.

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If the same pay run ID is associated with multiple companies with the same pay end date, then the pay period end date and pay run ID appear in the report. The company does not appear in the report, and the field is blank.

If the same pay run ID is associated with multiple companies that do not share the same pay end date, then only the pay run ID appears in the report. The **Company** and **Pay End Date** fields are blank.

Select the **Summary by Selection** option and populate the **Company, Pay Group,** and **Pay End Date** fields to create an overall summary of companies and pay end dates for this selection. This report is identified as a Summary report in the heading.

The company and pay period end date appear in the report. The **Pay Run ID** field contains an asterisk (*).

Select the **Detail Report** option and populate the **Pay Run ID** field to create a detail report for each company and pay end date in the run ID. This report is identified as a Detail report in the heading.

If the pay run ID is for a single company, the company, pay period end date, and pay run ID appear in the report. A Summary report is not generated.

If the pay run ID is associated with multiple companies with the same pay period end date, the system creates a Detail report for each company and pay end date in the pay run ID. This report is identified as a Detail report in the heading. In the Detail report, the company, pay period end date, and pay run ID appear. A summary of all entries in the RUNID follows with the heading of Summary Report. In the Summary report, only the pay run ID appears.

If the pay run ID is associated with multiple companies with different pay period end dates, the system creates a Detail report for each company and pay end date in the pay run ID. This report is identified as a Detail report in the heading. In the Detail report, the company, pay period end date, and pay run ID are populated. A summary of all entries in the RUNID follows with the heading of Summary Report. In the Summary report, only the pay run ID appears.

Select **Detail Report** and populate the **Company, Pay Group,** and **Pay End Date** fields to create a Detail report for each company, pay group, and pay end date that you selected.

The system creates a Detail report for each company and pay end date in the pay run ID. This report is identified as a Detail report in the heading. In the Detail report, the company and pay period end date appear. The **Pay Run ID** field contains an asterisk (*) because the report does not know the pay run ID. In this case, a Summary report is not generated.

Understanding the B.C. Employer Health Tax Report

Payroll for North America delivers the B.C. (British Columbia) Employer Health Tax report (TAX907CN) to capture the total remuneration of B.C. employees for the previous year to assist employers in the estimation of their health tax obligations for the current year.

Prior to running this report, ensure that the final year-end process has been run for the specific company or companies to be reported. If the final year-end data is not available, the system generates an error message, and no report will be created.

See Also B.C. Employer Health Tax Report Page

Rerunning the Report for Prior Year Adjustments

If a B.C. employee's original T4 slip from the prior year is amended or cancelled, the TAX907CN report can be rerun to reflect the revised total B.C. remuneration amount used to estimate the B.C. Employer Health Tax.

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However, the status of the slips should be *Closed* before the report is run. If the status of the slips is *Open*, the report will not adjust the Total T4 Slips and Total Box 14 Total Remuneration values accordingly.

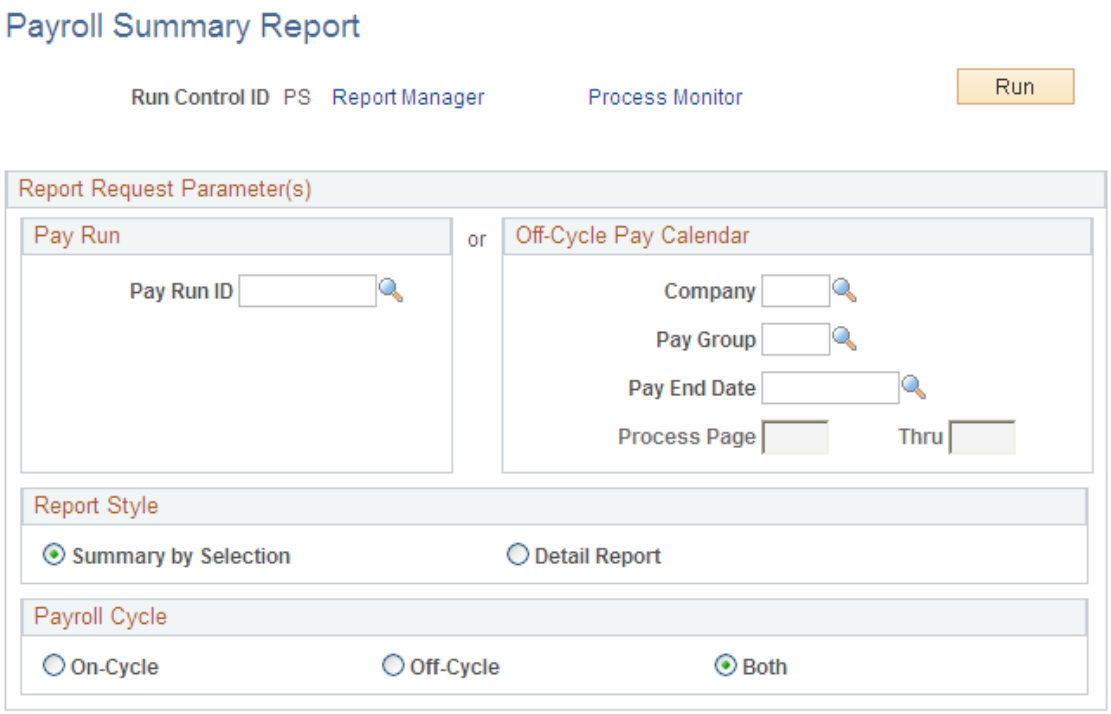
Payroll Summary Report Page

(USA, USF) Use the Payroll Summary Report page (RUNCTL_PAYINIT4) to print the Payroll Summary report.

Navigation:

- **Payroll for North America**, and then **Payroll Processing USA**, and then **Pay Period Reports**, and then **Payroll Summary**, and then **Payroll Summary Report**
- **Payroll for North America**, and then **Payroll Processing USF**, and then **Pay Period Reports**, and then **Payroll Summary**, and then **Payroll Summary Report**

This example illustrates the fields and controls on the Payroll Summary Report page.



Field or Control	Description
Summary by Selection	Select this option to report only summary subtotals.
Detail Report	Select this option to include detail.

Federal Tax Summary Report Page

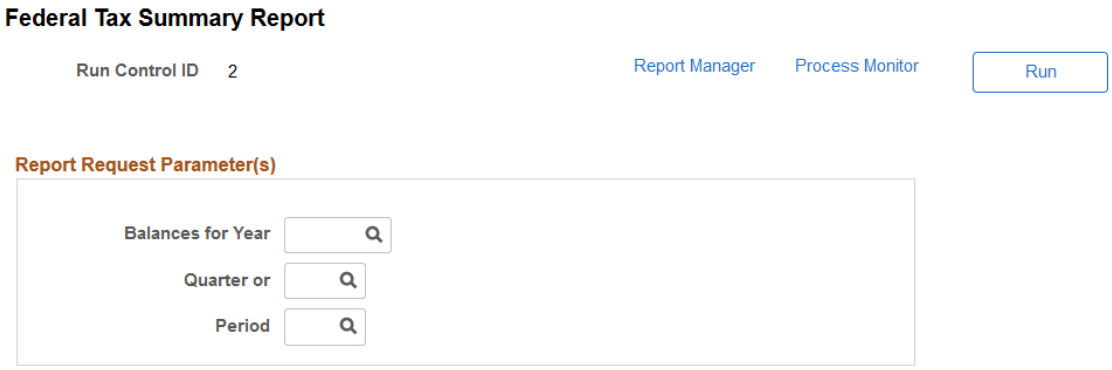
Use the Federal Tax Summary Report page (RUNCTL_TAX010FD) to print Federal Tax Summary pay period reports.

Navigation:

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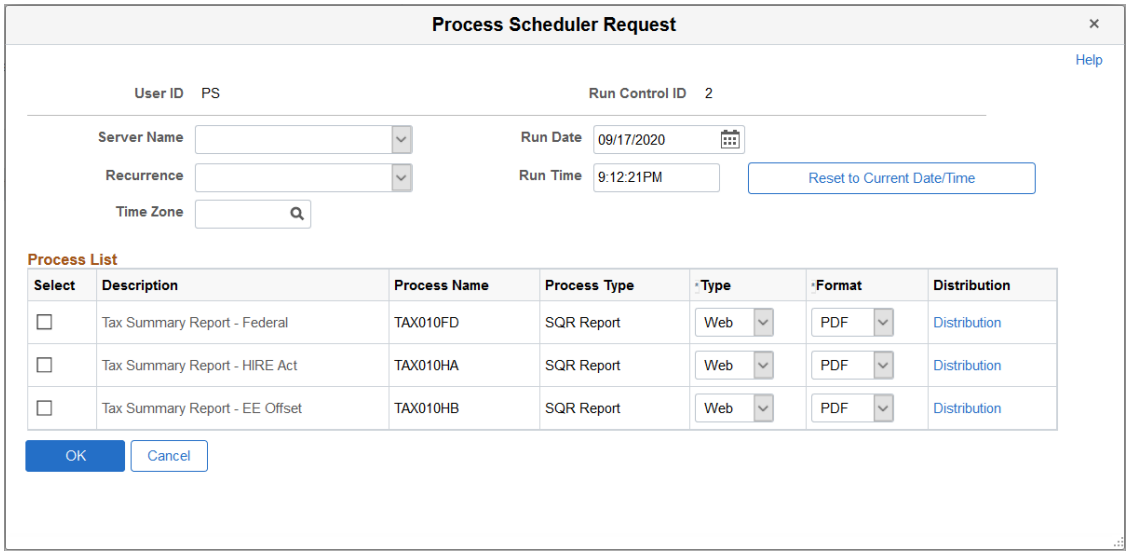
Payroll for North America, and then **Pay Period Tax Reports USA**, and then **Federal Tax Summary Report**, and then **Federal Tax Summary Report**

This example illustrates the fields and controls on the Federal Tax Summary Report page.



Field or Control	Description
Balances for Year	Enter the calendar year for which you want to run this report.
Quarter or **Period**	Enter the quarter or period (month) for which you want to run this report.

This example illustrates the fields and controls on the Federal Tax Summary Report - Process Scheduler Request page.



Select to run the TAX010FD, TAX010HA, TAX101HB, or a combination of these Federal Tax Summary reports.

TAX010FD.SQR produces a summary report of period-to-date federal income tax, Advance EIC payments, OASDI, OASDI tips, Medicare, Medicare tips, Additional Medicare, Federal Unemployment Insurance and Non Resident Alien Tax 1042.

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TAX010HA and TAX010HB are a complement to the Federal Tax Summary Report (TAX010FD) and are modeled on the existing TAX010FD report.

TAX010HA.SQR reports negative dollar amounts for employer OASDI taxes on wages and tips. These negative dollar amounts are displayed in the Employer Taxable Wages and Employer Tax columns on the report for each of these two tax classes:

- Tax Class 8 - FICA - ER Exempt
- Tax Class 9 - FICA ER Tips Exempt

TAX010HB.SQR reports negative dollar amounts for employee OASDI taxes on wages and tips. These negative dollar amounts are displayed in the Employee Taxable Wages and Employee Tax columns on the report for each of these two tax classes:

- Tax Class 8A - FICA - EE Exempt
- Tax Class 9A - FICA EE Tips Exempt

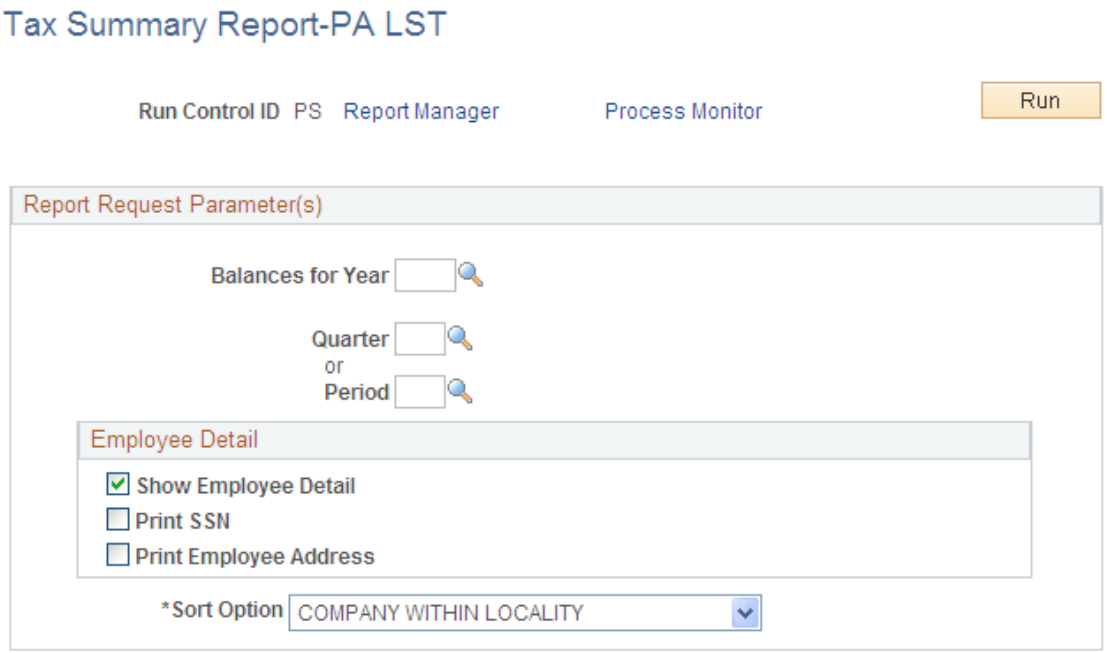
Tax Summary Report-PA LST Page

(USA, USF) Use the Tax Summary Report-PA LST (tax summary report Pennsylvania - local services tax) page (RUNCTL_TAX010PA) to print the Tax Summary report for Pennsylvania local services tax.

Navigation:

- **Payroll for North America**, and then **Pay Period Tax Reports USA**, and then **Tax Summary-PA LST**, and then **Tax Summary Report-PA LST**
- **Payroll for North America**, and then **Pay Period Tax Reports USF**, and then **Tax Summary-PA LST**, and then **Tax Summary Report-PA LST**

This example illustrates the fields and controls on the Tax Summary Report PA LST page.



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Field or Control	Description
Balances for Year	Enter the calendar year for which you want to run this report.
Quarter or **Period**	Enter the quarter or period for which you want to run this report.
Show Employee Detail, Print SSN, and **Print Employee Address**	Select the **Show Employee Detail** check box to include employee information in the report and to make the **Print SSN** and **Print Employee Address** check boxes appear on the page. Select these two additional check boxes to include the specified type of employee data in the report. If you choose to include employee addresses in the report, the system prints the employees' home addresses.
Sort Option	Select *Company Within Locality* or *Locality Within Company.*

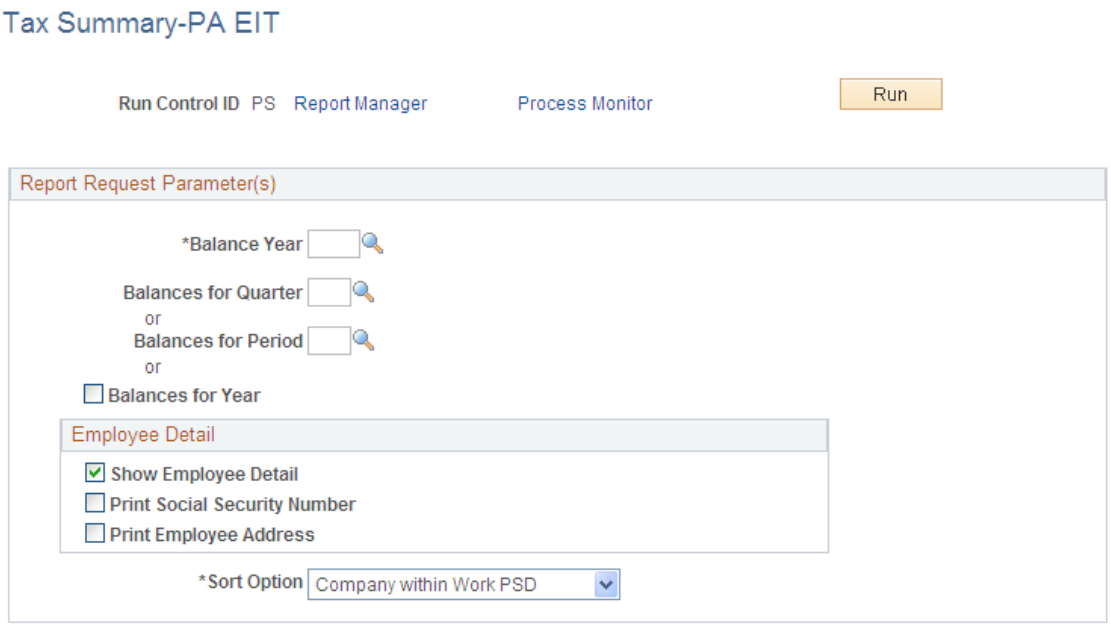
Tax Summary-PA EIT Page

(USA, USF) Use the Tax Summary-PA EIT (tax summary report Pennsylvania - earned income tax) page (RUNCTL_TAX011PA) to print the Tax Summary report for Pennsylvania earned income tax.

Navigation:

- **Payroll for North America**, and then **Pay Period Tax Reports USA**, and then **Tax Summary-PA EIT**, and then **Tax Summary Report-PA EIT**
- **Payroll for North America**, and then **Pay Period Tax Reports USF**, and then **Tax Summary-PA EIT**, and then **Tax Summary Report-PA EIT**

This example illustrates the fields and controls on the Tax Summary Report PA EIT page.



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The fields and controls here are the same as on the Use the Tax Summary Report-PA LST (tax summary report Pennsylvania - local services tax) page (RUNCTL_TAX010PA).

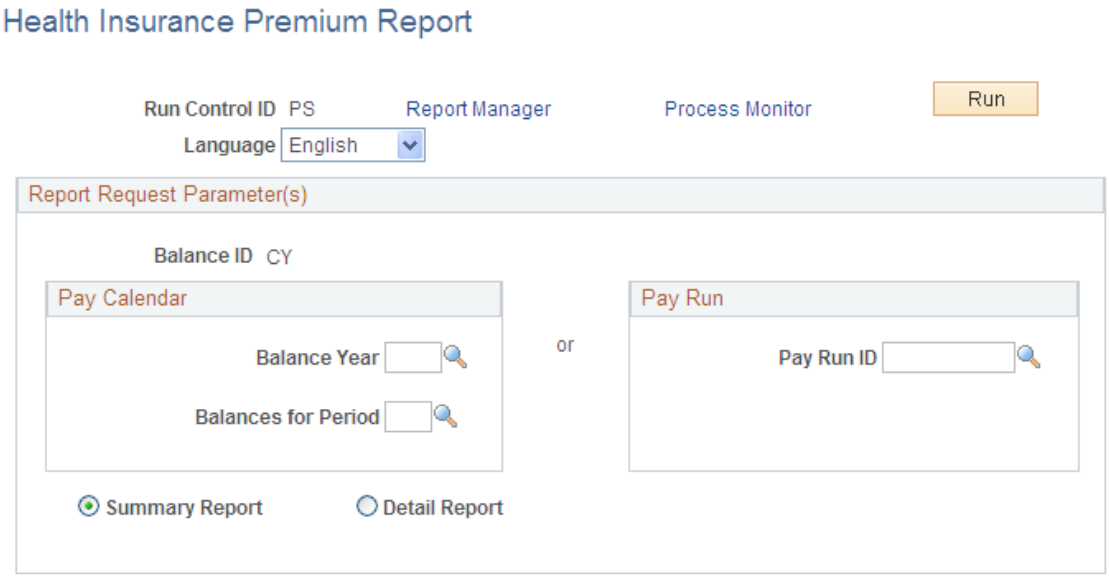
Health Insurance Premium Report Page

(CAN) Use the Health Insurance Premium Report page (RUNCTL_TAX102CN) to print the TAX102CN Health Insurance Premium report.

Navigation:

Payroll for North America, and then **Regulatory Reports CAN**, and then **Health Insurance Premium**, and then **Health Insurance Premium Report**

This example illustrates the fields and controls on the Health Insurance Premium Report page.



Field or Control	Description
Balance ID	The default value is the balance ID for the calendar year. This field is unavailable for entry.
Balance Year and **Balances for Period**	Enter the year and month for which you want to run this report.
Summary Report	Select this option to report summary totals by company and province.
Detail Report	Select this option to include the employee detail listing.

Update Source Deductions Page

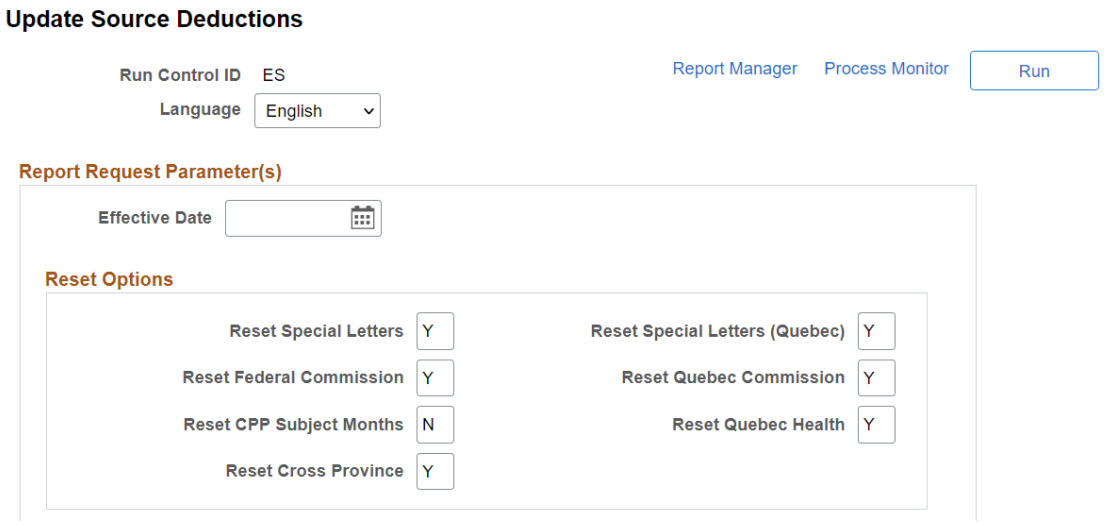
(CAN) Use the Update Source Deductions page (RUNCTL_TAX103CN) to print the TAX103CN Update Source Deductions report.

Navigation:

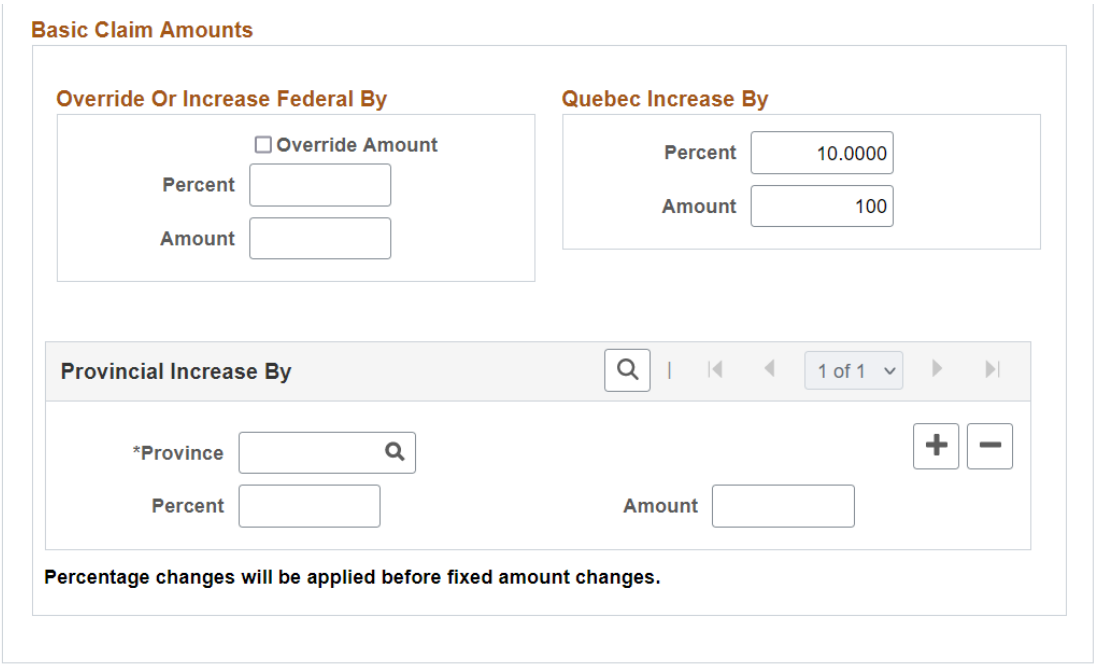
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Payroll for North America, and then **Year-End Processing CAN**, and then **Year-End/New Year Preparation**, and then **Update Source Deductions**, and then **Update Source Deductions**

This example illustrates the fields and controls on the Update Source Deductions page (1 of 2).



This example illustrates the fields and controls on the Update Source Deductions page (2 of 2).



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Reset Options

Field or Control	Description
Reset Special Letters	Enter *Y* (yes) to reset the special letters amount to zero.
Reset Federal Commission	Enter *Y* to reset the federal commission amounts to zero.
Reset CPP Subject Months (reset Canada Pension Plan subject months)	*Y* (yes): Reset the employee's CPP subject months to 12. *N* (no): Reset the employee's CPP subject months to zero when the employee's original CPP subject months are fewer than 12 (for example, to reset CPP subject months to zero for employees who no longer contribute to CPP). If the employee's original CPP subject months are 12, they remain 12.
Reset Cross Province	*Y* (yes): The **Cross Province** check box on the Canadian Income Tax Data 2 page is deselected when the new record is created. *N* (no): The **Reset Cross Province** check box and associated field values are copied to the newly created record.
Reset Special Letters (Quebec)	Enter *Y* (yes) to reset the Quebec special letters amount to zero.
Reset Quebec Commission	Enter *Y* (yes) to reset the Quebec commission amounts to zero.
Reset Quebec Health	Enter *Y* (yes) to deselect the **Exempt from Quebec Health** check box on the Quebec Income Tax Data page for all employees for whom **Exempt from Quebec Health** is currently selected. Resetting in this way makes no employee exempt from Quebec Health.

Basic Claim Amounts

Field or Control	Description
Override Or Increase Federal By	Use this group box to perform updates to employees' federal basic claim amounts. Use percent, amount, or both to specify the value of the increase when the **Override Amount** check box is not selected. Use amount to specify the override amount when the **Override Amount** check box is selected. The amount will default to the Federal Basic Personal Amount from the Canadian Tax Table if amount is zero or blank.
Quebec Increase By	Use this group box to perform updates to employees' Quebec basic claim amounts. Use either percent or amount to specify the value of the increase.

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Field or Control	Description
Provincial Increase By	Use this group box to perform updates to employees' provincial basic personal amounts. Add rows to enter multiple provinces. Use either percent or amount to specify the value of the increase.

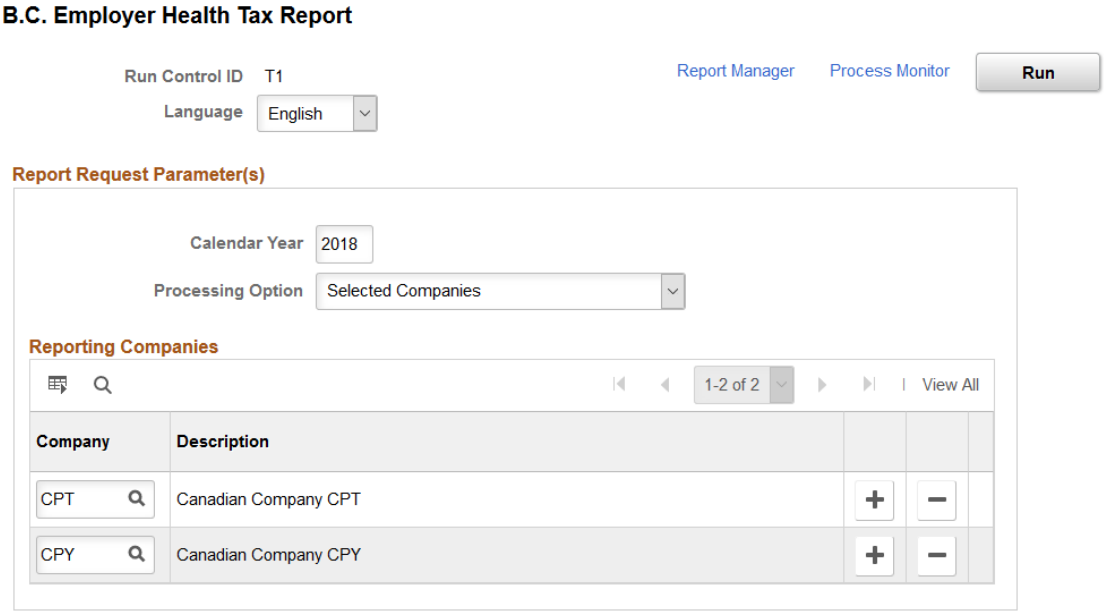
B.C. Employer Health Tax Report Page

Use the B.C. Employer Health Tax Report page (RUNCTL_TAX907CN) to print the TAX907CN British Columbia Annual Remuneration report for employer health tax.

Navigation:

Payroll for North America, and then **Regulatory Reports CAN**, and then **B.C. Employer Health Tax**, and then **B.C. Employer Health Tax Report**

This example illustrates the fields and controls on the B.C. Employer Health Tax Report page.



Field or Control	Description
Calendar Year	Enter the previous calendar year. The B.C. Employer Health Tax (EHT) remittance requirement is based on the previous year's total remuneration. The earliest calendar year is *2018*. If an earlier year (or no value) is entered in this field, an error message is generated.

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Field or Control	Description
Processing Option	Select: *All Companies* (default) to include all companies in the health tax report for B.C. employers. *Selected Companies* to run the report a list of selected companies in the **Companies** field that appears.
Company	Select one or more companies to be included in the report.

Related Topics

- (CAN) TAX907CN - B.C. Employer Health Tax
  The report prints the following information for the annual total remuneration of B.C. employees:

Setting Up Alabama Overtime Tax Exemption Reports

Payroll for North America delivers a reporting program (TAX010AL.SQR) to create monthly and quarterly reports with data needed to comply with the 2024 Alabama overtime reporting requirements.

Pages Used to Set Up Alabama Overtime Tax Exemption Reports

Page Name	Definition Name	Usage
Earnings Mapping Page	PY_ST_ERN_MAPPING	List the overtime earnings codes to be used exclusively to pay overtime wages that qualify for Alabama tax exemption.
Alabama Tax-Exempt Overtime Page	RUNCTL_TAX010AL	Set up parameters for monthly and quarterly reporting related to the exemption of overtime pay from Alabama withholding tax.

Understanding Alabama Overtime Tax Exemption Reporting

Alabama HB217, which became law on June 6, 2023, excludes overtime wages paid to full-time hourly employees from Alabama taxable income, and exempts such overtime payments from income tax withholding, beginning with wage payments made on or after January 1, 2024.

To meet the reporting requirements for Alabama's exemption of overtime pay from Alabama withholding tax, employers can run the monthly as well as quarterly Alabama Exempt Overtime Report (TAX010AL) reports, which include the following data in their Alabama Form A-6 (monthly) and Form A-1 (quarterly) withholding tax returns respectively:

- The total dollar amount of overtime paid during the period which was exempt from Alabama taxation; and
- The total number of full-time hourly employees who received such overtime pay.

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For more details about Alabama overtime tax exemption reporting, refer to the *Report Alabama Tax-Exempt Overtime Pay* document that is available in the **Payroll for North America Tax Updates** knowledge article (KA643) on My Oracle Support, under the *Tax Update 23-D/Update Image 9.2.048* section.

Setting Up Alabama Overtime Tax Exemption Reporting

To exempt eligible overtime payments from Alabama taxation, you need to create one or more specific Earnings Codes that will be used exclusively to pay overtime wages that qualify for the Alabama tax exemption.

These Earnings Codes will be tagged with a unique Taxable Gross Component ID that will exclude the payments from Alabama taxable income and exempt the payments from Alabama withholding tax. At a high level, you need to:

1. Update the entry for Alabama on the Taxable Gross Definition Table Page to create a new Taxable Gross Component ID to tag (identify) the Earnings Code(s) that will be used to pay Alabama tax-exempt overtime wages.
2. Create one or more specific Earnings Codes to be used to pay overtime wages that qualify for the Alabama tax exemption, and tag these Earnings Codes with the new Taxable Gross Component ID.

   See Also Establishing Earnings Codes.
3. Add the Earnings Code(s) to the Earnings Program Table(s) which are used for paying full-time Alabama hourly-paid employees on the Earnings Program Table Page.

To create the Alabama exempt overtime report:

1. List the overtime earnings codes that are to be used exclusively to pay overtime wages that qualify for Alabama tax exemption on the Earnings Mapping Page.
2. Run the TAX010AL report on the Alabama Tax-Exempt Overtime Page.

Earnings Mapping Page

Use the Earnings Mapping page (PY_ST_ERN_MAPPING) to list the overtime earnings codes to be used exclusively to pay overtime wages that qualify for Alabama tax exemption.

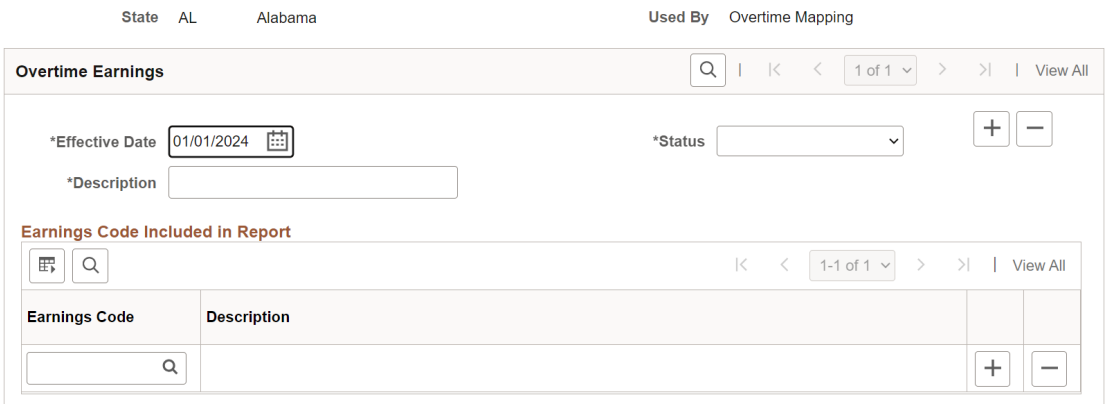
Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Payroll Processing Controls**, and then **Earnings Mapping**, and then **Earnings Mapping**

This example illustrates the fields and controls on the Earnings Mapping page.

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Earnings Mapping



Employers must update the Earnings Mapping Table(s) with the applicable Overtime Earnings Code(s) before the monthly/quarterly report can be generated.

The system determines whether the overtime earnings code qualify for the Alabama Tax exemption by looking at the Earnings Mapping table. If an employee has overtime wages paid using the earnings code added to the Earnings Mapping table, the employee and the corresponding overtime wages will be included in the report.

> **Note**
>
> When calculating and paying overtime, some employers use two different Earnings Codes to split and separately pay overtime straight-time and overtime premium amounts. If you pay overtime using this method, be sure to add both of the Earnings Codes on this page for the report to pull the overtime pay.

Field or Control	Description
Used By	Displays *Overtime Mapping*, the only option currently available.
Earnings Code	Specify the overtime earnings codes that are exempt from Alabama withholding tax. **Note:** It is the customer's responsibility to specify the applicable overtime earnings codes that are exempt from Alabama tax withholding and used to pay overtime to full-time hourly employees for work performed in Alabama. These overtime earnings must not be used for any other types of payments that do not qualify for the Alabama overtime tax exemption.

Alabama Tax-Exempt Overtime Page

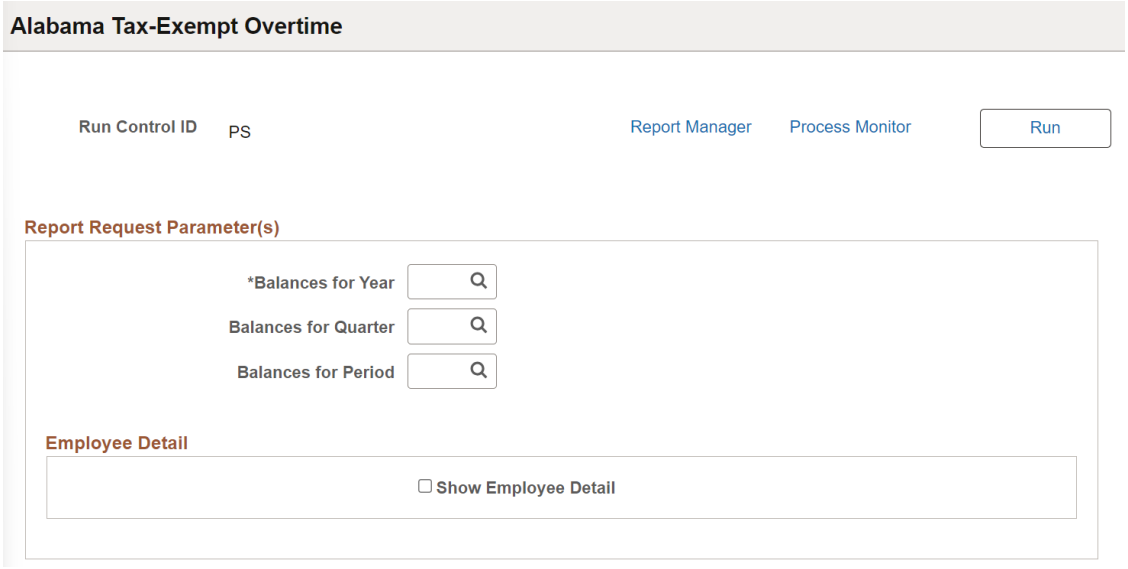
Use the Alabama Tax-Exempt Overtime page (RUNCTL_TAX010AL) to set up parameters for monthly or quarterly reporting related to the exemption of overtime pay from Alabama withholding tax.

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Navigation:

- **Payroll for North America**, and then **Pay Period Tax Reports USA**, and then **Alabama Tax-Exempt Overtime**, and then **Alabama Tax-Exempt Overtime**
- **Payroll for North America**, and then **Pay Period Tax Reports USF**, and then **Alabama Tax-Exempt Overtime**, and then **Alabama Tax-Exempt Overtime**

This example illustrates the fields and controls on the Alabama Tax-Exempt Overtime page.



Report Request Parameter(s)

Field or Control	Description
Balance for Year	Enter the year of reporting.
Balance for Quarter	Enter the quarter of reporting. Must be populated for creating quarterly report.
Balance for Period	Enter the period of reporting. Must be populated for creating monthly report.

Employee Detail

Field or Control	Description
Show Employee Detail	Select to include a list of all the employees who were paid overtime pay exempt from Alabama Tax withholding.

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Processing Retro Pay

Understanding Retro Pay Processing

This topic lists prerequisites and discusses:

- Retro request creation.
- Retro pay processing.
- Retro request process flags
- Payroll processing for retro ray.

Related Topics

- PeopleSoft Human Resources Manage Base Benefits: PeopleSoft Manage Base Benefits Overview

Prerequisites

These are the steps for setting up retro pay processing:

1. On the Earnings Table - General page, specify which earnings types are eligible for retro pay and which are used to pay retro pay.

   See Establishing Earnings Codes.

2. Define retro pay programs in the Retroactive Pay Program component (RETROPAY_PGM_TBL).

   See Program Table Page, Program Definition Page.

3. Define retro pay triggers in the Retro Pay Monitored Fields (PY_RETROTBL_DEF) component and the Retro Pay Trigger Values (RETRO_TRG_VALUES) component.

   See Retro Pay Monitored Fields Page, Retro Pay Trigger Values Page.

4. Define trigger programs in the Retro Pay Trigger Program (PY_RETROTRG_DEF) component.

   See Retro Pay Trigger Program Page.

5. Assign retro pay programs and retro pay trigger programs to pay groups in the Pay Group Table component (PAYGROUP_TABLE).

   See Defining Pay Groups.

6. (Optional) Define retro pay cancellations reasons on the Retro Pay Cancellation Reason component (PY_RETROCNL_TBL).

   See Retro Pay Cancellation Reason Page.

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Retro Request Creation

The retro pay process begins when a change to job data or additional pay data affects pay for a previous pay period. Changes can be updates, inserts, or deletions. These changes generate retro pay requests.

The data changes that generate retro pay requests can occur two ways: online, or through mass retro.

Online Retro

When you set up retro pay processing, you define retro *triggers.* These are definitions for the specific data changes that generate retro pay requests. When a user makes such a change, the system creates a new retro request or, if there is already an open retro request for the employee and job number, the system adds the new trigger information to the existing request so that it is available for review.

> **Note**
>
> When employees have multiple jobs, the system creates separate retro requests for each job.

Changes made by a component interface (including those made in manager self-service) are treated the same as changes that a user manually enters on a page. Throughout this topic, all discussions of retro requests that are triggered online also apply to retro requests that are triggered through a component interface.

Mass Retro

At times, you might make retroactive payroll changes in volume, for example, in response to union contracts. To do this, you use SQL to make changes to the Job Data or Additional Pay tables. The SQL updates database tables directly, bypassing online processing, so the system does not automatically create corresponding retro requests. Instead, you must configure and run the Retroactive Pay Mass Process (PSPRPMSS) COBOL SQL process to create the retro requests for the affected employees.

When you review a retro request that was created through mass retro processing, only minimal information is available. You do not see detailed information about the actual changes to the job data or the additional pay data.

Related Topics

- Setting Up Retro Pay Processing
  To set up retro pay processing, use these components: Retroactive Pay Program (RETROPAY_PGM_TBL), Retro Pay Monitored Fields (PY_RETROTBL_DEF), Retro Pay Trigger Values (RETRO_TRG_VALUES), Retro Pay Trigger Program (PY_RETROTRG_DEF), and Retro Pay Cancellation Reason (PY_RETROCNL_TBL).

Retro Pay Processing

To process retro pay requests, you run these processes:

1. The Retroactive Pay Calculations (PSPRPEXT) COBOL SQL process calculates the amount of retro pay to be paid to the employee.

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Review and update the calculation results and rerun the calculation as many times as needed.

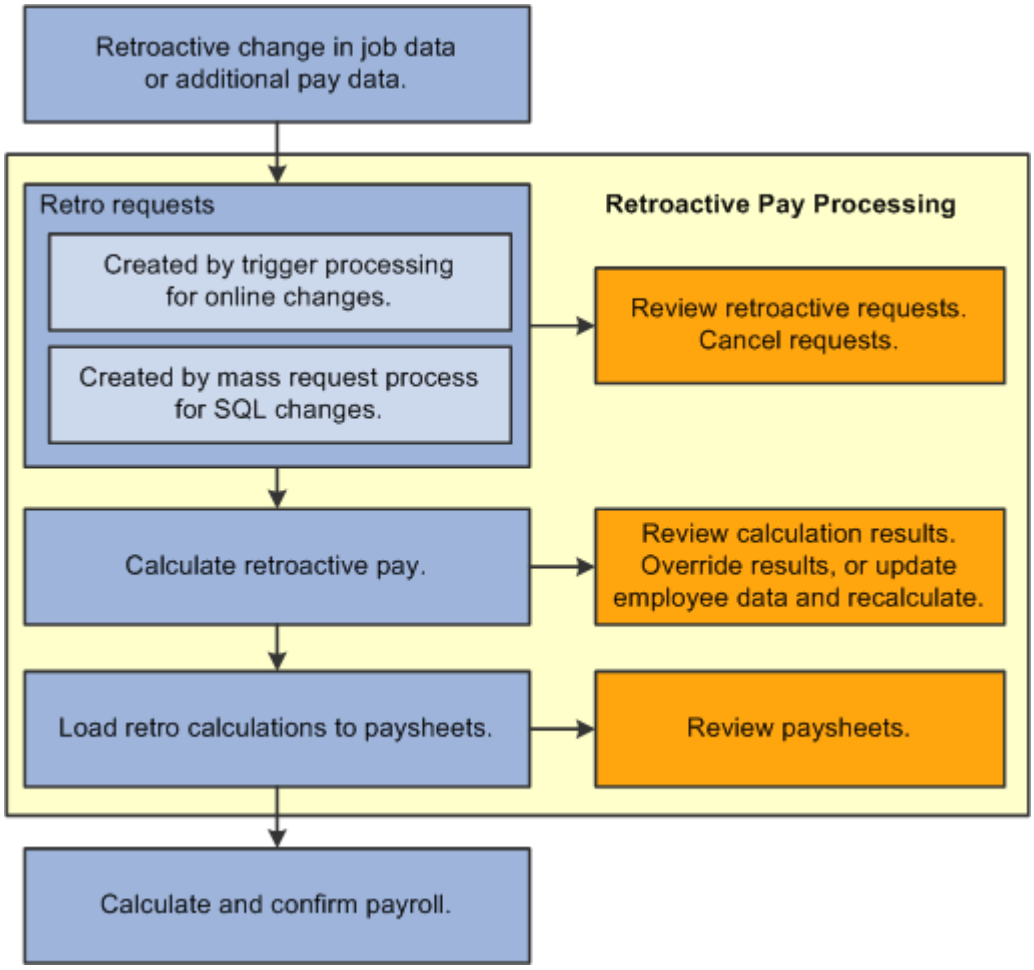
> **Note**
>
> When calculated, retro pay requests do not always result in a retro pay difference.

2. The Retroactive Pay Load Paysheets (PSPRPPSH) COBOL SQL process loads the calculation results into paysheets.

   Retro pay is loaded into paysheets as other earnings; the earnings code comes from the retro pay earnings program that is associated with the employee's pay group.

This diagram illustrates the retroactive pay process:

This diagram illustrates the retroactive pay process.



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Retro Request Process Flags

As you process retro pay, the system maintains the retro request status in the Retro Request Process Flag field.

Open and Closed Requests

To understand how the system maintains the status, keep in mind that there can be only one open retro request per employee and job number. If there are additional retro changes for the employee and job number, those changes are incorporated into the open request.

Open requests are those that have not yet been loaded to paysheets (or they have been unsheeted). Open requests have statuses of *Not Processed, Calculated, Recalculate Request, Action Required, Suspended,* or *Extracted.*

Closed requests have statuses of *Loaded to Paysheets, Manually Loaded to Paysheets, Confirmed Payment, Paycheck Reversed,* or *Cancelled/Withdrawn.* If all of an employee's retro requests are closed, then the system creates a new retro request when a triggering event occurs.

Process Flag Descriptions

The following table describes the retro request process flag values that are used in the most basic scenario, where the request is created, calculated, loaded to paysheets, and confirmed by the payroll process.

Process Flag	When Used
Not Processed	The retro request has been created, but has not yet been calculated or otherwise processed. This is the default value for newly created retro requests.
Calculated	You have calculated the amount of retro pay, but you have not yet loaded the retro earnings to paysheets. The Retroactive Pay Calculations process applies this status after calculating retro pay for the retro request.
Loaded to Paysheets	You have loaded the retro earnings to paysheets, but the payroll process has not yet paid the earnings. The Retroactive Pay Load Paysheets process applies this status after successfully loading the retro pay to paysheets.
Confirmed Payment	The retro earnings have been paid. The Pay Confirmation PSJob process (PAYCONF) applies this status after it confirms the employee’s paycheck.

Additional process flags are available for retro requests that do not follow this standard progression. The following table lists additional process flags for open retro requests:

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Process Flag	Description
Recalculate Request	Additional retro changes have been made since the Retroactive Pay Calculations process last ran, and it is necessary to rerun the calculation process before you can load the retro pay to paysheets. This occurs when: • An additional triggering event occurs after you calculate retro pay but before you load the retro pay to paysheets. • The Payroll Unsheet process cancels retro requests for unsheeted pay and rolls older requests into the most recent one (either an existing open request or, if there were no open requests, the most recent of the unsheeted requests); the surviving request must be recalculated because it now incorporates additional retro triggers. See Working With Retro Pay Mass Requests.
Action Required	A problem prevented successful processing, and manual intervention is required. This occurs under these conditions: • You deselect the OK to Pay check box on the paysheet. • The Retroactive Pay Load Paysheets process cannot load the retro pay to the employee's paysheet because the employee is no longer part of the pay group for which the retro pay was calculated. See Understanding the Retroactive Pay Load Paysheets Process.
Extracted	The Retroactive Pay Calculations process encountered a problem while extracting earnings data. The Retroactive Pay Calculations process starts by extracting the appropriate earnings from any confirmed checks that were issued during the retro pay period. If a problem occurs during this extraction process, the calculation process does not continue to the calculation routines, and the retro request process flag remains in *Extracted* status.

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Process Flag	Description
Suspended	The retro request was generated by job data changes that are irrelevant because they were made in correct history mode to a row that does not have the highest sequence number for its effective date—and the change was not carried through to the row with the highest sequence number. For example, an employee has two rows of job data with the same effective date. You use correct history mode to make a compensation rate change on the row with the lower sequence number. The row with the higher sequence number still shows the previous compensation rate. Essentially, it is as if the compensation rate change never occurred because it was not in effect for even a single day. The system still creates a retro request, but its initial process flag is *Suspended.* **Note:** If you make the changes in the row with the highest sequence number and then later add a row with a higher sequence number to back out the change, the system cancels the retro request rather than suspending it. The retro request remains suspended until you cancel it or until another data change adds active triggers to the request. The addition of active triggers changes the process flag to *Not Processed.*

The following table lists additional process flags for closed retro requests:

Process Flag	Description
Manually Loaded to Paysheet.	The retro pay process was unable to pay the retro earnings because the employee is no longer in the same pay group as when the original earnings were paid. You manually apply this status after the Retroactive Pay Load Paysheets process sets the process flag to *Action Required.* Apply this status only if you manually load the retro pay information into paysheets for regular payroll processing, or if you use any other mechanism to make the retro payment outside of the normal retro process. **Note:** When you manually load the retro pay to paysheets, the paysheet does not include a link to the original retro request.
Paycheck Reversed	The retro earnings were paid, but the paycheck that included the retro earnings was reversed. The Paycheck Reversal/Adjustment COBOL SQL process (PSPPYREV) applies this status when it reverses the check that paid the retro amount. See Reversing Paychecks.

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Process Flag	Description
Cancelled/Withdrawn	The retro request was cancelled without being paid. This system applies this status when you reverse all of the employee data changes that were the triggers for the retro request. You can manually cancel retro requests on the Request and Trigger Summary page. This option is available only for requests where the process flag is *Not Processed, Suspended,* or *Action Required.* You can cancel retro requests in batch using the Retroactive Pay Undo process. **Warning!** If you cancel a retro request, you must also back out the data change that triggered the request in the first place. Otherwise, the next time the system creates a retro request for the employee, the retro pay calculation (which looks at the source data and not the triggers) will pick up the original data change. See Reviewing Retro Pay Requests.

Payroll Processing for Retro Pay

As you load retro pay information into paysheets, you begin using the standard PeopleSoft Payroll for North America processes to complete the payment process. This topic describes considerations for completing the retro payment process.

Paysheet Processing for Retro Pay

Here is the suggested order for processing retroactive adjustments:

1. Create paysheets for all company and paygroup combinations.
2. Run the Load Paysheets (PYLOAD) process to load data to paysheets for regular payroll if needed.
3. Run the Retroactive Pay Load Paysheets (PSPRPPSH) COBOL SQL process the load retro pay to paysheets.

   This process is necessary because the Load Paysheets process does not load retroactive payments.
4. Run the Load Time and Labor (PSPLDTL1) COBOL SQL process to load payable time data to paysheets if needed.

For off-cycle retro pay, you can run the Retroactive Pay Load Paysheets (PSPRPPSH) process any time because it invokes the paysheet creation process and loads the selected retro entries based on either Run ID or Company/Pay Group/Pay End Date selection on the Load Retro Pay to Paysheets run control page.

On paysheets, you cannot modify retro pay amounts. If you do not want to pay the loaded amount, your only option is to deselect the OK to Pay check box. If you do this, then the system updates the original retro request as follows:

- If an open retro request exists for the same employee and record number, the system cancels the original retro request.

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The changes that triggered the cancelled retro request will be processed as part of the open retro request.

- If no open retro request exists, the system changes the process flag of the original retro request to *Action Required.*

  Possible actions to take include manually cancelling the request or using the Retroactive Pay Undo (PSPRPUND) COBOL SQL process to change the process flag to *Not Processed, Calculated,* or *Cancelled/Withdrawn.* If you change the process flag to *Calculated,* you can override the retro earnings amount before reloading it to paysheets.

Pay Unsheet and Retro Pay

When you run the Payroll Unsheet (PAYUNSHT) process, it updates the retro request process flag for all retro requests that get unsheeted.

> **Note**
>
> Remember that the unsheet process is not an option by employee ID; the unsheet is for the entire Run ID.

When the Payroll Unsheet process performs these updates, it must account for the restriction that there can be only one open retro request at a time per employee and job number.

The following table describes how the Payroll Unsheet process updates the retro request process flags in various conditions.

Open Request Exists?	Unsheeting One or Many Requests?	Process Flag Updates
No	One	Set the retro request process flag to *Calculated* so that it can be reloaded to paysheets.
No	Many	Set all retro requests except the last one to *Cancelled/ Withdrawn.* Requests are cancelled in sequence number order to ensure that each one rolls into the next one. Set the last retro request to *Recalculate Request* so that it can be recalculated to account for the changes from the requests that were rolled in.
Yes	One or Many	Set all retro requests being unsheeted to *Cancelled/ Withdrawn.* Requests are cancelled in sequence number order to ensure that each one rolls into the next one. Set the existing open retro request to *Recalculate Request* so that it can be recalculated taking into account the changes from the requests that were rolled in.

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At the end of the process, the Retro Pay Effective Date for the open retro request is adjusted to account for any other requests that have rolled into it. Also, retro requests are rolled up, the system populates the Additional Request Included field in each retro request except the oldest; on each retro request, the Additional Request Included field contains a link to an older retro request that was rolled into it.

> **Note**
>
> The retro requests being unsheeted normally start out with a retro request process flag of *Paysheets Loaded.* If, however, someone has changed the status using the Retroactive Pay Undo process, the Payroll Unsheet process does not change the process flag. Instead, it creates a message to alert you to the possibility that the process flags are out of sync.

Pay Calculation and Retro Pay

When the Pay Calculation process processes paysheets with retro earnings, it verifies that the retro request process flag for the corresponding retro request is *Loaded to Paysheets.* If the process flag is not *Loaded to Paysheets,* the Pay Calculation process issues a pay error message.

Pay Confirm and Retro Pay

When the Pay Confirmation process successfully processes a retro payment, it updates the retro request process flag to *Confirmed Payment.* It also adds the check number to the retro request.

Pay Unconfirm and Retro Pay

When a regular paycheck is unconfirmed, the Pay Unconfirm (PSPUNCNF) COBOL SQL process changes the retro request process flag to *Loaded to Paysheets.*

Paycheck Reversal/Adjustment and Retro Pay

When you use the Paycheck Reversal/Adjustment (PSPPYREV) COBOL SQL process, the system updates both the retro request process flag and the link from the retro request to the paycheck. At all stages of the process, the link goes to the last confirmed paycheck.

This table describes the changes to the retro request at various stages of the paycheck reversal process:

Action	Retro Request Process Flag	Link from Retro Request to Paycheck
The original paycheck is confirmed.	*Confirmed*	Goes to the original paycheck.
The paycheck is reversed (reversal is confirmed).	*Paycheck Reversed*	Goes to the reversed paycheck.
Reversal is unconfirmed.	*Confirmed*	Goes to the original paycheck.
Reversal is deleted.	*Confirmed*	Goes to the original paycheck.

This table describes the changes to the retro request at various stages of the paycheck reversal/adjustment process:

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Action	Retro Request Process Flag	Link from Retro Request to Paycheck
The original paycheck is confirmed.	*Confirmed*	Goes to the original paycheck.
The paycheck is reversed/ adjusted (reversal/adjustment is confirmed).	*Paycheck Reversed*	Goes to the adjustment paycheck.
Reversal/adjustment is unconfirmed.	*Confirmed*	Goes to the original paycheck.
Reversal/adjustment is deleted.	*Confirmed*	Goes to the original paycheck.

Working With Retro Pay Mass Requests

Pages Used to Define and Process Retro Pay Mass Requests

Page Name	Definition Name	Usage
Retro Pay Mass Request Criteria Page	MASS_RETRO_PAY	Specify the criteria that the Retroactive Pay Mass Process uses to select the employees for whom it creates retro requests.
Process Mass Retroactive Pay Page	RUNCTL_MASS_RETRO	Create mass retro requests for employees who meet your selection criteria.

Understanding Retro Pay Mass Requests

At times, you might make retroactive payroll changes in volume using an SQR to make Job Data or Additional Pay changes. The SQR bypasses online processing, so the changes do not automatically generate retro requests. Instead, you run the Retroactive Pay Mass Request (PSPRPMSS) COBOL SQL process to create retro requests for employees that meet criteria that you specify. It is up to you to make sure that you define the criteria to catch all employees who were affected by the SQR.

If the mass retro selection criteria creates retro requests for people who did not actually get the raise, retro processing will still include the request, but the retro amount will end up being zero, and the Load Paysheets process will ultimately cancel the request with a ZR reason.

Retro Pay Mass Request Criteria Page

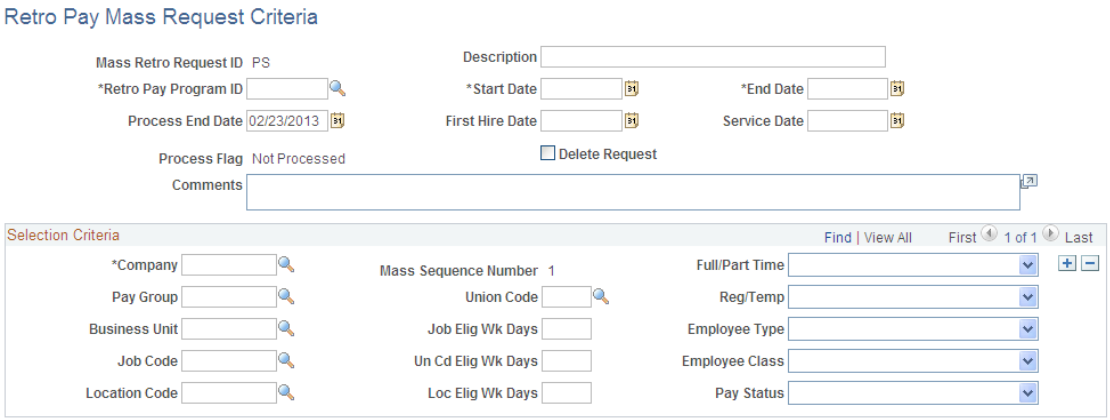
Use the Retro Pay Mass Request Criteria page (MASS_RETRO_PAY) to specify the criteria that the Retroactive Pay Mass Process uses to select the employees for whom it creates retro requests.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Retroactive Payroll**, and then **Retro Pay Mass Rqst Criteria**, and then **Retro Pay Mass Request Criteria**

This example illustrates the fields and controls on the Retro Pay Mass Request Criteria page.

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Field or Control	Description
Retro Pay Program ID	Select the ID that identifies the earnings that this retroactive process calculates. Maintain these values in the Retroactive Pay Program table.
Start Date and **End Date**	The system applies the retro pay mass request to employees with effective dates in their Job records that are both: • Later than, or equal to, this start date. • Earlier than, or equal to, this end date. If the effective date in an employee's Job record does not fall between these start and end dates, the system selects the latest effective date that is earlier than, or equal to, the start date.
First Hire Date and **Service Date**	If you specify the hire date or service date, the employees' hire date or service date must be earlier than, or equal to, the effective dates of the data in the **Selection Criteria** group box. If you leave these fields blank, the system uses the end date.
Process End Date	Define the end of this retro period.
Process Flag	Displays the status of the process.
Delete Request	Select this check box to reverse the mass retro request, but only if you have not yet run the Retroactive Pay Calculations process for your mass retro ID. The mass retro request ID and its associated retro requests are deleted the next time you run the Retro Pay Mass Process. **Note:** This process works only if the retro requests for the selected mass retro request ID have not been calculated.
(USF) Eligible for Interest	Select to mark the resulting retro requests as eligible for interest.

Selection Criteria

Use this group box to define the criteria that the system uses to select employees for whom to create retro pay requests. When you leave a field blank, all values are included. For example, if you leave the Company field blank, the process includes employees from all companies.

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Field or Control	Description
Business Unit	The selection criteria includes a business unit field solely to control which job codes and locations you can select. Although you must enter a Business Unit before you can choose a job code or a location, the business unit that you enter is *not* part of the selection criteria. For example, if you select a business unit and a job code, but the job code is also used in another business unit, then the SQL query selects employees with the specified job code from both business units. Remember, if the mass retro selection criteria creates retro requests for people whose job data does not entitle them to retro pay, the retro amount will end up being zero, and the Load Paysheets process will ultimately cancel the request with a ZR reason.
Job Elig Wk Days (job eligible work days), **Un Cd Elig Wk Days** (union eligible work days), and **Loc Elig Wk Days** (location eligible work days)	These fields work with the job code, union code, or location code to enable you to create requests for employees who have been in a job, union, or location for a specified amount of time. The system uses the later of these dates: • The start date of the Retro Pay Mass Request process. • The effective date in the Job record.

Related Topics

- Setting Up Retro Pay Processing
  To set up retro pay processing, use these components: Retroactive Pay Program (RETROPAY_PGM_TBL), Retro Pay Monitored Fields (PY_RETROTBL_DEF), Retro Pay Trigger Values (RETRO_TRG_VALUES), Retro Pay Trigger Program (PY_RETROTRG_DEF), and Retro Pay Cancellation Reason (PY_RETROCNL_TBL).

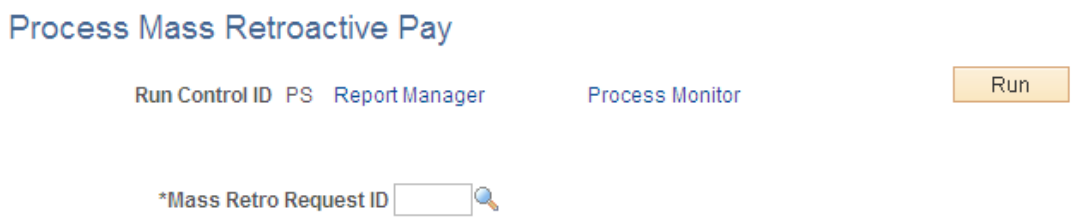
Process Mass Retroactive Pay Page

Use the Process Mass Retroactive Pay page (RUNCTL_MASS_RETRO) to create mass retro requests for employees who meet your selection criteria.

Navigation:

Payroll for North America, and then **Retroactive Payroll**, and then **Retro Pay**, and then **Process and Review Requests**, and then **Process Mass Retroactive Pay**, and then **Process Mass Retroactive Pay**

This example illustrates the fields and controls on the Process Mass Retroactive Pay page.



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Field or Control	Description
Mass Retro Request ID	The Retroactive Pay Mass Process creates retro requests for all employees who meet the criteria in the Mass Retro Request ID that you enter here.

Reviewing Retro Pay Requests

Page Used to Review and Cancel Retro Pay Requests

Page Name	Definition Name	Usage
Retro Pay Request and Trigger Summary Page	RETROPAY_RQST_SUMM	Review retro pay requests and the triggers that created the requests. If the process request flag is *Not Processed, Action Required,* or *Suspended,* you can also use this page to manually cancel the request.

Related Topics

- Setting Up Retro Pay Processing
  To set up retro pay processing, use these components: Retroactive Pay Program (RETROPAY_PGM_TBL), Retro Pay Monitored Fields (PY_RETROTBL_DEF), Retro Pay Trigger Values (RETRO_TRG_VALUES), Retro Pay Trigger Program (PY_RETROTRG_DEF), and Retro Pay Cancellation Reason (PY_RETROCNL_TBL).

Understanding Retro Pay Request Updates

Use the Retro Pay and Trigger Summary page to review information about the retro requests. Generally, the information you see on the Retro Pay and Trigger Summary page is not editable. However, in certain circumstances, you can make limited updates.

Cancelling Retro Requests

When a retro request's current process flag is *Not Processed, Suspended,* or *Action Required,* you can manually change the process flag to *Cancelled/Withdrawn* to cancel the request.

When you cancel a retro request, it is important that you also back out the data change that triggered the request in the first place. Otherwise, the next time the system creates a retro request for the employee, the retro pay calculation (which looks at the source data and not the triggers) picks up the original data change.

For example, you cancel a retro request that was triggered by a raise, but you do not remove the raise information from the job data. You later make another change that triggers another retro request. When you review the new request, this second event is the only trigger shown. But when the system calculates retro pay, it will pick up the raise for which retro was never paid and incorporate that into the calculation.

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> **Warning**
>
> If you cancel a retro request, you must also back out the data change that triggered the request in the first place.

Marking Retro Requests as Manually Loaded to Paysheets

When the current process flag is *Action Required,* you can set the process flag to *Manually Loaded to Paysheets* to indicate that the retro is being paid outside of the standard retro process. This is not a true cancellation, as the retro does, in fact, get paid. But this status change deactivates the request so that it does not get further processed, while retaining data related to the paid retro amount so that the system can use that information in any future retro calculations that affect any of the same pay periods.

See Understanding Retro Pay Calculations.

(USF) Configuring Interest Eligibility

Use the Eligible for Interest check box on the Retro Pay Request and Trigger Summary page to indicate whether the employee is entitled to receive interest on the retro earnings.

If the request was created through the Retroactive Pay Mass Request process, the setting from the Retro Pay Mass Criteria page is applied to all resulting retro requests, and you cannot change the setting manually.

Retro Pay Request and Trigger Summary Page

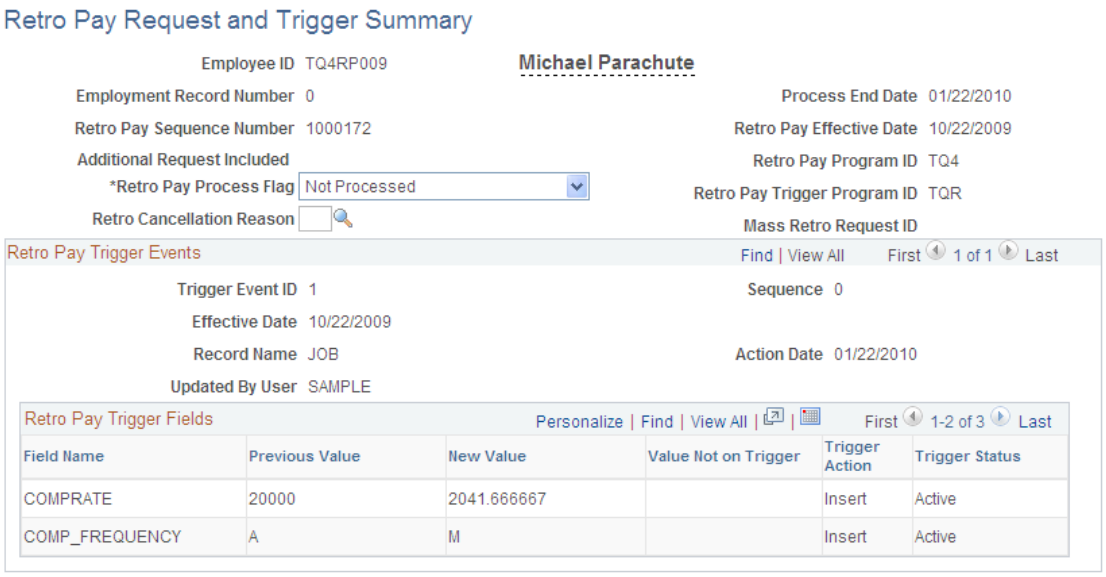
Use the Retro Pay Request and Trigger Summary page (RETROPAY_RQST_SUMM) to review retro pay requests and the triggers that created the requests.

Navigation:

Payroll for North America, and then **Retroactive Payroll**, and then **Retro Pay**, and then **Process and Review Requests**, and then **Request and Trigger Summary**, and then **Retro Pay Request and Trigger Summary**

This example illustrates the fields and controls on the Retro Pay Request and Trigger Summary page.

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If the **Retro Pay Process Flag** field Is *Not Processed, Action Required,* or *Suspended,* you can use this page to manually cancel the request.

Retro Request Information

Field or Control	Description
Employment Record Number	If the employee has multiple jobs, the system creates separate retro pay requests for each job.
Retro Pay Sequence Number	Displays a unique identifier for the retro request. The system assigns sequence numbers based on the value in the **Last Retro Pay Request Seq Nbr** field on the Last ID Assigned page.
Additional Request Included	Displays a link to an earlier retro request that has been rolled into the current retro request. This occurs if because there can only be one open retro request for an employee at a time Retro requests are rolled up when there is an open retro request when retro pay is unsheeted, or the Payroll Unsheet process unsheets pay from multiple retro requests.

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Field or Control	Description
Retro Pay Process Flag	Displays the status of the retro request. For example, a newly created retro request is *Not Processed,* and after the Retroactive Pay Calculations process runs, the process flag changes to *Calculated.* See Retro Request Process Flags. In certain situations, you can change the process flag: • If the current process flag is *Not Processed, Suspended,* or *Action Required,* you can change it to *Cancelled/Withdrawn.* • If the current process flag is *Action Required,* you can change it to *Manually Loaded to Paysheet.*
Retro Cancellation Reason	When you change the process flag to *Cancelled/ Withdrawn,* you can optionally select a cancellation reason. This field prompts against reasons that you create on the Retro Pay Cancellation Reason page, excluding the delivered cancellation reasons that are reserved for system use. See Retro Pay Cancellation Reason Page.
(USF) Eligible for Interest	Select if the retroactive payment is eligible for interest payment. This check box is unavailable for change if the request was created through the Retroactive Pay Mass Request process.
Process End Date	Displays the date that the system created the retro request. The system uses this date to determine the last pay period to recalculate.
Retro Pay Effective Date	Displays the earliest date that the retro pay is effective. For example, if the retro request incorporates two separate compensation rate increases that are effective on different days, the retro pay effective date is the earlier of the two dates. The system uses this date to determine the earliest pay period to recalculate.
Retro Pay Program ID and **Retro Pay Trigger Program ID**	These fields identify the retro programs that are associated with the pay group that the employee belonged to at the time the retro request was created.
Mass Retro Request ID	If the request was created by the Retroactive Pay Mass Process, the system displays the mass retro request ID for the process that created it.

Retro Pay Trigger Events

This group box is hidden if there is no trigger data. Requests with no trigger data include those that the Retroactive Pay Mass Process creates and requests that were created in a release prior to PeopleSoft Payroll for North America 9.1.

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Field or Control	Description
Trigger Event ID	Identifies an individual trigger event within a retro request. Because employees can have only one open retro request at a time, each retro request has event information for every triggering event that occurs while the request is open. For example, suppose you insert a row of job data with a new compensation rate, then, while the retro request is still open, you correct the compensation rate on that row. Each job data update is a separate triggering event within the retro request.
Sequence	Displays the sequence number of the Job record row or the Additional Pay Data row where the change was triggered. When there are multiple sequence numbers for a trigger event ID, only the last row in the sequence is active; the individual field-level triggers in the earlier rows are superseded by the changes in the last row.
Effective Date and **Action Date**	The effective date is the date that the retro event became active. This is the effective date of the job data row or the additional pay data row where the change occurs. The action date is the date that the data was saved, triggering the retro request. For example, on June 1 you enter a compensation rate change that was effective on March 1. In the resulting retro request, this event has an effective date of March 1 and an action date of June 1.
Record Name	Displays the record where the triggering event occurred: *JOB* or *ADDL_PAY_DATA*.
Updated By User	Displays the user ID of the person who made the change that triggered the retro request.

Retro Pay Trigger Fields

This grid shows the specific field changes that caused the trigger event.

> **Note**
>
> When the retro pay calculation processes a retro request, it uses the actual job and additional pay data. It does *not* use the trigger details to calculate retro pay. The system saves the trigger data for audit purposes only.

Field or Control	Description
Field Name	Displays the name of the field that changed.

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Field or Control	Description
Previous Value and **New Value**	Displays the field values before and after the change that triggered the retro request. Values are formatted as generically as possible, which means that the formatting does not necessarily match the formatting in the page where the values were originally entered. For example, if the trigger field is a currency field such as a shift rate, the previous and new values appear here as plain numbers. Trailing zeros after the decimal point are dropped. For example, *1.50* is displayed as *1.5*.
Value Not on Trigger	If the system creates a trigger because a field changed to a specific value, then a subsequent update to the field changes the value to one that would not normally create a trigger, the system creates a new trigger to show that the original value is no longer applicable. In the new trigger, the new value (the one that would not normally create a trigger) appears in the **Value Not on Trigger** field.
Trigger Action	Displays the type of data change: *Insert, Update,* or *Delete.*
Trigger Status	Displays *Active, Cancelled,* or *Superseded.* Triggers are cancelled if the original field change is reversed. Cancelling an individual trigger does not cancel the overall retro request, but if all of the triggers in a retro request are cancelled, the system cancels the overall retro request too. Only triggers from the job record can be superseded. This occurs when the trigger becomes irrelevant because it occurred in row that does not have the highest sequence number for its effective date—and the change was not carried through to the row with the highest sequence number. For example, an employee has two rows of job data with the same effective date. You use correct history mode to make a compensation rate change on the row with the lower sequence number. The row with the higher sequence number still shows the previous compensation rate. Essentially, it is as if the compensation rate change never occurred because it was not in effect for even a single day. The trigger for the compensation rate change has a *Superseded* status. **Note:** Only active triggers are considered in the determination of the Retro Pay Effective Date.

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Running and Reviewing Retro Pay Calculations

Pages Used to Run and Review Retro Pay Calculations

Page Name	Definition Name	Usage
Calculate Retroactive Pay Page	RUNCTL_RTROPAYCALC	Run the Retroactive Pay Calculations process.
Retro Pay Calculation Results Page	RETROPAY_EARNS	Check the results of the Retroactive Pay Calculations process, and override the results if necessary.
Retro Pay Calc Summary Page	RETROPAY_SUMMARY	Review a summary of the retro pay requests of an individual employee.
Retro Pay Messages Page	RETROPAY_MESSAGES	Review retro pay messages.

Understanding Retro Pay Calculations

This overview describes retro pay calculations.

The Calculation Process

When you run the Retroactive Pay Calculations process, it processes retro requests with a process flag of either *Not Processed, Recalculate Request,* or *Extracted.*

The Retroactive Pay Calculations process performs these steps for each retro request:

1. Extracts the original pay data for the affected pay periods.

   If an error occurs during this step, the retro request process flag for the partially processed request is set to *Extracted.*

2. Performs the retro calculation.

   During this step, the process:

   a. Performs FLSA calculations, if necessary.

   b. Calculates retro pay.

   c. Updates the retro pay earnings table with the retro calculation results.

> **Note**
>
> The compensation Rate Code and Frequency values on the Job Data PeopleSoft Human Resources Administer Workforce: Compensation Page should either be the pay period or Annual. They must *not* be Hourly. Using an hourly rate code and frequency can adversely impact calculations for Retro Pay and FLSA.

3. Updates the retro request process flag for each calculated request to *Calculated.*

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Pay Period Retro Amount

Here is the formula for calculating the retro pay amount for a specific earnings code for a pay period:

New Earnings Amount – Original Earnings Amount – Prior Retro Paid

In this formula:

- The *Original Earnings Amount* is the amount that was paid on the employee's original pay check.

  It is not adjusted for any previous retro payments.
- The *New Earnings Amount* is the amount that the employee should have received if the retro changes had been in effect at the time of the original paycheck.

  The system uses the changed employee data to determine the new earnings amount. It does not incorporate any pay rate overrides that were entered on the paysheet for the original paycheck.
- To determine the *Prior Retro Paid,* the system looks for retro requests that resulted in retro pay for the same pay period (the pay period dates must match exactly).

  Retro requests are assumed to have resulted in retro pay if the process flag is *Loaded to Paysheets, Manually Loaded to Paysheets,* or *Confirmed Payment.*

For example, in one pay period, an employee was paid 1,000 USD of regular pay (his original earnings amount). He received a retroactive pay increase resulting in recalculated pay of 1,100 USD (the new earnings amount), which produced 100 USD of retro pay.

The employee then received another increase for the same period, resulting in recalculated pay of 1,300 USD (the new earnings amount in a new retro request). The original earnings amount is still 1,000 USD, but this time there is also a prior retro paid amount of 100 USD. Therefore the retro pay for this second retro request is 1,300 USD – 1,000 USD – 100 USD, or 200 USD.

> **Note**
>
> If you enter an earnings override while reviewing the calculation results, the system substitutes the override amount for the new earnings amount. The system recalculates the current retro pay amount when you save the override.

Calculate Retroactive Pay Page

Use the Calculate Retroactive Pay page (RUNCTL_RTROPAYCALC) to run the Retroactive Pay Calculations process.

Navigation:

Payroll for North America, and then **Retroactive Payroll**, and then **Retro Pay**, and then **Process and Review Requests**, and then **Calculate Retroactive Pay**, and then **Calculate Retroactive Pay**

This example illustrates the fields and controls on the Calculate Retroactive Pay page.

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> **Note**
>
> When you run the Retroactive Pay Calculations process, it processes retro requests with a process flag of either *Not Processed, Recalculate Request,* or *Extracted.* After it processes these requests, the Retroactive Pay Calculations process changes the retro request process flag for each calculated request to *Calculated.*

Process Type

Select one of these options to indicate how you will choose which retro requests to process.

Field or Control	Description
Online (All Employees)	Select this option if you want to calculate retro pay for all requests that were created by trigger processing. This includes requests that were generated by online data changes and by changes that came from a component interface.
Online (Selected Employees)	Select this option if you want to calculate retro pay for retro requests that were generated online, but you want to narrow the process to include only selected employees. When you select this option, the **Employees Selected for Processing** grid appears so that you can enter the employees to process.
Mass Retro	Select this option if you want to calculate retro pay for requests that were created by the Retroactive Pay Mass Process. When you select this option, the **Mass Request Options** grid appears so that you can choose which mass retro request IDs to process.

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Online Request Options

This group box appears if the process type is either of the online options.

Field or Control	Description
Job	Select this check box to process retro requests that were triggered by changes to the job record.
Additional Pay (additional pay)	Select this check box to process retro requests that were triggered by changes to the additional pay data record. **Note:** The sequence number for an earnings on the Create Additional Pay and Paysheets pages must match for the system to initiate a retro pay request for the additional pay earnings. The pay request must exist to be included and calculated in the Retroactive Pay Calculations process.

Employees Selected for Processing

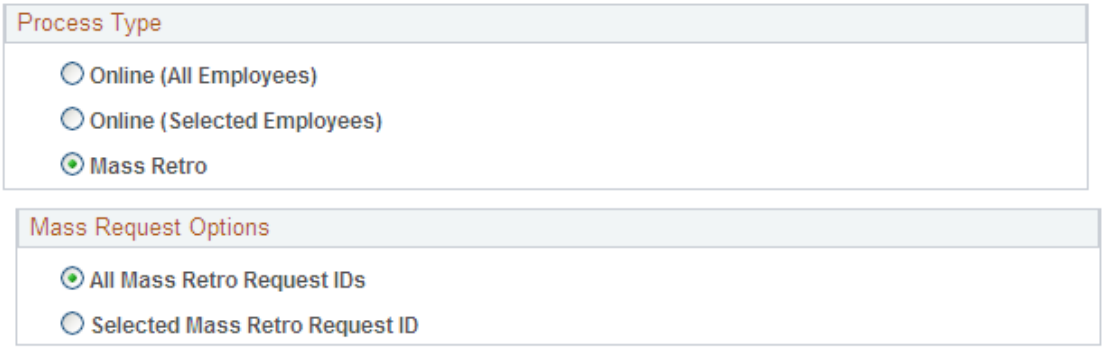
This group box appears if the process type is **Online (Selected Employees).**

Field or Control	Description
Employee ID	Enter the employee IDs for one or more employees to process.

Mass Request Options

Use this group box to process retro requests that created by the Retroactive Pay Mass Process.

This example illustrates the fields and controls on the The Mass Request Options group box appears when you choose to process mass retro requests.



Field or Control	Description
All Mass Retro Request IDs	Select this option to process all retro requests that were created by the Retroactive Pay Mass Process.

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Field or Control	Description
Selected Mass Retro Request ID	Select this option to process the retro requests that were created for a particular mass retro request, and use the **Mass Retro Request ID** field to identify the mass retro request to process.

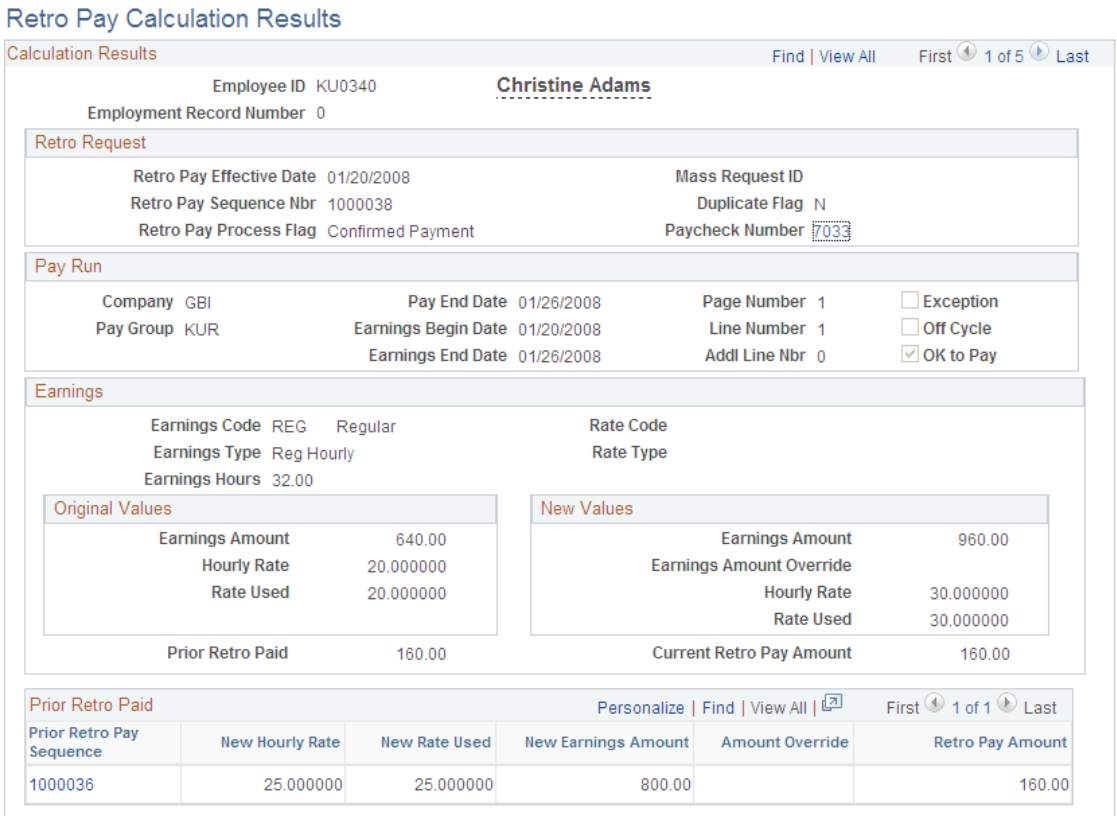
Retro Pay Calculation Results Page

Use the Retro Pay Calculation Results page (RETROPAY_EARNS) to check the results of the Retroactive Pay Calculations process, and override the results if necessary.

Navigation:

Payroll for North America, and then **Retroactive Payroll**, and then **Retro Pay**, and then **Process and Review Requests**, and then **Retro Pay Calculation Results**, and then **Retro Pay Calculation Results**

This example illustrates the fields and controls on the Retro Pay Calculation Results.



> **Note**
>
> This page displays retro requests that have a process flag of *Calculated, Loaded to Paysheets, Confirmed Payments, Action Required, Paycheck Reversed,* and *Manually Loaded to Paysheet.*

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> **Note**
>
> Except for the **OK to Pay** and **Earnings Amount Override** fields, which are editable in certain circumstances, all fields on this page are display-only.

Calculation Results

This page displays the results for a single retro request. There are separate rows of data for each earnings code in each pay period.

For example, an employee gets a retroactive pay increase that affects two pay periods. During the first of those pay periods, the employee had only regular earnings. During the other pay period, the employee had both regular and holiday earnings. There will be three rows of data on the Retro Pay Calculation Results page: one row for the first pay period, and two rows for the second pay period.

Retro Request

This group box displays information that identifies and describes the retro request. All rows of data have the same retro request information.

Field or Control	Description
Duplicate Flag	Displays *N* (no) or *Y* (yes) to indicate whether this is a duplicate retro request. Normally, there can only be one open retro request for an employee and job number. However, duplicate requests can occur when changes made online are also processed in batch. Therefore, when the system creates a new online retro request, it checks to see if there is an open mass retro request. If there is, the system selects the Duplicate Flag for both the mass retro request and the online retro request.
Paycheck Number or **Paycheque Number**	After the retro pay is paid (the retro request process flag is *Confirmed Payment* or *Paycheck Reversed),* this field displays the check number of the check that includes the retro pay. The check number is a link that you select to access the Review Paycheck component, where you can review complete payment details. In the Review Paycheck component, retro earnings appear in the Other Earnings grid. The detail information for the retro earnings codes includes the retro pay sequence number; the sequence number is a link back to the Retro Pay Calculation Results page.

Pay Run

This group box displays information about the pay run that is affected by the retro request.

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Field or Control	Description
Exception	The system selects this check box if the retro pay calculation is based on a mid-pay period change. This informs you that the system prorates the retroactive pay amount. Run the Retro Pay Summary report (PAY302RT) to verify the proration calculation. Exception processing can also generate Retro Pay messages that you should review and validate prior to loading the retro calculations to paysheets. See Retro Pay Messages Page.
OK to Pay	The system initially selects this check box for active employees and deselects it for terminated employees. The system also initially deselects this check box if the **Duplicate Flag** is *Y* (yes). You can change this setting only if process flag is *Calculated.*

Earnings

This group box displays information about an earnings code for which the employee received retro pay during the pay period.

Original Values and New Values

These group boxes show pay-period specific information about a particular retro-eligible earnings code.

Field or Control	Description
Earnings Amount	The original value is the amount that was paid on the employee's original pay check. It is not adjusted for any previous retro payments. The new value is the amount that the employee would have received if the retro changes had been in effect at the time of the original paycheck.
Earnings Amount Override	To override the calculation, enter the desired new earnings amount. The system uses the manually entered override amount rather than the (calculated) new earnings amount to determine the amount of retro pay. The system recalculates the Current Retro Pay amount when you save the page. The calculated new earnings amount is not updated. You can only enter an override while the retro request is open.
Prior Retro Paid	Displays the sum of all prior retro payments for the employee record number, pay period, and earnings code. If this is non-zero, the Prior Retro Paid grid appears so that you can review the supporting details.

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Field or Control	Description
Current Retro Pay Amount	Displays the amount of retro earnings to be paid for this employee record number, pay period, and earnings code. The system calculates the amount as follows: *New Earnings Amount – Original Earnings Amount – Prior Retro Paid* If you entered an earnings override, the system substitutes the override amount for the new earnings amount: *Earnings Amount Override – Original Earnings Amount – Prior Retro Paid*

Prior Retro Paid

If the **Prior Retro Paid** field shows a non-zero amount, this group box appears.

Field or Control	Description
Prior Retro Pay Sequence	Displays the ID of the retro request for the previously paid retro earnings. Select the link to view the calculation details for that retro request.

Retro Pay Calc Summary Page

Use the Retro Pay Calc Summary page (RETROPAY_SUMMARY) to review a summary of the retro pay requests of an individual employee.

Navigation:

Payroll for North America, and then **Retroactive Payroll**, and then **Retro Pay**, and then **Process and Review Requests**, and then **Retro Pay Calc Summary**, and then **Retro Pay Calc Summary**

This example illustrates the fields and controls on the Retro Pay Calc Summary page.

Retro Pay Calc Summary

Employee ID KU0340 **Christine Adams**

Retropay Detail — Personalize | Find | View All | First 1-4 of 4 Last

Retro Pay Sequence Number	Retro Pay Effective Date	Duplicate Flag	Request Type	Mass Request ID	Earnings Code	Description	Process Flag	Amount
1000036	01/20/2008	☐	Job		ROP	RetroOTPay	Confirmed Payment	37.50
1000036	01/20/2008	☐	Job		RRP	RetroRegPy	Confirmed Payment	200.00
1000038	01/20/2008	☐	Job		ROP	RetroOTPay	Confirmed Payment	37.50
1000038	01/20/2008	☐	Job		RRP	RetroRegPy	Confirmed Payment	600.00

Retro Pay Messages Page

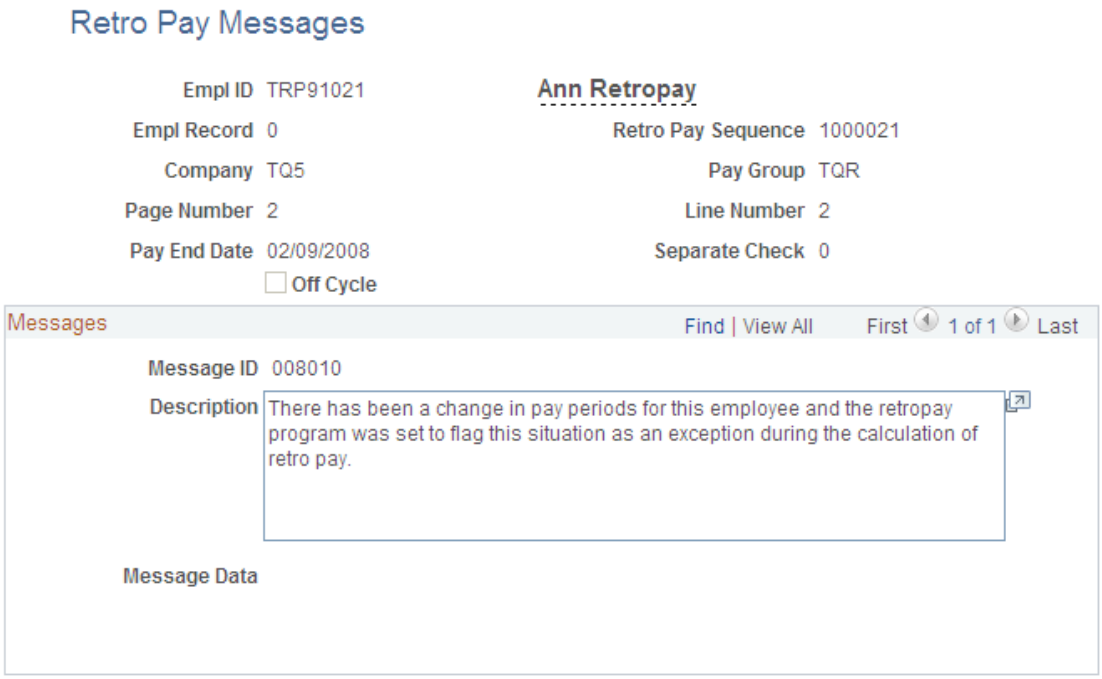
Use the Retro Pay Messages page (RETROPAY_MESSAGES) to review retro pay messages.

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Navigation:

Payroll for North America, and then **Retroactive Payroll**, and then **Retro Pay**, and then **Process and Review Requests**, and then **Retro Pay Messages**, and then **Retro Pay Messages**

This example illustrates the fields and controls on the Retro Pay Messages page.



The system deletes calculation messages when:

- The retro request is cancelled.

  To cancel a retro request after it has been calculated, use the Retroactive Pay Undo (PSPRPUND) COBOL SQL process.

  See Updating the Retro Pay Process Flag.
- The results of the retro calculation are loaded to paysheets.

  Warning messages do not prevent the paysheet load.

  When there are errors that do prevent the system from loading retro to paysheets, the retro request pay flag is set to *Action Required* to indicate that you must review the messages for more information about why the paysheet load failed.

> **Note**
>
> Although the Retroactive Pay Calculations process is the source of most messages that you see on this page, certain other processes also insert messages occasionally. For example, the Payroll Unsheet process creates a message if it processes a retro request that did not start out with the process flag *Loaded to Paysheets.*

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Loading Retro Pay Into Paysheets

Page Used to Load Retro Pay Into Paysheets

Page Name	Definition Name	Usage
Load Retro Pay to Paysheets Page	RUNCTL_RTROPAYPSHT	Run the Retroactive Pay Load Paysheets process.

Understanding the Retroactive Pay Load Paysheets Process

To load retro pay into paysheets, run the Retro Pay Load Paysheets process after your on-cycle paysheets have been created.

For off-cycle retro pay, you can run this process any time because it invokes the paysheet creation process and loads the selected retro entries based on either **Run ID** or **Company/Pay Group/Pay End Date** selection on the Load Retro Pay to Paysheets run control page.

When processing retro requests that did not produce any retro pay, the Retroactive Pay Load Paysheets process cancels the retro request with a cancellation reason of *ZR* (zero retro).

If the employee has changed pay groups since the original paycheck, the system cannot load the retro pay. Instead, it changes the retro request process flag to **Action Required** and generates an error message explaining the problem. When you get this error, you have these options:

If the employee has changed pay groups since the original paycheck, the system cannot load the retro pay. Instead, it changes the retro request process flag to *Action Required* and generates an error message explaining the problem. When you get this error, you have these options:

- Manually load the retro amount to paysheets to the correct company and pay group so that you can pay the amount outside the retro process, then use the Request and Trigger Summary page to set the retro request process flag to *Manually Loaded to Paysheets.*

  Setting the retro pay process flag to *Manually Loaded to Paysheets* deactivates the request so that it does not get further processed, while retaining data related to the paid retro amount so that the system can use that information in any future retro calculations that affect any of the same pay periods.
- On the Retro Pay Calculation Results page, enter manual overrides to zero out the retro amount on the retro request that won't load, then add that same amount to a retro request for the employee's new pay group.

  This option is available only if a retro request for the employee's new pay group exists.

  To enter manual overrides in a retro request, its process flag must be *Calculated.* Change the retro request process flag back to *Calculated* either by rerunning the calculation process or by running the Retroactive Pay Undo process.
- Use the Request and Trigger Summary page or the Retroactive Pay Undo process to cancel the retro request.

Prerequisites

You must run the Retroactive Pay Calculations process before you load retro pay to paysheets.

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Also, it is a good practice to run the Retro Pay Messages Report (PAY304RT) before you load retro pay into paysheets. The system deletes error messages for retro requests that it loads to paysheets, and running the report captures the messages before they are deleted and saves them for future review.

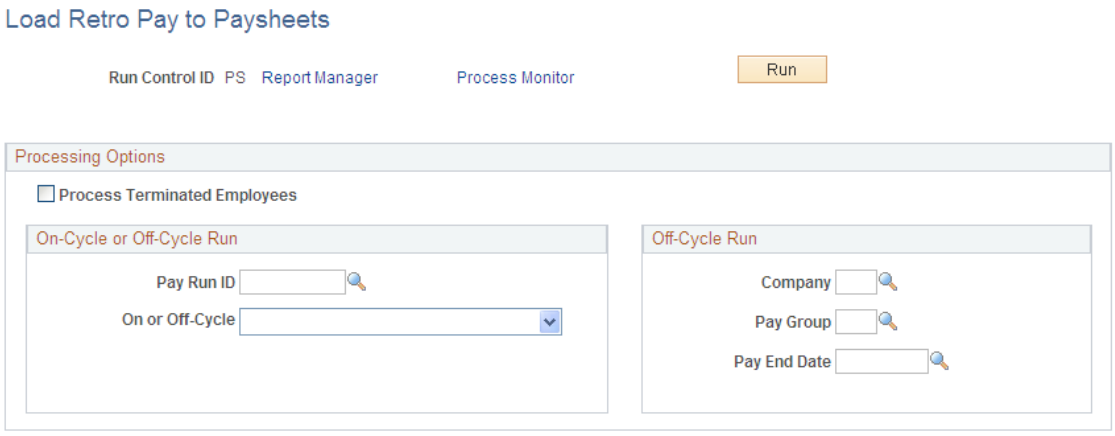
Load Retro Pay to Paysheets Page

Use the Load Retro Pay to Paysheets page (RUNCTL_RTROPAYPSHT) to run the Retroactive Pay Load Paysheets process.

Navigation:

Payroll for North America, and then **Retroactive Payroll**, and then **Retro Pay**, and then **Process and Review Requests**, and then **Load Retro Pay to Paysheets**, and then **Load Retro Pay to Paysheets**

This example illustrates the fields and controls on the Load Retro Pay to Paysheets page.



Processing Options

Field or Control	Description
Process Terminated Employees	By default, the system doesn't process paysheets for retro pay for terminated employees. However, you can select this check box to include terminated employees for whom retro pay has been calculated. Only employees who terminated on or before the pay end date are included. If you select this check box, the Retroactive Pay Load Paysheets process sets a flag for terminated employees who are processed. When you run the Retro Pay Terminations report (PAY303RT), only flagged employees are included.

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On-Cycle or Off-Cycle Run

Field or Control	Description
Pay Run ID	If you use this field, all fields in the **Off-Cycle Run** group box become unavailable for entry.

Off-Cycle Run

Field or Control	Description
Company	If you use this field, all fields in the **On-Cycle or Off-Cycle Run** group box become unavailable for entry.

Updating the Retro Pay Process Flag

Page Used to Update the Retro Pay Process Flag

Page Name	Definition Name	Usage
Change Retro Pay Process Flag Page	RUNCTL_RTROPAYUNDO	Change the process flag value in the Retro Pay Request table for retro pay requests.

Understanding Batch Changes to the Retro Pay Process Flag

In some circumstances, you must update the process flag of a retro request directly rather than letting the system handle the process flag changes. The Retroactive Pay Undo process enables you to change the retro request process flag to *Cancelled/Withdrawn, Calculated,* or *Not Processed.* You can run this process for specified retro requests, for mass retro requests (all, or those associated with specific Mass Retro Request IDs), or for the retro pay requests of a pay run.

> **Important**
>
> Use caution when making batch changes to the retro pay process flag.

These are some considerations for making batch changes to the retro pay process flag:

- If you cancel a retro request, you must also back out the data change that triggered the request in the first place.

  Otherwise, the next time the system creates a retro request for the employee, the retro pay calculation (which looks at the source data and not the triggers) will pick up the original data change.
- If you change a retro request from *Calculated* to *Not Processed,* the system clears any error messages that were associated with the retro request.

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- If a retro request process flag is *Action Required* because you deselected the OK to Pay check box on the paysheet, you can use this process to return the retro request to *Calculated* status.

  Once the retro request process flag is *Calculated,* you can enter an earnings override before reloading the retro request to paysheets.

- In general, you should not change the process flag for a retro request that has been loaded to paysheets.

  Using the Retroactive Pay Undo process to change the process flag does not affect paysheets in any way.

  If you want to completely remove the posted retro adjustment paysheets from the system, you must run the Payroll Unsheet process and unsheet the complete pay run ID.

- It is not normally necessary to run the Retroactive Pay Undo process to reset the retro request process flag after you unsheet retro pay; the Payroll Unsheet process handles all process flag updates.

  However, if the Payroll Unsheet process does not complete successfully, you may need to change a retro request process flag using the Retroactive Pay Undo process. Change the process flag to *Calculated* if the calculation is correct and you just need to reload the retro pay to paysheets.

> **Note**
>
> Remember that the unsheet process is not an option by employee ID; the unsheet is for the entire Run ID.

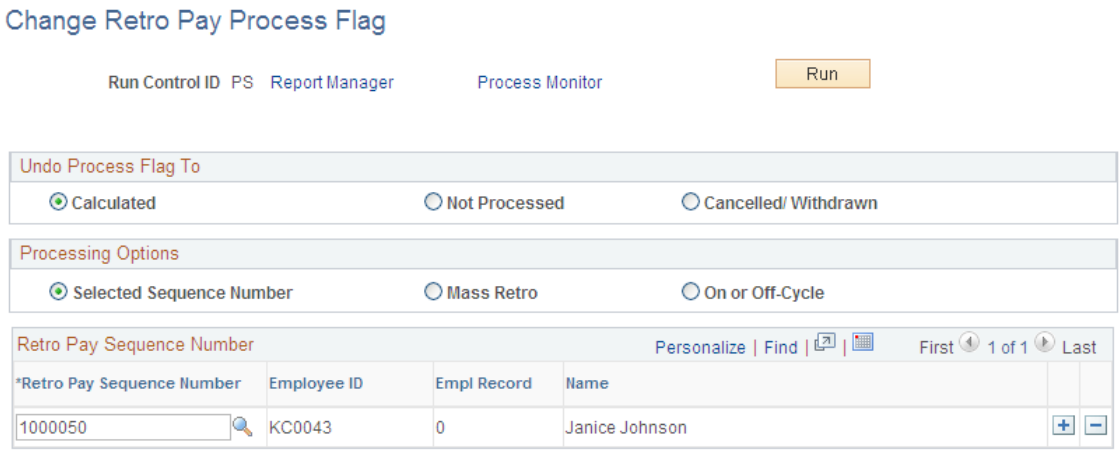
Change Retro Pay Process Flag Page

Use the Change Retro Pay Process Flag page (RUNCTL_RTROPAYUNDO) to change the process flag value in the Retro Pay Request table for retro pay requests.

Navigation:

Payroll for North America, and then **Retroactive Payroll**, and then **Retro Pay**, and then **Process and Review Requests**, and then **Change Retro Pay Process Flag**, and then **Change Retro Pay Process Flag**

This example illustrates the fields and controls on the Change Retro Pay Process Flag page.



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Undo Process Flag To

Indicate the new process flag value to apply to the affected retro requests: **Calculated, Not Processed,** or **Cancelled/Withdrawn.**

Processing Options

Select one of these options to indicate how you will choose which retro requests to update.

Field or Control	Description
Selected Sequence Number	Select this option if you want to select one or more specific retro requests to update. When you select this option, the **Retro Pay Sequence Number** grid appears so that you can enter the retro pay sequence numbers (the request IDs) for the requests that you want the system to update.
Mass Retro	Select this option if you want to change the process flag for retro requests that were created by the Retroactive Pay Mass Process.
On or Off-Cycle	Select this option if you want to change the process flag for the retro pay requests of a pay run.

Retro Pay Sequence Number

This group box is visible only when the process option is **Selected Sequence Number.**

Field or Control	Description
Retro Pay Sequence Number	Select the sequence numbers for the retro requests that you want to update. Although you enter the sequence number, you can use the field prompt to search for sequence numbers based on the EmplID, the employee name, or the current value of the retro pay process flag. You cannot select retro requests that are already processed and closed. Retro requests in these statuses are considered closed: *Manually Loaded to Paysheet* *Loaded to Paysheets* *Paycheck Reversed* *Confirmed Payment* *Cancelled/Withdrawn*

Mass Retro Processing Option

This group box is visible only when the selected process option is **Mass Retro.**

This example illustrates the fields and controls on the The Mass Retro Processing Option group box appears when you choose to process mass retro.

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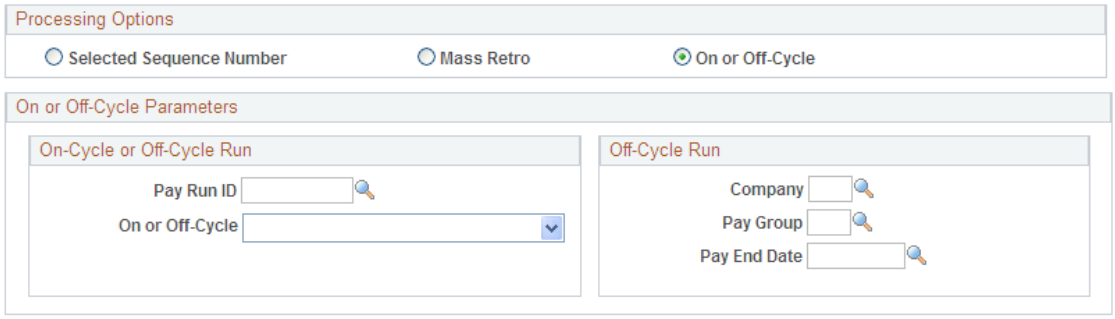


Field or Control	Description
All Mass Retro Request IDs	Select this option to change the process flag for all retro requests that were created by the Retroactive Pay Mass Process.
Selected Mass Retro Request ID and **Mass Retro Request ID**	Select the **Selected Mass Retro Request ID** option to update the process flag in the retro requests that are associated with the mass retro request that you identify.

On-Cycle or Off Cycle Parameters

This group box is visible only when the selected process option is **On or Of-Cycle.** Use the fields in this group box to specify which pay runs to process. The system changes the process flag of any retro request included in the pay run.

This example illustrates the fields and controls on the The On-Cycle or Off Cycle Parameters group box appears when you choose to process on or off-cycle pay runs.



Field or Control	Description
Pay Run ID	If you use this field, all fields in the **Off-Cycle Run** group box become unavailable for entry.
Company	If you use this field, the **Pay Run ID** and **On or Off-Cycle** fields become unavailable for entry.

Related Topics

- Payroll Processes
  Payroll for North America processes can be classified into three types: those that you use on a regular basis, those that you run occasionally, and those that you need only in emergency situations.

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(E&G) Generating Lump-Sum Retroactive Payments for Contractual Employees

Pages Used to Generate Lump-Sum Retroactive Payments for Contractual Employees

Page Name	Definition Name	Usage
Contract Change Prorate Options Page	JOB_CNT_CHG_SEC	(E&G) Select contract proration options and enable the system to process a lump-sum payment of retroactive earnings to the employee.
Create Contract Projected Pay Page	RUNCTL_PAYINIT3	(E&G) Process additional pay for contractual employees. This page executes the CNTPAY01 SQR. The Contract Projected Payment process produces an exception report. The exception report lists corrections that might be required to process contract additional pay.

Understanding Lump-Sum Retroactive Payments

At times, you might change an employee's contract retroactively. For example, suppose that you have an employee working under a nine-month contract that is paid over a 12-month period. During the contractual period, the employee's compensation rate is increased, and the increase is effective on the first day of the contract. In such instances, you must pay the employee retroactive earnings. With the Lump-Sum Retroactive Payment feature, you can pay the employee's retroactive earnings as a lump sum.

To use this feature, indicate that you want a lump-sum retroactive payment for contract pay by selecting the **Lump Sum Retro Payment** check box on the Contract Change Proration Option page that appears after you enter a new contract amount in the employee's record. Then, the Contract Additional Pay SQR Report process (CNTPAY01) calculates all the lump-sum retroactive payment data. To deliver the payment in a separate check, select the **Separate Check** check box on the Contract Additional Pay - Run Parameters page.

The Contract Additional Pay process completes the following tasks:

- Determines what you already paid as:
  - Paid, but not earned (PNE).
  - Earned, but not paid (ENP).
  - Contract regular earnings (CRG).
- Determines what you should have paid as PNE, ENP, and CRG, had the increase (or decrease) been in effect.
- Generates lump-sum entries for each earnings code.
- Processes the lump-sum entries from an on or off-cycle payroll.

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- Automatically adjusts the goal balances to reflect the increased amount.

  The goal balance of the contract additional pay represents the actual balance of the contract pay. For example, if an employee has 10,000 CAD of contract pay and 500 CAD of lump-sum retroactive pay, contract additional pay with sequence number of 1 represents the employee's normal contract pay, and additional pay with sequence numbers greater than 1 represents the employee's lump-sum retroactive payment. The final goal balance of the sequence 1 additional pay should be 10,000 CAD, and the goal balance of the lump-sump retroactive additional pay should be 500 CAD.

When producing a lump-sum retroactive payment for contract pay, the system:

- Processes the retroactive compensation.
- Provides a lump-sum payment of the retroactive amount to the employee.
- Tracks the effective date of the retroactive changes to the compensation amount of the contract.
- Maintains the integrity of the contract.

  This means that the contract begin and end dates, and the payment begin and end dates, do not change to accommodate the retroactive changes.
- Maintains the integrity of the assigned grade and step of the employee.
- Maintains the integrity of the true value of the contract.

The lump-sum retroactive payment for contract pay is optional. However, this capability enables you to deliver earnings to the employees in a manner that best fits your business practices and your employees' needs.

> **Note**
>
> If the compensation rate is changed in Correction mode (that is, no new effective-dated row is added), no lump-sum retroactive amount is calculated.

Contract Change Prorate Options Page

(E&G) Use the Contract Change Prorate Options page (JOB_CNT_CHG_SEC) to select contract proration options and enable the system to process a lump-sum payment of retroactive earnings to the employee.

Navigation:

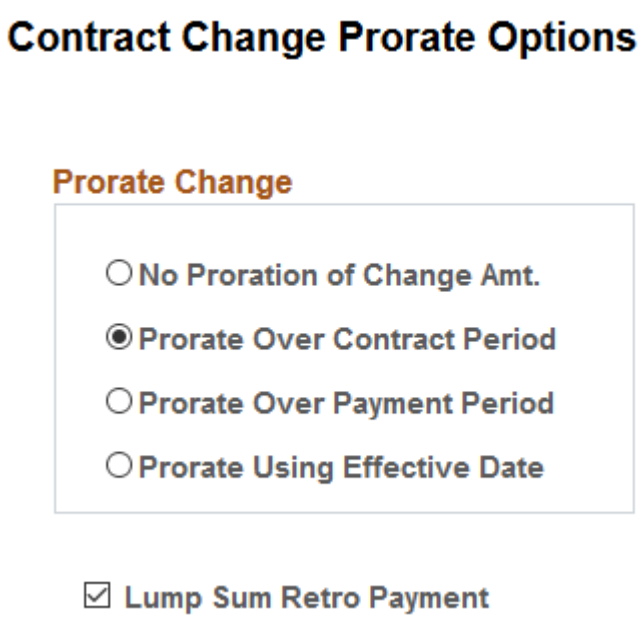
- **Workforce Administration**, and then **Job Information**, and then **Job Data**, and then **Compensation**

  Select the **Contract Change Prorate Option** link on the Compensation page.
- **Workforce Administration**, and then **Job Information**, and then **Pay Rate Change**, and then **Compensation**

  Select the **Contract Change Prorate Option** link on the Compensation page.

This example illustrates the fields and controls on the Contract Change Prorate Options page.

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Before running the process to calculate and report on lump-sum retroactive payments for contractual employees, set up the system at the employee level.

Select the **Lump Sum Retro Payment** check box on the Compensation: Contract Change Proration Option page.

Create Contract Projected Pay Page

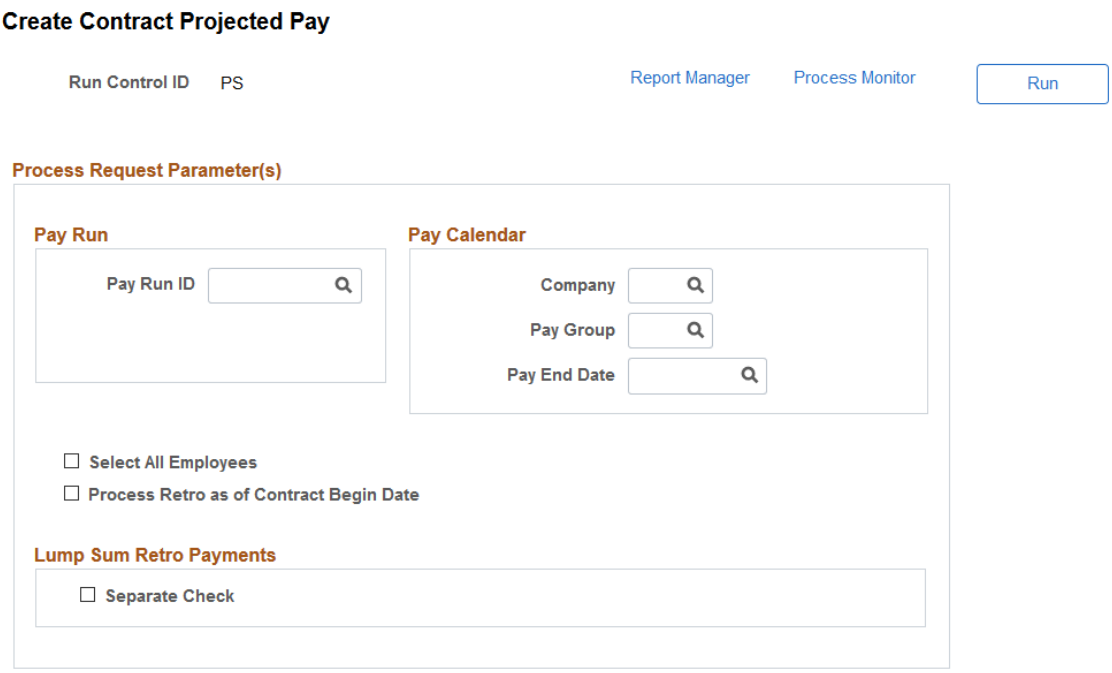
(E&G) Use the Create Contract Projected Pay page (RUNCTL_PAYINIT3) to process additional pay for contractual employees.

Navigation:

- **Payroll for North America**, and then **Payroll Processing USA**, and then **Create and Load Paysheets**, and then **Create Contract Projected Pay**, and then **Create Contract Projected Pay**
- **Payroll for North America**, and then **Payroll Processing CAN**, and then **Create and Load Paysheets**, and then **Create Contract Projected Pay**, and then **Create Contract Projected Pay**

This example illustrates the fields and controls on the Create Contract Projected Pay page.

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This page executes the CNTPAY01 SQR. The Contract Projected Payment process produces an exception report. The exception report lists corrections that might be required to process contract additional pay.

You can use the **Pay Run** group box or the **Pay Calendar** group box, but not both. Entering a pay run ID identifies the pay calendars to process. Each pay calendar identifies a company, pay group, and the start and end dates of the pay period. Or, enter the company, pay group, and pay end date to identify the pay calendar to use.

Field or Control	Description
Select All Employees	Select this check box to force a recalculation of the contract projected payment for all employees in the pay run.
Process Retro as of Contract Begin Date	Indicates if the pay rate change on the JOB row associated with an EffSeq is used in the calculation of pay adjustments. This checkbox is deselected by default. When the Contract Projected Pay program is executed, and the **Process Retro as of Contract Begin Date** checkbox is selected, the pay adjustment will be calculated in the following scenario: • The Contract Renewal Process adds a new row in Job effective 01/01/20xx; and • There is an increase in the compensation rate effective 01/01/20xx, EffSeq 1. When the Contract Projected Pay program is executed, and the **Process Retro as of Contract Begin Date** checkbox is deselected, the pay adjustment will not be calculated in the scenario above.

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Lump Sum Retro Payments

Field or Control	Description
Separate Check	Select this option to distribute all lump-sum retroactive payments in the pay cycle as separate checks.

> **Important**
>
> Run this process before you run the Create Paysheet process. This process creates additional pay records that are referenced during a payroll run.

(USF) Managing Interest Calculations on Retro Pay

Page Used to Manage Interest Calculations on Retro Pay

Page Name	Definition Name	Usage
Retro Pay Interest Page	GVT_RETRO_INT	(USF) Define the retroactive interest rate as mandated by the OPM.

Understanding Interest on Retro Pay

Agencies are required to pay interest on retroactive payments that are over 30 calendar days late. Payments are based on Office of Personnel Management (OPM) interest rates. Following are additional setup and processing details for managing interest calculations.

Additional Setup Steps

Follow these steps in addition to the general retro pay setup and processing steps that are documented earlier in this topic:

- On the Earnings table, define retro earnings interest codes.

  Retro interest earnings codes have unique payment requirements. The interest that is paid to employees is classified as income with no federal, Old Age, Survivors and Disability Insurance (OASDI), or Medicare withholdings.
- Assign the retro pay interest earning code at the pay group level.

  Enter the interest earning code in the **Interest** field on the Pay Group Table - Calc Parameters (Pay Group table - Calculation Parameters) page.
- Enter the current interest rate, as stipulated by the OPM, on the Retro Pay Interest page.
- When you define the retro pay mass request on the Retro Pay Mass Request Criteria page, select the **Eligible for Interest** check box.
- For retro pay requests that are not generated by the Retroactive Pay Mass Process, select the **Eligible for Interest** check box on the Retro Pay Request and Trigger Summary page.

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Interest Processing

During the Retroactive Pay Load Paysheets process, the interest is calculated on the sum of the retro payment and inserted into the paysheet using the interest earnings code that you defined for the employee's pay group.

Retro Pay Interest Page

(USF) Use the Retro Pay Interest page (GVT_RETRO_INT) to define the retroactive interest rate as mandated by the OPM.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Retroactive Payroll**, and then **Retro Pay Interest USF**, and then **Retro Pay Interest**

This example illustrates the fields and controls on the Retro Pay Interest page.



Field or Control	Description
Interest Rate	Enter the interest rate that is specified by the OPM.

Reporting on Retro Pay Processing

Pages Used to Report on Retro Pay Processing

Page Name	Definition Name	Usage
Retro Pay Request and Trigger Report Page	RUN_PAY300RT	Run the PAY300RT report, which reports retroactive pay information from the Retro Pay Request table.
Retro Pay Calculations Report Page	RUN_PAY301RT	Generate the PAY301RT report, which provides a detailed listing of the retroactive pay calculations, sorted by employee and by earnings type.
Retro Pay Summary Page	RUN_PAY302RT	Run the PAY302RT report, which creates a summary of each request type, with a grand total of both request types.

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Page Name	Definition Name	Usage
Retro Pay Terminations Report Page	RUN_PAY303RT	Generate the PAY303RT report, which lists all terminated employees for whom the system has calculated retro pay. Before generating this report, you must run the Retroactive Pay Load Paysheets (PSPRPPSH) COBOL SQL Process with **Process Terminated Employees** selected on the Load Retro Pay to Paysheets page. This is how the system sets the flag used to identify terminated employees. The Retroactive Pay Load Paysheets process sets the terminated employee flag only for employees who were terminated on or before the pay end date. Therefore, employees who terminated after the pay end date do not appear on the report.
Retro Pay Messages Report Page	RUN_PAY304RT	Generate the PAY304RT report, which lists messages from the Retro Pay Calculations process.
Retro Pay Interest Limit Report Page	RUNCTL_PAY306RT	Run the Retro Pay Interest report (PAY306RT), which lists the name, national ID, and interest earnings for employees who have interest earnings over the limit amount in the reporting year.

Common Elements Used to Report on Retro Pay Processing

Field or Control	Description
Retro Request Type	Choose which types of retro requests to include in the report: • Select *Additional Pay Request* to view the retro pay requests that are generated by an additional pay change. • Select *Job Related Request* to view the retro pay requests that are generated by a job change. • Select *Mass Retro Pay Request* to view a retro pay request that is generated by mass retro. If you select this option, you must also enter a mass retro ID. • Select *All Requests* to view all retro pay requests.

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Retro Pay Request and Trigger Report Page

Use the Retro Pay Request and Trigger Report page (RUN_PAY300RT) to run the PAY300RT report, which reports retroactive pay information from the Retro Pay Request table.

Navigation:

Payroll for North America, and then **Retroactive Payroll**, and then **Retro Pay**, and then **Reports**, and then **Retro Pay Request and Trigger**, and then **Retro Pay Request and Trigger Report**

Field or Control	Description
Retro Trigger Detail	Select *Exclude Details* if you want the report to include only the overall request information. Select *Include Details* to additionally include detailed information about the triggers for the retro request.

Retro Pay Interest Limit Report Page

Use the Retro Pay Interest Limit Report page (RUNCTL_PAY306RT) to run the Retro Pay Interest report (PAY306RT), which lists the name, national ID, and interest earnings for employees who have interest earnings over the limit amount in the reporting year.

Navigation:

Payroll for North America, and then **Retroactive Payroll**, and then **Retro Pay**, and then **Reports**, and then **Retro Pay Interest Limit**, and then **Retro Pay Interest Limit Report**

Field or Control	Description
Reporting Year	The year in which the interest earnings are reported.
Limit Amount	The limit amount for the year in which you are reporting.

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Reviewing, Adjusting, and Deleting Employee Balances

Understanding Employee Balance Adjustments

This topic lists common elements and discusses:

- Balance adjustments.
- Balance Adjustment component.
- Adjustment processing.
- New balance records.
- Related balances.
- How to view employee balances.

Common Elements Used in Employee Balance Adjustments

Field or Control	Description
Adjustment Reason	Text that you enter here becomes part of the adjustment record and your audit trail.
Balance ID	Identify the type of balance being adjusted, such as calendar year, fiscal year, and so forth.
Period	Identify the period within the balance ID that is to be adjusted. For example, if the calendar year and the fiscal year span different time periods, September would be period nine for the calendar year and could be period one for the fiscal year.
Quarter	The system displays the quarter that corresponds to the balance ID and period that you entered.
Suspend Adjustment	Select to return to the first page in the component to reenter one or more of the keys.

Balance Adjustments

Sometimes it is necessary to adjust employee balances, for example if an employee were taxed in the wrong state or province. To correct the error, you use the Balance Adjustment component to adjust the employee's balance records.

The balance records in the system are cumulative totals of the various deductions, earnings, and taxes for individual employees' paychecks. If an employee works for more than one company, the system maintains separate balance records for each. The system creates a new

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balance record for each month, updates all balances when you run the Pay Confirmation COBOL SQL process (PSPCNFRM), and maintains monthly, quarterly, and YTD totals.

Related Topics

- Handling Employees with Multiple Jobs in the Same Organization
  This topic provides an overview of multiple job considerations and discusses how to:

Balance Adjustment Component

Use the Balance Adjustments component to adjust employee balances. Pages are provided for both U.S. and Canadian payroll adjustments.

For each type of balance to be adjusted, there are two pages:

- Adjust Balance 1 page.

  On this page you identify the balance that you want to adjust.

  > **Note**
  >
  > After you enter data on page 1, select **Save.** The system brings up page 2 for entering the adjustment. If you select the page 2 tab before saving page 1, all you will get is the data entered on the first page and blank space where the adjustment fields should be.

- Adjust Balance 2 page.

  On this page you enter the adjustment.

  When you save the data, the system updates the appropriate employee balance record. You can then make another adjustment to another balance for the employee. You can make multiple adjustments to an employee's balances quickly, without having to retype a lot of information.

> **Note**
>
> (CAN) When there is a separate Canadian version of a page, the fields on that page have the same functionality as those on the U.S. version. However, in addition to company and balance ID, you can view information according to wage loss plan and province.

Adjustment Processing

Suppose it's November, and you must adjust an employee's deduction balance for the previous March. When you make the adjustment, the system updates the March balance and then rolls the adjusted amount forward, updating all monthly, quarterly, and YTD balance records through November.

If you want to adjust a balance for a particular quarter, you can make the adjustment to any monthly balance in that quarter, and the system rolls the adjusted amount forward to the balance record for that quarter.

For each adjustment, the system creates an audit record that identifies the balance that was updated, the before and after values, and the amount of the adjustment, providing a complete

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snapshot of the adjustment, including the date and time it was made. You can view the audit trail for this adjustment online, using the balance inquiry pages located under **Payroll for North America**, and then **Periodic Payroll Events**, and then **Balance Reviews**.

For multiple adjustments to a balance record, the system stores the adjustments by sequence number. For example, if you adjust a January deduction balance in July and then adjust the April balance of the same deduction in September, the sequence information provided by the system enables you to retrace your steps to get a precise accounting of how the system arrived at the current balance.

> **Warning**
>
> You cannot cross years when adjusting employee balances. To adjust a balance from a previous year, do a check reversal and then make the adjustment in the current year. Also, when you make an adjustment to a previous year's balance, be sure to consider the year-end requirements, for example, whether you need to issue a revised year-end slip.

New Balance Records

You can create new balance records using the balance adjustment pages. For example, an employee has moved from Ohio to Indiana, and wages that were earned in the last pay period should have been in the Indiana tax balance. Using the Adjust Tax Balance pages, you can make an adjustment to reduce the Ohio wages and create a new Indiana tax balance, even though the employee doesn't have a state tax record for Indiana.

> **Note**
>
> Garnishment and Canadian Record of Employment (ROE) balance records cannot be created through the balance adjustment pages. For garnishments, you must first establish a Garnishment Specification Data record for the employee. For Canadian ROE, the balance adjustment process allows only for the reallocation of ROE earnings and hours information from one existing Employment Insurance period to another.

Related Balances

Some employee balance records are related to others. For example, an employee's garnishment balance is a subset of the employee's overall deduction balance. However, the system treats each category of balance records independently. When you make an adjustment to an employee's garnishment balances, the system does not automatically make a corresponding adjustment to the employee's deduction balances.

Similarly, if you adjust earnings, deduction, or tax balances, which are components of the employee's check YTD balance, the system does not automatically adjust the corresponding check YTD balance.

To keep the related balances synchronized, you must do so manually. For example, if you update the taxes on the Adjust Tax Balance page, make a corresponding manual adjustment on the Adjust Check YTD Balance page (and vice versa).

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Related Topics

- Reviewing and Adjusting Other Balances
  This topic provides links to information on how to review and adjust (E&G) contract prepay balances, (CAN) ROE balances, and (USF) leave accrual balances.
- Understanding Pay Confirmation
  This topic discusses:
- Specifying Employee Garnishment Data

How to View Employee Balances

Use the balance inquiry pages to view employee balances for deductions, garnishments, earnings, taxes, arrears, special accumulators, and YTD paycheck totals. You can also use these pages to view the adjustments that are made to employee balances.

> **Note**
>
> The system automatically updates information on the balance adjustment inquiry pages each time you confirm a payroll or make an online adjustment.

Although you can select the page tabs to move from a balance inquiry page to its associated balance adjustment page, there is no correlation between the scroll areas on those two pages. The scroll area on the balance inquiry page moves among monthly balances. The scroll bar on the balance adjustment page moves independently among adjustments.

For example, if you're viewing a particular monthly deduction balance on the Deduction Balances page, the Deduction Balance Adjustments tab takes you to the employee's deduction balance adjustments, but not necessarily the adjustments of that particular monthly deduction balance.

Reviewing and Adjusting Arrears Balances

Related Topics

- Understanding Employee Balance Records
  This topic discusses:

Pages Used to Review and Adjust Arrears Balances

Page Name	Definition Name	Usage
Arrears Balances Page	BALANCES_ARREARS	Review an employee's arrears balances.
Arrears Balance Adjustments Page	BALANCES_ARR	Review the arrears balance from before and after the adjustment.
Adjust Arrears Balance1 Page	ADJ_ARR_BAL1	Identify the deduction arrears for which you're adjusting balances.
Adjust Arrears Balance2 Page	ADJ_ARR_BAL2	Change the employee's arrears balances.

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Understanding Arrears Balances

Typically, the system creates an arrears balance when an employee's net pay in a pay period is insufficient to cover a deduction (provided, that is, that you defined a deduction code in the Deduction table to allow arrears). You can also create a deduction arrears balance as a payback balance for recapture in the next pay period, such as for a draw.

Arrears Deduction Override

The system will take any outstanding deduction arrears on the employee's next check - even if the next check is a separate check, a final check or a gross-up check. Once an amount had gone into arrears, the arrears processing cannot be stopped. The system will attempt to recover the arrears associated with this deduction code during subsequent payrolls, until the amount has been reduced to zero.

If the user doesn't want the arrears to be processed on a check, for example, a gross-up check, the arrears deduction can be overridden on the payline using the By Paysheet - One-Time Deductions Page. Select *Arrears Payback* in the **One-Time Code** field and leave the **Flat/Addl Amount** field blank. This setup will suppress the arrears deduction from being taken on the check.

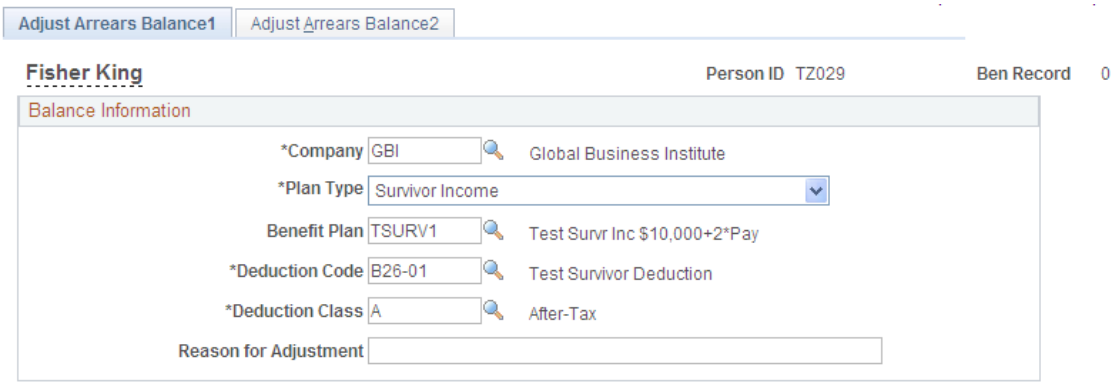
Adjust Arrears Balance1 Page

Use the Adjust Arrears Balance1 page (ADJ_ARR_BAL1) to identify the deduction arrears for which you're adjusting balances.

Navigation:

- **Payroll for North America**, and then **Periodic Payroll Events USA**, and then **Balance Adjustments**, and then **Arrears**, and then **Adjust Arrears Balance1**
- **Payroll for North America**, and then **Periodic Payroll Events CAN**, and then **Balance Adjustments**, and then **Arrears**, and then **Adjust Arrears Balance1**
- **Payroll for North America**, and then **Periodic Payroll Events USF**, and then **Balance Adjustments**, and then **Arrears**, and then **Adjust Arrears Balance1**

This example illustrates the fields and controls on the Adjust Arrears Balance1 page.



Identify the arrears balance that you want to adjust and enter an adjustment reason.

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> **Note**
>
> Save this page to move to the next page. Selecting the **Adjust Arrears Balance2** tab also takes you to the next page, but the fields are display only.

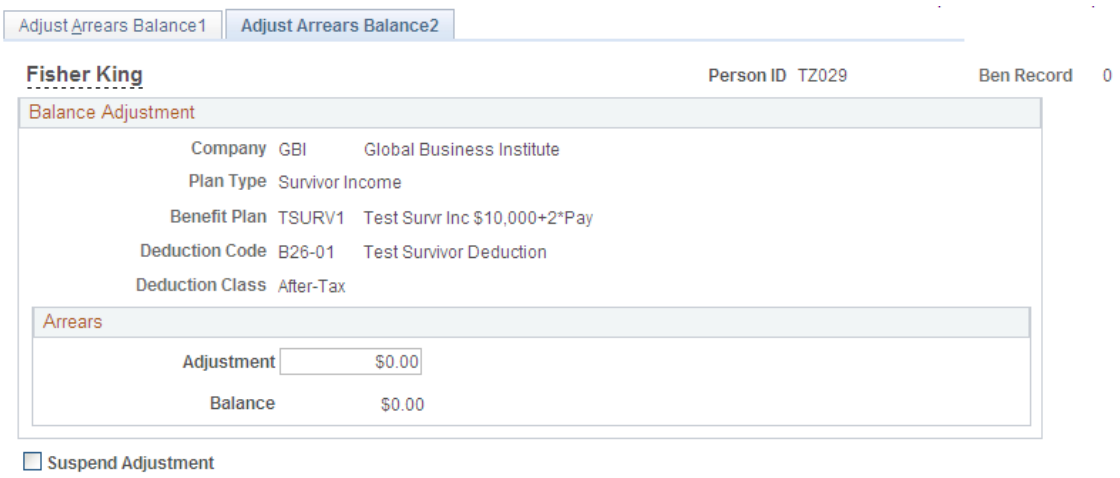
Adjust Arrears Balance2 Page

Use the Adjust Arrears Balance2 page (ADJ_ARR_BAL2) to change the employee's arrears balances.

Navigation:

- **Payroll for North America**, and then **Periodic Payroll Events USA**, and then **Balance Adjustments**, and then **Arrears**, and then **Adjust Arrears Balance2**
- **Payroll for North America**, and then **Periodic Payroll Events CAN**, and then **Balance Adjustments**, and then **Arrears**, and then **Adjust Arrears Balance2**
- **Payroll for North America**, and then **Periodic Payroll Events USF**, and then **Balance Adjustments**, and then **Arrears**, and then **Adjust Arrears Balance2**

This example illustrates the fields and controls on the Adjust Arrears Balance2 page.



> **Note**
>
> To access this page you must first enter identifying criteria on the Adjust Arrears Balance1 page and save it.

Field or Control	Description
Adjustment	Enter the adjustment amount in this field. The system adds the amount that you enter to the balance.

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Reviewing and Adjusting YTD Check Balances

Pages Used to Review and Adjust YTD Check Balances

Page Name	Definition Name	Usage
Check Balances Year-to-Date Page	BALANCES_CHK1	(USA, USF) Review an employee's YTD paycheck balances.
Cheque Balances Year-to-Date Page	BALANCES_CN_CHK1	(CAN) Review an employee's paycheque balances.
Check Balance Adjustments Page	BALANCES_CHK2	(USA, USF) Review online YTD adjustments to an employee's check balances.
Cheque Balance Adjustments Page	BALANCES_CN_CHK2	(CAN) Review online YTD adjustments to an employee's cheque balances.
Adjust Check YTD Balance 1 Page	ADJ_CHK_BAL1	(USA, USF) Identify the company, balance ID, year, and period for which you're adjusting an employee's YTD check balances.
Adjust Cheque YTD Balance 1 Page	ADJ_CN_CHK_BAL1	(CAN) Identify the YTD cheque balances that you want to adjust.
Adjust Check YTD Balance 2 Page	ADJ_CHK_BAL2	(USA, USF) Change the employee's YTD check balances.
Adjust Cheque YTD Balance 2	ADJ_CN_CHK_BAL2	(CAN) Change the YTD cheque balances. **Note:** The (CAN) Adjust Cheque YTD Balance 2 is, except for the title, the same as the (USA, USF) Adjust Check YTD Balance 2 Page.

Adjust Check YTD Balance 2 Page

(USA, USF) Use the Adjust Check YTD Balance 2 page (ADJ_CHK_BAL2) to change the employee's YTD check balances.

(CAN) Use the Adjust Cheque YTD Balance 2 page (ADJ_CN_CHK_BAL2) to change the YTD cheque balances.

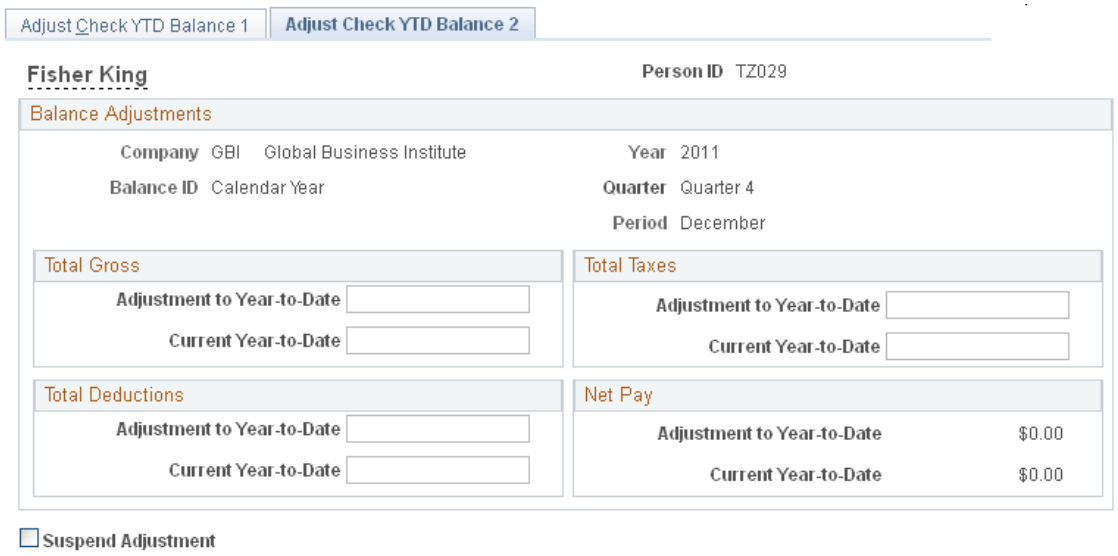
> **Note**
>
> The (CAN) Adjust Cheque YTD Balance 2 is, except for the title, the same as the (USA, USF) Adjust Check YTD Balance 2 page.

Navigation:

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- **Payroll for North America**, and then **Periodic Payroll Events USA**, and then **Balance Adjustments**, and then **Check Year-to-Date**, and then **Adjust Check YTD Balance 2**
- **Payroll for North America**, and then **Periodic Payroll Events USF**, and then **Balance Adjustments**, and then **Check Year-to-Date**, and then **Adjust Check YTD Balance 2**
- **Payroll for North America**, and then **Periodic Payroll Events CAN**, and then **Balance Adjustments**, and then **Cheque Year-to-Date**, and then **Adjust Cheque YTD Balance 2**

This example illustrates the fields and controls on the Adjust Check YTD Balance 2 page.



> **Note**
>
> To access this page you must first enter identifying criteria on the Adjust Check YTD Balance 1 page and save it.

Field or Control	Description
Adjustment to Year-to-Date	If you enter a value here, the system calculates the new current year-to-date (YTD) balance.
Current Year-to-Date	If you enter a new current YTD balance, the system calculates the adjustment to YTD amount.

Reviewing and Adjusting Deduction Balances

Pages Used to Review and Adjust Deduction Balances

Page Name	Definition Name	Usage
Deduction Balances Page	BALANCES_DED1	(USA, USF) Review an employee's deduction balances.

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Page Name	Definition Name	Usage
Deduction Balances Page	BALANCES_CN_DED1	(CAN) Review an employee's deduction balances.
Deduction Balance Adjustments Page	BALANCES_DED2	(USA, USF) Review online adjustments to an employee's deduction balances.
Deduction Balance Adjustments Page	BALANCES_CN_DED2	(CAN) Review online adjustments to an employee's deduction balances.
Adjust Deduction Balance 1 Page	ADJ_DED_BAL1	(USA, USF) Identify the deduction for which you're adjusting balances.
Adjust Deduction Balance 1 Page	ADJ_CN_DED_BAL1	(CAN) Identify which deduction balances you want to adjust.
Adjust Deduction Balance 2 Page	ADJ_DED_BAL2	(USA, USF) Change deduction balances.
Adjust Deduction Balance 2 Page	ADJ_CN_DED_BAL2	(CAN) Change deduction balances. **Note:** The (CAN) Adjust Deduction Balance 2 page is the same as the (USA, USF) Adjust Deduction Balance 2 Page.

Adjust Deduction Balance 2 Page

(USA, USF) Use the Adjust Deduction Balance 2 page (ADJ_DED_BAL2) to change deduction balances.

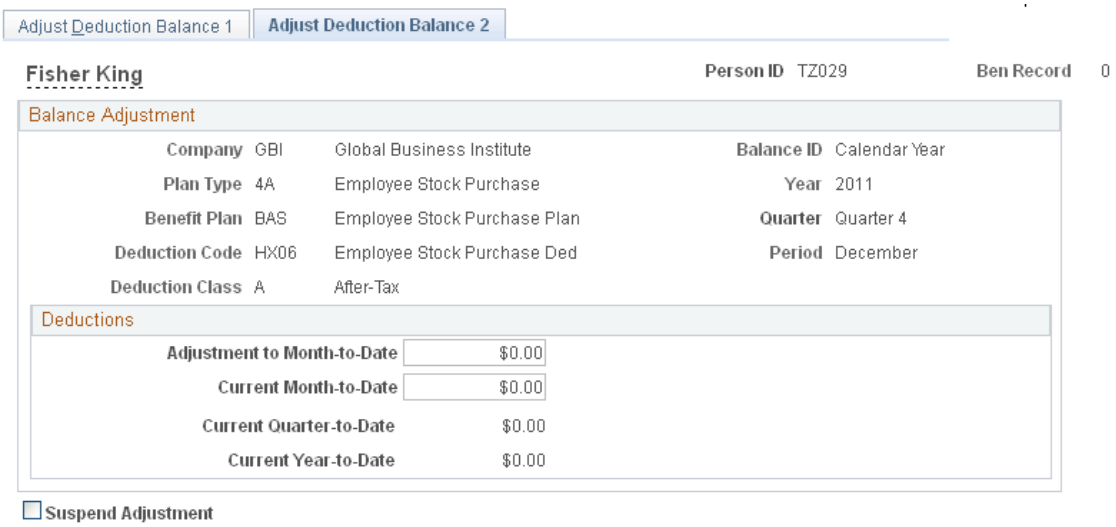
(CAN) Use the Adjust Deduction Balance 2 page (ADJ_CN_DED_BAL2) to change deduction balances.

Navigation:

- **Payroll for North America**, and then **Periodic Payroll Events USA**, and then **Balance Adjustments**, and then **Deductions**, and then **Adjust Deduction Balance 2**
- **Payroll for North America**, and then **Periodic Payroll Events USF**, and then **Balance Adjustments**, and then **Deductions**, and then **Adjust Deduction Balance 2**
- **Payroll for North America**, and then **Periodic Payroll Events CAN**, and then **Balance Adjustments**, and then **Deductions**, and then **Adjust Deduction Balance 2**

This example illustrates the fields and controls on the Adjust Deduction Balance 2 page.

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> **Note**
>
> To access this page you must first enter identifying criteria on the Adjust Deduction Balance 1 page and save it.

Field or Control	Description
Adjustment to Month-to-Date	If you enter an adjustment, the system calculates the new current month-to-date.
Current Month-to-Date	If you enter a new current month-to-date balance, the system calculates the adjustment to month-to-date.

Reviewing and Adjusting Earnings Balances

Pages Used to Review and Adjust Earnings Balances

Page Name	Definition Name	Usage
Earnings Balances Page	BALANCES_ERN1	(USA, USF) Review an employee's earnings balances and the associated hours balances for hourly and exception hourly employees. For salaried employees, it displays hour balances for earnings that accumulate hours, such as vacation.
Earnings Balances Page	BALANCES_CN_ERN1	(CAN) Review an employee's earnings balances and the associated hours.

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Page Name	Definition Name	Usage
Earnings Balance Adjustments Page	BALANCES_ERN2	(USA, USF) Review online adjustments to earnings balances.
Earnings Balance Adjustments Page	BALANCES_CN_ERN2	(CAN) Review online adjustments to earnings balances.
Adjust Earnings Balance 1 Page	ADJ_ERN_BAL1	(USA, USF) Identify the earnings balances you're adjusting.
Adjust Earnings Balance 1 Page	ADJ_CN_ERN_BAL1	(CAN) Identify the earnings for which you're adjusting balances.
Adjust Earnings Balance 2 Page	ADJ_ERN_BAL2	(USA, USF) Change earnings balances.
Adjust Earnings Balance 2	ADJ_CN_ERN_BAL2	(CAN) Change earnings balances. **Note:** The (CAN) Adjust Earnings Balance 2 page is, except for the object name, is the same as the (USA) Adjust Earnings Balance 2 Page
Employee Earnings Record Rpt Page	PRCSRUNCNTRL	(USA, USF) Prints the PAY014 report, which is an earnings summary record for each employee selected as of the date specified.
Employee Earnings Record Rpt Page	PRCSRUNCNTL	(CAN) Prints the PAY014CN report, which is an earnings summary record for each employee selected as of the date specified.
Employee Earnings Snapshot Report Page	RUNCTL_PAY013	(USF, USA) Prints the PAY013 report, which reports detailed earnings information for employees as of the date that you specify.
Employee Earnings Snapshot Report Page	RUNCTL_PAY013CN	(CAN) Prints the PAY013CN report, which reports detailed earnings information for employees.

Adjust Earnings Balance 2 Page

(USA, USF) Use the Adjust Earnings Balance 2 page (ADJ_ERN_BAL2) to change earnings balances.

(CAN) Use the Adjust Earnings Balance 2 page (ADJ_CN_ERN_BAL2) to change earnings balances.

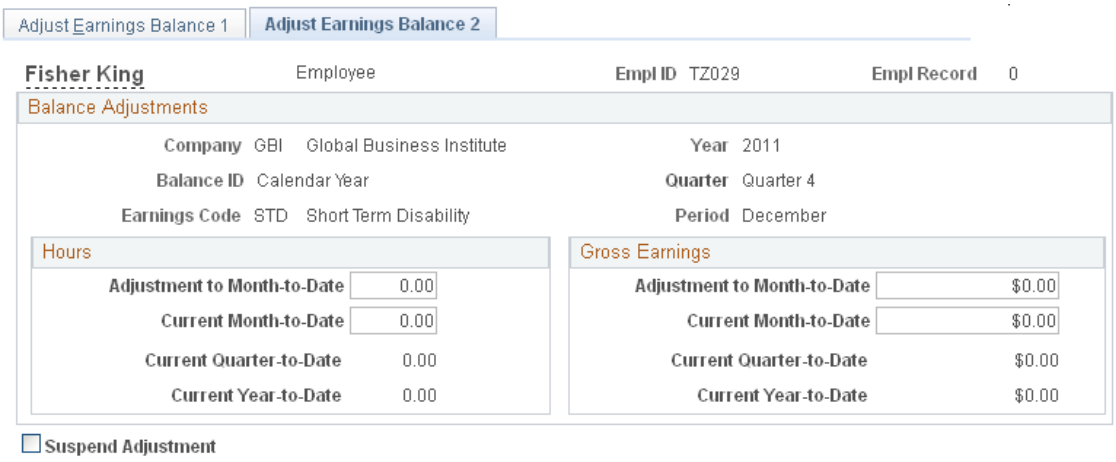
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> **Note**
>
> The (CAN) Adjust Earnings Balance 2 page is, except for the object name, is the same as the (USA) Adjust Earnings Balance 2 page.

Navigation:

- **Payroll for North America**, and then **Periodic Payroll Events USA**, and then **Balance Adjustments**, and then **Earnings**, and then **Adjust Earnings Balance 2**
- **Payroll for North America**, and then **Periodic Payroll Events USF**, and then **Balance Adjustments**, and then **Earnings**, and then **Adjust Earnings Balance 2**
- **Payroll for North America**, and then **Periodic Payroll Events CAN**, and then **Balance Adjustments**, and then **Earnings**, and then **Adjust Earnings Balance 2**

This example illustrates the fields and controls on the Adjust Earnings Balance 2 page.



> **Note**
>
> To access this page you must first enter identifying criteria on the Adjust Earnings Balance 1 page and save it.

Field or Control	Description
Adjustment Month-to-Date and **Current Month-to-Date**	If you enter a new current month-to-date balance, the system calculates the adjustment to month-to-date; if you enter an adjustment to month-to-date, the system calculates the new current month-to-date.

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Reviewing and Adjusting Garnishment Balances

Pages Used to Review and Adjust Garnishment Balances

Page Name	Definition Name	Usage
Garnishment Balances Page	BALANCES_GRN1	Review the garnishments that you have taken if you are garnishing an employee's wages.
Garn Balance Adjustment Page	BALANCES_GRN2	Review online adjustments to garnishment balances.
Adjust Garnishment Balance 1 Page	ADJ_GRN_BAL1	Specify which garnishment balances you're adjusting.
Adjust Garnishment Balance 2 Page	ADJ_GRN_BAL2	Change garnishment balances.

Garnishment Balances Page

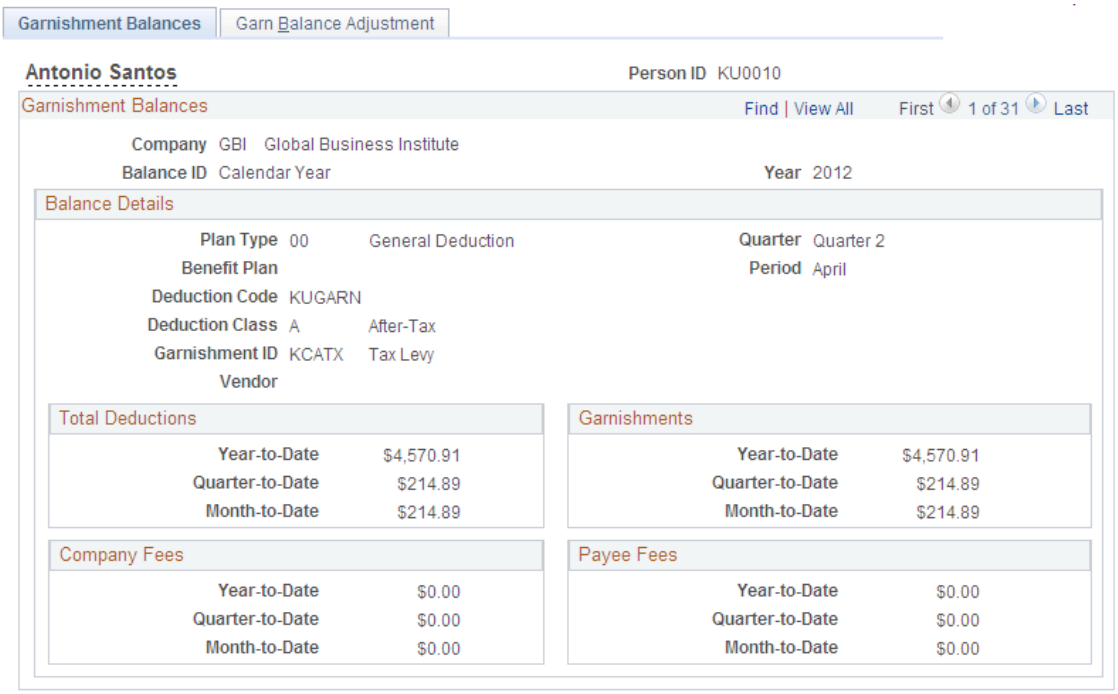
Use the Garnishment Balances page (BALANCES_GRN1) to review the garnishments that you have taken if you are garnishing an employee's wages.

Navigation:

- **Payroll for North America**, and then **Periodic Payroll Events USA**, and then **Balance Reviews**, and then **Garnishments**, and then **Garnishment Balances**
- **Payroll for North America**, and then **Periodic Payroll Events CAN**, and then **Balance Reviews**, and then **Garnishments**, and then **Garnishment Balances**
- **Payroll for North America**, and then **Periodic Payroll Events USF**, and then **Balance Reviews**, and then **Garnishments**, and then **Garnishment Balances**

This example illustrates the fields and controls on the Garnishment Balances page.

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Field or Control	Description
Garnishments	System-calculated limit processing results appear in this group box. If you have adjusted the garnishment balances, enter that value in the **Limit Balance** field on the Garnishment Spec Data 3 page . The **Limit Amount** and **Limit Balance** amounts on the Garnishment Spec Data 3 page may not correspond to the **Quarter-to-Date** or **Month-to-Date** garnishment balances that appear here if an employee has not satisfied the garnishment amount during the calendar year. For example, assume the employee has a garnishment limit amount set up for $1,000 in the current year. During the year, the employee has $700 deducted for the garnishment The **Limit Amount** and **Limit Balance** field values are not re-set when the new year begins. The employee satisfies the garnishment in the new year, so the **Year-to-Date** garnishment amount is $500.00, which does not match the **Limit Amount** and **Limit Balance** on the Garnishment Spec Data 3 page.

Adjust Garnishment Balance 2 Page

Use the Adjust Garnishment Balance 2 page (ADJ_GRN_BAL2) to change garnishment balances.

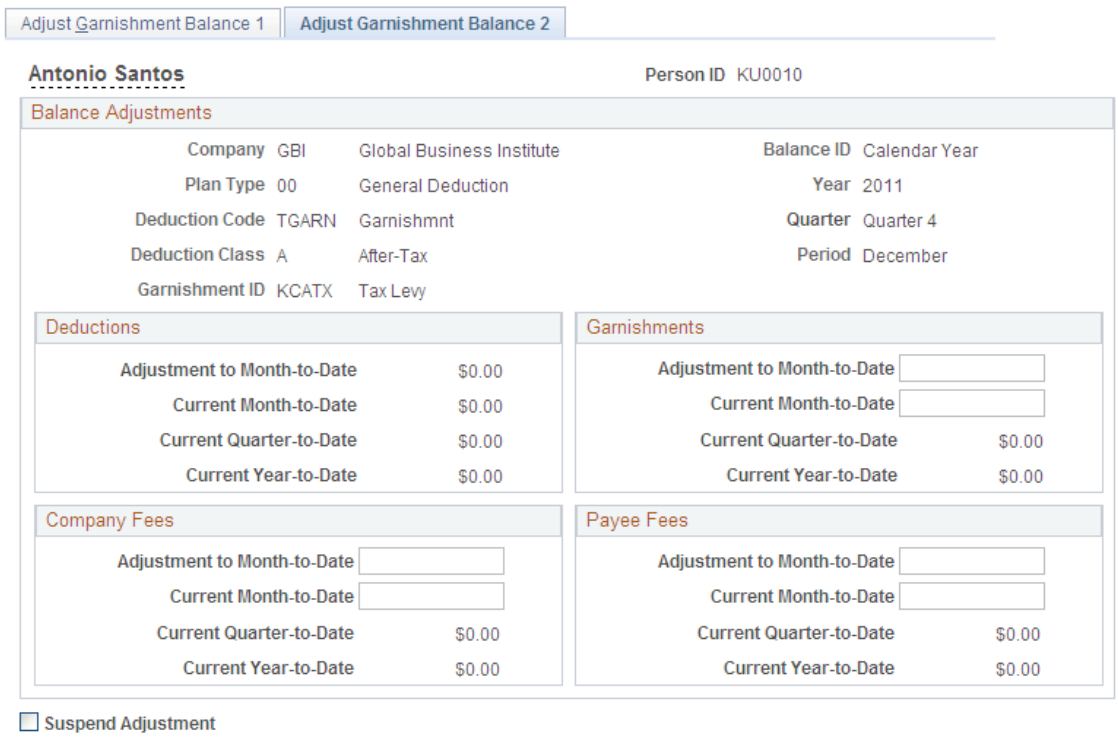
Navigation:

- **Payroll for North America**, and then **Periodic Payroll Events USA**, and then **Balance Adjustments**, and then **Garnishments**, and then **Adjust Garnishment Balance 2**

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- **Payroll for North America**, and then **Periodic Payroll Events CAN**, and then **Balance Adjustments**, and then **Garnishments**, and then **Adjust Garnishment Balance 2**
- **Payroll for North America**, and then **Periodic Payroll Events USF**, and then **Balance Adjustments**, and then **Garnishments**, and then **Adjust Garnishment Balance 2**

This example illustrates the fields and controls on the Adjust Garnishment Balance 2 page.



> **Note**
>
> To access this page you must first enter identifying criteria on the Adjust Garnishment Balance 1 page and save it.

Field or Control	Description
Deductions, Garnishments, Company Fees, and **Payee Fees**	If you enter a new current month-to-date balance, the system calculates the adjustment to month-to-date; if you enter an adjustment to month-to-date, the system calculates the new current month-to-date.

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Reviewing and Adjusting Special Accumulator Balances

Pages Used to Review and Adjust Special Accumulator Balances

Page Name	Definition Name	Usage
Special Accumulator Balances Page	BALANCES_SPC1	(USA, USF) Review an employee's hours and earnings balances for special accumulators, such as 401(k) and Thrift Savings Plan (TSP).
Special Accumulator Balances Page	BALANCES_CN_SPC1	(CAN) Review an employee's hours and earnings balances for special accumulators, such as 401(k) and TSP.
Spcl Accum Balance Adjustment Page (special accumulator balance adjustment)	BALANCES_SPC2	(USA, USF) Review online adjustments to special accumulators.
Spcl Accum Balance Adjustment Page (special accumulator balance adjustment)	BALANCES_CN_SPC2	(CAN) Review online adjustments to special accumulators.
Adjust Special Accum Balance1 Page (adjust special accumulator balance1)	ADJ_SPC_BAL1	(USA, USF) Identify the special accumulator for which you're adjusting balances.
Adjust Special Accum Balance1 Page (adjust special accumulator balance1)	ADJ_CN_SPC_BAL1	(CAN) Identify the special accumulator for which you're adjusting balances.
Adjust Special Accum Balance2 Page(adjust special accumulator balance2)	ADJ_SPC_BAL2	(USA, USF) Change special accumulator balances.
Adjust Special Accum Balance2 (adjust special accumulator balance2)	ADJ_CN_SPC_BAL2	(CAN) Change special accumulator balances. **Note:** The (CAN) Adjust Special Accum Balance2 page is, except for the object name, the same as the (USA, USF) Adjust Special Accum Balance2 Page.

Adjust Special Accum Balance2 Page

(USA, USF) Use the Adjust Special Accum Balance2 (adjust special accumulator balance2) page (ADJ_SPC_BAL2) to change special accumulator balances.

(CAN) Use the Adjust Special Accum Balance2 (adjust special accumulator balance2) page (ADJ_CN_SPC_BAL2) to change special accumulator balances.

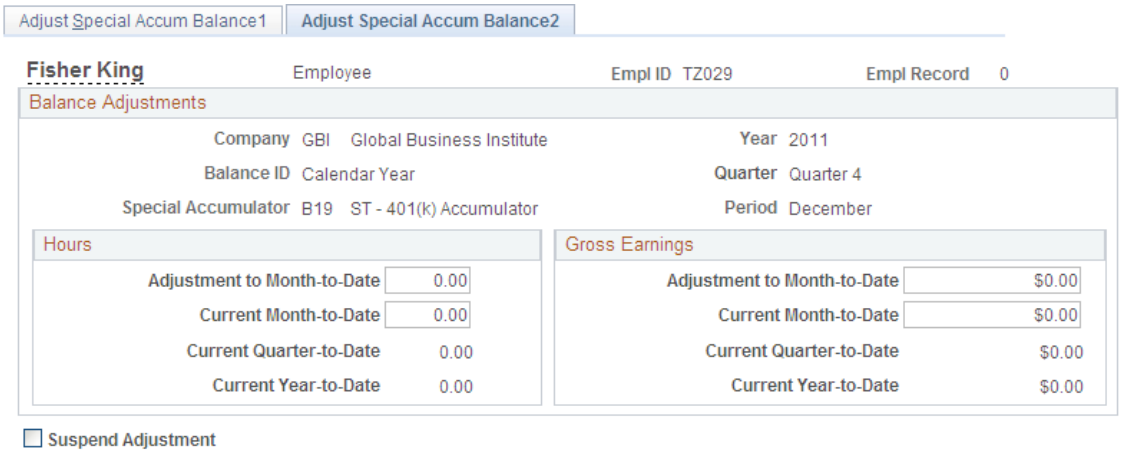
Navigation:

- **Payroll for North America**, and then **Periodic Payroll Events USA**, and then **Balance Adjustments**, and then **Special Accumulators**, and then **Adjust Special Accum Balance2**

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- **Payroll for North America**, and then **Periodic Payroll Events USF**, and then **Balance Adjustments**, and then **Special Accumulators**, and then **Adjust Special Accum Balance2**
- **Payroll for North America**, and then **Periodic Payroll Events CAN**, and then **Balance Adjustments**, and then **Special Accumulator**, and then **Adjust Special Accum Balance2**

This example illustrates the fields and controls on the Adjust Special Accum Balance2 page.



> **Note**
>
> To access this page you must first enter identifying criteria on the Adjust Special Accum Balance1 page and save it.

Field or Control	Description
Hours and **Gross Earnings**	If you enter a new current month-to-date balance, the system calculates the adjustment to month-to-date; if you enter an adjustment to month-to-date, the system calculates the new current month-to-date.

(USA) Reviewing and Adjusting U.S. Tax Balances

Pages Used to Review and Adjust U.S. Tax Balances

Page Name	Definition Name	Usage
Tax Balances Page	BALANCES_TAX1	Review an employee's federal, state, and local tax balances.
Tax Balance Adjustments Page	BALANCES_TAX2	Review online adjustments to an employee's tax balances.
Adjust Tax Balance 1 Page	ADJ_TAX_BAL1	Identify the tax for which you're adjusting balances.

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Page Name	Definition Name	Usage
Adjust Tax Balance 2 Page	ADJ_TAX_BAL2	Change tax balances.

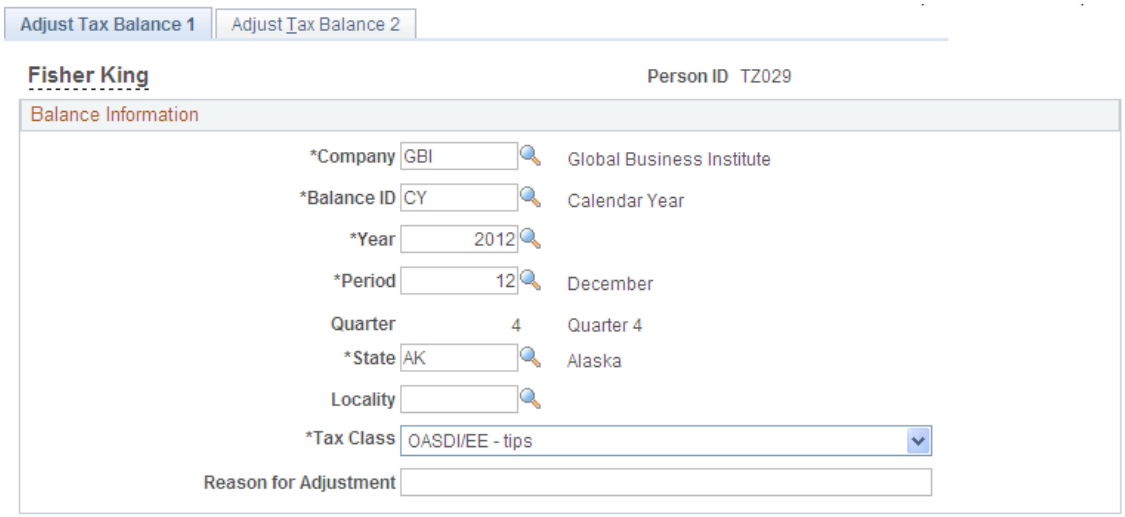
Adjust Tax Balance 1 Page

Use the Adjust Tax Balance 1 page (ADJ_TAX_BAL1) to identify the tax for which you're adjusting balances.

Navigation:

- **Payroll for North America**, and then **Periodic Payroll Events USA**, and then **Balance Adjustments**, and then **Taxes**, and then **Adjust Tax Balance 1**
- **Payroll for North America**, and then **Periodic Payroll Events USF**, and then **Balance Adjustments**, and then **Taxes**, and then **Adjust Tax Balance 1**

This example illustrates the fields and controls on the Adjust Tax Balance 1 page.



Identify the tax balances that you want to adjust and enter an adjustment reason.

Field or Control	Description
State	Enter *$U* if you're adjusting federal tax balances. Enter *$E* if you're adjusting advanced Earned Income Credit balances.

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Field or Control	Description
PA EIT Work PSD Code and **PA EIT Residence PSD Code** (Pennsylvania Earned Income Tax work and residence Political Subdivision codes)	(These fields appear only when the state is Pennsylvania.) Under PA Act 32, you must identify the employee's work locality and residence locality for each Pennsylvania local Earned Income Tax (EIT) amount withheld from an employee. **Note:** To save the page, you must enter both codes when the **Year** is *2012* or greater, **Locality** is *not* blank, and **Tax Class** is *Withholding*.

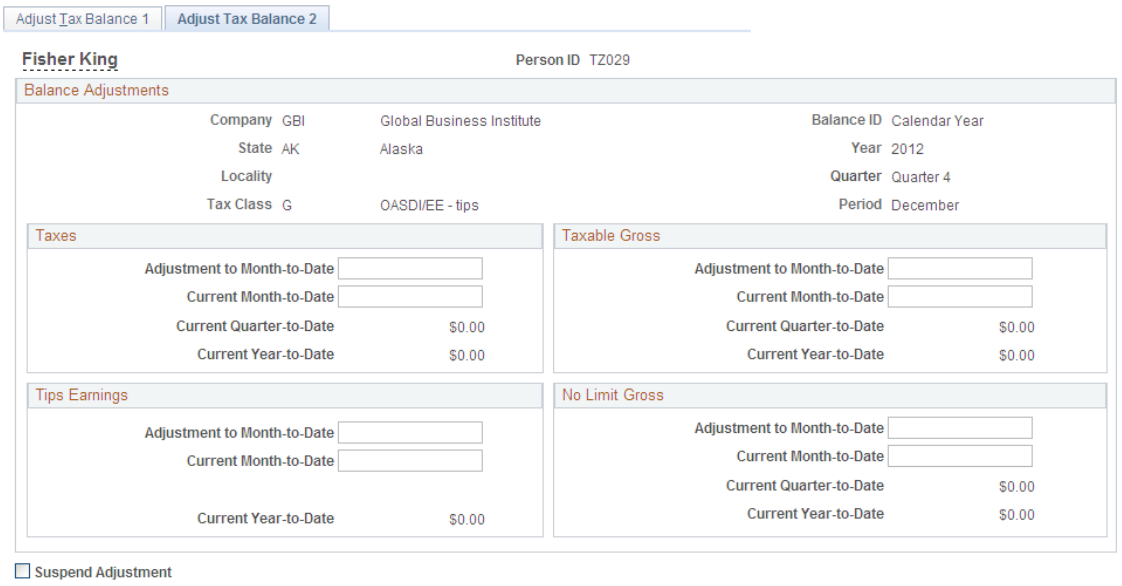
Adjust Tax Balance 2 Page

Use the Adjust Tax Balance 2 page (ADJ_TAX_BAL2) to change tax balances.

Navigation:

- **Payroll for North America**, and then **Periodic Payroll Events USA**, and then **Balance Adjustments**, and then **Taxes**, and then **Adjust Tax Balance 2**
- **Payroll for North America**, and then **Periodic Payroll Events USF**, and then **Balance Adjustments**, and then **Taxes**, and then **Adjust Tax Balance 2**

This example illustrates the fields and controls on the Adjust Tax Balance 2 page.



> **Note**
>
> To access this page you must first enter identifying criteria on the Adjust Tax Balance1 page and save it.

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Field or Control	Description
Taxes, Taxable Gross, Tips Earnings and **No Limit Gross**	If you enter a new current month-to-date balance, the system calculates the adjustment to month-to-date; if you enter an adjustment to month-to-date, the system calculates the new current month-to-date.

(E&G) Reviewing and Adjusting 1042 Tax Balances

Pages Used to Adjust 1042 Tax Balances

Page Name	Definition Name	Usage
1042 Tax Balances Page	BALANCES_TAX3	Review an employee's 1042 tax balances.
1042 Tax Balance Adjustments Page	BALANCES_TAX4	Review online adjustments to an employee's 1042 tax balances.
Adjust 1042 Tax Balance 1 Page	ADJ_TAX_BAL3	Identify the country, income code, tax rate, state, and reason for adjustment to an employee's 1042 tax balances.
Adjust 1042 Tax Balances 2 Page	ADJ_TAX_BAL4	Change 1042 tax balances.

Adjust 1042 Tax Balances 2 Page

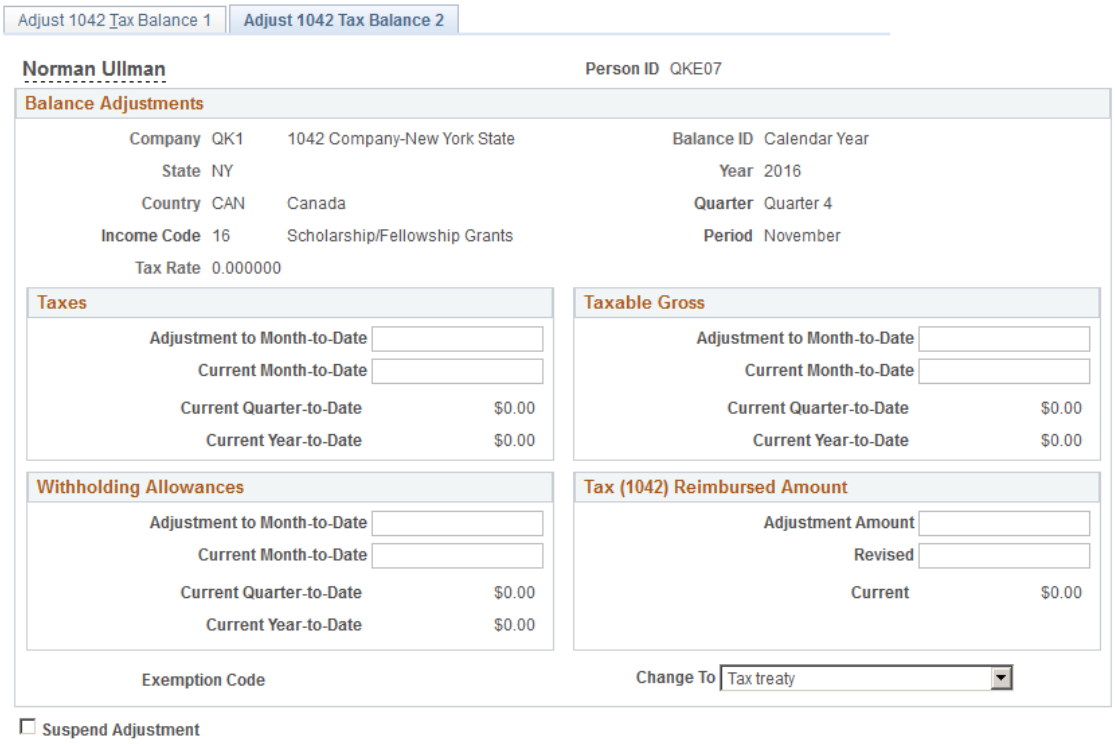
Use the Adjust 1042 Tax Balances 2 page (ADJ_TAX_BAL4) to change 1042 NRA (non-resident alien) tax balances.

Navigation:

Payroll for North America, and then **Periodic Payroll Events USA**, and then **Balance Adjustments**, and then **1042 Taxes**, and then **Adjust 1042 Tax Balance 2**

This example illustrates the fields and controls on the Adjust 1042 Tax Balance 2 page.

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> **Note**
>
> To access this page you must first enter identifying criteria on the Adjust 1042 Tax Balance 1 page, and save it.

Field or Control	Description
Current Month-to-Date or **Adjustment to Month-to-Date**	Enter the new balance in the **Current Month-to-Date** field as appropriate in any or all of the**Taxes, Taxable Gross, and Withholding Allowances** group boxes. The system calculates the**Adjustment to Month-to-Date** values in each group box based on the current month-to-date balance that you enter. Alternatively, you can enter an adjustment amount in the **Adjustment to Month-to-Date** field in the appropriate group boxes, in which case the system calculates the new **Current Month-to-Date** value for that group box. Balances are updated in the payroll calculation and confirmation processes that you run during the year. **Note:** Balance adjustments are applied individually. If you make an adjustment to a 1042 balance on the Adjust 1042 Balances page, you will also likely want to apply the same adjustment to the summarized 1042 totals on the Adjust 1042 Tax Balance 2 page.

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Field or Control	Description
Exemption Code	Specify the exemption code that applies to this employee. When the system creates the employee's 1042 Balance record during payroll calculation and confirmation processes, it enters a default exemption code of *Tax Treaty*. Before you print the paper forms or generate the electronic file, verify or change the employee's exemption code on the tax 1042 balance record.
Suspend Adjustment	Select this check box to make key fields available for re-entry after saving.

(CAN) Reviewing and Adjusting Canadian Tax Balances

Pages Used to Review and Adjust Canadian Tax Balances

Page Name	Definition Name	Usage
Canadian Tax Balances Page	BALANCES_CN_TAX1	(CAN) Review an employee's tax balances.
Canadian Tax Balance Adjust Page (Canadian tax balance adjustment)	BALANCES_CN_TAX2	(CAN) Review online adjustments to an employee's Canadian tax balances.
Adjust Tax Balance 1 Page	ADJ_CN_TAX_BAL1	(CAN) Identify the taxes for which you're adjusting balances.
Adjust Tax Balance 2 Page	ADJ_CN_TAX_BAL2	(CAN) Change tax balances.

Adjust Tax Balance 2 Page

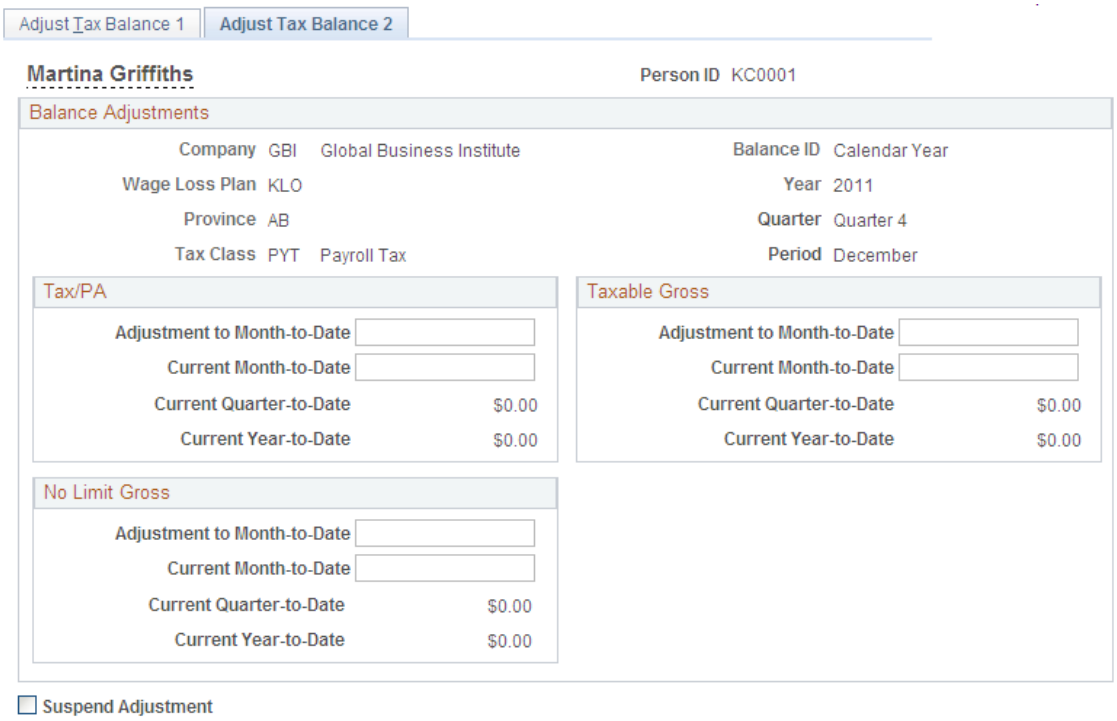
(CAN) Use the Adjust Tax Balance 2 page (ADJ_CN_TAX_BAL2) to change tax balances.

Navigation:

Payroll for North America, and then **Periodic Payroll Events CAN**, and then **Balance Adjustments**, and then **Taxes**, and then **Adjust Tax Balance 2**

This example illustrates the fields and controls on the Adjust Tax Balance 2 page.

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Field or Control	Description
Tax/PA, Taxable Gross, and **No Limit Gross**	If you enter a new current month-to-date, the system calculates the adjustment to month-to-date. If you enter an adjustment to month-to-date, the system calculates the new current month-to-date.

> **Note**
>
> To access this page you must first enter identifying criteria on the Adjust Tax Balance 1 page and save it.

Reviewing and Adjusting Other Balances

This topic provides links to information on how to review and adjust (E&G) contract prepay balances, (CAN) ROE balances, and (USF) leave accrual balances.

(E&G) Reviewing and Adjusting Contract Prepay Balances

See Adjusting Contract Employee Prepay Balances.

(CAN) Reviewing and Adjusting ROE Balances

See Reviewing and Updating ROEs Online.

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(USF) Reviewing and Adjusting Leave Accrual Balances

See Managing Leave Accrual.

(USF) Reviewing and Adjusting Pay Limit Balances

SeeReviewing and Adjusting Pay Limit Balances

Generating a Balance Adjustment Report

Pages Used to Generate the Balance Adjustment Report

Page Name	Definition Name	Usage
Balance Adjustment Report Page	RUNCTL_PAY025	(USA, USF) Generate the PAY025 report, which details the information recorded with each balance adjustment processed through the balance adjustment pages.
Balance Adjustment Report Page	RUNCTL_PAY025CN	(CAN) Generate the PAY025CN report, which details the information recorded with each balance adjustment processed through the balance adjustment pages.

Balance Adjustment Report Page

(USA, USF) Use the Balance Adjustment Report page (RUNCTL_PAY025) to generate the PAY025 report, which details the information recorded with each balance adjustment processed through the balance adjustment pages.

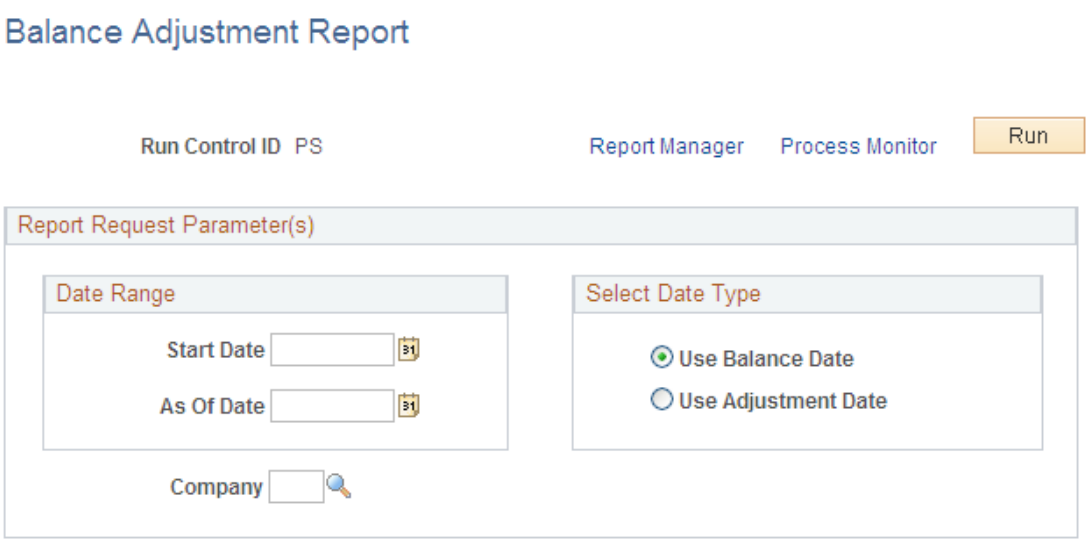
(CAN) Use the Balance Adjustment Report page (RUNCTL_PAY025CN) to generate the PAY025CN report, which details the information recorded with each balance adjustment processed through the balance adjustment pages.

Navigation:

- **Payroll for North America**, and then **Periodic Payroll Events USA**, and then **Balance Adjustments**, and then **Balance Adjustment Report**, and then **Balance Adjustment Report**
- **Payroll for North America**, and then **Periodic Payroll Events USF**, and then **Balance Adjustments**, and then **Balance Adjustment Rpt**, and then **Balance Adjustment Report**
- **Payroll for North America**, and then **Periodic Payroll Events CAN**, and then **Balance Adjustments**, and then **Balance Adjustment Report**, and then **Balance Adjustment Report**

This example illustrates the fields and controls on the Balance Adjustment Report page.

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Field or Control	Description
Select Date Type	Selecting **Use Balance Date** reports balance records for periods in the specified date range to which you've applied adjustments. Selecting **Use Adjustment Date** reports all balance records that you *adjusted* on dates in the specified date range.

Deleting Employee Balances

Page Used to Delete Balances

Page Name	Definition Name	Usage
Balance Deletion Page	RUNCTL_PAY_DEL_BAL	Specify process parameters for the Delete Balances process. You can delete balances for a specific company and a specific balance year and period.

Understanding the Delete Balances COBOL SQL Process (PSPDLBAL, PSPDLBLC)

The Delete Balances process is an effective way to purge obsolete historical data from the system and free disk space. This process deletes employee payroll balances for the year and period that you specify. Specifically, it deletes balances for earnings, deductions, taxes, and paychecks YTD.

When you run the Delete Balances process depends on when your company no longer has legal or corporate requirements that require it to maintain the information. For example, you might run the process annually after you print W-2s, produce quarterly reports, and so on.

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> **Warning**
>
> Running the Delete Balances process deletes balances for earnings, deductions, taxes, and paychecks YTD for the year and period that you specify. Once deleted, this information is not recoverable. Use this process with care.

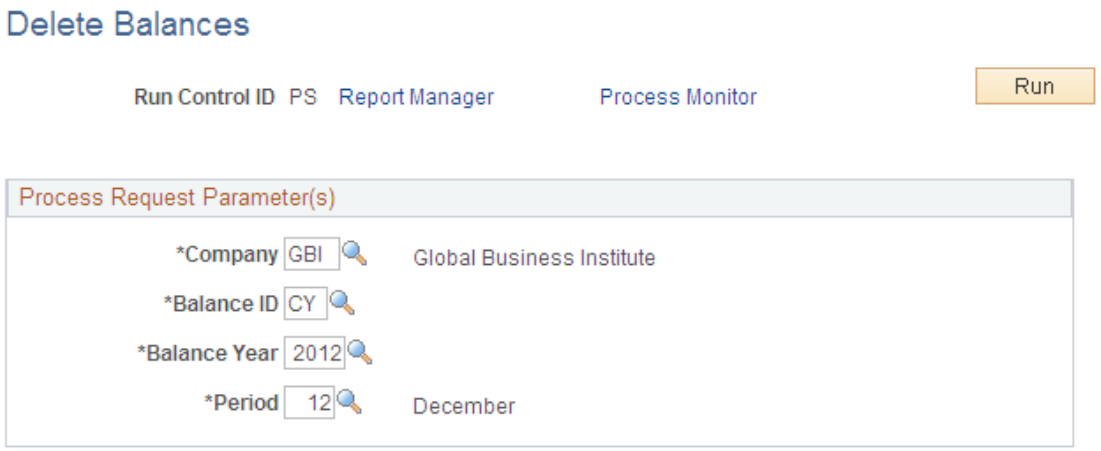
Balance Deletion Page

Use the Balance Deletion page (RUNCTL_PAY_DEL_BAL) to specify process parameters for the Delete Balances process.

Navigation:

- **Payroll for North America**, and then **Periodic Payroll Events USA**, and then **Balance Adjustments**, and then **Delete Balances**, and then **Balance Deletion**
- **Payroll for North America**, and then **Periodic Payroll Events CAN**, and then **Balance Adjustments**, and then **Delete Balances**, and then **Balance Deletion**
- **Payroll for North America**, and then **Periodic Payroll Events USF**, and then **Balance Adjustments**, and then **Delete Balances**, and then **Balance Deletion**

This example illustrates the fields and controls on the Delete Balances page.



You can delete balances for a specific company and a specific balance year and period.

Field or Control	Description
Balance ID	Maintain these values in the Balance ID table, and identify the various year types for which you maintain balances (for example, calendar year, or fiscal year). For each balance ID in the Balance ID table, you must also define the following: • The balance years, or the years included in that balance year type. • The applicable periods for each balance year in which you maintain balances.

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Field or Control	Description
Balance Year and **Period**	For the balance year, the system deletes employee balance records up to but not including: • The period that you specify in the **Period** field. • The period in which the last activity was posted to the balance. In February 2005, an organization deletes balances for the previous calendar year, specifying December 2004 as the period on the Balance Deletion page. The system: • Deletes the balance records for the months of January through November 2004. • Retains the balance records for December 2004. If an employee had a deduction that met its goal balance in September, the September balance record would be retained, because it is the latest updated balance record for that deduction.

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(CAN) Setting Up and Processing Business Payrolls Survey Reporting

Understanding BPS Reporting

Statistics Canada selects employers to participate in the BPS and requires them to report payroll earnings and hours information on a monthly basis.

PeopleSoft supports the survey's EDR format. If you are participating in the survey, see the Business Payrolls Survey Electronic Data Reporting Guide published by Statistics Canada for further information. Statistics Canada requires that you meet certain conditions before being accepted as an EDR respondent.

Setting Up BPS Reporting Tables

To set up BPS reporting tables, use the Business Information (BPS_CONTACT) and Activity Table (BPS_ACT_TBL) components.

Pages Used to Set Up BPS Reporting

Page Name	Definition Name	Usage
BPS Business Information Page (Business Payrolls Survey business information)	BPS_CONTACT_CAN	(CAN) Enter the business and contact information for Record Type 1 of the survey's EDR file.
BPS Activity Table (Business Payrolls Survey activity table)	BPS_ACT_TBL	(CAN) Create the business activities (defined by Statistics Canada) to set up the reporting units in the BPS Reporting Unit table.

BPS Business Information Page

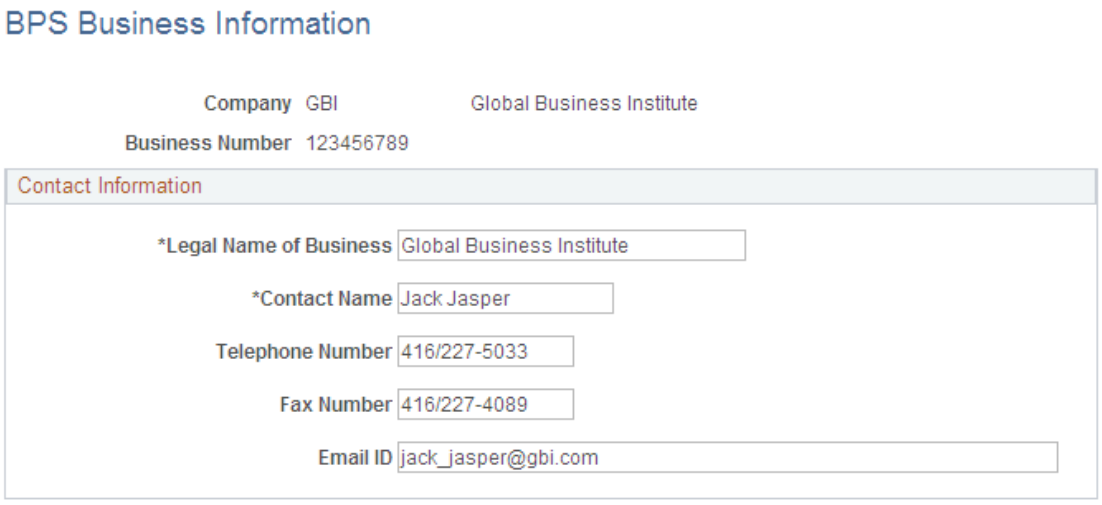
(CAN) Use the BPS Business Information (Business Payrolls Survey business information) page (BPS_CONTACT_CAN) to enter the business and contact information for Record Type 1 of the survey's EDR file.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Business Payrolls Survey CAN**, and then **Business Information**, and then **BPS Business Information**

This example illustrates the fields and controls on the BPS Business Information page.

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Field or Control	Description
Business Number	The system automatically retrieves this payroll account number from the company's Wage Loss Plan record. This field is display-only.
Contact Name	Enter the name of your company's BPS contact person as it should appear in the transmission file.

BPS Activity Table

(CAN) Use the BPS Activity Table (Business Payrolls Survey activity table) page (BPS_ACT_TBL) to create the business activities (defined by Statistics Canada) to set up the reporting units in the BPS Reporting Unit table.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Business Payrolls Survey CAN**, and then **Activity Table**, and then **BPS Activity Table**

> **Note**
>
> Use the Job Code Profile page to link BPS activities to job codes. When defining initial BPS activity codes on the Job Code Table component (JOB_CODE_TBL), apply updates to all relevant current, history, and future-dated records for the reference months required for reporting.

Related Topics

- Application Fundamentals: Job Code Profile Page

Defining BPS Reporting Units

To define BPS reporting units, use the Reporting Unit Table (BPS_REPORT_UNIT) component.

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Pages Used to Define BPS Reporting Units

Page Name	Definition Name	Usage
BPS Activities Page (Business Payrolls Survey activities)	BPS_RU_TBL1	Specify the pay group and BPS activities that define a reporting unit.
BPS Locations Page (Business Payrolls Survey locations)	BPS_RU_TBL2	Specify the BPS locations that define a reporting unit.

Understanding BPS Reporting Units

A BPS reporting unit represents a group of employees within a company that Statistics Canada has selected for the survey. Each reporting unit, uniquely identified within a company by the reporting unit ID, corresponds to one Payroll record (Record Type 2) in the survey EDR file.

A reporting unit is defined by:

- Business activities.
- Business locations.
- Pay frequencies of employees.

  (Statistics Canada refers to pay frequency as *pay period type*.)

> **Note**
>
> To ensure that each employee appears only once per survey, assign a unique combination of pay group, BPS activity, and tax location information for each reporting unit.

Use the BPS Reporting Unit table to establish the relationship between these criteria. For each BPS Reporting Unit record:

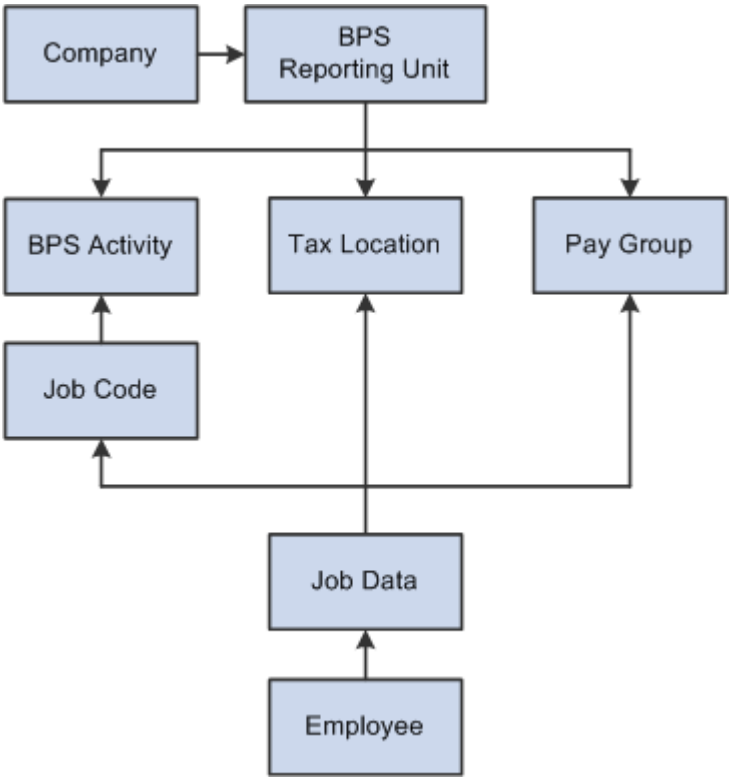
- Define the required business activities and locations using the **Tax Location Code** and **Activity ID** fields.
- Assign a pay group to ensure that each reporting unit includes only those employees with the same pay frequency (for example, biweekly or monthly) and pay period dates.

The system selects employees whose job data fulfills the criteria that is defined in the BPS Reporting Unit table. It extracts and reports their payroll information in the Payroll record of the EDR file.

This diagram shows the relationship of entities related to the BPS reporting unit:

This diagram shows the relationship of entities related to the BPS reporting unit.

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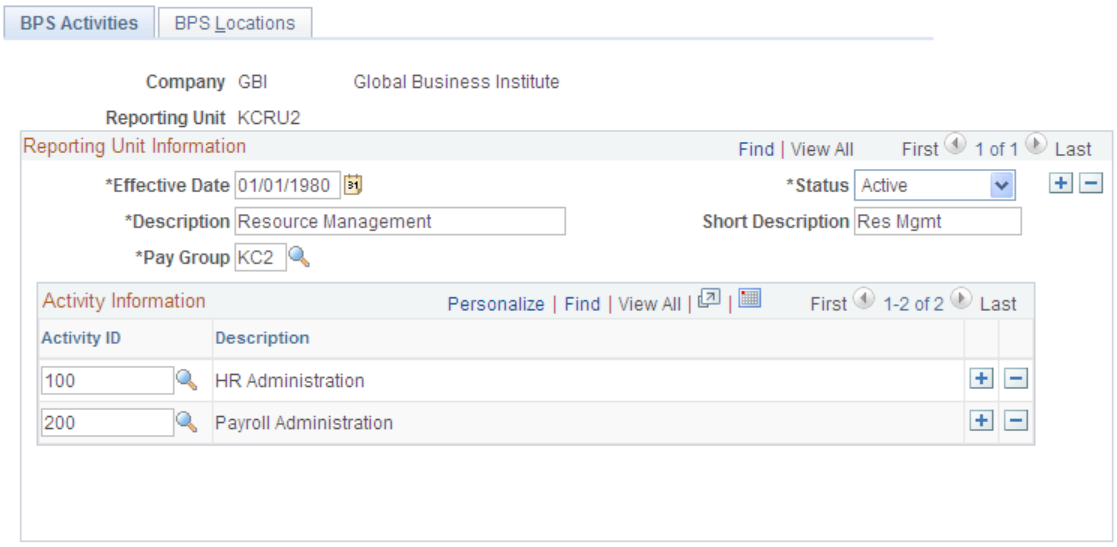
BPS Activities Page

Use the BPS Activities (Business Payrolls Survey activities) page (BPS_RU_TBL1) to specify the pay group and BPS activities that define a reporting unit.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Business Payrolls Survey CAN**, and then **Reporting Unit Table**, and then **BPS Activities**

This example illustrates the fields and controls on the BPS Activities page.



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Reporting Unit Information

Field or Control	Description
Pay Group	Specify the pay group that represents the group of employees selected for the survey. Specify only one pay group for each reporting unit. This ensures that each reporting unit reports on employees of the same pay frequency and pay period dates.

Activity Information

Field or Control	Description
Activity ID	Select the BPS activity that is required for reporting within the reporting unit. If this field is blank, the system reports all activities.

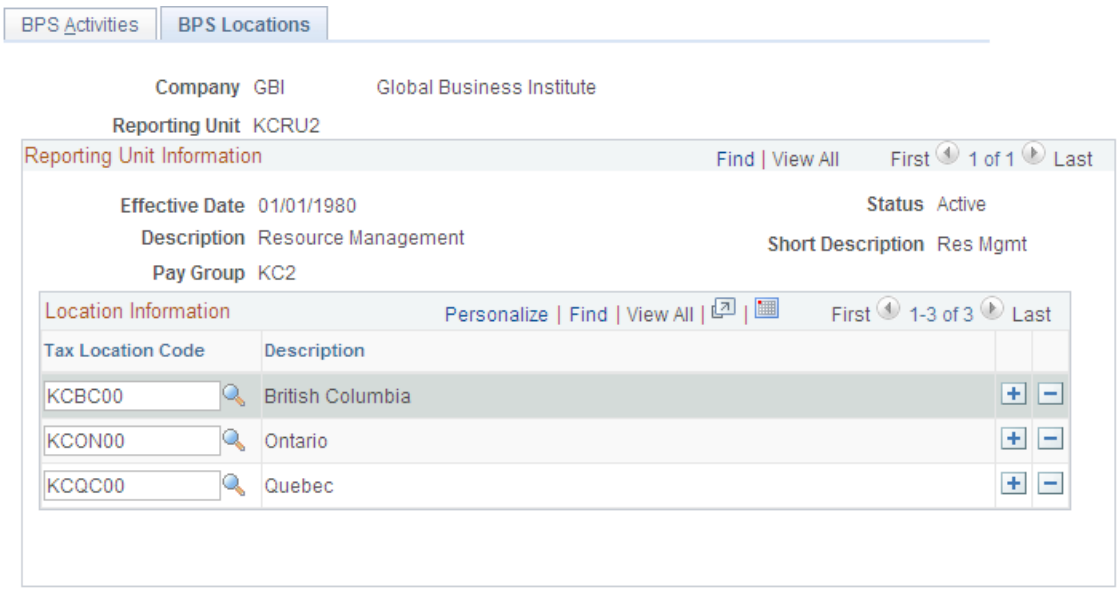
BPS Locations Page

Use the BPS Locations (Business Payrolls Survey locations) page (BPS_RU_TBL2) to specify the BPS locations that define a reporting unit.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Business Payrolls Survey CAN**, and then **Reporting Unit Table**, and then **BPS Locations**

This example illustrates the fields and controls on the BPS Locations page.



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Location Information

Field or Control	Description
Tax Location Code	Define the tax locations required for reporting within the specified reporting unit. If this field is blank, the system reports all tax location codes.

Specifying Earnings Codes for BPS Reporting

> **Note**
>
> The second page of the Tax Form Definition component (TAXFORM_DEFN_TBL) (Tax Form Footnote page) is not used as part of this process.

Page Used to Specify Earnings Codes for BPS Reporting

Page Name	Definition Name	Usage
Tax Form Definitions Page	TAXFORM_DEFN_TBL	Specify earnings codes to accumulate the earnings and hours information for BPS reporting.

Tax Form Definitions Page

Use the Tax Form Definitions page (TAXFORM_DEFN_TBL) to specify earnings codes to accumulate the earnings and hours information for BPS reporting.

Navigation:

Payroll for North America, and then **Year-End Processing CAN**, and then **Define Annual Tax Reporting**, and then **Tax Form Definitions**, and then **Tax Form Definitions**

Select *Business Payrolls Survey - CAN* from the **Tax Form Identification** field on the search page.

The earnings codes that you specify for each BPS tax form box apply to the respective categories of employees (hourly, salaried, or working owners) for all reporting units.

The tax form box descriptions in the following tables correspond directly to reporting fields of the same descriptions in the EDR record layouts. Ensure that you do not duplicate earnings codes in tax form boxes where you do not want to report those earnings or hours twice (for example, reporting overtime in the OTP [Overtime Pay] box for regular overtime pay versus the reporting of accumulated overtime pay into an SPx [Special Payments x] box).

This table lists the tax form boxes that refer to payments made in the last pay period of a reference month:

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Tax Form Box	Description	Comments
RGP	Regular Gross Pay	For hourly and salaried employees, and working owners.
OTP	Overtime Pay	For hourly and salaried employees only.
THP	Total Hours Paid for Hourly Employees	For hourly only.
OTH	Overtime Hours Worked by Hourly Employees	For hourly only.

This table lists the tax form boxes that refer to payments made at any time during a reference month:

Tax Form Box	Description	Comments
SP1	Special Payments - Monthly Payments	As described.
SP2	Special Payments - Payments made every 2 Months	As described.
SP3	Special Payments - Quarterly Payments	As described.
SP4	Special Payments - Greater than Quarterly Payments	As described.
SP5	Special Payments - Federal Taxable Benefits	As described.
SP6	Special Payments - Retroactive Payments	As described.
TGR	Total Gross Monthly Payroll	For all employees paid in the reference month. **Note:** For this box, define only the earnings codes to report in addition to the employees' True T4 taxable gross amounts (for example, severance pay).

Warning

It is imperative that you define all applicable earnings for each BPS tax form box before creating the EDR file for transmission to Statistics Canada.

Note

See the Business Payrolls Survey Electronic Data Reporting Guide published by Statistics Canada for further information on the reporting requirements for each box.

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Generating the BPS EDR File

Page Used to Generate the BPS EDR File

Page Name	Definition Name	Usage
Business Payrolls Survey File Page	RUNCTL_PAY104CN	(CAN) Creates a BPS EDR file for transmission to Statistics Canada and a summary report for your reference. The system produces the transmission file in accordance with the format provided by Statistics Canada.

Understanding the Business Payrolls Survey SQR Report Process (PAY104CN)

The Business Payrolls Survey process generates the BPS EDR file for transmission to Statistics Canada. At the same time, the system produces a summary report for your reference.

On the run control page you select the reference month (period) and companies for which the system should generate an EDR. Each company that you select corresponds to a Business and Contact Information record (Record Type 1) in the EDR file. The system reports on all the reporting units that are defined in the BPS Reporting Unit table for the company. Each reporting unit corresponds to a Payroll record (Record Type 2).

> **Note**
>
> Create this file for each reference month only after the corresponding Pay Confirmation COBOL SQL process (PSPCNFRM) is complete for all pay periods that are associated with that reference month.

Selecting Payroll Data by Reference Month

A reference month is the month for which you report payroll data in the BPS.

The system processes the selection of payroll information for a reference month as follows:

- Last Pay Period blocks

  The system selects payroll information for the *Last Pay Period* blocks in the report from the pay period with an end date that is closest to, but not later than, the third day of the month following the reference month. For example, for the reference month of October 2004, the system selects the pay period with an end date that is closest to, but not later than, November 3, 2004.

- Gross Monthly Payroll blocks

  The system selects payroll information for the *Gross Monthly Payroll* block in the report from pay periods with end dates that are between the fourth day of the reference month and the third day of the following month. For example, for the reference month of October

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2004, the system selects the pay periods with end dates from October 4, 2004 to November 3, 2004 inclusive.

- Blocks 1–6

  The system selects special payment amounts reported in Blocks 1 through 6 in the report from pay periods with cheque dates that are between the fourth day of the reference month and the third day of the following month. For example, for the reference month of October 2004, the system selects the pay periods with cheque dates from October 4, 2004 to November 3, 2004 inclusive.

> **Note**
>
> For Retroactive Payments (Block 6), the From and To dates are blank on the PAY104CN.

Classifying Employees

When processing the BPS, the system classifies employees as either hourly or salaried, based on the employee type in Job Data. The system processes exception hourly employees as hourly employees. Employees can also be classified as working owners by the officer code in Job Data, in which case they are excluded from the hourly and salaried categories. Employees that are assigned to the following officer codes are classified as Working Owners and are reported in Category D - Working Owners of Incorporated Businesses:

- Chairman
- Director
- President
- Vice President

Locating the BPS EDR Output

The Business Payrolls Survey process creates the BPS EDR file in the PeopleSoft report output directory. The following table identifies the naming convention of the output files for each platform:

Platform	Output File Name
DB2/AS400	BPS001
MVS	BPS(D001)
Others	BPS.001

Renaming the File

You must rename the file to meet Statistics Canada requirements for submission. PeopleSoft recommends that you rename the file using the following convention:

BPSyymm.txt

- BPS: Business Payrolls Survey.
- yymm: year and reference month for which the file is generated.
- txt: file extension.

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Business Payrolls Survey File Page

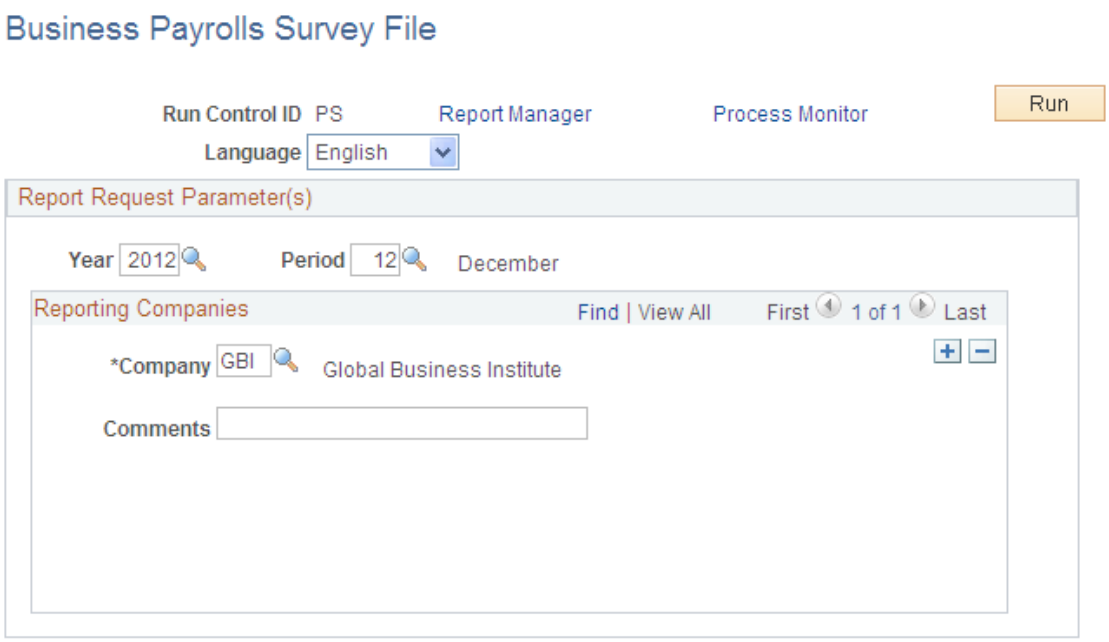
(CAN) Use the Business Payrolls Survey File page (RUNCTL_PAY104CN) to create a BPS EDR file for transmission to Statistics Canada and a summary report for your reference.

The system produces the transmission file in accordance with the format provided by Statistics Canada.

Navigation:

Payroll for North America, and then **Payroll Processing CAN**, and then **Pay Period Reports**, and then **Business Payrolls Survey File**, and then **Business Payrolls Survey File**

This example illustrates the fields and controls on the Business Payrolls Survey File page.



Field or Control	Description
Year and **Period**	Select the year and a month from 1–12. This is the reference month that the system uses to select payroll data for reporting.
Company	Each company selected corresponds to a Business and Contact Information record (Record Type 1) in the EDR file.

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(CAN) Generating a Canadian Record of Employment

Understanding ROEs

This topic discusses:

- The Record of Employment.
- Tips and techniques for ROE processing.
- ROE data sources.

Related Topics

- (CAN) Converting ROE Data
  This topic discusses how to convert ROE data.

The Record of Employment

Payroll for North America supports legislated Canadian payroll reporting requirements, including the ROE form. The ROE reports an employee's record of earnings as a result of an interruption of earnings to Service Canada (SC). SC uses the employment history provided on the ROE to:

- Determine whether an applicant qualifies for Employment Insurance (EI) benefits.
- Calculate the EI benefit rate.
- Establish the duration of eligibility for benefits.
- Detect fraud and abuse of the EI program.

> **Note**
>
> The accuracy of the data on the ROE form depends on the integrity and timeliness of the information in the system. You must enter manual cheques that you issued to the employee and final earnings payable before generating a ROE.

Tips and Techniques for ROE Processing

This topic provides some tips and techniques to help you in processing ROEs.

Processing Job Status Changes

You must process the human resources data describing returns from leaves of absence and rehires in a timely manner to avoid creating a ROE for an employee who returns to active status without an interruption of earnings (as interpreted by SC).

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Moving ROE Balance Amounts

Adjust EI insurable earnings and hours online using the ROE component (ADJ_UI_BAL_CAN). Use the Adjust ROE Balance page to move ROE balance amounts from one period to another. To protect the integrity of the EI earnings and hours balance details, the system does not allow one-sided adjustments that result in the addition or deletion of insurable earnings amounts or hours. For example, you cannot add 50.00 CAD or 5 hours to an EI period on this page. You must enter this type of adjustment by processing manual cheques. The system marks the INS_EARNS_BAL record as amended when it processes an online adjustment, which causes the ROE Mass Create Structured Query Report (SQR) Report process (PAY124CN) to generate a ROE amendment.

Managing Concurrent Multiple Jobs

If an employee has concurrent multiple jobs, the Create Mass ROE Data process generates a ROE reflecting the first date worked (original hire date) and last date worked (termination date minus one day) for the job that you are terminating. The system processes the ROE, although some concurrent jobs might continue to remain active. The system reports the *total* insurable earnings and hours accumulated during the required ROE reporting period for *all* jobs combined. This information assists SC in determining whether the reduction to the employee's work schedule entitles the applicant to receive EI benefits.

When creating ROE data for an employee with multiple jobs, the Create Mass ROE Data process generates an exception report to identify the situation. Review the first date worked and update it to correctly reflect either:

- The hire date of the earliest job.
- The termination date of the most recent job that required the issuance of a ROE.

Reallocating Insurable Earnings and Hours to Prior Pay Periods

Use the **EI Period Correction** (Employment Insurance period correction) check box on the paysheet to:

- Allocate pay corrections (as defined by SC) to the pay periods for which they are earned.
- Allocate earnings to the last pay period in which you paid regular wages upon termination, layoff, or leave.

If you select this check box, the system allocates insurable earnings and hours to the prior EI periods for which they were earned, according to the dates that you specify in the **Earnings Begin** and **End Dates** fields on the paysheet. When allocating the earnings to a prior EI period, the earnings begin and end dates on the paysheet must correspond exactly with the beginning and ending dates of the EI period that you're correcting.

When you use off-cycle payroll transactions to issue final payments or monies that you owe to employees upon an interruption of earnings, the earnings begin and end dates on the off-cycle paysheet must correspond exactly with the beginning and ending dates of the employee's final EI period. If the paysheet reflects earnings beginning and ending dates later than the interruption of earnings date, the system does not include those earnings for reporting on the ROE. The ROE process selects only Insurable Earnings Balance records with a period end date that is equal to, or prior to, the job interruption date.

Reporting Earnings When Pay Frequencies Change

If an employee changed pay frequencies during the ROE reporting period, you must complete the entire ROE form manually. The system's ROE automatic and manual creation processes cannot accommodate this situation. To identify the situation for special handling, the Create

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Mass ROE Data process creates an exception report containing the message: *ROE not created due to Pay Frequency change.* If you used the manual online data entry method to create the ROE, a message appears in the **Comments** box of the form to identify this situation.

Recreating ROE Data

Because of updates and corrections to ROE-related information, you might need to recreate the ROE Data pages before you generate a ROE (for example, when a termination date is changed or corrected). This situation is different from the ROE amendment process, which occurs when you make changes after you generate the ROE in Final Data Export mode and assign a ROE number.

You can recreate ROE Data pages repeatedly before printing a ROE in Final Print mode and updating it as completed.

ROE Data Sources

The following table describes the sources of all the data that Payroll for North America uses during the Create Mass ROE Data process:

ROE Block Number	Description	Data Source
1	Serial number	The system stamps an internal ROE number on the Insurable Earnings Balance record (PS_INS_EARNS_BAL) when you generate the ROE in Final Data Export mode. The number comes from the **Last ROE #** (last Record of Employment number) field (ROE_NBR_LAST), in the Installation table.
2	Serial number of ROE amended or replaced	Applies to amended ROEs only. The Create Mass ROE Data process retrieves the ROE number of the original ROE record from the ROE_NBR_REPL field in the PS_ROE record.
3	Employer's payroll reference number	The ROE Print process links the ROE payroll reference number on the Report Parameters page in the Pay Group table (PS_PAYGROUP_TBL) with the ROE number for reporting into this block. This block is intended solely for your internal reference purposes.

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ROE Block Number	Description	Data Source
5	Canada Revenue Agency payroll account number	Originates from the **Employer's Account Number** field in the Wage Loss Plan table (PS_WAGELS_PLAN_TBL), which is derived from the **Wage Loss Plan** field in the ROE record. The employment record number on the Canadian Income Tax Data page defines the employee's wage loss plan.
6	Pay period type	Originates from the Frequency table (PS_FREQUENCY_TBL).
8	Social insurance number	Originates from the **National ID** field in the Personal NID table (PS_PERS_NID). Define this field on the Personal Information Biographical Details page.
9	Employee's name, address, and postal code	Employee's name originates from the Personal Data table (PS_PERSONAL_DT_FST) table and the address originates from the Person table (PS_PERSON_ADDRESS).
10	First day worked	The system determines this date by retrieving the Insurable Earnings Balance records and identifying the earliest period earnings end date that has not been previously reported on a ROE. The system inspects the Job Data records for the Hire, Rehire, Recall, Return from Leave, or Return from Disability action record with an effective date closest to, but not after, the earliest period earnings end date. It uses the effective date of that action, if found. If no such action is found, the system retrieves the employee's First Start Date field (HIRE_DT) from the Employment Data record (PS_EMPLOYMENT).
11	Last day for which paid	The system determines this date by retrieving the effective date of the Job Data action that caused the ROE and subtracting one day.

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ROE Block Number	Description	Data Source
12	Final pay period ending date	Originates from the ROE Print process. It is the EI period date of the latest Insurable Earnings Balance record (PS_INS_EARNS_BAL) reported on the ROE.
13	Occupation	Originates from the **Job Title** field in the Job Code table (PS_JOBCODE_TBL), derived from the job code in the employee's Job record.
14	Expected date of recall	The Expected Return Date field (EXPECTED_RETURN_DT) is entered into the Job Data component and retrieved from the Employment Data record (PS_EMPLOYMENT) if the employee's status is: L: Leave of absence. P: Leave with pay. S: Suspended.
14	Not returning	The system selects the **Not Returning** check box if the employee's status is: Q: Retired with pay. R: Retired. T: Terminated. U: Terminated with pay. V: Terminated pension payout. X: Retired-pension administration.
14	Unknown	If the **Not Returning** check box is deselected and the system cannot retrieve information for the expected date of recall, it selects the Unknown check box.
15A	Total insurable hours	Total number of insurable hours accumulated in the Insurable Earnings Balance record (PS_INS_EARNS_BAL) for the reporting period, as specified by Service Canada. For example, for a biweekly pay period, the system reports the total insurable hours for the last consecutive 27 pay periods (or fewer, if the period of employment is shorter).

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ROE Block Number	Description	Data Source
15C	Insurable earnings by pay period	The system reports a breakdown of the insurable earnings from the Insurable Earnings Balance record (PS_INS_EARNS_BAL) by pay period. For example, for a biweekly pay period, the insurable earnings appear for the last 27 consecutive pay periods (or fewer, if the period of employment is shorter). If the pay period has zero or no insurable earnings, 0.00 appears.
16	Reason for issuing this ROE Separation Code	The system retrieves the reason from the **Action** and **Reason** fields in the Job Data record that caused the ROE, then translates it to the ROE reason codes that are provided by Service Canada.
16	For further information contact	The system retrieves the contact from the **Contact ID** field on the Report Parameters page in the Pay Group table that is associated with the employee's pay group. **Note:** The ROE Web export file for submission to Service Canada requires the ROE contact person’s telephone number. Ensure that the contact ID's telephone number appears in the Position Phone field on the contact person’s Employment Information page.
16	Telephone number	The system retrieves the telephone number of the contact from the employee's Employment Data record (PS_EMPLOYMENT).

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ROE Block Number	Description	Data Source
17	Payments or benefits (other than regular pay) paid in, or in anticipation of, the final pay period, or payable at a later date	These boxes (17A, B, and C) require data if you pay benefits (other than regular pay) in, or in anticipation of, the final pay period, or for benefits payable at a later date. The system retrieves this information from the **Box 17 (Future Pays Only)** group box on the ROE Data 2 page. All vacation pay and other monies that you pay in the final pay period are automatically included in boxes 17 and 15C. For example, if you paid an employee 500 CAD of vacation pay in the final pay period, plus another 200 CAD of vacation pay after the final pay period, box 17A should report a total amount of 700 CAD. To correctly report 700 CAD, you must manually enter the 200 CAD paid at a later date on the ROE Data 2 page. Statutory holiday pay that you pay in the final pay period is not automatically included in box 17, although it is automatically reported in box 15C. Consequently, you must manually enter all statutory holiday pay that you pay or owe to the employee upon the interruption of earnings on the ROE Data 2 page. For example, if you paid an employee 200 CAD of statutory holiday pay in the final pay period, plus another 100 CAD of statutory holiday pay after the final pay period, box 17B should report a total amount of 300 CAD. To correctly report 300 CAD, you must manually enter both the 200 CAD entry plus the 100 CAD entry on the ROE Data 2 page. See ROE Data 2 Page.
17A	Vacation pay	Show check box with description *Included with Each Pay.*
17A	Vacation pay	Originates from the **Box 17 (Future Pays Only)** group box on the ROE Data 2 page.

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ROE Block Number	Description	Data Source
17B	Statutory holidays: • Holiday date • Amount	Originates from the **Box 17 (Future Pays Only)** group box on the ROE Data 2 page.
17C	Other monies: • Earnings description • Amount	Originates from the **Box 17 (Future Pays Only)** group box on the ROE Data 2 page.
18	Comments	Comments in this box cause Service Canada to handle the claim to manually. SC therefore prefers that you use this box sparingly. Enter comments on the ROE Data 2 page instead. Use this box only if the situation requires SC intervention, in which case provide detailed comments to describe the situation.
19	Paid sick/maternity/parental leave or group wage loss indemnity payment (after the last day worked)	Complete this box if you pay the employee sick, maternity, parental leave, or a group wage loss indemnity payment after the last day worked. The system retrieves this information from the **Box 19 (Special Payments)** group box on the ROE Data 2 page.
19	Payment start date	Manually enter on the ROE Data 2 page.
19	Amount	Manually enter on the ROE Data 2 page.
19	Per day Per week	Select the daily or weekly Frequency on the ROE Data 2 page.
20	Communication preferred in: • English • French	From the **Language Code** field in the Personal Data table (PS_PERSONAL_DT_FST) that is associated with the issuer who is defined on the Report Parameters page in the Pay Group table for this employee's pay group.
21	Telephone number	The system retrieves the telephone number of the issuer from the employee's Employment Data record (PS_EMPLOYMENT).
22	Name of issuer	The system retrieves the issuer from the **Issuer ID** field on the Report Parameters page in the Pay Group table for the employee's pay group.

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Related Topics

- ROE Data 1 Page
  (CAN) Use the ROE Data 1 (Record of Employment data 1) page (ROE_DATA1) to manually create a ROE and enter employment-related details.
- ROE Data 2 Page
  (CAN) Use the ROE Data 2 (Record of Employment data 2) page (ROE_DATA2) to enter more employment-related details, after you finish entering data on the ROE Data 1 page.

Defining Earnings for Translation to the ROE Form

Page Used to Define Earnings for Translation to the ROE Form

Page Name	Definition Name	Usage
Tax Form Definitions Page	TAXFORM_DEFN_TBL	(CAN) Define earnings for translation to the ROE form.
ROE Codes Mapping Page	PY_ROE_MAP_CODES	(CAN) View the system's default mapping of the 3-character Other Monies codes.

Understanding How to Define Earnings for Translation to the ROE Form

Define earnings for translation to the ROE form by using the Tax Form Definition page. The system uses this information to determine how to distribute the following information to the boxes in block 17 on the ROE form:

- Earnings information that you enter manually on the ROE Data 2 page.
- Vacation pay and other monies that you pay in the final pay period using the Pay Calculation COBOL SQL process (PSPPYRUN).

The following table describes the earnings information to enter for each ROE box on the Tax Form Definition page:

Box	Earnings Description	Explanation
17A	Vacation pay	Specify the earnings code(s) that you use to pay vacation pay owing to an employee, on an interruption of earnings.
17B	Statutory holiday pay	Specify the earnings code(s) that you use to pay statutory holiday pay for holiday dates occurring after the date in block 11 of the ROE form.

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Box	Earnings Description	Explanation
17C	Other monies	Specify the earnings codes for other payments that you might owe to an employee after an interruption of earnings. Earnings that you must report in this box include pension payments, both lump sum and ongoing severance payments or retiring allowances, wages in lieu of notice, and retroactive wage increases. **Note:** Effective May 31, 2014, 1-digit ROE Other Monies codes were replaced with one to several 3-digit codes, making more codes available and each code more specific. Use the ROE Codes Mapping page (PY_ROE_MAP_CODES) to determine the default 3-digit codes that the system uses.

ROE Codes Mapping Page

(CAN) Use the ROE Codes Mapping (PY_ROE_MAP_CODES) page to view the system's default ROE Web 2.0 3-character Other Monies codes.

> **Note**
>
> Oracle's PeopleSoft delivers and maintains this read-only page for informational data history purposes.

This example illustrates the fields and controls on the ROE Codes Mapping page.

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ROE Codes Mapping

Box 17C Other Monies

Mapping Details 1 of 1 View All

Effective Date 05/31/2014 Status Active

Maintenance Responsibility PeopleSoft

Codes 1-10 of 10 View All

Web 1.0 Code	Web 1.0 Description	Web 2.0 Code	Web 2.0 Description
B	Bonus	B11	Bonus (Other)
E	Severance Pay	E00	Severance Pay
G	Gratuities	G00	Gratuities
H	Honorariums	H00	Honorariums
I	Sick Leave Credits	I00	Sick Leave Credits
O	Other	O00	Other
R	Retirement Leave Credits	R00	Retiring Allowance/Leave Cred
S	Settlement Pay	S00	Settlement Pay
U	Supplemental Unemploy Benefits	U12	SUB Mat/Parent/Comp Care/FC
Y	Pay in Lieu of Notice	Y00	Pay in Lieu of Notice

With the latest ROE Web XML changes (effective December 3, 2017), Block 16 (Code Z00), Block 17C (code U12) and Block 19 (Code MAT01) have been renamed to reflect the new Family Caregiver Benefits. The web 2.0 description for code *U12* is updated to *SUB Mat/ Parent/Comp Care/FC*.

With the implementation of Web ROE 2.0 (effective May 31, 2014) Service Canada expanded the 1-character ROE Box 17C Other Monies codes to 3-character codes.

To prevent the ROE XML file from being rejected by Service Canada after applying the Web ROE 2.0 changes, PeopleSoft has mapped each former ROE Web 1.0 1-character Other Monies code to a predetermined ROE Web 2.0 3-character code. If your Tax Form Definitions table is not updated with the full set of 3-character codes, the PeopleSoft system automatically converts the former 1-character code to the default 3-character code shown in the ROE Codes Mapping page. For example, code *B* Bonus, will be converted to code *B11* Bonus (Other) for reporting on the ROE XML file.

To determine or confirm the Web ROE 2.0 changes, consult the Payroll for North America Tax Update 15-D (for 2015) on My Oracle Support.

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Creating ROE Data

> **Note**
>
> Payroll for North America provides the capability to manually enter ROE information directly in the Update ROE Data component (ROE_DATA) to manage exception circumstances. For normal creation of ROE data, use the electronic Create Mass ROE Data process.

Pages Used to Create ROE Data

Page Name	Definition Name	Usage
Create Mass ROE Data Page	RUNCTL_FRMTHRU_PAY	(CAN) Run PAY124CN, which creates ROE data automatically for a range of dates.
ROE Data 1 Page (Record of Employment data 1)	ROE_DATA1	(CAN) Manually create a ROE and enter employment-related details.
ROE Data 2 Page (Record of Employment data 2)	ROE_DATA2	(CAN) Enter more employment-related details, after you finish entering data on the ROE Data 1 page.
Import ROE Web Bulk File Page	RUNCTL_PAY107CN	(CAN) Import ROE serial numbers and amended serial numbers into the PeopleSoft system from the ROE Web bulk transfer file from Service Canada.
HRSD Information Page	ROE_DATA3	(CAN) View the ROE serial numbers from the Service Canada.

Understanding Automatic ROE Data Creation

Create ROEs automatically for a range of dates using the Create Mass ROE Data process. This process creates ROE data for all employees who had a change in status requiring a ROE during the date range that you specify. The system uses this data to populate the ROE Data 1 and ROE Data 2 pages.

Selecting Amended ROE Records

Through the Pay Calculation process and Pay Confirmation COBOL SQL process (PSPCNFRM), the system:

1. Identifies previously reported employee EI Insurable Earnings Balance records (PS_INS_EARNS_BAL) that you have updated with earnings or hours adjustments.
2. Updates these records to an amended status for reporting by the Create Mass ROE Data process.

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The Create Mass ROE Data process scans the employee EI Insurable Earnings Balance records for records that reflect an amended status. If the system finds any that are within the reporting period, it creates a ROE Amendment record.

Selecting New ROE Records

The date range that you specify on the Create Mass ROE Data (Record of Employment mass create) page defines the activity period from which the system selects employees qualifying for a ROE. The Create Mass ROE Data process inspects the database for employees who have *nonactive* Job records (based on the EMPL_STATUS field in the PS_JOB record) and an effective date within the specified date range. The system identifies a record for ROE creation if it has one of the following statuses:

- L: Leave of absence
- P: Leave with pay
- Q: Retired with pay
- R: Retired
- S: Suspended
- T: Terminated
- U: Terminated with pay
- V: Terminated pension payout
- X: Retired-pension administration

Even if the system identifies an employee using the preceding criteria, it suppresses the ROE under either of the following conditions:

- A subsequent, effective-dated Job record becomes active within seven consecutive calendar days of the earnings interruption.
- The Insurable Earnings Balance records do not contain insurable earnings for the period being reported.

> **Note**
>
> The system generates ROE records for all interruptions of employment with or without pay. Examine these ROE records and identify to the system those employees for whom it should issue a ROE. To generate and issue a ROE, update the **ROE Process** (Record of Employment process) field on the ROE Data 1 page from *Hold* to *Generate.*

Calculating Insurable Earnings and Hours

The system calculates insurable earnings and hours during the Pay Calculation process, and it updates the Insurable Earnings Balance records during the Pay Confirmation process. The system determines insurable earnings and their associated hours by the following fields in the Earnings table:

- **Subject EI Earn** (subject to Employment Insurance earnings).
- **Subject EI Hrs** (subject to Employment Insurance hours).

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Although the EI premium deduction stops when one reaches the annual maximum insurable earnings amount (for example, 49,500 CAD in 2015), the insurable earnings and hours balances continue to accumulate for ROE reporting.

Processing Amended ROE Records

If earnings meet the criteria for amended ROE records processing, the system identifies the earnings that are associated with the original ROE to indicate that they must be reported again, and the Create Mass ROE Data process creates a ROE Amendment record (PS_ROE).

The ROE Amendment record contains data from the original ROE, plus the amended information about insurable earnings and hours. Review and update the original employment data using the Update ROE Data component.

> **Note**
>
> The Create Mass ROE Data process automatically causes the creation of ROE Amendment records. The manual ROE creation process does not support the creation and printing of amended ROEs.

For tracking purposes, the system populates the **ROE# Amended** (Record of Employment number amended) field in the ROE Amendment record with the original ROE number. The system also populates the **Sequence #** (sequence number) field in sequential order, starting with the first amendment created. The **ROE Process** field status is *Hold.*

Processing New ROE Records

If records meet the criteria for new ROE records processing, the Create Mass ROE Data process creates a ROE record with a status of *Hold.* This process uses data from the following records:

- PS_JOB
- PS_EMPLOYMENT
- PS_PAYGROUP_TBL
- PS_PERSON
- PS_PERSON_NAME
- PS_INS_EARNS_BAL

Understanding Manual ROE Data Creation

Payroll for North America provides the capability to manually create ROE data online using the Update ROE Data component for managing exception circumstances. This process requires that you manually enter all employment-related ROE reporting details into the system.

As you load information manually into the Update ROE Data component, be aware that there is no online editing feature to validate your entries. In other words, the data entry fields in the ROE process are free-form edit boxes into which you can enter *any* valid value. Enter information into these fields carefully.

After reviewing your entries for accuracy, select *Generate* in the **ROE Process** field to indicate that you want to generate this ROE when you run the Create ROE Web Export File process.

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> **Note**
>
> The manual ROE creation process does not support the creation and printing of amended ROEs or ROEs for employees who changed pay frequencies during the reporting period.

Reporting of Earnings when Pay Frequencies Change

If an employee changed pay frequencies within the ROE reporting period, you'll need to complete the entire ROE form manually. The system's ROE creation processes, both automated (Create Mass ROE Data process) and manual (online data entry into the Update ROE data component) are unable to accommodate this situation. To identify the situation for special handling, the Create Mass ROE Data process will create an exception report containing the following message: *ROE not created due to Pay Frequency change.*

If the manual online data entry method was used to create the ROE, a message will be printed in the Comments box of the form to identify the situation.

Understanding ROE Web Bulk Transfer

ROE Web is an application that allows you to create large volumes of ROEs within your automated payroll system and submit them by internet to Service Canada (SC) in batches for bulk processing. The electronic submission of ROE data uses the 53 weeks format to support the Service Canada Best 14 Weeks pilot project. Oracle uses the Bulk Transfer XML file layout as described in Appendix D of the Service Canada ROE Web User Requirements.

> **Note**
>
> Oracle does not support the following functionality: Bulk Transfer Flat File layout, ROE Web online data entry, or ROEs that are stored as drafts in the Service Canada ROE Web system.

See *Record of Employment on the Web (ROE Web) - Technical Specifications to develop an XML Interface* on the Service Canada web site. As of the date of this publication, see Appendix D: ROE Payroll extract file transfer - XML File Layout and Edit - Version 2.0 (PayrollExtractXmlV2.xsd file)

After Service Canada has received, validated, and assigned serial numbers to your ROEs, you can import the file with the serial numbers from the Service Canada web site and upload them to your payroll system.

You can also use ROE Web to process amended ROEs.

User Requirements

All system requirements enabling the use of the Service Canada ROE Web program are the responsibility of the employer, including running the employer file through a validating parser prior to uploading it to the Service Canada website.

You are responsible for ROE Web program enrollment; obtaining an ePass from the Government of Canada to enable access to the ROE Web. You must also identify the individuals that will represent the company as its designated officers with regard to the submission of ROEs to the Commission.

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XML schema refers to the definition language that is used to construct and control the validity of XML documents. Use Service Canada's PayrollExtractXmlV2.xsd file to validate the payroll extract file structure before transferring the file using ROE Web. To perform the validation, you must run the PeopleSoft generated XML export file through a validating XML parser prior to transferring the file through ROE Web. A validating parser is software used to verify that an XML document conforms to a schema.

> **Warning**
>
> It is important that the validation occurs prior to submitting the file to Service Canada to avoid the submission of an invalid file. An invalid file suggests that the file layout is incorrect and that Service Canada was unable to open it. PeopleSoft does not provide a facility for reversing export files in final export mode that have been submitted to Service Canada.

You may use any validating parser to perform the XML validation. The following is a list of some of the XML editors on the market that provide a validating parser:

- Cooktop
- XMLSpy
- XMLWriter
- XRay

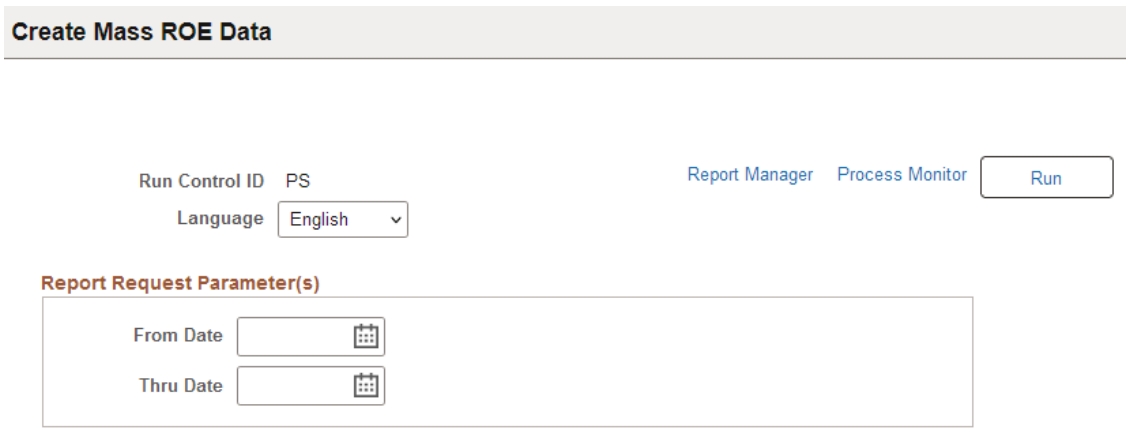
Create Mass ROE Data Page

(CAN) Use the Create Mass ROE Data page (RUNCTL_FRMTHRU_PAY) to run PAY124CN, which creates ROE data automatically for a range of dates.

Navigation:

Payroll for North America, and then **Periodic Payroll Events CAN**, and then **Record of Employment**, and then **Create Mass ROE Data**, and then **Create Mass ROE Data**

This example illustrates the fields and controls on the Create Mass ROE Data page.



Enter the date range that defines the activity period from which the system selects employees qualifying for a ROE.

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Related Topics

- Understanding Automatic ROE Data Creation
  Create ROEs automatically for a range of dates using the Create Mass ROE Data process. This process creates ROE data for all employees who had a change in status requiring a ROE during the date range that you specify. The system uses this data to populate the ROE Data 1 and ROE Data 2 pages.

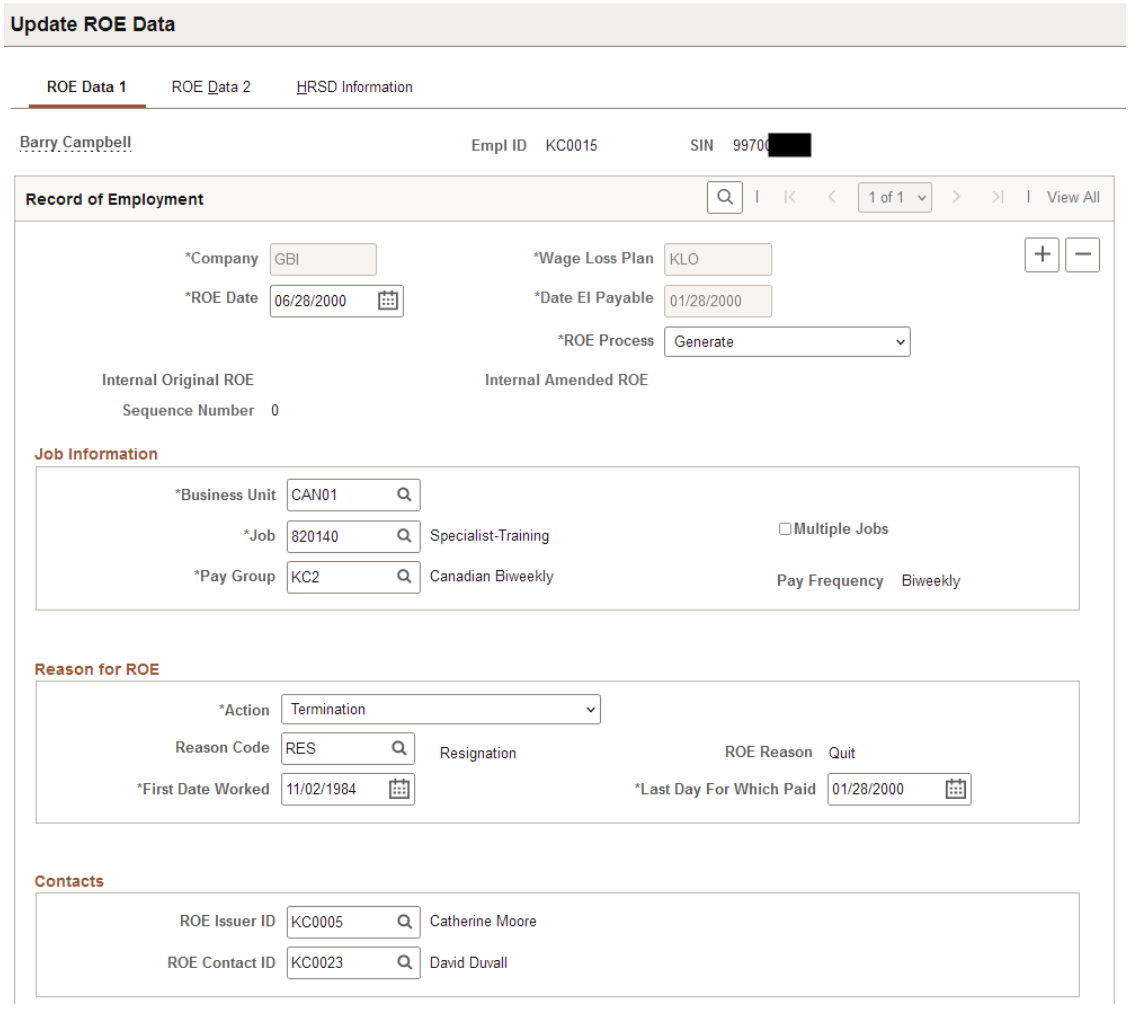
ROE Data 1 Page

(CAN) Use the ROE Data 1 (Record of Employment data 1) page (ROE_DATA1) to manually create a ROE and enter employment-related details.

Navigation:

Payroll for North America, and then **Periodic Payroll Events CAN**, and then **Record of Employment** , and then **Update ROE Data**, and then **ROE Data 1**

This example illustrates the fields and controls on the ROE Data 1 page.



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Record of Employment

Field or Control	Description
Company	Enter the company as entered in the Job record.
Wage Loss Plan	Enter the wage loss plan as entered in the employee's Canadian Income Tax Data record.
ROE Date (Record of Employment date)	This date is for internal reference only. The default is the current date. During automated ROE creation, the default is the system date.
Date EI Payable (date Employment Insurance payable)	Enter the last date to which the EI premium is paid. During manual ROE creation, the default comes from the Add – ROE Data dialog box. During automated ROE creation, the default is the end date of the last Insurable Earnings Balance record or the date in the **Last Day For Which Paid** field, whichever is earlier.

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Field or Control	Description
ROE Process	Identifies the process status of the ROE data records: *Complete:* The final ROE has been created. *Delete:* The ROE is ready to be deleted. *Generate:* The ROE is ready to be included in the XML file creation *Hold:* The ROE has been created but is not yet ready for submission to Service Canada. **Note:** After ROE data records have been created and you have confirmed that all information is correct, you must update all acceptable records from *Hold* to *Generate* so that the ROE process can create the records in the ROE Web file format for submission to Service Canada. *XML File Created:* The system assigns this status when the Create ROE Web Export File (PAY105CN) has been run in Final Data Export mode. *XML File Failed:* The system assigns this status when the Import ROE Web Bulk File (PAY107CN) from Service Canada is run and failed ROE data records exist. Failed records have not followed the application rules provided in Appendix of the Service Canada web site. For example, an invalid Social Insurance Number would result in a failed record. See *Record of Employment on the Web (ROE Web) - Technical Specifications to develop an XML Interface* on the Service Canada web site. As of the date of this publication, see Appendix D: ROE Payroll Extract File Transfer - XML File Layout and Edit Version 2.0. *XML File Rejected:* The system assigns this status when the Import ROE Web Bulk File (PAY107CN) from Service Canada is run and rejected ROE data records exist. Rejected records contain an invalid CRA Business Number.
ROE Message	When the **ROE Process** field has a status of *Complete,* the **ROE Process** field disappears and the **ROE Message** field appears with a value of *Complete.*
Internal Original ROE	The system generates this number when it prints the final ROE and stamps it onto relevant Insurable Earnings Balance records.

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Field or Control	Description
Internal Amended ROE	The manual ROE creation process does not support amended ROEs. Leave this field empty if using the manual ROE creation process. The system generates this number during the automated ROE creation process if the **Final Data Export** check box is selected on the Create ROE Web Export File run control page. The system also stamps the number onto the relevant Insurable Earnings Balance records. The system generates the **Internal Original ROE** number if the record is an amendment or replacement to an existing ROE.
Sequence Number (sequence number)	Leave this field empty because the manual ROE creation process does not support amended ROEs. During automated ROE creation, the system assigns a sequential number to identify different versions of an amended ROE.

Job Information

Field or Control	Description
Business Unit, Job, and **Pay Group**	Enter this information as entered in the Job record.
Multi-Job (multiple jobs)	Select this check box if the employee has multiple jobs.
Pay Freq (pay frequency)	The system populates this entry according to the pay group.

Reason for ROE

Field or Control	Description
Action and **Reason Code**	Enter this information as entered in the Job record. **Note:** You *must* make a selection for the **Reason Code** field. It populates block 16 on the ROE form.
First Date Worked	This date appears in block 10 of the ROE form.
Last Day For Which Paid	This date appears in block 11 of the ROE form.

Contacts

Field or Control	Description
ROE Issuer ID (Record of Employment issuer ID)	Select the employee ID of the person who issued the ROE.
ROE Contact ID (Record of Employment contact ID)	Select the employee ID of the person who can be contacted for additional information.

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Related Topics

- Understanding Manual ROE Data Creation
  Payroll for North America provides the capability to manually create ROE data online using the Update ROE Data component for managing exception circumstances. This process requires that you manually enter all employment-related ROE reporting details into the system.

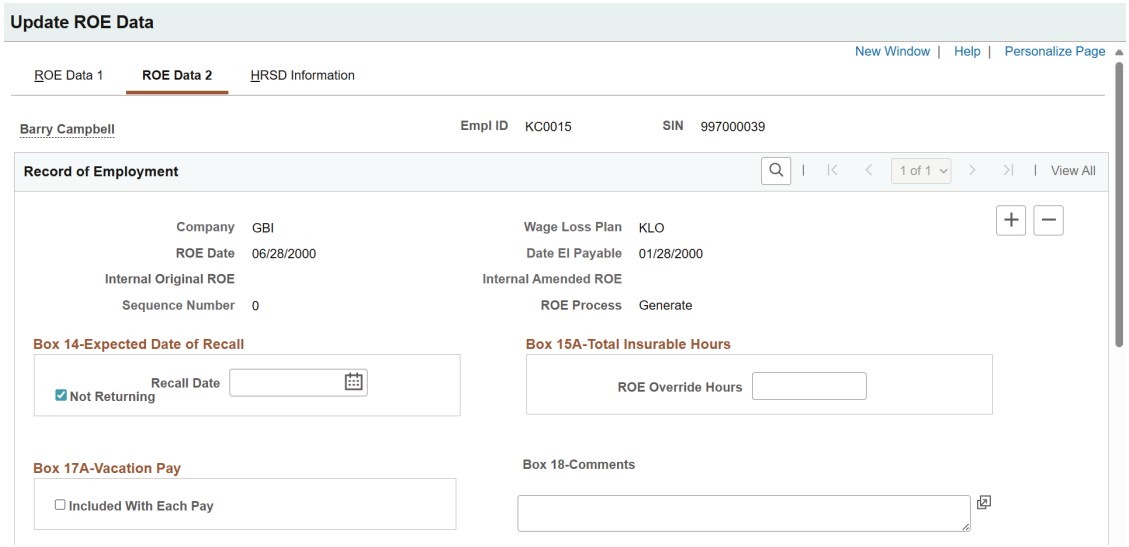
ROE Data 2 Page

(CAN) Use the ROE Data 2 (Record of Employment data 2) page (ROE_DATA2) to enter more employment-related details, after you finish entering data on the ROE Data 1 page.

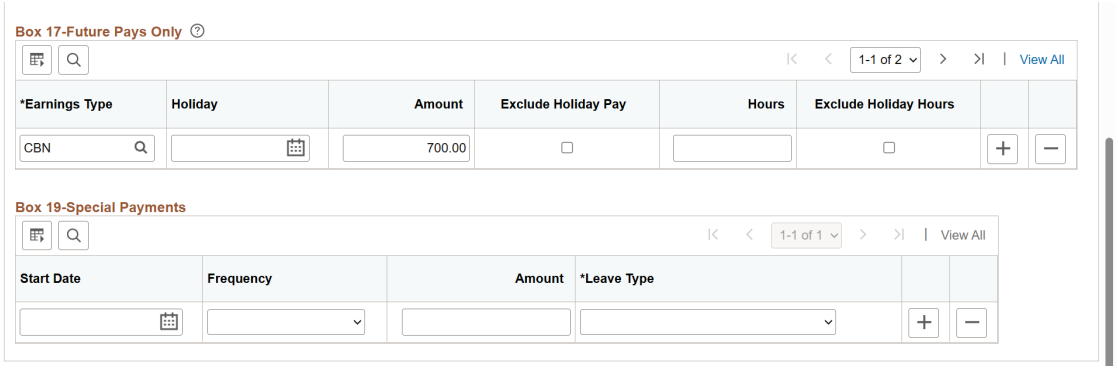
Navigation:

Payroll for North America, and then **Periodic Payroll Events CAN**, and then **Record of Employment**, and then **Update ROE Data**, and then **ROE Data 2**

This example illustrates the fields and controls on the ROE Data 2 page (1 of 2).



This example illustrates the fields and controls on the ROE Data 2 page (2 of 2).



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Box 14-Expected Date of Recall

Field or Control	Description
Recall Date	Enter the expected return date as entered in the Employment Data record.
Not Returning	Select this check box if the employee is not returning to work (for example, the employee is retired or terminated). If the **Not Returning** check box is deselected and the **Recall Date** field is empty, the system selects the Unknown check box in block 14 on the ROE form.

Box 15A-Total Insurable Hours

Field or Control	Description
ROE Override Hours (Record of Employment override hours)	Enter the ROE override hours if you must correct the ROE insurable hours.

Box 17A-Vacation Pay

Select the **Included With Each Pay** check box if vacation pay is included in paychecks each pay period.

Box 17-Future Pays Only

Enter earnings paid to the employee after the employee's final pay period.

Field or Control	Description
Earnings Type	You *must* define the earnings code on the Tax Form Definition page.
Holiday	This field is used for box 17B, Statutory Holiday.
Amount	Enter the amount that you paid to the employee after the final period. The system does not automatically add this amount to balances for year-end reporting. When you use this field, you are responsible for ensuring that the applicable balance records are updated to reflect these amounts.
Exclude Holiday Pay	Select the **Exclude Holiday Pay** check box to exclude the amount reported for Statutory Holiday on ROE Data Block 17B from adding it to Block 15C (1). Deselect the **Exclude Holiday Pay** check box to include the amount in Statutory Holiday on ROE Data Block 17B to Block 15C (1). By default, this check box is deselected.
Hours	This field is optional. When the number of hours is entered, it will be used to adjust the Total Insurable Hours reported on Box 15A for the employee, based on the **Exclude Holiday Hours** option selection.

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Field or Control	Description
Exclude Holiday Hours	Select the **Exclude Holiday Hours** check box to have the number of hours deducted from Total Insurable Hours reported on Box 15A. Deselect the **Exclude Holiday Hours** check box to have the number of hours added to Total Insurable Hours reported on Box 15A. **Note:** The **Exclude Holiday Hours** field applies to employees whose departure is Final (with the **Not Returning** check box selected). If you clear the **Not Returning** check box while **Exclude Holiday Hours** is selected and attempt to save the page, an out-of-sync message appears, indicating that holiday hours should be excluded only for employees who are not returning to work. The page cannot be saved until you review and update your selections properly.

Block 17 on the ROE form reports payments or benefits (other than regular pay) paid in, or in anticipation of the final pay period, or payable at a later date.

The following table describes how the system reports the earnings. You must first define all earnings on the Tax Form Definitions page (TAXFORM_DEFN_TBL):

Box	Earnings Paid in Final Pay Period	Earnings Paid After Final Pay Period
Box 17A Vacation Pay	Earnings are reported in boxes 15C.	You must select the check box in Box 17A to indicate that vacation pay for the employee is included in every pay period. You must enter additional vacation earnings manually on the ROE Data 2 page, Box 17. These earnings are reported in Box 15C.
Box 17B Statutory Holiday Pay	For the earnings to be reported in box 17B, you must also enter the same earnings information on the ROE Data 2 page.	You must enter the earnings manually on the ROE Data 2 page, box 17. These earnings are reported in box 17B only. You must enter the date of the holiday for which the employee is paid.
Box 17C Other Monies	Earnings are reported in boxes 15C and 17C.	You must enter the earnings manually on the ROE Data 2 page, box 17. These earnings are reported in box 15C and 17C.

See also Defining Earnings for Translation to the ROE Form.

Box 18-Comments

These comments appear in block 18 on the ROE form. Use Box 18 only in extenuating circumstances where the reason codes provided are not sufficient to explain the need to issue

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a ROE. Comments entered in this box usually cause Service Canada to process the claim manually, delaying processing time.

Box 19-Special Payments

This group box corresponds to block 19 on the ROE form. Complete these fields only if the employee receives paid sick, maternity, parental leave, or group wage loss indemnity payments after the last day worked. These fields appear on the ROE form as you enter them here. The system does not validate them.

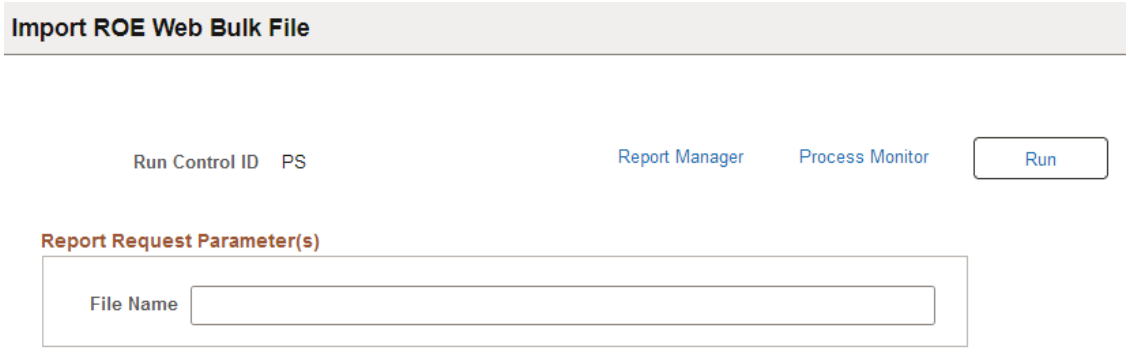
Import ROE Web Bulk File Page

(CAN) Use the Import ROE Web Bulk File page (RUNCTL_PAY107CN) to import Service Canada serial numbers and amended serial numbers into the PeopleSoft system from the ROE Web bulk transfer file from Service Canada.

Navigation:

Payroll for North America, and then **Periodic Payroll Events CAN**, and then **Record of Employment**, and then **Import ROE Web Bulk File**, and then **Import ROE Web Bulk File**

This example illustrates the fields and controls on the Import ROE Web Bulk File page.



Field or Control	Description
File Name	Enter the filename of the applicable ROE Web bulk file from Service Canada.

The Import ROE Web Bulk File (PAY107CN) process enables you to import Service Canada serial numbers and amended serial numbers into the PeopleSoft system from the ROE Web bulk transfer file from Service Canada. It matches the PeopleSoft ROE data records with the records in the Service Canada web ROE bulk file. Prior to running this process, download the XML import file from Service Canada and save it to the PeopleSoft import directory specified in setenv.sqc.

The bulk transfer file from Service Canada may contain four types of ROEs *(Issued, Rejected, Failed,* or *Passed)* that are processed by PAY107CN as follows:

- *Issued:* ROEs in the Service Canada file are set to an **ROE Process** status of *Complete* on the ROE Data 1 page and the serial number assigned by Service Canada is entered into the **ROE Serial Number** or **Amended ROE Serial Number** field on the HRSD Information page of the ROE Data component.

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- *Rejected:* ROEs in the Service Canada file are set to an **ROE Process** status of XML File Rejected on the ROE Data 1 page. The process also clears the PeopleSoft internal ROE number and updates the ROE insurable earnings to reflect a blank internal ROE number.
- *Failed:* ROEs in the Service Canada file are set to an **ROE Process** status of *XML File Failed* on the ROE Data 1 page. The process also clears the PeopleSoft internal ROE number and updates the ROE insurable earnings to reflect a blank internal ROE number.
- *Passed:* ROEs are ignored for processing as PeopleSoft does not support ROEs that are stored as *Draft* in the Service Canada ROE Web system. The process generates a warning message to identify *Passed* ROEs that were ignored for processing.

Rejected and *Failed* ROEs should be corrected and re-exported for submission to Service Canada.

See *Record of Employment on the Web (ROE Web) - User Requirements* on the Service Canada web site. As of the date of this publication, see Appendix C - Import XML File Format Specification.

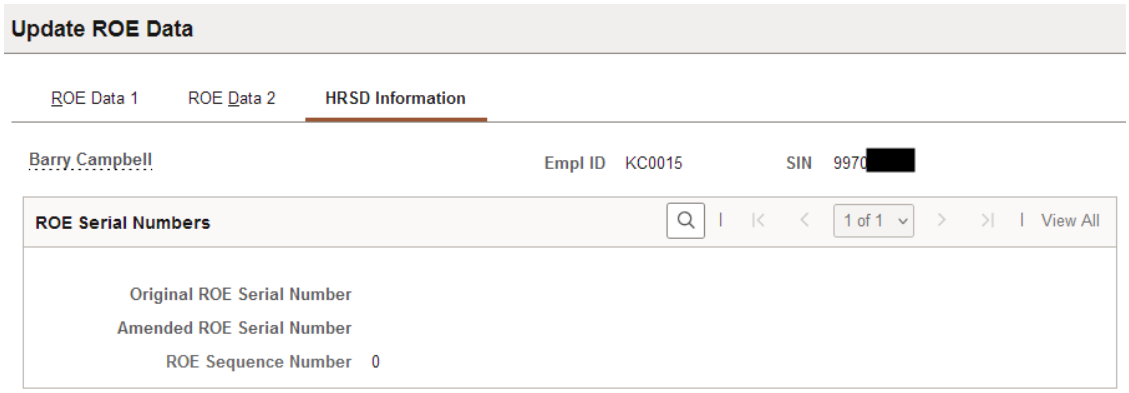
HRSD Information Page

(CAN) Use the HRSD Information page (ROE_DATA3) to view the ROE serial numbers from the Service Canada.

Navigation:

Payroll for North America, and then **Periodic Payroll Events CAN**, and then **Record of Employment**, and then **Update ROE Data**, and then **HRSD Information**

This example illustrates the fields and controls on the HRSD Information page.



The Import ROE Web Bulk File (PAY107CN) process enables you to import Service Canada serial numbers and amended serial numbers into the PeopleSoft system from the ROE Web bulk transfer file from Service Canada.

Field or Control	Description
Original ROE Serial Number	Displays the ROE serial number that is provided by the Service Canada in the ROE Web import file.

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Field or Control	Description
Amended ROE Serial Number	Displays the amended ROE serial number that is provided by the Service Canada in the ROE Web import file.
ROE Sequence Number	When the Create Mass ROE Data (PAY124CN.SQR) runs, the system assigns a sequential number to identify different versions of an amended ROE. The same field appears on the ROE Data 1 page.

Reviewing and Updating ROEs Online

Pages Used to Review and Update ROEs Online

Page Name	Definition Name	Usage
ROE Data 1 Page (Record of Employment data 1)	ROE_DATA1	(CAN) Review a ROE and update employment-related details.
ROE Data 2 Page (Record of Employment data 2)	ROE_DATA2	(CAN) Review and update more employment-related details, after you finish reviewing and updating data on the ROE Data 1 page.
HRSD Information Page	ROE_DATA3	(CAN) Review the ROE serial numbers from the HRSD.
Review ROE Insurable Earnings Page	ROE_INS_EARNS	(CAN) Review ROE Insurable Earnings and Hours Information.

Understanding How to Review and Update ROEs Online

After you create ROE records, use the ROE Data 1 and ROE Data 2 pages to:

- Review the data.
- Add or update data to complete the ROE—for example, the **Box 17 (Future Pays Only)** and **Box 18 (Comments)** group boxes.
- Update all acceptable records from hold to generate status by selecting *Generate* in the **ROE Process** field on the ROE Data 2 page and saving the records.

Related Topics

- ROE Data 1 Page
  (CAN) Use the ROE Data 1 (Record of Employment data 1) page (ROE_DATA1) to manually create a ROE and enter employment-related details.
- ROE Data 2 Page
  (CAN) Use the ROE Data 2 (Record of Employment data 2) page (ROE_DATA2) to enter more employment-related details, after you finish entering data on the ROE Data 1 page.

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Reviewing and Adjusting ROE Balances

Pages Used to Review and Adjust ROE Balances

Page Name	Definition Name	Usage
ROE Balances Page (Record of Employment balances)	BALANCES_UI1_CAN	(CAN) Review an employee's ROE balances.
ROE Balance Adjustments Page (Record of Employment balance adjustments)	BALANCES_UI2_CAN	(CAN) Review online adjustments of an employee's ROE balance.
Adjust ROE Balance 1 Page (adjust Record of Employment balance 1)	ADJ_UI_BAL1_CAN	(CAN) Identify the wage loss plan, the EI period, and the earnings end date for both the FROM and TO records.
Adjust ROE Balance 2 Page (adjust Record of Employment balance 2)	ADJ_UI_BAL2_CAN	(CAN) Change earnings and hours balances for the EI periods.

Understanding ROE Balances

The system maintains EI insurable earnings and hours balances by pay period and reports those figures during the Create Mass ROE Data process. We refer to these balances as ROE balances.

The Record of Employment component enables you to process online adjustments to ROE balances. This process adjusts balances and moves or reallocates ROE balances from one period to another, from one wage loss plan to another, or a combination of both. It does not allow for the creation of new balances.

Related Topics

- Balance Adjustment Component
  Use the Balance Adjustments component to adjust employee balances. Pages are provided for both U.S. and Canadian payroll adjustments.

Adjust ROE Balance 1 Page

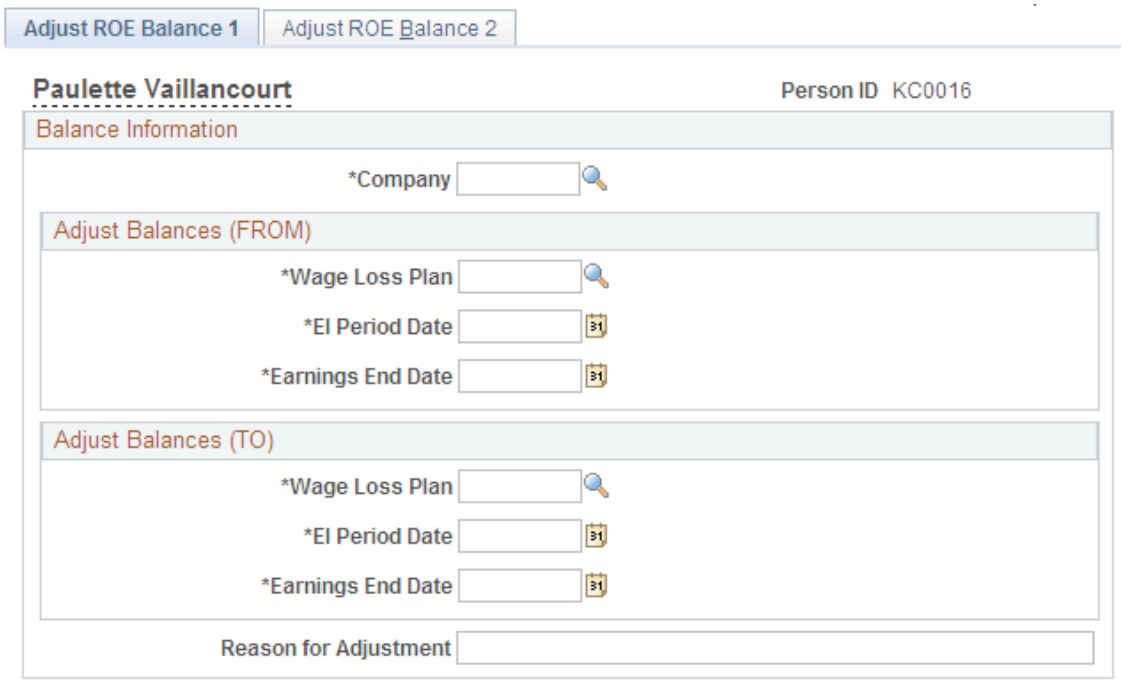
(CAN) Use the Adjust ROE Balance 1 (adjust Record of Employment balance 1) page (ADJ_UI_BAL1_CAN) to identify the wage loss plan, the EI period, and the earnings end date for both the FROM and TO records.

Navigation:

Payroll for North America, and then **Periodic Payroll Events CAN**, and then **Balance Adjustments**, and then **Record of Employment**, and then **Adjust ROE Balance 1**

This example illustrates the fields and controls on the Adjust ROE Balance 1 page.

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Identify the ROE balance that you want to adjust and enter an adjustment reason.

Field or Control	Description
Reason for Adjustment	Text that you enter here becomes part of the adjustment record and your audit trail.

Adjust ROE Balance 2 Page

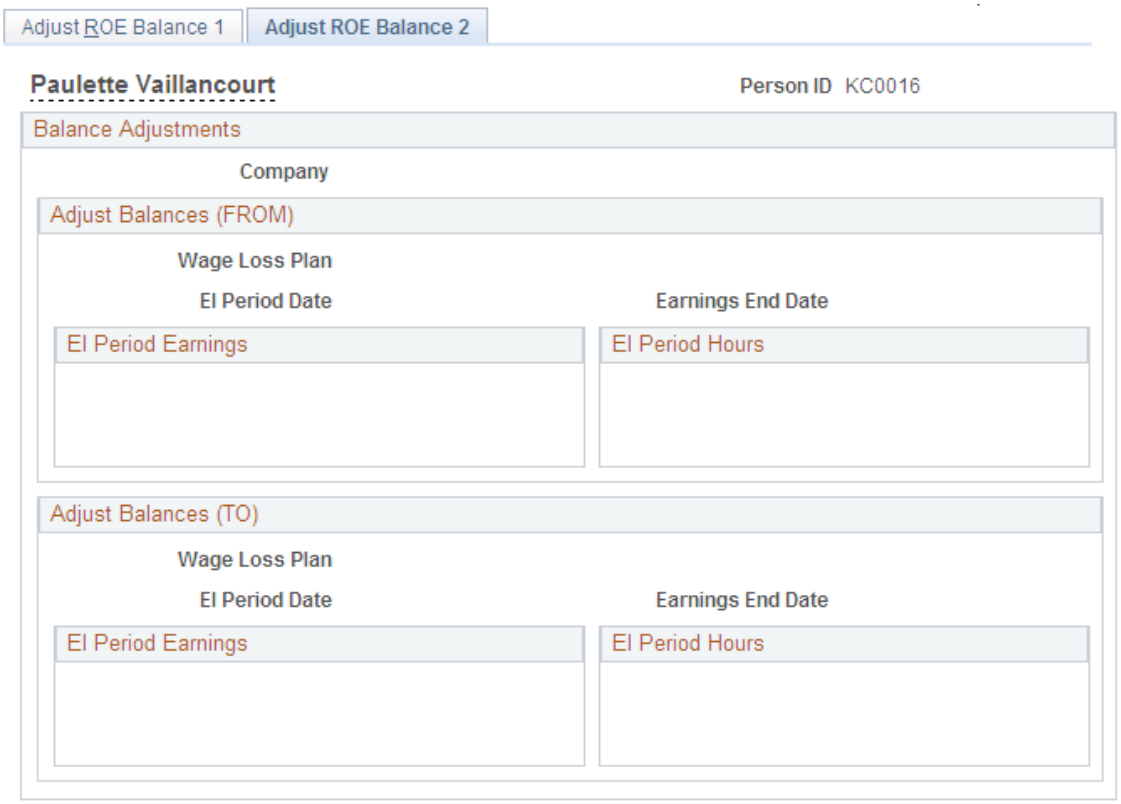
(CAN) Use the Adjust ROE Balance 2 (adjust Record of Employment balance 2) page (ADJ_UI_BAL2_CAN) to change earnings and hours balances for the EI periods.

Navigation:

Payroll for North America, and then **Periodic Payroll Events CAN**, and then **Balance Adjustments**, and then **Record of Employment**, and then **Adjust ROE Balance 2**

This example illustrates the fields and controls on the Adjust ROE Balance 2 page.

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Amounts must be entered in the **Adjust Balances (FROM)** group box representing the source balance.

Field or Control	Description
EI Period Earnings (Employment Insurance period earnings), and **EI Period Hours** (Employment Insurance period hours)	If you enter a new current balance, the system calculates the adjustment amount for the source balance record and the adjusted after balance amount of the target balance record. If you enter an adjustment, the system calculates the new current balance for the source balance record and the adjusted after balance amount of the target balance record.
Suspend Adjustment	Select to return to the first page to re-enter one or more of the fields.

Generating and Auditing ROEs

Pages Used to Produce ROEs

Page Name	Definition Name	Usage
ROE Exceptions Report Page	RUNCTL_PAY126CN	(CAN) Generate the PAY126CN exception report of ROE errors detected during the Create ROE Web Export File (PAY105CN) process.

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Page Name	Definition Name	Usage
Create ROE Web Export File Page	RUNCTL_PAY105CN	(CAN) Generate the Create ROE Web Export File (PAY105CN) XML file of ROE data for bulk transfer to the Service Canada ROE Web system.
ROE Web Export File Audit Report Page	RUNCTL_PAY106CN	Generate a list of all data in the XML export file produced for submission to Service Canada by the Create ROE Web Export File (PAY105CN) process.
ROE Summary Report Page	RUNCTL_PAY125CN	(CAN) Produce the PAY125CN summary report of ROE Data records according to a specific ROE process status. The system deletes all ROE Data records that have a ROE process of *Delete* when the **Delete ROEs** check box is selected on the run control page.

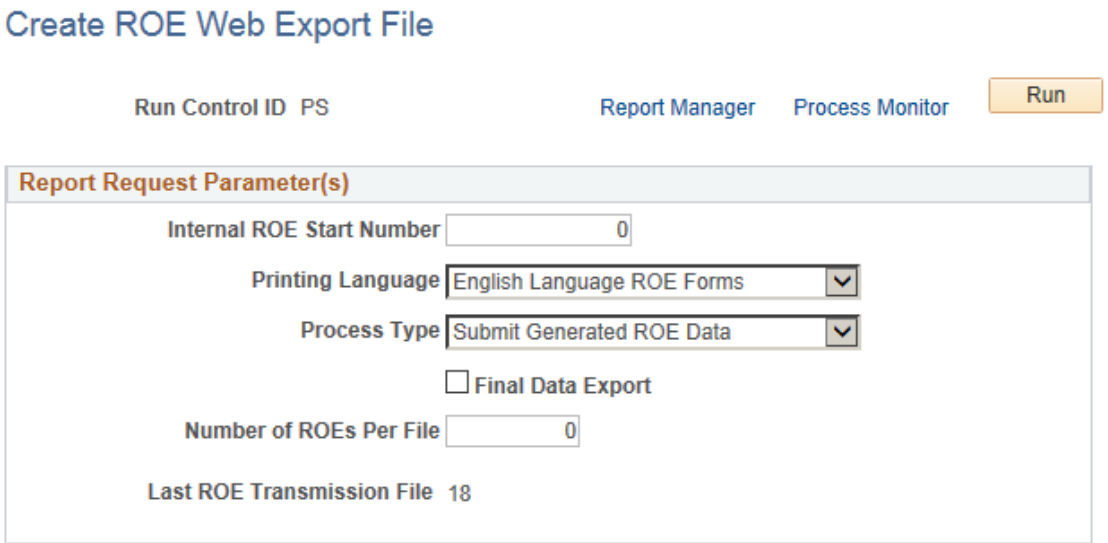
Create ROE Web Export File Page

(CAN) Use the Create ROE Web Export File page (RUNCTL_PAY105CN) to generate the Create ROE Web Export File (PAY105CN) XML file of ROE data for bulk transfer to the Service Canada ROE Web system.

Navigation:

Payroll for North America, and then **Periodic Payroll Events CAN**, and then **Record of Employment Forms**, and then **Create ROE Web Export File**, and then **Create ROE Web Export File**

This example illustrates the fields and controls on the Create ROE Web Export File page.



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Field or Control	Description
Internal ROE Start Number	Used only when the **Final Data Export** check box is selected. Enter a maximum of eight characters. The system enters this number into the Insurable Earnings Balance History during the final data export. If you do not enter an internal ROE start number, the process uses the last ROE number defined on the Payroll for NA Installation (INSTALLATION_PY) table to determine the next number. See Defining System Settings for Payroll for North America
Printing Language	The system matches this value with the language code in the employee's Personal Information record for data export purposes. For example, if you select English, the system exports ROE data for those employees with a language preference of English.
Process Type	Select either *Correct Rejected/Failed Data* or *Submit Generated ROE Data.* *Correct Rejected/Failed Data:* Select this process type to create an XML bulk transfer file containing rejected or failed ROE data records that have been corrected. When the **Final Data Export** check box is selected, the system changes the **ROE Process** status on the ROE Data 1 page to *XML File Created* from a prior status of *XML File Failed* or *XML File Rejected.* *Submit Generated ROE Data:* Select this process type to create an XML bulk transfer file containing ROE data records that have manually been assigned an **ROE Process** status of *Generate.* When the **Final Data Export** check box is selected, the system changes the **ROE Process** status on the ROE Data 1 page to *XML File Created.*

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Field or Control	Description
Final Data Export	Prior to running the final report for export, create the file in non-final export mode by leaving the **Final Data Export** check box deselected. No internal ROE number is created when the file runs in non-final export mode. Run the file through a validating XML parser. Then run and review the ROE Web Export File Audit Report (PAY106CN) process and apply any necessary corrections. Repeat this step until the parser validation has passed and any necessary corrections have been completed. Select the **Final Data Export** check box only after the file has been reviewed and corrected, and is ready to submit to Service Canada. **Note:** The export file must be created in Final Data Export mode prior to submitting it to the Service Canada for upload to the ROE Web system. Failure to do so will result in the inability to load the import file from Service Canada. When you run the process with the **Final Data Export** check box selected, the system generates the XML export file of ROE data for bulk transfer to Service Canada and changes the **ROE Process** status on the ROE Data 1 page to *XML File Created.* After generating the final export, you can run the ROE Web Export File Audit Report (PAY106CN) process to view details of all records that were uploaded to the Service Canada Web ROE system. **Note:** Service Canada recommends the following maximum for all XMLVersion 2.0 Payroll Extract files: 1MB of data or 1200 ROEs, whichever comes first. **Note:** The XML file, with a filename of ROExxx (where xxx is the uniquely generated ROE export file transmission number), is exported to the default report output directory that is set by your organization in setenv.sqc. Users are required to rename the output file to the required XML naming convention (with extension BLK) before interfacing with the Service Canada web ROE system. See *User Requirements for the Record of Employment on the Web (ROE Web)* on the Service Canada web site. As of the date of this publication, see Appendix D: ROE Payroll extract file transfer - XML File Layout and Edit - Version 2.0.
Number of ROEs per File	Represents the number of ROEs in an XML file to be uploaded to the Service Canada website. The maximum number of ROEs in a single upload is limited to 1200 ROEs.

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Field or Control	Description
Last ROE Transmission File	Represents the ROE export file number that was last generated by the Create ROE Web Export File (PAY015CN) process. The output file generated by the process is named ROExxx, where xxx is the file number. The system increase the file number by one for each run. The number will reset to *1* after 999 runs.

ROE Web Export File Audit Report Page

(CAN) Use the ROE Web Export File Audit Report page (RUNCTL_PAY106CN) to generate a list of all data in the XML export file produced for submission to Service Canada by the Create ROE Web Export File (PAY105CN) process.

Navigation:

Payroll for North America, and then **Periodic Payroll Events CAN**, and then **Record of Employment Forms**, and then **ROE Web Export File Audit Rpt**, and then **ROE Web Export File Audit Report**

This example illustrates the fields and controls on the ROW Web Export File Audit Report page.



After the Create ROE Web Export File (PAY105CN) process runs, you can run the ROE Web Export File Audit Report (PAY106CN) process to view details of all the data that was generated. The audit report can be generated for export files created in non-final or final export modes.

Internal ROE numbers are not created until the export file is generated in final mode, therefore the report can be used for audit purposes to identify and update data that needs to be corrected in non-final mode. You can regenerate the report repeatedly until you are satisfied with the results. You can also run the audit report after generating the export file in final mode to provide the details of all records that were uploaded to the Service Canada web ROE system.

Field or Control	Description
File Name	Enter the filename of the applicable XML output file generated by the Create ROE Web Export File (PAY105CN) process.

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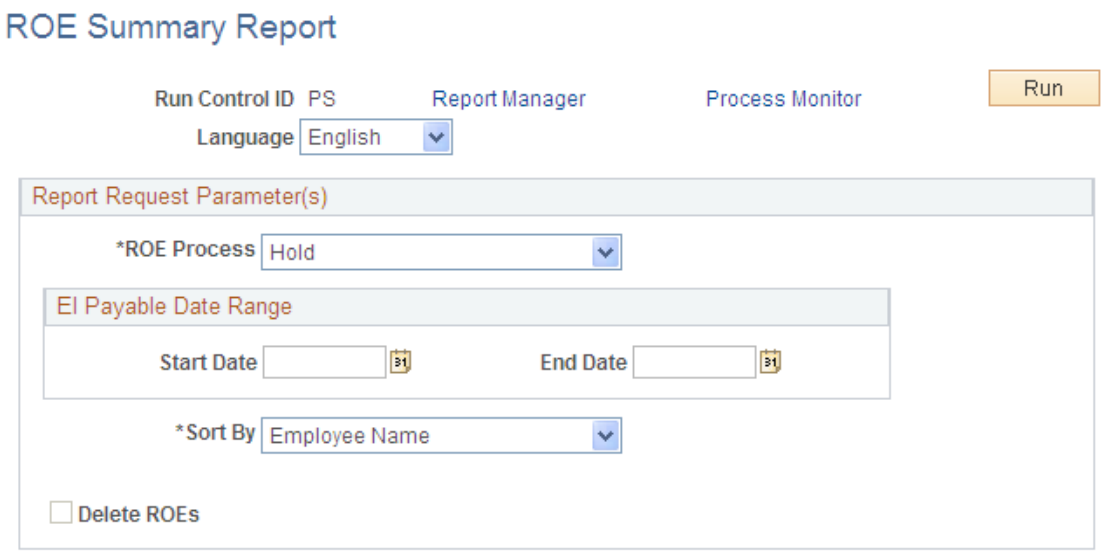
ROE Summary Report Page

(CAN) Use the ROE Summary Report page (RUNCTL_PAY125CN) to produce the PAY125CN summary report of ROE Data records according to a specific ROE process status.

Navigation:

Payroll for North America, and then **Periodic Payroll Events CAN**, and then **Record of Employment Forms**, and then **ROE Summary Report**, and then **ROE Summary Report**

This example illustrates the fields and controls on the ROE Summary Report page.



> **Note**
>
> The system deletes all ROE Data records that have a ROE process of Delete when the Delete ROEs check box is selected on the run control page.

Field or Control	Description
ROE Process	Select *All, Complete, Delete, Generate, Hold, XML Failed, XML Generated,* or *XML Rejected* to indicate the status of the data records for which you want to generate the report. If *All* is selected, all ROE data records will be listed in the report. These are the same process values that are available on the ROE Data 1 page.
Start Date and **End Date**	Enter the beginning and ending dates of the payable date range.
Sort By	Sort the report by employee name or employee ID.

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Field or Control	Description
Delete ROEs	Select this check box to delete void ROE Data records that have a ROE process type of *Delete.*

Deleting ROE Data Records

Pages Used to Delete ROE Data Records

Page Name	Definition Name	Usage
ROE Data 1 Page (Record of Employment data 1)	ROE_DATA1	(CAN) Flag ROE data records for deletion.
ROE Summary Report Page	RUNCTL_PAY125CN	(CAN) Produce the PAY125CN summary report of ROE Data records that have a ROE status of delete. Delete all ROE Data records that have a ROE process of delete.

Understanding ROE Data Records Deletion

You can delete extraneous ROE data records that were created in error, providing that those records do not reflect a ROE process status of complete. To protect the history records of valid ROE Data records, this process cannot be used to delete records that were previously used to produce ROE forms in Final Print mode. The process also cannot be used to delete amended ROE Data records.

Deleting ROE Data records is a two-step process.

1. Flag the appropriate records for deletion by using the ROE Data 1 page.

   Do this by selecting *Delete* in the **ROE Process** field.

2. Run the ROE Summary SQR Report process (PAY125CN) to physically delete the flagged records from the database.

   Select *Delete* as the ROE process status and select the **Delete ROEs** check box.

   ROE data records with EI payable dates that fall within the specified start date and end date will be selected for deletion.

Related Topics

- ROE Data 1 Page
  (CAN) Use the ROE Data 1 (Record of Employment data 1) page (ROE_DATA1) to manually create a ROE and enter employment-related details.

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(USF) Generating IRR and ROST Reports

Understanding the IRR Process

This topic lists prerequisites and discusses the IRR process.

Prerequisites

Here are some prerequisite tasks that must be completed before you can process IRR and ROST reports:

- Set up IRR remarks.

  See Setting Up IRR Remarks.

- Set up Nature of Action (NOA) codes.

  Before you create an IRR, you must define NOA codes to report to the Office of Personnel Management (OPM) on IRRs. Each NOA code has a unique numerical code that identifies the nature of action for statistics and data processing.

  PeopleSoft delivers standard NOA codes in the Nature of Action table in PeopleSoft HCM. These codes are based on information from the OPM Bulletin Board. You can also create new NOA codes.

  See Application Fundamentals: Nature of Actions USF Page.

- Define IRR reportability for earnings codes.

  See Additional Earnings Page.

- Define the pay year for every pay calendar that you establish.

  The IRR Fiscal Data Accumulation Structured Query Report (SQR) Report process (FGPY006) requires this. We recommend that the pay year match the pay end date.

  See Application Fundamentals: Creating Pay Calendars and FLSA Calendars.

- Associate Personnel Action Request (PAR) remarks with IRRs.

  All PAR remarks display on the IRR Service History (Individual Retirement Record service history) page. However, only the PAR remarks that you designate as IRR reportable in the PAR Remarks table appear in the final IRR report.

  See Application Fundamentals: Personnel Action Rqst Rmks Page.

The IRR Process

You must maintain an IRR for each employee who is covered by either the Civil Service Retirement System (CSRS) or the Federal Employee Retirement System (FERS). Employees

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who are covered by CSRS require SF-2806. Employees who are covered by FERS require SF-3100.

Summary of the IRR Process

Here is a summary of the steps in the IRR process:

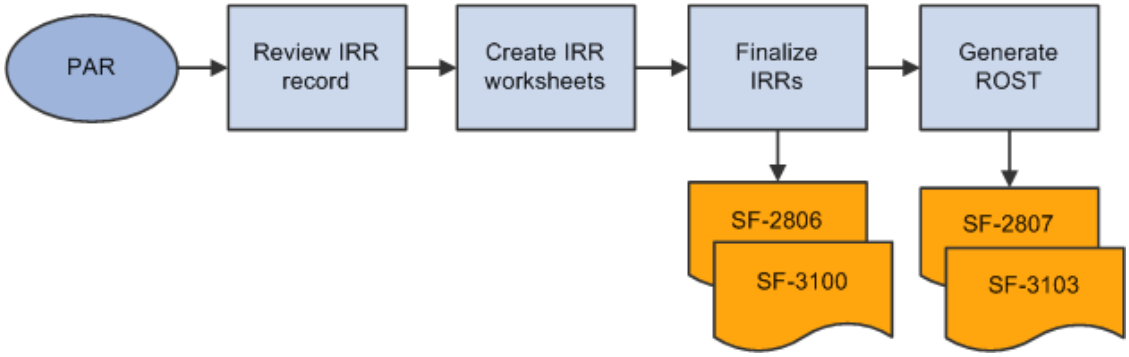
1. Link a separation NOA code to a PAR.

   The system generates an IRR control record and the IRR process begins.
2. View and maintain IRR-related information in the IRR component.
3. Create an IRR worksheet to verify the information that is stored on the IRR pages.
4. Run the Individual Retirement Records SQR Report process (FGPY007) to generate the final IRR.
5. Generate a ROST form that summarizes the information in all of the IRRs for that payroll run.
6. Generate a supplemental IRR or correction IRR if adjustments are necessary.
7. Create an IRR Fiscal Data Accum (Individual Retirement Record fiscal data accumulation) report.

Illustration of the IRR Process

This illustration shows an overview of IRR and ROST processing:

This illustration shows an overview of IRR and ROST processing.



Related Topics

- PeopleSoft Human Resources Administer Workforce: Understanding the Administering PAR System

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Viewing and Maintaining Employee IRR Data

Pages Used to View and Maintain Employee IRR Data

Page Name	Definition Name	Usage
IRR Control Page (Individual Retirement Record control)	GVT_IRR_CNTRL_HDR	(USF) Track an employee's IRR information, such as the IRR type and status, after you create an IRR control record.
Employee WIP Page (employee work-in-progress)	GVT_IRR_DTA_TRK	(USF) Enter tracking data comments.
IRR Service History Page (Individual Retirement Record service history)	GVT_IRR_CNTRL_SERV	(USF) View employee service history details.
PAR Remarks Page	GVT_IRR_PAR_RK_SEC	(USF) Display the PAR remarks for a specific action.
Fiscal History Page	GVT_IRR_CNTRL_FIN	(USF) View an employee's current year and accumulated fiscal data.
IRR Remarks Page	GVT_IRR_REMARK	(USF) Enter remarks to an employee's IRR.

Understanding the IRR Component

After you create a separation PAR with an NOA code that is associated with an IRR type, the system generates an IRR control record. The IRR control record drives the entire IRR process. By creating the IRR control record, the system enables you to view an IRR online and print the final IRR.

When an IRR control record is created, a separation PAR takes effect. You can then monitor all the PARs and fiscal data for an employee in one component. The IRR component is similar to an online version of the SF-2806 and SF-3100 forms:

- The IRR Control (Individual Retirement Record control) page corresponds to the header part of the forms and contains a summary of information for the employee.
- The IRR Service History page corresponds to the left-hand side of the form and contains all the PARs for the employee.
- The Fiscal History page corresponds to the right-hand side of the form and contains a summary, by year, of all retirement deductions for the employee.

Use these pages to track an employee's IRR information and add remarks to a pending IRR before running the final IRR.

The IRR component includes pages to review and update a pending IRR. After a final IRR is created, you can no longer modify it in these pages.

IRR Control Page

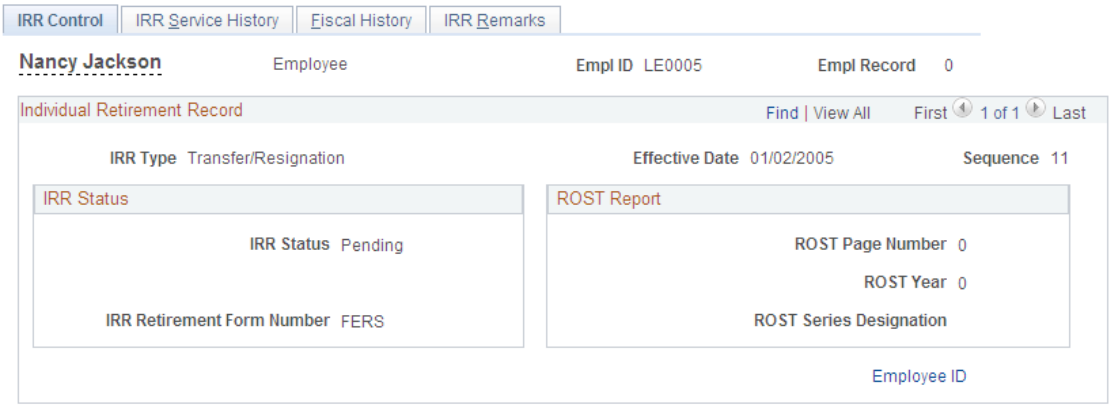
(USF) Use the IRR Control (Individual Retirement Record control) page (GVT_IRR_CNTRL_HDR) to track an employee's IRR information, such as the IRR type and status, after you create an IRR control record.

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Navigation:

- **Payroll for North America**, and then **Periodic Payroll Events USF**, and then **Individual Retirement Record**, and then **Identify IRR**
- **Payroll for North America**, and then **Periodic Payroll Events USF**, and then **Individual Retirement Record**, and then **Review IRRs**

This example illustrates the fields and controls on the IRR Control (Individual Retirement Record control) page.



Field or Control	Description
IRR Status	Indicates the IRR status: *Pending:* The separation PAR has been generated, but the final IRR process has not been run. *Final IRR.:* The final IRR process has been run.
IRR Retirement Form Number	The form type comes from the IRR retirement plan type that you designated on the Retirement Plan table in the PeopleSoft HR: Manage Base Benefits business process.
Employee ID	Select to access the Employee WIP page.

Employee WIP Page

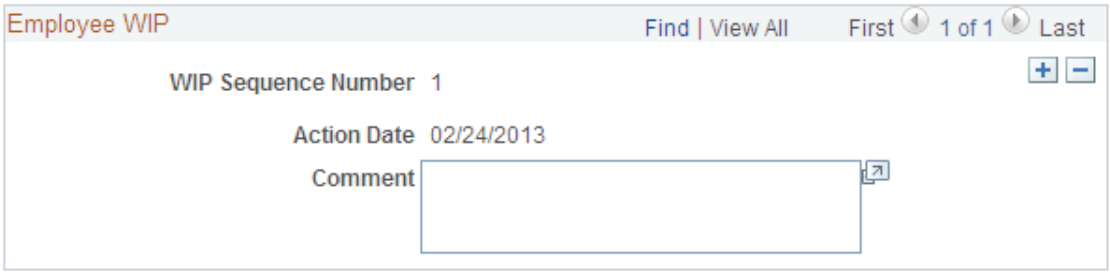
(USF) Use the Employee WIP (employee work-in-progress) page (GVT_IRR_DTA_TRK) to enter tracking data comments.

Navigation:

Select the **Employee ID** link on the IRR Control page.

This example illustrates the fields and controls on the Employee WIP (employee work-in-progess) page.

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You can record the PeopleSoft HCM processing information for your agency's internal use as an audit trail for WIP. For example, you can track who makes changes to the IRR.

Field or Control	Description
WIP Sequence Number	The WIP sequence number enables the audit trail entry to be uniquely identified in the system. This value is set by default from the Establishing Job Codes.
Action Date	The current date at time of entry by default.
Comment	Enter comments to track updates to an IRR or to indicate the person who is responsible for processing the IRR.

Related Topics

- PeopleSoft Human Resources Manage Base Benefits: PeopleSoft Manage Base Benefits Overview

IRR Service History Page

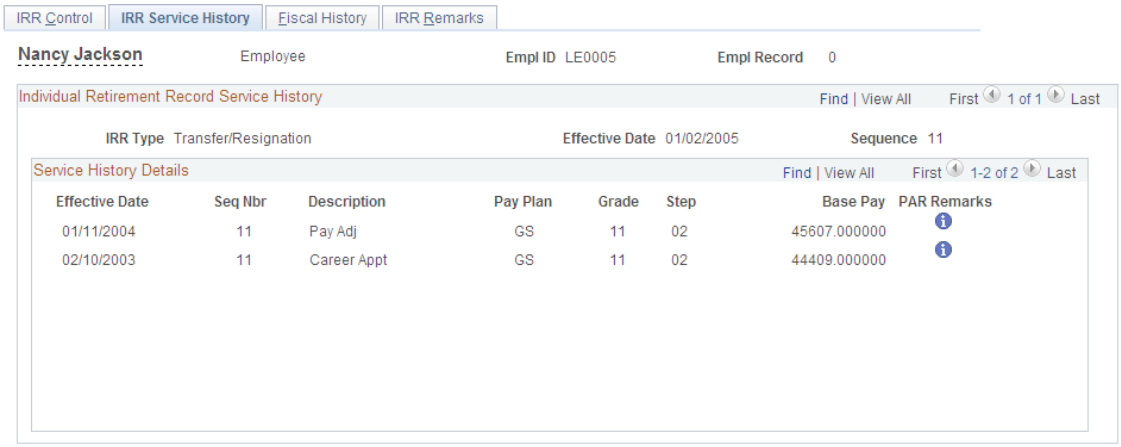
(USF) Use the IRR Service History (Individual Retirement Record service history) page (GVT_IRR_CNTRL_SERV) to view employee service history details.

Navigation:

- **Payroll for North America**, and then **Periodic Payroll Events USF**, and then **Individual Retirement Record**, and then **Identify IRR**, and then **IRR Service History**
- **Payroll for North America**, and then **Periodic Payroll Events USF**, and then **Individual Retirement Record**, and then **Review IRRs**, and then **IRR Service History**

This example illustrates the fields and controls on the IRR Service History (Individual Retirement Record service history) page.

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Field or Control	Description
Base Pay	The base pay that is associated with each PAR.
PAR Remarks (Personnel Action Request remarks)	PARs are reported in the **Service History Details** group box. Each human resource change (PAR) has a remark associated with it. The remarks can be found in the PAR Remarks Table page.

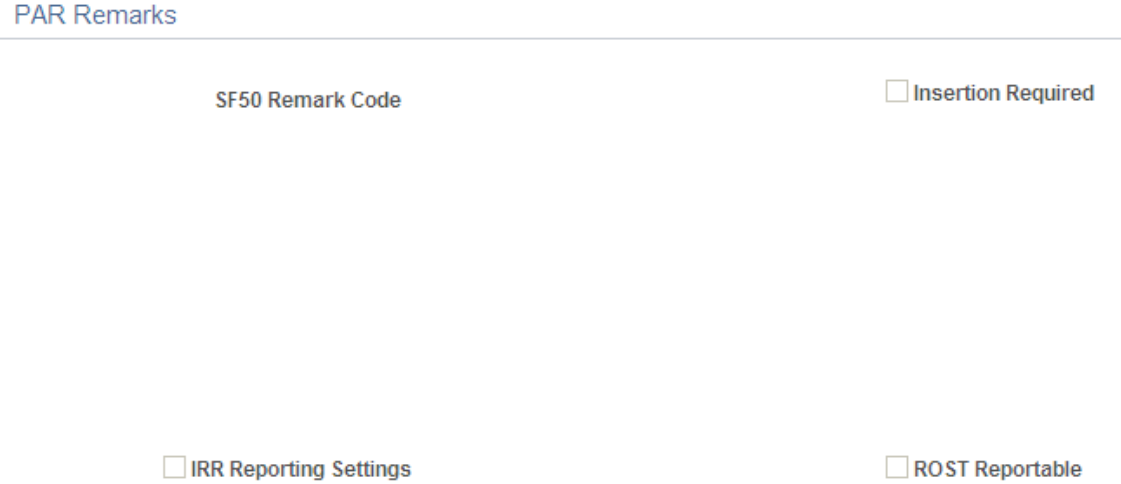
PAR Remarks Page

(USF) Use the PAR Remarks page (GVT_IRR_PAR_RK_SEC) to display the PAR remarks for a specific action.

Navigation:

Select the **Information** button on the IRR Service History page.

This example illustrates the fields and controls on the PAR Remarks (personnel action request remarks) page.



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Field or Control	Description
<Code> Remark Code	This code uniquely identifies the PAR remark. The value comes from the PAR Remarks Table page.
Insertion Required	Select this check box to specify that additional text must be inserted into the remark when it is associated with a PAR.
IRR Reporting Settings (Individual Retirement Record reporting settings)	This check box is selected and unavailable, indicating that this PAR remark will be printed on the IRR report.
ROST Reportable (Register of Separations and Transfers reportable)	This check box is selected and unavailable, indicating that this PAR remark will be printed on the IRR report.

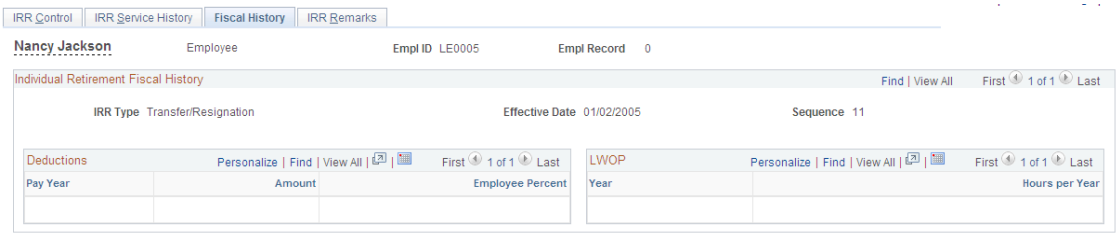
Fiscal History Page

(USF) Use the Fiscal History page (GVT_IRR_CNTRL_FIN) to view an employee's current year and accumulated fiscal data.

Navigation:

- **Payroll for North America**, and then **Periodic Payroll Events USF**, and then **Individual Retirement Record**, and then **Identify IRR**, and then **Fiscal History**
- **Payroll for North America**, and then **Periodic Payroll Events USF**, and then **Individual Retirement Record**, and then **Review IRRs**, and then **Fiscal History**

This example illustrates the fields and controls on the Fiscal History page.



Individual Retirement Fiscal History

Field or Control	Description
Amount	The basic pay for prior years while not enrolled in the CSRS or FERS retirement plan.

Deductions

As payroll processes run, the system enters information about retirement deductions withheld from employees' earnings into the Fiscal History page for those earnings designated as such on the earnings code. These are summarized yearly in this group box.

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Field or Control	Description
Pay Year	The year in which the retirement deduction was taken.
Amount	The sum of the retirement deductions for that year.
Employee Percent	The deduction percentage of the retirement deduction for that year.

LWOP

Field or Control	Description
Hours per Year	The hours accumulated for the year.

Field or Control	Description
Basic Pay prior to CSRS/FERS appt (basic pay prior to Civil Service Retirement System or Federal Employee Retirement System appointment)	The basic pay for the year before enrollment in CSRS or FERS.
LWOP (leave without pay)	The year and corresponding hours accumulated.
Retirement Deductions	The year of the contribution, the amount of the deduction, and the percent of the employee contribution.

IRR Remarks Page

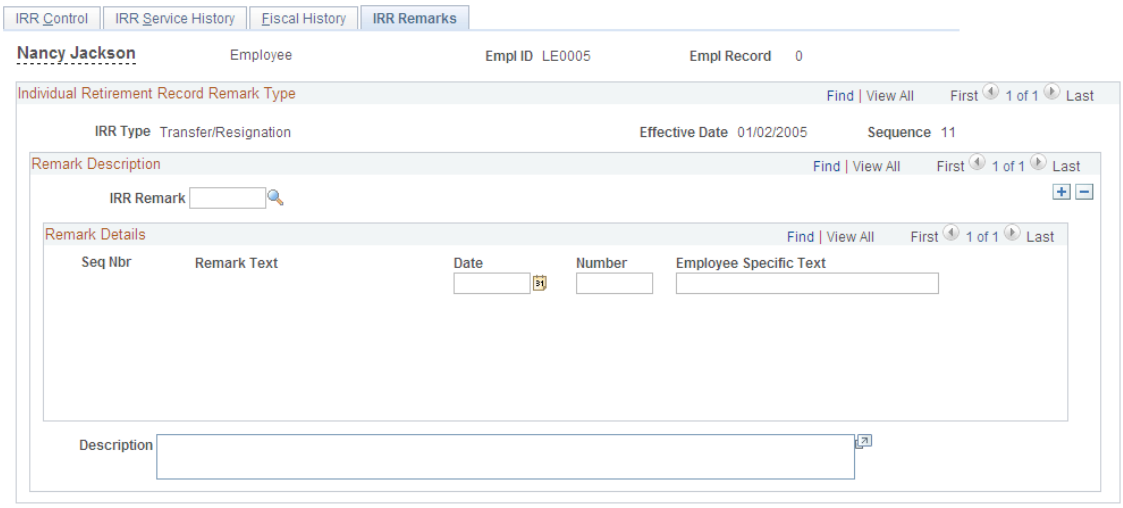
(USF) Use the IRR Remarks page (GVT_IRR_REMARK) to enter remarks to an employee's IRR.

Navigation:

- **Payroll for North America**, and then **Periodic Payroll Events USF**, and then **Individual Retirement Record**, and then **Identify IRR**, and then **IRR Remarks**
- **Payroll for North America**, and then **Periodic Payroll Events USF**, and then **Individual Retirement Record**, and then **Review IRRs**, and then **IRR Remarks**

This example illustrates the fields and controls on the IRR Remarks (Individual Retirement Record remarks) page.

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Remark Description

Field or Control	Description
IRR Remark	Select an IRR remark code. When you select an IRR remark code for an employee, the system provides a format with which you can complete the employee-specific component. The components of the IRR remark code, as defined in the IRR Remarks table, appear sequentially. The IRR remark code consists of the sequence number, remark type, field type, and label. Depending on the remark type selected, different fields appear. For example, fields that have a *Text* remark type have the text appear as display-only on the page, without any user entry fields. Fields that have an *Employee-specific* remark type have user entry fields available. Use these fields to indicate employee-specific remarks, such as specifying the dollar amount of indebtedness (a number) or a reason for the indebtedness (text). As you complete the employee-specific information, the remarks are dynamically generated and displayed in the comment box at the bottom of this page. You can add as many remarks as necessary for an employee. **Note:** Values for IRR remarks can be set up in advance in the IRR Remarks table.

Remark Details

These fields provide the association of the defined IRR remark with the separated employee's IRR. In addition, employee-specific text, date, or an amount may be entered, provided the IRR remark has been defined. The design of these remarks is generic and enables the customer to predefine the remark format. Depending upon how the remark is defined (employee specific or text), you may need to enter additional information. If the remark is defined as employee specific, then you may need to enter a date (first field in the **Remark Details** group box) or an amount (second field) or text (third field).

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After you insert a remark, the display changes.

Related Topics

- Setting Up IRR Remarks
  To set up IRR remarks, use the IRR Remarks Table USF (GVT_IRR_RK_TBL) component.

Creating IRR Worksheets

Pages Used to Create IRR Worksheets

Page Name	Definition Name	Usage
Create IRR Worksheet - Separated Employee Page (create individual retirement record worksheet - separated employee)	RUN_FGPY009	(USF) Run the IRR Worksheet SQR Report process (FGPY009) to produce an IRR worksheet for separated employees.
Create IRR Worksheet - Current Employee Page (create Individual Retirement Record worksheet - current employee)	RUN_FGPY010	(USF) Run the IRR Worksheet - Current Empls SQR Report process (FGPY010) to produce an IRR worksheet for current employees.

Understanding IRR Worksheets

You have 30 days after an employee separates to prepare and submit an IRR to OPM. During that time, you can print an IRR worksheet for a separated employee and review the data. Also, use the IRR worksheet to view service history and fiscal history for a current employee.

The IRR worksheet for a separated employee contains the same information that appears in the final IRR, but the worksheet is not formatted to print on OPM stock and is for internal agency use only. If you find mistakes on an employee's IRR worksheet, you can correct or add remarks using the online pages before generating the final IRR.

Create IRR Worksheet - Separated Employee Page

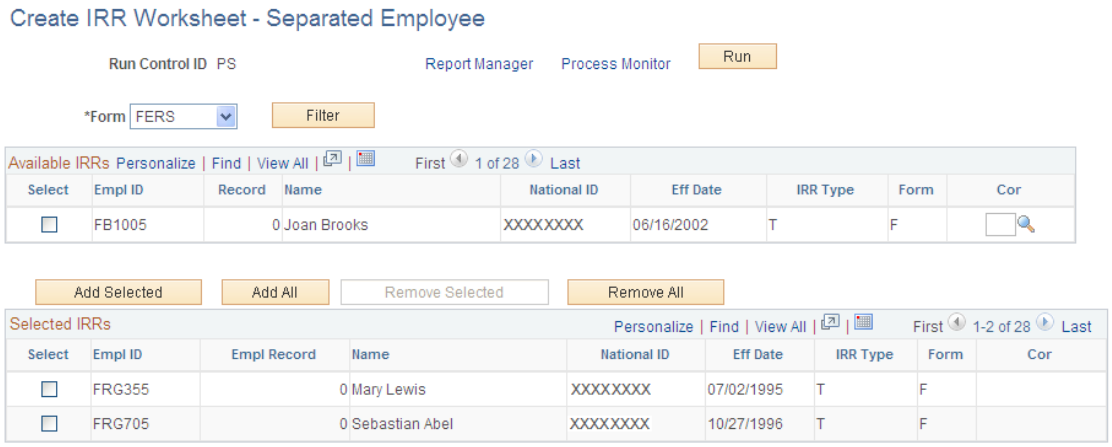
(USF) Use the Create IRR Worksheet - Separated Employee (create individual retirement record worksheet - separated employee) page (RUN_FGPY009) to run the IRR Worksheet SQR Report process (FGPY009) to produce an IRR worksheet for separated employees.

Navigation:

Payroll for North America, and then **Periodic Payroll Events USF**, and then **Individual Retirement Record**, and then **Create IRR Worksheet-Sep**, and then **Create IRR Worksheet - Separated Employee**

This example illustrates the fields and controls on the Create IRR Worksheet - Separated Employee page.

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> **Note**
>
> The run control parameters for this report are the same as for generating IRRs.

See Process Individual Retirement Records Page.

Generating Final IRRs

Page Used to Generate Final IRRs

Page Name	Definition Name	Usage
Process Individual Retirement Records Page	RUN_FGPY007	(USF) Run the Individual Retirement Records process to generate a final IRR or a supplemental or correction IRR.

Understanding Final IRR Generation

When the IRR information is correct, run the Individual Retirement Records process to process the final IRR and print an official SF-2806 or SF-3100 form on OPM stock for transfer to OPM. The system changes the IRR status for an employee to final IRR. After running this process, you can view PARs for an employee only through the Supplemental IRR and Correction IRR components.

Process Individual Retirement Records Page

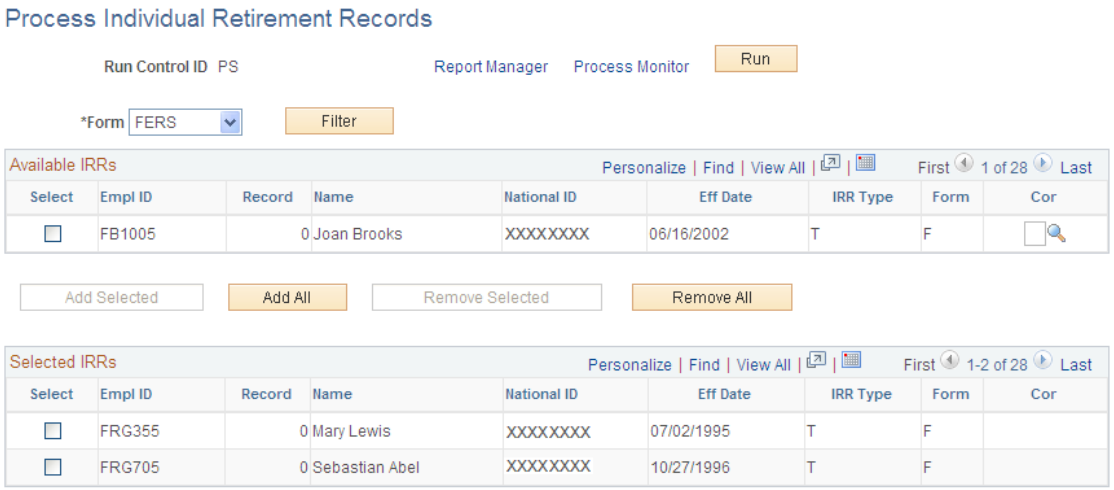
(USF) Use the Process Individual Retirement Records page (RUN_FGPY007) to run the Individual Retirement Records process to generate a final IRR or a supplemental or correction IRR.

Navigation:

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Payroll for North America, and then **Periodic Payroll Events USF**, and then **Individual Retirement Record**, and then **Process IRRs**, and then **Process Individual Retirement Records**

This example illustrates the fields and controls on the Process Individual Retirement Records page.



Field or Control	Description
Form	Select the IRR retirement form: *CSRS* (Civil Service Retirement System), *FERS* (Federal Employee Retirement System), or *N/A* (not applicable).
Filter	Select to filter out all employees except those relevant to the form that you selected.

Available IRRs

Use the check box to select individual employees.

Field or Control	Description
Add Selected and **Remove Selected**	Select to add or remove only the selected IRRs that appear in the **Available IRRs** (available Individual Retirement Records) group box.
Add All and **Remove All**	Select to add or remove all IRRs that appear in the **Available IRRs** group box.
Cor (correction)	For generating supplemental or correction IRRs. Select the IRR type that is associated with the original IRR. For example, if the original IRR type was R (retirement), enter *R* in the **Cor** field. This links the original IRR that you are changing to the supplemental IRR or correction IRR.

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Selected IRRs

Only IRRs listed in this group box print from this run control.

> **Note**
>
> You can select only pending IRRs on this page. After you generate a final IRR, you cannot rerun it.

Generating ROST Reports

Pages Used to Generate ROST Reports

Page Name	Definition Name	Usage
Separations/Transfers Register Page (separations and transfers register)	RUN_FGPY008	(USF) Generate a ROST report.
ROST Summary Page (Register of Separations and Transfers summary)	GVT_ROST_SUMMARY	(USF) View the cover page that accompanies the IRRs that you submit to OPM. The system generates the ROST summary when you process the ROST. You can also review a processed ROST report online through the ROST summary.

Understanding ROST Reports

The ROST summarizes information in the IRRs. It must accompany the IRRs that you submit to the OPM.

The system generates the following official OPM forms:

- SF-2807 for employees covered by the CSRS.

  This report summarizes all SF-2806 and SF-2806-1 IRRs.
- SF-3103 for employees covered by the FERS.

  This report summarizes all SF-3100 and SF-3101 IRRs

You can create a ROST only after you generate final IRRs.

> **Note**
>
> The system groups IRR batches together by form type (either SF-2806 or SF-3100). Generate a separate ROST for each IRR batch type.

When you generate the ROST, the system:

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1. Selects all the IRRs that are in final IRR status and have not been previously reported to OPM.

   By creating the ROST report, the system automatically updates the ROST series, year, and page information in the individual IRR so that you don't report it to OPM again in future ROST runs.

2. Creates summarized information for each IRR.

   The ROST report displays one employee per line, with the employee's total current-year retirement deductions and total retirement deductions. The current-year retirement deductions should match those reported in the individual IRRs. The total retirement deductions should match the last cumulative deduction reported in the IRRs.

   The system creates a new ROST control record for each ROST page by agency, ROST type, current year, and ROST page number. Page totals for IRRs are also recorded.

Separations/Transfers Register Page

(USF) Use the Separations/Transfers Register (separation and transfers register) page (RUN_FGPY008) to generate a ROST report.

Navigation:

Payroll for North America, and then **Periodic Payroll Events USF**, and then **Individual Retirement Record**, and then **Separations/Transfers Register**, and then **Separations/Transfers Register**

This example illustrates the fields and controls on the Separations Transfers Register page.



Field or Control	Description
Agency	The default values come from the Agency table.
Series	Select *OPM*. This field defines a page-numbering scheme for the form.

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Generating Supplemental or Correction IRRs

Pages Used to Generate Supplemental or Correction IRRs

Page Name	Definition Name	Usage
1st Request Authorization USF - Data Control Page	GVT_JOB0	Add IRR PAR information if you under-reported an employee's original deductions.
Correct IRR USF - Data Control Page	GVT_JOB0	Add IRR PAR information (SF-2806-1 or SF-3101) to correct reported PAR information and over-reported retirement deductions to the OPM. Changes can be related to a PAR or to the payroll.
Process Individual Retirement Records Page	RUN_FGPY007	Run the Individual Retirement Records process to generate a supplemental or correction IRR.

Understanding Supplemental and Correction IRRs

If you discover inaccuracies in an IRR after you send it to OPM, generate a supplemental IRR or correction IRR to make the necessary adjustments. This requires you to create another PAR.

Use a supplemental IRR if you originally under-reported an employee's retirement deductions. The system automatically calculates the difference after processing the payroll adjustments. Create a supplemental IRR to report the difference in the retirement deduction amount to OPM.

Use a correction IRR (SF-2806-1 or SF-3101) to correct the original IRR or if you over-reported retirement deductions.

Summary of Procedures

Here's a summary of the steps to generate a supplemental or correction IRR:

1. Initiate a supplemental or correction IRR PAR.
2. Review the IRR record.
3. Create a supplemental or correction IRR worksheet.
4. Create the final supplemental or correction IRR.
5. Generate a corresponding ROST report.
6. Submit to OPM.

Final Supplemental or Correction IRR Generation

Use the Individual Retirement Records process to generate a supplemental IRR or correction IRR. This is the same process and run control page that you use to generate a final IRR. On the run control page you link the original IRR that you are changing to the supplemental IRR or correction IRR.

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When the system generates a supplemental IRR or correction IRR, it prints only the IRR-reportable PARs created since the original IRR, along with IRR remarks and adjustments to fiscal data.

In a correction IRR, IRR remarks appear in the Reason for Correction box. In a correction PAR, IRR remarks appear in the Corrected Data section of the SF-2806-1 (CSRS) or the SF-3101 (FERS) form.

> **Note**
>
> A supplemental IRR reports only the retirement deduction adjustment and IRR Remarks associated with the supplemental action. Unlike a regular IRR, it does not display a full history of all PARs. The Supplemental IRR displays only the difference between the original under-reported amount and the new amount.

Send the Supplemental IRR or Correction IRR, accompanied by a ROST form (SF-2807 or SF3103), to the OPM.

1st Request Authorization USF - Data Control Page

Use the 1st Rqst Authorization USF - Data Control page (GVT_JOB0) to add IRR PAR information if you under-reported an employee's original deductions.

Navigation:

Workforce Administration, and then **Job Information**, and then **1st Request Authorization USF**, and then **Data Control**

In the **Actual Effective Date** field, enter the date that the supplemental IRR or correction IRR becomes effective. When you create the new PAR, the system creates an IRR control record with an IRR type of C (correction) or S (supplemental).

Related Topics

- PeopleSoft Human Resources Administer Workforce: Understanding the Administering PAR System

Adjusting IRR Data

Use the same pages that you use to create a new IRR.

Related Topics

- Viewing and Maintaining Employee IRR Data

Creating a Supplemental or Correction IRR Worksheet

Use the same page that you use to create a new IRR worksheet.

Related Topics

- Creating IRR Worksheets

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Process Individual Retirement Records Page

Use the Process Individual Retirement Records page (RUN_FGPY007) to run the Individual Retirement Records process to generate a supplemental or correction IRR.

Related Topics

- Process Individual Retirement Records Page
  (USF) Use the Process Individual Retirement Records page (RUN_FGPY007) to run the Individual Retirement Records process to generate a final IRR or a supplemental or correction IRR.

Accumulating and Adjusting Fiscal Data

Pages Used to Accumulate and Adjust Fiscal Data

Page Name	Definition Name	Usage
Individual Retirement Record Fiscal Data Accumulation Page	RUN_FGPY006	(USF) Run the IRR Fiscal Data Accum report (FGPY006) to transfer all of the fiscal data recorded on an employee's IRR and stored in the payroll system to the fiscal data portion of the IRR.
Adjust Empl Fiscal Yr History Page(adjust employee fiscal year history)	GVT_ADJ_FISCAL_YR	(USF) Adjust an employee's yearly retirement deduction totals.

Understanding the IRR Fiscal Data Accum Report

Create an IRR Fiscal Data Accum report at the end of the tax year to accumulate and store fiscal information from the IRRs for all employees.

The IRR Fiscal Data Accumulation process uses payroll earnings and deductions for the current year and accumulated fiscal data for all prior years. You do not need to run this process for an employee whose separation occurs mid-year. All IRR pages and reports automatically select and summarize payroll detail earnings and deductions.

This report accumulates all retirement deductions for employees, leave without pay hours, and basic pay that they received when they were not covered by CSRS or FERS retirement plans. Run this process at the end of a tax year.

If you must run this process at any time other than the end of the tax year, or if you must make a correction to an employee's fiscal data, you can do so for employees whose IRRs are affected.

If run regularly at the end of the tax year, this report processes records for all employees in your agency. If run for selected employees, it processes records for those employees only.

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Individual Retirement Record Fiscal Data Accumulation Page

(USF) Use the Individual Retirement Record Fiscal Data Accumulation page (RUN_FGPY006) to run the IRR Fiscal Data Accum report (FGPY006) to transfer all of the fiscal data recorded on an employee's IRR and stored in the payroll system to the fiscal data portion of the IRR.

Navigation:

Payroll for North America, and then **Periodic Payroll Events USF**, and then **Individual Retirement Record**, and then **Fiscal Data Accumulation**, and then **Individual Retirement Record Fiscal Data Accumulation**

This example illustrates the fields and controls on the Individual Retirement Record Fiscal Data Accumulation page.



If an employee has a status of retired and has accumulated retirement amounts in a plan for which that employee is ineligible, you can adjust the employee's fiscal year history.

Field or Control	Description
Pay Year	Enter the pay year for which you're running the fiscal data accumulation. **Note:** For every pay calendar that you establish, specify the pay year on the Year Settings page in the Pay Calendar table. This is defined automatically during the pay calendar creation, and it is generally the same as the year of the pay end date. When processing IRRs, the IRR Fiscal Data Accumulation process identifies all monies that come from the pay year. **Note:** If you're populating historical data, you must populate pay calendars from prior years.

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Employees

Field or Control	Description
Empl ID (employee ID) and **Empl Record** (employee record number)	Enter the employee ID and record number for employees to include in the IRR Fiscal Data Accumulation process. If you do not enter any employees, this process runs for your agency's employee population.

Related Topics

- Application Fundamentals: Creating Pay Calendars and FLSA Calendars

Adjust Empl Fiscal Yr History Page

(USF) Use the Adjust Empl Fiscal Yr History (adjust employee fiscal year history) page (GVT_ADJ_FISCAL_YR) to adjust an employee's yearly retirement deduction totals.

Navigation:

Payroll for North America, and then **Periodic Payroll Events USF**, and then **Update Emp Fiscal Year History**, and then **Adjust Empl Fiscal Yr History**

Field or Control	Description
Year	Displays the year.
Amount	Displays the current amount balance.
Adjusted Amount	Enter the adjusted amount balance.
Empl Contrib % (employee contribution percentage)	Displays the current value of the employee's contribution percentage.
Adjusted Empl Contrib % (adjusted employee contribution percentage)	Enter the adjusted value of the employee's contribution percentage.
LWOP Hrs (leave without pay hours)	Displays the employee's current balance of leave without pay hours.
Adjusted LWOP Hrs (adjusted leave without pay hours)	Enter the adjusted balance of leave without pay hours.
Reason for Adjustment	Enter a reason.

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(CAN) Managing Dental Care Eligibility

Managing Canada Dental Care Eligibility

This topic provides an overview of Canada Dental Care eligibility and discuss how to manage the eligibility information for year-end reporting.

Pages Used to Manage Canada Dental Care Eligibility

Page Name	Definition Name	Usage
Load Dental Care Eligibility Page	RUNCTL_CTX905DP	Load dental care access level information for selected individuals.
Dental Care Eligibility Page	DENTAL_ELIG_CAN	Manage dental care access level information for individuals.

Understanding Canada Dental Care Eligibility

The Canadian Dental Care Plan (CDCP) provides dental care coverage for uninsured Canadians with an annual household income of less than $90,000. This amount is subject to change in future years.

To support the implementation of CDCP and determine eligibility, employers are required to report the level of dental care coverage to which employees and payees are entitled for the tax year on T4 and T4A slips.

Payroll for North America delivers the Load Dental Care Eligibility (PYCTX905) program, a year-end process that assigns dental care access levels to identified individuals. After this process completes successfully, the dental care eligibility information becomes available for review or update on the Dental Care Eligibility Page.

When the Load Year-End Slip Data (CTX910LD) program runs, it will load employee (or payee) data and balances to the year-end slip records on the database, including the dental care access level codes. Specifically, the code will appear on:

- (For employee) Box 45 on the T4 slip

  Box 45 cannot be blank.

- (For payee) Box 015 on the T4A slip

  Box 015 cannot be blank if Box 016 contains a value.

Run the CTX910ER program to verify that the information that has been loaded to the slip records is correct. If the audit report identifies T4 slips with a blank Box 45, or T4A slips with a blank Box 015 when Box 016 has a value, update the information for corresponding individuals on the Dental Care Eligibility Page and re-run the CTX910LD program.

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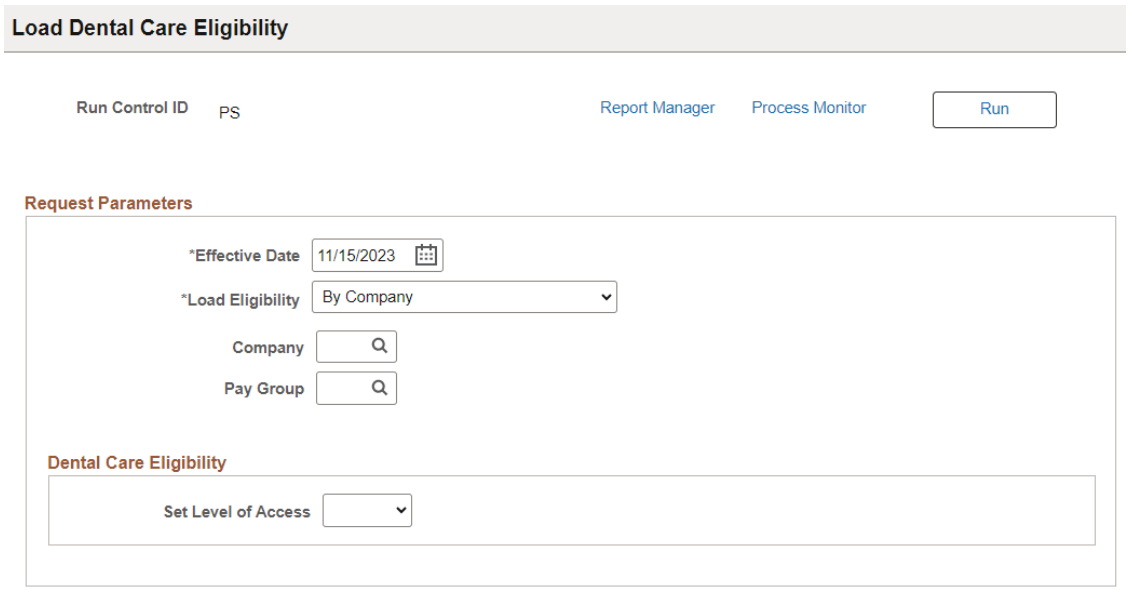
Load Dental Care Eligibility Page

Use the Load Dental Care Eligibility page (RUNCTL_CTX905DP) to load dental care access level information for selected individuals.

Navigation:

Payroll for North America, and then **Year-End Processing CAN**, and then **Year-End/New Year Preparation**, and then **Load Dental Care Eligibility**, and then **Load Dental Care Eligibility**

This example illustrates the fields and controls on the Load Dental Care Eligibility page.



> **Note**
>
> Component Interface is delivered for the Dental Care Eligibility component as an alternative to load dental care access level codes for individuals using the Excel to CI utility.

Field or Control	Description
Load Eligibility	Select the method used to identify individuals for whom a dental care access level code is assigned. Values are: *By Company.* *By Group ID.* *For Selected Individuals.* Use this option to update the level of access value for a small group of people.

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Field or Control	Description
Company and **Pay Group**	Specify the company and optionally pay group used to identify individuals for the loading process. These fields appear if the *By Company* option is selected.
Group ID	Specify the group ID used to identify individuals for the loading process. This field appears if the *By Group ID* option is selected. Groups are defined using Group Build. You can use this feature to create groups of people, for example, union workers. Refer to Application Fundamentals: Understanding Group Build and Application Fundamentals: Setting Up Group Definitions for more information on the Group Build feature and how to define groups.

Individual(s)

This section appears if the *For Selected Individuals* option is selected.

For each individual to include in the loading process, select the company, employee ID, employee record, and the level of dental care access to be assigned.

Dental Care Eligibility

Field or Control	Description
Set Level of Access	Select the level of dental care access to assign to identified individuals. Values are: *1* (No Dental Access or coverage) *2* (Payee) *3* (Payee, Spouse and Dependents) *4* (Payee and Spouse) *5* (Payee and Dependents)

Dental Care Eligibility Page

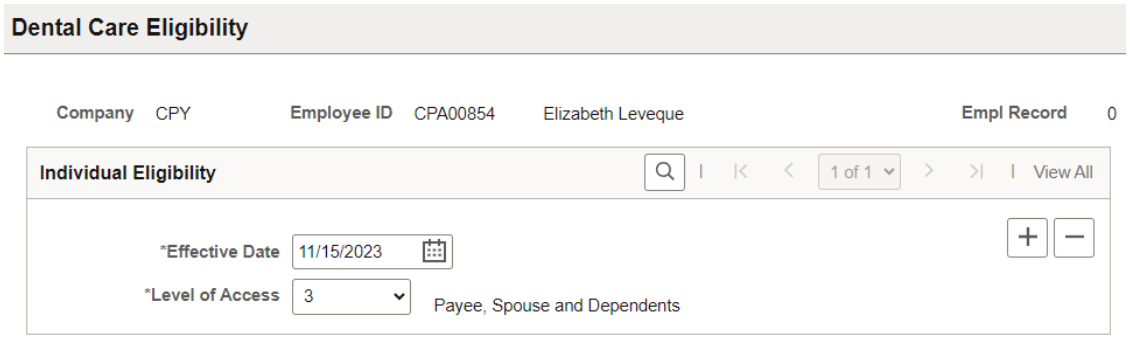
Use the Dental Care Eligibility page (DENTAL_ELIG_CAN) to manage dental care access level information for individuals.

Navigation:

Payroll for North America, and then **Year-End Processing CAN**, and then **Year-End/New Year Preparation**, and then **Dental Care Eligibility**, and then **Dental Care Eligibility**

This example illustrates the fields and controls on the Dental Care Eligibility page.

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After the Load Dental Care Eligibility (CTX905DP) process has completed successfully, the assigned dental care access level for each identified individual becomes available on the Dental Care Eligibility page. Add or update this information as needed.

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Accessing Year-End Processing Instructions

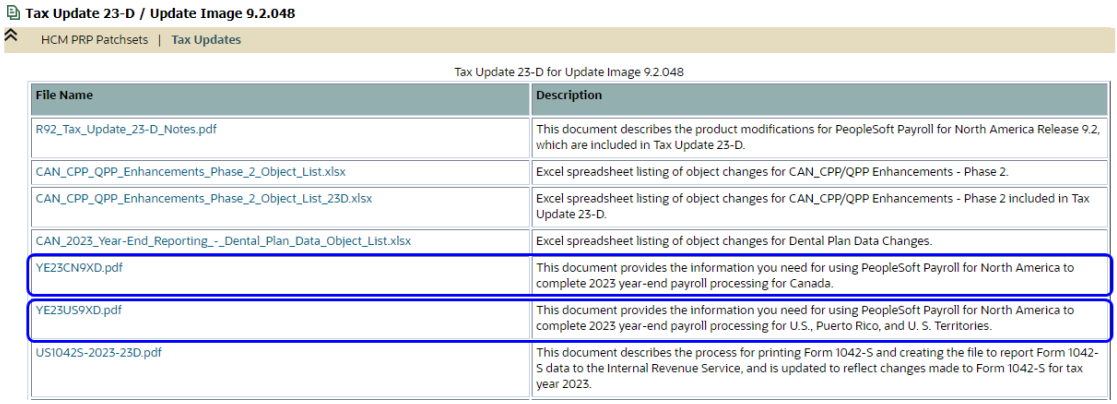
Understanding Year-End Processing Instructions

Payroll for North America is designed to help you efficiently organize and process year-end data and reports.

This documentation does not include specific information about year-end processing because, due to legislative changes in your region, year-end processing information usually changes annually.

Select the **Payroll for North America Tax Updates** knowledge article (KA643) from My Oracle Support and download the year-end payroll processing documentation from the corresponding year-end **Tax Update [tax update schedule code] / Update Image [image number]** > **Tax Updates** section.

This example displays the location of year-end payroll processing documents from My Oracle Support.



Tax Update 23-D / Update Image 9.2.048

HCM PRP Patchsets | Tax Updates

Tax Update 23-D for Update Image 9.2.048

File Name	Description
R92_Tax_Update_23-D_Notes.pdf	This document describes the product modifications for PeopleSoft Payroll for North America Release 9.2, which are included in Tax Update 23-D.
CAN_CPP_QPP_Enhancements_Phase_2_Object_List.xlsx	Excel spreadsheet listing of object changes for CAN_CPP/QPP Enhancements - Phase 2.
CAN_CPP_QPP_Enhancements_Phase_2_Object_List_23D.xlsx	Excel spreadsheet listing of object changes for CAN_CPP/QPP Enhancements - Phase 2 included in Tax Update 23-D.
CAN_2023_Year-End_Reporting_-_Dental_Plan_Data_Object_List.xlsx	Excel spreadsheet listing of object changes for Dental Plan Data Changes.
YE23CN9XD.pdf	This document provides the information you need for using PeopleSoft Payroll for North America to complete 2023 year-end payroll processing for Canada.
YE23US9XD.pdf	This document provides the information you need for using PeopleSoft Payroll for North America to complete 2023 year-end payroll processing for U.S., Puerto Rico, and U. S. Territories.
US1042S-2023-23D.pdf	This document describes the process for printing Form 1042-S and creating the file to report Form 1042-S data to the Internal Revenue Service, and is updated to reflect changes made to Form 1042-S for tax year 2023.

If you do not currently have access to the My Oracle Support website, contact Oracle Global Customer Support.

Year-end processing documentation is available each year for these jurisdictions:

- United States, Puerto Rico, American Samoa, Guam, and Virgin Islands
- Canada

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Creating Files for Year-End Processing

Creating W-2 Import Files

This topic provides an overview of creating files to import W-2 data for employees and discusses how to create these files.

Page Used to Create W-2 Import Files

Page Name	Definition Name	Usage
Create W-2 Import File Page	RUNCTL_TAX960TI	Produce files that import W-2 or W-2c information for employees.

Understanding W-2 Import Files

Payroll for North America provides the ability to create files that can be used to import employee's year-end data into a tax preparation software provider. Once the files are uploaded to the tax preparation provider's site, employees can import their individual W-2 data as they prepare their tax returns.

Steps to Create Import Files

To create import files with employees' W-2 or W-2c data:

1. Review these sections in the *Year End Processing <Tax Year>, U.S., Puerto Rico, and U. S. Territories* document to prepare the data needed for the Create W-2 Import File process:
   - Preparing for <Tax Year> Year End Processing
   - Preparing Tax Data and Year End Forms
2. Access the Create W-2 Import File Page. Select:
   - The *All Employees* import type to create W-2 files for all employees.
   - The *Corrections* import type to create W-2c files for employees specified in the **Selected Employees** section.

   Select the **W-2 Import File Audit** option if you want to create an audit file that reports the amounts of additional boxes 12 and 14 for employees.
3. Run the Create W-2 Import File process (TAX960TI).

   When the process completes successfully, report files are available from the **Details** link of the corresponding process instance on the Process List page. Select the **View Log/Trace** link to access them.

   Files may include:
   - The *W-2 Import File Audit Report For Additional Box 12 & 14 Data* audit report, if the **W-2 Import File Audit** option is selected.

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- The *W-2 Import File Excluded Employee* report, if there are employees with a W-2 box amount that exceeds $9,999,999.99. These employees are excluded from the import file creation process because the tax preparation software provider does not process any amount that is $10 million or higher.

4. W-2 (or W-2c) import files can be found in the regular path where other PeopleSoft files are created.

   The naming of import files follows this convention: W2IMP<nnn>, where *nnn* represents the volume identifier. For example, if there are two import files created by the process, their file names are W2IMP001 and W2IMP002.

   If you have Process Scheduler configured to run your processes, use the process instance number to identify the import files you wish to review. The TAX960TI process generates a folder to store import files it creates in each process instance. The naming of folders follows this convention: TI<nnnnnn>, where *nnnnnn* represents the process instance number.

   Important

   If Process Scheduler is not configured in your environment, import files can be found in the regular path where other PeopleSoft files are created, not residing in any process-generated folders.

   Follow the instructions of the tax preparation software provider to submit import files.

Video: Image Highlights, PeopleSoft HCM Update Image 44: U.S. Tax Preparer Import File

Employee Consent To Include W-2 Data in Import Files

The Create W-2 Import File process (TAX960TI) takes employee consent into account when deciding whether to include employees' W-2 or W-2c data in the import files it generates.

Note

Oracle highly recommends that the PeopleSoft ePay: W-2/W-2c Consent Page (component name: PY_W2_CONSENT_FL) be locked down for the TAX960TI process to ensure that the import file will accurately report data as of the time the report is run.

Keep in mind that if the W-2/W-2c Consent page is locked down while the TAX960TI process is running, users cannot update their consent statuses on that page.

For more information about component lockdown, see Application Fundamentals: Understanding HCM Lockdown Framework.

The process includes the employee's W-2/W-2c data in the import file, if the consent status of an employee is:

- *Consent Granted,* which is set after the employee provided consent on the W-2/W-2c Consent page in Employee Self-Service, or
- *Consent Reset by Employer to Include in Import File,* which is set after the administrator ran the reset process to include the data of identified employees in the import file. This is also the default status.

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Employee's data will be excluded from the import file if the consent status is:

- *Consent Withdrawn,* which is set after the employee declined to share data with any tax preparation provider, or
- *Consent Reset by Employer to Exclude from Import File,* which is set after the administrator ran the reset process to exclude the data of identified employees from the import file.

See PeopleSoft ePay: Understanding Employee Consent for Tax Data Export.

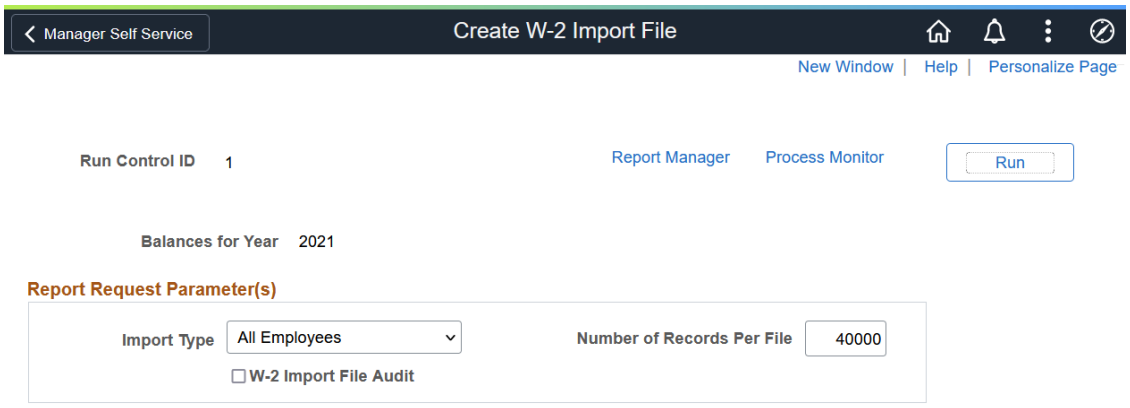
Create W-2 Import File Page

Use the Create W-2 Import File page (RUNCTL_TAX960TI) to produce files that import W-2 or W-2c information for employees.

Navigation:

Payroll for North America, and then **U.S. Annual Processing**, and then **W-2 Reporting**, and then **Create W-2 Import File**, and then **Create W-2 Import File**

This example illustrates the fields and controls on the Create W-2 Import File page.



Field or Control	Description
Balances for Year	Displays the reporting period (year) of the W-2 data to be imported.
Import Type	Specify the type of data you want to include in the file(s) to import. Values are: *All Employees:* Select this option to include W-2 information in the file(s). *Corrections:* Select this option to include W-2c information in the file(s).
Number of Records Per File	Enter the maximum number of records that a file can hold. The default value is *40000.* **Note:** Use compression software to zip up import files before submitting them to the tax preparation software provider. To ensure a successful import, the size of the zip files must not exceed the maximum limit specified by the tax preparation software provider.

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Field or Control	Description
W-2 Import File Audit	Select this option to create an audit report with the amounts of additional boxes 12 and 14 that are available in the import file(s). These boxes are not reported in the EFW2 electronic file, but are required by the tax preparation provider. **Note:** If you want to create additional audit files for the rest of the amounts reported in the import file(s), review the *Year End Processing <Tax Year>, U.S., Puerto Rico, and U. S. Territories* document that is available on My Oracle Support and follow the instructions to run TAX962FD - Federal W-2 File Audit, TAX962ST - State W-2 File Audit Report, and TAX962LC - Local W-2 File Audit.

Selected Employees

This section appears if the selected import type is *Corrections.*

The system creates files to include the W-2c information of employees that are selected in this section. All employees with W-2c data are included if no employees are specified.

> **Note**
>
> The *All Employees* option references YE_DATA and YE_AMOUNTS, whereas the *Corrections* option references YE_W2C_DATA and YE_W2C_AMOUNTS.

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Configuring Batch Processes

Batch Process Configuration

This topic lists prerequisites and discusses:

- Batch process configuration considerations.
- True configuration costs.
- Payroll for North America system capabilities.
- The vanilla PeopleSoft system.
- Your modification requirements.
- List of required modifications.
- Proposed modifications review with PeopleSoft.
- Contact with other customers.

Prerequisites

Configuration is not to be performed lightly. Before you start to think about adding, deleting, or modifying code, ensure that everyone in the organization understands what configuration entails. Your goal should be to modify the system as little as possible, and preferably not at all.

Remember that companies decide to acquire a software package such as Payroll for North America because it is a package. It's a coherent and self-contained system, already designed and delivered. It runs, it works, it satisfies the demands made upon it, and it does this best—and with the least problem and expense—when you work with the package as it exists.

Before you make a list of required modifications to Payroll for North America, perform the following prerequisite activities:

- Understand what configuration may cost—and this includes hidden maintenance expenses that might not be immediately obvious.
- Understand Payroll for North America system capabilities and design from a functional point of view. For what tasks are you trying to use it?
- Use the vanilla Payroll for North America system extensively; both with the PeopleSoft-supplied Demonstration data and with your own realistic test data.
- Revisit your configuration requirements thoroughly.
- Produce a list of your required modifications.
- Review your proposed modifications with PeopleSoft.
- Contact other PeopleSoft customers to discuss configuration issues you may have in common.

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Batch Process Configuration Considerations

Before you modify Payroll for North America batch processes, make a thorough analysis of the business requirements that you're trying to address through configuration and seriously consider the possibility of addressing those requirements through re-engineering the payroll department procedures rather than through changing PeopleSoft COBOL source code. It is almost always more cost-effective to reduce the list of required changes to an absolute minimum. When you configure batch processes, you incur a variety of ongoing maintenance expenses and possible conflicts as the effects of the changes move through the system.

An important configuration consideration is how the system processes the various dates in Payroll for North America: effective dates, begin and end dates, dates on the job record, dates on the General Deduction table, and dates on the Pay Calendar table.

> **Note**
>
> In providing information on this topic, we assume that you have a basic understanding of PeopleSoft online processing flow, PeopleTools, relational databases, and COBOL programming.

Related Topics

- Understanding Pay Calendar Date Fields
  This topic discusses:

True Configuration Costs

This topic discusses the cost of configuring your batch processes such as upgrading, further documentation, and support limitations.

Future Ongoing Liability: Upgrades

After you configure the PeopleSoft system, upgrades inevitably become more difficult, with the degree of difficulty directly proportional to the extent of the modifications that you make.

You must retrofit all the configured code to the new PeopleSoft application. We supply you with a new, upgraded system, and you've modified the old one. You're going to have to make a careful analysis of the old and new systems, relying to some extent on the documentation you've (hopefully) produced to go along with the configured code. Additionally, you must decide which modifications to keep (and how to keep them), which to delete, which to record from scratch, and so on.

PeopleSoft maintains our application features from release to release. We may alter the manner in which we provide certain functions. When we do, we deliver the upgraded feature as part of the new system release. When the change requires a new structure for data, we provide you with specific, rigorously tested procedures to change your data or programs to conform to the new release. This, in itself, is a powerful argument against configuration and its associated maintenance costs, because when you make modifications, you may have to re-implement the modifications whenever a new release comes out.

This might be fairly straightforward process: You just add your old modified code into the new system. On the other hand, PeopleSoft may have changed the way we do things from release to release, so you have to look at each modification and technically assess whether it works

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the way it used to or not. After you make the decision to configure, you have to continue to modify the package each time you implement a new release.

Future Ongoing Liability: Documentation

For every configured feature that you implement, you must produce your own documentation. You have to decide whether to merge the documentation with PeopleSoft's or to keep them separate. And documentation must be maintained. Each time a new release comes out, you have to go through the same process all over again, merging or adapting the documentation as necessary. It's expensive. And this expense will continue. Documentation isn't just a part of your initial configuration project. It's part of your upgrade process with every new release.

Possible Support Limitations

After you modify the system, you face another dilemma: If something in the system doesn't seem to work properly, is the problem due to PeopleSoft or to your configurations? Is the alleged bug in PeopleSoft code or yours?

Can PeopleSoft duplicate the problem you're having? After you've modified the system, PeopleSoft might not be able to do so. It's important to be able to duplicate a given problem, to satisfy yourself that there is indeed a problem, and to know whether you've fixed it.

For PeopleSoft to help you solve the problem, we must be able to duplicate the problem, fix the source code, and rerun the process. This is sometimes very difficult to do, even if you haven't modified the system in any way. We might not be able to do this at all, after you configure the system.

It might be difficult, depending on what you modify, to help you. Such inherent support limitations constitute just one more reason to stay with the core application as much as possible, and if you're going to modify it, to modify only minor aspects.

Payroll for North America System Capabilities

To configure Payroll for North America you must have a rigorous understanding of the system. How is the system put together? What is its component tables, programs, and pages? What is its system architecture and what is it really designed to do? And, of equal importance: How is your organization using it or planning to use it?

This topic provides some tips for training the appropriate people in your organization with Payroll for North America.

Combine Functional and Technical Personnel into One Team

When you're learning about Payroll for North America, the functional and technical personnel should be in close communication with each other, to the point of becoming a single team. Your functional people know how your business runs; your technical people know how your current system is put together. And between the two groups, they can act as an effective team.

Ensure That Team Receives Training

Make sure that the whole team receives training in the PeopleSoft system, as a team, everybody together.

Run PeopleSoft Vanilla Payrolls at Your Site

Before rushing to configure, or even to formulate a list of configuration requirements, PeopleSoft recommends that you install the standard Payroll for North America demonstration software without changes. Have your team start using the demonstration companies, employees, pay groups, pay calendars, deductions, and so on; have everyone read Payroll for

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North America Business Processes; run Payroll for North America. In this way, everyone becomes familiar with such critical concepts as what paysheets are and what the Create Paysheet COBOL SQL process (PSPPYBLD) is; what the Pay Calculation COBOL SQL process (PSPPYRUN) does, and what checks are in Payroll for North America; what the Pay Confirmation COBOL SQL process (PSPCNFRM) does, what balances are, and so on.

The Vanilla PeopleSoft System

Everyone in the team should be familiar with how Payroll for North America works, because the next step is to try to duplicate your company's payroll with the vanilla Payroll for North America system.

Build Real Earnings/Benefit/Deduction Table Entries

Start configuring your Earnings table, Benefits tables, and Deduction table by creating entries tailored exactly to support your company's payroll operations. As you do this, you will, of necessity, start making some real decisions on how to define the actual earnings, deductions, and benefits that you need, according to the PeopleSoft vanilla style.

Set Up Realistic Test Cases

Set up some realistic employee test data; then use all parts of the system. Hire employees through the normal PeopleSoft HCM paths; set them up with realistic earnings, general deductions, and benefits; enable them to be paid; then go ahead and pay them.

Keep the Demonstration System Available

Be sure to keep the original Payroll for North America demonstration system data available, so that as you're going through and modifying earnings, deductions, employees, and other data, you can always refer back to some of our test cases to see how they were set up. Many of the demonstration employees are paid, for example, with fairly complex benefit setups. And if you purge all the PeopleSoft demonstration data, you won't know how they were originally set up. By keeping the demonstration system available, you always have a reference point as you continue to build tables for your own company's real-life needs.

Your Modification Requirements

After you've gone through these exercises, and everyone on the team has a thorough understanding of PeopleSoft system capabilities, we encourage you to go back to your original list of requirements, whether this is in the form of a request for proposal or something else. Based on your new knowledge of the PeopleSoft system, you may find you can significantly refine your requirements, and that some might actually disappear. This topic provides some key questions to ask when revisiting your requirements.

Where Did We Get This Requirement? Is It Real?

Is it really a company requirement that we do payroll in this particular manner? Do we want to do it that way just because we've always done it that way? And, if so, is that sufficient reason to continue with this practice? Or is there another way that's just as easy, just as good, and doesn't require modification of Payroll for North America?

How Much Have Operational Characteristics of the Existing System Influenced Requirements?

When companies revisit and analyze their payroll requirements, they sometimes discover that particular requirements were actually formulated in response to operational characteristics or restrictions in their current (or old) system. A particular procedure came about that was really a

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compromise or a work-around. Some payroll department procedures may have no basis in any real payroll requirements; they might just reflect some operational characteristic of the current or old system. If so, this is an argument for re-engineering some of your business procedures and practices and not configuring Payroll for North America.

Whose Standards Should We Use, Ours or PeopleSoft's?

Because of your company's in-house standards and conventions, you might discover a discrepancy between the way you ordinarily do things and the way PeopleSoft has delivered the system.

One reason your company decided to use the PeopleSoft system is the high degree of fit between your requirements and our features. Your selection team determined that Payroll for North America has attributes that your company could use.

A system your company builds in-house will in all likelihood conform to your company's standards; but if you bring in a package, it might be more reasonable to adopt the standards set by the vendor of the package.

Decisions having to do with standards start right at the beginning, when you install Payroll for North America. We require a database to be set up, and the tables all have to be named. A database administrator might say, "Our Company does not name tables this way," and suggest renaming all 8000 and some odd PeopleSoft tables and views. Keep in mind the ramifications of renaming all 8000 tables and just how extensive a change that really is.

List of Required Modifications

Now that you've assessed the costs of configuration, acquired a deep understanding of Payroll for North America system capabilities, used the vanilla system extensively both with the DEMO data and your own test cases and thoroughly examined your requirements—you are in a position to come up with a list of required modifications. What remains should consist of changes you absolutely have to make to the Payroll for North America system to make it acceptable for production.

After you've come up with such a list, separate it into two parts:

1. Changes that can be addressed through business re-engineering.
2. Changes that require configuration of the PeopleSoft system.

Examine your list very carefully with the goal of having an absolute minimum of changes that require configuration.

Proposed Modifications Review with PeopleSoft

After compiling your list of modifications, work with your PeopleSoft Account Executive on these proposed changes.

Remember that there might be another way, short of rewriting code, to do what you want to do. It's always useful to reconsider the functional and technical issues, with the help of an experienced expert in the system. Often, they can suggest another way of achieving the functionality that you want, ideally, through the standard system.

And it may be that PeopleSoft is already planning and designing, for a future release, a feature similar or identical to what you have in mind. Particularly if your requirement doesn't represent something unique to your company's individual way of doing things, but is rather a genuine functional requirement typical of many payroll departments, we might have other customers who have requested we add such a feature to our standard system.

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PeopleSoft may have already designed the feature that you need. If this is the case, you can work with PeopleSoft, through your Account Executive, so that we can jointly get that feature into your system.

It's always to your advantage to remain in close contact with PeopleSoft on configuration issues. For example, even if you do all the work on designing and implementing a modification, if PeopleSoft subsequently takes it over and makes it part of our standard application, then you'll be free from the ongoing maintenance liability.

Contact with Other Customers

Your company probably has payroll requirements that overlap to a considerable extent with those of other PeopleSoft customers. Another PeopleSoft customer may have requested the same modification that you are contemplating; they might have gone ahead and designed the feature on their own. This might occur even if you think the requirement is absolutely pure or unique to your circumstances.

Other customers might have similar requirements and built it into their systems. By trading design ideas back and forth with other customers, you might be able to come up with a great solution more effectively and efficiently than either of you could on your own.

Use My Oracle Support to Communicate

My Oracle Support, Oracle's web-based communications service consisting of updates and fixes, discussions and SIGs, and news and information about PeopleSoft applications and development plans, is an ideal tool for communicating with other customers about configuration issues.

Payroll-Related Tables

This topic discusses:

- Payroll-related tables.
- Employee data input tables.
- Effect of database changes.
- Payroll process input tables.
- Paycheck output tables.

Payroll-Related Tables

Payroll for North America is a set of input tables, processes, and output tables. You set up your input tables, run a process, and the process, in turn, writes new data to the output tables.

This table lists examples of Payroll for North America input tables with their associated processes and output tables

Input Tables	Processes	Output Tables
Employee Data	*Payroll*	*Paycheck*
Job	Create Paysheet	Checks
Benefits	Pay Calculation	Deductions
Deductions	Pay Confirmation	Taxes
	Actuals Distribution	Balances

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Input Tables	Processes	Output Tables
Pay Process	Reversal Processing	Messages
Earnings	Calendar Build	
Deductions	Delete Balances (U.S.), Delete Balances (Canada)	
Taxes	Check Reprint	
	Unconfirm Pay	
	Payroll Unsheet	
	Benefits	
	Calculate Deductions	
	Confirm Deductions	
	Savings Management Balances	
	Leave Accrual	
	Human Resources	
	Batch Encumbrance Process	
	Tenure/Flexible Service Calc'n (tenure/flexible service calculation)	

> **Note**
>
> This chart doesn't list actual table names, but are generic classifications for the various tables in the system.

Running Payroll for North America processes might be labeled a quiet task. The processes start, run, and stop, rarely putting out more than five or ten lines of output, which typically consist of messages to the effect that the process began at a certain time, a certain pay group is being processed, and finally, that the run has finished.

The system writes all results of the Payroll for North America processes back into the database. Any tangible outputs from these processes, such as paychecks, are all reports based on database tables. To get the physical paychecks, for example, you run an Structured Query Report (SQR) against the database.

So what does a typical Payroll for North America process do? It reads some input from various tables, writes new data back into the database, and goes away. A process might send a message that says "Check Messages!!!". That means it wrote at least one message into the message table. In that case, you must go back and run a report against the message table to get the messages, or view the messages online on the Paysheets page, Payroll Messages page.

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Employee Data Input Tables

Employee data input tables can be classified as employee jobs, benefits, and deductions. Online, some of these tables are found in the Workforce Administration menu, others in the Employee Pay Data menu, and some in the Benefits menu.

You hire employees and set up their job data; enroll them in benefits programs and set up their benefits data; set them up for general deductions and enter this information on the database. You insert rows into their various job, benefits, and deduction tables:

This table lists the Payroll for North America employee data input tables and the pages where you enter the data.

Table Name	Online Page Name
ADDL_PAY_DATA ADDL_PAY_EFFDT ADDL_PAY_ERNCD	Additional Pay
DIRECT_DEPOSIT DIR_DEP_DISTRIB	Direct Deposit
EMPL_DED_PROC	General Deduction Override
GENL_DEDUCTION GENL_DED_CD	General Deduction Data
GARN_SPEC GARN_SCHED GARN_RULE GARN_EMPL_DED	Garnishment Specification Data
TAX_DIST_EFFDT TAX_DISTRIB	Update Tax Distribution
JOB	Job
PAYROLL_DATA ADDRESSES	Payroll Data
PERS_DATA_EFFDT PERSON ADDRESSES PERSONAL_PHONE EMAIL_ADDRESSES	Personal Data
BEN_PROG_PARTIC	Assign to Benefit Program
DEP_BEN DEP_BEN_EFF DEP_BEN_NAME DEP_BEN_ADDR	Dependent/Beneficiary Data
DISABILITY_BEN BENEFIT_PARTIC	Disability Benefits
FSA_BENEFIT BENEFIT_PARTIC	FSA Benefits
HEALTH_BENEFIT BENEFIT_PARTIC	Health Benefits

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Table Name	Online Page Name
LEAVE_ACCRUAL	Leave Accruals
LEAVE_PLAN	Leave Plans
BENEFIT_PARTIC	
LIFE_ADD_BEN	Life and AD/D Benefits
BENEFIT_PARTIC	
RTRMNT_PLAN	Retirement Plans
BENEFIT_PARTIC	
SAVINGS_PLAN	Savings Plans
SAVINGS_BENEFIC	
SAVINGS_INVEST	
BENEFIT_PARTIC	
VACATION_BEN	Vacation Benefit
BENEFIT_PARTIC	
PENSION_BENEFC	Pension Plans
PENSION_PLAN	
CAN_TAX_DATA	Canadian Income Tax Data
CAN_TAX_PRVDATA	
EMPL_WAGELS_CAN	
FED_TAX_DATA	Federal Tax Data
STATE_TAX_DATA	State Tax Data
LOCAL_TAX_DATA	Local Tax Data
TAX_DIST_EFFDT	Update Tax Distribution
TAX_DISTRIB	
TREATY_EARN_TBL (E&G only)	
CONTRACT	Contract Pay Data
EG_FLX_SVC_DT	Flexible Service Data
EG_PRIOR_CREDIT	Prior Credit Data
EG_SVC_HIST	Service History Data
EG_SVC_HIST_FLX	Flexible Service History Data
EG_TENURE_DATA	Tenure Data

Employee data tables all have EMPLID as a key, so if you must find them all, a good way to start is to look at those tables containing EMPLID. To do this, use the Records and Fields PeopleTools Cross Reference Report (XRFFLRC).

Effect of Database Changes

One of the advantages of Payroll for North America is that you can use PeopleTools to easily configure the payroll tables. However, you keep in mind how any changes you make might move through the database, particularly considering the interdependency not only of tables, but also of the batch processes that call them.

Suppose you decide you have to add a column (a field) to PERSONAL_DATA. PeopleSoft batch processes never issue a SQL SELECT statement against a table. The system always selects only the columns that it wants from the table. If it wants to retrieve or update rows of the employee names, for example, it specifically asks for the NAME. It never makes an assumption about what columns are on that table.

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Consequently, if you add a column to PERSONAL_DATA, it doesn't affect batch payroll processes, because if a batch process wants something from PERSONAL_DATA, such as the employee's address, it asks for the address by column name. So, in effect, you can add multiple columns, and if you do not need or want your new columns to affect batch processing, that's OK, because the processes ignores them. Any tables that you modify, of course, are maintained by the online system, so you must modify and store the appropriate records (and possibly pages).

You must be more careful when modifying existing columns that are used by the batch processes. For example, you might decide to alter the HOURLY_RT column on the JOB table. You need seven decimal places instead of the six provided in PeopleSoft. Now, the batch Payroll system is set up to read the HOURLY_RT column from the JOB table; and when it does so, it makes the assumption that it's reading the HOURLY_RT as defined in the standard application. In this case, modifying an existing column affects payroll processing, because the COBOL programs must know the format of the data to be mapped. Because the HOURLY_RT column is used by Payroll, you also have to modify some of the batch processes.

Remember also that if you change the name of the HOURLY_RT column, the batch processes won't be able to find it unless you modify the batch processes accordingly.

Some of the tables—particularly the output tables—are maintained by batch processes (DEDUCTION_BAL, the Deduction Balance table, for example). During normal processing, the system inserts, updates, and possibly even deletes individual rows. When you add new or modify existing columns on these tables, you have to make the corresponding COBOL changes.

Payroll Process Input Tables

For payroll process input tables, you set up much of the controlling information for running payrolls, information having to do with the specifics of particular earnings, deductions, or taxes. You can find these tables online in the **Set Up HCM**, and then **Product Related**, and then **Payroll** for North America menu, unless otherwise indicated.

The fact that an employee works in the state of New York is employee-level data stored in the employee data input tables. But to calculate that employee's taxes, the system checks the appropriate pay process input table that defines tax rates for employees who work in New York:

This table lists the Payroll for North America payroll process input tables and the pages where you enter the data

Table Name	Online Page Name
ACCT_CD_TBL PYCF_VERTGRID_WK	Account Code Table
BALANCE_ID_TBL BALANCE_ID_DEF BALANCE_ID_QTR	Balance ID Table
BANK_EC_TBL BANK_BRANCH_TBL	Bank Table
COMP_RATECD_TBL	Comp Rate Code Table

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Table Name	Online Page Name
DEDUCTION_TBL	Deduction Table
DEDUCTION_CLASS	
DEDUCTION_FREQ	
EARNS_SPCL_DEDN	
DED_SUBSET_CD	
DEPT_BUDGET	Department Budget Table
DEPT_BUDGET_DT	(found online in the setup menu for the Commitment Accounting business process)
DEPT_BUDGET_ERN	
DEPT_BUDGET_DED	
DEPT_BUDGET_TAX	
DEPT_BUDGET_CTX	
DEPTBDGT_SUSPNS	
DED_SUBSET_TBL	Deduction Subset Table
EARNINGS_TBL	Earnings Table
EARNINGS_ACCRL	
EARNINGS_SPCL	
ENCUMB_DEFN_TBL	Encumbrance Definition Table
ENCUMB_DEFN_DED	(found online in the setup menu for the Commitment Accounting business process)
ENCUMB_DEFN_TAX	
ERN_PROGRAM_TBL	Earnings Program Table
ERN_PROGRAM_DEF	
VENDOR	Garnishment Payee Table
GARN_RULE_TBL	Garnishment Rules Table
GARN_DE_EARN	
GARN_EXEMPT_TBL	
GARN_OPERANDS	
GARN_DE_DEFN	Garnishment DE Definition
GARN_DE_DED	Garnishment DE Definition Related Language Table
GARN_DE_DEF_LNG	
GARN_DE_DED	Garnishment Disposable Earnings Deduction Table
GARN_DE_EARN	Garnishment DE Earnings Table
GARN_EXEMPT_TBL	Garnishment Exemption Table
GARN_OPERANDS	Garnishment Operands Table
GARN_PRORATE_DF	Garn Prorate Defn
GARN_PRORATE_RL	Garnishment Proration Rules
GENL_DED_TBL	General Deduction Table
HOLIDAY_TBL	Holiday Schedule Table
HOLIDAY_DATE	
LIMIT_TBL	Limit Table
LIMIT_EXCLD_TBL	(found online in the Benefits menu)
LIMIT_INCLD_TBL	
LIMIT_IMPIN_TBL	
LIMIT_COORD_TBL	

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Table Name	Online Page Name
PAY_FORM_TBL	Form Table
PAYGROUP_TBL PAYGRP_EMPLTYPE PY_PAYGRP_TASK	Pay Group Table
PAY_CALENDAR	Pay Calendar Table
PAY_MESSAGE_TBL	Pay Message Table
PAY_OL_PRNTCTL	Configure Online Printing
PAY_RUN_TBL	Pay Run Table
COMPRT_GRP_TBL	Rate Code Groups
SAVINGS_PLN_TBL SAVINGS_INV_TBL	Savings Table (found online in the Benefits menu)
SHIFT_TBL	Shift Table
SPCL_EARNS_TBL	Special Accumulator Table
TERM_ACTN_RSN	Final Check Action/Reason
TERM_PGM_TBL	Final Check Program Table
EG_AUDIT	Application Trace **(Set Up HCM**, and then **Product Related**, and then **Workforce Administration**, and then **Flexible Service EG**, and then **Service Rules**, and then **Flexible Service Trace Setting**
EG_CAL_DEFN_TBL EG_CAL_DETP_TBL	Calendar **(Workforce Administration**, and then **Flexible Service EG**, and then **Define Flexible Service Rules**
EG_DATE_CNV_OPT	Date Conversion Table **(Set Up HCM**, and then **Product Related**, and then **Workforce Administration**, and then **Flexible Service EG**, and then **Service Rules**, and then **Service Rules Date Conversion**
EG_DURATION_OPT	Duration Option Table **(Set Up HCM**, and then **Product Related**, and then **Workforce Administration**, and then **Flexible Service EG**, and then **Service Rules**, and then **Flexible Service Duration**
EG_DATE_RND_OPT	Date Round Option Table **(Set Up HCM**, and then **Product Related**, and then **Workforce Administration**, and then **Flexible Service EG**, and then **Service Rules**, and then **Flexible Service Date Round**
EG_DFN_SCAT_CAT EG_DFN_SVC	Service Rules Table **(Workforce Administration**, and then **Flexible Service EG**, and then **Define Flexible Service Rules**
EG_HR_ACTION	HR Action/Reason Category Table **(Workforce Administration**, and then **Flexible Service EG)**

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Tax Tables	Online Page Name
EG_CALC_GRP_TBL	Calculation Group Table
EG_FNC_RSLT_DFN	
EG_FUNCTN_RESLT	
CO_LOCALTAX_TBL	Company Local Tax Table
CO_STATETAX_TBL	Company State Tax Table
LOCTX_RECIP_TBL	Local Tax Reciprocity Table
LCLWK_TXRCP_TBL	Local Work-Work Reciprocity Table
LOCAL_TAX_TBL	Local Tax Table
LOCAL_TAX_TBL2	Local Tax Table - User defined fields
US_SOC_TBL	U.S. SOC Table
STATE_TAX_TBL	Federal/State Tax Table
STATE_TAXRT_TBL	
ST_OTH_TAX_TBL	
STTAX_RECIP_TBL	State Tax Reciprocity Table
SWT_MARSTAT_TBL	SWT Marital Status Table
TAXFORM_TBL	Tax Form Definition Table
TAXFORM_BOX TAXFORM_DED TAXFORM_ERN	**Payroll for North America**, and then **U.S. Annual Processing**, and then **Define Annual Tax Reporting**, and then **Tax Form Definitions)**
TAXGR_BASE_TBL	Taxable Gross Definition Table
TAXGR_DEFN_TBL	
TAXGR_CMPNT_TBL	
TREATY_NRA_TBL	Treaty/Non-Resident Alien Table
TREATY_EARN_TBL	
TAX_LOCATION1	Tax Location Table
TAX_LOCATION2	
VENDOR	Tax Collector Table
CO_UI_RPTCD_TBL	UI Report Code Table
VDI_ADMIN_TBL	VDI/FLI Administrator Table
CAN_USR_TAX_TBL	Canadian Company Tax Table
CAN_USR_TAX_PRV	
CAN_TAX_CITLUMP	Canadian Tax Table
CAN_TAX_CITRATE	
CAN_TAX_PROV	
CAN_TAX_PROVNCT	
CAN_TAX_PROVTHR	
CAN_TAX_QITLUMP	
CAN_TAX_QITRATE	
CAN_TAX_TBL	
WAGELS_PLAN_TBL	Canadian Wage Loss Plan Table
WGLS_LIA_GL_ACC	
WGLS_EXP_GL_ACC	

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Tax Tables	Online Page Name
CAN_WCB_PROV	Canadian WCB Classifications
CAN_WCB_RT_GRP	
CAN_WCB_CU	
BANK_BRANCH_TBL	Bank Branch Table

Paycheck Output Tables

Paycheck output tables are result tables written to and maintained by the batch processes. Some paycheck output tables are, in turn, inputs to other batch processes:

This table lists the Payroll for North American payroll input tables (paysheets) and their corresponding output, or balance, tables.

Payroll Input Tables (Paysheets)	Payroll Output Tables (Balance Tables)
PAY_CTX_OVRD	PAY_CHECK
PAY_EARNINGS	PAY_DEDUCTION
PAY_GARN_OVRD	PAY_DISTRIBUTN
PAY_LINE	PAY_EARNINGS
PAY_ONE_TIME	PAY_GARNISH
PAY_OTH_EARNS	PAY_INS_EARNS (CAN ONLY)
PAY_PAGE	PAY_MESSAGE
PAY_TAX_OVRD	PAY_OTH_EARNS
	PAY_SPCL_EARNS
	PAY_TAX
	PAY_TAX_1042
	PAY_TAX_CAN

The tables on the left are payroll input tables. Often, they are populated with data during the Create Paysheet process, so in that sense they are output tables. But after they are created, they serve as inputs to the other payroll batch processes, such as Pay Calculation and Pay Confirmation. Create Paysheet is a process that goes through the database and forms a proposal to pay someone; it creates the paysheets. When you view paysheets online, you're looking at data from the payroll input tables. When you make one-time tax, deduction, or garnishment changes to an employee's paysheet, you are writing data to these tables, data that the batch processes uses in the next step of converting input to output.

The tables on the right are payroll output tables; most of them also have corresponding balance tables. These tables are the result of running one of the payroll batch processes. These tables are maintained by the Payroll for North America system. That is, these are tables that the system uses to write back to the database during processing.

Notice that the PAY_EARNINGS table functions both as a payroll input table and as a payroll output table. The Create Paysheet process initially generates information in PAY_EARNINGS. Your online users might then update the table. However, the Pay Calculation and Pay Confirmation processes subsequently write results back into PAY_EARNINGS, because PAY_EARNINGS also serves as the history record of the employee's earnings.

PAY_EARNINGS before and after pay confirmation is the same table, but there is a difference. The PeopleCode behind the data-entry paysheets pages doesn't read any data that you've

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already confirmed. That is, the system considers information on a confirmed PAY_EARNINGS row ineligible to display on a paysheet. The information, however, is still there; it exists until you purge it.

PAY_OTH_EARNS is treated in a similar fashion.

Related Topics

- Understanding Payroll Data
  The Employee Pay Data menu contains the Payroll for North America pages that you use to maintain payroll-specific data, such as tax information, additional pay, general deductions, direct deposit, and garnishments information.

Processes

This topic discusses:

- Upper-level programs.
- Cross-reference (.XRF) files.
- Cross-reference reports.
- One set of COBOL source.

Upper-Level Programs

Having briefly discussed the tables that are either required for online input to Payroll or written to by Payroll, the next step is to discuss the processes by which the system maintains the output tables.

This table provides a general view of the upper-level programs of Payroll for North America:

Online Process Name	High-Level Processes	Run Control Programs	Main Programs (COBOL)	Selected Processing Programs (COBOL)
Create Paysheet	PAYSHEET	PSPPYBLD	PSPPYSHT	
Calculate Payroll	CALCPAY	PSPPYRUN	PSPPYCAL (U.S.)	PSPECALC (Earnings Calculator) PSPDEDTN (Deduction Calculator) PSPTCALC (Tax Calculator-U.S.)
		PSPPYRUN	PSPCPCAL (Canada)	PSPECALC (Earnings Calculator) PSPDEDTN (Deduction Calculator) PSPXCALC (Tax Calculator-Canada)
Calculate Deductions	DEDCALC	PSPDCRUN	PSPDCCAL	

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Online Process Name	High-Level Processes	Run Control Programs	Main Programs (COBOL)	Selected Processing Programs (COBOL)
Confirm Payroll	CONFIRM	PSPCNFRM	PSPPYUPD	
Confirm Deductions	DEDCONF	PSPDCCNF	PSPDCCNF	
Unconfirm Pay	UNCNFRM	PSPUNCNF	PSPPYUNC	
Calendar Build	CALENDAR	PSPCLBLD	PSPCLBLD	
Delete Balances (US)	DLTBALUS (U.S.)	PSPDLBAL	PSPDLBAL	
Delete Balances (Canada)	DLTBALCN (Canada)	PSPDLBLC	PSPDLBLC	
Check Reprint	REPRINT	PSPRPRNT	PSPRPRNT	
Reversal Processing	REVERSAL	PSPPYREV	PSPCKREV	
Leave Accrual	ACCRUAL	PSPACCRL	PSPACCPR	
Payroll Unsheet (SQR)	PAYUNSHT			
Deductions Unconfirm	DEDUNCF	PSPDCUNC	PSPDCUNC	
Final Check Build		PSPFCBLD	PSPFCBLD	
Create Initial FLSA Cal Period (create initial Fair Labor Standards Act calculation period)		PSPIFLSA	PSPIFLSA	
Imputed Income		PSPIMRUN	PSPIMRUN	
Load Time and Labor		PSPLDTL1	PSPLDTL1	
Delete online check data		PSPOLCDL	PSPOLCDL	
Check number reassignment for online checks		PSPOLCRN	PSPOLCRN	
Load Paysheet Transactions		PSPPSHUP	PSPPSHUP	
Retro Deductions Calculate		PSPRDEXT	PSPRDEXT	
Retro Deductions Mass		PSPRDMSS	PSPRDMSS	
Retro Deductions Load		PSPRDPSH	PSPRDPSH	
Retroactive Pay Calculations		PSPRPEXT	PSPRPEXT	
Retroactive Pay Mass Process		PSPRPMSS	PSPRPMSS	

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Online Process Name	High-Level Processes	Run Control Programs	Main Programs (COBOL)	Selected Processing Programs (COBOL)
Retroactive Pay Load Paysheets		PSPRPPSH	PSPRPPSH	
Retroactive Pay Undo		PSPRPUND	PSPRPUND	
Run Tips Allocation		PSPTARUN	PSPTARUN	
Calculate Total Compensation		PSPTCRUN	PSPTCRUN	
Actuals Distribution	DISTPAY	PSPPFUND	PSPPFDST	PSPPFDST (Distribute Earnings) PSPPFDED (Distribute Deductions) PSPPFTAX (Distribute Taxes - U.S.) PSPPFCTX (Distribute Taxes - Canada)
Batch Encumbrance Calculation Process	ENC_CALC	ENC_CALC	ENC_CALC	
Tenure/Flexible Service Calc'n		EGPPRCTL	EGPPRCTL	
Savings Management Balances		PSPSV403	PSPSV403	PSPDEDTN (Deduction Calculator) PSPDCOVG (Benefit Coverage Calculator) Other Lower-Level COBOL Programs: Table Access Programs Input Programs Utility Programs Output Programs PTPSQLRT

So, for example, PAYSHEET is a high-level process; its online name is Create Paysheet. If you run DOS, you use the PAYSHEET.BAT file to initiate the process; if you run MVS/DB2, there's a PAYSHEET JCL PROC.

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> **Note**
>
> The run control processes on the preceding chart are the only programs that are initiated at the operating-system level. All other programs—including everything to the right of the Run Control Programs column on the chart—are initiated by the high-level process programs through call statements.

Cross-Reference Reports

For further views of the architecture of the application, you can use the PeopleTools cross-reference reports. These are actually predefined SQR reports, not unlike the standard reports that are delivered with the PeopleSoft system. The cross-reference reports scan the PeopleTools tables containing the definitions for application objects, then print them out in a report designed specifically as a PeopleTools configuration reference tool.

As with our other standard reports, you can easily identify cross-reference reports by their three-character prefix: XRF. So, for example, XRFFLPN is the Fields and Pages cross-reference report, which lists all fields in alphabetical order.

One Set of COBOL Source

Payroll for North America has only one set of COBOL source for all platforms. Our COBOL source is ANSI-85-compatible, and it is becoming strictly ANSI-85-compatible.

> **Note**
>
> Each platform does have a few COBOL programs written expressly for that platform, notably a batch API program and a PeopleSoft Process Scheduler program.

High-Level Processes

This topic discusses:

- Benefit processes.
- Payroll processes.

Benefits Processes

The following table lists the benefits processes.

Process	Description
DEDCALC*	Calculate Deductions goes through the initial part of the Pay Calculation process, determining which employees are enrolled in which benefits. Where it can, Calculate Deductions determines coverage rates and calculates deductions according to the rules that are stored in the Benefits tables.

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Process	Description
DEDCONF*	Confirm Deductions confirms the deductions that are calculated by Calculate Deductions.
ACCRUAL	Leave Accrual (also used by Payroll).

*These constitute PeopleSoft Payroll Interface, an interface application for companies using PeopleSoft HCM for benefits without Payroll for North America.

Payroll Processes

Payroll for North America processes can be classified into three types: those that you use on a regular basis, those that you run occasionally, and those that you need only in emergency situations.

Regular Processes

Payroll for North America includes six processes that you run repeatedly as part of your normal payroll procedures:

Process	Description
PAYSHEET	Create Paysheet builds the payroll input tables shown in the previous chart. If you do not have those tables, then the next process, Pay Calculation, doesn't have anything to do.
CALCPAY	Pay Calculation can run, after the payroll input tables are populated on the database, and the pay earnings have been marked as OK to Pay (by Create Paysheet itself, if you've set this up as the default, or by your payroll users through the online Paysheets pages). Pay Calculation checks all the earnings for a particular pay calendar (or group of pay calendars) and starts to produce checks. You can run Pay Calculation repeatedly. Typically, you run it initially to calculate most of your employees, and then you run it again to clean up errors or perhaps to select some late hours that you've just entered. When you run Pay Calculation again, it doesn't have to recalculate everybody; it can calculate only those employees who must be recalculated.
CONFIRM	Pay Confirmation is the process you run after your final Pay Calculation, after you've corrected all errors and the checks are exactly as you want them. Pay Confirmation completes the preparation of the check distribution information, assigns check numbers, updates the balance tables, and again writes all these results back into the database.

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Process	Description
DISTPAY	Actuals Distribution is run after a payroll has been confirmed. It distributes pay earnings, employer-paid deductions, and employer-paid taxes across funding sources and accounting periods in preparation for the Actuals GL Interface (actuals general ledger interface) PSJob process (PAYGL02A).
ACCRUAL	Leave Accrual updates leave accrual information for employees. You typically run this process after you run Pay Confirmation.
REVERSAL	Reversal Processing is for reversing or adjusting confirmed checks. You use this process as you need it.

(E&G) PeopleSoft HCM Processes for Education and Government

This table describes PeopleSoft HCM processes that you must run for education and government:

Process	Description
ENC_CALC	Batch Encumbrance Calculation Process calculates encumbrances.
EGPPRCTL	Tenure/Flexible Service Calc'n is a regular process. It calculates service based on the user-defined time period.

Occasional Processes

Four Payroll for North America processes are for occasional use:

Process	Description
CALENDAR	Calendar Build builds the pay calendars. For example, if you're planning on running monthly payrolls, you can run Calendar Build to generate 12 pay calendars for the next year.
DLTBALUS (U.S.)	Delete Balances (U.S.) deletes balances from the balance table.
DLTBALCN (Canada)	Delete Balances (Canada) deletes balances from the balance table.
REPRINT	Check Reprint is a check reprint facility that works by reassigning check numbers. If your printer destroys a few checks, you can run Check Reprint, telling the program that you want some replacement checks printed, starting and ending at particular check numbers.

Emergency Processes

These three processes are for emergency use only:

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Process	Description
UNCNFRM	Unconfirm Pay backs a confirmed payroll out of the database. That is, it backs all of the detail out of the balance tables, so that everything looks as if you had been running pay calculation, but not pay confirmation. Note that after you run Unconfirm Pay, you must manually reset the **Last Form Number Used** field in the Form table to the last number that was used before you ran Pay Confirmation. Unconfirm Pay does not reset this number automatically. We do not recommend that you use Unconfirm Pay in production. It is available, and it does work, but in production, after you've made your final decision to confirm a payroll, update balances, and distribute checks, you normally do not want to go back and unconfirm. Unconfirm Pay reverses out the entire pay run; use the Reversal Processing process for individual checks. **Note:** You must recalculate all after running UNCNFRM and before confirming again. Otherwise, the **Location** field isn't repopulated when you confirm again.
DEDUNCF	Deductions Unconfirm is for use with Calculate Deductions in the Payroll Interface product. Deductions Unconfirm resets the calendar.

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Process	Description
PAYUNSHT	Payroll Unsheet effectively erases all records belonging to a specified set of paysheets, including the results of any pay calculations run on those paysheets. When you run Payroll Unsheet, the program prompts you for the pay run ID that you want to unsheet. The source code for Payroll Unsheet consists essentially of a series of deletes; all the tables from which it deletes are PS_PAY_ tables, and the program goes through and erases them all, as though paysheets were never created. You typically use Payroll Unsheet during testing. For example, when testing the system, people may get used to paying people in a particular month, and it upsets them if they have to move to September, for example, if they're running August monthly payrolls. With Payroll Unsheet, they can test an August pay run all the way through pay confirmation, unsheet the pay run to bring everything back to zero, and then rerun the Create Paysheet process for August to test some other option. PeopleSoft customers with automated time-entry systems sometimes use Payroll Unsheet when an error is made that results in, for example, doubling the input to paysheets. Rather than attempting to fix the error manually online, they can just unsheet to get rid of everything and start over. **Note:** Payroll Unsheet deletes all paysheets that are associated with a particular pay run ID off-cycle and on-cycle. It's important to be aware of this when deciding to unsheet a pay run, because you might have off-cycle paysheet pages that you want to save attached to the pay run that you want to unsheet.

Process Detail

This topic discusses:

- Operating systems.
- One common command (PSRUN) referenced by all processes.
- Process example for MVS/DB2.

Operating Systems

How are processes—Create Paysheet, Pay Calculation, and so on—actually implemented in Payroll for North America? At the user level, the user defines process parameters, selects the **Run** button, and then tells the system when and where to run the process in the Process Scheduler Request page.

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For each process, no matter what the environment, the PeopleSoft system uses operating system-stored commands. PeopleSoft uses whatever method the operating system uses to store operating system commands.

The default operating system for PeopleSoft is Microsoft Windows. This table lists the operating system stored commands that PeopleSoft uses for non-Microsoft Windows operating systems:

Operating System	Operating System-Stored Commands
OS/2	PeopleSoft uses .CMD (command) files.
MVS	PeopleSoft uses JCL.
VMS	PeopleSoft uses a combination of command files and logicals.
UNIX	PeopleSoft uses script files to initiate PS batch processes in a shell environment (BOURNE, KORN, OR C). Our script files are compatible with all three shells.

See *PeopleTools: Process Scheduler*

One Common Command (PSRUN) Referenced by All Processes

These stored commands have one thing in common: They start another stored procedure called PSRUN. PSRUN, in turn, is the procedure that actually starts the process, initiating a run control COBOL program. (PAYUNSHT, being an SQR, is an exception).

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Process Example for MVS/DB2

The following example, delivered in the JCL Library, shows how PeopleSoft implements the Pay Calculation process under MVS:

```
//*

//*******************************

//* RUN PS PAYROLL CALCULATION

//*******************************

//*

//PROCLIB DD DISP=SHR,DSN=PROCLIB

//CALCPAY EXEC PSRUN,PSLOAD = 'PSLIB'

//SYSTSIN  DD  *

 DSN SYSTEM (DDD) RETRY (0) TEST (0)

 RUN PROGRAM (PSPPYRUN) -

   PLAN (PLANRT)

 END

/*

//
```

You can see that the program is executing a PROC called PSRUN. In this startup routine, the procedure passes the SYSTSIN input file to the PSRUN procedure, and it indicates that the program to start is PSPPYRUN. PSPPYRUN is the run control program, the driving program for Pay Calculation.

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Payroll for North America COBOL Program Types

This topic discusses:

- COBOL program naming conventions.
- Run control programs.
- Main programs.
- Table access programs.
- Input programs.
- Utility programs.
- Processing programs.
- Output programs.

COBOL Program Naming Conventions

All Payroll for North America COBOL programs have eight-character names that begin with PS (for PeopleSoft). In general, the five letters following the prefix are an abbreviated form of the program's functional name. These abbreviations are typically formed by removing the vowels, as described below:

COBOL Prefixes

PSP = COBOL source (P stands for Program).

PSC = Regular COBOL Copy code.

Table Access Program Names

After PSP or PSC come three letters identifying the table, and then TB (for table):

PSP ERN TB = Earnings table manager (looks up and loads earnings types)

Input Program Names

After PSP or PSC comes one letter identifying the program, and then ARRY (for array):

PSC E ARRY = Earnings Array Input Program (loads the earnings array)

Utility Program Names

After PSP or PSC comes five letters that abbreviate the function of the program:

PSP DTWRK = Date manipulation routine

PSP ANNLZ = Annualizes/deannualizes amounts

Processing Program Names

Processing programs typically end in -CALC, with one letter identifying the type of calculation:

PSP E CALC = Earnings Calculator

PSP D CALC = Deduction Calculator

PSP T CALC = U.S. Tax Calculator (PeopleSoft-maintained)

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PSP X CALC = Canadian Tax Calculator (PeopleSoft-maintained)

Output Program Names

Output programs have descriptive names such as the following:

PSP CB UPD = Maintains check balance table (UPDates Check Balances)

PSP DB UPD = Maintains deduction balance table (UPDates Deduction Balances)

PSP C UPDT = Maintains current pay result table (UPDaTes earnings data)

PSP T UPDT = Maintains current pay result table (UPDaTes Tax data)

PSP X UPDT = Maintains current pay result table (UPDaTes Canadian Tax data)

Run Control Programs

Run control programs are the top-level programs started from the stored operating system command files. These are the programs that PSRUN starts. The run control programs fetch parameters from the run control table, which you set up online through the pages in the Paysheets page (or, for benefits processes, the Benefits Tables pages). In the example of process detail in the previous topic, the job of the run control program PSPPYRUN is to read the run control for Pay Calculation that you enter into the database.

Run control programs usually call a main program to initiate the process for the pay calendar or calendars that are associated with a particular pay run ID. The main program then loops through all of the pay calendars in a run.

Here's a list of the run control programs, each with its associated online process name:

Run Control Program	Online Process Name
PSPPYBLD	Create Paysheet
PSPPYRUN	Calculate Payroll
PSPDCRUN	Calculate Deductions
PSPCNFRM	Confirm Payroll
PSPDCCNF	Confirm Deductions
PSPUNCNF	Unconfirm Pay
PSPDCUNC	Deductions Unconfirm
PSPCLBLD	Calendar Build
PSPDLBAL	Delete Balances (U.S.)
PSPDLBLC	Delete Balances (Canada)
PSPRPRNT	Reprint Checks
PSPPYREV	Reversal Processing
PSPACCRL	Leave Accrual
PSPPFUND	Actuals Distribution
ENC_CALC	Batch Encumbrance Calculation Process
EGPPRCTL	Tenure/Flexible Service Calc'n

In most cases, these run control programs call a main program, but there are some exceptions. For example, the Confirm Deductions process is so simple that everything is processed within the run control program, PSPDCCNF, itself so there's no need for a main program, and PSPDCCNF doesn't call anything else. PSPCLBLD (Calendar Build), PSPDLBAL (Delete

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Balances (U.S.)), PSPDLBLC (Delete Balances (Canada)), and PSPRPRNT (Check Reprint) are processed the same. Other than these exceptions, the run control programs call main programs to do the actual work, or at least to control it.

Video: Image Highlights, PeopleSoft HCM Update Image 36: Enhancements to Payroll Batch Log Files

PSPPYWKS

Three of the run control programs—PSPPYRUN, PSPCNFRM, and PSPUNCNF—call a special controlling program, PSPPYWKS. The purpose of PSPPYWKS is to hold working storage. In the compiler we use, any given section can be a maximum of 64K. To pass more than 64K of data between our programs, PSPPYWKS owns working storage for the programs and passes it to them through linkage.

The arrays owned by PSPPYWKS are EARRY (the Earnings Array), DARRY (the Deduction Array), and DEDT1-6 (the Deduction Table Arrays).

Main Programs

The main COBOL programs are called by most run control programs to process one pay calendar:

COBOL Program	Run Control Program
PSPPYSHT	Create Paysheet
PSPPYCAL	Pay Calculation (U.S.)
PSPCPCAL	Pay Calculation (Canada)
PSPDCCAL	Calculate Deductions
PSPPYUPD	Pay Confirmation
PSPPYUNC	Unconfirm Pay
PSPCKREV	Reversal Processing
PSPACCPR	Leave Accrual (U.S.)
FGPACCRL	Leave Accrual (USF)
PSPPFDST	Actuals Distribution
No main program	Tenure/Flexible Service Calc'n
No main program	Savings Management Balances
No main program	Batch Encumbrance Calculation Process
No main program	Confirm Deductions
No main program	Calendar Build
No main program	Delete Balances (U.S.), Delete Balances (Canada)
No main program	Check Reprint

The run control program for Pay Calculation, PSPPYRUN, must call one of the main pay calculation business processes to do the actual work. If PSPPYRUN finds that the pay groups to be calculated is a U.S. pay group, then it calls PSPPYCAL, which is the pay calculation business process for U.S. pay groups. If the pay group to be calculated is Canadian, PSPPYRUN calls PSPCPCAL, the pay calculation business process for Canadian pay groups.

The main programs are thus second-level down in the call tree.

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Table Access Programs

PeopleSoft table access programs are designed to keep all pay process table information for each pay calendar in memory for the entire run. All the table access programs are identically configured; they're all clones of each other.

Selected Table Access Programs

This table describes selected table access programs:

Table Access Program	Description
PSPERNTB	Earnings Table Manager
PSCERNTB	Earnings Table Copy Section Manager
PSPDEDTB	Deduction Table Manager
PSCDEDT1 through PSCDEDT6	Deduction Table Copy Section Manager

Understanding Table Access Programs

To understand the function of the table access programs, let's look at how a process as Pay Calculation actually works. As Pay Calculation is calculating a pay group, it needs certain information. Among other things, it needs to know who needs to be paid. Pay Calculation bases the answer to the question of who needs to be paid on what earnings and deductions it finds on the database. At the employee level, it takes in all the earnings and all the deductions for a particular employee.

In addition, Pay Calculation must know the details about those deductions and earnings. It gets this information from the Earnings table and the Deduction table. These are pay-process-level tables, not employee-level tables, and when you run a process, they're managed by subroutines in the payroll system, the table access programs.

When Pay Calculation sees an earnings come in for an employee, it reads the employee-level data, and sees, for example, that this employee is going to be paid some regular pay. It then goes to the Earnings table to find out the details of regular pay, reads the information about regular pay once, and stores it in a table array in memory. When the next employee comes along and also has regular pay, it doesn't have to read the Earnings table again.

After the first few checks are calculated, the table access programs typically have all the details about all the earnings and deductions for that particular pay run. Ideally, Pay Calculation reads the Earnings table only once for each earnings type during a given run.

The key to running a process like Pay Calculation quickly is to reduce the number of hits on the database tables. This is why, if you have an Earnings table on the database containing 300 earnings types, we do not want Pay Calculation to read the Earnings table 300 times. For a particular pay group, you might use only 20 earnings types, so the table access programs reads them into the table array once, as they're first encountered.

Increasing the Occurs Count on Table Access Programs

If your company requires it, one fairly safe and easy modification you can make is to increase the occurs count on your table access programs.

The table access programs allocate a specified, limited amount of memory space to store in a table array all the details of particular pay process tables typical for one of your pay runs.

The table access program that manages the Earnings table is called PSPERNTB. What happens if the array it stores earnings data in is allocated to 50 earnings types, and your

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typical pay run requires more than 50? PSPERNTB attempts to go find some information about this new earnings code, and get its, but there's no more room in the array.

In this situation, PSPERNTB moves something else out of the array and replaces it with the information for the new earnings code. It does this without comment. It replaces one of the entries with a new one.

In this manner, you can encounter problems with the Earnings table, or other tables, on the database, if the amount of storage isn't enough. There are two ways to determine whether you're doing this:

- The easy way.

  Make a performance analysis of the payroll process and check the table accesses on particular tables. If the Earnings table, for example, is being hit more than you would expect—more than the number of entries in your Earnings table—then you know that you're starting to stress it.

- The more difficult way.

  Insert a display into PSPERNTB into the particular piece of code that actually does move one of the earnings codes out and send a message to yourself, saying something to the effect of, "I'm starting to replace entries in the Earnings table, you might want to look at this."

> **Note**
>
> It's important to recognize that this kind of table destruction might be costing you a lot of processing time.

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If you determine you're destroying a table, you can increase the occurs count in the appropriate table access program. For example, let's look at a piece of the unmodified code in PSCDEDTB, the Deduction Table Manager

```
02  DEDUCTION-COUNT  PIC 9999  VALUE ZERO  COMP.

    88  DEDUCTION-COUNT-MAX    VALUE 500.

02  DED-CLASS-TABLE-MAX    PIC 9999  VALUE 6     COMP.

02  DEDUCTION-TABLEOCCURS 500

    INDEXED BY

    DEDTB-IDX

    DEDTB-NEXT-IDX.

  03  PLAN-TYPEPIC XX.

88  PLAN-TYPE-DEDUCTION VALUE '00'.

88  PLAN-TYPE-HEALTH    VALUE '10' THRU '19'

...

  03  DEDCD     PIC X(10).
```

This is saying that you can have 500 deductions total for a pay run for any pay calendar. And if you exceed the 500, PSCDEDTB is going to start quietly replacing them. If you require a larger number of deductions, you want to replace the DEDUCTION-COUNT-MAX VALUE and DEDUCTION-TABLE OCCURS values of 500 with larger values.

PeopleSoft has built the Payroll system so that it runs under DOS; and with DOS there are severe memory constraints. Under MVS/DB2, OS/2, or UNIX, the memory constraints effectively go away. Increasing these two 500s to 999s, for example, isn't going to cost you anything other than storage, and on non-DOS platforms, storage is usually readily available.

This type of modification is not particularly difficult to deal with when you upgrade to a new Payroll for North America release. When you upgrade, PeopleSoft delivers a whole new set of source. At that point, you use your installation Compare utility to compare the new source we send you with the old source.

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The code in the previous example is a piece of the copy section called PSCDEDT1, and when you run the Compare utility, you'll see that the new incoming source for PSCDEDT1 contains different values. You'll probably just decide to retain your change to the code.

Input Programs

PeopleSoft input programs are similar to the table access programs. The input programs access employee-level payroll data and store it in arrays. For example, during pay calculation, an input program called PSPEARRY fetches all pay earnings records for an employee and stores them in an array called EARRY.

Understanding Input Programs

The situation is a little different than with the table access programs, because here, to take earnings as an example, before the system can process a given pay run for an employee, it needs to store all the employee's earnings for that payroll in memory. These earnings are taken from the PAY_EARNINGS table and the PAY_OTH_EARNS table.

It's similar with deductions and with a number of other types of employee-level data. All the relevant employee data must be stored in memory for processing to take place.

Such data is stored in Employee Storage Arrays. As delivered in vanilla Payroll for North America, these arrays, as the ones for pay process data, might not be sufficiently large to run your processes. But if they're too small and you overflow the array, the system creates a message for that check, to the effect of, "We haven't got enough space to store the earnings for this employee." And the system bypasses processing of that check.

Increasing the Occurs Count

If you need more memory space in your Employee Storage Arrays, you can perform a modification similar to the modification of the table access programs we've already discussed.

For example, we deliver the Earnings Array with an EARNINGS-COUNT-MAX of 1000. That is, you can have up to 1000 pay earnings and other earnings for an employee on a check; if you need more, you've got to increase the number.

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Here's the relevant code from PSCEARRY:

```
EARNINGS-COUNT    PIC 9999    COMP.

    88  EARNINGS-COUNT-MAX  VALUE 1000.

02  EARNS-LIMIT-COUNT PIC 99COMP.

    88  EARNS-LIMIT-COUNT-MAX     VALUE 25.

02  EARRY-ERNTB-START-PTR   PIC 9999    VALUE 1     COMP.

02  EARNINGS-DATA OCCURS 1000

 INDEXED BY

 EARRY-IDX

 EARRY-SPEC-IDX

 EARRY-PREV-IDX

 EARRY-NEXT-IDX.

    03  ERNTB-PTR     PIC 9999    COMP.

    03  ERNCD   PIC X(10).

    03  ADDL-NO PIC 999     COMP.
```

You can increase the values of 1000 up to 9999.

Utility Programs

Payroll for North America includes a series of utility programs that are called by the COBOL business processes that make up the payroll processes.

This topic discusses:

- PTPDTWRK utility
- PSPANNLZ utility

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PTPDTWRK Utility

PTPDTWRK is a date manipulation routine used for various date functions:

Date Function	Description
D	Date difference. How many days between?
A	Add days to a date.
G	Age. How old is this employee? Used for deduction calculations.
W	Days of week. Used for Canadian weeks/ calendar build.
K	Work days.
M	Month difference. Used for deduction calculations.
C	Converts microseconds to hours, minutes, seconds, and microseconds.
L	Calculates leap days.
T	Calculates the difference between two date/ time entries in seconds.
I	For future use.

PSPANNLZ Utility

PSPANNLZ annualizes and deannualizes amounts. The input consists of:

- Amount. What amount is for (for example, weekly, or monthly).
- Old frequency type (for example weekly, or monthly).
- Old frequency factor.

  If this value is supplied as zero, then the value will be determined from the old frequency type.
- New frequency type (for example weekly, or monthly.
- New frequency factor.

  If this value is supplied as zero, then the value will be determined from the new frequency type.

The output is the amount relating to the output format.

Processing Programs

Processing programs do the actual work. PeopleSoft strongly recommends that you limit your modifications of processing programs to the following types:

- Inserting special earnings and deduction calculation routines in the specific places we've allotted for them.
- Cloning standard PeopleSoft code and using it as the basis for any modifications that you have to make.

Selected Processing Programs

This table describes selected processing programs:

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Processing Program	Description
PSPECALC	Earnings Calculator
PSPDEDTN	Deduction Calculator
PSPTCALC	U.S. Tax Calculator (PeopleSoft-maintained)
PSPXCALC	Canadian Tax Calculator (PeopleSoft-maintained)

Special Deduction Calculation Routines

To write your own code to calculate a deduction:

1. On the General Deduction table, select *Special Deduction Calculation* in the **Deduction Calculation Routine** field.
2. Insert the code in the SPECIAL-DEDUCTION-CALC section of PSPDEDTN.

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The following example shows the SPECIAL-DEDUCTION-CALC section from the Deduction Calculator, PSPDEDTN:

```
IF CALC-DED-YES OF W-SW

     EVALUATE TRUE

     WHEN DED-CALC-AMOUNT

  ...

     WHEN DED-CALC-PCT-TTL

     ...

     WHEN OTHER

   PERFORM DG200-SPECIAL-DEDUCTION-CALC

END-EVALUATE

...

/************************************************************

  DG200-SPECIAL-DEDUCTION-CALC SECTION.

 *SPECIAL CALCULATION ROUTINES IDENTIFIED BY DEDUCTION CODE*

/************************************************************

     MOVE ZERO TO WK-AMT OF W-WORK.

     SPECIAL-DEDUCTION-CALC-EXIT.
```

Notice that we've taken out a number of pieces of code for this example (indicated by the ellipses, "..."). Essentially, the first part consists of a series of WHEN statements that typically take care of all the PeopleSoft radio buttons on the General Deduction Table page. Then, if none of the radio buttons are true, PSPDEDTN goes ahead and performs the special deduction calculation routine DG200.

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Further on in the program, the example shows the DG200 special deduction calculation routine supplied with vanilla Payroll for North America: MOVE ZERO TO WK-AMT OF W-WORK. (If, before modifying PSPDEDTN, you've ever selected on **Special Deduction Calculation** and run a pay calculation just to see what happens, you know that it always comes out with a zero. Now you know why).

So this is where you put all your special deduction calculation routines.

Special Earnings Calculation Routines

To write your own code to calculate an earnings type:

- On the Earnings Table - Calculation page, select the **Special Calculation Routine** check box.
- Insert the code in the SPECIAL-EARNINGS-CALC section of PSPECALC.

Cloning Code for Your Modifications

If you're thinking of inserting special calculations for deductions or earnings, PeopleSoft recommends that you first make a thorough study of DEDTN and ECALC, so that you get a feel for how these programs make their calculations, read flags, get their amounts, and so on.

The easiest way of implementing a special routine is to clone some piece of PeopleSoft code. For example, take out the health insurance calculation, play with it all you want, then plug it back into the Special Deduction Calc section. Ideally, when the time comes to do an upgrade, all your modifications are isolated in this section. Then, assuming that the way we did the new DEDTN is the same as the way we did the old DEDTN, make your special calculation routine and insert it into the Special Deduction Calc section in the new release.

Alternatively, of course, instead of cloning some of our code, modifying it, and inserting it into the Special Deduction Calc section, you can modify the appropriate section of our code that actually performs a given calculation. Just be sure to document your modifications carefully and clearly, with plenty of comments that document your reasoning behind the modification. As long as you ensure that the modified code stands out clearly when you do an upgrade, you're usually able to post the same change into our new application.

Related Topics

- Understanding Deductions
  This topic lists prerequisites and discusses:
- Understanding Earnings Tables
  This topic lists prerequisites and common elements and discusses earnings tables.

Output Programs

PeopleSoft output programs typically maintain balance tables, including year-to-date balance tables; they also maintain current pay result tables.

Selected Output Programs

This table describes selected output programs:

Output Program	Description
PSPCBUPD	Maintains balance table
PSPDBUPD	Maintains balance table
PSPCUPDT	Maintains current pay result table

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Output Program	Description
PSPTUPDT	Maintains current pay result table (PSPXUPDT for Canada)

Do You Really Want to Modify the Output Programs?

If you're looking at modifying some of the output programs, we recommend you take another look at that requirement. Changing deduction and earnings calculation rules is one thing. It is reasonable to expect that you might have business requirements necessitating such modifications. But changing the balances the system maintains is another thing. If you're seriously contemplating that type of change, then talk with your PeopleSoft Account Executive.

PeopleSoft SQL API for Batch COBOL

This topic discusses:

- PeopleSoft SQL API for batch COBOL.
- Interface.
- Setup list.
- Data list.
- SQL restrictions/limitations.
- Interface data.
- Dynamic SQL interface.

PeopleSoft SQL API for Batch COBOL

The purpose of PeopleSoft SQL API is to enable PeopleSoft batch COBOL programs to run SQL commands and control the SQL environment.

Features

These are the features:

- Predefined SQL statements are stored outside of the COBOL program and are identified by name.
- SQL statements are executed dynamically.
- Multiple (up to 254) SQL cursors are available.
- The SQL interface is invoked from the application COBOL program from CALL with parameters.
- Support is provided for SQL statements built dynamically by COBOL programs.

Functions

These are the functions:

- Process Select Statement.
- Fetch Row.
- Process Update Statement: DELETE, INSERT, and UPDATE.

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- Commit Run Unit.
- Clear Common Statement (after program CANCEL).
- Disconnect Cursor.
- Disconnect All Cursors.
- Process Fatal Application Error.

Interface

SQL API services are provided through CALLs to program PTPSQLRT, which provides a consistent application interface for COBOL programs running on a variety of database platforms. The call has this general form:

```
CALL 'PTPSQLRT' USING action,

  sqlrt,

  cursor,

  statement,

  bind-setup,

  bind-data,

  select-setup,

  select-data
```

The actual list of parameters that are needed depends on the action requested. For example, a SELECT statement requires all of the previous parameters, while a FETCH action requires only the first three. Only the first two parameters are required in every case.

The following table identifies the parameters, the order coded, and the functions for which they are required:

Parm #	CALL Parameter	Required for Actions
1.	Action	All
2.	SQLRT	All
3.	Cursor	Select, Fetch, Update, Commit, & Disconnect
4.	Statement	Select & Update
5.	Bind-setup	Select & Update
6.	Bind-data	Select & Update

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Parm #	CALL Parameter	Required for Actions
7.	Select-setup	Select
8.	Select-data	Select

Communication Area

To use the SQL interface, copy PTCSQLRT into the WORKING-STORAGE topic of the main program and pass this 01-level data to all subprograms using the SQL interface. This member defines data needed by the SQL interface and supports communication between the SQL interface and the application program.

Parameter Descriptions

The following is a list of parameter descriptions.

1. Action

This is a one-character code representing one of the eight functions supported. Use one of the data names with pattern "ACTION-" from copy member PTCSQLRT.

Example

```
ACTION-SELECT OF SQLRT
```

These are the actions provided:

Action Name	Service Provided
ACTION-SELECT	Process a SELECT statement.
ACTION-FETCH	Fetch from a previous SELECT answer set.
ACTION-UPDATE	Process an UPDATE, INSERT, or DELETE statement.
ACTION-COMMIT	Commit a unit of work.
ACTION-ROLLBACK	Roll back the changes since the last COMMIT.
ACTION-DISCONNECT	Disconnect a cursor.
ACTION-DISCONNECT-ALL	Disconnect all cursors.
ACTION-CONNECT	Create a database connection and establish a cursor.
ACTION-ERROR	Process an error condition.
ACTION-CLEAR-STMT	Clear common statement (when program CANCELED).

2. SQLRT

This is the 01-level of data division copy member PTCSQLRT and is used to send and return several sub-parameters and to provide work space.

The individual elements in PTCSQLRT are described in the topic Interface Data.

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3. Cursor

This is a four-digit computational number representing a resource connection unit. Copy data division SQLRT contains a common cursor for use when resources do not have to be saved for reuse.

Examples

```
SQL-CURSOR-COMMON OF SQLRT


SQL-CURSOR OF S-CHECK
```

4. Statement

The 18-character name of a stored SQL statement must conform to the following pattern:

Item	Description
Char 1-8	Program Name
Char 9	Constant "_" (underscore)
Char 10	Constant specifying SQL statement type:
	S for select
	D for delete
	I for insert
	U for update
Char 11	Constant "_" (underscore)
Char 12-17	Unique Statement Name within program

Example

```
01  S-CHECK.
  02  STMT-NAMEPIC X(18)   VALUE ‘PSPRPRNT_S_CHECK'.
CALL ‘PTPSQLRT' USING ACTION-SELECT OF SQLRT
  SQLRT
  SQL-CURSOR-COMMON OF SQLRT
  STMT-NAME OF S-CHECK
....
```

5. Bind-Setup

This is a list of descriptors for the data that is used by the SQL statement in the WHERE, HAVING, SET, and VALUES clauses. These descriptors tell the API the sizes and types of the corresponding bind variables. The descriptors exactly match the memory layout of the bind variables themselves. Setup strings are the same for both bind and select setup lists.

For details, see the topic Setup List.

Example

```
BIND-SETUP OF S-CHECK
```


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6. Bind-Data

This is a list of data elements defined by BIND-SETUP and is described subsequently for both bind and select data lists.

Example

```
BIND-DATA OF S-CHECK
```

7. Select-Setup

This is a list of specifications for the data that is returned by the SQL statement - SELECT.

For details on both bind and select setup lists, see the topic Setup List.

Example

```
SELECT-SETUP OF S-CHECK
```

8. Select-Data

This is a list of data elements defined by SELECT-SETUP. Setup lists for both bind and select data are described in the Setup List topic. Select-Data is the buffer area into which data is returned by the Fetch action. Be sure to initialize this area before each Fetch, because character fields are not blank-filled on all platforms. If you do not clear the buffer, a short character value might only partially replace a longer value from a previous fetch.

Example

```
SELECT-DATA OF S-CHECK
```

Setup List

A setup list is a string of codes, terminated with a "Z," fully specifying both the logical and physical characteristics of the data elements in a Data List. Specifications include data type, physical data storage bytes, and decimal places for decimal numbers. Each data element is specified with a character string whose length represents the actual bytes of storage the data element occupies and whose value includes data type codes and decimal positions. All data types except decimal numbers use alphabetic characters preceded a number or special character. Consecutive data elements of the same type alternate one of the two characters representing the data type.

The following table summarizes information for the data types supported:

Data Type	Codes	Length (bytes)	Data List Picture
Character	C, H	1 to 255	X through X(255)
Date	D, A	10	X(10)
Time	T, E	26	X(26)
Small Integer	S, M	2	[S]999 or [S]9999 COMP
Large Integer	I, N	4	[S]9(8) or [S]9(9) COMP

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Data Type	Codes	Length (bytes)	Data List Picture
Decimal Number	d[P...]	1 to 8	[S]9(w)[V9(d)], where d is the number of decimal places, and w is the remaining number of whole number digits, deduced from the total length of the field and the number of decimals. See Examples. d = 0-9 for 0-9 decimal places, |0-|5 for 10-15 decimal places. (The vertical bar character represents the tens digit). **Note:** Packed decimal numbers are stored two digits (including the sign) per byte. For example, the number PIC S9(9)V9(2) occupies 6 bytes.

Examples:

This table provides examples of setup lists and their corresponding data lists.

SETUP List	DATA List
PIC X(5) VALUE ALL 'C'	PIC X(5)
PIC X(10) VALUE ALL 'D'	PIC X(10)
PIC XX VALUE ALL 'S'	PIC S9999 COMP
PIC XXXX VALUE ALL 'I'	PIC S9(8) COMP
PIC XX VALUE '0P'	PIC S999 COMP-3
PIC X(5) VALUE '3PPPP'	PIC S9(6)V999 COMP-3
PIC X(8) VALUE '|3PPPPPP'	PIC S99V9(13) COMP-3

Data List

This is a list of data elements with COBOL name and pictures. The list must be concluded with a one-character filler containing the value "Z." The Setup List and the Data List must be equal in length.

SQL Restrictions/Limitations

SQL statements must conform to a subset of ISO/ANSI standards common to all vendors. The basic standard used is DB2:

- Use only statements SELECT, DELETE, INSERT, and UPDATE.

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- Always use the Fetch Function following a Select Statement, even when only one row is expected.
- No SELECT INTO.
- No SELECT FOR FETCH ONLY.
- LONG VARCHAR columns are not supported.
- Program (Host) variables must be preceded by a colon (":") and represented by numbers ascending from 1 (one) without gaps in the order of specification within the statement and without repetition of any number.
- Code the stored SQL name for the select as the cursor name when using DELETE or UPDATE with positioning. For example: `WHERE CURRENT OF CURSOR PSPRPRNT_S_CHECK`

> **Note**
>
> A separate SQL select with FOR UPDATE OF must be coded for DELETE and UPDATE with positioning in DB2.

- The internal (COBOL) select list might be shorter than the external (SQL) select list. Only those columns identified internally are retrieved. An example where this is useful is the requirement that ORDER BY columns be included in the select list. Add the columns to the end of the SQL select list, but do not include in the COBOL source.

Interface Data

Copy member PTCSQLRT contains the following sub-parameters:

Sub-parameter	Description
RTNCD	A four (4) digit computational number returned with each call indicating results of processing. A zero value means no errors were detected.
ERR-SECTION	A thirty (30) character field used to send the name of the COBOL SECTION issuing a call to process a fatal application error.
OPERID	An eight (8) character field that contains the user ID used to initiate this run.
BATCH-RUN-ID	A thirty (30) character field that contains the batch run ID used to initiate this run or a value of "N" if no batch run ID was required.
SQL-CURSOR-COMMON	A four (4) digit computational number representing a shared resource connection unit.
CURSOR-CNT	Work field—not used by application program.
SQL-CURSOR-SAVES	Work field—not used by application program.
ACTION	Constants described previously in ACTION parameter.
OPTION-SW	A one (1) character code used with the process select statement function to indicate that positioning is required for subsequent UPDATE and DELETE statements.

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Sub-parameter	Description
ERROR-DISC-SW	This field is used for ROLLBACK processing and is not used by application program.
DBTYPE-SW	An eight (8) digit computational number used to define the current database type being accessed. 00 Not set 01 SQLBase 02 DB2 04 Oracle 08 SQL Server 10 ALLBASE 11 RDB
DB2-WORK-AREA	Work field—not used by application program.
SQLRT-CHECK	Work field—not used by application program.

Dynamic SQL Interface

If it is necessary for the application program to construct SQL statements on the fly at run time, the BIND-SETUP and SELECT-SETUP methods of describing bind and select data are not appropriate. For this case, the SQL API provides an alternative interface in which the bind and select data items are passed in arrays of descriptors, with a data type, length, and pointer for each item. When using this interface, the CALL interface is different:

```
CALL ‘PTPSQLRT' USING action,

  sqlrt,

  cursor,

  statement,

  bind-table,

  bind-table[place-keeper],

  select-table
```

The parameters correspond to the CALL used for executing predefined statements, but different values and formats for the following parameters indicate that this is a dynamic statement.

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1. Action

This is a one (1) character code that indicates the type of statement. Use one of the data names with pattern "ACTION-" from copy member PTCSQLRT.

Example

```
ACTION-SELECT OF SQLRT
```

These are the dynamic actions provided:

Action Name	Service Provided
ACTION-SELECT	Process a SELECT statement.
ACTION-UPDATE	Process an UPDATE, INSERT, or DELETE statement.

Other actions, such as ACTION-FETCH, use the same calls as for predefined SQL, as documented previously.

2. SQLRT

This is the 01-level of copy data division PTCSQLRT used to send and return several sub-parameters and to provide work space.

The individual elements in PTCSQLRT are described in the "Interface Data" topic previously.

3. SQL-Cursor

A four (4) digit computational number that represents a resource connection unit. Copy data division SQLRT contains a common cursor for use when resources do not have to be saved for reuse.

Examples

```
SQL-CURSOR-COMMON OF SQLRT


SQL-CURSOR OF S-CHECK
```

4. Statement

The first three characters of the statement parameter are used to determine if the current statement is a dynamic statement, rather than the name of a predefined statement.

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These are the allowable dynamic statements:

```
SELECT


INSERT


UPDATE


DELETE
```

5. Bind-Table

Use this parameter to specify a table form of bind setup information. This has the same format as the following Select-Table.

6. Bind-Table (place-keeper)

Because the bind data is supplied through pointers, the address of a bind data area is not applicable to dynamic calls. However, you must pass a parameter as a place-keeper, so provide the bind table a second time.

7. Select-Table

Use this parameter to specify the table form of select setup information. The first character indicates that the table form of setup list is in use. The SETUP-COUNT variable gives the

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number of entries, that is, the number of bind or select items. Each SETUP-ENTRY gives the address, length, scale (number of decimal places), and type of the corresponding data field.

```
 01  SQLSI.

     02  SETUP-FORMPIC X.

   88  SETUP-FORM-TBL   VALUE 'Y'.

     02  SETUP-COUNT     PIC 999  COMP.

   88  SETUP-COUNT-MAX  VALUE 100.

     02  SETUP-ENTRY  OCCURS 100

INDEXED BY

SQLSI-IDX.

   03  SETUP-DATA-PTR    POINTER.

   03  SETUP-LENGTHPIC 999  COMP.

   03  SETUP-SCALE PIC 99   COMP.

   03  SETUP-TYPE  PIC X.

88  SETUP-TYPE-CHAR    VALUE 'C'.

88 SETUP-TYPE-SMALLINT VALUE 'S'.

88 SETUP-TYPE-INTVALUE 'I'.

88 SETUP-TYPE-DECVALUE 'P'.

88 SETUP-TYPE-DATE     VALUE 'D'.

88 SETUP-TYPE-TIME     VALUE 'T'.
```


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Flexible Field Lengths

This topic discusses:

- Flexible field lengths.
- Character fields.
- Number fields.

Flexible Field Lengths

Payroll for North America provides some flexibility of redefining the lengths of certain fields. Whenever you redefine field lengths, you should exercise caution. Because the batch programs used by the system expect certain fields to be the lengths defined in the standard as-shipped application, you should be careful not to increase those field sizes beyond the maximums allowed. Otherwise, you might have to modify the batch programs to reflect the changes.

This topic provides a list of the maximum field sizes expected by specific PeopleSoft applications.

> **Note**
>
> For fields that aren't listed here, the applications are programmed to process the length defined in the standard product as the maximum length.

Character Fields

In many cases, Payroll for North America batch programs are designed to process larger-than-standard character field sizes. They can always process smaller-than-standard field sizes.

Here's an alphabetical list of the maximum field sizes allowed for character fields used by Payroll for North America programs:

Character Field Name	Maximum Size Defined in the Batch Programs
ACCT_CD	35
CITY	50
COMPANY	10
COVG_GROUP_CD	10
DEDCD	10
DEPTID	20
EMPLID	20
ERNCD	10
ERNCD_SPCL	10
FORM_ID	10
HOLIDAY_SCHEDULE	10
JOBCODE	20

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Character Field Name	Maximum Size Defined in the Batch Programs
LOCATION	20
PAYGROUP	10
POSITION_NBR	10
RUN_ID	10
SCHEDULE_ID	10
TAX_GRS_COMPNT	10
WAGE_LOSS_PLAN	10

Number Fields

As with character fields, with certain decimal fields the batch programs in Payroll for North America can accommodate field sizes larger than those defined in the standard application.

Here's an alphabetical list of the maximum field sizes allowed for decimal fields:

Number Field Name	Maximum Size
DED_RATE_PCT	9,999.99999
EMPLR_CONTRB_PCT	999.99999
EMPLR_COVRG_RATE	.99999
EMPLR_EMPL_PCT	999.99999
EMPLR_LIMIT_PCT	999.99999
EMPLR_PCT	999.99999
EMPLR_RATE_NONSMOK	99.99999
EMPLR_RATE_SMOKER	99.99999
EMPL_LIMIT_PCT	999.99999
EMPL_PCT	999.99999
EMPL_PCT_ATAX	999.99999
EMPL_PCT_BTAX	999.99999
FACTOR_XSALARY	99.99999
MAXIMUM_MO_BENEFIT	999,999.99
PCT_EMPL_CONTRBUTN	999.99999
PCT_EMPL_INVESTMNT	999.99999
PCT_GROSS	999.99999
PCT_GROSS_ATAX	999.99999
SALARY_REPLACE_PCT	999.99999
TOTAL_COVRG_RATE	99999.99999
TOTAL_RATE_NONSMOK	99.99999
TOTAL_RATE_SMOKER	99.99999

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Data Input Requirements for Third-Party Paysheet Data

When you use the Load Paysheet Transactions COBOL SQL process (PSPPSHUP) to load paysheet entries from the record PSHUP_TXN with a paysheet update source code (PU_SOURCE) of *OT* (other sources) or your own custom third-party source code *O%,* the following transaction types are supported:

- C - Canadian tax override
- D - deduction override (benefit/general deduction overrides; excludes garnishments)
- E - earnings
- S - garnishment override
- T - U.S. tax override
- G - total gross
- N - net pay

The Load Paysheet Transactions process bypasses paysheet transactions for inactive employees.

The paysheet load holding record (PSHUP_TXN) must contain valid transactions that do not result in payroll error messages. For example, when a manual check is loaded with a paysheet update source of *Other Sources,* transactions for the related total gross and net pay transaction types must also be provided as follows:

- A total gross transaction for each manual check when the total gross is not zero.
- A net pay transaction for each manual check when the net pay is not zero.

The following table provides the data input requirements for a paysheet update source of OT or your own custom O% source code. The table includes requirements for each of the supported transaction types. Failure to follow the recommended setup may result in unpredictable pay data.

Field Name	CAN Taxes	Deductions	Earnings	Garnish-ment Override	U.S. Taxes	Total Gross	Net Pay
PU_SOURCE	*OT* or custom *O%* code.						
CREATION_DT	A valid date						
COMPANY	A valid company code						
PAYGROUP	A valid pay group						
PAY_END_DT	*Null*						
OFF_CYCLE	*N* for on-cycle *Y* for off-cycle						
EARNS_BEGIN_DT	*Null*	*Null*	A valid date or *Null* to let system set the date.	*Null*	*Null*	*Null*	*Null*

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Field Name	CAN Taxes	Deductions	Earnings	Garnish-ment Override	U.S. Taxes	Total Gross	Net Pay
EARNS_END_DT	*Null*	*Null*	A valid date or *Null* to let system set the date.	*Null*	*Null*	*Null*	*Null*
EMPLID	A valid employee ID						
EMPL_RCD	A valid employee record # for the employee ID						
SEQNO	A unique sequence number for the combination of: PU_SOURCE, CREATION_DT, COMPANY, PAYGROUP, OFF_CYCLE, EMPLID, EMPL_RCD						
PU_TXN_TYPE	*C*	*D*	*E*	*S*	*T*	*G* **Note:** Use this transaction type only for manual check, to populate Gross Pay field.	*N* **Note:** Use this transaction type only for manual check, to populate Net Pay field.
PU_TXN_STATUS	*A*						
PAGE_NUM	*0* (zero)						
LINE_NUM	*0* (zero)						
ADDL_NBR	*0* (zero)						
SEPCHK	*0* through *99*						
DEPTID	blank						
JOBCODE	blank						
POSITION_NBR	blank						
ACCT_CD	blank						
GL_PAY_TYPE	blank						
PU_DISTRIBUTE	blank						
ERNCD	blank	blank	A valid earnings code	blank	blank	blank	blank
ADDL_PAY_SHIFT	*N*	*N*	A valid shift code: *J* (use job) *N* (not applicable) *1* (shift 1) *2* (shift 2) *3* (shift 3)	*N*	*N*	*N*	*N*
ADDL_SEQ	*0* (zero)						

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Field Name	CAN Taxes	Deductions	Earnings	Garnish-ment Override	U.S. Taxes	Total Gross	Net Pay
ADDLPAY_REASON	blank						
OTH_HRS	*0* (zero)	*0* (zero)	greater than, equal to, or lesser than *0* (zero)	*0* (zero)	*0* (zero)	*0* (zero)	*0* (zero)
HOURLY_RT	*0* (zero)	*0* (zero)	*0* (zero)	*0* (zero)	*0* (zero)	*0* (zero)	*0* (zero)
OK_TO_PAY	*Y* sets pay line to OK to Pay. *N* sets pay line to Not OK to Pay. Blank sets OK to Pay for pay line based on PSPPSHUP process run control.						
DISABLE_DIR_DEP	*N*						
STATE	blank	blank	blank	blank	A valid state code for the employee. The state code must exist in employee's tax data.	blank	blank
LOCALITY	blank	blank	blank	blank	A valid locality code for the employee. The locality code must exist in the employee's tax data for the state specified in this record.	blank	blank
TAX_PERIODS	*0* (zero) **Note:** The value is set by the PSPPSHUP process.	*0* (zero) **Note:** The value is set by the PSPPSHUP process.	A valid tax period or *0* (zero) to use the default.	*0* (zero) **Note:** The value is set by the PSPPSHUP process.	*0* (zero) **Note:** The value is set by the PSPPSHUP process.	A valid tax period or *0* (zero) to use the default.	A valid tax period or *0* (zero) to use the default.

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Field Name	CAN Taxes	Deductions	Earnings	Garnish-ment Override	U.S. Taxes	Total Gross	Net Pay
TAX_METHOD	blank **Note:** The value is set by the PSPPSHUP process.	blank **Note:** The value is set by the PSPPSHUP process.	A valid tax method or blank to use the default.	blank **Note:** The value is set by the PSPPSHUP process.	blank **Note:** The value is set by the PSPPSHUP process.	A valid tax method or blank to use the default.	A valid tax method or blank to use the default.
DED_TAKEN	Blank or *R* (no override) for no benefit deduction overrides. Otherwise, one of these benefit deduction override codes: *D* (deduction) *S* (subset) *N* (None) *R* (No Override)						
DED_SUBSET_ID	A valid subset ID, if the DED_TAKEN value is *S*						
DED_TAKEN_GENL	Blank or *R* (no override) for no general deduction overrides. Otherwise, one of these benefit deduction override codes: *D* (deduction) *S* (subset) *N* (None) *R* (No Override)						
DED_SUBSET_GENL	A valid subset ID if the DED_TAKEN_GENL value is *S*						
BUSINESS_UNIT	blank						
COMP_RATECD	blank						
TAX_CLASS	blank	blank	blank	blank	A valid U.S. tax class.	blank	blank
ONE_TIME_CD	A valid one-time code: *A* (addition) *O* (override) *P* (arrears payback) *R* (refund)	A valid one-time code: *A* (addition) *O* (override) *P* (arrears payback) *R* (refund)	blank	blank	A valid one-time code: *A* (addition) *O* (override) *P* (arrears payback) *R* (refund)	blank	blank
CTX_CLASS	A valid Canadian tax class.	blank	blank	blank	blank	blank	blank
PLAN_TYPE	blank	A valid plan type	blank	blank	blank	blank	blank

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Field Name	CAN Taxes	Deductions	Earnings	Garnish-ment Override	U.S. Taxes	Total Gross	Net Pay
BENEFIT_PLAN	blank	A valid benefit plan	blank	blank	blank	blank	blank
DEDCD	blank	A valid deduction code	blank	A valid deduction code	blank	blank	blank
DED_CLASS	blank	A valid deduction class for the deduction code	blank	A valid deduction class for the deduction code	blank	blank	blank
DED_CALC	blank	A valid deduction calculation routine	blank	A valid deduction calculation routine	blank	blank	blank
DED_RATE_PCT	*0* (zero)	*0* (zero) or a position rate/ percent	*0* (zero)	*0* (zero) or a position rate/ percent	*0* (zero)	*0* (zero)	*0* (zero)
PU_AMT	An amount greater than zero that represents the Canadian tax additional amount, Canadian tax arrears payback amount, Canadian tax override or refund.	*0* (zero) or an amount greater than zero that represents one-time deduction override amount.	A non-zero amount, negative or positive.	blank	An amount greater than zero that represents the U.S. tax additional amount, U.S. tax arrears payback amount, U.S. tax override or refund.	A non-zero amount **Note:** The amount in this field is used to populate the Total Gross field for the manual check.	A non-zero amount **Note:** The amount in this field is used to populate the Net Pay field for the manual check.
MANUAL_CHECK	Do not leave blank. *N* *Y* when loading transactions from paycheck generated outside of Payroll for North America						
PAYCHECK_NBR	*0* (zero) if MANUAL_CHECK = *N* A manual check paycheck number greater than zero if MANUAL_CHECK = *Y*						

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Field Name	CAN Taxes	Deductions	Earnings	Garnish-ment Override	U.S. Taxes	Total Gross	Net Pay
DED_SLSTX_CLASS	blank	A valid sales tax type for Canadian deductions. *B* (none) for non-Canadian deductions.	blank	blank	blank	blank	blank
EX_DOC_ID	blank						
EX_DOC_TYPE	blank						
EX_LINE_NBR	*0* (zero)						
CURRENCY_CD	Blank to use default currency code from pay group. **Note:** If entered, it does not affect the currency in which the employee is paid.						
OVERRIDE_ONLY	*Y*						
GROSSUP	*N*	*N*	*Y* or *N* **Note:** *N* for manual check.	*N*	*N*	*N*	*N*
VC_PLAN_ID	blank						
VC_PAYOUT_PRD_ID	blank						
GB_GROUP_ID	blank						
APPLID	blank						
AWARD_DATE	*Null*						
EIM_KEY	blank						
PAYOUT_DT	*Null* or a valid date that is equal to or less than the check date of the pay calendar being processed.						
PU_TXN_MANUAL_CHG	*N*						
CHECK_DT	The check date, if MANUAL_CHECK is set to *Y*. Otherwise, leave this blank.						
OPRID	Operator ID that loaded the transactions.						
GARNID	blank	blank	blank	The garnishment ID that is to be overridden.	blank	blank	blank

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Field Name	CAN Taxes	Deductions	Earnings	Garnish-ment Override	U.S. Taxes	Total Gross	Net Pay
GARN_ONE_TIME_CD	blank	blank	blank	A valid one-time garnishment override code: *O* (override) *R* (refund) *S* (suspend)	blank	blank	blank
GARN_PRIORITY	blank	blank	blank	Null or a valid priority number	blank	blank	blank
GARN_DED_CALC	blank	blank	blank	The code for a valid garnishment calculation routine: *G* (> %DE/ Amt) *H* (> %Grs/ Amt) *M* (Maximum) *P* (%DE + Amt) *R* (%Grs + Amt) *S* (X-%DE/ Amt) *T* (X-Pct Grs)	blank	blank	blank
GARN_DED_PCT	blank	blank	blank	The percent of disposable earnings to use in the override calculation	blank	blank	blank

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Field Name	CAN Taxes	Deductions	Earnings	Garnish-ment Override	U.S. Taxes	Total Gross	Net Pay
GARN_DED_AMT	blank	blank	blank	A flat amount to use in the override calculation	blank	blank	blank
CMPNY_FEE_PCT	blank	blank	blank	The percentage to use when calculating the company processing fee	blank	blank	blank
CMPNY_FEE_AMT	blank	blank	blank	The flat amount to use when calculating the company processing fee	blank	blank	blank
PAYEE_FEE_PCT	blank	blank	blank	The percentage to use when calculating the processing fee paid to the payee.	blank	blank	blank
PAYEE_FEE_AMT	blank	blank	blank	The flat amount to use when calculating the processing fee paid to the payee.	blank	blank	blank

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Field Name	CAN Taxes	Deductions	Earnings	Garnishment Override	U.S. Taxes	Total Gross	Net Pay
PY_GARN_EXEMPT	blank	blank	blank	*N* to garnish only earnings above allowable exemptions. *Y* to garnish all of the earnings **Note:** Enter a value only for U.S. garnishment overrides.	blank	blank	blank
WORK_PSD_CD	blank	blank	blank	blank	A valid 6-digit PA local EIT PSD code of the employee's work location.	blank	blank
RES_PSD_CD	blank	blank	blank	blank	A valid 6-digit PA local EIT PSD code of the employee's residence.	blank	blank

Related Topics

- Loading Paysheet Transactions
  This topic provides overviews of:
- Recording One-Time Garnishments

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Converting Employee Balances

Understanding Employee Balance Records

This topic discusses:

- A general description of employee balance records.
- A list of record details.

> **Note**
>
> Only the records and fields that need clarification or elaboration are described in detail.

> **Note**
>
> If you begin using the system for the first time at the beginning of a quarter, you need only concern yourself with year-to-date (YTD) balances in most cases. However, for year-end processing, you should also convert check detail for employees in New York City, American Samoa, Guam, Puerto Rico, and Virgin Islands.

Related Topics

- (USA) Converting Tax Balances in Mid-Year Conversions
  This topic provides an overview of issues related to converting tax balances mid-year, and discusses how to:

A General Description of Employee Balance Records

Tables in this topic list the Payroll for North America records that you might use to convert employee balances, sorted alphabetically by record ID. If you need more information about a record, see the Record Details topic.

(USA) Records for U.S. Only

The following table lists U.S. only records:

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Record ID	Record Name	Required (R) or Optional (O)	Description
PS_BOND_LOG	Bond Log	O	This record applies only to U.S. conversions and is required if you use the Bond Processing feature in Payroll for North America. The record contains detailed information about each bond that the employee purchases. The only records of concern are those that are still in process—that is, when the employee is making contributions toward a bond, but has not yet accumulated enough to actually purchase it. The system populates this record after producing each paycheck for an employee.

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Record ID	Record Name	Required (R) or Optional (O)	Description
PS_CHECK_YTD	Check YTD	O	This record contains fields that are currently used only in the following standard PeopleSoft reports: • Check Print (PAY003). • Create Check PDF (PYCHKUSA) • Employee Earnings Snapshot (PAY013). • Employee Earnings Record (PAY014). • Direct Deposit Advice Print (DDP003). • Create Advice PDF (PYDDAUSA) PS_CHECK_YTD contains YTD information about total gross, total taxes, total deductions, and net pay. Make sure that these totals represents the correct transition from gross to net. If you don't require this data on your paychecks, don't convert this data.
PS_DEDUCTION_BAL	Deduction Balance	R	This record is required for deductions on which you impose a YTD limit, such as 401(k) deductions. You must also load other deductions that are reported on Form W-2, such as the taxable benefit portion of group-term life insurance (imputed income). Also, if your check design incorporates YTD and current balance information, consider importing YTD data for all deductions.

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Record ID	Record Name	Required (R) or Optional (O)	Description
PS_EARNINGS_BAL	Earnings Balance	R	This record is required for earnings types that are necessary for W-2 processing and for earnings on which you impose a YTD limit. Also consider check-printing YTD data requirements. Use this record to load special accumulator data. For example, you might require special accumulators to track earnings for pension calculations or retirement wages. If you do not require full detail of earnings, you might substitute a summary earnings type to record the employee's total YTD earnings.
(USF) PS_GVT_ERN_ACR_CLS	Leave Accrual	O	This information enables the system to record the frequency of accrual and the units of leave time earned by members of the accrual class. It defines rules to place limits on total leave earnings and specify how to handle excess accruals. It defines a leave ceiling to limit leave earnings and rules to trigger various actions when the ceiling has been reached. It defines carryover limits and tells the system what operations to perform when one exceeds the limit. It defines the maximum amount of time that can pass before one must use, forfeit, or convert accrued leave to pay.

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Record ID	Record Name	Required (R) or Optional (O)	Description
(USF) PS_GVT_ACCR_PLAN	Leave Accrual	O	This record contains coverage election, coverage dates, work schedule and grandfather carryover amounts.
(USF) PS_GVT_ACC_ERNCD	Leave Accrual	O	This record contains which earnings will accrue leave, and be used to pay leave.
(USF) PS_GVT_ACC_RT_TBL	Leave Accrual	O	This record defines the schedule for granting leave based on length of service accrual rates values.
(USF) PS_GVT_ACCR_LDGR	Leave Accrual	O	This record contains employee details, like hours earned for the year, hours taken, adjusted hours, forfeited hours, grand fathered hours and hours available.
(USF) PS_GVT_ACCR_SUMM	Leave Accrual	O	Summary record contains employee YTD balances for leave.
PS_TAX_BALANCE	Tax Balance	R	Tax balances are the most critical set of records to convert. Without these balances, you could have incorrect tax data and tax reports. YTD data is your biggest concern. If you convert at the beginning of a quarter, you do not need quarter-to-date (QTD) or month-to-date (MTD) data.

(CAN) Records for Canada Only

The following table lists Canadian only records:

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Record ID	Record Name	Required (R) or Optional (O)	Description
PS_CAN_CHECK_YTD	Check YTD	O	This record contains fields that are currently used only in the following standard PeopleSoft reports: • Cheque Print (PAY003CN). • Create Cheque PDF (PYCHQCAN) • Statistics Canada, Educational Institutions (PAY110CN). • Direct Deposit Advice Print (DDP003CN). • Create Advice PDF (PYDDACAN) PS_CAN_CHECK_YTD contains YTD information about total gross, total taxes, total deductions, and net pay. Make sure that these totals represents the correct transition from gross to net. If you don't require this data on your paycheques, don't convert this data.
PS_CAN_DED_BALANCE	Deduction Balance	R	This record is required for deductions on which you impose a YTD limit, most frequently your pension deduction. You must also load other deductions that you report at year-end, such as the taxable benefit for company-paid life insurance. Also, if your check design incorporates YTD and current balance information, consider importing YTD data for all deductions.

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Record ID	Record Name	Required (R) or Optional (O)	Description
PS_CAN_ERN_BALANCE	Earnings Balance	R	This record is required for earnings types that are necessary for year-end processing and for earnings on which you impose a YTD limit. Also consider cheque-printing YTD data requirements. Use this record to load special accumulator data. For example, you might require special accumulators to track earnings for pension calculations or retirement wages. If you do not require full detail of earnings, you might substitute a summary earnings type to record the employee's total YTD earnings.
PS_CAN_TAX_BALANCE	Tax Balance	R	See the U.S. Tax Balance record, PS_TAX_BALANCE.
PS_INS_EARNS_BAL	Insurable Earnings Balance	O	The system creates this record during payroll processing and tracks Canadian Employment Insurance (EI) insurable earnings balances and related information for employees by company, wage loss plan, EI period, and earnings end date. The system uses this data during the ROE Creation process. You must convert your weekly EI earnings to Insurable Earnings records.

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Record ID	Record Name	Required (R) or Optional (O)	Description
PS_ROE	ROE	O	This is not a balance record. It is a data record that the system uses to print the ROE that you send to the government upon terminating an employee. To use the PeopleSoft ROE Automated Create process, you must enter your submitted ROEs for the past reportable periods. This enables the system to generate amended ROEs. (Only enter data for old ROEs; the system generates new ones). Enter this data on the ROE Data 1 page. PeopleSoft recommends this procedure only if the amount of data is relatively small; alternatively, you can use a conversion process to build the records.
PS_ROE_FUTURE_PAY	ROE Future Pay	O	This record contains information about ROE-reportable payments (other than regular pay) to include in the final or future pay for an employee. **Note:** Use this record only for entering online expected future pay data at the time that you produce a ROE. Do not enter conversion data in this record.

Records for Both U.S. and Canada

The following table lists records for U.S. and Canada:

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Record ID	Record Name	Required (R) or Optional (O)	Description
PS_ADDL_PAY_DATA	Additional Pay Data	O	This record operates identically to the GENL_DEDUCTION record, except that it is for earnings instead of deductions. The GOAL_BAL field contains the to-date amount that you've paid to the employee.
PS_ADDL_PAY_EFFDT	Additional Pay Effective Date	O	This record is the effective-dated control record for ADDL_PAY_DATA. It is also the child record of PS_ADDL_PAY_ERNCD.
PS_ADDL_PAY_ERNCD	Additional Pay Earnings Code	O	This record is the earnings code control record for ADDL_PAY_DATA.
PS_DED_ARREARS	Deduction Arrears	O	Use this record to record employee deductions that are in arrears in the current system. If the number of employees with arrears balances is very small, consider manually converting this information after you go live. Use the By Paysheet - One-Time Deductions page to input the arrears amount as a one-time additional amount. If you decide to load these records, the system attempts to take the amount that is in arrears during the first payroll run. These deductions should be valid for the benefit or deduction program in which the employee is currently enrolled.

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Record ID	Record Name	Required (R) or Optional (O)	Description
PS_GARN_BALANCE	Garnishment Balance	O	Use this record to record balance data for each garnishment ID. Before loading garnishment balance data into this record, load the PS_DEDUCTION_BAL record with YTD, QTD, and MTD data for the combined total of all garnishments for an employee. PeopleSoft defines garnishments as tax levies, wage assignments, child, dependent or spouse support, student loan repayments, writs, social security (AWG) and bankruptcies. PeopleSoft identifies each garnishment with a garnishment ID.
PS_GENL_DED_CD	Garnishment Deduction Code	O	This record contains the top level keys for employee general deduction data.
PS_GENL_DEDUCTION	General Deduction Detail	O	This record contains employee-specific deduction limits. The GOAL_BAL field contains the to-date amount that the system deducted toward a goal limit. The system might have already loaded this for a previous conversion. It is also the child record of PS_GENL_DED_CD.
PS_LEAVE_ACCRUAL	Leave Accrual	O	This record contains employee balances for vacation and sick leave.

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Record Details

This topic provides tables that list and describe details for select records. Each table is sorted alphabetically by record ID.

PS_ADDL_PAY_DATA – Additional Payroll Data

Here are details of the PS_ADDL_PAY_DATA record:

Field	Remarks
DEPTID	Indicates the department ID to override department on job data.
JOBCODE	Indicates the job code to override the job code on job data.
POSITION_NBR	Indicates the position number to override the position number on job data.
ACCT_CD	Indicates the account code to override the account code on job data.
GL_PAY_TYPE	Indicates the general ledger pay type to override the GL pay type on job data.
ADDL_PAY_SHIFT	Required. Enter the shift the additional pay will be paid at: *1* *2* *3* *J:* Use job shift. *N:* Not applicable.
OTH_HRS	Indicates the number of hours that are payable for the additional pay earnings.
HOURLY_RT	Indicates the hourly rate to override the hourly rate on job data.
OTH_PAY	Indicates the flat amount for the additional pay earnings.
ADDLPAY_REASON	Enter reason for additional pay: *A:* Anniversary Award. *AWD :* Award Data. *BAS:* Benefits Administration Credit. *C:* Contract Pay. *JOB:* Job Other Pay. *N:* Not Specified. *O:* Outstanding Contribution. *P:* Performance Award. *Q:* President's Award. *S:* Productivity Award.
SEPCHK	Indicates the additional pay to be paid on a separate check. Values are 1 – 9.
EARNINGS_END_DT	Indicates an end date if the earnings should be paid for a specified period.
GOAL_AMT	Indicates the goal amount for the earnings.

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Field	Remarks
GOAL_BAL	Indicates the current goal balance for the earnings.
OK_TO_PAY	Required. Indicates if the earnings will be paid automatically without the user manually turning on the OK to Pay flag on the paysheet. The payline shows the OK to Pay flag selected.
DISABLE_DIR_DEP	Required. Indicates the additional pay will be paid by check versus direct deposit to the employee's bank account.
PRORATE_ADDL_PAY	Required. Indicates the system will prorate the additional pay for mid-period changes, based on the employee's Job record.
PRORATE_CUI_WEEKS	Required. Indicates the CUI weeks will be prorated when there is a mid period job change.
PAY_PERIOD1 PAY_PERIOD2 PAY_PERIOD3 PAY_PERIOD4 PAY_PERIOD5	Required. Indicates which pay periods the additional pay will be paid.
STATE	Enter the state that the employee worked in, if different from the employee's regular pay.
LOCALITY	Enter the locality the employee worked in, if different from the employee's regular pay.
TAX_PERIODS	Enter the number of pay periods over which to spread the tax for these earnings.
TAX_METHOD	Required. Enter the tax method: *A:* Annualized. *B:* Bonus. *C:* Cumulative. *G:* Aggregate. *L:* Lump Sum. *M:* Commission. *P:* Specified on paysheet. *S:* Supplemental. *X:* Special Supplemental.
ADDL_PAY_FREQUENCY	Required. Enter the frequency for calculating taxes for the additional pay if the tax frequency is different from the pay frequency set up in the Job record: *A:* Annually. *B:* Biweekly. *D:* Daily. *M:* Monthly. *P:* Use Pay Group Frequency. *Q:* Quarterly. *S:* Semimonthly. *W:* Weekly.

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Field	Remarks
DED_TAKEN	Required. Indicates how to take benefit deductions for this additional pay that is paid on a separate check. *D:* Deduction Table Governs. *N:* None. *R:* No Override. *S:* Deduction Table Subset Govern.
DED_SUBSET_ID	Enter the subset ID if you select Subset in the Benefit Deductions Taken field.
DED_TAKEN_GENL	Required. Indicates how to take general deductions for this additional pay that is paid on a separate check. *D:* Deduction Table Governs. *N:* None. *R:* No Override. *S:* Deduction Table Subset Govern.
DED_SUBSET_GENL	Enter the subset ID if you select Subset in the General Deductions Taken field.
PLAN_TYPE	See PS_DEDUCTION_BAL.
BUSINESS_UNIT	Indicates the business unit to override the business unit on job data.
COMP_RATECD	Enter a compensation rate code to an Additional Earnings record by selecting a rate code.
RECORD_SOURCE	Record Source: *B:* Batch. *O:* On-line.

PS_CAN_CHECK_YTD - Check YTD (CAN)

Here are details of the PS_CAN_CHECK_YTD record:

Field	Remarks
TOTAL_GROSS_YTD	See PS_CHECK_YTD.
TOTAL_TAXES_YTD	
TOTAL_DEDNS_YTD	
NET_PAY_YTD	

PS_CAN_DED_BALANCE - Deduction Balance (CAN)

Here are details of the PS_CAN_DED_BALANCE record:

Field	Remarks
PLAN_TYPE	See PS_DEDUCTION_BAL.
BENEFIT_PLAN	
DEDCD	
DED_CLASS	

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Field	Remarks
DED_SLSTX_CLASS	*B:* None. *G:* Goods and services tax. *H:* Harmonized sales tax. *I:* Provincial sales tax on insurance. *P:* Provincial sales tax. *Q:* QC provincial sales tax on insurance. *S:* QC provincial sales tax. *T:* Provincial premium tax. *U:* QC provincial premium tax.
DED_YTD DED_QTD DED_MTD	See PS_DEDUCTION_BAL.

> **Note**
>
> When converting deduction balances, generate a CAN_DED_BALANCE row with a DED_SLSTX_CLASS set to *B* (none) for the base deduction amount. If you have sales tax amounts types, generate additional rows for the sales tax.

PS_CAN_ERN_BALANCE - Earnings Balance (CAN)

Here are details of the PS_CAN_ERN_BALANCE record:

Field	Remarks
SPCL_BALANCE ERNCD HRS_YTD HRS_QTD HRS_MTD GRS_YTD GRS_QTD GRS_MTD	See PS_EARNINGS_BAL.

PS_CAN_TAX_BALANCE - Tax Balance (CAN)

Here are details of the PS_CAN_TAX_BALANCE record:

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Field	Remarks
TAX_CLASS_CAN	Use the following values for each tax class type: *ALL:* Total gross. *CBT:* Canadian bonus tax. *CIT:* Canadian income tax (T4). *CPA:* Pension adjustment. *CPP:* Canada Pension Plan employee. *CPR:* Canada Pension Plan employer. *EIE:* Employment Insurance employee. *EIR:* Employment Insurance employer. *HTX:* Provincial health tax. *PYT:* Payroll tax. *QBT:* Quebec bonus tax. *QIT:* Quebec income tax (RL-1). *QPP:* Quebec Pension Plan employee. *QPR:* Quebec Pension Plan employer. *RV2:* Quebec income tax (RL-2). *T4A:* Canadian income tax (T4A). *TRV:* True RL. *TT4:* True T4.
NLGRS_YTD* NLGRS_QTD* NLGRS_MTD* TXGRS_YTD TXGRS_QTD TXGRS_MTD TAX_YTD TAX_QTD TAX_MTD	See PS_TAX_BALANCE.

* These fields are required because each imposes a limit, such as CPP and QPP. The no-limit gross is the dollar amount of the taxable gross, as if there are no limits. For example, Mark receives one fully taxable payment this year on January 15 for 50,000 CAD. The taxable gross for CPP is 33,400 CAD, whereas, the no-limit gross is 50,000 CAD.

You must populate the **No Limit Gross** field for tax types TRV and TT4 with employment income (that is, all income, including taxable benefits). To convert the total gross amounts, populate the **No Limit Gross** field for tax type *All.* However, with all other taxes, leave these fields blank.

Converting taxable grosses for CPP, QPP, and EI is an important requirement for Payroll for North America processing. These taxes are self-adjusting, and the system keeps the contributions synchronized with the earnings during the payroll calculation throughout the year. If you load the balances incorrectly, a refund can occur.

PS_CHECK_YTD - Check YTD (USA)

Here are details of the PS_CHECK_YTD record:

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Field	Remarks
TOTAL_GROSS_YTD	Total of all earnings that add to gross (Earnings table).
TOTAL_TAXES_YTD	Total of all employee-paid taxes.
TOTAL_DEDNS_YTD	All before-tax and after-tax deductions.
NET_PAY_YTD	Remaining amount.

PS_DED_ARREARS - Deduction Arrears

Here are details of the PS_DED_ARREARS record:

Field	Remarks
PLAN_TYPE	(USA) See PS_DEDUCTION_BAL. (CAN) See PS_CAN_DED_BALANCE.
BENEFIT_PLAN	Enter the benefit plan for your benefit deductions only. Leave blank for general deductions (Plan Type = 00).
DEDCD	Enter the deduction code.
DED_CLASS	(USA) See PS_DEDUCTION_BAL. (CAN) See PS_CAN_DED_BALANCE.
ARREARS_BAL	Amount that the employee owes for each deduction.

PS_DEDUCTION_BAL - Deduction Balance (USA)

Here are details of the PS_DEDUCTION_BAL record:

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Field	Remarks
PLAN_TYPE	*00:* General deductions. *01:* Benefit program. *10 – 17:* Medical plans. *1W:* FEBH - Waiver. *20 – 27:* Life insurance plans. *2Y :* FEGLI – Living Benefits. *2Z:* Option A – Standard. *30:* Short-term disability. *31:* Long-term disability. *40 – 49:* Employee investment plans. *4A:* Employee stock purchase plan. *50:* Sick (no loading required for this record). *51:* Vacation (no loading required for this record). *52:* Personal (no loading required for this record). *53:* Family and medical leave (no loading required for this record). *5A:* Company car. *60:* Flex Spending Health - U.S. *61:* Flex Spending Dependent Care. *65:* Flex Spending Health - Canada. *66:* Retirement counseling Canada. *70:* PERS. *7Z:* Retirement – TSP1%. *80:* Standard pension. *81:* Supplementary pension. *82:* USDB pension plan 1. *83:* USDB pension plan 2. *84:* USDB pension plan 3. *85:* USDB pension plan 4. *86:* USDB pension plan 5. *87:* USDB pension plan 6. *90:* Vacation buy. *91:* Vacation sell.
BENEFIT_PLAN	Enter the benefit plan for your benefit deductions only. Leave blank for general deductions (Plan Type = 00).
DEDCD	Enter the deduction code.
DED_CLASS	*A:* After-tax. *B:* Before-tax. *L:* QC (Quebec) taxable benefit. *N:* Nontaxable benefit. *P:* Nontaxable benefit for before-tax match. *T:* Taxable benefit.
DED_YTD	YTD deduction amount.

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Field	Remarks
DED_QTD	(optional) QTD deduction amount.
DED_MTD	(optional) MTD deduction amount.

PS_EARNINGS_BAL - Earnings Balance (USA)

Here are details of the PS_EARNINGS_BAL record:

Field	Remarks
SPCL_BALANCE	Set to *Y* if you are loading a special accumulator. Otherwise, set to *N*.
ERNCD	Enter the earnings code. When loading special accumulators, enter the special accumulator code.
HRS_YTD	YTD hours.
HRS_QTD	QTD hours.
HRS_MTD	MTD hours.
GRS_YTD	YTD amount.
GRS_QTD	QTD amount.
GRS_MTD	MTD amount.

PS_GARN_BALANCE - Garnishment Balance

Here are details of the PS_GARN_BALANCE record:

Field	Remarks
PLAN_TYPE	(USA) See PS_DEDUCTION_BAL. (CAN) See PS_CAN_DED_BALANCE.
BENEFIT_PLAN	Enter the benefit plan for your benefit deductions only. Leave blank for general deductions (Plan Type = 00).
DEDCD	Enter the deduction code.
DED_CLASS	(USA) See PS_DEDUCTION_BAL. (CAN) PS_CAN_DED_BALANCE.
GARNID	Unique identifier for each garnishment. It must match the ID in the employee's GARN_SPEC record.
DED_YTD	Total YTD deduction amount, including the deduction and processing fees.
DED_QTD	Total QTD deduction amount, including the deduction and processing fees.
DED_MTD	Total MTD deduction amount, including the deduction and processing fees.
DED_GARN_YTD	Year-to-date amount collected for the garnishment itself, minus processing fees.
DED_GARN_QTD	QTD amount collected for the garnishment itself, minus processing fees.

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Field	Remarks
DED_GARN_MTD	MTD amount collected for the garnishment itself, minus processing fees.
DED_CFEE_YTD	YTD processing fees paid to the company.
DED_CFEE_QTD	QTD processing fees paid to the company.
DED_CFEE_MTD	MTD processing fees paid to the company.
DED_PFEE_YTD	YTD processing fees paid to the payee.
DED_PFEE_QTD	QTD processing fees paid to the payee.
DED_PFEE_MTD	MTD processing fees paid to the payee.

PS_GENL_DEDUCTION - General Deduction Detail

Here are details of the PS_GENL_DEDUCTION record:

Field	Remarks
DED_CALC (key)	Required. Indicates the deduction calculation routine that will be used to calculate the deduction: *A:* Flat amount. *B:* Percentage. *C:* Calculated by Salary System. *D:* Default to Deduction table. *E:* Percent of Special Earnings. *F:* Percent of Federal Gross. *G:* Percent of Total Gross. *H:* Rate * Total Hours. *N:* Percent of Net Pay. *P:* Rate * Special Hours. *S:* Special Deduction Calculation. *W:* Rate * Hours Worked.
DEDUCTION_END_DT	Indicates the deduction should stop on a specific date.
DED_ADDL_AMT	Indicates the flat amount for the earnings.
DED_RATE_PCT	Indicates the rate or percent of the earnings.
GOAL_AMT	Indicates the total amount of the earnings.
GOAL_BAL	Indicates the total amount taken to date from the employee's pay for this deduction.
LOAN_INT_PCT	Indicates you established a deduction for Canadian low-interest loan paybacks.
BAS_TAXABLE_BEN	Select this check box if you are a Canadian organization using PeopleSoft Benefits Administration and want to identify the taxable benefit deduction codes specified on the Credit Allocation Hierarchy table.
DED_STOPPED	Indicates the user in self-service stopped the voluntary deduction.

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Field	Remarks
LAST_ACTION	Indicates who initiated the last action: *C:* System. *D:* Hire process. *O:* Online user. *S:* Supplier Deduction File (not currently used in PeopleSoft Payroll for North America). *W:* Employee Self Service User.
LAST_UPDATE_DATE	Indicates the date of the last update.
PROCESS_DEDN	Indicates if the deduction should be taken.
GVT_DED_DIST_CD	(USF) Deduction distribution code.
GVT_PYMNT_METHOD	(USF) Indicates how the earnings will be transmitted to the agency. *C:* Check. *E:* Electronic Funds Transfer. *N:* None.
GVT_CHK_NAME	(USF) Payee name on check.
GVT_ADDRESS1	(USF) Payee address1.
GVT_ADDRESS2	(USF) Payee address2.
GVT_ADDRESS_CITY	(USF) Payee city.
GVT_ADDRESS_STATE	(USF) Payee state.
GVT_ADDRESS_ZIP	(USF) Payee zip code.
GVT_ADDRESS_CNTRY	(USF) Payee country.
BANK_CD	(USF) Enter the routing number (bank transit number).
ACCOUNT_NUM	(USF) Bank account number.
ACCOUNT_TYPE	(USF) Indicates momentary account type: *$:* Issue Check. *C:* Checking. *L:* Liability. *N:* Non Applicable. *S:* Savings. *X:* Expense.
GVT_PAYEE_ID_NO	(USF) Enter the payee ID of the vendor to whom monies for this deduction should be paid.
GVT_PAYEE_NAME	(USF) Payee name on Electronic Funds Transfer.

PS_GVT_ERN_ACR_CLS - Accrual Class Record (USF)

Here are details of the U.S. federal government PS_GVT_ERN_ACR_CLS record:

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Field	Remarks
GVT_EARN_TYPE	Indicates the accrual type: *AN:* Annual. *BM:* Bone Mar/Organ Donor. *CO:* Compensatory Time. *CR:* Credit Time. *DA:* Deferred Annual. *DS:* Deferred Sick. *FM:* FMLA. *HO:* Home. *LP:* Leave Program. *LW:* LWOP. *MA:* Military (15R). *MB:* Military (22LE). *MC:* Military (44MT). *NP:* Non-Pay. *RC:* Religious Comp Time. *RE:* Restored. *SH:* Shore. *SI:* Sick. *TO:* Time-Off Award.
GVT_ADJ_ALLOWED	Required. Adjustments allowed: yes (*Y*) or no (*N*).
ACCRUAL_FREQUENCY	Required. Indicates the rate at which leave is earned and tabulated: *H:* Hours per hour. *M:* Hours per month. *P:* Hours per pay period. *W:* Hours per week. *Y:* Hours per year.
GVT_ACCR_YEAR_TYPE	Required. Indicates the type of dates to use as the beginning and ending dates of the year: *C:* Calendar *L:* Leave *F:* Fiscal *P:* Pay
GVT_ACCR_PAY_PD	Required. Indicates the pay period in which you want to grant leave earnings: *1:* First. *2:* Second. *3:* Third. *4:* Fourth. *5:* Fifth.

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Field	Remarks
SERVICE_INTERVAL	Required. Indicates the service units: *H:* Hours. *M:* Months. *P:* Pay Period. *Y:* Years.
GVT_EFF_RATE_PAY	Required. Indicates the disposition of excess leave balances: *R:* Use rate when earned. *C:* Use current rate. *P:* Use percentage of current rate.
GVT_EFF_PAY_PER	Required. Indicates the percentage to use as the basis of calculations.
HRS_GO_NEGATIVE	Required. Accrued balances allowed go negative. For your information only.
GVT_CHK_NONPAY_HRS	Required. Select to tabulate the number of nonpay hours to determine whether to grant accrual earnings.
SPECIAL_CALCULATN	Required. Special calculation routine. Not currently used by U.S. federal government users.
YEAR_BEGIN_CALC	Required. Select to calculate leave hours according to length of service as of January 1 of the current year.
GVT_EXP_DISP	Required. Indicates how to handle leave upon expiration: *P:* Convert to pay. *F:* Forfeit. *C:* Convert to other.
GVT_ERNCD_EXPIRE	Required. Expiration earnings code.
GVT_EXP_INTERVAL	Required. Indicates the interval with which to measure the expiration period: *H:* Hours. *M:* Months. *P:* Pay Period. *Y:* Years.
GVT_EXP_INTERVALS	Expiration intervals. Not currently used by U.S. federal government users.
GVT_EXP_ERNCD	Termination earnings code.
GVT_EOY_FLAG	Required. Select to expire restored leave at the end of the expiration year (Dec. 31).
GVT_RLV_INTERVAL	Months until expiration.
GVT_CEILING_SET	Required. Ceiling indicator: *Y* or *N*.
GVT_MAX_CEILING	Enter the maximum number of hours, months, years, or pay periods of leave time that an employee in the accrual class can accumulate.

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Field	Remarks
GVT_CEIL_INTERVAL	Required. Enter the interval with which to measure the maximum amount of leave time that members of an accrual class can accumulate: *H:* Hours. *M:* Months. *P:* Pay Period. *Y:* Years.
GVT_CEIL_YEAR_TYPE	Required. Ceiling year type: *C:* Calendar. *L:* Leave. *F:* Fiscal. *P:* Pay.
GVT_CEIL_PAY_PD	Required. Enter the week of each month in which you apply the accrual ceiling and determine the disposition of excess leave: *1:* First. *2:* Second. *3:* Third. *4:* Fourth. *5:* Fifth.
GVT_CEIL_INTERVALS	Ceiling intervals. Not currently used by U.S. federal government users.
GVT_CEILING_DISP	Required. Indicates to handle excess leave accruals: *A:* Allow to exceed. *U:* Use of lose. *P:* Convert to pay. *F:* Forfeit. *O:* Convert to other.
GVT_CEILING_ERNCD	Indicates how to compensate employees in an accrual class when converting leave to pay.
GVT_MAX_CARRYOVER	Required. Maximum carryover indicator: *Y* or *N*.
MAXIMUM_CARRYOVER	Indicates the maximum number of hours, months, years, or pay periods of leave time that an employee in the accrual class can carry over, depending on the unit of measurement that is specified in the Carryover Intervals field.
GVT_COORD_WITH_GF	Required. Indicates that employees can use grand-fathered leave earnings that put them above the carryover limit for their accrual class.

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Field	Remarks
GVT_COVR_DISP	Required. Indicates how to handle excess leave accruals: *A:* Allow to exceed. *U:* Use of lose. *P:* Convert to pay. *F:* Forfeit. *O:* Convert to other.
GVT_COVR_INTERVAL	Required. Indicates the interval with which to measure the amount of leave employees in the accrual class can carry over from one period to another: *H:* Hours. *M:* Months. *P:* Pay Period. *Y:* Years.
GVT_COVR_YEAR_TYPE	Required. Carryover year type. *C:* Calendar. *L:* Leave. *F:* Fiscal. *P:* Pay.
GVT_COVR_PAY_PD	Required. Indicates the week of each month in which you apply the accrual carryover and determine the disposition of excess leave: *1:* First. *2:* Second. *3:* Third. *4:* Fourth. *5:* Fifth.
GVT_COVR_INTERVALS	Carryover intervals. Not currently used by U.S. federal government users.
GVT_MAX_COVR_ERNCD	Carryover earnings code.
PAY_TERM_PCT	Enter the percent if your policy is to convert leave to pay at a percentage of the rate that is represented by the termination earnings code.
GVT_PAY_TERM_DISP	Required. Indicates how to handle leave upon termination: *P:* Convert to pay. *F:* Forfeit.
GVT_PAY_TERM_ERNCD	Enter the earnings for which employees in an accrual class are eligible when converting accruals to pay.
GVT_USE_OLD_FIRST	Required. Use oldest hours first indicator: *Y* or *N*.
GVT_TRK_NONPAY	Select to track nonpay hours for a WGI.
GVT_ANN_ENTITLE	Select to activate the annual entitlement calculation.

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PS_GVT_ACC_ERNCD - Accrual Earning Codes (USF)

Here are the details of the PS_GVT_ACC_ERNCD record:

Field	Remarks
ERNCD (key)	Required Indicates the earnings code for which you want to keep a leave balance
GVT_HRS_EARN_ADD	Required. Select to add leave to the accumulation of hours earned.
GVT_R_ADJ_HRS_ADD	Required. Select to add to the balance of restored hours taken.
GVT_R_TAK_HRS_ADD	Required. Select to add to the balance of adjusted restored hours: *Y* or *N*.
HRS_TAKEN_ADD	Required. Select to add to the accumulation of hours taken.
SERVICE_HRS_ADD	Required. Select to add to the accumulation of service hours on which accrual rates are based.
ADJUST_HRS_ADD	Required. Select to specify the capability to adjust accrual balances by addition or subtraction.
BOUGHT_HRS_ADD	Add to hours bought. Not currently used by U.S. federal government users.
SOLD_HRS_ADD	Add to hours sold. Not currently used by U.S. federal government users.

PS_GVT_ACC_RT_TBL – Accrual Rate Table (USF)

Here are the details of the PS_GVT_ACC_RT_TBL record:

Field	Remarks
SERVICE_INTERVALS (key)	Enter the length of service.
HOURS_EARNED	Enter the number of hours that accrue per month, year, or pay period.
GVT_SUPPL_HRS	Indicates a fixed number of leave hours to distribute in the last pay period of the year.

PS_GVT_ACCR_PLAN - Employee Accrual Elections (USF)

Here are the details of the PS_GVT_ACCR_PLAN record:

Field	Remarks
COVERAGE_ELECT	Required. Coverage election: *E:* Elect. *T:* Terminate. *W:* Waive.
COVERAGE_ELECT_DT	Required. Leave plan coverage date.
GVT_ALT_WORK_SCHED	Work schedule.
GVT_GFATH_CYOVER	Grandfather carryover.

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PS_GVT_ACCR_LDGR - Accrual Detail Record (USF)

Here are the details of the PS_GVT_ACCR_LDGR record:

Field	Remarks
SERVICE_HRS	Hours that is added to service hours.
HOURS_EARNED	Hours that is earned within the year.
HRS_TAKEN	Hours taken.
GVT_HRS_CASCADED	Hours that are cascaded from another accrual class.
HRS_ADJ	Total hours that are adjusted for the year.
GVT_HRS_BOUGHT	Hours bought. Not currently used by U.S. federal government users.
GVT_HRS_SOLD	Hours sold. Not currently used by U.S. federal government users.
GVT_NONPAY_HRS	Total nonpay hours for the year.
GVT_CR_REDUC_HR	A credit offset that reduces leave hours that are accrued by employees on nonpay status.
GVT_FORFEIT_HRS	Forfeited hours.
GVT_MUSTUSE_HRS	Hours that must be used by the end of the year for leave accrual classes that have expirations.
EXPIRATN_DT	Expiration date of the leave accrual, for leave accrual classes that have expirations.
RATE_AMOUNT	Dollars-per-hour rate at the time the leave accrual was earned.
GVT_CARRYOVER_HRS	Total hours of grand fathered carryover.
GVT_EXPIRE_STATUS	Required. Expiration status.
GVT_EARN_HRS_AVAIL	Earned hours available.
GVT_TAK_HRS_AVAIL	Remaining hours available.

PS_GVT_ACCR_SUMM – Accrual Summary Record (USF)

Here are details of the PS_GVT_ACCR_SUMM record:

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Field	Remarks
GVT_EARN_TYPE	Indicates the accrual type: *AN:* Annual. *BM:* Bone Mar/Organ Donor. *CO:* Compensatory Time. *CR:* Credit Time. *DA:* Deferred Annual. *DS:* Deferred Sick. *FM:* FMLA. *HO:* Home. *LP:* Leave Program. *LW:* LWOP. *MA:* Military (15R). *MB:* Military (22LE). *MC:* Military (44MT). *NP:* Non-Pay. *RC:* Religious Comp Time. *RE:* Restored. *SH:* Shore. *SI:* Sick. *TO:* Time-Off Award.
HRS_CARRYOVER	Hours carried over – previous year.
GVT_SERVICE_YTD	Service Hours YTD.
HRS_EARNED_YTD	Hours earned YTD.
HRS_TAKEN_YTD	Hours taken YTD.
HRS_ADJUST_YTD	Hours adjusted YTD.
HRS_BOUGHT_YTD	Hours bought YTD.
HRS_SOLD_YTD	Hours sold YTD.
GVT_NONPAY_YTD	Hours nonpay YTD.
GVT_CR_REDUC_YTD	Reduction hours YTD.
GVT_FORFEIT_YTD	Forfeit hours YTD.
GVT_MUSTUSE_YTD	Must-use hours YTD.
MAXIMUM_CARRYOVER	Maximum leave carryover.
GVT_GFATH_CYOVER	Grandfather carryover.
GVT_SVC_HRS_REMAIN	Unprocessed service hours.
GVT_R_HRS_1	Restored hours balance.
GVT_R_HRS_TAK_1	Restored hours taken.
GVT_R_EXPIRE_DT_1	Expiration date.
GVT_R_HRS_2	Restored hours balance 2.
GVT_R_HRS_TAK_2	Restored hours taken 2.
GVT_R_EXPIRE_DT_2	Expiration date 2.
GVT_R_HRS_3	Restored hours balance 3.
GVT_R_HRS_TAK_3	Restored hours taken 3.
GVT_R_EXPIRE_DT_3	Expiration date 3.

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Field	Remarks
GVT_ADJ_APPLIED	Adjustment made.
GVT_AUDITED	Audited indicator: *Y* or *N*.
GVT_HRS_BAL	Hours balance.
GVT_USE_OR_LOSE	Maximum carryover excess.
GVT_ANN_HRS_BAL	Projected annual hours balance.
GVT_NEXT_HRS_BAL	Projected next period hours balance.

PS_INS_EARNS_BAL - Insurable Earnings Balance (CAN)

Here are details of the PS_INS_EARNS_BAL record:

Field	Remarks
UI_PERIOD_DT	Required. EI period date (pay period end date).
EARNS_END_DT	Required. Earnings end date (Saturday of each week in the pay period).
UI_PERIODS_PER_YR	EI pay periods per year.
UI_CALC_SEQ	EI calculation sequence.
UI_USE_WKLY	Required. EI use weekly values. Set to *N* if entire pay period is insured. Set to *Y* to revert to weekly rules of insurability. For EI period dates of January 1, 1997, or later, set to *N*.
UI_EARNS_CUR	Total insurable earnings in this EI period.
UI_EQUIV_WEEKS_CUR	Total number of weeks in this insured EI period. If all weeks in a biweekly cycle are insured, this is *2*. If all weeks in a monthly cycle are insured, it is *4.33*. For EI period dates of January 1, 1997, or later, leave this field blank.
UI_EE_PREMIUM_CUR	Current employee premium.
UI_ER_RT	EI employer rate.
UI_WKLY_EARNS	EI earnings this week (no limit). All earnings that fall between Sunday and Saturday.
UI_WKLY_HOURS	EI hours this week.
ROE_NBR	ROE number (normally blank).
INS_EARNS_AMENDED	Required. Insurable earnings amended: *A:* Amended. Next run of PAY124CN changes to *R*. *N:* Not applicable (normal status). *R:* Amended and reported.

PS_LEAVE_ACCRUAL - Leave Accrual

Here are details of the PS_LEAVE_ACCRUAL record:

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Field	Remarks
PLAN_TYPE	*50:* Sick. *51:* Vacation. *52:* Personal. *53:* Family and medical leave.
ACCRUAL_PROC_DT	Last time you ran the Leave Accruals Processing COBOL SQL process (FGPACCRL). You can leave this field blank.
SERVICE_HRS	Accumulated service hours used to calculate an employee's accrual. If your accrual is based on length of service, you can leave this field blank.
HRS_CARRYOVER	Accrual hours carried over from the previous year.
HRS_EARNED_YTD	Number of hours accrued this year.
HRS_TAKEN_YTD	Number of hours taken for each plan.
HRS_ADJUST_YTD	Number of hours used to adjust an employee's plan balance. Can be left blank.
HRS_BOUGHT_YTD	Number of hours that an employee bought during the year.
HRS_SOLD_YTD	Number of hours that an employee sold during the year.
SERVICE_HRS_UNPROC	Service hours that have accumulated in payroll, but have not yet been updated by the Leave Accruals Processing process. Leave blank.
HRS_TAKEN_UNPROC	Taken hours that have accumulated in payroll, but have not yet been updated by the Leave Accruals Processing process. Leave blank.
HRS_ADJUST_UNPROC	Adjusted hours that have accumulated in payroll, but have not yet been updated by the Leave Accruals Processing process. Leave blank.
HRS_BOUGHT_UNPROC	Bought hours that have accumulated in payroll, but have not yet been updated by the Leave Accruals Processing process. Leave blank.
HRS_SOLD_UNPROC	Sold hours that have accumulated in payroll, but have not yet been updated by the Leave Accruals Processing process. Leave blank.

PS_ROE - ROE (CAN)

Here are details of the PS_ROE record:

Field	Remarks
UI_PAYABLE_DT	Required. EI premium payable up-to-date.
ROE_SEQ	ROE sequence number.

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Field	Remarks
ROE_PROCESS	Required. *C:* Complete. *D:* Delete. *G:* Generate. *H:* Hold.
ROE_NBR	ROE number.
ROE_NBR_REPL	ROE number amended or replaced.
ROE_DT	Required. ROE date created or completed.
MULTIPLE_JOBS	Employee has multiple jobs (*Y* or *N*).
PAYGROUP	Required. Pay group on the employee's Job data.
JOBCODE	Required. Job code for extraction of job description.
ACTION	Required. Indicates valid action code from PS_ACTION_TBL: *ADL:* Additional job. *ASC:* Assignment completion. *ASG:* Assignment. *DEM:* Demotion. *DTA:* Data change. *FSC:* Family status change. *HIR:* Hire. *INT:* Completion of introductory Per. *JED:* Earnings distribution change. *JRC:* Job reclassification. *LOA:* Leave of absence. *LOF:* Layoff. *LTD:* Long-term disability with pay. *LTO:* Long-term disability. *PAY:* Pay rate change. *PLA:* Paid leave of absence. *POS:* Position change. *PRB:* Probation. *PRC:* Completion of probation. *PRO:* Promotion.

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Field	Remarks
ACTION (continued)	*REC:* Recall from suspension or layoff. *REH:* Rehire. *RET:* Retirement. *RFD:* Return from disability. *RFL:* Return from leave. *RWP:* Retirement with pay. *STD:* Short-term disability with pay. *STO:* Short-term disability. *SUS:* Suspension. *TER:* Termination. *TWB:* Terminated with benefits. *TWP:* Termination with pay. *XFR:* Transfer.
ACTION_REASON	Valid Reason Code from PS_ACTN_REASON_TBL.
ROE_ISSUER_ID	EMPLID of issuer.
ROE_CONTACT_ID	EMPLID of contact.
FIRST_DATE_WORKED	Required. First date worked.
LAST_DATE_WORKED	Required. Last date worked.
PD_LEAVE_START_DT	Paid leave start date.
PD_LEAVE_INTERVAL	Required. Paid leave interval. Duration interval: *D:* Daily. *W:* Weekly.
PD_LEAVE_AMT	Paid leave amount.
EXPECTED_RETURN_DT	Expected return date.
NOT_RETURNING	Not returning (*Y* or *N*).
OVRD_HRS	To override the system-calculated hours for this ROE.
BUSINESS_UNIT	Required. Business unit on the employee's Job data.
SETID_JOBCODE	SetID for the job code.
COMMENTS	Comments.

PS_TAX_BALANCE - Tax Balance (USA)

Here are details of the PS_TAX_BALANCE record:

Field	Remarks
STATE	For federal taxes, use *$U*. For state and local taxes, use the two-character state code.
LOCALITY	For federal and state taxes, leave blank. Otherwise, use the PS local tax code.

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Field	Remarks
TAX_CLASS	Use the following values for each tax: *A:* Non-resident alien (1042). *B:* Local employer and employee. *C:* Earned income credit. *D:* OASDI or disability – employee. *E:* OASDI or disability – employer. *F:* FICA Medicare Hospital Insurance - employee. *G:* OASDI/EE- tips. *H:* Withholding. *J:* OASDI/ER- tips. *K:* Excise. *L:* NJ Supl Workforce Admin Fund. *M:* New Jersey WFDP. *N:* New Jersey HCSF. *P:* Emergency and Municipal Service tax. *Q:* FICA Med Hospital Ins/ER. *R:* Local employer. *S:* Unemployment - special. *T:* FICA Med Hospital Ins/EE- tips. *U:* Unemployment ER. Use for employer-paid federal and state unemployment taxes. *V:* Unemployment EE. Use for employee-paid state unemployment. *W:* Voluntary Disability Plan – employee. *X:* Voluntary Disability Plan – employer. *Z:* FICA Med Hospital Ins/ER-tips.
NLGRS_YTD*	YTD no-limit gross wages.
NLGRS_QTD* NLGRS_MTD*	Not required, if going live at quarter start.
TXGRS_YTD	Enter the amount, up to the taxable limit.
TXGRS_QTD TXGRS_MTD	Not required, if going live at quarter start.
TAX_YTD	Enter the tax amount taken.
TAX_QTD TAX_MTD	Not required, if going live at quarter start.

* These fields are required only for taxes that impose a limit, such as FICA, FUT, SUT, and SDI. Leave these fields blank for all other taxes. The no-limit gross is the dollar amount of the taxable gross, as if there are no limits. For example, Mark receives one fully taxable payment this year on January 15 for 50,000 USD. The taxable gross for FUT is 7,000 USD, whereas the no-limit gross is 50,000 USD. PeopleSoft state quarterly tax reports typically use the **No Limit Gross** field for reporting wages, so this field is very important.

Generating Control Totals

This topic discusses how to generate control totals.

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To ensure an accurate conversion, generate control totals from the previous system and accounting records before you begin converting data.

The following totals are usually sufficient to detect problems that are encountered during the conversion process:

U.S.	Canada
Gross wages (all payroll-processed earnings).	Gross wages (all payroll-processed earnings).
Federal W-2, FICA and FUTA wages.	Taxable wages.
Withheld tax totals by each tax type (FWT, SWT by state, FICA, SDI, and so on).	Withheld tax totals by each tax type (CIT, QIT, CPP, QPP, and EI).

(USA) Converting Tax Balances in Mid-Year Conversions

This topic provides an overview of issues related to converting tax balances mid-year, and discusses how to:

- Convert federal taxable wages for part-year New York City (NYC) residents.
- Convert tax balances for employees paid in multiple tax jurisdictions.

Mid-year conversion of tax balances without converting the actual check detail to Payroll for North America can produce inaccurate year-end results for two SQR processes:

- Year-End NYC Part Year Resident Allocation SQR report (TAX909NY).
- Year-End Jurisdiction Split SQR report (TAX911LD).

These processes use the check detail to determine the amounts for year-end reporting. If you do not convert the check detail, the results from TAX909NY and TAX911LD may not be correct on the W-2 forms or annual magnetic media files.

The level of detail required for these reports is not available on the balance records, and can only be found on the paycheck detail record.

This topic provides suggestions for working around this limitation.

Converting Federal Taxable Wages for Part-Year NYC Residents

The TAX909NY.SQR:

- Identifies employees who were part-year New York City residents
- Sums the federal taxable wages paid to these employees from their check detail records that indicate New York City residency status.

The SQR selects only check detail because PeopleSoft can determine resident or non-resident status only from PS_PAY_TAX on each check. The TAX_BAL tables do not store this level of detail.

You can use one of these methods to resolve this issue:

- Update PS_R_TAX909NY.

  Calculate the wages and update this temporary table for collection of YTD taxable gross wages for NYC residents before you run TAX910LD.
- Calculate the wages and update the NYC WAGES data in the PS_YE_AMOUNTS after running TAX910LD.

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If you run the TAX910LD again after the update, your entries will be overridden.

- Set the NYC wages equal to the NY State wages.

  This method would definitely result in some errors but might acceptable if you have a small number of NYC employees.

> **Note**
>
> Even if you run SQR TAX910LD multiple times, you must run TAX909NY only once, to load the table PS_R_TAX909NY. These updates must be done before you run TAX910LD. It is not necessary to run TAX909NY multiple times unless you make changes to employees that have NYC year-end data. TAX910LD reads the PS_R_TAX909NY table each time it's run.

Converting Tax Balances for Employees Paid in Multiple Jurisdictions

The TAX911LD SQR:

- Identifies employees who were paid in multiple jurisdictions (United States, Puerto Rico, American Samoa, Guam, or the U.S. Virgin Islands) in the same tax year.
- Allocates earnings and/or deductions to the correct jurisdiction's year-end data record based on the employee check detail.

The SQR selects only check detail because Payroll for North America does not track earnings and deductions by jurisdiction, except from PS_PAY_DED on each check. The DED_BAL tables do not store this level of detail.

To resolve this issue manually (not using the TAX911LD SQR), determine which earnings and deductions must be reported by each jurisdiction. These earnings and deductions can be found on the Tax Form Definition table for boxes 12 and/or 14. Update the PS_YE_AMOUNTS table by indicating the territory in the **State** field and the amount of the earnings or deductions in the appropriate boxes 12 and/or 14.

The available values in the **State** field are:

- $U: U.S.
- $UAS: American Samoa
- $UGU: Guam
- $UPR: Puerto Rico
- $UVI: Virgin Islands

If the TAX910LD or TAX911LD are run after the manual changes, your data will be overwritten.

> **Note**
>
> You must run TAX911LD immediately following each and every run of TAX910LD.

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Using SQRs

The Tax Summary - Federal report (TAX010FD) provides total U.S. federal W-2, OASDI, and UI wages from the tax balance tables.

The Quarterly Federal Tax Summary report (TAX007) provides detailed quarterly employee data that can be helpful during a mid-quarter conversion.

Related Topics

- PeopleSoft Payroll for North America Reports: A to Z
  Tables in this topic list the Payroll for North America reports, sorted by report ID.

Using Year-End Processing

PeopleSoft year-end functionality is designed to be available at any time of the year. To verify a successful conversion, run through a mock year-end process, generating the various year-end audit reports.

Related Topics

- Understanding Year-End Processing Instructions
  Payroll for North America is designed to help you efficiently organize and process year-end data and reports.

(CAN) Converting ROE Data

This topic discusses how to convert ROE data.

Payroll for North America generates ROEs for your employees, if the data is available. The system updates PS_INS_EARNS_BAL during the Pay Confirmation COBOL SQL process (PSPCNFRM), so after the system has been in production long enough, the ROE Creation process uses data that is generated by Payroll for North America. Until then, you have two options:

- Convert all the necessary data.
- Manually combine the PeopleSoft ROE with the previous system data.

The Create Record of Employment SQR Report process (PAY124CN) uses the following records:

- PS_INS_EARNS_BAL
- PS_JOB
- PS_ROE
- PS_PAYGROUP_TBL
- PS_EMPLOYMENT
- PS_PERSONAL_DATA

Consequently, you must convert all of these records accurately to have the system produce an accurate ROE.

Related Topics

- Understanding ROEs
  This topic discusses:

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Reviewing the Parallel Test Checklist

Parallel Test Checklist

The following are some guidelines for parallel testing:

- Apply the most recent tax updates before proceeding with parallel testing.
- Rerun each audit procedure after each test run.
- Reconcile the results of each procedure run during parallel testing to your current payroll system.
- Test the direct deposit transmittal process thoroughly.

  Create the transmittal file or report and test receipt by processing agency.
- If your organization requires multijob or single check processing, set up your test conditions during parallel testing to reflect this.

Consider using the table in this topic as a checklist to determine when the parallel phase of your payroll implementation is complete.

> **Note**
>
> (CAN) Canadian Structured Query Reports (SQRs) contain the ending CN (for example, PAY001CN).

> **Note**
>
> (USF) Federal SQRs begin with FG (for example, FGPY001).

Process	Task	Program	Expected Result	Target Date	Initials
Preproduction Clean Up				_____	_____
Load Data	Time Input	Runtime Input Process	Job completed	_____	_____
			Data reconciled to current system	_____	_____
Verify Data	Run Audit Programs	PreSheet Audit PAY034	Confirms data complete for creating paysheets	_____	_____

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Process	Task	Program	Expected Result	Target Date	Initials
			Paysheets created	_____	_____
On-Cycle Testing	Run Paysheets		Job completes	_____	_____
Verify Data	Run Audit Programs	Precalculation PAY035	Confirms payroll key data correct for running calculations	_____	_____
	Run Preliminary Payroll Calculation	PAY001 Deduction Register PAY001CN		_____	_____
	Run Reports for Payroll Calculation	PAY002 Payroll Register		_____	_____
		PAY006 Other Earnings Register		_____	_____
		PAY008 Deductions Not Taken		_____	_____
		PAY011 Payroll Error Messages		_____	_____
		PAY021 Employer Benefit Contributions PAY021CN		_____	_____
		An iterative series of steps: run until each report is error-free	Data reconciles to current system on subsequent report runs	_____	_____
	Correct invalid data shown by reports		Job completes	_____	_____
	Re-run preliminary payroll calculation			_____	_____
	Re-run reports for payroll calculation		Job completes error free	_____	_____
	Run final payroll calculation		Job completes error free	_____	_____

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Process	Task	Program	Expected Result	Target Date	Initials
	Run payroll confirmation	PAY001 Deduction Register PAY001CN	Each report completes	_____	_____
	Run final payroll confirmation reports	PAY002 Payroll Register	Each report reconciles to current system	_____	_____
Verify Data	Run Audit Programs	PAY036 Preconfirm Audit	Confirms that Pay Data is Correct Before Confirming Payroll	_____	_____
		PAY003 Check Print PAY003CN PYCHKUSA Create Check PDF PYCHQCAN	In the required format	_____	_____
		PAY004 Check Register		_____	_____
		DDP005 Direct Deposit Prenotification		_____	_____
		DDP006 Direct Deposit Prenote Memo		_____	_____
		DDP001 Direct Deposit Create file DDP001CN PY_DIRDEP	Transmittal file produced in the correct format	_____	_____
		DDP002 Direct Deposit Register		_____	_____
		DDP003 Direct Deposit Advice Print DDP003CN PYDDAUSA Create Advice PDF PYDDACAN		_____	_____
		DDP004 Direct Deposit Advice Register		_____	_____

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Process	Task	Program	Expected Result	Target Date	Initials
	Process Payroll Savings – Canada	PAY132CN Canada Payroll Savings File	Transmittal file produced in the correct format	_____	_____
		PAY005 Cost Center		_____	_____
		PAY006 Other Earnings Register		_____	_____
		PAY007 Deductions in Arrears		_____	_____
		PAY008 Deductions Not Taken		_____	_____
		PAY010 Employees Not Processed		_____	_____
		PAY015A Check Reconciliation		_____	_____
		PAY015B Check Reconciliation Report		_____	_____
		PAY018 Payroll Summary PAY018CN		_____	_____
		PAY021 Employer Benefit Contributions PAY021CN		_____	_____
		TAX001 Tax Deposit Summary TAX003CN		_____	_____
			Check numbers are reassigned	_____	_____
	Perform paycheck reprint process		Balance records are removed from the balance tables	_____	_____
	Delete balances		All payroll records updated with manually derived data	_____	_____

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Process	Task	Program	Expected Result	Target Date	Initials
Off-Cycle Processes	Perform manual payroll check print			_____	_____
	Create Online Check			_____	_____
	Disable direct deposit			_____	_____
	Perform gross up process	Override	Jobs complete	_____	_____
	Calculate one-time deductions	Addition		_____	_____
		Refund		_____	_____
		Arrears Payback		_____	_____
		Override	Jobs complete	_____	_____
	Calculate one-time garnishment	Suspend		_____	_____
		Override	Jobs complete	_____	_____
	Calculate one-time tax data	Refund		_____	_____
		Addition		_____	_____
			Balance records show negative entries for reversal	_____	_____
	Perform paycheck reversal			_____	_____
	Perform paycheck adjustment			_____	_____
	Run preliminary payroll calculation for off-cycle	PAY001 Deduction Register PAY001CN		_____	_____
	Run reports for preliminary payroll calculation for off-cycle	PAY002 Payroll Register		_____	_____

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Process	Task	Program	Expected Result	Target Date	Initials
	(USF) Run Electronic Certification	FGPY004 ECS Interface **Important:** PeopleSoft ECS (Electronic Certification System) interface process is no longer supported as a feature to create treasury files for USF customers. It has been replaced by the Treasury Interface functionality. See Setting Up Treasury Interface TAS and BETC Requirements		_____	_____
		PAY006 Other Earnings Register		_____	_____
		PAY008 Deductions Not Taken		_____	_____
		PAY010 Employees Not Processed		_____	_____
		PAY011 Payroll Error Message		_____	_____
	Run final payroll calculation for off-cycle			_____	_____
	Run off-cycle confirmation	DDP005 Direct Deposit Prenotification		_____	_____
	Run reports for off-cycle confirmation	DDP006 Direct Deposit Prenote Memo		_____	_____
		DDP001 Direct Deposit Create file DDP001CN PY_DIRDEP		_____	_____

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Process	Task	Program	Expected Result	Target Date	Initials
		DDP002 Direct Deposit Register		_____	_____
		DDP003 Direct Deposit Advice Print		_____	_____
		DDP003CN			
		PYDDAUSA Create Advice PDF			
		PYDDACAN			
		DDP004 Direct Deposit Advice Register		_____	_____
		PAY001 Deduction Register		_____	_____
		PAY001CN			
		PAY002 Payroll register		_____	_____
		PAY003 Check Print		_____	_____
		PAY003CN			
		PYCHKUSA Create Check PDF			
		PYCHQCAN			
		PAY004 Check Register		_____	_____
		PAY005 Cost Center		_____	_____
		PAY006 Other Earnings Register		_____	_____
		PAY007 Deductions in Arrears		_____	_____
		PAY008 Deductions Not Taken		_____	_____
		PAY015A Check Reconciliation		_____	_____
		PAY015B Check Reconciliation Report		_____	_____

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Process	Task	Program	Expected Result	Target Date	Initials
		PAY018 Payroll Summary PAY018CN		_____	_____
		TAX001 Tax Deposit Summary TAX003CN		_____	_____
	(USF) Run interface programs	FGPY004, ECS Interface; FGPY001, RITS INTERFACE; FGPY002, TSP Interface; FGPY003, Treasury / FRB Bond Interface; FGPY006, FGPY007, FGPY008, FGPY009, Individual Retirement Records **Important:** PeopleSoft ECS (Electronic Certification System) interface process is no longer supported as a feature to create treasury files for USF customers. It has been replaced by the Treasury Interface functionality. See Setting Up Treasury Interface TAS and BETC Requirements		_____	_____
	Compare PeopleSoft and current system data to verify earnings			_____	_____

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Process	Task	Program	Expected Result	Target Date	Initials
	Run quarterly reports			_____	_____
	Run general ledger interface			_____	_____
	Run payroll check print			_____	_____
Special Processes	Leave accrual process	Vacation		_____	_____
		Personal		_____	_____
		Process Adjustments		_____	_____
	(USF) Leave Accrual	Cascading Leave, Annual Entitlement, Accrual Summary Ledger		_____	_____
	Set up prior year calendar			_____	_____
	Run year-end processes			_____	_____
	Test other processes (as applicable)			_____	_____

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(USA) FLSA and Alternative Overtime Calculations

Overview of FLSA Calculations

FLSA calculations apply only to the U.S. The Fair Labor Standards Act of 1937 requires that you pay overtime to nonexempt employees who work more than 40 hours in a week.

> **Note**
>
> Normally, Payroll for North America does not calculate FLSA if the employee does not have at least 40 FLSA hours in the week. For nonexempt or alternative overtime employees working in California, however, FLSA will be paid on all overtime hours, without first having to verify that employees have at least 40 hours of regular earnings. So, if the paysheet shows 30 REG and 10 OT, FLSA will be paid on the 10 hours of OT (overtime).

How you calculate overtime, prorate bonuses, and handle other earnings (such as shift differentials and tips) depends on whether the employees are subject to FLSA standards or exempt from them.

FLSA calculation is affected by the pay frequency. Supported pay frequencies are weekly, biweekly, monthly and semimonthly. Frequency factors that are defined on the Frequency table may be required in converting the amounts from pay period to FLSA period frequency.

> **Note**
>
> Payroll for North America does not calculate a blended FLSA rate for employees working in multiple companies, because each job would have its own FLSA rate.

> **Note**
>
> Payroll for North America does not calculate an FLSA adjustment on a separate on-cycle check that is processed in the same pay run as the regular check. To calculate FLSA for a separate check in the same pay run, it must be an off-cycle check.

Related Topics

- Setting Up for FLSA Calculation
  To set up FLSA period definitions, use the FLSA Period Table (FLSA_PERIOD_TBL) component.

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Terms and Definitions

These definitions aid in the discussion of FLSA calculations:

Term	Definition
FLSA rate	FLSA rate = (regular period pay + overtime pay at contractual + total other FLSA eligible earnings) / total FLSA eligible hours. **Note:** If an employee's FLSA rate is less than the minimum wage, the minimum wage (federal, state, or jurisdiction if the **Minimum Wage Jurisdiction** option is enabled in the employee's pay group, whichever is the highest) is used for overtime compensation rather than the FLSA rate. See Also Understanding Minimum Wages for Jurisdictions.
Contractual rate	Equivalent to the hourly rate or compensation rate.
Premium	The extra amount of the contractual rate paid for overtime, stated as a percentage. The FLSA premium is fixed at 0.5.

Multiplication Factors in FLSA Calculations

This topic discusses:

- Example of contractual overtime with a multiplication factor of 0.5.
- Example of contractual overtime with a multiplication factor of 1.5.
- Example of contractual overtime with a multiplication factor greater than 1.5.

> **Note**
>
> The information in these tables is summarized on the employee paysheet by earnings codes. The FLSA function does not determine overtime rules. In all of the examples in this topic, the **Higher of FLSA/Contractual** (higher of Fair Labor Standards Act/ contractual) option is selected in the **FLSA Rule** group box on the FICA/Tax Details page that is accessed from the Company - Default Settings page.

Example of Contractual Overtime with a Multiplication Factor of 0.5

When using a multiplication factor of 0.5 for overtime, you must either set up a companion earnings with a multiplication factor of 1.0 to record the straight-time hours, or include the straight-time hours with the regular hours.

This example includes the straight-time hours in a companion earnings:

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Item	Description
Employee	David
Contractual hourly rate	12.00 USD
Workday	8 hours
FLSA period	7 days
Pay period	Weekly

Contractual Calculation

Earnings Code	Hours	Rate	Earnings
Regular	40	12.00 USD	480.00 USD
Overtime at 0.5	6.5	6.00 USD = 12.00 USD × 0.5	39.00 USD
Overtime at 1.0	6.5	12.00 USD	78.00 USD
Shift 2 differential	12	3.25 USD	39.00 USD
Shift 2 overtime at 0.5	2	7.625 USD = (12.00 USD + 3.25 USD) × 0.5	15.25 USD
Shift 2 overtime at 1	2	15.25 USD = 12.00 USD + 3.25 USD	30.50 USD

David's contractual premium pay is 54.25 USD:

- 12.00 USD × 0.5 × 6.5 overtime hours = 39.00 USD.
- 15.25 USD × 0.5 × 2.0 shift overtime hours = 15.25 USD.

FLSA Calculation

Earnings Code	Hours	Straight-Time Rate	Straight-Time Earnings
Regular	40	12.00 USD	480.00 USD
Overtime at 1.0	6.5	12.00 USD	78.00 USD
Shift 2 differential		3.25 USD	39.00 USD
Shift 2 overtime at 1.0	2	15.25 USD	30.50 USD
Totals	48.5		627.50 USD

Calculations:

- FLSA rate:

  12.9381 = 627.50 USD / 48.5 total weekly hours.
- Premium pay:

  54.98 USD = 12.9381 USD × 0.5 × 8.5 overtime hours.

Because the FLSA overtime premium of 54.98 USD is greater than the contractual premium of 54.25 USD, use the FLSA rate to calculate David's overtime for the week.

Example of Contractual Overtime with a Multiplication Factor of 1.5

This example shows the calculation and comparison of the contractual and FLSA premiums:

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Item	Description
Employee	Laura
Contractual hourly rate	12.00 USD
Workday	8 hours
FLSA period	7 days
Pay period	Weekly

Contractual Calculation

Earnings Code	Hours	Rate	Earnings
Regular	40	12.00 USD	480.00 USD
Overtime at 1.5	6.5	18.00 USD = 12.00 USD × 1.5	117.00 USD
Shift 2 differential	12	3.25 USD	39.00 USD
Shift 2 overtime at 1.5	2	22.875 USD = (12.00 USD + 3.25 USD) × 1.5	45.75 USD

Laura's contractual premium pay is 54.25 USD:

- 12.00 USD × 0.5 × 6.5 overtime hours = 39.00 USD.
- 15.25 USD × 0.5 × 2.0 shift overtime hours = 15.25 USD.

FLSA Calculation

Earnings Code	Hours	Straight-Time Rate	Straight-Time Earnings
Regular	40	12.00 USD	480.00 USD
Overtime at 1.0	6.5	12.00 USD	78.00 USD
Shift 2 differential		3.25 USD	39.00 USD
Shift 2 overtime at 1.0	2	15.25 USD	30.50 USD
Totals	48.5		627.50 USD

Calculations:

- FLSA rate:

  12.9381 USD = 627.50 USD / 48.5 total weekly hours.
- Premium pay:

  54.98 USD = 12.9381 USD × 0.5 × 8.5 overtime hours.

Because the FLSA overtime premium of 54.98 USD is greater than the contractual premium of 54.25 USD, use the FLSA rate to calculate Laura's overtime for the week.

Example of Contractual Overtime with a Multiplication Factor Greater Than 1.5

This example shows the calculation and comparison of the contractual and FLSA premiums:

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Item	Description
Employee	Jane
Contractual hourly rate	12.00 USD
Workday	8 hours
FLSA period	7 days
Pay period	Weekly

Contractual Calculation

Earnings Code	Hours	Rate	Earnings
Regular	40	12.00 USD	480.00 USD
Overtime at 1.5	3.5	18.00 USD = 12.00 USD × 1.5	63.00 USD
Overtime at 2.0	4.5	24.00 USD (= 12.00 USD × 2)	108.00 USD
Shift 2 differential	16	3.25 USD	52.00 USD
Shift 2 overtime at 1.5	2	22.875 USD = (12.00 USD + 3.25 USD) × 1.5	45.75 USD

Jane's contractual premium pay is 90.25 USD:

- 12.00 USD × 0.5 × 3.5 overtime hours = 21.00 USD.
- 12.00 USD × 1 × 4.5 overtime hours = 54.00 USD.
- 15.25 USD × 0.5 × 2.0 shift overtime hours = 15.25 USD.

FLSA Calculation

Earnings Code	Hours	Straight-Time Rate	Straight-Time Earnings
Regular	40	12.00 USD	480.00 USD
Overtime at 1.0	3.5	12.00 USD	42.00 USD
Overtime at 1.0	4.5	12.00 USD	54.00 USD
Shift 2 differential	0	3.25 USD	39.00 USD
Shift 2 overtime at 1.0	2	15.25 USD	30.50 USD
Totals	50		645.50 USD

Calculations:

- FLSA rate:

  12.91 USD = 645.50 USD / 50 total weekly hours.

- Premium pay:

  12.91 USD × 0.5 × 10 overtime hours = 64.55 USD.

Because the contractual overtime premium of 90.25 USD is greater than the FLSA premium of 64.55 USD, use the contractual rates to calculate Jane's overtime.

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FLSA Rates for Hourly and Exception Hourly Employees

This topic discusses:

- FLSA rates for hourly employees.
- Example of Hourly FLSA calculation.

> **Note**
>
> Calculations are different for exception hourly employees paid monthly or semimonthly.

See FLSA Rates for Monthly and Semimonthly Exception Hourly Employees.

FLSA Rates for Hourly Employees

The examples in this topic compare premium amounts, rather than rates. The premium is the amount over the regular rate that an employee earns by working overtime. The system adds this to the contractual rate for the overtime hours that an employee works.

If an hourly employee has only regular earnings, the FLSA regular rate is the same as the contractual hourly rate (that is, the rate at which you contracted to pay the employee for a job). If the employee has other included earnings (such as bonuses, shift differentials, multiple pay rates in the same FLSA period, or overtime), the system calculates the FLSA regular rate as shown in the examples in this topic, with the exception of overtime pay for workweeks with fewer than 40 hours.

Example of Hourly FLSA Calculation

The information in these tables is summarized on the employee paysheet by earnings codes. The FLSA function does not determine overtime rules. In this example, the **Higher of FLSA/ Contractual** option is selected in the **FLSA Rule** group box on the FICA/Tax Details page that is accessed from the Company - Default Settings page.

This is the general FLSA formula that also applies to exception hourly weekly and biweekly employees:

- FLSA rate = (regular period pay + overtime pay at contractual + total other FLSA eligible earnings) / total FLSA eligible hours
- FLSA overtime premium = overtime hours × .5 × FLSA rate

Item	Description
Employee	Sam
Contractual hourly rate	6.00 USD
Workday	8 hours
FLSA period	7 days
Pay period	Weekly
Bonus	12.00 USD

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Contractual Calculation

Earnings Code	Hours	Rate	Earnings
Regular	40	6.00 USD	240.00 USD
Overtime at 1.5	6	9.00 USD = 6.00 USD × 1.5	54.00 USD
Bonus			12.00 USD

Sam's contractual premium pay:

18.00 USD = 6.00 USD × 0.5 × 6 overtime hours.

If Sam's regular rate is less than the minimum wage, you must calculate his overtime using the highest of the jurisdiction (if the **Minimum Wage Jurisdiction** option is enabled in the employee's pay group), state or federal minimum wage. Jurisdiction minimum wage data is stored in the Minimum Wage Jurisdiction table, and state and federal minimum wage data is stored in the Federal/State Tax table.

Sam's bonus might cover a work period that exceeds the current pay period.

FLSA Calculation

Earnings Code	Hours	Straight-Time Rate	Straight-Time Earnings
Regular	40	6.00 USD	240.00 USD
Overtime at 1.0	6	6.00 USD	36.00 USD
Bonus			12.00 USD
Totals	46		288.00 USD

The Minimum Wage Jurisdiction feature is turned off in this example.

Calculations:

- FLSA rate:

  6.26 USD = 288.00 USD / 46 total weekly hours.
- Premium pay:

  18.78 USD = 6.26 USD × 0.5 × 6 overtime hours.

Because the FLSA overtime premium of 18.78 USD is greater than the contractual premium of 18 USD, use the FLSA rate to calculate Sam's overtime.

FLSA Rates for Hospital Employees

Hospitals and nursing homes can enter into agreements with employees under which they use a 14 consecutive day period, rather than a seven-day period, as the basis for calculating overtime. The FLSA formula is the same as hourly employees.

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> **Note**
>
> You must select the FLSA calendar with 14 FLSA period in days on the FLSA Period Definition page. For the FLSA feature to work, you must pay the 8/80 employees biweekly. When you pay some employees 8/80 and some on a seven-day period, you must assign employees to separate pay groups, based on the FLSA method of calculating premium pay.

Item	Description
Employee	Bill
Contractual hourly rate	12.00 USD
Workday	8 hours
FLSA period	14 days

Contractual Calculation

Earnings Code	Hours	Rate	Earnings
Regular	76	12.00 USD	912.00 USD
Overtime at 1.5	6.5	18.00 USD = 12.00 USD × 1.5	117.00 USD
Shift 2 differential	40	3.25 USD	130.00 USD
Shift 2 overtime at 1.5	4	22.875 USD = (12.00 USD + 3.25 USD) × 1.5	91.50 USD
Sick pay, shift 2	4	15.25	61.00 USD
Total wages			1311.50 USD

Bill's contractual premium pay is 69.50 USD:

- 12.00 USD × 0.5 × 6.5 overtime hours = 39.00 USD.
- 15.25 USD × 0.5 × 4.0 shift overtime hours = 30.50 USD.

FLSA Calculation

Earnings Code	Hours	Straight-Time Rate	Straight-Time Earnings
Regular	76	12.00 USD	912.00 USD
Overtime at 1.0	6.5	12.00 USD	78.00 USD
Shift 2 differential	0	3.25 USD	130.00 USD
Shift 2 overtime at 1.0	4	15.25 USD	61.00 USD
Sick pay, shift 2	0		0.00 USD (not used to calculate FLSA regular rate)
Totals	86.50		1181.00 USD

Calculations (Only use total hours of 86.50 worked for FLSA regular rate. Shift hours are already included in regular, and sick hours are not used):

- FLSA rate:

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13.653 USD = 1181.00 USD / 86.50 total pay period hours.

- Premium pay:

  71.67 USD = 13.653 USD × 0.5 × 10.5 total pay period overtime hours.

Because the FLSA overtime premium of 71.67 USD is greater than the contractual premium of 69.50 USD, use the FLSA rate to calculate Bill's overtime.

FLSA Rates for Salaried Employees

This topic provides examples of the three ways to calculate FLSA regular rates for salaried, nonexempt employees:

- Rates for fixed salaried hours.
- Rates for unspecified salaried hours.
- Basic Rate Formula for fixed salaried hours.

> **Note**
>
> Do not enter a salaried employee's compensation rate as an hourly rate (hourly frequency) in the **Compensation Rate** field on the Job Data – Compensation page. Under some conditions, doing so causes the system to pay minimum wage in place of the FLSA rate.

Fixed Salaried Hours

For fixed salaried hours, the FLSA Rate uses Standard Hours from Job Data and uses the Multiplication Factor of 1.5:

- FLSA Rate = (Regular Period Pay + Total Other FLSA Eligible Earnings) / Standard Hours.
- FLSA Overtime Pay = Overtime Hours × 1.5 × FLSA Rate.
- Weekly Wage Equivalent = Regular Period Pay × Pay Period Frequency Factor / Weekly Frequency Factor.

  If the employee doesn't work the whole FLSA work week, then the Weekly Wage equivalent will be prorated by the number of days worked divided by total work days in the week.

In this example Mary has Standard Hours of 40-hour workweek and work week of five days. The number of actual working days in the month does not matter, because for FLSA premium purposes, Mary's salary is calculated as a weekly wage. With Mary's Monthly Pay Period Earnings of 1200 USD, her Weekly Wage Equivalent is 276.92 USD (1200 USD × 12 / 52).

Employee	Pay Period Earns	Weekly Wage Equivalent	Hours Per Week	FLSA Regular Rate
Mary	1200.00 USD	276.92 USD	40	6.92 USD = 276.92 / 40

Mary worked two hours of overtime in week one and four hours of overtime in week three. She is entitled to overtime pay of 62.28 USD (6.92 USD × 1.5 × 6 hours). Her total check for the month is 1262.28 USD.

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If Mary receives a bonus of 50 USD for week one, her hourly rate of pay for that week is 8.17 USD (= 276.92 USD + 50 USD / 40). She receives overtime pay of 24.51 USD (8.17 USD × 1.5 × 2) for week one and 41.52 USD (6.92 USD × 1.5 × 4) for week three. Her total check for the month is 1316.03 USD.

> **Note**
>
> The multiplication factor used to calculate the overtime is 1.5, rather than 0.5, because the straight-time portion of the overtime is not used to determine the FLSA rate.

The **Additional Information** group box of the FLSA Pay Data page displays the standard hours in **FLSA Hours** and the weekly wage equivalent earnings in **FLSA Earns.**

Unspecified Salaried Hours

For salaried unspecified hours, FLSA Rate uses actual hours worked and multiplication factor of .5:

- FLSA Rate = (Regular Period Pay + Total Other FLSA Eligible Earnings) / Total Hours Worked.
- FLSA Overtime Premium Pay = Overtime Hours × .5 × FLSA Rate.

  If the employee is paid Monthly or Semimonthly, the Weekly Wage Equivalent needs to be calculated using the same formula as specified for Fixed Hours.

> **Note**
>
> For salaried employees with unspecified hours, the system always ignores the FLSA Rule selected on the Company table and calculates overtime at the FLSA rate, even if it is lower than the contractual rate.

In the following example, Mary receives 1200 USD per month for however many hours her job requires, but she is entitled to overtime if she works more than 40 hours in a week. Her weekly wage equivalent is 276.92 USD (1200 USD × 12 / 52). She works three hours of overtime in week one and five hours of overtime in week three.

FLSA Calculation

Earnings	Week 1	Week 2	Week 3	Week 4
Weekly Wage Equivalent	276.92 USD	276.92 USD	276.92 USD	276.92 USD
Total Hours worked	43 (40 Regular + 3 Overtime Hours)	40 Regular Hours	45 (40 Regular + 5 Overtime Hours)	40 Regular Hours
FLSA rate	6.44 USD = 276.92 USD / 43 hours	6.92 USD = 276.92 USD / 40 hours	6.15 USD = 276.92 USD / 45 hours	6.92 USD = 276.92 USD / 40 hours
FLSA overtime premium	9.66 USD = 6.44 USD × 0.5 × 3 overtime hours	0	15.38 USD = 6.15 USD × 0.5 × 5 overtime hours	0

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Earnings	Week 1	Week 2	Week 3	Week 4
Overtime pay	30.42 USD = (6.92 USD × 3) + 9.66 USD	0	50.00 USD = (6.92 USD × 5) + 15.38 USD	0
Total Pay Earnings	307.35 USD = 276.92 USD + 30.43 USD	276.92 USD	326.92 USD = 276.92 USD + 50.00 USD	276.92 USD

If Mary receives a bonus of 50 USD for week one, her FLSA hourly rate of pay for that week is 7.60 USD ((276.92 USD + 50 USD) / 43). The FLSA overtime premium is 11.40 USD (7.60 USD × 0.5 × 3). She receives overtime pay of 32.16 USD ((6.92 USD × 3) + 11.40).

The **Additional Information** group box of the FLSA Pay Data page displays the weekly wage equivalent earnings in **FLSA Earns.**

Basic Rate Formula for Fixed Salaried Hours

The Department of Labor allows the use of a Basic Rate Formula to calculate the regular rate of pay for semimonthly or monthly salaried employees, if the employee agrees. With the Basic Rate Formula, you calculate a salaried employee's FLSA rate using the following formula:

- FLSA rate = pay period salary / number of days in the pay period / number of hours in a normal workday.
- FLSA overtime pay = overtime hours × 1.5 × FLSA rate.

The workday hours come from the employee's Job Data record:

Employee	Pay Period Earnings	Days in Period	Workday Hours	FLSA Regular Rate
Mary	1200.00 USD	23	8 hours	6.52 USD = 1200 USD / 23 / 8

Mary works two hours of overtime in week one and four hours of overtime in week three. She is entitled to overtime pay of 58.68 USD (6.52 USD × 1.5 × 6 hours). Her total check for the month is 1258.68 USD. In a month with only 20 workdays, Mary's FLSA rate is 7.50 USD (1200 USD / 20 / 8). If she works six hours of overtime, her overtime pay is 67.50 USD (7.50 USD × 1.5 × 6 hours) and her total check for the 20-day month is 1267.50 USD.

If Mary receives a bonus of 50 USD in a month with 20 workdays, her FLSA rate is 7.81 USD ((1200 USD + 50 USD) / 20 / 8). If she works six hours of overtime, her overtime pay is 70.29 USD (7.81 USD × 1.5 × 6 hours) and her total check for the month is 1320.29 USD.

The **Additional Information** group box of the FLSA Pay Data page displays the days in period, work day hours, and pay period earnings.

FLSA Rates for Monthly and Semimonthly Exception Hourly Employees

This topic discusses monthly exception hourly FLSA calculation, and provides an example.

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Monthly Exception Hourly FLSA Calculation

Exception hourly employees that are paid semi-monthly or monthly must be set up with the Compensation Rate, Frequency of semi-monthly or monthly. For monthly or semimonthly pay periods, the COBOL uses the annualized allocation of standard hours and rate for regular earnings. The annualized allocation of standard hours and rate for regular earnings on the paysheet does not reflect the actual hours worked and rate paid for exception hourly employees. The system therefore calculates:

- Total hours worked in pay period = work days in pay period × work day hours from Job Data.
- Pay period average rate = pay period earnings / total hours worked.
- The FLSA regular earnings = pay period average rate × actual hours worked.
- The calculated FLSA regular earnings is the one used in FLSA rate calculation instead of the regular earnings from paycheck.

This topic provides an example of monthly exception hourly FLSA calculation.

> **Note**
>
> For weekly and biweekly pay periods the calculation is the same as the example for hourly employees.

Example of Monthly Exception Hourly FLSA Calculation

This example shows the calculation method when the FLSA period crosses two months.

Period Definitions

This example relates to the following periods:

Period	Begin – End Dates
Pay period (June)	June 1 to June 30
Pay period (July)	July 1 to July 31
Earnings period (June end)	June 28 to June 30
Earnings period (July begin)	July 1 to July 4
FLSA period	June 28 to July 4

Annualized Contractual Allocation

This table shows Mark's annualized allocation of standard hours and rate for regular earnings:

Description	Value	Calculation Formula
Hours per month	173.33	((40 standard hours per week × 52 weeks per year) / 12 months)
Regular earnings per month	2,291.67 USD	

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Description	Value	Calculation Formula
Hourly rate	13.221154 USD	(2,291.67 USD earnings per month / 173.33 hours per month)

Regular Paycheck Earnings by Earnings Period

Earnings Period	Rate Code	Hours	Rate	Earnings	Overtime Hours
June 28 to June 30	TRG (regular)	16.00	13.221154	211.54	5
July 1 to July 4	TRG (regular)	13.33	13.221154	176.24	4

Additional Information on FLSA Pay Data

On Mark's FLSA Pay Data page the following information appears in the **Additional Information** group box for the *Pay Period Average Reg Earns* calculation:

Earnings Period	FLSA Hours	Rate	FLSA Earns	Days in Period	Work Day Hours	Pay Period Earn
June 28 to June 30	16.00	13.020852	208.33	22	8.00	2291.67
July 1 to July 4	24.00	12.454728	298.91	23	8.00	2291.67

In the earnings period July 1 to July 4, 13.33 hours are posted for regular earnings. However, from July 1 to July 4, Mark actually worked three eight-hour days, bringing the total FLSA hours worked to 24, instead of the 13.33 hours posted for regular. This illustrates how the annualized allocation of hours doesn't match the actual hours worked.

FLSA Regular Earnings Calculation

Using the FLSA data as shown in the **Additional Information** group box, the system computes the FLSA regular earnings using pay period average rate as follows:

Calculation	Formula	June	July
Total hours worked in the pay period	work days in pay period × work day hours	22 × 8 = 176	23 × 8 = 184
Pay period average rate	pay period earnings / total hours worked	2291.67 / 176 = 13.020852	2291.67 / 184 = 12.454728
FLSA regular earnings	FLSA hours worked × pay period average rate	16 × 13.020852 = 208.33 USD	24 × 12.454728 = 298.91 USD

FLSA Rate Calculation

After calculating the pay period average regular earnings, the rest of the FLSA processing remains the same. The system uses the FLSA regular earnings amounts to calculate the FLSA rate as follows:

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Earnings Code	Hours	Straight-Time Rate	Straight-Time Earnings
TRG June 28 to June 30	16.00	13.020739 (pay period average rate)	208.33 USD
TRG July 1 to July 4	24.00	12.454565 (pay period average rate)	298.91 USD
TOV	9.00	13.221154 (annualized contractual hourly rate)	118.99 USD
TPB			100.00 USD
Totals	49		726.23 USD

In this case, on the earnings end date of July 4, the total FLSA hours are over 40, so the system processes as follows:

- Divides the total earnings by the total hours to compute the new FLSA rate.

  726.23 USD / 49 = 14.821020.

- Applies the new FLSA rate to the current overtime of four hours, giving overtime premium of 29.64 USD (14.821020 USD × .5 × 4 hours).

  Total overtime pay is 82.52 USD ((4 hours × 13.221154 USD contractual rate) + 29.64 USD FLSA overtime premium).

- Creates a new pay line for the previous period overtime of five hours and applies the new FLSA rate.

  5 × 14.821020 = 103.16.

  FLSA overtime premium is 37.05 USD (14.821020 USD × .5 × 5 hours) and total overtime pay is 103.16 USD ((5 hours × 13.221154 USD contractual rate) + 37.05 USD FLSA overtime premium).

- Reverses the original overtime paid in the previous period at the contractual rate of 13.221154.

  The reversal amount is 99.16 USD (13.221154 USD × 1.5 × 5 hours).

FLSA Requirements for Public Safety Employees

This topic provides an overview of FLSA requirements for public safety employees and discusses:

- Maximum nonovertime hours under 7K exemption (public safety).
- 28 day, 212–hour FLSA period example.
- 14 day, 86–hour FLSA period example.

Understanding FLSA Requirements for Public Safety Employees

The FLSA overtime requirements for public safety employees are different from those of other employees, because a specified number of work hours is needed within the FLSA work period before the FLSA rate can be applied to overtime pay. Their work periods vary from seven to 28 days, depending on the work period. Some police officers and fire protection employees have 28-day work periods; some have 14-day work periods. These employees usually receive pay biweekly and have 28-day FLSA pay periods. They can report overtime hours throughout the FLSA period, but FLSA overtime regulations are not invoked until the employee works more

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than the maximum FLSA hours for the period. After the employee works the maximum FLSA hours for the period, you must pay all overtime over the maximum using the FLSA regular rate.

You must pay overtime to fire protection employees for hours that exceed 212 in a 28-day period. You must pay overtime to law enforcement employees for hours that exceed 171 in a 28-day period. If the work period is fewer than 28 days, the hours are prorated. This enables you to balance work hours over an entire FLSA work period.

Maximum Nonovertime Hours Under 7K Exemption (Public Safety)

For those with work periods of seven to 28 days, the system calculates overtime hours that are reported after an employee's FLSA hours equal the number shown in the following table, published by the Wage and Hour Division, U.S. Department of Labor:

Days in Work Period	Fire Protection	Law Enforcement
28	212	171
27	204	165
26	197	159
25	189	153
24	182	147
23	174	141
22	167	134
21	159	128
20	151	122
19	144	116
18	136	110
17	129	104
16	121	98
15	114	92
14	106	86
13	98	79
12	91	73
11	83	67
10	76	61
9	68	55
8	61	49
7	53	43

Example

A firefighter's work period is 28 consecutive days, and she works 80 hours in each of the first two weeks, 52 hours in week three, and none in week four. Her total work hours of 212 (80 + 80 + 52 + 0) which does not exceed 212 for the 28-day work period.

Therefore, no overtime pay is due.

If the same firefighter has a work period of 14 days, overtime pay is due for 54 hours (160 minus 106 hours, the amount in the table) for the weeks in which she works two consecutive 80 hour weeks.

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Days in work period = 14. Overtime pay is due after 106 hours. Therefore, 54 hours of overtime pay is due.

Example: 28-Day, 212-Hour FLSA Period

Firefighter Jane has a 28-day work period and earns an annual salary of 24,000 USD for all hours worked. For each FLSA period, Jane receives 1,846.15 USD (= 24,000.00 USD / 13).

During the last FLSA period, Jane worked 224 hours (12 more than the maximum of 212). Her regular rate is 8.24 USD (= 1,846.15 USD / 224). Jane's overtime premium is 49.44 USD (= 12 × 8.24 USD × 0.5).

Example: 14-Day, 86-Hour FLSA Period

This police department uses an 86-hour, 14-day work period. Under present city regulations, police officers can receive pay in several earnings codes for hours that exceed 81 in a 14-day period. They can receive:

- Mandatory overtime (MOT)
- Special event overtime (SOT)
- Comp time (CTO)

If the city pays MOT or SOT in the present payment system, this overtime premium for hours up to the FLSA limit of 86 hours can apply as a credit against FLSA liability. For example:

Crediting Overtime Premium Against FLSA Liability

Item	Description
Employee	Joe
Monthly salary	2,631.00 USD
Contractual hourly rate	15.179 USD
Scholastic bonus (biweekly)	18.47 USD
Special assignment pay	30.36 USD
FLSA period	14 day, 86 hours

For a two-week (14-day) pay period, Joe records the following information:

Earnings Code	Description	Hours	Effect on FLSA
REG	Regular	78	Hours and amount
MUP	Move-up	3	Hours and amount
MOT	Mandatory overtime	2	Hours and amount
SOT	Special event overtime	4	Hours and amount
CTO	Comp time	2	None
SCK	Sick leave	2	None
Total		91	

Because all of the earnings except SCK and CTO are eligible, the total eligible FLSA hours is 87. Because this is one hour more than the police officer's limit of 86 hours for a 14-day period, Joe has one hour of FLSA liability.

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Determining the FLSA Regular Rate

To determine the FLSA regular rate, the system calculates: FLSA eligible earnings / FLSA eligible hours.

Earnings Code	Hours	Rate	Earnings
REG	78	15.179 USD	1,183.96 USD
MUP	3	15.938 USD (= 15.179 USD × 1.05)	47.81 USD
MOT	2	15.179 USD (straight-time only)	30.36 USD
SOT	4	15.179 USD (straight-time only)	60.72 USD
Scholastic bonus			18.47 USD
Special assignment pay			30.36 USD
Total	87		1,371.68 USD

FLSA regular rate = 1371.68 USD / 87 = 15.766436 USD.

Calculate the Overtime Premium

Calculate the overtime premium under FLSA and under the city's method as follows:

- FLSA overtime premium: 1 × 15.766436 USD × 0.5 = 7.88 USD.
- City overtime premium: 1 × 15.179 USD × 0.5 = 7.59 USD.

The FLSA premium is greater than the city's premium, so the employee should receive the FLSA rate for the one hour over the 86-hour limit, if the city pays the higher of FLSA or contractual overtime.

Reversing Overtime

If MOT is the main pay group's overtime earnings code (defined in the Pay Group table), then the system reverses the one hour of MOT paid at the contractual rate and pays it at the FLSA rate instead:

Earnings Code	Hours	Rate	Earnings
SCK	2	15.179 USD	30.36 USD
REG	78	15.179 USD	1,183.96 USD
MUP	3	15.938 USD (= 15.179 USD × 1.05)	47.81 USD
MOT at contractual	2	22.7685 USD (= 15.179 USD × 1.5)	45.54 USD
MOT contractual reversal	−1	7.59 USD (= 15.179 USD × 0.5)	−22.77 USD (= 15.179 + 7.59)
MOT at FLSA rate	1	7.88 USD (= 15.766 USD × 0.5)	23.06 USD (= 15.179 + 7.88)
SOT	4	22.7685 USD (= 15.179 USD × 1.5)	91.07 USD
Scholastic bonus			18.47 USD
Special assignment pay			30.36 USD

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Earnings Code	Hours	Rate	Earnings
Total wages			1,447.86 USD

> **Note**
>
> The original overtime that you enter on the paysheet does not change during pay calculation. If you must pay part of the overtime at a different rate, then instead of reducing the original overtime hours, the pay calculation generates two new paysheet entries: a reversal for those hours at the original rate, and an adjustment entry for the same number of hours at the new rate. These new entries generated are unavailable for selection, and you cannot modify them. Only you (not the pay calculation) can update the original overtime hours. Therefore, multiple recalculation is possible and the original overtime hours is preserved; adjustments and reversals are generated instead to update overtime at different rates if needed.

If there are multiple overtime earnings (for example, MUP, MOT and SOT), the system reverses the overtime hours in sequence, as follows, until the overtime hours that are eligible at the new FLSA rate are zero:

1. Process the main overtime earnings code defined in the pay group's table for overtime hours.

   If you process multiple jobs from multiple pay groups on a single check, use the primary pay group's table overtime earnings code first. If there is a rate change, process the one with the lowest contractual rate first.

2. For processing multiple jobs from multiple pay groups on a single check, process overtime defined in the nonprimary pay group's table for overtime hours.

   If there are multiple overtime earnings codes, process the one with the lowest contractual rate first in this group.

3. Process all other overtime hours.

   Process the one with the lowest contractual rate first in this group.

FLSA Rates with Mid-Period Rate Changes

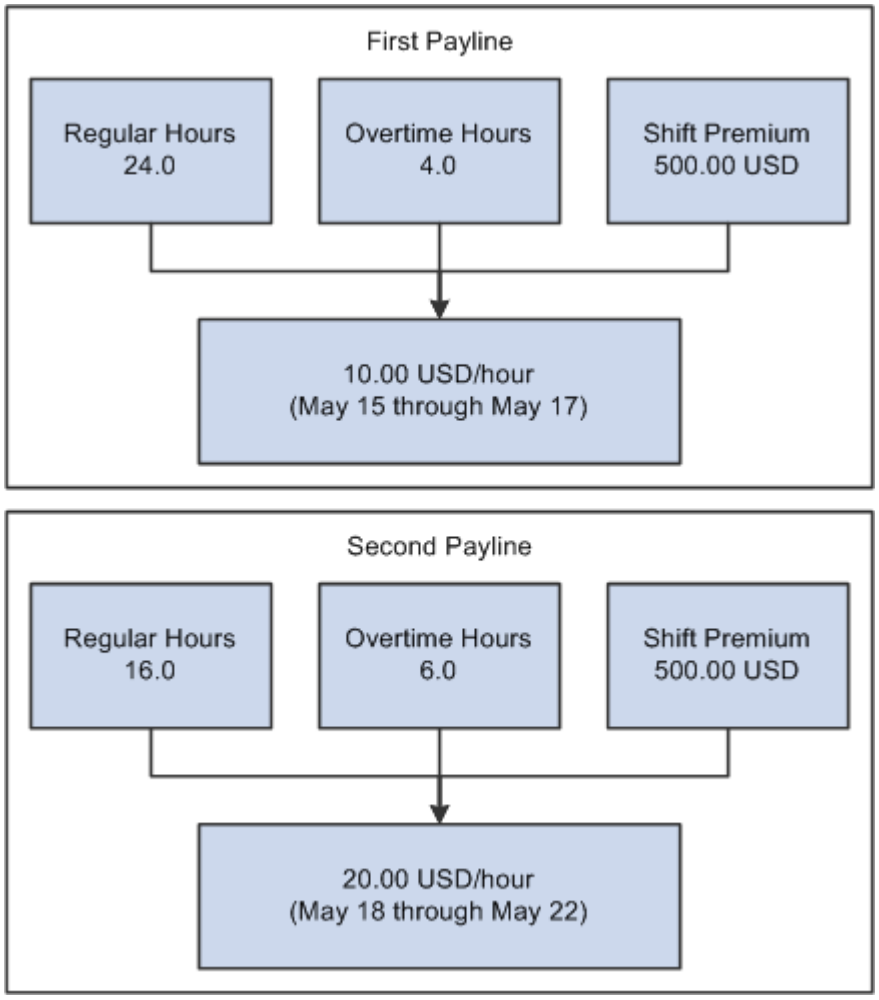
This example illustrates how the system calculates the FLSA rate when a rate change occurs mid-period.

An employee is paid weekly. The pay period begin date is May 15, 2000 (Monday) and the end date is May 21, 2000 (Sunday). The employee works a Monday-through-Friday schedule. Her rate is 10 USD per hour, but she gets a pay rate increase, effective May 18, 2000, to 20 USD per hour.

This diagram shows an example of two-payline paysheet with a mid-period rate change:

This diagram shows an example of two-payline paysheet with a mid-period rate change.

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> **Note**
>
> The system's FLSA rate calculation incorporates the entire period. This means that only one FLSA rate exists for the entire period.

FLSA Calculation

The following table displays the FLSA calculation:

Item	Amount	Calculation
Regular hours	24 at 10.00 USD per hour	240.00 USD
Overtime hours	4 at 10.00 USD per hour	40.00 USD
Shift premium		500.00 USD
Regular hours	16 at 20.00 USD per hour	320.00 USD
Overtime hours	6 at 20.00 USD per hour	120.00 USD
Shift premium		500.00 USD
Total	50 hours	1700.00 USD

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The FLSA rate equals 34.00 USD per hour, or 1,700 USD for 50 hours.

Paycheck Results

The following table displays the paycheck results:

Item	Amount	Calculation
Regular hours	24.0	240.00 USD (24 hrs× 10 USD per hour)
Overtime hours	6.0	162.00 USD (6 hrs × 10 USD per hour + 6 hrs × 0.5 × 34 USD per hour)
Shift		500.00 USD
Regular hours	16.0	320.00 USD (16 hrs × 20 USD per hour)
Overtime hours	4.0	148.00 USD (4 hrs × 20 USD per hour + 4 hrs × 0.5 × 34 USD per hour)
Shift		500.00 USD

> **Note**
>
> The system calculates the FLSA rate for the entire period, and the overtime premium (the 0.5 part of the overtime) uses the FLSA rate for both.

Single Payments Over Multiple Pay Periods

For a special payment (such as a bonus or commission) that applies to more than one FLSA period, the FLSA requires that you prorate it across all the affected FLSA periods. If the bonus is FLSA-eligible, you must use the portion of it that is attributable to an FLSA period when calculating the FLSA rate for that period. To have the system prorate a bonus over multiple FLSA periods, add a new entry on the paysheet with earnings begin and end dates for the period covered by the special payment. (You must create pay calendars and FLSA calendars for the period covered). The system prorates the amount for every FLSA period and recalculates overtime affected by the special payment. This can include future payments.

When you enter an FLSA eligible payment amount for a period that covers multiple FLSA periods in a paysheet, the system assigns a prorated payment amount to each FLSA period that is affected. The system reverses the original payment on the paysheet and replaces it with multiple FLSA periods that cover the payment periods. Each prorated payment equals: payment amount × percent of the number of workdays in the FLSA period over the total number of workdays in the payment period. Thus, the system calculates proration by workday, as defined in the employee's Job record.

Example

Jackie earns a bonus of 2640 USD for a six-month period (July 1 to December 31). The seven-day FLSA period runs Sunday to Saturday, and the number of workdays in each FLSA period is five days, from Monday to Friday. The total number of workdays for the six-month bonus period is 132. July 1 falls on a Thursday, which gives the first FLSA period 2 workdays. For the first FLSA period (June 27 to July 3), the prorated bonus is 40 USD (= 2640 USD × 2 / 132). The prorated bonus for the rest of the 26 FLSA-workweek period is 100 USD (= 2640 USD ×

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5 / 132). The system adds the 40 USD or 100 USD to each workweek accordingly, and recalculates overtime pay by including the prorated bonus in the FLSA earnings that it uses to determine the FLSA rate in the workweeks in which Jackie works overtime.

Seven-Day FLSA Period with Biweekly Payroll

When you create a seven-day FLSA period definition and assign it to a pay group with biweekly pay frequency, the system:

- Creates two paylines based on the 7-day FLSA period definition:
  - One payline for the first week.
  - One payline for the second week.
- Divides the total amount of any additional pay between the two paylines.
- Calculates the check as it would for an employee paid weekly.

> **Note**
>
> With the seven-day FLSA period definition and biweekly pay frequency setup, do not enter a salaried employee's compensation rate as an hourly rate (hourly frequency) in the **Compensation Rate** field on the Job Data – Compensation page. Doing so causes the system to pay minimum wage in place of the FLSA rate.

Double-time Calculations for FLSA and Alternative Overtime Employees

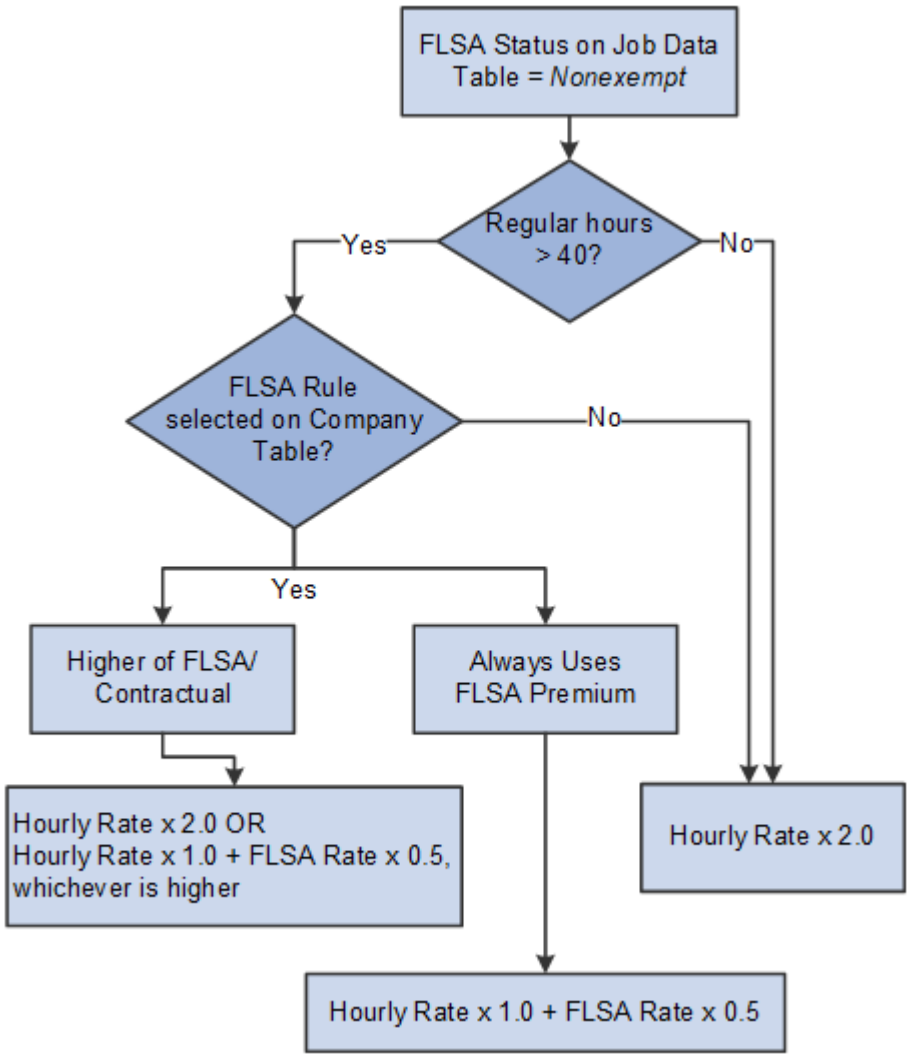
The system calculates double-time pay based on a combination of options that are set on the Job Data Table, the Company Table, and the Alternative Overtime State Table. These settings work together and your outcome can vary based on what is selected in the three tables.

On the Job Data Table (Job Information page), the system considers the **FLSA Status** setting.

- If *Nonexempt* is selected, then the system allows a calculation of FLSA only after the employee reaches 40 hours. The system looks at the Company Table to determine the FLSA rule to use.
- If *Alt OT* (alternate overtime) is selected, then the system ignores the 40-hour threshold and looks at the Alternative Overtime State Table to determine if the employment state is listed.

This diagram illustrates how the system calculates double-time based on options that are set on the Job Data Table, the Company Table, and the Alternative Overtime State Table.

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For FLSA nonexempt employees, the system considers the FLSA rule specified on the Company Table (Default Settings page).

- If the **FLSA Required** check box is selected and *Higher of FLSA/Contractual* is specified, then the system compares the amounts calculated for each of these 2 rules and picks the higher of the two:

  Rule 1: Hourly rate times 2.0 for hours over 40.

  Rule 2: Hourly rate times 1.0 (for the straight time portion) plus the FLSA rate times .5 (for the premium portion) for hours over 40.

- If the **FLSA Required** check box is selected and *Always uses FLSA Premium* is specified, then the system calculates the double-time amount as follows for any hours over 40:

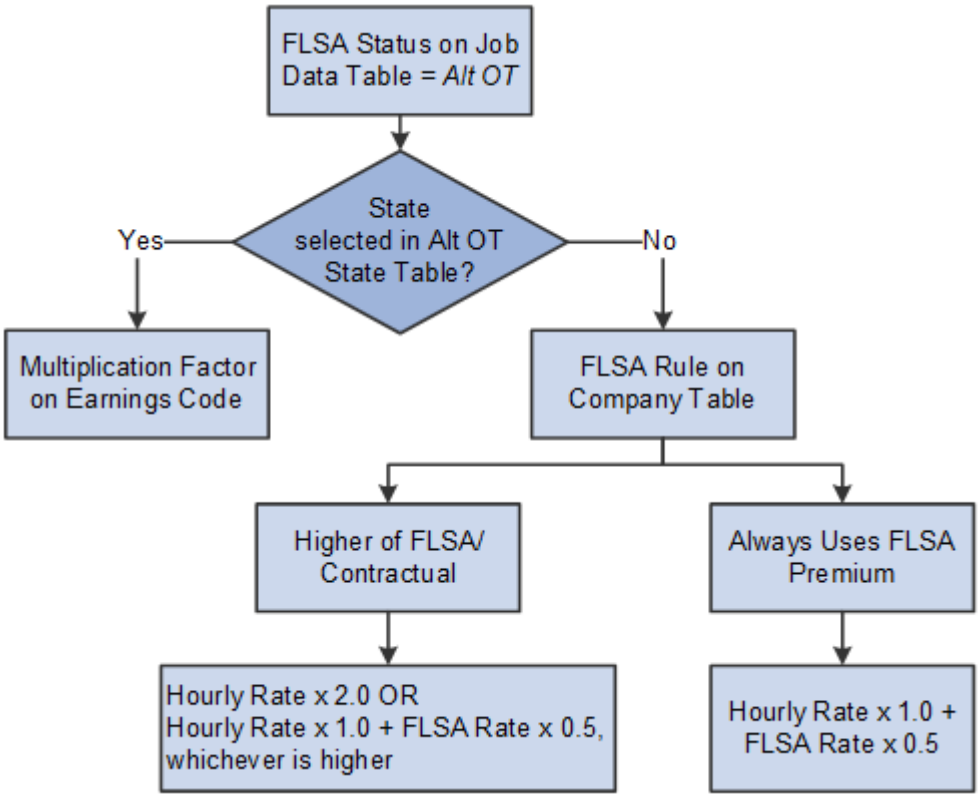
  Hourly rate times 1.0 (for the straight time portion) plus the FLSA rate times .5 (for the premium portion).

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> **Note**
>
> The premium portion of the double-time pay is always paid at .5, and not as specified on the earnings table. To ensure the multiplication factor on the earnings table is used in the calculation, the employee must be set up with FLSA Status of *ALT OT,* and the employee's work state must be set up in the Alternative Overtime Table.

- If the **FLSA Required** check box is not selected, then the system calculates the hourly rate times 2.0 for any hours over 40.

This diagram illustrates how the system calculates double-time for FLSA Alt OT employees based on the FLSA rule that is specified on the Company Table (Default Settings page).



For Alternative Overtime employees, the system determines if the employment state is listed on the Alternative Overtime State Table page.

- If the state is listed in the Alternative Overtime State Table, then the system uses the multiplication factor in the Earnings Table to calculate the double-time pay regardless of whether the Company Table is set to *Higher of FLSA/Contractual* or *Always Use FLSA Premium.* If the double-time earnings code is set up with a multiplication factor of 2.0, then the double-time pay is calculated as follows for any hours over 40:

  Hourly rate times 1.0 (for the straight time portion) plus the FLSA rate times 1.0 (for the premium portion).

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> **Note**
>
> The premium portion is calculated using the FLSA rate regardless of which FLSA rule is selected on the Company Table.

- If the state is not listed, then the system uses the FLSA rule that is set on the Company Table.

Examples for Hourly Employee with Fixed FLSA Period Rule

The following table lists calculations for 5 double-time hours based on a regular 40-hour week at a standard rate of 10.00 USD per hour and a $100.00 bonus.

Example	FLSA Rule on Company Table	FLSA Status on Job Table	State Listed in Alt OT State Table	Rate Used	Rate Amount USD	Overtime Calculation Amount USD
1	Higher of FLSA/ Contractual	Non Exempt	NA	Hourly Rate	20.000000	100.00
2	Always Use FLSA Premium	Non Exempt	NA	FLSA	12.222222	80.56
3	Higher of FLSA/ Contractual	Alt OT	Yes	Alternative Rate	12.2222222	111.11
4	Always Use FLSA Premium	Alt OT	Yes	Alternative Rate	12.222222	111.11
5	Higher of FLSA/ Contractual	Alt OT	No	Hourly Rate	20.000000	100.00
6	Always Use FLSA Premium	Alt OT	No	FLSA	12.222222	80.56

```
Rate for FLSA/ALT OT: 40 (Regular) Hours x 10.00 USD (Standard Rate) = 400.00 USD
5 (Double Time Hours) x 10.00 USD (Standard Rate) = 50.00 USD Bonus= 100.00 USD
Subtotal = 550.00 USD 550.00 USD/45 Total Hours = 12.22222 USD
```

Example 1

On the Job Table the employee has an FLSA status of *Non Exempt,* and on the Company Table the rate to use is *Higher of FLSA/Contractual.*

5.00 hours x 20.00 USD (10.00 USD x 2.0) = 100.00 USD is higher than (5.00 hours x 10.00 USD) + (5.00 x 12.222222 x .5) = 80.56 USD.

The system will pay the employee 100.00 USD of overtime pay.

Example 2

On the Job Table the employee has an FLSA status of *Non Exempt,* and on the Company Table the rate to use is *Always Use FLSA Premium.* The system uses the Federal FLSA Rule, which is hourly rate times 1.0 (for the straight time portion) plus the FLSA rate times .5.

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(5.00 hours x 10.00 USD) + (5.00 x 12.222222 x .5) = 80.56 USD.

The system will pay the employee 80.56 USD of overtime pay.

Examples 3 and 4

The state is set up in the Alternative Overtime State Table and on the Job Table the employee has an FLSA status of *Alt OT.* Therefore the system uses the Multiplication Factor in the Earnings Table to determine the rate calculations regardless of whether the Company Table is set to *Higher of FLSA/Contractual* or *Always Use FLSA Premium.* In this example, the Double Time earnings code is set up with a multiplication factor of 2.0. The Category for FLSA has regular pay included. This means the employee will get the *Premium Calc (FLSA)* on anything over 1.0 (regular pay).

(5.00 hours x 10.00 USD) + (5.00 x 12.222222 x 1.0) = 111.11 USD

The system will pay the employee 111.11 USD of overtime pay.

Example 5

On the Job Table the employee has an FLSA status of *ALT OT,* but the employee's state is not listed in the Alternative Overtime State Table. With this setup, the employee does not need to meet the 40-hour threshold to obtain an Alt OT calculation. The system bases the calculation on the Standard Federal FLSA calculation routine. The system looks at the Company Table and sees that the rate to use is the *Higher of FLSA/Contractual.*

5.00 hours x 20.00 USD (10.00 x 2.0) = 100.00 USD is higher than (5.00 hours x 10.00 USD) + (5.00 x 12.222222 x .5) = 80.56 USD.

The system will pay the employee 100.00 USD of overtime pay.

Example 6

On the Job Table the employee has an FLSA status of *ALT OT,* but the employee's state is not listed in the Alternative Overtime State Table. The same as in example 5, with this setup, the employee does not need to meet the 40-hour threshold to obtain an Alt OT calculation. The system bases the calculation on the Standard Federal FLSA calculation routine. However, in this example the system looks at the Company Table and sees that the rate to use is *Always Use FLSA Premium.* The system limits the overtime calculation to Federal rules of 1.5.

(5.00 hours x 10.00 USD) + (5.00 x 12.222222 x .5) = 80.56 USD

The system will pay the employee 80.56 USD of overtime pay.

Alternative Overtime Calculations

This topic discusses:

- Important terms and definitions.
- Alternative overtime processing.
- Calculations for hourly employees, exception-hourly employees, and salaried employees with unspecified salary hours.
- Calculations for salaried employees with fixed salary hours.
- Alternative overtime calculation example.
- Exceptions to calculation methods.

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Related Topics

- Setting Up for Alternative Overtime Calculation

Important Terms and Definitions

The following definitions are provided to aid in the discussion of alternative overtime:

Term	Definition
Alternative rate	The calculated rate used as the basis for determining the overtime payment. The alternative rate is calculated as (regular period pay + overtime pay at contractual + total other FLSA eligible earnings) / total FLSA eligible hours. **Note:** If the employee is eligible for alternative overtime, the alternative rate replaces the FLSA rate subject to the FLSA rule setting on the Company table.

Term	Definition
Contractual rate	Equivalent to the hourly rate or compensation rate.
Premium rate	The extra amount of the contractual rate paid for overtime, stated as a percentage. For example, if overtime is 1.5 times the contractual rate, the premium rate is 50 percent.
Premium amount	The premium amount paid for alternative overtime is paid at the higher of the contractual rate or the alternative rate.

Alternative Overtime Processing

Here are some general principles of alternative overtime calculations and processing:

- For those employees identified as subject to alternative overtime calculation, the system calculates overtime on the alternative basis rather than the usual FLSA method.
- To calculate alternative overtime, the system uses the multiplication factor specified for the overtime earnings code on the Earnings table instead of the fixed 0.5 used in federal FLSA calculation.
- The alternative overtime method follows the FLSA rule setting on the Company table, either always paying the alternative overtime rate or paying the higher of the alternative overtime rate or the contractual rate.

> **Note**
>
> Salaried employees with unspecified hours are always calculated at the Alternative Overtime rate, even if it is lower than the contractual rate.

- FLSA eligible hours for salaried employees differs depending upon the option selected for **FLSA Salaried Hours Used:**

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- *Unspecified Salaried Hours:* The alternative rate is calculated using the total FLSA-eligible hours worked in the week.
- *Fixed Salaried Hours.* The alternative rate is calculated using the weekly standard hours in job data.

> **Note**
>
> Select the FLSA salaried hours used option on the FLSA Period Definition page, accessed from the Pay Group Table - Calc Parameters page.

Calculations for Hourly and Exception-Hourly Employees

The system calculates alternative overtime as follows for hourly or exception-hourly employees:

1. Calculates the alternative rate as (regular period pay + overtime pay at contractual + total other FLSA eligible earnings) / total FLSA eligible hours.
2. Continues processing based on the FLSA Rule setting on the Company table:
   - If the FLSA rule is *Always Use FLSA Premium,* the system uses the calculated alternative rate to calculate the overtime premium by multiplying the alternative rate by the multiplication factor on the Earnings table minus the straight time factor. (For example, for multiplication factor 1.5 it uses .5, for 2.0 it uses 1.0.).
   - If the FLSA rule is *Higher of FLSA /Contractual,* the system compares the calculated alternative rate to the contractual hourly rate in job data.

     If the alternative rate is equal to or less than the contractual hourly rate, it uses the contractual hourly rate to calculate the overtime premium by multiplying the rate by the multiplication factor on the Earnings table.

     If the alternative rate is greater than the contractual hourly rate, it uses the alternative rate to calculate the overtime premium by multiplying the alternative rate by the multiplication factor on the Earnings table minus the straight time factor. (For example, for multiplication factor 1.5 it uses .5, for 2.0 it uses 1.0.)
3. Adds the calculated overtime premium to the overtime straight time amount to derive the total overtime amount.

Calculations for Salaried Employees with Unspecified Salaried Hours

For salaried employees for whom the salaried hours option is Unspecified Salaried Hours, the system calculates alternative overtime as follows:

1. Calculates the alternative rate as (regular period pay + overtime pay at contractual + total other FLSA eligible earnings) / total FLSA eligible hours.
2. Calculates the overtime premium by multiplying the job hourly rate by the multiplication factor on the Earnings table.
3. Adds the calculated overtime premium to the overtime straight time amount to derive the total overtime amount.

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Calculations for Salaried Employees with Fixed Salaried Hours

For salaried employees for whom the salaried hours option is *Fixed Salaried Hours,* the system calculates alternative overtime as follows:

1. Calculates the alternative rate as (regular period pay + total other FLSA eligible earnings) / weekly standard hours.
2. Compares this alternative rate to the hourly rate on job.
   - If the alternative rate is equal to or less than the hourly rate, uses job hourly rate to calculate the overtime premium.
   - If the alternative rate is greater than the hourly rate, uses the alternative rate to calculate the overtime premium.

Alternative Overtime Calculation Example

This table displays the pay data for an hourly employee:

Earnings Code	Hours	Straight-Time Rate	Straight-Time Earnings
Regular	40	6.00 USD	240.00 USD
Overtime at 1.5	6	6.00 USD	36.00 USD
Overtime at 2.0	2	6.00 USD	12.00 USD
Bonus			12.00 USD
Totals	48		300.00 USD

Calculations for the Higher of FLSA /Contractual Rule

This is how the system calculates the overtime when the FLSA rule is *Higher of FLSA/ Contractual:*

- Alternative rate:

  6.25 USD = 300.00 USD / 48 total weekly hours.
- Contractual Premium:

  Overtime at 1.5: 18.00 USD = 6.00 USD × 0.5 × 6 overtime hours.

  Overtime at 2.0: 12.00 USD = 6.00 USD × 1.0 × 2 overtime hours.
- Alternative Premium:

  Overtime at 1.5: 18.75 USD = 6.25 USD × 0.5 × 6 overtime hours. This is higher than contractual premium of $18.00 USD, so the alternative rate is used for overtime premium calculation.

  Overtime at 2.0: 12.50 USD = 6.25 USD × 1.0 × 2 overtime hours. This is higher than contractual premium of $12.00 USD, so the alternative rate is used for overtime premium calculation.

Calculations for Always Use FLSA Premium Rule

This is how the system calculates the overtime when the FLSA rule is *Always Use FLSA Premium:*

- Alternative rate:

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6.25 USD = 300.00 USD / 48 total weekly hours.

- Alternative Premium:

  Overtime at 1.5: 18.75 USD = 6.25 USD × 0.5 × 6 overtime hours.

  Overtime at 2.0: 12.50 USD = 6.25 USD × 1.0 × 2 overtime hours.

Working With Regular Rate of Pay Calculations for Employees

This topic provides an overview of regular rate of pay, calculation examples, setup steps, and discusses how to work with regular rate of pay calculations.

Pages Used to Work with Regular Rate of Pay Calculations for Employees

Page Name	Definition Name	Usage
Regular Rate of Pay Control Page	PY_REG_RT_TABLE	Specify the states that require regular rate of pay calculation for non-overtime pay.
Employee Regular Rate of Pay Page	PY_EE_REG_RATE	Review the regular rate of pay details of employees.

Understanding Regular Rate of Pay

PeopleSoft for North America supports the calculation of regular rate of pay for states that use it to calculate non-overtime pay for hourly and exception hourly non-exempt employees.

Several U.S. states require the use of regular rate of pay to calculate pay for non-exempt employees. For instance, most employers in California are required to provide paid sick leave to employees. They may opt to pay sick leave at the employee's regular rate of pay for the work week in which the employee took the leave, whether or not the employee worked overtime. In Maine, employers must compensate employees for paid leave at the same base rate of pay that they received the week immediately prior to the leave taken. For non-exempt employees, the base rate of pay is the regular rate of pay used in the overtime pay calculation. In New York, most employers are required to provide paid sick leave to employees at the employees' regular rate of pay or the applicable minimum wage, whichever is greater.

Pay Calculation

The regular rate of pay is calculated as:

Total earnings for the defined FLSA period / total hours worked

The Pay Calculation process triggers the regular rate of pay calculation for an employee when *all* these conditions are met:

- The employee type is *Hourly* or *Exception Hourly*.
- The FLSA status of the employee is either *Nonexempt Alt Overtime* or *Nonexempt*.
- Earnings with the *Regular* FLSA category are present on the paysheet.
- The state listed on the payline require the regular rate of pay calculation and is set up on the Regular Rate of Pay Control Page.

Earnings with the *Overtime* FLSA category are not required to calculate the regular rate of pay.

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The system delivers the Regular Rate of Pay Control Page that is used to specify states that require the regular rate of pay calculation for non-overtime pay, as well as the calculation routine to use for each of them. Supported calculation routines are *Standard Calculation* and *Include Overtime Premium.*

The calculated regular rate of pay of an employee, which is at least the state's minimum wage, is available for review on the Employee Regular Rate of Pay Page.

Refer to examples below in this topic on how the regular rate of pay is calculated based on factors such as calculation routine, alternative overtime setup for state, and total hours worked.

Alternative Overtime State Table

The regular rate of pay calculation follows the FLSA rules related to minimum hours worked in an FLSA week to determine whether regular rate of pay should be calculated for the employee. If an employee works in a state that is set up on the Alternative Overtime State Table Page, and the employee's FLSA status is *Nonexempt Alternative Overtime*, then the FLSA rules apply for the calculation even if the total hours worked is less than 40 hours.

Example 1: Standard Calculation for Maine Employee Working 40 Hours a Week

In this example, the employee in Maine worked for 40 hours in the specified 7-day FLSA period. The selected calculation routine for Maine is *Standard Calculation*.

Maine is not set up on the Alternative Overtime State Table page. The employee's FLSA status is *Nonexempt.*

Pay Information	Value
Current Pay Period	July 11, 2021 – July 24, 2021
FLSA Period	July 18, 2021 – July 24, 2021
State	ME
Calculation Routine for State	Standard Calculation
Hourly Rate	12.50 USD
Regular Hours	40
Bonus	100 USD
Regular Rate of Pay	(Not calculated)

The regular rate of pay is not calculated in this example because the total hours worked does not exceed 40 in accordance with the current functionality.

For states that are not set up on the Alternative Overtime State Table Page, the total hours worked for the week must exceed 40 for regular rate of pay to be calculated.

Example 2: Standard Calculation for Maine Employee Working Over 40 Hours a Week

In this example, the employee in Maine worked for 45 hours in the specified 7-day FLSA period. The selected calculation routine for Maine is *Standard Calculation*.

Maine is not set up on the Alternative Overtime State Table page. The employee's FLSA status is *Nonexempt.*

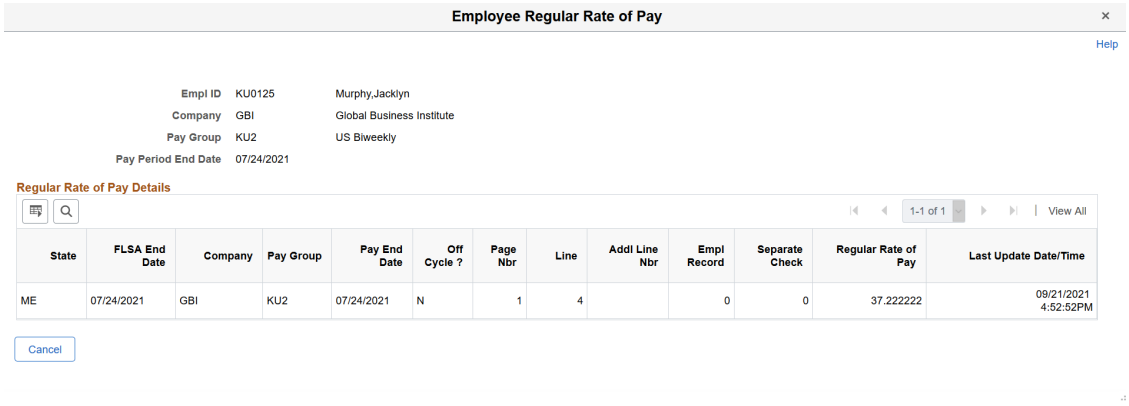
Pay Information	Value
Current Pay Period	July 11, 2021 – July 24, 2021
FLSA Period	July 18, 2021 – July 24, 2021

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Pay Information	Value
State	ME
Calculation Routine for State	Standard Calculation
Hourly Rate	35 USD
Regular Hours	45
Bonus	100.00 USD
Total Earnings for the Week	35 USD x 45 + 100 USD = 1675 USD
Regular Rate of Pay	1675 USD / 45 = 37.22 USD

The system calculates the employee's regular rate of pay because the number of total hours worked exceeds 40. The regular rate of pay is calculated by dividing the total earnings for the week by the total hours worked, which is 37.22 USD.

This example illustrates the calculated regular rate of pay for the FLSA period on the Employee Regular Rate of Pay page (example 2).



Example 3: Standard Calculation for California Employee Working 40 Hours a Week

In this example, the employee in California worked for 40 hours in each of the two 7-day FLSA weeks of the current pay period. The selected calculation routine for regular rate of pay for California is *Standard Calculation*.

California is set up on the Alternative Overtime State Table page. The employee's FLSA status is *Nonexempt Alternative Overtime.*

Pay Information	Value
Current Pay Period	July 11, 2021 – July 24, 2021
FLSA Period	July 11, 2021 – July 17, 2021
State	CA
Calculation Routine for State	Standard Calculation
Hourly Rate	15 USD
Regular Hours	40
Total Earnings for the Week	15 USD x 40 = 600 USD
Regular Rate of Pay	600 USD / 40 = 15 USD

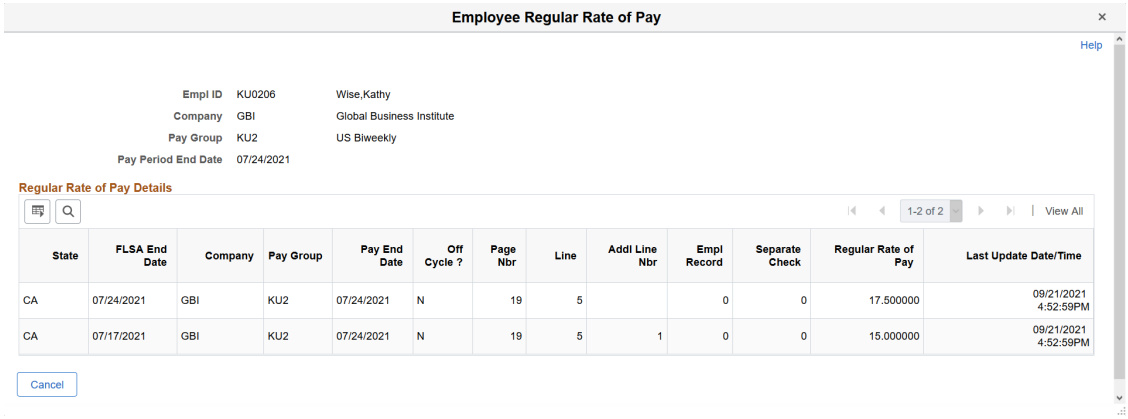
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Even though the number of total hours worked doesn't exceed 40, the system calculates the employee's regular rate of pay because the 40-work-hour rule doesn't apply when the state is specified in the alternative overtimes state table and the employee is in the right FLSA status. In the first week's example, the calculated regular rate of pay is 15 USD, same as the hourly rate.

Pay Information	Value
Current Pay Period	July 11, 2021 – July 24, 2021
FLSA Period	July 18, 2021 – July 24, 2021
State	CA
Calculation Routine for State	Standard Calculation
Hourly Rate	15 USD
Regular Hours	40
Bonus	100 USD
Total Earnings for the Week	15 USD x 40 + 100 USD = 700 USD
Regular Rate of Pay	700 USD / 40 = 17.50 USD

In the second week's example, the employee had a 100 USD bonus and the calculated regular rate of pay is 17.50 USD.

This example illustrates the calculated regular rates of pay for both FLSA periods on the Employee Regular Rate of Pay page (example 3).


Employee Regular Rate of Pay

Help

Empl ID KU0206 Wise,Kathy
Company GBI Global Business Institute
Pay Group KU2 US Biweekly
Pay Period End Date 07/24/2021

Regular Rate of Pay Details

1-2 of 2 View All

State	FLSA End Date	Company	Pay Group	Pay End Date	Off Cycle ?	Page Nbr	Line	Addl Line Nbr	Empl Record	Separate Check	Regular Rate of Pay	Last Update Date/Time
CA	07/24/2021	GBI	KU2	07/24/2021	N	19	5		0	0	17.500000	09/21/2021 4:52:59PM
CA	07/17/2021	GBI	KU2	07/24/2021	N	19	5	1	0	0	15.000000	09/21/2021 4:52:59PM

Cancel

Example 4: Include Overtime Premium Calculation for California Employee Working 40 Hours a Week

In this example, the employee in California worked for 40 hours in the 7-day FLSA period, and had a flat sum bonus. The selected calculation routine for California is *Include Overtime Premium*.

California is set up on the Alternative Overtime State Table page. The employee's FLSA status is *Nonexempt Alternative Overtime.*

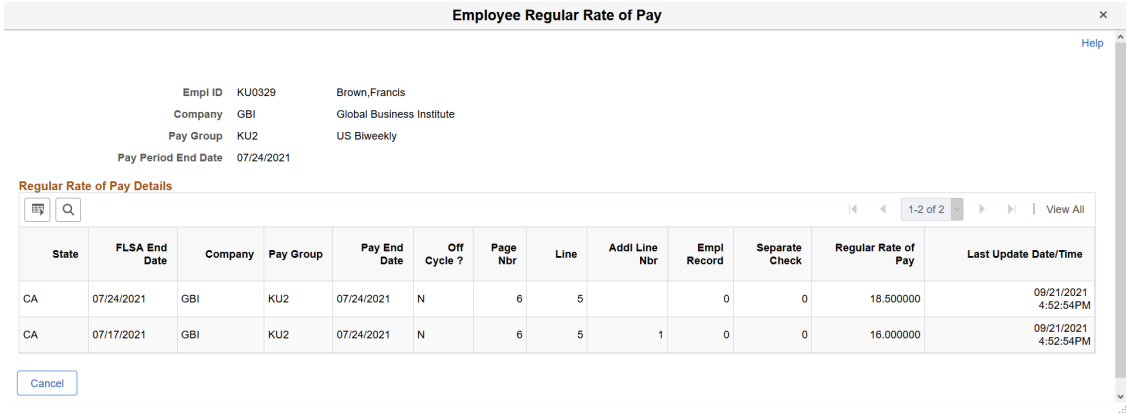
Pay Information	Value
Current Pay Period	July 11, 2021 – July 24, 2021
FLSA Period	July 18, 2021 – July 24, 2021

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Pay Information	Value
State	CA
Calculation Routine for State	Include Overtime Premium
Hourly Rate	16 USD
Regular Hours	40
Flat Sum Bonus	100 USD
Overtime Premium (Flat Sum Bonus / Regular Hours)	100 USD / 40 = 2.50 USD
Regular Rate of Pay (Hourly Rate + Overtime Premium)	16 USD + 2.50 USD = 18.50 USD

The regular rate of pay is calculated by adding the hourly rate and overtime premium, which is 18.50 USD.

This example illustrates the calculated regular rate of pay for the FLSA period on the Employee Regular Rate of Pay page (example 4).



For more information about the overtime pay calculations for flat sum bonus, see Overview of Overtime Calculations on Flat Sum Bonus Payments.

Paying Employees Using Regular Rate of Pay

The regular rate of pay calculation is for informational purposes only. It is the customer's responsibility to determine if an employee should be paid at the regular rate of pay. The existing FLSA/Alternative Overtime functionality has not changed.

To pay an employee using the regular rate of pay, select the **Override Hourly Rate** check box on the employee's payline(s) and enter the rate as an override hourly rate for these earnings.

Prior Period Adjustment

The regular rate of pay on a confirmed pay run is not adjusted automatically. For example, if a prior period adjustment is entered on an employee's paysheet that impacts the regular rate of pay, which is associated with a confirmed paycheck, the Pay Calculation process will add an entry on the Employee Regular Rate of Pay page for the current pay end date, referencing the FLSA end date of the prior period adjustment.

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Pay Unsheet

The Pay Unsheet process clears the entries from the Employee Regular Rate of Pay page based on the run control parameters.

Pay Reversal/Adjustments

The Reversal/Adjustment process contains two steps: reversing the check and then calculating the new adjustment check. When the Reversal/Adjustment process is run, the first step clears the entries on the Employee Regular Rate of Pay page. The second step calculates the entries on the Employee Regular Rate of Pay page for the defined FLSA period.

If a paycheck is reversed without an adjustment paycheck being issued, the original Regular Rate of Pay entry or entries will not be removed from the Employee Regular Rate of Pay page. If a paycheck is reversed/adjusted, the regular rate of pay will be calculated for the adjustment paycheck.

Retro Pay Calculation

Retro Pay calculation does not support the calculation of regular rate of pay.

Paycheck Modeler

Paycheck Modeler does not support the regular rate of pay calculation.

OK to PAY Deselected

If the **OK to Pay** check box is deselected on some but not all of the paylines associated with an employee's paysheet, the Pay Calculation process will recalculate the employee's regular rate of pay for the paysheet being processed during pay recalculation.

However, if the **OK to Pay** check box is deselected on all paylines associated with an employee's paysheet after the regular rate of pay is calculated, then a paycheck will be not be generated for the employee, and the entry on the Employee Regular Rate of Pay page will not be cleared.

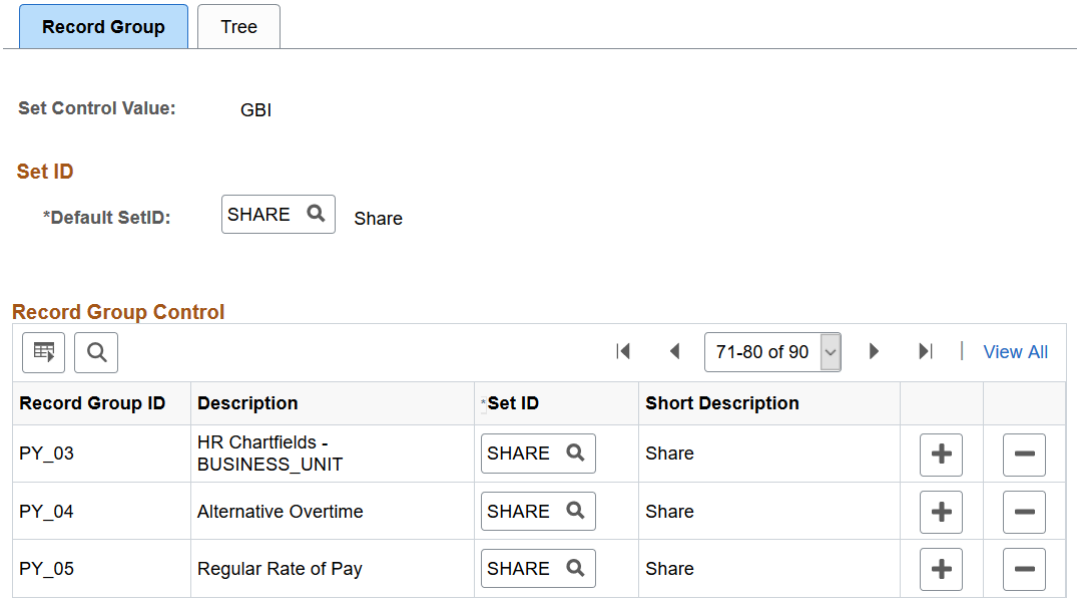
Setting Up Regular Rate of Pay Calculation

Here are the high-level steps for setting up the Regular of Rate Pay calculation.

1. Select an setID for the *PY_05* record group on the Record Group page (SET_CNTRL_TABLE1) to match the setID that you use for the regular rate of pay setup on the Regular Rate of Pay Control Page.

   This example displays the record groups and their setIDs for GBI on the Record Group page. The setID for the PY_05 record group is SHARE, the same setID that is also used in the regular rate of pay setup.

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2. Specify the states that require employees' regular rate of pay to be calculated for non-overtime pay and the applicable calculation routine on the Regular Rate of Pay Control Page. The Pay Calculation process uses the setID of the company on the payline to determine if the state needs the regular rate of pay calculation as of the earnings end date.

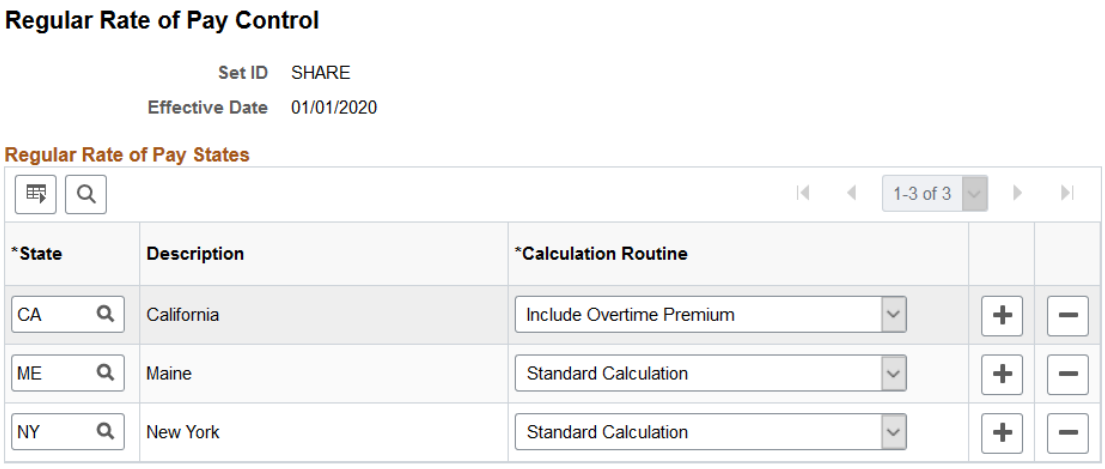
Regular Rate of Pay Control Page

Use the Regular Rate of Pay Control page (PY_REG_RT_TABLE) to specify the states that require regular rate of pay calculation for non-overtime pay.

Navigation:

Set Up HCM, and then **Product Related**, and then **Payroll for North America**, and then **Payroll Processing Controls**, and then **Regular Rate of Pay Control**, and then **Regular Rate of Pay Control**

This example illustrates the fields and controls on the Regular Rate of Pay Control page.



The SHARE setID is delivered as sample data showing the states that use the regular rate of pay to calculate non-overtime pay for non-exempt employees. This screenshot displays state

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information for illustration purposes. Update information on this page to support your organization's alternative overtime business rules.

Field or Control	Description
State	Specify the state that requires regular rate of pay calculation.
Calculation Routine	Select the applicable calculation routine for the state. Values are: *Include Overtime Premium*: Select this option if the state, for example, California, requires the regular rate of pay to include the overtime premium/regular bonus rate. This calculation routine factors a flat sum bonus that an employee receives into their regular rate of pay by: Amount of the bonus / total number of non-overtime hours worked during the work period *Standard Calculation* (default value)

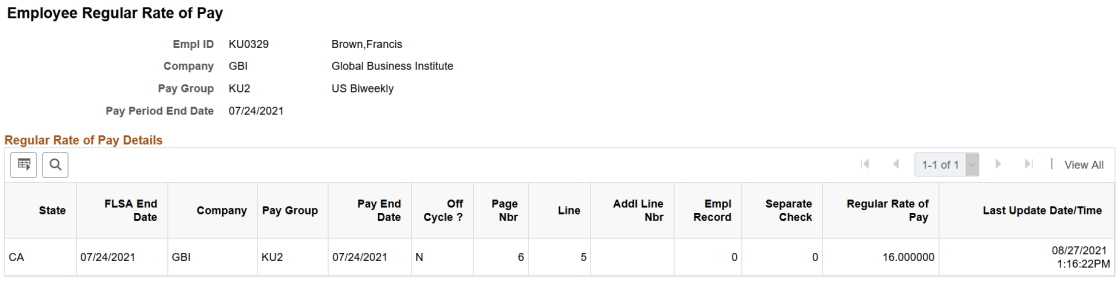
Employee Regular Rate of Pay Page

Use the Employee Regular Rate of Pay page (PY_EE_REG_RATE) to view the calculated regular rate of pay details for employees.

Navigation:

- **Payroll for North America**, and then **Payroll Processing USA**, and then **Produce Payroll**, and then **Employee Regular Rate of Pay**, and then **Employee Regular Rate of Pay**
- **Payroll for North America**, and then **Payroll Processing USF**, and then **Produce Payroll**, and then **Employee Regular Rate of Pay**, and then **Employee Regular Rate of Pay**
- Select the **Regular Rate of Pay** link that appears on the Additional Data page, which is accessible by clicking the **Additional Data** link on the Paycheck Earnings Page, Review Paycheck Summary page, and the Create Online Check Page.

This example illustrates the fields and controls on the Employee Regular Rate of Pay page.



View the regular rate of pay information of the selected employee. During the calculation or recalculation of paychecks, the system clears the entries from the Employee Regular Rate of Pay page.

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If the employee has multiple entries (for example, on-cycle and off-cycle entries) for the same FLSA period, you can use the **Last Update Date/Time** field value to look for the most current regular rate of pay.

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(USA) Overtime Calculations on Flat Sum Bonus Payments

Overview of Overtime Calculations on Flat Sum Bonus Payments

As a result of a California Supreme Court ruling in 2018, Payroll for North America updates the calculation of overtime pay amounts for periods in which employees earn *flat sum* bonus payments. This court ruling requires that when employers perform overtime calculations due for a period in which employees earn a *flat sum* bonus, they must use a *regular bonus rate* of pay that is determined by dividing the total compensation earned by only the *non-overtime* hours worked during the period to which the bonus applies. This method is different from the one that is used to perform overtime calculations on *production bonus* (bonus based on a percentage of production or a formula) payments, in which the *regular bonus rate* of pay is determined by dividing the total compensation earned by the total number of hours worked (including overtime) during the period to which the bonus applies.

Currently, this overtime calculation for flat sum bonus payments applies to the state of California only.

Overtime Pay Calculation on Flat Sum Bonus Payments

Existing FLSA or Alternative Overtime functionality remains unchanged.

After the FLSA or Alternative Overtime rate is calculated, the system calculates automatically any overtime pay on flat sum bonus for any employee who meets *all* of these conditions:

1. The employee has an employee type of *Hourly* or *Exception Hourly*.
2. The employee receives regular earnings. If the regular earnings are paid for multiple states, the regular hours from *all* states will be used in calculating the *regular bonus rate*, which is used in calculating any overtime amount(s) due on flat sum bonus payments in states where such overtime on flat sum bonus payment calculations are required (currently only in California).
3. The employee has FLSA status of *Nonexempt Alt Overtime*.
4. The employee receives a flat sum bonus payment for which:
   - The earnings code is specified on the Flat Sum Bonus Table page, and
   - The state to which the earnings code pertains is the same state listed on the payline (currently California only).
5. The employee receives overtime pay for which:
   - The overtime earnings codes are mapped to overtime on flat sum bonus earnings codes on the Overtime on Flat Sum Bonus Table page, and
   - The state to which the overtime earnings code mapping pertains is the same state listed on the payline (currently California only).

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Refer to the Overtime Pay Calculations on Flat Sum Bonus Payments topic for some examples on how overtime payments are calculated for periods in which employees earn flat sum bonuses.

Overflow Wage Statement

To comply with the wage statement requirements of California Labor Code, you must enable the option to print overflow checks and advices for the PNAUSA paycheck setup on the Paycheck Options Table Page.

Paycheck Modeler

The Overtime on Flat Sum Bonus calculation is not supported in the Paycheck Modeler. It is recommended that Overtime on Flat Sum Bonus earnings codes be *excluded* from the Pay Group Parameters table in the Paycheck Modeling USA setup, so that employees cannot select any Overtime on Flat Sum Bonus earnings codes when using the Paycheck Modeler.

Related Topics

- Setting Up Overtime Pay Calculations on Flat Sum Bonus Payments
  This topic discusses steps and pages for setting up overtime pay calculations on flat sum bonus payments.

Overtime Pay Calculations on Flat Sum Bonus Payments

This topic lists the formula and several examples for overtime pay calculation on flat sum bonus payments:

- Overtime pay calculation on flat sum bonus payment (Option 1 - overtime paid with one earnings code).
- Overtime pay calculation on flat sum bonus payment (Option 2 - overtime paid with two earnings codes).
- Overtime pay calculation on adjusted flat sum bonus payment.
- Overtime pay calculation on flat sum bonus payment that spans multiple pay periods.

Overtime Pay on Flat Sum Bonus Payment Calculation Formula

To calculate the overtime pay on a flat sum bonus, the system first calculates the *regular bonus rate* using this formula:

Regular Bonus Rate = Flat Sum Bonus Amount / Number of Regular Hours

> **Note**
>
> Number of Regular Hours = Hours associated with earnings codes that have the *Category for FLSA* field value set to *Regular*.

Then, the *overtime pay on flat sum bonus* is calculated using this formula:

Overtime Pay on Flat Sum Bonus = Regular Bonus Rate X Multiplication Factor of Overtime on Flat Sum Bonus Earnings Code X Number of Overtime Hours

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Example of Overtime Pay Calculation on Flat Sum Bonus Payment (Option 1 - Overtime Paid With One Earnings Code)

> **Note**
>
> Overtime pay is typically set up in two ways in Payroll for North America, one with one earnings code, and the other with two. The option 1 example describes the overtime pay calculation using one earnings code, which is the common method. The option 2 example describes the overtime pay calculation using two earnings codes: *OTP* to pay for the straight time hours, and *OTQ* for the premium portion only.

In this example, suppose that on the Overtime on Flat Sum Bonus Table Page:

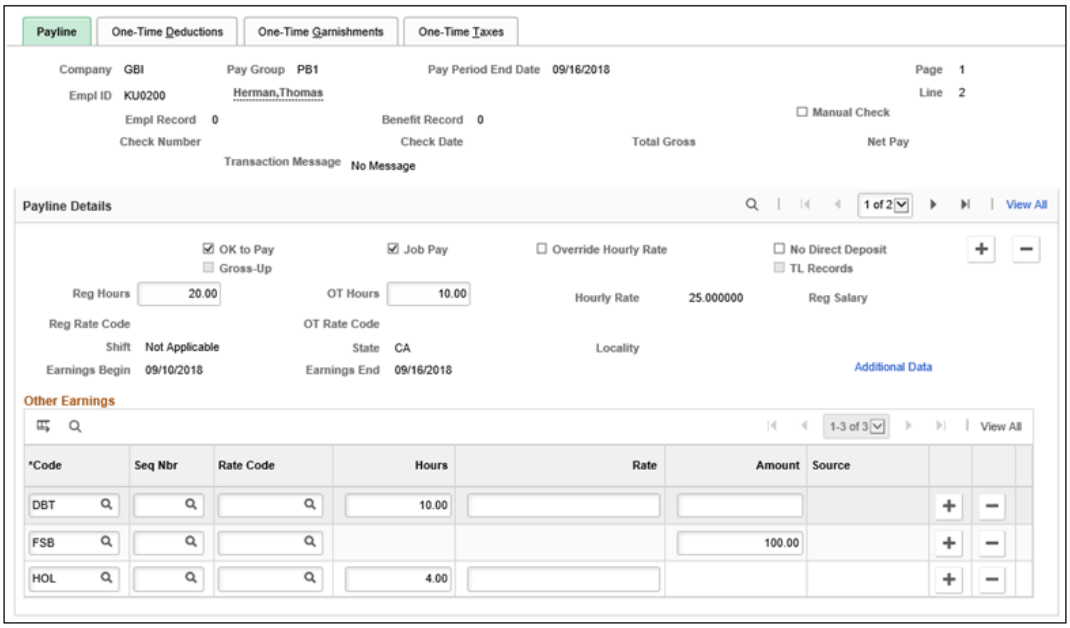
- Overtime earnings code *OTP* (time-and-one-half) is mapped to overtime on flat sum bonus earnings code *OT3*.
- Overtime earnings code *DBT* (double-time) is mapped to overtime on flat sum bonus earnings code *OT4*.

1. The user enters information such as flat sum bonus, overtime and double time hours to the payline:

Term	Definition
Current Pay Period	09/10/2018 - 09/16/2018
FLSA Period	09/10/2018 - 09/16/2018
Flat Sum Bonus (FSB)	$100
Reg Hours	20 hours
Holiday Hour (HOL)	4 hours HOL (holiday) earnings code is set up to reduce regular hours, and is not subject to FLSA (Category for FLSA = *Excluded*)
OT Hours	10 hours
Double Time Hour (DBT)	10 hours

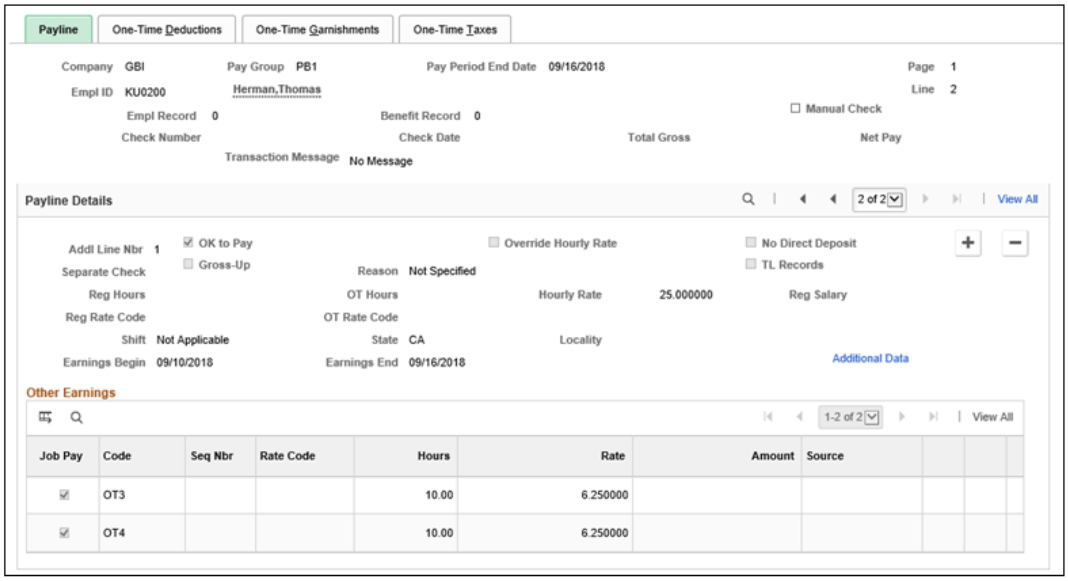
This example illustrates the fields and controls on the Payline page where flat sum bonus information is inserted.

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2. The system calculates the regular bonus rate in Pay Calculation, and inserts a new payline that contains the mapped earnings codes OT3 and OT4 in the **Other Earnings** section. Each earnings code row displays the corresponding number of hours, and the calculated regular bonus rate *before* the multiplication factor is applied, which is $6.25 ($100 / 16).

This example illustrates the fields and controls on the Payline page where mapped overtime codes, hours and calculated bonus rate are displayed.



This payline is system-generated and is not editable.

3. The paycheck displays the calculated hourly rate *with* the multiplication factor applied and amount for each of the Overtime on Flat Sum Bonus earnings codes OT3 and OT4:

   - Time-and-one-half (1.5) Overtime Pay on Flat Sum Bonus (OT3):

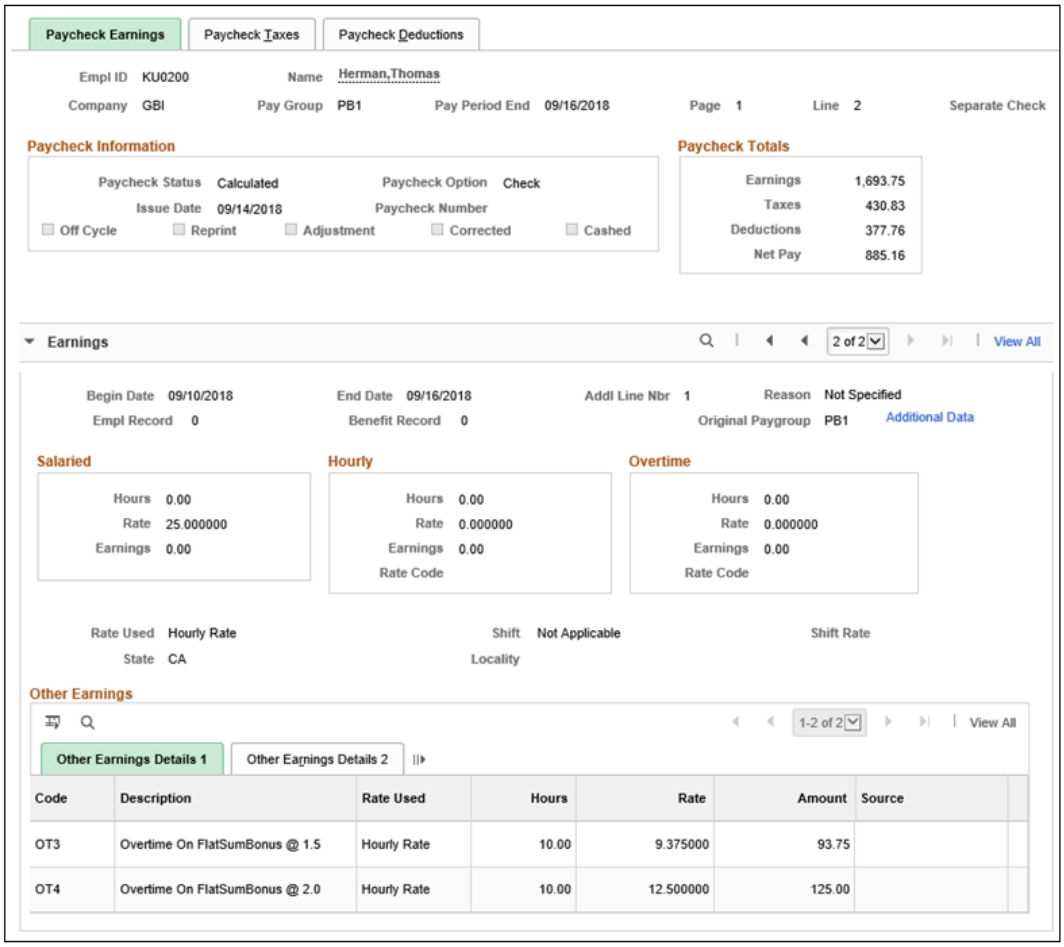
     $6.25 x 1.5 x 10 = $93.75

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- Double-time (2.0) Pay on Flat Sum Bonus (OT4):

  $6.25 x 2 x 10 = $125.00

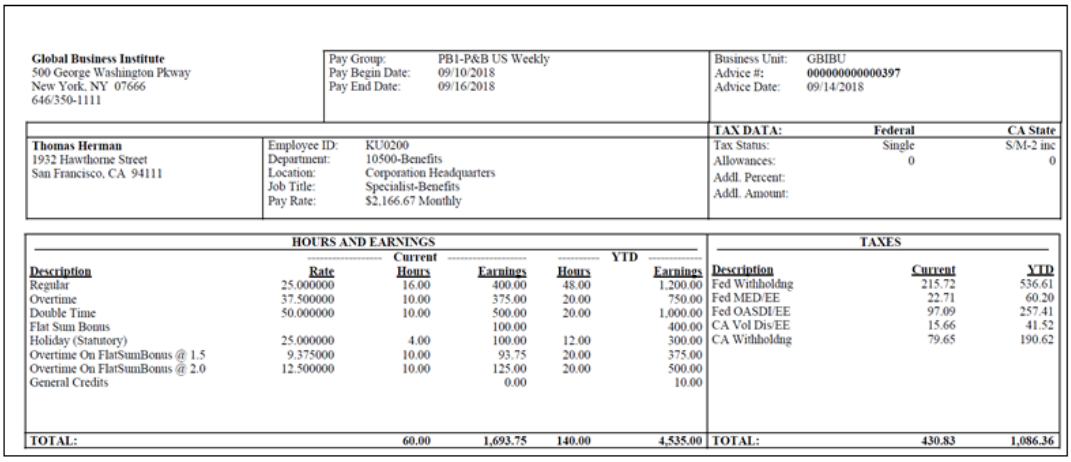
This example illustrates the fields and controls on the Paycheck Earnings page where the calculated hourly rates (multiplication factor applied) and amounts for overtime on flat sum bonus are displayed.



Detail lines for the Overtime on Flat Sum Bonus calculations are displayed in the PDF version of the paycheck as follows:

This example illustrates the PDF version of the paycheck where overtime pay on flat sum bonus is displayed.

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Global Business Institute
500 George Washington Pkway
New York, NY 07666
646/350-1111

Pay Group:	PB1-P&B US Weekly
Pay Begin Date:	09/10/2018
Pay End Date:	09/16/2018

Business Unit:	GBIBU
Advice #:	000000000000397
Advice Date:	09/14/2018

Thomas Herman
1932 Hawthorne Street
San Francisco, CA 94111

Employee ID:	KU0200
Department:	10500-Benefits
Location:	Corporation Headquarters
Job Title:	Specialist-Benefits
Pay Rate:	$2,166.67 Monthly

TAX DATA:	Federal	CA State
Tax Status:	Single	S/M-2 inc
Allowances:	0	0
Addl. Percent:		
Addl. Amount:		

HOURS AND EARNINGS

		Current		YTD	
Description	Rate	Hours	Earnings	Hours	Earnings
Regular	25.000000	16.00	400.00	48.00	1,200.00
Overtime	37.500000	10.00	375.00	20.00	750.00
Double Time	50.000000	10.00	500.00	20.00	1,000.00
Flat Sum Bonus			100.00		400.00
Holiday (Statutory)	25.000000	4.00	100.00	12.00	300.00
Overtime On FlatSumBonus @ 1.5	9.375000	10.00	93.75	20.00	375.00
Overtime On FlatSumBonus @ 2.0	12.500000	10.00	125.00	20.00	500.00
General Credits			0.00		10.00
TOTAL:		60.00	1,693.75	140.00	4,535.00

TAXES

Description	Current	YTD
Fed Withholdng	215.72	536.61
Fed MED/EE	22.71	60.20
Fed OASDI/EE	97.09	257.41
CA Vol Dis/EE	15.66	41.52
CA Withholdng	79.65	190.62
TOTAL:	430.83	1,086.36

Example of Overtime Pay Calculation on Flat Sum Bonus Payment (Option 2- Overtime Paid With Two Earnings Codes)

In this example, suppose that on the Overtime on Flat Sum Bonus Table Page:

- Overtime earnings code *OTP* (straight time) is mapped to overtime on flat sum bonus earnings code *OT3*.

  Setup for the *OTP* earnings code:

  - Payment Type: *Hours Only*
  - Effect on FLSA: *Both Hours and Amount*
  - Multiplication Factor: *1.0*
  - Category for FLSA: *Overtime*
  - Regular Pay Included: [Cleared]
- Overtime earnings code *OTQ* (half-time) is mapped to overtime on flat sum bonus earnings code *OT4*.

  Setup for the *OTQ* earnings code:

  - Payment Type: *Both Hours and Amount OK*
  - Effect on FLSA: *None*
  - Multiplication Factor: *0.5*
  - Category for FLSA: *Overtime*
  - Regular Pay Included: [Cleared]

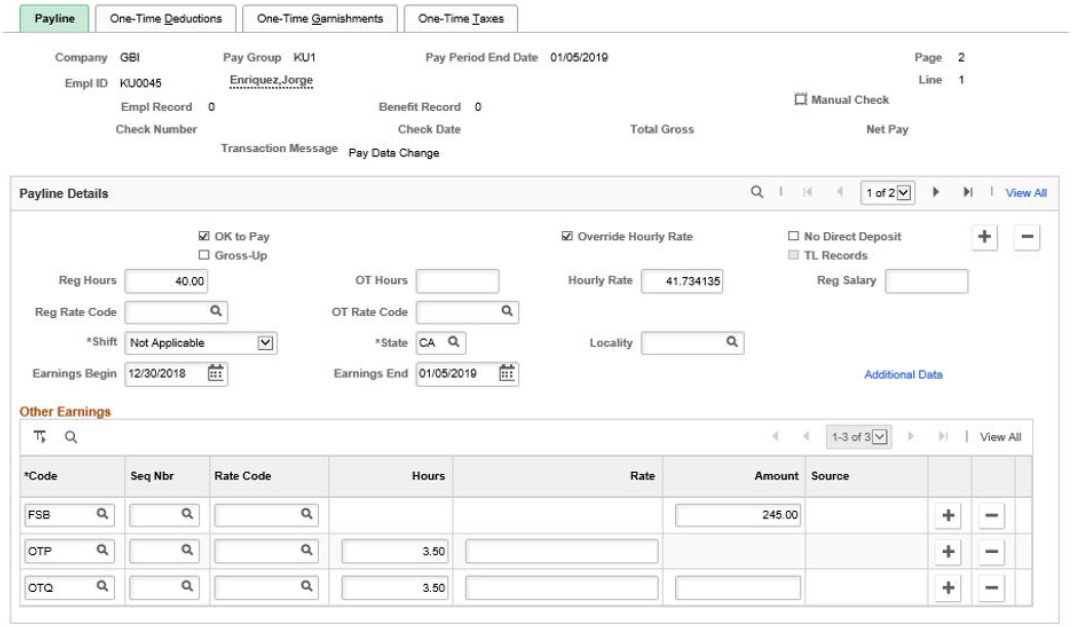
1. The user enters information such as flat sum bonus, straight time overtime and half time overtime to the payline:

Term	Definition
Current Pay Period	12/30/2018 - 01/05/2019
FLSA Period	12/30/2018 - 01/05/2019
Flat Sum Bonus (FSB)	$245
Reg Hours	40 hours
OT Hours - Straight Time (OTP)	3.5 hours

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Term	Definition
OT Hours - Half Time (OTQ)	3.5 hours

This example illustrates the fields and controls on the Payline page where flat sum bonus and overtime information is inserted.



The system calculates the regular bonus rate, which is $6.125 ($245/40) in this example, in Pay Calculation.

2. The paycheck displays the calculated hourly rate (hourly rate or regular bonus rate, *with* the multiplication factor applied) and amount for each of the Overtime earnings codes (OTP and OTQ) and Overtime on Flat Sum Bonus earnings codes (OT3 and OT4) in the Other Earnings section of the paycheck:

   - Straight time (1.0) Overtime Pay (OTP):

     $41.734135 x 1.0 x 3.5 = $146.07

   - Half time (0.5) Overtime Pay (OTQ):

     $41.734135 x 0.5 x 3.5= $73.03

   - Straight time (1.0) Overtime Pay on Flat Sum Bonus (OT3):

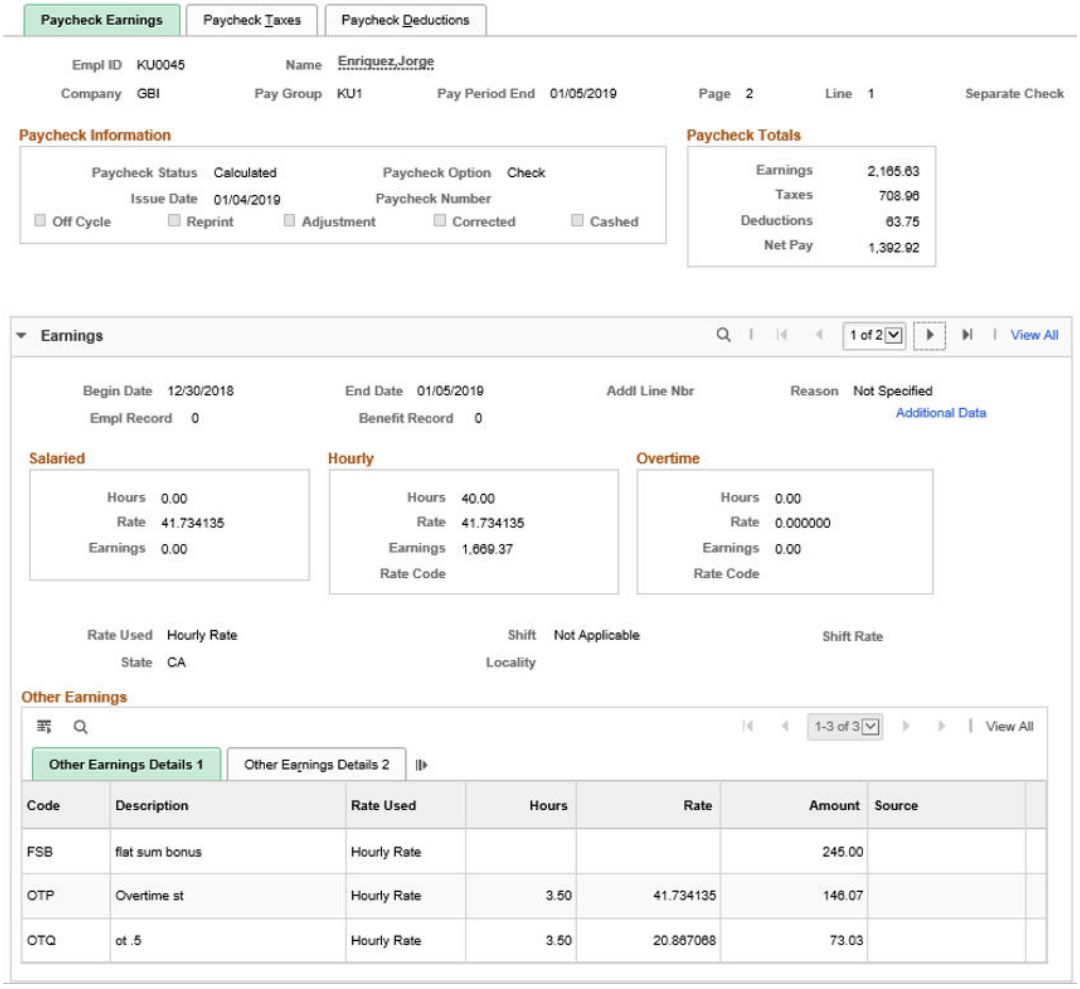
     $6.125 x 1.0 x 3.5= $21.44

   - Half time (0.5) Pay on Flat Sum Bonus (OT4):

     $6.125 x 0.5 x 3.5 = $10.72

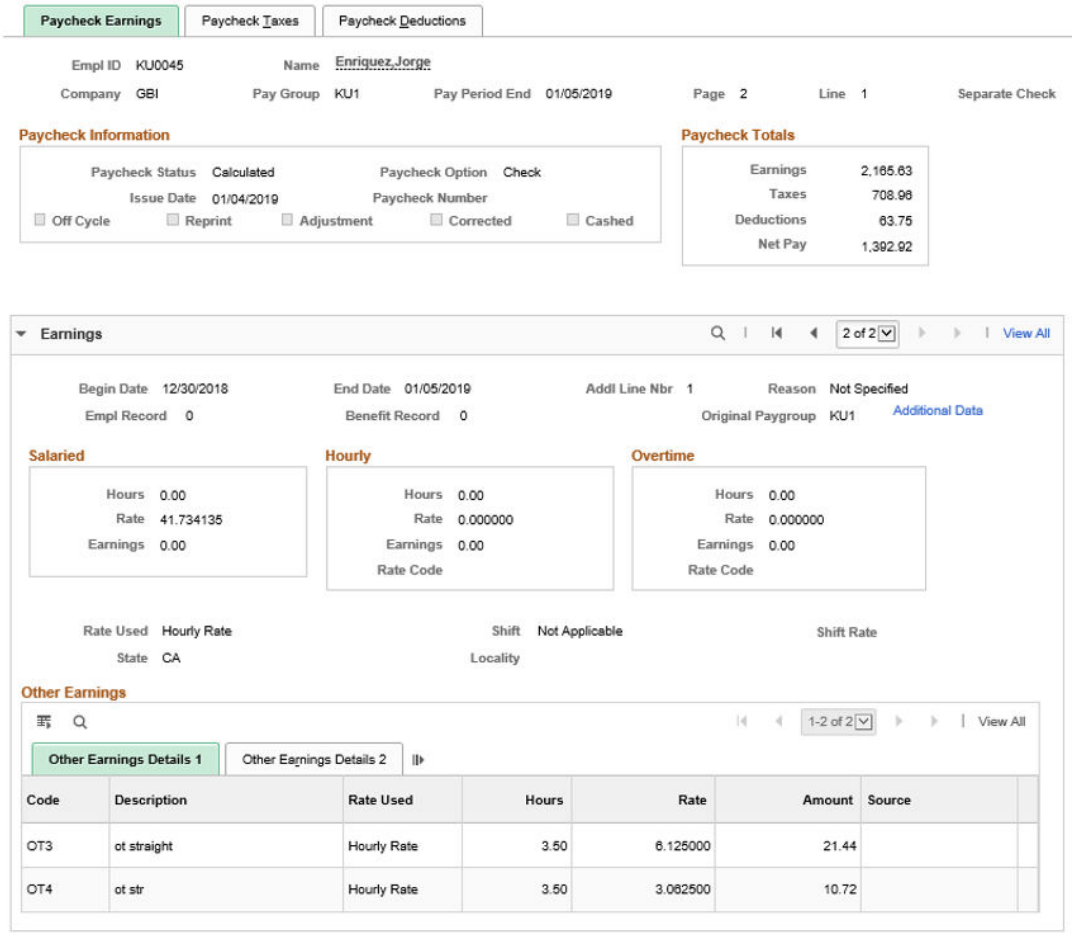
This example illustrates the fields and controls on the Paycheck Earnings page where the calculated hourly rates (multiplication factor applied) and amounts for overtime are displayed.

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This example illustrates the fields and controls on the Paycheck Earnings page where the calculated hourly rates (multiplication factor applied) and amounts for overtime on flat sum bonus are displayed.

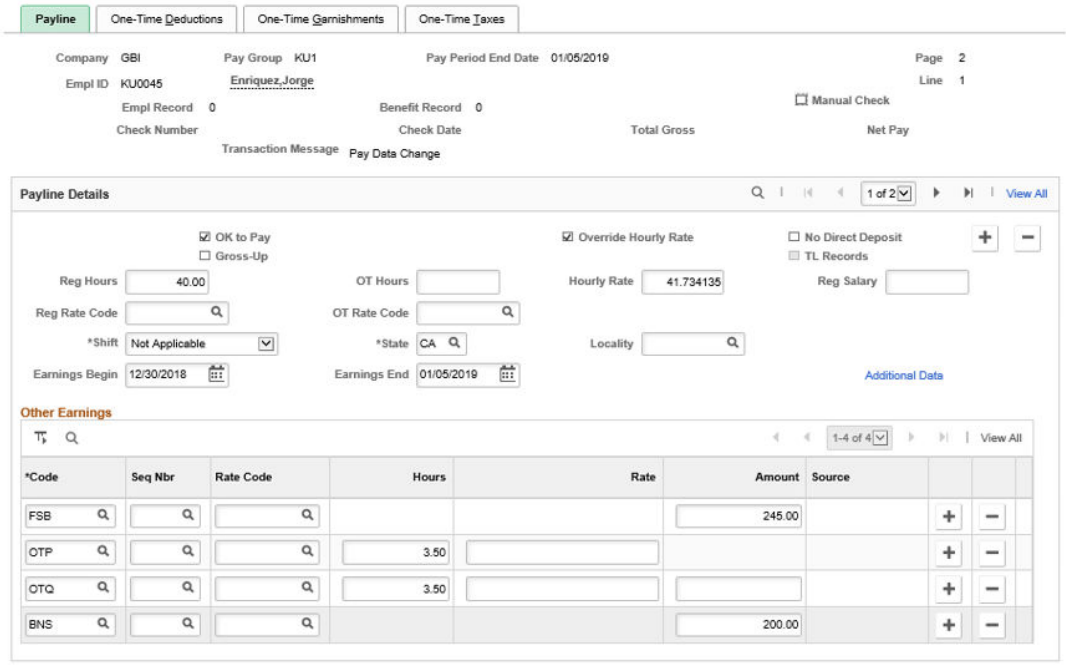
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3. Suppose that in a slightly different scenario, a $200 FLSA-eligible bonus *BNS* is also added to the payline:

   This example illustrates the fields and controls on the Payline page where FLSA-eligible bonus, flat sum bonus, and overtime information is inserted.

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With an FLSA-eligible bonus in the pay period, the system calculates the FLSA rate to be used in overtime pay as follows:

(Regular period pay + Overtime pay at contractual + Total other FLSA eligible earnings) / Total FLSA eligible hours

($41.734135 x 40 + $146.07 + $200) / (40 + 3.5) = $46.331954

The *OTQ* overtime pay is excluded from the calculation because the earnings code is set to have no effect on FLSA.

4. The paycheck displays the calculated hourly rate (*with* the multiplication factor applied) and amount for each of the Overtime earnings codes (OTP and OTQ) and Overtime on Flat Sum Bonus earnings codes (OT3 and OT4) in the Other Earnings section of the paycheck:

   - Straight time (1.0) Overtime Pay (OTP):

     $46.331954 x 1.0 x 3.5 = $162.16

   - Half time (0.5) Overtime Pay (OTQ):

     $46.331954 x 0.5 x 3.5= $81.08

   - Straight time (1.0) Overtime Pay on Flat Sum Bonus (OT3):

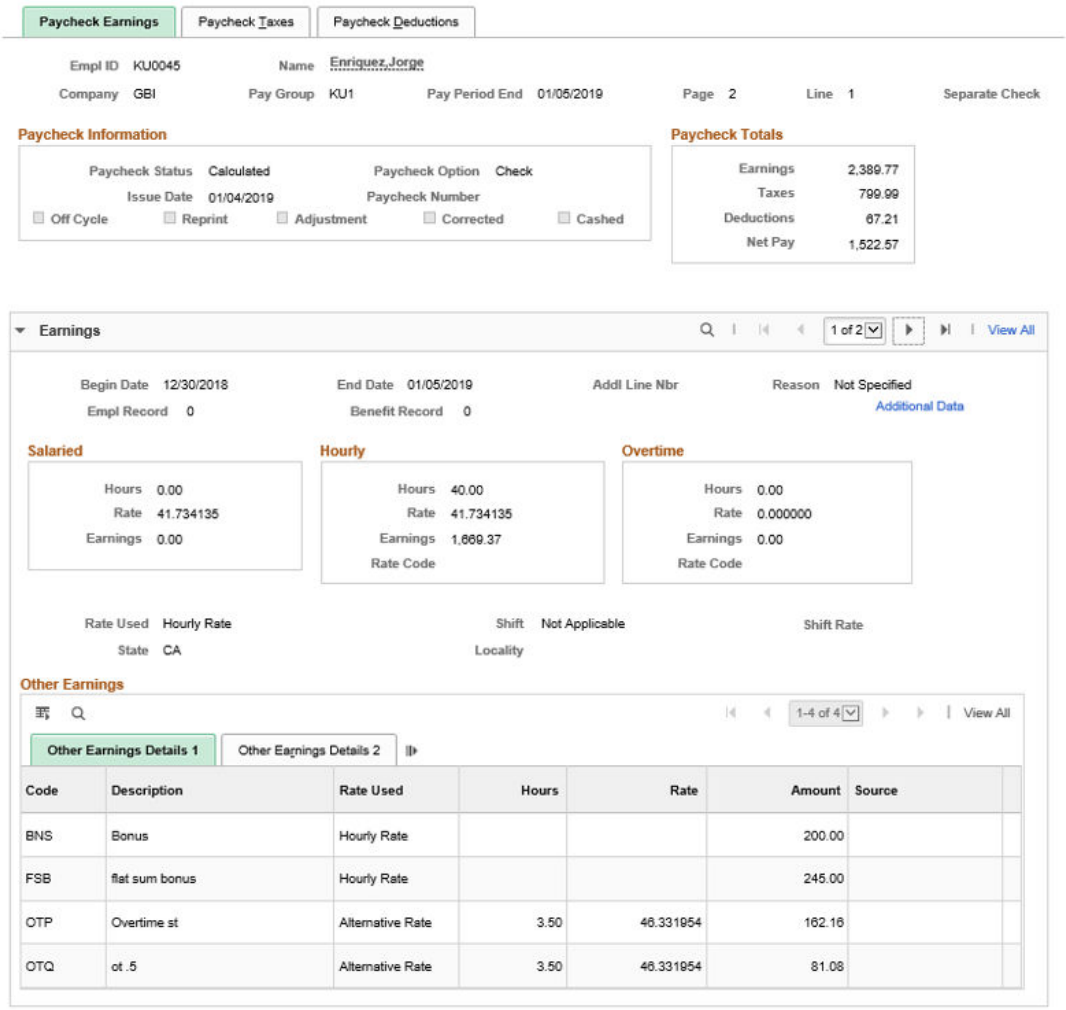
     $6.125 x 1.0 x 3.5= $21.44

   - Half time (0.5) Pay on Flat Sum Bonus (OT4):

     $6.125 x 0.5 x 3.5 = $10.72

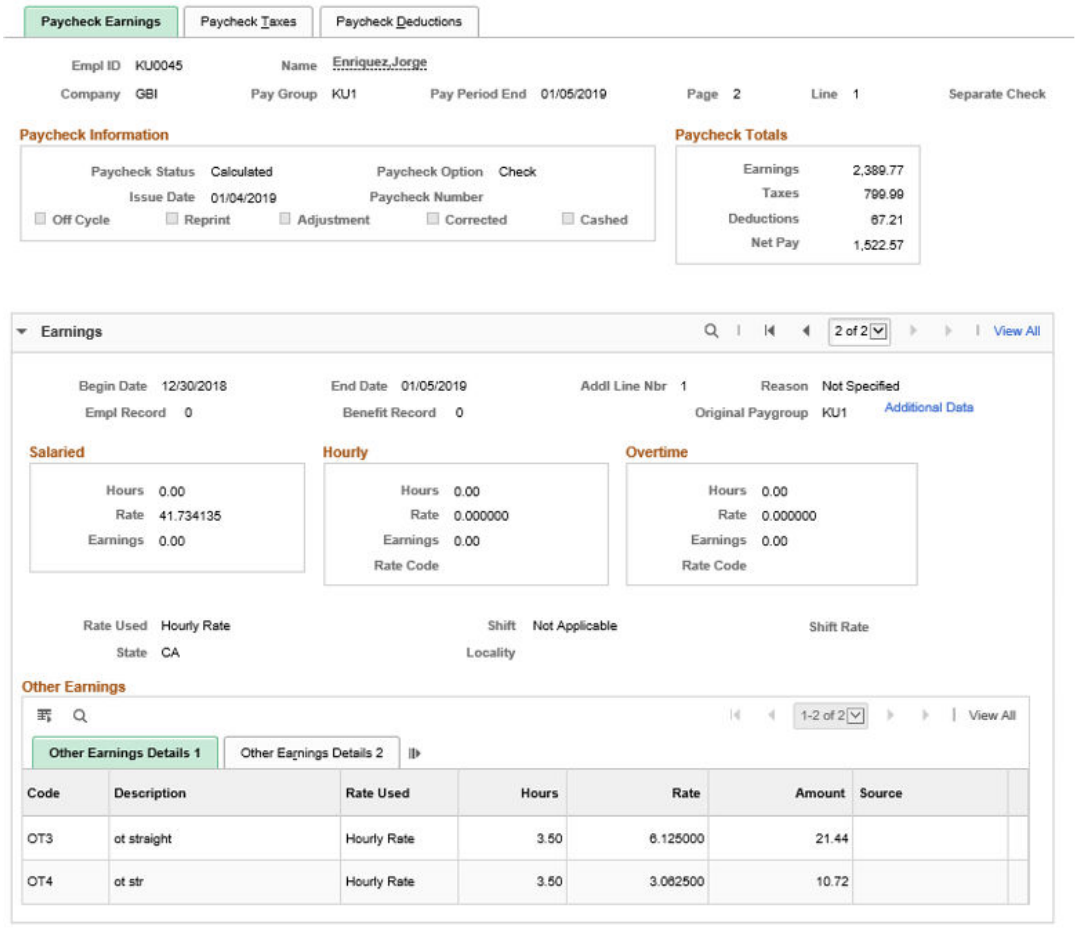
This example illustrates the fields and controls on the Paycheck Earnings page where the calculated hourly rates (multiplication factor applied) and amounts for overtime are displayed.

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This example illustrates the fields and controls on the Paycheck Earnings page where the calculated hourly rates (multiplication factor applied) and amounts for overtime on flat sum bonus are displayed.

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The FLSA-eligible bonus has no impact on the calculation of overtime pay for employees who get flat sum bonus payments.

Example of Overtime Pay Calculation on Adjusted Flat Sum Bonus Payment

In this example, an adjustment (flat sum bonus) has been made to the same FLSA period as the previous example. This action results in a recalculation of the regular bonus rate and overtime payments for that FLSA week. In this scenario, the old bonus rate will be backed out, and a new one calculated.

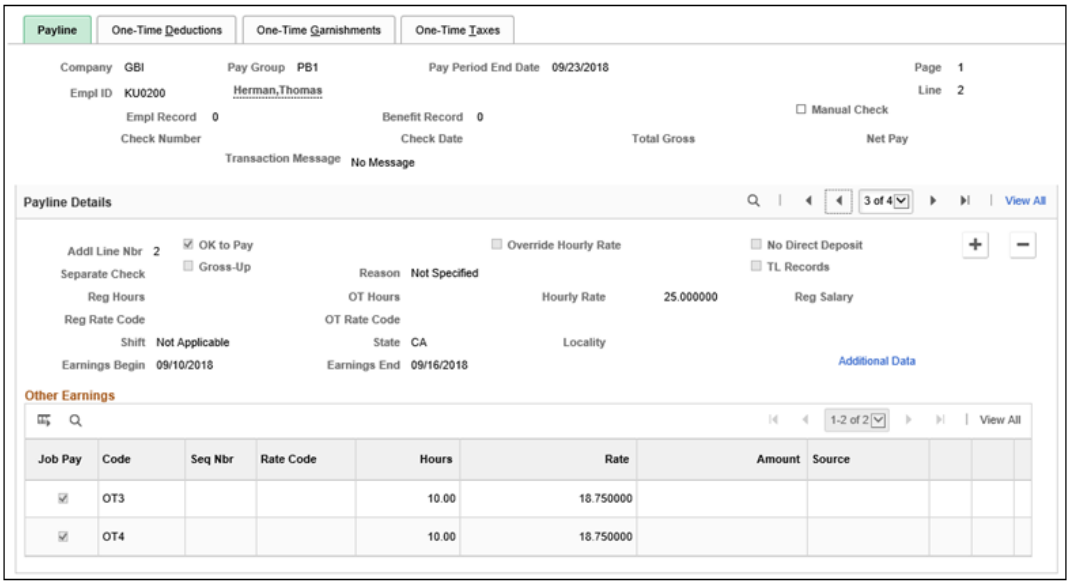
1. The user enters $200 of flat sum bonus to the payline for the previous FLSA period:

Term	Definition
Current Pay Period	09/17/2018 - 09/23/2018
FLSA Period	09/10/2018 - 09/16/2018
Flat Sum Bonus	$200 (new payment entered for the FLSA period) ($100 from prior period confirmed check)
Reg Hours	(16 hours from prior period confirmed check)
OT Hours (OTP)	(10 hours from prior period confirmed check)
Double Time Hour (DBT)	(10 hours from prior period confirmed check)

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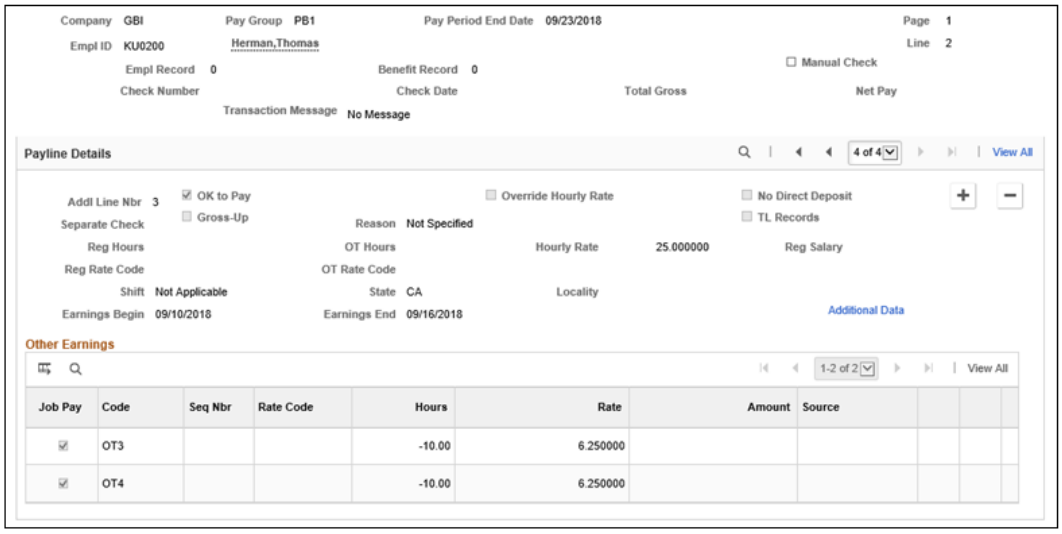
2. The system calculates the regular bonus rate in Pay Calculation, and inserts a new payline that contains the OT3 and OT4 earnings codes in the **Other Earnings** section with the corresponding number of hours, and the updated regular bonus rate *before* the multiplication factor is applied, which is $18.75 ($300 / 16). The $300 amount is the sum of the newly entered $200 and the $100 from the confirmed check of the prior period.

   This example illustrates the fields and controls on the Payline page where mapped overtime codes, hours and updated bonus rate are displayed.



   The old regular bonus rate of $6.25 is backed out:

   This example illustrates the fields and controls on the Payline page where the old bonus rate is backed out.



3. The paycheck displays the updated hourly rate with the multiplication factor applied and amount for each of the Overtime on Flat Sum Bonus earnings codes OT3 and OT4:

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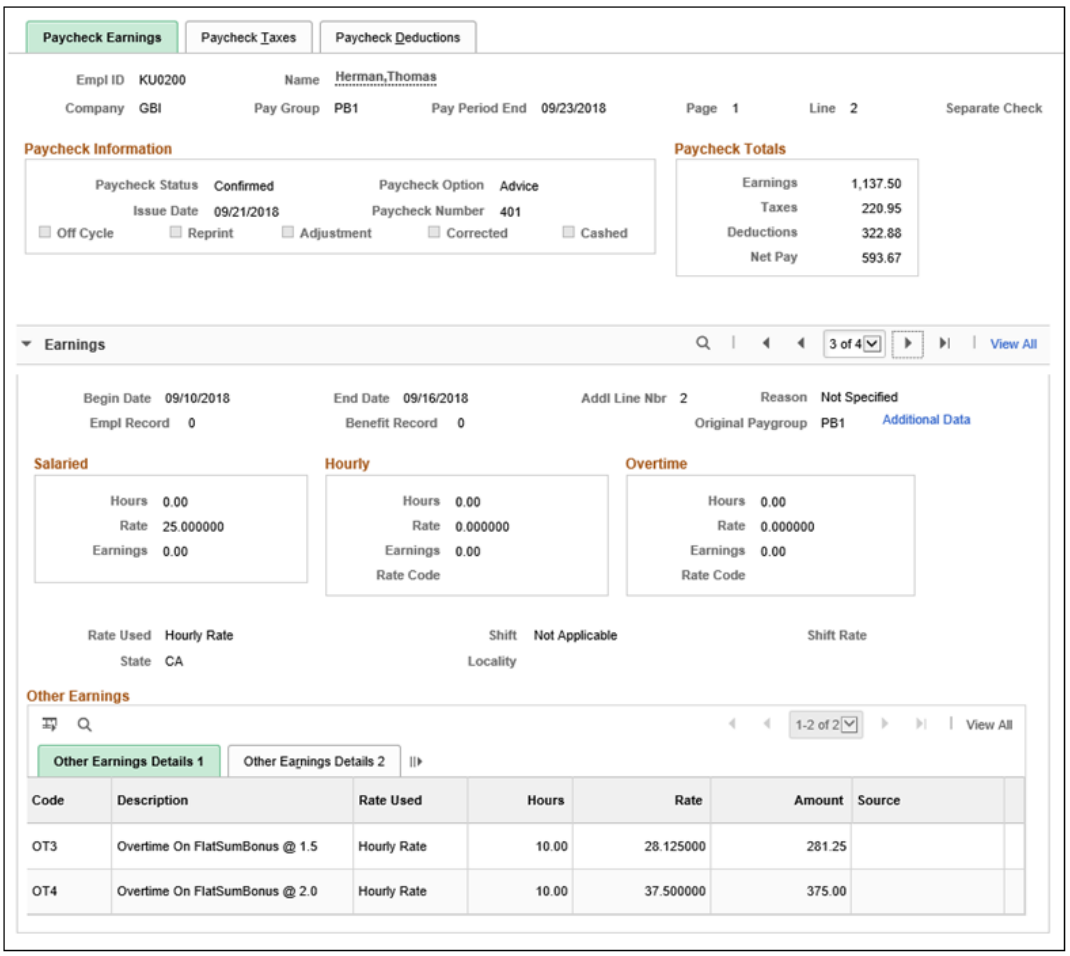
- Time-and-one-half (1.5) Overtime Pay on Flat Sum Bonus (OT3):

  $18.75 x 1.5 x 10 = $281.25

- Double-time (2.0) Pay on Flat Sum Bonus (OT4):

  $18.75 x 2 x 10 = $375.00

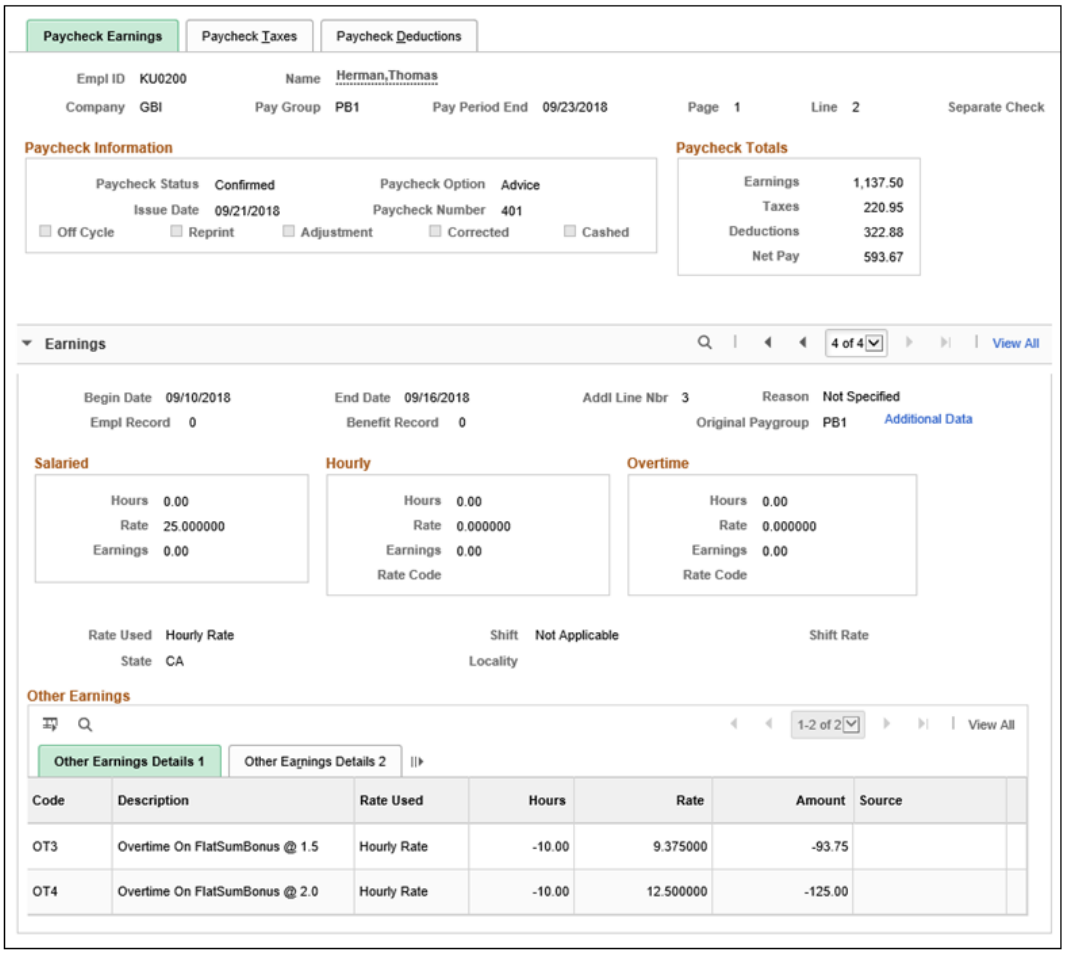
This example illustrates the fields and controls on the Paycheck Earnings page where the updated hourly rates (multiplication factor applied) and amounts for overtime on flat sum bonus are displayed.



The old overtime pay amounts ($93.75 and $125.00) that were calculated using the old regular bonus rate ($6.25) are backed out:

This example illustrates the fields and controls on the Paycheck Earnings page where the old bonus rates are backed out.

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Paycheck Earnings | Paycheck Taxes | Paycheck Deductions

Empl ID KU0200 Name Herman,Thomas
Company GBI Pay Group PB1 Pay Period End 09/23/2018 Page 1 Line 2 Separate Check

Paycheck Information

Paycheck Status Confirmed Paycheck Option Advice
Issue Date 09/21/2018 Paycheck Number 401
Off Cycle | Reprint | Adjustment | Corrected | Cashed

Paycheck Totals

Earnings	1,137.50
Taxes	220.95
Deductions	322.88
Net Pay	593.67

Earnings 4 of 4 View All

Begin Date 09/10/2018 End Date 09/16/2018 Addl Line Nbr 3 Reason Not Specified
Empl Record 0 Benefit Record 0 Original Paygroup PB1 Additional Data

Salaried

Hours 0.00
Rate 25.000000
Earnings 0.00

Hourly

Hours 0.00
Rate 0.000000
Earnings 0.00
Rate Code

Overtime

Hours 0.00
Rate 0.000000
Earnings 0.00
Rate Code

Rate Used Hourly Rate Shift Not Applicable Shift Rate
State CA Locality

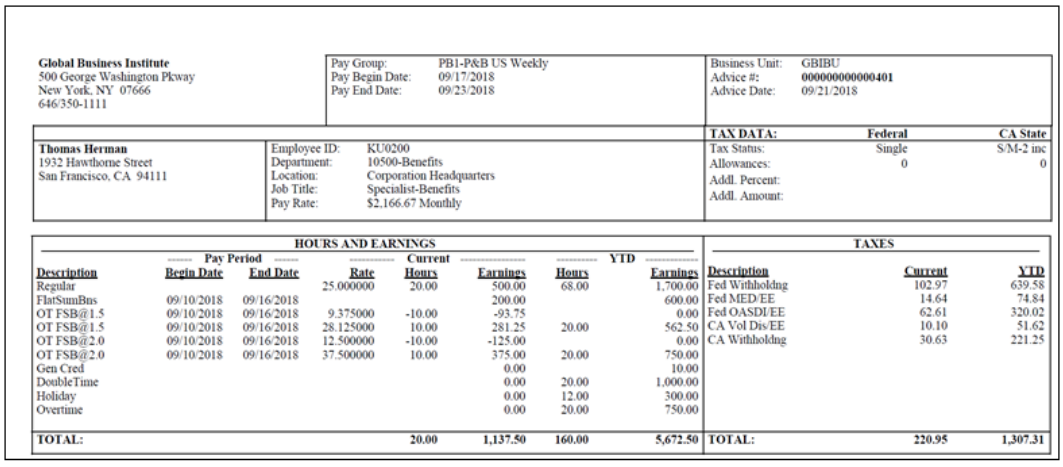
Other Earnings 1-2 of 2 View All

Other Earnings Details 1 | Other Earnings Details 2

Code	Description	Rate Used	Hours	Rate	Amount	Source
OT3	Overtime On FlatSumBonus @ 1.5	Hourly Rate	-10.00	9.375000	-93.75	
OT4	Overtime On FlatSumBonus @ 2.0	Hourly Rate	-10.00	12.500000	-125.00	

Detail lines for the updated Overtime on Flat Sum Bonus calculations are displayed in the PDF version of the paycheck as follows:

This example illustrates the PDF version of the paycheck where updated overtime pay on flat sum bonus is displayed.



Global Business Institute
500 George Washington Pkway
New York, NY 07666
646/350-1111

Pay Group: PB1-P&B US Weekly
Pay Begin Date: 09/17/2018
Pay End Date: 09/23/2018

Business Unit: GBIBU
Advice #: 00000000000401
Advice Date: 09/21/2018

Thomas Herman
1932 Hawthorne Street
San Francisco, CA 94111

Employee ID: KU0200
Department: 10500-Benefits
Location: Corporation Headquarters
Job Title: Specialist-Benefits
Pay Rate: $2,166.67 Monthly

TAX DATA:	Federal	CA State
Tax Status:	Single	S/M-2 inc
Allowances:	0	0
Addl. Percent:		
Addl. Amount:		

HOURS AND EARNINGS

	Pay Period		Current			YTD	
Description	Begin Date	End Date	Rate	Hours	Earnings	Hours	Earnings
Regular			25.000000	20.00	500.00	68.00	1,700.00
FlatSumBns	09/10/2018	09/16/2018			200.00		600.00
OT FSB@1.5	09/10/2018	09/16/2018	9.375000	-10.00	-93.75		0.00
OT FSB@1.5	09/10/2018	09/16/2018	28.125000	10.00	281.25	20.00	562.50
OT FSB@2.0	09/10/2018	09/16/2018	12.500000	-10.00	-125.00		0.00
OT FSB@2.0	09/10/2018	09/16/2018	37.500000	10.00	375.00	20.00	750.00
Gen Cred					0.00		10.00
DoubleTime					0.00	20.00	1,000.00
Holiday					0.00	12.00	300.00
Overtime					0.00	20.00	750.00
TOTAL:				20.00	1,137.50	160.00	5,672.50

TAXES

Description	Current	YTD
Fed Withholdng	102.97	639.58
Fed MED/EE	14.64	74.84
Fed OASDI/EE	62.61	320.02
CA Vol Dis/EE	10.10	51.62
CA Withholdng	30.63	221.25
TOTAL:	220.95	1,307.31

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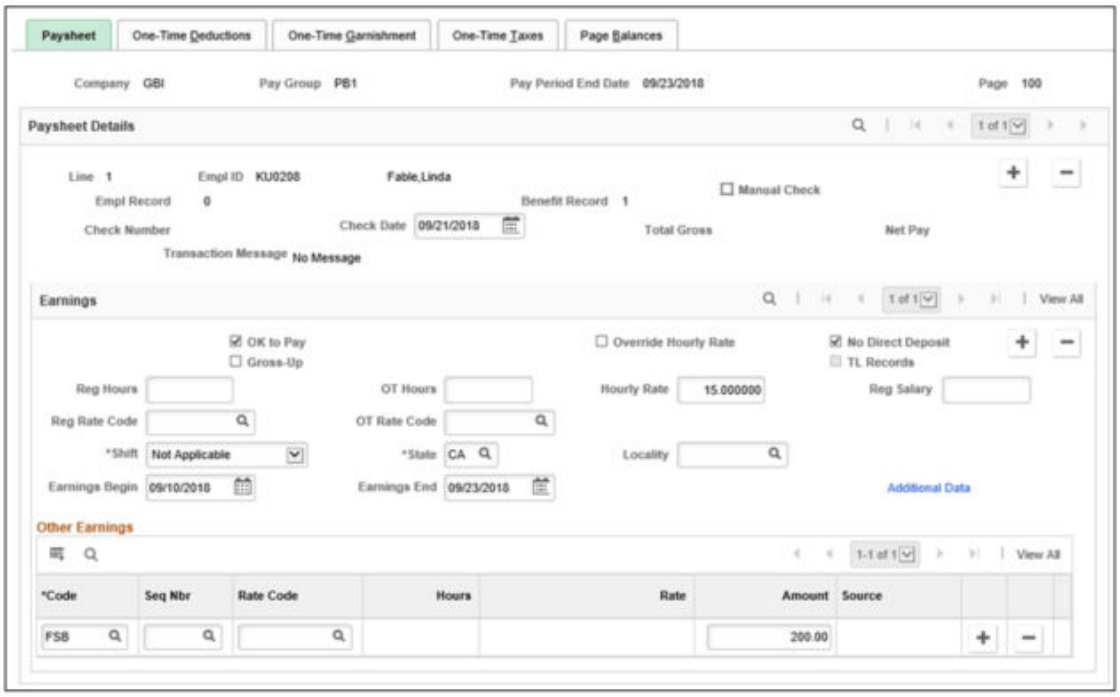
Example of Overtime Pay Calculation on Flat Sum Bonus Payment that Spans Across Multiple Pay Periods

If a flat sum bonus spans multiple FLSA periods, the system splits the flat sum bonus earning automatically into the appropriate FLSA periods, following the same method currently used to prorate a production bonus across multiple FLSA periods.

In this example, a $200 flat sum bonus is entered on an off-cycle payroll for the period between September 10 and September 23, which includes two FLSA periods:

- First: 09/10/2018 - 09/16/2018
- Second: 09/17/2018 - 09/23/2018

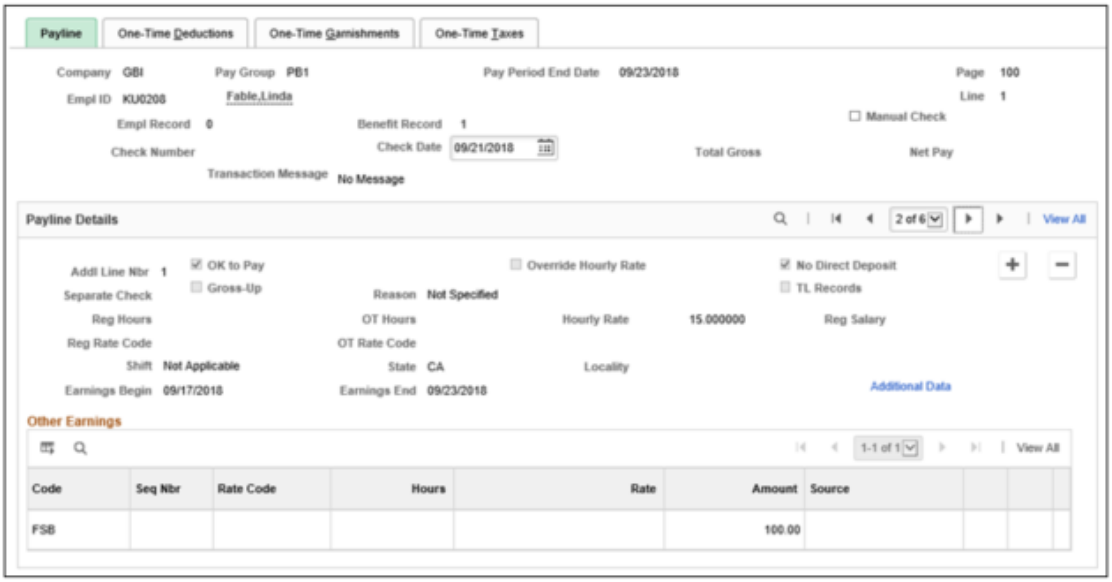
This example illustrates the fields and controls on the Paysheet page where a flat sum bonus is applied to two FLSA periods.



During pay calculation, the flat sum bonus amount of $200 is split into these two FLSA periods automatically, $100 for each period:

This example illustrates the fields and controls on the Payline page where a split flat sum bonus is added to the first of the two FLSA periods.

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This example illustrates the fields and controls on the Payline page where a split flat sum bonus is added to the last of the two FLSA periods.



The original $200 bonus for the period of September 10 and September 23 is backed out:

This example illustrates the fields and controls on the Payline page where the old flat sum bonus is backed out.

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Then, the calculation of overtime due on the flat sum bonus is performed for each FLSA period, as described in Example of Overtime Pay Calculation on Flat Sum Bonus Payment (Option 1 - Overtime Paid With One Earnings Code), or Example of Overtime Pay Calculation on Adjusted Flat Sum Bonus Payment (if the transaction includes a prior period adjustment).

Related Topics

- Overview of Overtime Calculations on Flat Sum Bonus Payments
  As a result of a California Supreme Court ruling in 2018, Payroll for North America updates the calculation of overtime pay amounts for periods in which employees earn *flat sum* bonus payments. This court ruling requires that when employers perform overtime calculations due for a period in which employees earn a *flat sum* bonus, they must use a *regular bonus rate* of pay that is determined by dividing the total compensation earned by only the *non-overtime* hours worked during the period to which the bonus applies. This method is different from the one that is used to perform overtime calculations on *production bonus* (bonus based on a percentage of production or a formula) payments, in which the *regular bonus rate* of pay is determined by dividing the total compensation earned by the total number of hours worked (including overtime) during the period to which the bonus applies.

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(CAN) Canadian Tax Method Calculations

Understanding Canadian Tax Methods

This topic discusses:

- Bonus tax method.
- Commission tax method.
- Lump sum tax method.

Bonus Tax Method

This calculation method depends upon whether the bonus payment is included with the regular earnings (using the annualized tax method) or the bonus payment is paid on a separate cheque.

> **Note**
>
> Any payment that is using the bonus tax method is referred to as a "bonus payment" for the purpose of this documentation.

Bonus Included with Regular Earnings

When bonus is included with Regular Earnings (annualized tax method), in addition to the 3 Calculation Steps outlined, the first 2 Steps are to calculate pay period income taxes on the Regular Earnings using the Annualized Tax Method.

Calculation Step 1 – Determine annual taxes payable by annualizing the Regular Earnings.

- Calculation Input - The following will derive annual taxable gross: Regular Earnings X total pay periods in the year.
- Calculation Output - Perform the annualized tax calculation to produce the annual income taxes.

Calculation Step 2 - Determine pay period income taxes for the Regular Earnings.

- Calculation Input - The following will derive pay period income taxes: Annual income taxes (from Step 1) / total pay periods in the year.
- Calculation Output - Pay period income taxes on the Regular Earnings.

The following table shows how the system calculates the tax payable when the bonus is included with regular earnings:

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Calculation Step	Calculation Input	Calculation Output
1. Determine annual taxes payable using annualized earnings including the bonus payment.	The following will derive annual taxable gross: (CIT taxable earnings gross year-to-date [YTD], including YTD bonus) + (current annualized tax method earnings X no. of pays remaining in the year including the current period) + (current bonus payment)	Perform tax calculation and the result will be annual income taxes which for this exercise will be Base Amount A.
2. Determine annual taxes payable using annualized earnings excluding the current bonus payment.	The following will derive annual taxable gross: (CIT taxable earnings gross YTD, including YTD bonus) + (current annualized tax method earnings X no. of pays remaining in the year including the current period)	Perform tax calculation and the result will be annual income taxes which for this exercise will be Base Amount B.
3. Determine pay period income taxes payable on the bonus payment.	The following will derive pay period income taxes on the bonus payment: (Base Amount A – Base Amount B)	Pay period income ax payable on bonus payment.
4. Determine pay period income taxes for the Regular Earnings and the Bonus payment.	The following will derive pay period income taxes for both Regular Earnings and the Bonus payment: Pay period income taxes on the Regular Earnings + Pay period income taxes on the Bonus payment	Total pay period income taxes for this combined payment (cheque).

Bonus Paid on a Separate Cheque

This table shows how the system calculates the tax payable when the bonus is paid on a separate cheque with no regular earnings:

Calculation Step	Calculation Input	Calculation Output
1. Determine annual taxes payable based on estimated annualized earnings including the bonus payment.	The following will derive projected annual taxable gross: (CIT taxable earnings gross YTD, including YTD bonus) + (pay period pay rate from the employee's Job Data record X No. of pay periods remaining in the year including the current pay period) + (current bonus payment)	Perform tax calculation and the result will be annual income taxes which for this exercise will be Base Amount A.

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Calculation Step	Calculation Input	Calculation Output
2. Determine annual taxes payable based on estimated annualized earnings excluding the current bonus payment.	The following will derive projected annual taxable gross: (CIT taxable earnings gross YTD, including YTD bonus) + (pay period pay rate from the employee's Job Data record X No. of pay periods remaining in the year including the current pay period)	Perform tax calculation and the result will be annual income taxes which for this exercise will be Base Amount B.
3. Determine taxes payable on the bonus payment.	(Base Amount A – Base Amount B)	Tax payable on bonus payment.

The estimated projected earnings from the employee's Job Data record is calculated by this formula: (annual rate from the employee's Job Data record / no. of pays in the year to derive a pay period rate) × number of pays remaining in the year including the current period.

Commission Tax Method

For the Commission Tax Method to work as designed, the **Commission** group boxes must be completed on the Quebec Income Tax Data page.

If the **Commission** group boxes are not completed, the tax calculation process defaults to the Annualized Tax Method.

The following outlines the method that is used in calculating CIT (federal and provincial excluding Quebec) and QIT using the commission tax method.

> **Note**
>
> Any payment that uses the commission tax method is referred to as a "commission payment" for the purpose of this documentation.

CIT Commission Tax Calculation

This table shows how the system calculates the tax payable (CIT) on a commission payment:

Calculation Step	Calculation Input	Calculation Output
1. Establish the net annual taxable income from the **Commission** group box on the Canadian Income Tax Data page.	(income reported in the **Commission** group box) – (expenses reported in the **Commission** group box)	(after calculation) Annual taxable income.
2. Determine annual taxes payable.	Apply the annualized tax method to the annual taxable income	(after tax calculation) Annual tax payable.
3. Determine pay period taxes payable.	[(commission payment on current cheque) / (income reported in the Canadian Income Tax Data page)] X annual tax payable	(after calculation) Tax payable on the current commission payment.

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QIT Commission Tax Calculation

Unlike the federal Statement of Commission Income and Expenses For Payroll Tax Deductions (TD1X) that is used to estimate the net annual taxable income amount, the Quebec Statement of Commissions and Expenses For Source Deduction Purposes (TP-1015.R.13.1-V) establishes a ratio to annualize the current cheque's commission payment.

For Quebec provincial tax, the current cheque's commission earnings is annualized using the ratio determined by the income and expenses reported in the **Commission** group box on the Quebec Income Tax Data page.

This table shows how the system calculates the QIT payable on a commission payment:

Calculation Step	Calculation Input	Calculation Output
1. Derive the ratio to apply to the current cheque's commission earnings amount to calculate annual income.	[(income reported on the Quebec Income Tax Data page) – (expenses reported on the Quebec Income Tax Data page)] / (income reported on the Quebec Income Tax Data page)	(after calculation) Ratio of commissions to be included.
2. Apply the derived ratio against the current cheque's commission payment to determine the annual taxable income.	(ratio of commissions to be included) X (commission payment on current cheque) X (annual factor)	(after calculation) Annual taxable income.
3. Determine the QIT payable for the pay period.	Apply the annualized tax method on the annual taxable income	(after tax calculation) Tax payable on the current commission payment.

Lump Sum Tax Method

The lump sum tax method determines the withholding for the payment (earnings code set up using the Lump Sum Tax Method) using the corresponding rate(s) specified on the **Federal CIT Lump-Sum Rates** (federal Canadian income taxes lump-sum rates) group box or **Quebec (QIT) Lump-Sum Rates** (Quebec [Quebec income taxes] lump-sum rates) group box on the Tax Rates, Credits, and Other page.

This table shows how the system calculates the lump sum tax method:

Calculation Step	Calculation Input	Calculation Output
1. Establish the applicable tax rate to use from the Tax Rates, Credits and Other page - Federal (CIT) Lump Sum Rates and if Quebec applies, also use the Quebec (QIT) Lump Sum Rates.	Select the applicable rate to use based on the amount of the payment; for Quebec, also select the appropriate rates (CIT and QIT)	Selected tax rate(s).
2. Determine the CIT payable for the payment ; if Quebec, determined both CIT and QIT payable for the period.	(Lump-sum payment) X (selected rate(s))	(after tax calculation) Tax payable on the current lump-sum payment; if province is Quebec, both CIT and QIT are calculated.

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Canadian Tax Methods Calculations

This topic discusses:

- Using Payline one-time deductions for entering before-tax deductions.
- Calculating annual taxable income using the annualized tax method.
- Calculating annual taxable income using the bonus tax method.
- Calculating annual taxable income using the annualized and bonus tax methods.

Using Payline One-Time Deductions for Entering Before-Tax Deductions

Consultation with the Canada Revenue Agency (CRA) has prompted PeopleSoft to revise our treatment of one-time before-tax deductions associated with specific taxation methodologies. This topic discusses the revised methods that PeopleSoft uses to handle before-tax one-time deductions and provides examples of each method.

PeopleSoft's basic methodology is to derive Pay Period Taxable Gross as: Taxable Earnings plus Taxable Benefits less Before-Tax Deductions.

The calculation methodology the system uses to derive Annual Taxable Income depends on the tax method that is used (annualized, bonus, or both annualized and bonus on a single cheque).

Calculating Annual Taxable Income Using the Annualized Tax Method

For the regular annualized tax method, the calculated Pay Period Taxable Gross is multiplied by the number of pay periods in the year.

When you use Payline One-time Deductions to enter before-tax deductions for Plan Type 8x (Pension Plans) and Plan Type 4x (Savings Plans) using the Override feature, the system excludes these entries when determining Pay Period Taxable Gross, but reduces Annual Taxable Gross on a one-time basis.

Example: Annualized Tax Calculation

Annualized Tax Calculation (Bi-weekly payroll – 26 pay periods), derive annual taxable gross:

- Regular pay period taxable earnings = 2,500.00 CAD
- Pay period taxable benefits = 75.00 CAD
- Pay period before-tax deductions (these are before-tax deductions the employee is enrolled in) = 200.00 CAD
- Pay Period Taxable Earnings = 2,375.00 CAD
- Annual Taxable Income = $2,375.00 x 26 pay periods = 61,750.00 CAD
- Payline One-time Deductions (before-tax, Plan Type 4x) = 1,500.00 CAD
- Adjusted Annual Taxable Income = 60,250.00 CAD

The annualized tax calculation uses $60,250.00 to derive the pay period income taxes.

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> **Note**
>
> If one of the pay period before-tax deductions is to be entered as a one-time deduction on Payline One-time Deductions, use the Override feature for the amount to be inclusive of the pay period deduction. If you use Addition instead of Override, the total amount reduces the Pay Period Taxable Income.

Calculating Annual Taxable Income Using the Bonus Tax Method

This topic applies to the bonus tax method with no annualized tax method earnings, only the single tax set (bonus). To calculate reasonable results based on the formulas provided, Pay Period Taxable Gross is established from the employee's Job Record (compensation) and multiplied by the number of pay periods remaining in the pay year plus the employee's YTD taxable gross.

When you use Payline One-time Deductions to enter before-tax deductions for Plan Type 8x (Pension Plans), Plan Type 4x (Savings Plans), and Plan Type 00 (General Deductions) using the Override feature, these entries reduce the Annual Taxable Gross on a one-time basis. Although not recommended, if Addition (instead of Override) were used and combined with the employee's enrolled amount, this would also be treated as a one-time reduction to the Annual Taxable Income.

Entries that you create for before-tax deductions for Plan Type 8x (Pension Plans), Plan Type 4x (Savings Plans), and Plan Type 00 (General Deductions) using the Deduction Subset feature reduces Annual Taxable Gross on a one-time basis.

> **Note**
>
> The design is intended to accommodate specific Plan Types (8x, 4x and 00). However, to eliminate the potential creation of Pay Period Taxable Income the design allows for any before-tax deductions to be entered through the Payline One-time Deductions page. ALL (all Plan Types) before-tax deductions that you enter through Payline One-time Deductions reduce Annual Taxable Income. This produces reasonable results in comparison to allowing this scenario to have multiple tax sets (annualized and bonus).

Example: Bonus Tax Method with Payline One-Time Deductions (Single Tax Set Only)

In this scenario, the employee's deductions are likely to be based on a Deduction Subset, however, to simplify this example Benefit and General Deductions Taken is set to None on Paysheets/Paylines for the employee. This stops any deductions the employee is enrolled in from being taken. However, entries that you create for before-tax deductions for Plan Types 8x, 4x and 00 in Payline One-time Deductions, reduce Annual Taxable Income rather than Pay Period Taxable Income.

> **Note**
>
> ALL (all Plan Types) before-tax deductions are treated as a reduction to Annual Taxable Income.

Bonus tax calculation: (Bi-weekly payroll – 26 pay periods); derive annual taxable gross:

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- Regular pay period taxable earnings = 0.00 CAD
- Bonus Tax Method taxable earnings = 15,000.00 CAD
- Pay period taxable benefits (Benefit and General Deductions Taken were set to NONE) = 0.00 CAD
- Pay period before-tax deductions (Benefit and General Deductions Taken were set to NONE) = 0.00 CAD
- Pay Period Taxable Earnings are not applicable but the tax calculation process uses the employee's Job Record (Compensation) to derive a pay period taxable income. For this exercise, Pay Period earnings are 2,500.00 CAD and YTD Taxable Income is $40,000.00 with 10 pays remaining in the year, which includes the current pay period.
- Annual Taxable Income = (Derived Pay Period Taxable Income 2,500.00 CAD x Pays remaining in the year 10) + YTD Taxable Income 40,000.00 CAD + the Bonus Tax Method taxable earnings 15,000.00 CAD = 80,000.00 CAD
- Payline One-time Deductions (before-tax, Plan Type 8x) = 7,250.00 CAD
- Adjusted Annual Taxable Income = 72,750.00 CAD

The $72,750.00 is used in the tax calculation process, which includes the payment of the Bonus Tax Method earnings. When calculating the income taxes on the payment subject to the Bonus Tax Method, the system performs three tax calculations:

- The regular annualized tax calculation, which in this case would produce zero taxes for the pay period.
- An initial bonus tax calculation including the bonus payment.
- The bonus tax calculation excluding the bonus payment where the net of these two bonus tax calculations is the income tax on the bonus payment that is set up to be taxed on the bonus tax method.

In the case of regular pay period deductions, if Taxable Benefits and/or before-Tax deductions were processed, multiple tax methods (Annualized and Bonus) would be applicable as a Pay Period Taxable Gross would have resulted. Because the Pay Period Taxable Gross would have been negligible, the results would have been distorted and likely inaccurate.

The same example can be applied using a deduction subset for the Benefits and General Deductions Taken fields on the paysheets/paylines. You can enter a deduction subset individually on paysheets/paylines or by creating an Off-Cycle Pay Calendar entry to generate paysheets/paylines with Benefits and General Deductions Taken set to Subset XXX for a pay run for bonus payments specific to the Bonus Tax Method.

The pay calculation process would be the same since the before-tax deductions (Plan Type 8x, 4x and 00) included in the SUBSET, reduce Annual Taxable Income.

> **Note**
>
> Although Payline One-time Deductions is not used, with only the Bonus Tax Method applicable, ALL the before-tax deductions are treated as one-time reductions to Annual Taxable Income.

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Calculating Annual Taxable Income Using the Annualized and Bonus Tax Methods

The following describes the calculations when both the annualized and bonus tax methods are applicable on a single cheque. The initial calculation is Annualized, then Bonus and the results from the two are combined and reported on the single cheque.

Annualized tax method

For the Annualized tax method, the system calculates Pay Period Taxable Gross as usual (taxable pay period earnings plus taxable benefits less before-tax deductions). If you use Payline One-time Deductions to enter a before-tax deduction for Plan Type 8x and/or 4x using the Override feature, this deduction is used during the bonus tax method calculation. The deduction is not dependant on the payline that you enter it on if multiple paylines are applicable to segregate annualized tax method earnings versus bonus tax method earnings. This produces accurate ‘annualized' pay period income taxes.

Bonus tax method

For the Bonus tax method, the system initially determines Annualized Taxable Income inclusive of the bonus tax method payment by using the employee's pay period taxable gross per the above multiplied by the pay periods remaining in the year (including the pay period that is being run) plus the employee's YTD taxable gross plus the bonus tax method payment. With the Override Payline One-time Deduction entry for Plan Type 8x and/or 4x, this amount reduces Annual Taxable Income. To calculate income taxes specific to the bonus payment, the system now determines the Annualized Taxable Income excluding the bonus tax method payment by using the employee's pay period taxable gross per the above multiplied by the pay periods remaining in the year (including the pay period being run) plus the employee's YTD taxable gross. The Override Payline One-time Deduction entry for Plan Type 8x and/or 4x reduces Annual Taxable Income. This process produces accurate results provided the employee's Pay Period Taxable Gross is representative of their normal pay period taxable earnings. The resulting net of the above two calculations is the income tax on the bonus payment.

When multiple tax sets (annualized and bonus) are applicable, during the bonus tax calculations, Plan Type 00 (General Deductions) before-tax deductions when entered as Override entries on Payline One-time Deductions are not treated the same as Plan Type 8x and 4x. These (Plan Type 00) entries reduce Pay Period Taxable Gross. When the Bonus Tax Method is the only tax method applicable, Plan Type 00 before-tax deductions reduce Annual Taxable Income.

> **Note**
>
> To generate the best possible results when one-time reductions to Annual Taxable Income are desired, PeopleSoft recommends that you do not combine tax methods on a single cheque to create a multiple tax set situation where the Bonus Tax Method is one of them.

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Example: Annualized and Bonus Tax Method on One Cheque with Payline One-Time Deductions

Provided the Annualized Tax Method earnings are representative of the employee's regular pay period earnings, the resulting income taxes should be considered reasonable and acceptable.

The pay calculation process calculates income taxes based on each tax set and combines the results. The initial tax calculation is the Annualized Tax Method. The process follows the guidelines noted in the "Calculating Annual Taxable Income Using the Annualized Tax Method" topic. The Bonus Tax Method follows the steps outlined in the "Calculating Annual Taxable Income Using the Bonus Tax Method" topic with an exception in the way the system processes Payline One-time Deductions for Plan Type 00 (General Deductions). With the inclusion of the Annualized Tax Method, any before-tax deduction (Plan Type 00) entries entered as Override are applied against the Pay Period Taxable Income during the calculation of the Annualized Tax Method. Therefore, when this multiple tax set situation is applicable, only Payline One-time Deduction entries for Plan Type 8x and 4x reduce Annual Taxable Income during the Bonus Tax Method calculation.

Annualized tax calculation: (Bi-weekly payroll – 26 pay periods); derive annual taxable gross:

- Regular pay period taxable earnings = 2,500.00 CAD
- Pay period taxable benefits = 75.00 CAD
- Pay period before-tax deductions (these are before-tax deductions the employee is enrolled in) = 200.00 CAD
- Pay Period Taxable Earnings = 2,375.00 CAD
- Annual Taxable Income = (2,375.00 CAD– 450.00 CAD) x 26 pay periods = 50,050.00 CAD
- Payline One-time Deduction (before-tax, Plan Type 8x) = 1,500.00 CAD (to be applied in the Bonus Tax Calc)
- Payline One-time Deduction (before-tax, Plan Type 00) = 450.00 CAD (to be applied against Pay Period Taxable Income)
- Adjusted Annual Taxable Income = 50,050.00 CAD

The annualized tax calculation uses 50,050.00 CAD to derive the pay period income taxes.

Bonus tax calculation:

- Regular pay period taxable earnings = 2,500.00 CAD
- Bonus Tax Method taxable earnings = 15,000.00 CAD
- Pay period taxable benefits (Benefit and General Deductions Taken are set to NONE) = 75.00 CAD
- Pay period before-tax deductions (Benefit and General Deductions Taken are set to NONE) = 200.00 CAD
- Payline One-time Deduction (before-tax, Plan Type 8x) = 1,500.00 CAD (to be applied in the Bonus Tax Calculation)
- Payline One-time Deduction (before-tax, Plan Type 00) = 450.00 CAD (to be applied against Pay Period Taxable Income)
- Pay Period Taxable Earnings are applicable and the tax calculation process uses this information to derive a pay period taxable income. For this example, the Pay Period

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earnings are 2,500.00 CAD and the YTD Taxable Income is 40,000.00 CAD with 10 pays remaining in the year, which would include the current pay period.

- Annual Taxable Income = (regular pay period taxable earnings 2,500.00 CAD + taxable benefits 75.00 CAD – before-tax deductions 200.00 CAD – Payline One-time Deduction for Plan Type 00 450.00 CAD) x Pays remaining in the year 10) + YTD Taxable Income 40,000.00 CAD + the Bonus Tax Method taxable earnings 15,000.00 CAD = 74,250.00 CAD
- Payline One-time Deductions (before-tax, Plan Type 8x) = 1,500.00 CAD
- Adjusted Annual Taxable Income = 72,750.00 CAD

The 72,750.00 CAD is used in the initial tax calculation process, which includes the payment of the Bonus Tax Method earnings. The next tax calculation process will use the same as itemized above but exclude the Bonus Tax Method taxable earnings (15,000.00 CAD). The net result of these two tax calculations determines the income taxes specifically on the Bonus Tax Method taxable earnings.

Combine the annualized pay period income taxes with the income tax on the bonus payment subject to the Bonus Tax Method to derive the income taxes applicable to the single cheque.

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(USA) U.S. Tax Methods and Calculations

Special Withholding Tax Status

Specify the special withholding tax status for each employee in the Special Withholding Tax Status field on the Federal Tax Data (TAX_DATA1), State Tax Data (TAX_DATA3), or Local Tax Data (TAX_DATA5) pages, referred to in the table below as the employee tax data page.

This table shows how Payroll for North America withholds tax based on the value selected in the Special Withholding Tax Status field for the Annualized Taxation method and the Supplemental Taxation method:

> **Note**
>
> When an employee receives more than $1 million of supplemental wages, the 37% federal tax is calculated and withheld regardless of the employee's Form W-4 elections.
>
> As of January 1, 2022, the federal supplemental tax rate is 37%, and it is subject to change in future years. The rate is stored on the Federal Tax table.

Special Withholding Tax Status	Annualized Tax Method	Supplemental Tax Method
None	Withholding tax is calculated based on the employee's tax status and number of allowances. The system also withholds any additional withholding amount or percentage specified for the employee on the employee tax data page. On the paysheet, you can: • Suppress additional tax withholding. • Enter a one-time tax override to withhold a specific tax amount.	Withholding tax is calculated based on the supplemental tax method specified on the Tax Table - General page (STATE_TAX_TABLE1) for the tax jurisdiction being processed. The system ignores any additional withholding amount or percentage specified for the employee on the employee tax data page To withhold a specific tax amount, enter a one-time tax override on the paysheet.
No Taxable Gross; No Tax Taken	No tax is withheld, and no dollars are accumulated to taxable gross balances. The system ignores any additional withholding amount or percentage specified for the employee on the employee tax data page.	No tax is withheld, and no dollars are accumulated to taxable gross balances. The system ignores any additional withholding amount or percentage specified for the employee on the employee tax data page.

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Special Withholding Tax Status	Annualized Tax Method	Supplemental Tax Method
Maintain Taxable Gross	The system withholds only the additional withholding amount or percentage specified for the employee on the employee tax data page. On the paysheet, you can: • Suppress the additional tax withholding amount or percent. • Enter a one-time tax override to withhold a different specific tax amount. **Note:** On the Federal Tax Data page, an additional amount or percentage should not be entered when the Special Withholding Tax Status is *Maintain taxable gross.*	The system does not withhold any tax based on the supplemental tax method specified on the Tax Table - General page (STATE_TAX_TABLE1) for the tax jurisdiction being processed. The system ignores any additional withholding amount specified for the employee on the employee tax data page. The system withholds any additional withholding percentage specified for the employee on the employee tax data page. To withhold a specific tax amount, enter a one-time tax override on the paysheet.

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Special Withholding Tax Status	Annualized Tax Method	Supplemental Tax Method
Nonresident Alien	For nonresident alien (NRA) employees in commercial organizations (not E&G), the system calculates the withholding tax based on the taxable gross plus the additional amount required by the IRS to be added to the taxable gross for nonresident alien employees. This additional amount is stored on the Special Tax Amts page on the State Tax Table entry for State = $U (U.S. Federal). (E&G) For nonresident alien employees in education and government organizations, the system determines the taxable gross for FWT based on earnings that exceed the treaty maximum amount defined on the Tax Treaty table. The system calculates FWT based on the taxable gross plus the additional amount required by the IRS to be added to the taxable gross for nonresident alien employees. This additional amount is stored on the Special Tax Amts page on the State Tax Table entry for State = $U (U.S. Federal). The system also withholds any additional withholding amount or percentage specified for the employee on the employee tax data page. On the paysheet, you can: • Suppress additional tax withholding. • Enter a one-time tax override to withhold a specific tax amount.	Withholding tax is calculated based on the supplemental tax method specified on the Tax Table - General page (STATE_TAX_TABLE1) for the tax jurisdiction being processed. The system ignores any additional withholding amount or percentage specified for the employee on the employee tax data page. To withhold a specific tax amount, enter a one-time tax override on the paysheet.

Related Topics

- (USA) Entering U.S. Employee Tax Data
- Supplemental Tax Calculations
  This topic provides an overview of supplemental tax calculations and discusses these supplemental tax methods:

Supplemental Tax Calculations

This topic provides an overview of supplemental tax calculations and discusses these supplemental tax methods:

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- Aggregate − No Annualize
- Aggregate
- Aggregate − No Tax else Percent
- Percent of Taxable Gross
- Non-resident Supplemental
- Special Table

Understanding Supplemental Tax Calculations

This topic discusses:

- Two-tiered U.S. federal supplemental tax rates.
- Supplemental Tax Methods.

Two-Tiered U.S. Federal Supplemental Tax Rates

Any supplemental wage payments paid after an employee's YTD taxable supplemental payments have exceeded $1 million during the calendar year must be taxed at a higher federal supplemental tax rate.

Create a special accumulator code to store each employee's taxable gross for supplemental payments to identify the correct point at which the higher federal supplemental withholding tax rate should be applied. Enter this special accumulator on the Earnings Table - Special Process Page with *T* selected in the **Effect on Special Balance** field for each earnings code identified as using the supplemental tax method.

If you have multiple companies, you must use the same special accumulator for every company's supplemental earnings. This setup enables the system to make the determination of whether an employee's annual supplemental wage payments have exceeded $1 million across all companies (active or inactive), regardless of whether Common Paymaster functionality has been invoked among the companies. As long as companies share the same calendar year balance ID, the YTD earnings balances for all companies is evaluated to determine which federal supplemental rate should be applied. There is no special setup required on the Company Table.

See Establishing Special Accumulator Codes.

> **Note**
>
> If you did not specify the supplemental payment special accumulator for all supplemental earnings codes, you can run the 2 Tiered Supplemental Adjustment Program SQR report (TAX5162T) to correct the special accumulator balances.

See (USA) TAX5162T – Two-Tiered Supplemental Adjustment Program

Supplemental Tax Methods

PeopleSoft Payroll for North America tax processing supports the various tax calculation methods required by some states for supplemental earnings, including the use of aggregate tax methods.

The methods used for calculating withholding tax on supplemental payments may differ depending on the following criteria that you specify on the Federal Tax Table - General page:

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Term	Definition
Paid With Regular Wages	The employee receives a supplemental payment paid with regular wages.
Separate Payment	The employee receives a supplemental payment as a separate payment.

PeopleSoft delivers the required value in these fields for each state. The possible values are:

- *Aggregate − No Annualize*
- *Aggregate*
- *Aggregate − No Tax else Percent*
- *Percent of Taxable Gross*
- *Special Table with Exemptions*
- *Special Table*
- *Non-Resident Supplemental*

This topic provides an explanation and examples of each of these methods.

> **Note**
>
> PeopleSoft uses the term "normal wages" to mean the employee's pay from regular (REG) earnings taxed using the annualized tax method.

Aggregate − No Annualize

This method is valid only for Delaware and is used only for supplemental wages paid separately from normal wages.

Normal wages are annualized, but supplemental wages are not annualized, as follows:

- Annualize the employee's normal wages and compute tax on this amount.
- Annualize normal wages, add in the supplemental wages, and compute tax on the total.
- Subtract the difference in the tax amounts. The remainder is the withholding on the supplemental wages.

Example

A Delaware employee, single with one allowance, earning $500 per week, is paid a $5000 bonus as a separate check.

Without Bonus	Item	With Bonus
$26,000.00	Annualize Gross Wages	$31,000.00
1,104.55	Annual Delaware Tax	1,426.15
	Tax on Wages without Bonus	(1,104.55)
	Tax to Withhold on Bonus	321.60

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Aggregate

For supplemental wages paid with normal wages, calculate withholding (using the annualized method) as if the aggregate of supplemental and normal wages were a single wage payment for the normal payroll period.

Example for Payment with Regular Wages

A Maine employee, single with one allowance, is paid a $1000 bonus on the same paycheck as his normal weekly earnings of $500:

Term	Definition
Normal Wages	$500.00
Supplemental Wages	1,000.00
Total Wages	1,500.00
Annualized (x 52)	$78,000.00
Annual Maine Tax	5,720.75
Tax to Withhold (/52)	110.01

For supplemental wages paid separately from normal wages, calculate withholding by aggregating supplemental wages with normal wages from the current payroll, if any, or with any other wages paid (confirmed checks only) in the prior on-cycle period. Using the annualized method, compute the tax on the combined total. Subtract the annualized tax on the normal wages. The deannualized remainder is the withholding on the supplemental wages.

> **Note**
>
> If the employee has not been paid any annualized wages this year, the supplemental earnings will be taxed at the employee's pay frequency specified on the pay group table. If there are multiple supplemental earnings for the same period (earnings paid in the same on-cycle timeframe), compute the tax on the combined total. Subtract the annualized tax on the wages paid in that period. The deannualized remainder is the withholding on the current supplemental wages.

Example for Separate Payment

A Maine employee, single with one allowance, is paid a $1000 bonus as a separate check. No normal wages are paid in the current payroll. The employee's last previous on-cycle confirmed paycheck in the current year was for normal weekly earnings of $500:

Normal Wage	Item	Reg + Bonus
$26,000.00	Annualize Gross Wages	$78,000.00
1,300.75	Annual Tax	5,720.75
	Annualized Tax on Normal Wages	(1,300.75)
	Remainder	4,420.00
	Tax to Withhold on Bonus (/52)	85.00

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Multiple Supplemental Wage Payments

The aggregate method accumulates all supplemental wage payments made after the last regular wage payment to perform tax calculations.

For example, if an employee is paid on a monthly payroll cycle on the first day of each month and the employee is also paid supplemental wages throughout the month, the system considers the employee's regular wages and the supplemental wages paid throughout the month when computing withholding using the aggregate method.

For example, Frank Smith is paid regular wages of $2000 on July 1, commissions of $500 on July 5, commissions of $400 on July 15, and commissions of $600 on July 25. When calculating the withholding on the July 25 payment using the aggregate method, the system adds the $600 paid on July 25, the $400 paid on July 5, the $500 paid on July 15 and the regular wage amount of $2000 paid on July 1 to determine the true tax bracket for the monthly payroll period.

Aggregate − No Tax else Percent

When supplemental wages are paid separately from normal wages, withholding depends on whether tax was withheld on the employee's current payment of normal wages, if any, or on previous on-cycle payments (in the same pay group).

If no tax was withheld on either condition, calculate tax on supplemental wages using the Aggregate Method described previously for supplemental wages paid separately.

If tax was withheld on either condition, calculate tax using a flat percent rate as specified by the state, without regard for tax status or allowances.

Example

A Connecticut employee, single with one allowance, is paid a $1000 bonus as a separate check. The employee's last previous on-cycle normal paycheck in the current year was for normal weekly earnings of $500, from which $10.92 Connecticut tax was withheld. Using the flat rate of 4.5 percent specified by Connecticut, calculate the Connecticut tax to be withheld on the bonus:

4.5% X $1000 = $45

Percent of Taxable Gross

Calculate the tax to be withheld on supplemental wages by using the special flat rate specified by the state, without regard for tax status or allowances.

This method may apply both to supplemental wages paid with normal wages and to supplemental wages paid separately.

Example

An employee subject to Indiana withholding is to be paid a $4000 bonus. Using the flat rate of 3.4 percent specified by Indiana for supplemental wages, calculate the Indiana tax to be withheld on the bonus:

3.4% X $4000 = $136

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Non-resident Supplemental

When supplemental wages are paid separately from normal wages to a nonresident employee, calculate tax using a flat percent rate specified for nonresidents, without regard for tax status or allowances.

Example

A nonresident of Yonkers employed in Yonkers and subject to Yonkers tax is to be paid a $2000 bonus as a separate payment. Using the flat rate of .5 percent specified by Yonkers for nonresidents, calculate the Yonkers tax to be withheld on the bonus:

0.5% X $2000 = $10

Special Table

This method is for Georgia and West Virginia only. The system uses the annual rate computed from the job record.

Aggregate Taxation of Multiple Checks

Aggregate taxation of multiple checks is appropriate when you must pay an employee more than once (multiple confirmed pays) within a single pay period, such as a weekly employee who is paid for several different jobs or assignments within the week. Aggregate taxation prevents the system from taxing each payment as if the earnings were for the entire week, which would result in underpayment of taxes.

The aggregate tax method works by totaling the payments identified for aggregate taxation, calculating what the withholding tax should be on the aggregate total for the period, subtracting what's already been withheld in previous payments, and withholding the difference on the paycheck currently being processed.

To aggregate taxation of multiple checks:

1. Verify that the tax method specified for the earnings code on the Earnings Table – Taxes page is Specified on Paysheet.
2. Enter the identical value in the Aggregate ID field on the pay calendars for all pay runs that you want to aggregate.

   To aggregate taxation across multiple checks, the pay calendar Aggregate ID field must be populated with a value. The system aggregates together all pay calendars with the same aggregate ID value (including off-cycle payrolls) for the purposes of tax calculations. All wages paid on calendars with the same aggregate ID are combined, then annualized and taxed accordingly. This is the only purpose for the Aggregate ID field on the pay calendar.

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> **Note**
>
> If you are processing an off-cycle against the on-cycle calendar, you must enter the aggregate ID only on the on-cycle calendar. To add standalone off-cycle calendars to be aggregated together, the pay period end date must be the day after the first confirmed check's pay period end date.
>
> If you enter the same aggregate ID on multiple pay calendars, then for a given employee, each succeeding check (whether off-cycle or on-cycle) calculated under each of these pay calendars is aggregated with all of the already-calculated qualifying checks of the previous pay calendars which were set up using the same aggregate ID.
>
> If a pay calendar has a unique aggregate ID, then for a given employee, succeeding off-cycle and on-cycle checks are aggregated with any already-confirmed qualifying off-cycle checks for that pay calendar.

3. On the off-cycle paysheet, change the tax method to Aggregate.

   This step is not required for on-cycle checks that are processed against on-cycle calendars using the same aggregate ID. When the paysheet is system-generated, the tax method is set to aggregate, and can be viewed in the Additional Data link on the payline.

> **Note**
>
> When you set up the pay calendar with an aggregate ID, the system does not withhold from the succeeding checks processed any additional tax amounts or percentages entered in the employee's tax data. However, if you have already processed a check with additional tax withholding before entering an aggregate ID on the pay calendar, the additional taxes that have already been withheld will be aggregated with succeeding checks. No additional tax withholding will be taken from any check processed with an aggregate ID on the pay calendar.

Related Topics

- Earnings Table - Taxes Page
  Use the Earnings Table - Taxes page (EARNINGS_TABLE2) to enter special options and tax methods for earnings codes.
- Application Fundamentals: Pay Calendar Table Page
- Viewing and Updating Paysheets and Paylines

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(USA) Sample Overflow Checks and Advices

Overflow Checks and Advices

When an employee's number of earnings detail lines (all earnings with either a current pay period amount or a YTD balance greater than zero) exceeds 13, which is the maximum number that can be printed on the first wage statement page, you can generate an overflow wage statement to print 32 additional lines, for a total of 45 lines of wage detail.

Similarly, when an employee's number of tax, before-tax deduction, after-tax deduction or employer paid benefit detail lines (all taxes or deductions, or benefits with either a current pay period amount *or* a YTD balance amount greater than zero) exceeds 13, you can generate an overflow wage statement to print 13 additional lines, for a maximum total of 26 lines of detail for taxes, deductions, employer paid benefits, or all.

See *Understanding BI Publisher Reports and Templates* in Setting Up to Print and View Paychecks and Year-End Pay Forms with BI Publisher (BIP).

Review the samples of overflow checks and advices for a non-exempt salaried employee.

- Check
- Deposit Advice
- Self-Service Wage Statement

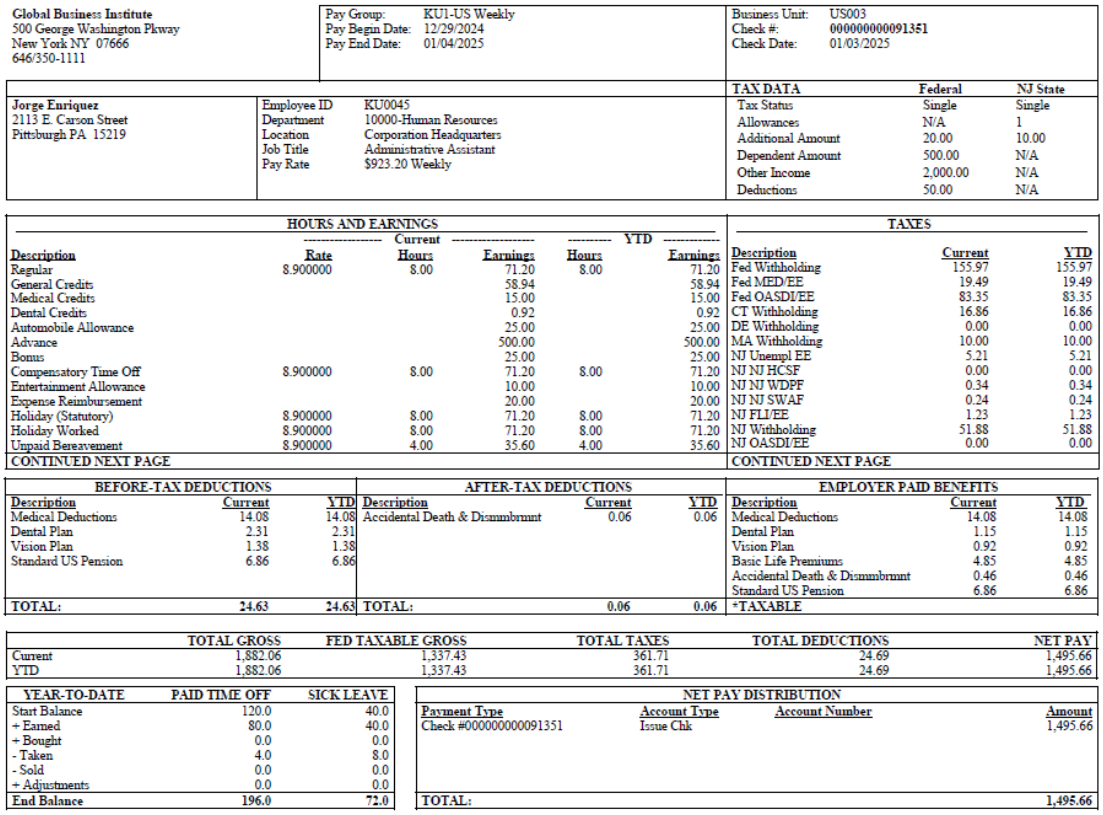
Check

This is an example of a check (PRTOFCHK template) for an employee whose wage statement includes 16 lines of earnings details, 15 lines of tax details, 4 lines of before-tax deduction details, 1 line of after-tax deduction details, and 6 lines of employer paid benefits details.

Video: Image Highlights, PeopleSoft HCM Update Image 51: U.S. Wage Statement Tax Data Section Update

This example illustrates a sample check (PRTOFCHK) page 1 (1 of 2).

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Global Business Institute
500 George Washington Pkway
New York NY 07666
646/350-1111

Pay Group: KU1-US Weekly
Pay Begin Date: 12/29/2024
Pay End Date: 01/04/2025

Business Unit: US003
Check #: 000000000091351
Check Date: 01/03/2025

Jorge Enriquez
2113 E. Carson Street
Pittsburgh PA 15219

Employee ID KU0045
Department 10000-Human Resources
Location Corporation Headquarters
Job Title Administrative Assistant
Pay Rate $923.20 Weekly

TAX DATA	Federal	NJ State
Tax Status	Single	Single
Allowances	N/A	1
Additional Amount	20.00	10.00
Dependent Amount	500.00	N/A
Other Income	2,000.00	N/A
Deductions	50.00	N/A

HOURS AND EARNINGS

Description	Rate	Current Hours	Current Earnings	YTD Hours	YTD Earnings
Regular	8.900000	8.00	71.20	8.00	71.20
General Credits			58.94		58.94
Medical Credits			15.00		15.00
Dental Credits			0.92		0.92
Automobile Allowance			25.00		25.00
Advance			500.00		500.00
Bonus			25.00		25.00
Compensatory Time Off	8.900000	8.00	71.20	8.00	71.20
Entertainment Allowance			10.00		10.00
Expense Reimbursement			20.00		20.00
Holiday (Statutory)	8.900000	8.00	71.20	8.00	71.20
Holiday Worked	8.900000	8.00	71.20	8.00	71.20
Unpaid Bereavement	8.900000	4.00	35.60	4.00	35.60
CONTINUED NEXT PAGE					

TAXES

Description	Current	YTD
Fed Withholding	155.97	155.97
Fed MED/EE	19.49	19.49
Fed OASDI/EE	83.35	83.35
CT Withholding	16.86	16.86
DE Withholding	0.00	0.00
MA Withholding	10.00	10.00
NJ Unempl EE	5.21	5.21
NJ NJ HCSF	0.00	0.00
NJ NJ WDPF	0.34	0.34
NJ NJ SWAF	0.24	0.24
NJ FLI/EE	1.23	1.23
NJ Withholding	51.88	51.88
NJ OASDI/EE	0.00	0.00
CONTINUED NEXT PAGE		

BEFORE-TAX DEDUCTIONS

Description	Current	YTD
Medical Deductions	14.08	14.08
Dental Plan	2.31	2.31
Vision Plan	1.38	1.38
Standard US Pension	6.86	6.86
TOTAL:	24.63	24.63

AFTER-TAX DEDUCTIONS

Description	Current	YTD
Accidental Death & Dismmbrmnt	0.06	0.06
TOTAL:	0.06	0.06

EMPLOYER PAID BENEFITS

Description	Current	YTD
Medical Deductions	14.08	14.08
Dental Plan	1.15	1.15
Vision Plan	0.92	0.92
Basic Life Premiums	4.85	4.85
Accidental Death & Dismmbrmnt	0.46	0.46
Standard US Pension	6.86	6.86
*TAXABLE		

	TOTAL GROSS	FED TAXABLE GROSS	TOTAL TAXES	TOTAL DEDUCTIONS	NET PAY
Current	1,882.06	1,337.43	361.71	24.69	1,495.66
YTD	1,882.06	1,337.43	361.71	24.69	1,495.66

YEAR-TO-DATE	PAID TIME OFF	SICK LEAVE
Start Balance	120.0	40.0
+ Earned	80.0	40.0
+ Bought	0.0	0.0
- Taken	4.0	8.0
- Sold	0.0	0.0
+ Adjustments	0.0	0.0
End Balance	196.0	72.0

NET PAY DISTRIBUTION

Payment Type	Account Type	Account Number	Amount
Check #000000000091351	Issue Chk		1,495.66
TOTAL:			1,495.66

This example illustrates a sample check (PRTOFCHK) page 1 (2 of 2).



MESSAGE:

Global Business Institute
500 George Washington Pkway
New York NY 07666

90-3456/1234 CHASE MANHATTEN
100 Grand Central Station
New York NY 37654

Check No.
91351

Date: 01/03/2025 **Pay Amount: $1,495.66 *****

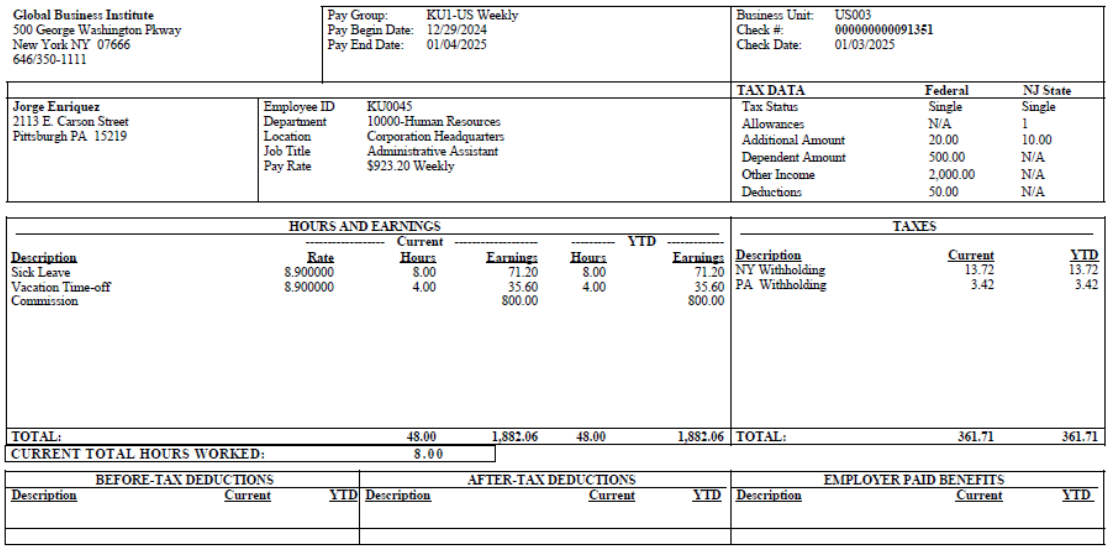
Pay ****ONE THOUSAND FOUR HUNDRED NINETY-FIVE AND 66/100 DOLLARS****

To The Order Of
JORGE ENRIQUEZ
2113 E. Carson Street
Pittsburgh, PA 15219
Location: Corporation Headquarters

C000000000091351C A123434566A 4582372C

This example illustrates a sample check (PRTOFCHK) page 2 (1 of 2).

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Global Business Institute
500 George Washington Pkway
New York NY 07666
646/350-1111

Pay Group: KU1-US Weekly
Pay Begin Date: 12/29/2024
Pay End Date: 01/04/2025

Business Unit: US003
Check #: 00000000091351
Check Date: 01/03/2025

Jorge Enriquez
2113 E. Carson Street
Pittsburgh PA 15219

Employee ID KU0045
Department 10000-Human Resources
Location Corporation Headquarters
Job Title Administrative Assistant
Pay Rate $923.20 Weekly

TAX DATA	Federal	NJ State
Tax Status	Single	Single
Allowances	N/A	1
Additional Amount	20.00	10.00
Dependent Amount	500.00	N/A
Other Income	2,000.00	N/A
Deductions	50.00	N/A

HOURS AND EARNINGS

Description	Rate	Current Hours	Current Earnings	YTD Hours	YTD Earnings
Sick Leave	8.900000	8.00	71.20	8.00	71.20
Vacation Time-off	8.900000	4.00	35.60	4.00	35.60
Commission			800.00		800.00
TOTAL:		48.00	1,882.06	48.00	1,882.06

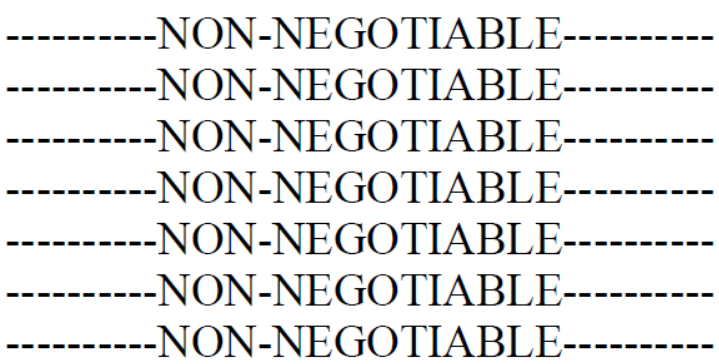
CURRENT TOTAL HOURS WORKED: 8.00

TAXES

Description	Current	YTD
NY Withholding	13.72	13.72
PA Withholding	3.42	3.42
TOTAL:	361.71	361.71

BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS			EMPLOYER PAID BENEFITS		
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD

This example illustrates a sample check (PRTOFCHK) page 2 (2 of 2).



Tax Data Display

The display of the TAX DATA section changes depending on the Form W-4 version selected for the employee on the Federal Tax Data Page. This screenshot displays how the TAX DATA section looks when the employee's federal taxes are calculated with the federal form version of *W-4 - 2020 or Later*:

This example illustrates the TAX DATA section when the employee's federal form version is *W-4 - 2020 or Later*.

TAX DATA	Federal	NJ State
Tax Status	Single	Single
Allowances	N/A	1
Additional Amount	20.00	10.00
Dependent Amount	500.00	N/A
Other Income	2,000.00	N/A
Deductions	50.00	N/A

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This screenshot displays how the TAX DATA section looks when the employee's federal taxes are calculated with the federal form version of *W-4 - 2019 or Earlier*:

This example illustrates the TAX DATA section when the employee's federal form version is *W-4 - 2019 or Earlier.*

TAX DATA	Federal	NJ State
Tax Status	Married	Single
Allowances	2	1
Additional Amount	20.00	10.00

Deposit Advice

This topic provides examples of a deposit advice (PRTOFADV template) for an employee whose wage statement includes 17 lines of earnings details, 15 lines of tax details, 4 lines of before-tax deduction details, 2 lines of after-tax deduction details, and 6 lines of employer paid benefits details.

Video: Image Highlights, PeopleSoft HCM Update Image 51: U.S. Wage Statement Tax Data Section Update

This image illustrates an example of a Deposit Advice (PRTOFADV) page 1 (1 of 2).

Global Business Institute
500 George Washington Pkway
New York, NY 07666
646/350-1111

Pay Group: KU1-US Weekly
Pay Begin Date: 01/05/2025
Pay End Date: 01/11/2025

Business Unit: US003
Advice #: 00000000013351
Advice Date: 01/10/2025

Jorge Enriquez
2113 E. Carson Street
Pittsburgh, PA 15219

Employee ID KU0045
Department 10000-Human Resources
Location Corporation Headquarters
Job Title Administrative Assistant
Pay Rate $923.20 Weekly

TAX DATA	Federal	NJ State
Tax Status	Single	Single
Allowances	N/A	1
Additional Amount	20.00	10.00
Dependent Amount	500.00	N/A
Other Income	2,000.00	N/A
Deductions	50.00	N/A

HOURS AND EARNINGS

		Current		YTD	
Description	Rate	Hours	Earnings	Hours	Earnings
Regular	23.080000	12.00	276.96	20.00	348.16
Automobile Allowance			25.00		50.00
Advance			500.00		1,000.00
Bonus			25.00		50.00
Compensatory Time Off	23.080000	8.00	184.64	16.00	255.84
Commission			1,300.00		2,100.00
Entertainment Allowance			10.00		20.00
Expense Reimbursement			20.00		40.00
Holiday (Statutory)	23.080000	8.00	184.64	16.00	255.84
Holiday Worked	23.080000	8.00	184.64	16.00	255.84
Jury Pay	23.080000	4.00	92.32	4.00	92.32
Sick Leave	23.080000	8.00	184.64	16.00	255.84
Vacation Time-off	23.080000	4.00	92.32	8.00	127.92
CONTINUED NEXT PAGE					

TAXES

Description	Current	YTD
Fed Withholding	439.86	595.83
Fed MED/EE	37.90	57.39
Fed OASDI/EE	162.04	245.39
CT Withholding	16.89	33.75
DE Withholding	0.00	0.00
MA Withholding	10.00	20.00
NJ Unempl EE	10.07	15.28
NJ NJ HCSF	0.00	0.00
NJ NJ WDPF	0.66	1.00
NJ NJ SWAF	0.46	0.70
NJ FLI/EE	2.36	3.59
NJ Withholding	144.35	196.23
NJ OASDI/EE	0.00	0.00
CONTINUED NEXT PAGE		

BEFORE-TAX DEDUCTIONS

Description	Current	YTD
Medical Deductions	14.08	28.16
Dental Plan	2.31	4.62
Vision Plan	1.38	2.76
Standard US Pension	21.40	28.26
TOTAL:	39.17	63.80

AFTER-TAX DEDUCTIONS

Description	Current	YTD
Accidental Death & Dismmbrmnt	0.06	0.12
Advance Payback	500.00	500.00
TOTAL:	500.06	500.12

EMPLOYER PAID BENEFITS

Description	Current	YTD
Medical Deductions	14.08	28.16
Dental Plan	1.15	2.30
Vision Plan	0.92	1.84
Basic Life Premiums	4.85	9.70
Accidental Death & Dismmbrmnt	0.46	0.92
Standard US Pension	21.40	28.26
*TAXABLE		

	TOTAL GROSS	FED TAXABLE GROSS	TOTAL TAXES	TOTAL DEDUCTIONS	NET PAY
Current	3,151.46	2,592.29	833.00	539.23	1,779.23
YTD	5,033.52	3,929.72	1,194.71	563.92	3,274.89

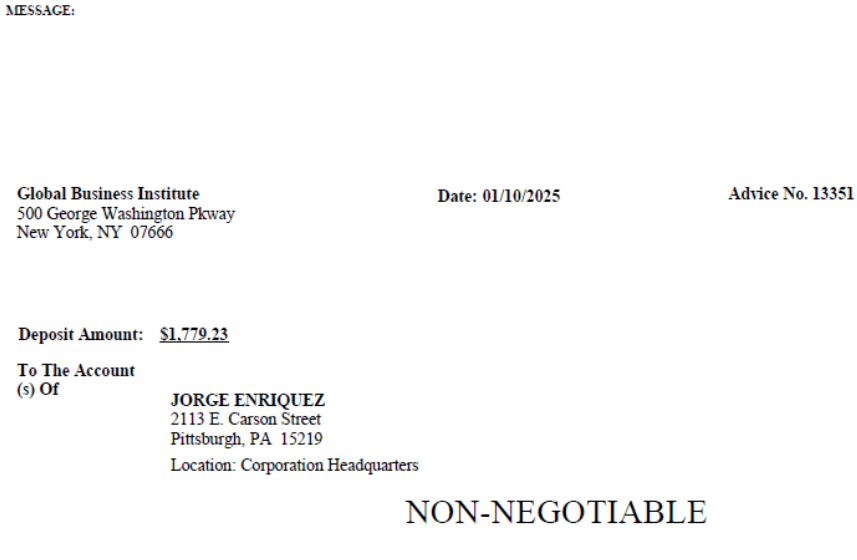
YEAR-TO-DATE	PAID TIME OFF	SICK LEAVE
Start Balance	120.0	40.0
+ Earned	80.0	40.0
+ Bought	0.0	0.0
- Taken	8.0	16.0
- Sold	0.0	0.0
+ Adjustments	0.0	0.0
End Balance	192.0	64.0

NET PAY DISTRIBUTION

	Account Type	Account Number	Deposit Amount
Advice #00000000013351	Checking	XXXXXX4555	1,779.23
TOTAL:			1,779.23

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This image illustrates an example of a Deposit Advice (PRTOFADV) page 1 (2 of 2).



MESSAGE:

Global Business Institute
500 George Washington Pkway
New York, NY 07666

Date: 01/10/2025

Advice No. 13351

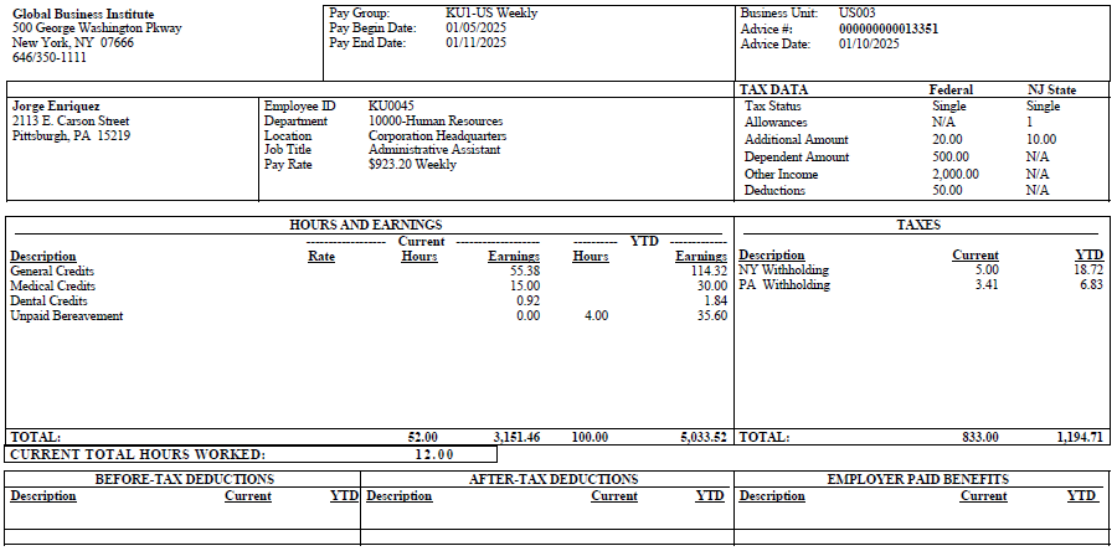
Deposit Amount: $1,779.23

To The Account (s) Of

JORGE ENRIQUEZ
2113 E. Carson Street
Pittsburgh, PA 15219
Location: Corporation Headquarters

NON-NEGOTIABLE

This image illustrates an example of a Deposit Advice (PRTOFADV) page 2 (1 of 2).



Global Business Institute
500 George Washington Pkway
New York, NY 07666
646/350-1111

Pay Group: KU1-US Weekly
Pay Begin Date: 01/05/2025
Pay End Date: 01/11/2025

Business Unit: US003
Advice #: 000000000013351
Advice Date: 01/10/2025

Jorge Enriquez
2113 E. Carson Street
Pittsburgh, PA 15219

Employee ID	KU0045
Department	10000-Human Resources
Location	Corporation Headquarters
Job Title	Administrative Assistant
Pay Rate	$923.20 Weekly

TAX DATA	Federal	NJ State
Tax Status	Single	Single
Allowances	N/A	1
Additional Amount	20.00	10.00
Dependent Amount	500.00	N/A
Other Income	2,000.00	N/A
Deductions	50.00	N/A

HOURS AND EARNINGS

Description	Rate	Current Hours	Current Earnings	YTD Hours	YTD Earnings
General Credits			55.38		114.32
Medical Credits			15.00		30.00
Dental Credits			0.92		1.84
Unpaid Bereavement			0.00	4.00	35.60
TOTAL:		52.00	3,151.46	100.00	5,033.52

CURRENT TOTAL HOURS WORKED: 12.00

TAXES

Description	Current	YTD
NY Withholding	5.00	18.72
PA Withholding	3.41	6.83
TOTAL:	833.00	1,194.71

BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS			EMPLOYER PAID BENEFITS		
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD

This image illustrates an example of a Deposit Advice (PRTOFADV) page 2 (2 of 2).

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---------NON-NEGOTIABLE---------
---------NON-NEGOTIABLE---------
---------NON-NEGOTIABLE---------
---------NON-NEGOTIABLE---------
---------NON-NEGOTIABLE---------
---------NON-NEGOTIABLE---------
---------NON-NEGOTIABLE---------

Tax Data Display

The display of the TAX DATA section changes depending on the Form W-4 version selected for the employee on the Federal Tax Data Page. This screenshot displays how the TAX DATA section looks when the employee's federal taxes are calculated with the federal form version of *W-4 - 2020 or Later*:

This example illustrates the TAX DATA section when the employee's federal form version is *W-4 - 2020 or Later*.

TAX DATA	Federal	NJ State
Tax Status	Single	Single
Allowances	N/A	1
Additional Amount	20.00	10.00
Dependent Amount	500.00	N/A
Other Income	2,000.00	N/A
Deductions	50.00	N/A

This screenshot displays how the TAX DATA section looks when the employee's federal taxes are calculated with the federal form version of *W-4 - 2019 or Earlier*:

This example illustrates the TAX DATA section when the employee's federal form version is *W-4 -2019 or Earlier.*

TAX DATA	Federal	NJ State
Tax Status	Married	Single
Allowances	2	1
Additional Amount	20.00	10.00

Self-Service Wage Statement

Self-service statements are not printed on check stock. The *NON-NEGOTIABLE* message is unnecessary and does not appear.

This is an example of the self-service paycheck (SSPOFCHK template) for an employees whose wage statement includes 16 lines of earnings details, 15 lines of tax details, 4 lines of

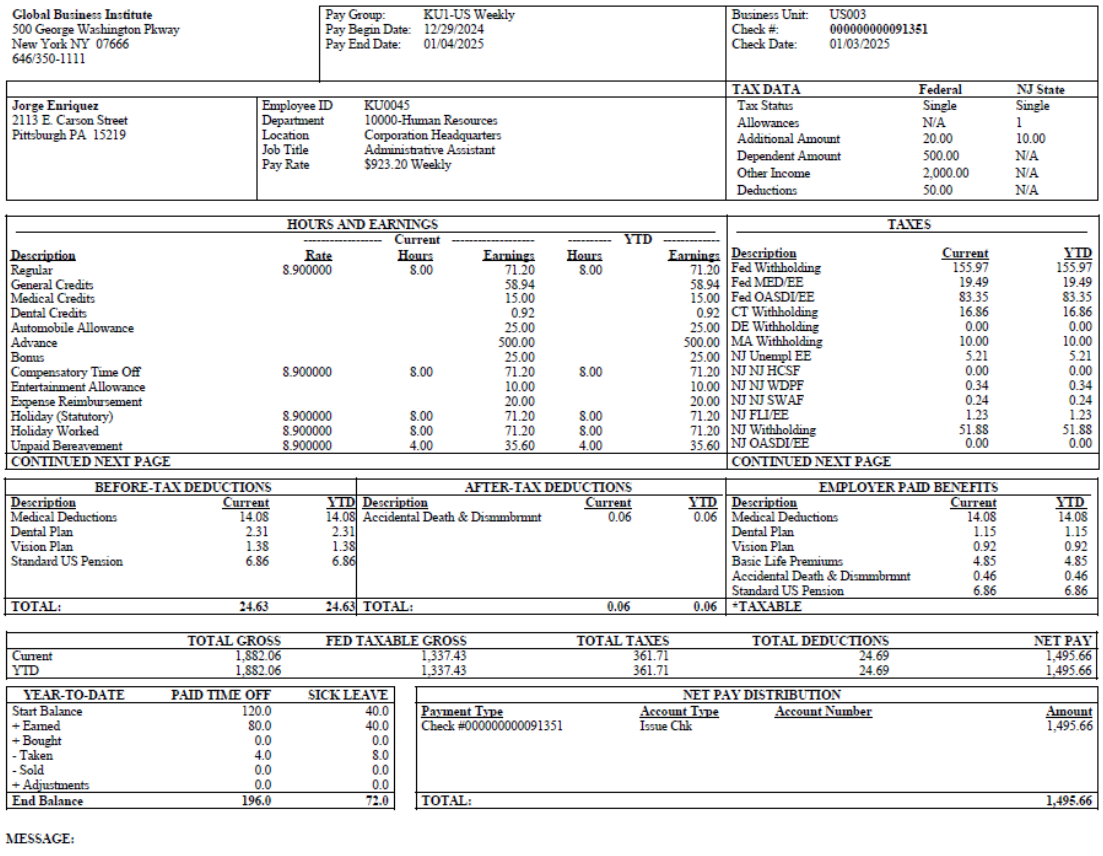
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before-tax deduction details, 1 line of after-tax deduction details, and 6 lines of employer paid benefits details.

> **Note**
>
> The self-service views of the paycheck (SSPOFCHK template) and deposit advice (SSPOFADV template) are the same. The only difference is that on the paycheck, the check number, check date, and check account number appear, whereas on the deposit advice, the advice number, advice date, and advice account number appear instead.

Video: Image Highlights, PeopleSoft HCM Update Image 51: U.S. Wage Statement Tax Data Section Update

This sample shows an example of a self-service paycheck (SSPOFCHK) page 1.



Global Business Institute
500 George Washington Pkway
New York NY 07666
646/350-1111

Pay Group:	KU1-US Weekly
Pay Begin Date:	12/29/2024
Pay End Date:	01/04/2025

Business Unit:	US003
Check #:	000000000091351
Check Date:	01/03/2025

Jorge Enriquez
2113 E. Carson Street
Pittsburgh PA 15219

Employee ID	KU0045
Department	10000-Human Resources
Location	Corporation Headquarters
Job Title	Administrative Assistant
Pay Rate	$923.20 Weekly

TAX DATA	Federal	NJ State
Tax Status	Single	Single
Allowances	N/A	1
Additional Amount	20.00	10.00
Dependent Amount	500.00	N/A
Other Income	2,000.00	N/A
Deductions	50.00	N/A

HOURS AND EARNINGS

		Current		YTD	
Description	Rate	Hours	Earnings	Hours	Earnings
Regular	8.900000	8.00	71.20	8.00	71.20
General Credits			58.94		58.94
Medical Credits			15.00		15.00
Dental Credits			0.92		0.92
Automobile Allowance			25.00		25.00
Advance			500.00		500.00
Bonus			25.00		25.00
Compensatory Time Off	8.900000	8.00	71.20	8.00	71.20
Entertainment Allowance			10.00		10.00
Expense Reimbursement			20.00		20.00
Holiday (Statutory)	8.900000	8.00	71.20	8.00	71.20
Holiday Worked	8.900000	8.00	71.20	8.00	71.20
Unpaid Bereavement	8.900000	4.00	35.60	4.00	35.60
CONTINUED NEXT PAGE					

TAXES

Description	Current	YTD
Fed Withholding	155.97	155.97
Fed MED/EE	19.49	19.49
Fed OASDI/EE	83.35	83.35
CT Withholding	16.86	16.86
DE Withholding	0.00	0.00
MA Withholding	10.00	10.00
NJ Unempl EE	5.21	5.21
NJ NJ HCSF	0.00	0.00
NJ NJ WDPF	0.34	0.34
NJ NJ SWAF	0.24	0.24
NJ FLI/EE	1.23	1.23
NJ Withholding	51.88	51.88
NJ OASDI/EE	0.00	0.00
CONTINUED NEXT PAGE		

BEFORE-TAX DEDUCTIONS

Description	Current	YTD
Medical Deductions	14.08	14.08
Dental Plan	2.31	2.31
Vision Plan	1.38	1.38
Standard US Pension	6.86	6.86
TOTAL:	24.63	24.63

AFTER-TAX DEDUCTIONS

Description	Current	YTD
Accidental Death & Dismmbrmnt	0.06	0.06
TOTAL:	0.06	0.06

EMPLOYER PAID BENEFITS

Description	Current	YTD
Medical Deductions	14.08	14.08
Dental Plan	1.15	1.15
Vision Plan	0.92	0.92
Basic Life Premiums	4.85	4.85
Accidental Death & Dismmbrmnt	0.46	0.46
Standard US Pension	6.86	6.86
*TAXABLE		

	TOTAL GROSS	FED TAXABLE GROSS	TOTAL TAXES	TOTAL DEDUCTIONS	NET PAY
Current	1,882.06	1,337.43	361.71	24.69	1,495.66
YTD	1,882.06	1,337.43	361.71	24.69	1,495.66

YEAR-TO-DATE	PAID TIME OFF	SICK LEAVE
Start Balance	120.0	40.0
+ Earned	80.0	40.0
+ Bought	0.0	0.0
- Taken	4.0	8.0
- Sold	0.0	0.0
+ Adjustments	0.0	0.0
End Balance	196.0	72.0

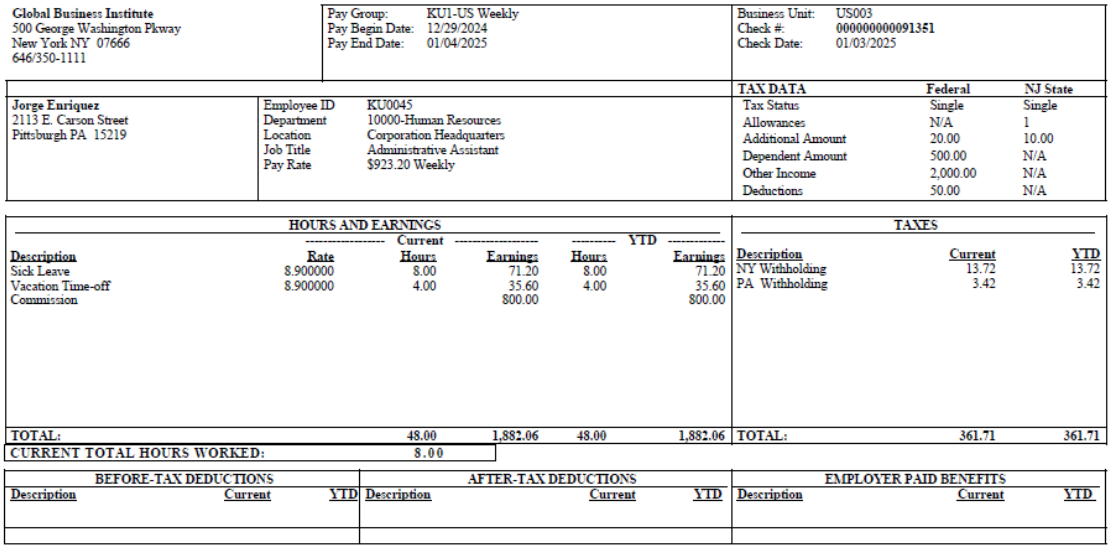
NET PAY DISTRIBUTION

Payment Type	Account Type	Account Number	Amount
Check #000000000091351	Issue Chk		1,495.66
TOTAL:			1,495.66

MESSAGE:

This sample shows an example of a self-service paycheck (SSPOFCHK) page 2.

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Global Business Institute
500 George Washington Pkway
New York NY 07666
646/350-1111

Pay Group: KU1-US Weekly
Pay Begin Date: 12/29/2024
Pay End Date: 01/04/2025

Business Unit: US003
Check #: 000000000091351
Check Date: 01/03/2025

Jorge Enriquez
2113 E. Carson Street
Pittsburgh PA 15219

Employee ID KU0045
Department 10000-Human Resources
Location Corporation Headquarters
Job Title Administrative Assistant
Pay Rate $923.20 Weekly

TAX DATA	Federal	NJ State
Tax Status	Single	Single
Allowances	N/A	1
Additional Amount	20.00	10.00
Dependent Amount	500.00	N/A
Other Income	2,000.00	N/A
Deductions	50.00	N/A

HOURS AND EARNINGS

		Current		YTD	
Description	Rate	Hours	Earnings	Hours	Earnings
Sick Leave	8.900000	8.00	71.20	8.00	71.20
Vacation Time-off	8.900000	4.00	35.60	4.00	35.60
Commission			800.00		800.00
TOTAL:		48.00	1,882.06	48.00	1,882.06

CURRENT TOTAL HOURS WORKED: 8.00

TAXES

Description	Current	YTD
NY Withholding	13.72	13.72
PA Withholding	3.42	3.42
TOTAL:	361.71	361.71

BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS			EMPLOYER PAID BENEFITS		
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD

Tax Data Display

The display of the TAX DATA section changes depending on the Form W-4 version selected for the employee on the Federal Tax Data Page. This screenshot displays how the TAX DATA section looks when the employee's federal taxes are calculated with the federal form version of *W-4 - 2020 or Later*:

This example illustrates the TAX DATA section when the employee's federal form version is *W-4 - 2020 or Later*.

TAX DATA	Federal	NJ State
Tax Status	Single	Single
Allowances	N/A	1
Additional Amount	20.00	10.00
Dependent Amount	500.00	N/A
Other Income	2,000.00	N/A
Deductions	50.00	N/A

This screenshot displays how the TAX DATA section looks when the employee's federal taxes are calculated with the federal form version of *W-4 -2019 or Earlier*:

This example illustrates the TAX DATA section when the employee's federal form version is *W-4 - 2019 or Earlier.*

TAX DATA	Federal	NJ State
Tax Status	Married	Single
Allowances	2	1
Additional Amount	20.00	10.00

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PeopleSoft Payroll for North America Reports

PeopleSoft Payroll for North America Reports: A to Z

Tables in this topic list the Payroll for North America reports, sorted by report ID.

> **Note**
>
> This topic does not document reports that you run only at year end (see Understanding Year-End Processing Instructions). Year-end reports and processes are documented in the year-end processing guide that is provided with Payroll Tax Update documentation at year-end each year. However some year-end reports might be listed in the Tax Reports table in this topic and some samples of the reports may be found in the Reports Samples delivered with this online documentation.

The special numerical series in the tax reports are as follows:

- TAX000–099: Related to quarterly and periodic tax reporting.
- TAX100-199: Related to tax status, exemption, eligibility.
- TAX500–599: Typically run on-time for a specific purpose to update or create employee tax balances.
- TAX700-799: Tax tables.
- TAX800-899: Processes to create files for states that must submit quarterly state wage listings on electronic/magnetic media.
- TAX900-999: Related to annual wage reporting processes.

For more information about running the reports, refer to:

- The corresponding topic in this product documentation.
- *PeopleTools: Process Scheduler*
- *PeopleTools: BI Publisher for PeopleSoft*
- *PeopleTools: SQR Language Reference for PeopleSoft*

For samples of the reports, see the Report Samples that are published with this online documentation.

Direct Deposit Reports (DDP)

The table in this topic lists PeopleSoft Payroll for North America direct deposit reports.

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Report ID and Report Name	Description	Navigation	Run Control Page
DDP001 PY_DIRDEP Create Direct Deposit Transmit	Creates an electronic transmittal file to transfer payroll funds directly into a U.S. employee's bank account. See Generating a Direct Deposit File.	• **Payroll for North America**, and then **Payroll Processing USA**, and then **Create Direct Deposits**, and then **Create Direct Deposit File**, and then **Create Direct Deposit File** • **Payroll for North America**, and then **Payroll Processing USF**, and then **Create Direct Deposits**, and then **Create Direct Deposit File**, and then **Create Direct Deposit File**	RUNCTL_DDP001 RUNCTL_DDP001N
DDP001CN Create Direct Deposit Transmit	Creates an electronic transmittal file to transfer payroll funds directly into a Canadian employee's bank account. See Generating a Direct Deposit File.	**Payroll for North America**, and then **Payroll Processing CAN**, and then **Create Direct Deposits**, and then **Create Direct Deposit File**, and then **Create Direct Deposit File**	RUNCTL_DDP001CN

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Report ID and Report Name	Description	Navigation	Run Control Page
DDP002 Direct Deposit Register	Produce a report that lists all direct deposits for employees in each company in the organization.	• **Payroll for North America**, and then **Payroll Processing USA**, and then **Create Direct Deposits**, and then **Direct Deposit Register**, and then **Direct Deposit Register** • **Payroll for North America**, and then **Payroll Processing CAN**, and then **Create Direct Deposits**, and then **Direct Deposit Register**, and then **Direct Deposit Register** • **Payroll for North America**, and then **Payroll Processing USF**, and then **Create Direct Deposits**, and then **Direct Deposit Register**, and then **Direct Deposit Register**	RUNCTL_PAYINIT RUNCTL_PAYINIT2
DDP003 Payroll Advice Print - US	A template for printing U.S. paycheck and pay stub information onto direct deposit advice forms using the SQR method. Run this report after you perform pay confirmation for a payroll run. See Printing Paychecks and Direct Deposit Advices.	• **Payroll for North America**, and then **Payroll Processing USA**, and then **Create Direct Deposits**, and then **Print Advice Forms**, and then **Print Advice Forms** • **Payroll for North America**, and then **Payroll Processing USF**, and then **Create Direct Deposits**, and then **Print Advice Forms**, and then **Print Advice Forms**	RUNCTL_CHK_ADV1

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Report ID and Report Name	Description	Navigation	Run Control Page
DDP003CN Payroll Advice Print - Canada	A template for printing Canadian paycheque and pay stub information onto direct deposit advice forms using the SQR method. Run this report after you perform pay confirmation for a payroll run. See Printing Paychecks and Direct Deposit Advices.	**Payroll for North America**, and then **Payroll Processing CAN**, and then **Create Direct Deposits**, and then **Print Advice Forms**, and then **Print Advice Forms**	RUNCTL_CHK_ADV
DDP004 Payroll Advice Register	Produce a report of payroll amounts paid directly into the employee's bank account as direct deposits. This report is similar to PAY004 - Payroll Check Register. See DDP004 - Payroll Advice Register.	• **Payroll for North America**, and then **Payroll Processing USA**, and then **Create Direct Deposits**, and then **Advice Register**, and then **Direct Deposit Advice Register** • **Payroll for North America**, and then **Payroll Processing CAN**, and then **Create Direct Deposits**, and then **Advice Register**, and then **Direct Deposit Advice Register** • **Payroll for North America**, and then **Payroll Processing USF**, and then **Create Direct Deposits**, and then **Advice Register**, and then **Direct Deposit Advice Register**	RUNCTL_PAYINIT RUNCTL_PAYINIT2

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Report ID and Report Name	Description	Navigation	Run Control Page
DDP005 Direct Deposit Prenotification	Produces a report that displays employees who will have their pay deposited directly into their bank account for the first time. See Generating a Direct Deposit File.	• **Payroll for North America**, and then **Payroll Processing USA**, and then **Create Direct Deposits**, and then **Prenotification Report**, and then **Direct Deposit Prenotification** • **Payroll for North America**, and then **Payroll Processing USF**, and then **Create Direct Deposits**, and then **Prenotification Report**, and then **Direct Deposit Prenotification**	RUNCTL_PAYINIT2 RUNCTL_PRENOTE
DDP006 Direct Deposit Prenote Memo	Produces a memo to each employee who has added a new direct deposit. The memo lists the direct deposit information for verification purposes. See Generating a Direct Deposit File.	• **Payroll for North America**, and then **Payroll Processing USA**, and then **Create Direct Deposits**, and then **Prenote Memo**, and then **Direct Deposit Prenote Memo** • **Payroll for North America**, and then **Payroll Processing USF**, and then **Create Direct Deposits**, and then **Prenote Memo**, and then **Direct Deposit Prenote Memo**	RUNCTL_PAYINIT2 RUNCTL_PRENOTE

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Report ID and Report Name	Description	Navigation	Run Control Page
PYDDACAN Print Can Direct Deposit Advc	A template for printing Canadian paycheque and pay stub information onto advice forms in PDF. The report also creates self-service advice forms for display in PDF in the ePay self-service View Paycheck transaction. Run this report after you perform pay confirmation for a payroll run. See Printing Paychecks and Direct Deposit Advices.	**Payroll for North America**, and then **Payroll Processing CAN**, and then **Create Direct Deposits**, and then **Create Advice PDF Forms**, and then **Create Advice PDF Forms**	RUNCTL_CHK_ADV_EP
PYDDAUSA Print US Direct Deposit Advice	A template for printing U.S. paycheck and pay stub information onto advice forms in PDF. The report also creates self-service advice forms for display in PDF in the ePay self-service View Paycheck transaction. Run this report after you perform pay confirmation for a payroll run. See Printing Paychecks and Direct Deposit Advices.	• **Payroll for North America**, and then **Payroll Processing USA**, and then **Create Direct Deposits**, and then **Create Advice PDF Forms**, and then **Create Advice PDF Forms** • **Payroll for North America**, and then **Payroll Processing USF**, and then **Create Direct Deposits**, and then **Create Advice PDF Forms**, and then **Create Advice PDF Forms**	RUNCTL_CHK_ADV1_EP

Payroll Reports (PAY or FG)

The table in this topic lists the PeopleSoft Payroll for North America payroll reports.

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Report ID and Report Name	Description	Navigation	Run Control Page
BUD002 Reconciliation	Provides reconciliation details. See PeopleSoft Human Resources Manage Commitment Accounting: Understanding Fiscal Year Budgets in PeopleSoft Human Resources.	• **Payroll for North America**, and then **Payroll Distribution**, and then **Commitment Accounting USA**, and then **Reconciliation Report**, and then **Reconciliation Report** • **Payroll for North America**, and then **Payroll Distribution**, and then **Commitment Accounting CAN**, and then **Reconciliation Report**, and then **Reconciliation Report** • **Payroll for North America**, and then **Payroll Distribution**, and then **Commitment Accounting USF**, and then **Reconciliation Report**, and then **Reconciliation Report**	RUNCTL_FISCAL_YR
FG1514 Military Deposit OPM-1514 Service Deposit Worksheet	Creates an OPM Military Deposit worksheet for service credit payments for post-1956 military service.	**Payroll for North America**, and then **Employee Pay Data USF**, and then **Military Deposits**, and then **Military Deposit OPM-1514**, and then **Military Deposit OPM-1514 Report**	RUN_FG1514

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Report ID and Report Name	Description	Navigation	Run Control Page
FGPY001 RITS 2812/2812A Interface Summary Report (Retirement and Insurance Transfer System Interface Summary Report)	Produces a summary report of the output file for The Office of Personnel Management (OPM) that records deduction distributions for Federal Employee Group Life Insurance, Federal Employee Health Benefits (FEHB) health benefits, and for the following retirement deductions: CSRS (Civil Service Retirement System) retirement, FERS (Federal Employee Retirement System) retirement, FERS-RAE (Revised Annuity Employees) retirement and FERS- FRAE (Further Revised Annuity Employees) retirement.	**Payroll for North America**, and then **Payroll Distribution**, and then **Additional Integrations USF**, and then **RITS Interface**, and then **Retirement and Insurance Transfer System Interface**	RUN_FGPY001
FGPY006 IRR Fiscal Data Accumulation	This SQR accumulates all retirement deductions for employees, as well as any LWOP and any basic pay that was received when an employee was not covered by the CSRS, FERS, FERS-RAE and FERS-FRAE retirement plans, and uses it to update data online and transfer all of the fiscal data recorded on an employee's IRR and stored in the payroll system, to the fiscal data portion of the IRR. This data is reported on the Individual Retirement Records' Fiscal History. The generated report shows only the number of records updated or inserted by the SQR process. See Accumulating and Adjusting Fiscal Data.	**Payroll for North America**, and then **Periodic Payroll Events USF**, and then **Individual Retirement Record**, and then **Fiscal Data Accumulation**, and then **Individual Retirement Record Fiscal Data Accumulation**	RUN_FGPY006

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Report ID and Report Name	Description	Navigation	Run Control Page
FGPY007 Individual Retirement Record	Produces a final, supplemental, or correction IRR for the CSRS and FERS employees that you select. See Generating Final IRRs and in Generating Supplemental or Correction IRRs .	**Payroll for North America**, and then **Periodic Payroll Events USF**, and then **Individual Retirement Record**, and then **Process IRRs**, and then **Process Individual Retirement Records**	RUN_FGPY007
FGPY009 IRR Worksheet Print Program	Produces a preliminary IRR form that enables you to print, review, and correct a pending IRR for a separated employee. See Creating IRR Worksheets.	**Payroll for North America**, and then **Periodic Payroll Events USF**, and then **Individual Retirement Record**, and then **Create IRR Worksheet-Sep**, and then **Create IRR Worksheet - Separated Employee**	RUN_FGPY009
FGPY010 Pre-IRR Worksheet Print Program	Produces a preliminary IRR form that enables you to print, review, and correct a pending IRR for a current employee. See Creating IRR Worksheets.	**Payroll for North America**, and then **Periodic Payroll Events USF**, and then **Individual Retirement Record**, and then **Create IRR Worksheet-Current**, and then **Create IRR Worksheet - Current Employee**	RUN_FGPY010
FGPY012 Military Deposits Closed Accounts	Creates an OPM Military Deposit worksheet for service credit payments for post-1956 military service for all closed accounts. See (USF) FGPY012 - Military Deposits Closed Accounts.	**Payroll for North America**, and then **Employee Pay Data USF**, and then **Military Deposits**, and then **Military Deposit Closed Accts**, and then **Military Deposit Closed Accts**	RUN_FGPY012
FGPY013 Leave Accruals	Lists employee accrual detail for each earnings accrual class, including leave accrual, usage, transfer, and adjustment activity.	**Payroll for North America**, and then **Payroll Processing USF**, and then **Pay Period Reports**, and then **Leave Accruals**, and then **Leave Accruals Report**	PRCSRUNCNTL

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Report ID and Report Name	Description	Navigation	Run Control Page
FGPY021 Semi-Annual Headcount	Produces a report with details of life insurance and health benefits withholding contribution data for CSRS and FERS-RAE (Revised Annuity Employees) and FERS-FRAE (Further Revised Annuity Employees). Additionally, the report provides aggregate base salary amounts for each category of CSRS and FERS, FERS-RAE, and FERS-FRAE coverage.	**Payroll for North America**, and then **Payroll Processing USF**, and then **Pay Period Reports**, and then **Semi-Annual Headcount**, and then **Semi-Annual Headcount Report**	GVT_RUN_FGPY021
FGPY023 FEFFLA Summary (Federal Employees Family Friendly Leave Act summary)	Produces a report of FEFFLA hours, both paid and nonpaid, that the employee took during the requested calendar year and during the employee's Family Medical Leave Act (FMLA) year.	**Workforce Administration**, and then **Leave Administration USF**, and then **Reports**, and then **FEFFLA Report USF**, and then **FEFFLA Report USF**	RUNCTL_FEFFLA
FGPY024 FEFFLA Limit (Federal Employees Family Friendly Leave Act limit)	Produces a report of employees who have used more than 480 FEFFLA hours of nonpaid entitlement in their FMLA year.	**Workforce Administration**, and then **Leave Administration USF**, and then **Reports**, and then **FEFFLA Report USF**, and then **FEFFLA Report USF**	RUNCTL_FEFFLA
FGPY025 FMLA History Summary (Family Medical Leave Act history summary)	Produces a report of FMLA hours that the employee took, both paid and nonpaid, in the requested calendar year and the hours taken in the employee's FMLA year.	**Workforce Administration**, and then **Leave Administration USF**, and then **Reports**, and then **FMLA**, and then **FMLA**	RUNCTL_FGFMLA
FGPY026 FMLA Summary (Family Medical Leave Act summary)	Produces a report of FMLA hours taken in the requested calendar year and the hours taken in the employee's FMLA year, using the employee's FMLA and FEFFLA accrual class ledger to accumulate paid and nonpaid FMLA hours taken.	**Workforce Administration**, and then **Leave Administration USF**, and then **Reports**, and then **FMLA**, and then **FMLA**	RUNCTL_FGFMLA

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Report ID and Report Name	Description	Navigation	Run Control Page
FGPY027 FMLA Limit (Family Medical Leave Act limit)	Produces a report of all employees who have used more than 480 hours of nonpaid entitlement in their FMLA year.	**Workforce Administration**, and then **Leave Administration USF**, and then **Reports**, and then **FMLA**, and then **FMLA**	RUNCTL_FGFMLA
FGPY028 Leave Acceptance Report	Prints leave acceptance notifications for employees whose donor or recipient applications have been approved. See PeopleSoft Human Resources Administer Workforce: Understanding Leave Administration.	**Workforce Administration**, and then **Leave Administration USF**, and then **Reports**, and then **Leave Acceptance Report**, and then **Leave Acceptance Report**	GVT_RUNCTL_LEAVE
FGPY029 Leave Bank Participants	Produces a listing of leave bank participants. See PeopleSoft Human Resources Administer Workforce: Understanding Leave Administration.	**Workforce Administration**, and then **Leave Administration USF**, and then **Reports**, and then **Leave Bank Report**, and then **Leave Bank Report**	GVT_RUNCTL_LEAVE
FGPY030 Leave Transfer Report	Produces a listing of leave transfer participants. See PeopleSoft Human Resources Administer Workforce: Understanding Leave Administration.	**Workforce Administration**, and then **Leave Administration USF**, and then **Reports**, and then **Leave Transfer Participants**, and then **Leave Transfer Report**	GVT_RUNCTL_LEAVE
FGPY031 Leave Denial Notifications	Prints leave denial notifications for employees whose donor or recipient applications have been denied. See PeopleSoft Human Resources Administer Workforce: Understanding Leave Administration.	**Workforce Administration**, and then **Leave Administration USF**, and then **Reports**, and then **Leave Denial Notifications**, and then **Leave Denial Notification**	GVT_RUNCTL_LEAVE

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Report ID and Report Name	Description	Navigation	Run Control Page
FGPY041 Treasury Interface Bulk File Report	Produces a Treasury Interface bulk report for all schedule codes in a schedule prefix. The bulk file uses Componentized Treasury Account Symbols (TAS) and Business Event Type Codes (BETC) as required for the U.S. Treasury Payment Automation Method (PAM) Bulk Payment Format Standard Payment Request (SPR). The system generates a unique file name for each bulk file.	**Payroll for North America**, and then **Payroll Distribution**, and then **Additional Integrations USF**, and then **Treasury Interface**, and then **Treasury Interface Bulk File**	RUN_FGPY041 **Note:** This and the other Treasury Interface reports (FGPY042 and FGPY043) can be generated only *after* running the Treasury Interface Extract (FGPY040.SQR) process to extract and prepare data for creating the bulk and SPS files. See Generating and Reviewing the Treasury Interface Bulk and SPS Files and Reports.
FGPY042 Treasury Interface SPS File Report	Produces a Treasury Interface file and corresponding report of all SPS (Secure Payment System) files that are in the format required for agencies that are GWA Reporters. The SPS process uses summarized amounts (including TAS and BETC codes) to certify data that was previously reported in the Treasury Interface bulk file (FGPY041).	**Payroll for North America**, and then **Payroll Distribution**, and then **Additional Integrations USF**, and then **Treasury Interface**, and then **Treasury Interface SPS File**	RUN_FGPY042
FGPY043 TAS BETC Summary Report	Produces a report that provides TAS BETC total amounts for each transaction type in the Treasury Interface bulk file (FGPY041) and the TAS BETC grand total in the Treasury Interface SPS file (FGPY042). This report provides the TAS BETC information in a user-friendly format. The report is for audit purposes. It is not submitted to the Treasury.	**Payroll for North America**, and then **Payroll Distribution**, and then **Additional Integrations USF**, and then **Treasury Interface**, and then **TAS BETC Summary Report**	RUN_FGPY043

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Report ID and Report Name	Description	Navigation	Run Control Page
FGSF1150 Audit Report SF1150	Produces a leave audit report, which the system prepares for the employee upon separation or transfer from an agency. Use this information to validate the leave hours that you forward to the gaining agency, or that you pay out to employees if they are leaving the federal government.	**Payroll for North America**, and then **Payroll Processing USF**, and then **Produce Payroll**, and then **Audit Report SF1150** , and then **Audit Report SF1150**	RUNCTL_FGSF1150
GMTEC002 GM Time & Effort Certification	Produces a report that higher education institutions use to complete the A–21 Certification requirements for grants.	**Payroll for North America**, and then **Payroll Distribution**, and then **Additional Integrations**, and then **Time/Effort Certification**, and then **Time/Effort Certification Report**	RC_GM_TE
PAY001 Deductions Register	Generate the PAY001 register that lists the amount of money deducted from each employee's paycheck for general deductions, garnishments, and benefits, including sales taxes, as of the end of a pay period. See PAY001 - Deduction Register.	• **Payroll for North America**, and then **Payroll Processing USA**, and then **Pay Period Reports**, and then **Deduction Register**, and then **Deduction Register** • **Payroll for North America**, and then **Payroll Processing USF**, and then **Pay Period Reports**, and then **Deduction Register**, and then **Deduction Register**	RUNCTL_PAYINIT2
PAY001CN Deduction Register	Generate the PAY001CN register that lists the amount of money deducted from each employee's paycheque for general deductions, garnishments, and benefits, including sales taxes, as of the end of a pay period.	**Payroll for North America**, and then **Payroll Processing CAN**, and then **Pay Period Reports**, and then **Deduction Register**, and then **Deduction Register**	RUNCTL_PAYINIT

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Report ID and Report Name	Description	Navigation	Run Control Page
PAY002 Payroll Register	Produces a report of paycheck data by name, employee ID, and department ID for all employees who receive a paycheck for a pay run and pay calendar. See PAY002 - Payroll Register.	• **Payroll for North America**, and then **Payroll Processing USA**, and then **Pay Period Reports**, and then **Payroll Register**, and then **Payroll Register** • **Payroll for North America**, and then **Payroll Processing CAN**, and then **Pay Period Reports**, and then **Payroll Register**, and then **Payroll Register** • **Payroll for North America**, and then **Payroll Processing USF**, and then **Pay Period Reports**, and then **Payroll Register**, and then **Payroll Register**	RUNCTL_PAYINIT RUNCTL_PAYINIT2
PAY003 Pay Check Print - US	A template for printing U.S. paychecks and accompanying check stubs on check stock using the SQR method. Run this report after you perform pay confirmation for a payroll run. See Printing Paychecks and Direct Deposit Advices.	• **Payroll for North America**, and then **Payroll Processing USA**, and then **Produce Checks**, and then **Print Pay Checks**, and then **Print Pay Checks** • **Payroll for North America**, and then **Payroll Processing USF**, and then **Produce Checks**, and then **Print Pay Checks**, and then **Print Pay Checks**	RUNCTL_CHK_ADV1

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Report ID and Report Name	Description	Navigation	Run Control Page
PAY003CN Pay Cheque Print - Canada	A template for printing Canadian paycheques and accompanying cheque stubs on cheque stock using the SQR method. Run this report after you perform pay confirmation for a payroll run. See Printing Paychecks and Direct Deposit Advices.	**Payroll for North America**, and then **Payroll Processing CAN**, and then **Produce Cheques**, and then **Print Pay Cheques**, and then **Print Pay Cheques**	RUNCTL_CHK_ADV
PAY004 Check Register	Produces a report of all checks, in check number order, written in the pay period for each company in the organization. See PAY004 - Check Register.	• **Payroll for North America**, and then **Payroll Processing USA**, and then **Produce Checks**, and then **Check Register**, and then **Check Register** • **Payroll for North America**, and then **Payroll Processing CAN**, and then **Produce Cheques**, and then **Cheque Register**, and then **Cheque Register** • **Payroll for North America**, and then **Payroll Processing USF**, and then **Produce Checks**, and then **Check Register**, and then **Check Register**	RUNCTL_PAYINIT RUNCTL_PAYINIT2

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Report ID and Report Name	Description	Navigation	Run Control Page
PAY005 Cost Center Report	Produces a report of employee hours and earnings, sorted by cost center. Reports information for each company in the organization, sorted by pay period. See PAY005 - Cost Center.	• **Payroll for North America**, and then **Payroll Processing USA**, and then **Pay Period Reports**, and then **Cost Center**, and then **Cost Center Report** • **Payroll for North America**, and then **Payroll Processing CAN**, and then **Pay Period Reports**, and then **Cost Centre**, and then **Cost Centre Report** • **Payroll for North America**, and then **Payroll Processing USF**, and then **Pay Period Reports**, and then **Cost Center**, and then **Cost Center Report**	RUNCTL_PAYINIT RUNCTL_PAYINIT2

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Report ID and Report Name	Description	Navigation	Run Control Page
PAY006 Other Earnings Register	Produces a report of detailed wages other than regular and overtime earnings, such as automobile allowances or expense reimbursements. See PAY006 - Other Earnings Register.	• **Payroll for North America**, and then **Payroll Processing USA**, and then **Pay Period Reports**, and then **Other Earnings Register**, and then **Other Earnings Register** • **Payroll for North America**, and then **Payroll Processing CAN**, and then **Pay Period Reports**, and then **Other Earnings Register**, and then **Other Earnings Register** • **Payroll for North America**, and then **Payroll Processing USF**, and then **Pay Period Reports**, and then **Other Earnings Register**, and then **Other Earnings Register**	RUNCTL_PAYINIT RUNCTL_PAYINIT2

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Report ID and Report Name	Description	Navigation	Run Control Page
PAY007 Deductions in Arrears	Produces a report of all deductions in arrears that you take from employee paychecks at a date later than the regularly scheduled pay period. See PAY007 - Deductions in Arrears.	• **Payroll for North America**, and then **Payroll Processing USA**, and then **Pay Period Reports**, and then **Deductions in Arrears**, and then **Deductions in Arrears Report** • **Payroll for North America**, and then **Payroll Processing CAN**, and then **Pay Period Reports**, and then **Deductions in Arrears**, and then **Deductions in Arrears Report** • **Payroll for North America**, and then **Payroll Processing USF**, and then **Pay Period Reports**, and then **Deductions in Arrears**, and then **Deductions in Arrears Report**	RUNCTL_PAYINIT RUNCTL_PAYINIT2

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Report ID and Report Name	Description	Navigation	Run Control Page
PAY008 Deductions Not Taken	Produces a report of employee deductions not were not taken for the pay period. Also shows the deductions and amounts that went into arrears. See PAY008 - Deductions Not Taken.	• **Payroll for North America**, and then **Payroll Processing USA**, and then **Pay Period Reports**, and then **Deductions Not Taken**, and then **Deductions Not Taken Report** • **Payroll for North America**, and then **Payroll Processing CAN**, and then **Pay Period Reports**, and then **Deductions Not Taken**, and then **Deductions Not Taken Report** • **Payroll for North America**, and then **Payroll Processing USF**, and then **Pay Period Reports**, and then **Deductions Not Taken**, and then **Deductions Not Taken Report**	RUNCTL_PAYINIT

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Report ID and Report Name	Description	Navigation	Run Control Page
PAY009 Paysheets	Print the paysheets created in the Create Paysheet process (PSPPYBLD). See PAY009 - Paysheets.	• **Payroll for North America**, and then **Payroll Processing USA**, and then **Create and Load Paysheets**, and then **Print Paysheets**, and then **Print Paysheet** • **Payroll for North America**, and then **Payroll Processing CAN**, and then **Create and Load Paysheets**, and then **Print Paysheets**, and then **Paysheets Print** • **Payroll for North America**, and then **Payroll Processing USF**, and then **Create and Load Paysheets**, and then **Print Paysheets**, and then **Paysheets Print**	RUNCTL_PAYINIT2

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Report ID and Report Name	Description	Navigation	Run Control Page
PAY010 Employees Not Processed	Produces a report of employee hours and earnings that were not processed for the pay period. See PAY010 - Employees Not Processed.	• **Payroll for North America**, and then **Payroll Processing USA**, and then **Produce Payroll**, and then **Employees Not Processed Report**, and then **Employees Not Processed Report** • **Payroll for North America**, and then **Payroll Processing CAN**, and then **Produce Payroll**, and then **Employees Not Processed Report**, and then **Employees Not Processed Report** • **Payroll for North America**, and then **Payroll Processing USF**, and then **Produce Payroll**, and then **Employees Not Processed Report**, and then **Employees Not Processed Report**	RUNCTL_RPT_RUNID

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Report ID and Report Name	Description	Navigation	Run Control Page
PAY011 Payroll Error Messages	Provides a list of the system error messages generated during the COBOL payroll processes — calendar creation, paysheet creation, pay calculation and pay confirmation. See PAY011 - Payroll Error Messages.	• **Payroll for North America**, and then **Payroll Processing USA**, and then **Review Processing Messages**, and then **Payroll Error Message Report**, and then **Payroll Error Message Report** • **Payroll for North America**, and then **Payroll Processing CAN**, and then **Review Processing Messages**, and then **Payroll Error Message Report**, and then **Payroll Error Message Report** • **Payroll for North America**, and then **Payroll Processing USF**, and then **Review Processing Messages**, and then **Payroll Error Message Report**, and then **Payroll Error Message Report**	RUNCTL_RPT_RUNID

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Report ID and Report Name	Description	Navigation	Run Control Page
PAY013 Employee Earnings Snapshot	Produces a report of detailed information for U.S. employees as of the date that you specify. See PAY013 - Employee Earnings Snapshot.	• **Payroll for North America**, and then **Periodic Payroll Events USA**, and then **Balance Reviews**, and then **Employee Earnings Snapshot**, and then **Employee Earnings Snapshot Report** • **Payroll for North America**, and then **Periodic Payroll Events USF**, and then **Balance Reviews**, and then **Employee Earnings Snapshot**, and then **Employee Earnings Snapshot Report**	RUNCTL_PAY013
PAY013CN Employee Earnings Snapshot	Produces a report of detailed employee information for Canadian employees as of the date you specify. See (CAN) PAY013CN - Employee Earnings Snapshot.	**Payroll for North America**, and then **Periodic Payroll Events CAN**, and then **Balance Reviews**, and then **Employee Earnings Snapshot**, and then **Employee Earnings Snapshot Report**	RUNCTL_PAY013CN

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Report ID and Report Name	Description	Navigation	Run Control Page
PAY014 Employee Earnings Record	Prints an earnings summary record for each U.S. employee that is selected as of the date specified. See PAY014 - Employee Earnings Record.	• **Payroll for North America**, and then **Periodic Payroll Events USA**, and then **Balance Reviews**, and then **Employee Earnings Record Rpt**, and then **Employee Earnings Record Rpt** • **Payroll for North America**, and then **Periodic Payroll Events USF**, and then **Balance Reviews**, and then **Employee Earnings Record Rpt**, and then **Employee Earnings Record Rpt**	PRCSRUNCNTRL
PAY014CN Employee Earnings Record	Prints an earnings summary record for each Canadian employee that is selected as of the date specified. See PAY014 - Employee Earnings Record.	**Payroll for North America**, and then **Periodic Payroll Events CAN**, and then **Balance Reviews**, and then **Employee Earnings Record Rpt**, and then **Employee Earnings Record Rpt**	PRCSRUNCNTL

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Report ID and Report Name	Description	Navigation	Run Control Page
PAY015A Check Reconciliation	Reconciles the checks cleared at your financial institution and inserts data into a temporary Check Reconciliation file. It also produces an error listing that shows checks with the wrong net amount, checks flagged as already being cashed, and checks flagged as having been reversed. See Reconciling Checks.	• **Payroll for North America**, and then **Periodic Payroll Events USA**, and then **Check Reconciliation**, and then **Request Reconciliation**, and then **Check Reconciliation** • **Payroll for North America**, and then **Periodic Payroll Events CAN**, and then **Check Reconciliation**, and then **Request Reconciliation**, and then **Cheque Reconciliation** • **Payroll for North America**, and then **Periodic Payroll Events USF**, and then **Check Reconciliation**, and then **Request Reconciliation**, and then **Check Reconciliation**	RUNCTL_PAYINIT RUNCTL_PAYINIT2

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Report ID and Report Name	Description	Navigation	Run Control Page
PAY015B Check Reconciliation	Produce a report that lists the outstanding check entries in the temporary Check Reconciliation file. See Reconciling Checks.	• **Payroll for North America**, and then **Periodic Payroll Events USA**, and then **Check Reconciliation**, and then **Reconciliation Report**, and then **Check Reconciliation Report** • **Payroll for North America**, and then **Periodic Payroll Events CAN**, and then **Check Reconciliation**, and then **Reconciliation Report**, and then **Cheque Reconciliation Report** • **Payroll for North America**, and then **Periodic Payroll Events USF**, and then **Check Reconciliation**, and then **Reconciliation Report**, and then **Check Reconciliation Report**	PRCSRUNCNTL

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Report ID and Report Name	Description	Navigation	Run Control Page
PAY017 Paysheets Distributed Earnings	Print the paysheets created in the Create Paysheet process (PSPPYBLD) for distributed earnings. PAY017 is similar to PAY009 (Print Paysheets), but it scans employee records for paylines related to distributed earnings.	• **Payroll for North America**, and then **Payroll Processing USA**, and then **Create and Load Paysheets**, and then **Print Paysheet Earnings Dist**, and then **Print Paysheet Earnings Distribution** • **Payroll for North America**, and then **Payroll Processing CAN**, and then **Create and Load Paysheets**, and then **Print Paysheet Earnings Dist**, and then **Print Paysheet Earnings Distribution** • **Payroll for North America**, and then **Payroll Processing USF**, and then **Create and Load Paysheets**, and then **Print Paysheet Earnings Dist**, and then **Print Paysheet Earnings Distribution**	RUNCTL_PAYINIT2

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Report ID and Report Name	Description	Navigation	Run Control Page
PAY018 Payroll Summary	Produces a summary of U.S. paycheck detail by Run ID. It includes amounts, earnings, employee deductions, employer contributions, employee and employer taxes. See PAY018 - Payroll Summary.	• **Payroll for North America**, and then **Payroll Processing USA**, and then **Pay Period Reports**, and then **Payroll Summary**, and then **Payroll Summary Report** • **Payroll for North America**, and then **Payroll Processing USF**, and then **Pay Period Reports**, and then **Payroll Summary**, and then **Payroll Summary Report**	RUNCTL_PAYINIT4
PAY018CN Payroll Summary	Produces a summary of Canadian paycheque detail by Run ID. It includes amounts, earnings, employee deductions, employer contributions, employee and employer taxes.	**Payroll for North America**, and then **Payroll Processing CAN**, and then **Pay Period Reports**, and then **Payroll Summary**, and then **Payroll Summary Report**	RUNCTL_PAY018CN
PAY021 Employer Benefit Contribution	Produces a report of U.S. employer-paid benefits, sorted by plan type. It includes both taxable and nontaxable amounts for the selected pay period and year-to-date (YTD) month, quarter, and year.	• **Payroll for North America**, and then **Payroll Processing USA**, and then **Pay Period Reports**, and then **Employer Benefit Contributions**, and then **Employer Ben Contributions Report** • **Payroll for North America**, and then **Payroll Processing USF**, and then **Pay Period Reports**, and then **Employer Benefit Contributions**, and then **Employer Ben Contributions Report**	RUNCTL_PAYINIT2

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Report ID and Report Name	Description	Navigation	Run Control Page
PAY021CN Employer Benefit Contribution	Produces a report of Canadian employer-paid benefits, sorted by plan type. It includes both taxable and nontaxable amounts for the selected pay period and YTD month, quarter, and year.	**Payroll for North America**, and then **Payroll Processing CAN**, and then **Pay Period Reports**, and then **Employer Benefit Contributions**, and then **Employer Ben Contributions Report**	RUNCTL_PAYINIT
PAY025 Balance Adjustment	Produces a listing of balance adjustments that were processed through the Balance Adjustment pages for US employees. See PAY025 - Balance Adjustments.	• **Payroll for North America**, and then **Periodic Payroll Events USA**, and then **Balance Adjustments**, and then **Balance Adjustment Report**, and then **Balance Adjustment Report** • **Payroll for North America**, and then **Periodic Payroll Events USF**, and then **Balance Adjustments**, and then **Balance Adjustment Report**, and then **Balance Adjustment Report**	RUNCTL_PAY025
PAY025CN Balance Adjustments	Produces a listing of balance adjustments that were processed through the Balance Adjustment pages for Canadian employees.	**Payroll for North America**, and then **Periodic Payroll Events CAN**, and then **Balance Adjustments**, and then **Balance Adjustment Report**, and then **Balance Adjustment Report**	RUNCTL_PAY025CN

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Report ID and Report Name	Description	Navigation	Run Control Page
PAY032 Earnings Codes Subject to Limits	Produces a list of employees whose paid sick leave amount, paid family and medical leave amount, or paid sick leave hours for a pay period may exceed the predefined limits.	• **Payroll for North America**, and then **Payroll Processing USA**, and then **Produce Payroll**, and then **Earnings Subject to Limits**, and then **Earnings Subject to Limits** • **Payroll for North America**, and then **Payroll Processing USF**, and then **Produce Payroll**, and then **Earnings Subject to Limits**, and then **Earnings Subject to Limits**	RUNCTL_LIMIT_ERN
PAY032A Employee FICA Threshold Limit Report	Produces a list of employees whose Social Security taxable wages and tips for a pay period is equal to or exceeds the threshold amount based on the paygroup's pay frequency.	• **Payroll for North America**, and then **Payroll Processing USA**, and then **Produce Payroll**, and then **Earnings Subject to Limits**, and then **Earnings Subject to Limits** • **Payroll for North America**, and then **Payroll Processing USF**, and then **Produce Payroll**, and then **Earnings Subject to Limits**, and then **Earnings Subject to Limits**	RUNCTL_LIMIT_ERN

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Report ID and Report Name	Description	Navigation	Run Control Page
PAY033 Imputed Income Adjustment	Provides a detailed listing of the imputed income adjustments generated in the Imputed Income process (PSPIMRUN).	• **Payroll for North America**, and then **Periodic Payroll Events USA**, and then **Imputed Income Adjustments**, and then **Adjustment Report**, and then **Imputed Income Adjustment Report** • **Payroll for North America**, and then **Periodic Payroll Events USF**, and then **Imputed Income Adjustments**, and then **Adjustment Report**, and then **Imputed Income Adjustment Report**	RUNCTL_PAYINIT2
PAY034 Presheet Audit	Provides a detailed error listing of set up data (employee, benefit, deductions) that can cause errors in the Create Paysheet process (PSPPYBLD).	• **Payroll for North America**, and then **Payroll Processing USA**, and then **Create and Load Paysheets**, and then **Presheet Audit Report**, and then **Presheet Audit Report** • **Payroll for North America**, and then **Payroll Processing CAN**, and then **Create and Load Paysheets**, and then **Presheet Audit Report**, and then **Presheet Audit Report** • **Payroll for North America**, and then **Payroll Processing USF**, and then **Create and Load Paysheets**, and then **Presheet Audit Report**, and then **Presheet Audit Report**	RUNCTL_PRESHEET

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Report ID and Report Name	Description	Navigation	Run Control Page
PAY035 Paysheet Records Audit Prior to Calc Pay (paysheet records audit prior to calculate pay)	Provides a detailed error listing (by company, pay group, and pay end date) of information that might cause problems during the Pay Calculation process (PSPPYRUN). It checks employment taxes and identifies orphan records. This report is usually run after the paysheets are created, and before the calculation. Also as a troubleshooting tool, it can be run after calculation to help identify errors.	• **Payroll for North America**, and then **Payroll Processing USA**, and then **Produce Payroll**, and then **Precalculation Audit Report**, and then **Precalculation Audit Report** • **Payroll for North America**, and then **Payroll Processing CAN**, and then **Produce Payroll**, and then **Precalculation Audit Report**, and then **Precalculation Audit Report** • **Payroll for North America**, and then **Payroll Processing USF**, and then **Produce Payroll**, and then **Precalculation Audit Report**, and then **Precalculation Audit Report**	RUNCTL_AUDIT

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Report ID and Report Name	Description	Navigation	Run Control Page
PAY036 Paysheet Records Audit Prior to Confirm	Provides a detailed listing (by company, calendar year, pay group, month code, pay end date, and employee ID) of information that might cause problems during the Pay Confirmation process. It checks for potential duplicate keys, no active job record found, prior unconfirmed payroll runs, and outstanding off-cycle checks. This report is usually run before confirm. Also as a troubleshooting tool, it can be run after confirm to help identify errors.	• **Payroll for North America**, and then **Payroll Processing USA**, and then **Produce Payroll**, and then **Preconfirm Audit Report**, and then **Preconfirm Audit Report** • **Payroll for North America**, and then **Payroll Processing CAN**, and then **Produce Payroll**, and then **Preconfirm Audit Report**, and then **Preconfirm Audit Report** • **Payroll for North America**, and then **Payroll Processing USF**, and then **Produce Payroll**, and then **Preconfirm Audit Report**, and then **Preconfirm Audit Report**	RUNCTL_AUDIT
PAY037 Update/Create T&L Paylines for Earnings Codes Defined in the Earnings Limit Table	(Report Only mode) Produces a list of employee paylines (loaded from Time and Labor) with earnings codes defined on the Earnings Limit Table that may be moved to new paylines, and the FICA status that may be updated. (Update mode) Produces a list of new paylines created for earnings codes after they were moved from their original paylines, and existing paylines with updated FICA statuses.	• **Payroll for North America**, and then **Payroll Processing USA**, and then **Create and Load Paysheets**, and then **Update FICA Status on Paylines**, and then **Update FICA Status on Paylines** • **Payroll for North America**, and then **Payroll Processing USF**, and then **Create and Load Paysheets**, and then **Update FICA Status on Paylines**, and then **Update FICA Status on Paylines**	PY_UPD_FICA_ST

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Report ID and Report Name	Description	Navigation	Run Control Page
PAY037B Update/Create Paylines for Earnings Codes Defined in the Earnings Limit Table	(Report Only mode) Produces a list of employee paylines (loaded from the Load Paysheets process) with earnings codes defined on the Earnings Limit Table that may be moved to new paylines, and the FICA status that may be updated. (Update mode) Produces a list of new paylines created for earnings codes after they were moved from their original paylines, and existing paylines with updated FICA statuses.	• **Payroll for North America**, and then **Payroll Processing USA**, and then **Create and Load Paysheets**, and then **Update FICA Status on Paylines**, and then **Update FICA Status on Paylines** • **Payroll for North America**, and then **Payroll Processing USF**, and then **Create and Load Paysheets**, and then **Update FICA Status on Paylines**, and then **Update FICA Status on Paylines**	PY_UPD_FICA_ST
PAY039 HR Accounting Line Report (human resources accounting line report)	Produces a listing of the accounting line entries that are created by running the GL Interface process. See PAY039 - HR Accounting Line Report.	**Payroll for North America**, and then **Payroll Distribution**, and then **GL Interface Reports**, and then **HR Accounting Line**, and then **HR Accounting Line Report**	RUN_PAY039
PAY040 Child Support – EFT	Creates an electronic transmittal file to transfer garnishment payments directly to the state disbursement unit. It also produces output in PDF format.	**Payroll for North America**, and then **Payroll Processing USA**, and then **Create Direct Deposits**, and then **Create Child Support EFT**, and then **Create Child Support EFT**	RUNCTL_PAY040
PAY050 Allocation By Establishment	Produces a listing of tip allocation information for establishments. See PAY050 - Allocation By Establishment.	**Payroll for North America**, and then **Periodic Payroll Events USA**, and then **Tip Allocation**, and then **Establishment Allocation Rpt**, and then **Tip Allocation by Establishment Report**	RUNCTL_TIPS_ALLOC

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Report ID and Report Name	Description	Navigation	Run Control Page
PAY051 Allocation By Employee	Produces a listing of tip employees, sorted by establishment. See PAY051 - Allocation By Employee.	**Payroll for North America**, and then **Periodic Payroll Events USA**, and then **Tip Allocation**, and then **Allocation by Employee Report**, and then **Tip Allocation by Employee Report**	RUNCTL_TIPS_ALLOC
PAY052 Allocation Earnings	Produces a report of directly tipped employees and their YTD and pending allocated tips. This is a point-in-time report of all employees with allocated tips, sorted by company.	**Payroll for North America**, and then **Periodic Payroll Events USA**, and then **Tip Allocation**, and then **Balance Verification Report**, and then **Balance Verification Report**	RUNCTL_TIP_PAY
PAY055 Employee Receipts	Produces a report of gross receipts for each employee in a selected time period, sorted by input date. Also provides subtotals for each tip establishment and total receipts for the company.	**Payroll for North America**, and then **Periodic Payroll Events USA**, and then **Tip Allocation**, and then **Employee Receipt Report**, and then **Employee Receipt Report**	RUNCTL_TIP_PAY055

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Report ID and Report Name	Description	Navigation	Run Control Page
PAY056 Final Check Request	Produces a report of final check requests for which an employee's final check processing status is either N (not processed) or P (loaded to paysheets).	• **Payroll for North America**, and then **Payroll Processing USA**, and then **Create Final Checks**, and then **Final Check Requests Report**, and then **Final Check Requests Report** • **Payroll for North America**, and then **Payroll Processing CAN**, and then **Create Final Cheques**, and then **Final Cheque Requests Report**, and then **Final Cheque Requests Report** • **Payroll for North America**, and then **Payroll Processing USF**, and then **Create Final Check**, and then **Final Check Requests Report**, and then **Final Check Requests Report**	RUNCTL_PAY056

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Report ID and Report Name	Description	Navigation	Run Control Page
PAY057 Final Check Reconcile Report	Produces a report of reconciled employees who have final checks processed, based on pay calendar information that you specify with data from their Employment records. A warning message appears in the report when an employee is not really terminated, but had a final check produced.	• **Payroll for North America**, and then **Payroll Processing USA**, and then **Create Final Checks**, and then **Final Check Reconcile Report**, and then **Final Check Reconcile Report** • **Payroll for North America**, and then **Payroll Processing CAN**, and then **Create Final Cheques**, and then **Final Cheque Reconcile Report**, and then **Final Cheque Reconcile Report** • **Payroll for North America**, and then **Payroll Processing USF**, and then **Create Final Checks**, and then **Final Check Reconcile Report**, and then **Final Check Reconcile Report**	RUNCTL_PAYINIT
PAY060 Payroll Accounting Line	Print details of payroll transactions that interface with PeopleSoft General Ledger or Commitment Control.	**Payroll**, and then **Payroll Distribution**, and then **GL Interface Reports**, and then **Payroll Accounting Line**, and then **Payroll Accounting Line Report**	RUN_PAY060
PAY100CN Statistics Canada, Non-Educational Institutions	Prints an accepted report format for the *Survey of Employment for Non-Educational Institutions, Payrolls, and Hours,* that is required by the Canadian Labour Division of Statistics. It conforms to Canadian wage reporting requirements. See (CAN) PAY100CN - Statistics Canada, Non-Educational Institutions.	**Payroll for North America**, and then **Payroll Processing CAN**, and then **Pay Period Reports**, and then **Stats CAN Non-Educ Institute**, and then **Statistics Canada Non-Educational Institutions Report**	RUNCTL_PAY100CN

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Report ID and Report Name	Description	Navigation	Run Control Page
PAY102CN Workers Compensation	Produces a report for Workers Compensation Board (WCB) payroll reporting. It meets Canadian requirements. See (CAN) PAY102CN - Workers Compensation.	**Payroll for North America**, and then **Regulatory Reports CAN**, and then **Workers Comp Assessments**, and then **Workers Comp Assessments Report**	RUNCTL_PAY102CN
PAY103CN Overtime Bank	Produces a report that includes the union or nonunion employees for a date range that you specify, sorted by department, and lists the total number of overtime hours for each employee, sorted by employment record number for Canadian employees.	**Payroll for North America**, and then **Payroll Processing CAN**, and then **Pay Period Reports**, and then **Overtime Bank**, and then **Overtime Bank Report**	RUNCTL_PAY103CN
PAY104CN Business Payrolls Survey (BPS)	Creates a BPS electronic data report (EDR) file for transmission to Statistics Canada and a summary report for your reference. The system produces the transmission file in accordance with the format that is provided by Statistics Canada. See (CAN) PAY104CN - Business Payrolls Survey (BPS) Electronic Data Transmission File.	**Payroll for North America**, and then **Payroll Processing CAN**, and then **Pay Period Reports**, and then **Business Payrolls Survey File**, and then **Business Payrolls Survey File**	RUNCTL_PAY104CN
PAY106CN ROE XML Audit Report	Generate the Create ROE Web Export File (PAY105CN) XML file of ROE data for bulk transfer to the HRSD ROE Web system. Generating and Auditing ROEs	**Payroll for North America**, and then **Periodic Payroll Events CAN**, and then **Record of Employment Forms**, and then **ROE Web Export File Audit Rpt**, and then **ROE Web Export File Audit Report**	RUNCTL_PAY106CN

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Report ID and Report Name	Description	Navigation	Run Control Page
PAY107CN Import ROE Web Bulk File	Import Service Canada serial numbers and amended serial numbers into the PeopleSoft system from the ROE Web bulk transfer file from Service Canada. Creating ROE Data	**Payroll for North America**, and then **Periodic Payroll Events CAN**, and then **Record of Employment Forms**, and then **ROE Web Bulk File**, and then **Import ROE Web Bulk File**	RUNCTL_PAY107CN
PAY110CN Statistics Canada, Educational Institutions	Prints an accepted report format for the *Survey of Employment for Educational Institutions, Payrolls, and Hours*, that is required by the Canadian Labour Division of Statistics. It conforms to Canadian wage reporting requirements. See (CAN) PAY110CN - Statistics Canada, Educational Institutions.	**Payroll for North America**, and then **Payroll Processing CAN**, and then **Pay Period Reports**, and then **Stats CAN Educ Institute**, and then **Statistics Canada Educational Institute Report**	RUNCTL_MO_YR_PAY
PAY124CN ROE Mass Create (Record of Employment mass create)	Creates ROE data for a range of dates for Canadian employees. See (CAN) PAY124CN - ROE Mass Create.	**Payroll for North America**, and then **Periodic Payroll Events CAN**, and then **Record of Employment Forms**, and then **Create Mass ROE Data**, and then **Create Mass ROE Data**	RUNCTL_FRMTHRU_PAY
PAY125CN ROE Summary (Record of Employment summary)	Produces a summary report of ROE Data records that have a ROE status of hold, complete, delete, or generate. The system deletes all ROE Data records that have a ROE status of delete.	**Payroll for North America**, and then **Periodic Payroll Events CAN**, and then **Record of Employment Forms**, and then **ROE Summary Report**, and then **ROE Summary Report**	RUNCTL_PAY125CN
PAY126CN ROE Print Exceptions (Record of Employment print exceptions)	Produces an exception report of ROE errors that are detected during the ROE Print	**Payroll for North America**, and then **Periodic Payroll Events CAN**, and then **Record of Employment Forms**, and then **ROE Exceptions Report**, and then **ROE Exceptions Report**	RUNCTL_PAY126CN

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Report ID and Report Name	Description	Navigation	Run Control Page
PAY132CN Payroll Savings Create File	Creates a Canada Payroll Savings electronic data transmission file and a Transmission Summary report for your reference. The system produces the transmission file in accordance with the format that is provided by the Bank of Canada. See Administering Canada Payroll Savings Programs.	**Payroll for North America**, and then **Payroll Processing CAN**, and then **Pay Period Reports**, and then **Canada Payroll Savings File**, and then **Canada Payroll Savings File**	RUNCTL_PAY132CN
PAY300RT Retro Pay Request and Trigger	Creates a summary of retro requests that includes the request type (job or additional pay), the employee's ID, name, status, and pay group, the retro programs associated with the pay group, and the retro request's status, effective date, and process end date. You can optionally include the trigger details for each retro request. Trigger details include the effective date, the field that changed, and the field's before and after values.	**Payroll for North America**, and then **Retroactive Payroll**, and then **Retro Pay**, and then **Reports**, and then **Retro Pay Request and Trigger**, and then **Retro Pay Request and Trigger Report**	RUN_PAY300RT
PAY301RT Retro Pay All Calculated	Produces a detailed report of the retroactive pay calculation, sorted and subtotaled according to the sort option you select. You can use this report as a printed audit report. The same information is available online.	**Payroll for North America**, and then **Retroactive Payroll**, and then **Retro Pay**, and then **Reports**, and then **Retro Pay Calculations**, and then **Retro Pay Calculations Report**	RUN_PAY301RT

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Report ID and Report Name	Description	Navigation	Run Control Page
PAY302RT Retro Pay Summary	Produces a retro pay summary broken down by request type, with a grand total for all request types. The summary shows the amounts used in the retro pay determination: the old earnings amount, new earnings amount, any override amount, prior retro paid, and the final retro pay amount.	**Payroll for North America**, and then **Retroactive Payroll**, and then **Retro Pay**, and then **Reports**, and then **Retro Pay Summary**, and then **Retro Pay Summary**	RUN_PAY302RT
PAY303RT Retro Pay Terminations Report	Produces a report of terminated employees for whom the system has calculated retro pay. This report lists the same information as PAY301RT. **Note:** Before generating this report, you must run the Retroactive Pay Load Paysheets (PSPRPPSH) COBOL SQL Process with **Process Terminated Employees** selected on the Load Retro Pay to Paysheets page. This is how the system sets the flag used to identify terminated employees. The Retroactive Pay Load Paysheets process sets the terminated employee flag only for employees who were terminated on or before the pay end date. Therefore, employees who terminated after the pay end date do not appear on the report.	**Payroll for North America**, and then **Retroactive Payroll**, and then **Retro Pay**, and then **Reports**, and then **Retro Pay Terminations**, and then **Retro Pay Terminations Report**	RUN_PAY303RT

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Report ID and Report Name	Description	Navigation	Run Control Page
PAY304RT Retro Pay Message Report	Provides complete message text for the messages produced by retro pay processes, and counts the number of messages.	**Payroll for North America**, and then **Retroactive Payroll**, and then **Retro Pay**, and then **Reports**, and then **Retro Pay Messages**, and then **Retro Pay Messages Report**	RUN_PAY304RT
PAY305RT Load Paysheet Trans (load paysheet transactions)	If run after the Load Paysheets (PYLOAD), the report lists transactions that are loaded from other applications or from rapid entry paysheets. If run before the Load Paysheets process (PSPPYBLD), the report lists transactions that originated in other applications that are being loaded into paysheets. See PeopleSoft Human Resources Administer Workforce: Understanding Leave Administration.	• **Payroll for North America**, and then **Payroll Processing USA**, and then **Create and Load Paysheets**, and then **Paysheet Transactions Report**, and then **Paysheet Transactions Report** • **Payroll for North America**, and then **Payroll Processing CAN**, and then **Create and Load Paysheets**, and then **Paysheet Transactions Report**, and then **Paysheet Transactions Report** • **Payroll for North America**, and then **Payroll Processing USF**, and then **Create and Load Paysheets**, and then **Paysheet Transactions Report**, and then **Paysheet Transactions Report**	RUNCTL_PSHUPLD
PAY306RT Retro Pay Interest	(USF) Produces a report of Retro Interest Pay by employee name, national ID, and interest earnings for employees who have interest earnings over the limit in the reporting year.	**Payroll for North America**, and then **Retroactive Payroll**, and then **Retro Pay**, and then **Reports**, and then **Retro Pay Interest Limit**, and then **Retro Pay Interest Limit Report**	RUNCTL_PAY306RT

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Report ID and Report Name	Description	Navigation	Run Control Page
PAY701 Bank Table	Produces a listing of Bank table information, which is an edit table for Federal Reserve transit numbers. It identifies every banking institution where your company has accounts that are established for paychecks and direct deposits. **Note:** (CAN) For Canadian reports, the three-digit bank ID is reported in the **Bank/ Transit #** (bank/transit number) field and the branch ID is reported in the **Branch** field.	**Set Up HCM**, and then **Common Definitions**, and then **Banking**, and then **Bank/Branch Report**, and then **Bank/Branch Report**	PRCSRUNCNTL
PAY702 Company Table - GL Data	Produces a listing of the GL Data on the Company table, where you establish the individual companies in the corporate structure. This report is a companion to PER707 (the Company Table - General Data report), which lists the payroll-related general ledger information in the Company table.	**Set Up HCM**, and then **Product Related**, and then **Payroll for North America**, and then **GL Interface**, and then **Company GL Data Report**, and then **Company Report**	PRCSRUNCNTRL
PAY703 General Deduction/ Deduction Frequency Table	Produces a listing of the General Deduction/ Deduction Frequency table, which contains payroll deductions that do not fit into a category that is covered by a benefit table, such as United Way, union dues, or parking fees. See PAY703 - General Deduction/Deduction Frequency Table.	**Set Up HCM**, and then **Product Related**, and then **Payroll for North America**, and then **Deduction Table Reports**, and then **General Deduction/ Frequency**, and then **General Ded/ Frequency Report**	PRCSRUNCNTL

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Report ID and Report Name	Description	Navigation	Run Control Page
PAY704 Deduction/Deduction Frequency Table	Produces a listing of the Deduction/ Deduction Frequency table, which contains deduction priority, tax effect, and frequency of both benefit and non-benefit deductions. See PAY704 - Deduction/ Deduction Frequency Table.	**Set Up HCM**, and then **Product Related**, and then **Payroll for North America**, and then **Deduction Table Reports**, and then **Deduction/ Frequency**, and then **Deduction/Frequency Report**	PRCSRUNCNTL
PAY705A and PAY705B Deduction Classes	Produces a listing of the Deduction table in two parts; you must request each report separately by ID number. 705A contains processing the GL information for deduction classes. PAY705B contains the effect of deduction classes on taxes. See PAY705 - Deduction Classes.	**Set Up HCM**, and then **Product Related**, and then **Payroll for North America**, and then **Deduction Table Reports**, and then **Deduction Class**, and then **Deduction Class Report**	PRCSRUNCNTL
PAY708 Shift Table	Produces a listing of the Shift table, which contains effective dates, rates and factors. See PAY708 - Shift Table.	**Set Up HCM**, and then **Product Related**, and then **Payroll for North America**, and then **Comp/Earnings Table Reports**, and then **Shift**, and then **Shift Report**	PRCSRUNCNTL
PAY709 Wage Loss Plan Table	Produces a listing of the Wage Loss Plan table for Canadian employers.	**Set Up HCM**, and then **Product Related**, and then **Payroll for North America**, and then **Tax Table Reports**, and then **Wage Loss Plan CAN**, and then **Wage Loss Plan Report**	PRCSRUNCNTL
PAY710 ChartField Transaction Report	Produces a listing of the ChartField transaction Account Code table. IT is used as an edit table for paysheet processing.	**Set Up HCM**, and then **Common Definitions**, and then **ChartField Configuration**, and then **ChartField Transaction Report**, and then **ChartField Transaction Report**	PRCSRUNCNTL

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Report ID and Report Name	Description	Navigation	Run Control Page
PAY711 Pay Group Table	Produces a listing of the Pay Group table, which contains effective dates, and other processing characteristics from the Pay Group table. See PAY711 - Pay Group Table.	**Set Up HCM**, and then **Product Related**, and then **Payroll for North America**, and then **Comp/Earnings Table Reports**, and then **Pay Group**, and then **Pay Group Report**	PRCSRUNCNTL
PAY712 Earnings Table	Produces a list of the Earnings table, which contains earnings types and their payroll characteristics. This report comes in three parts; you must request each report separately by ID number. 712A and 712B contain information on the USA tax effects related to earnings. 712C contains the Canadian requirements for earnings types. See PAY712 - Earnings Table.	**Set Up HCM**, and then **Product Related**, and then **Payroll for North America**, and then **Comp/Earnings Table Reports**, and then **Earnings**, and then **Earnings Report**	PRCSRUNCNTL
PAY713 Special Accumulator Table	Produces a listing of the Special Accumulator table, which is an edit table for payroll processing. It groups together earnings/deduction to be use in the calculation of deduction amounts, such as deductions that are stated as a percent of gross (for example, 401[k]).	**Set Up HCM**, and then **Product Related**, and then **Payroll for North America**, and then **Comp/Earnings Table Reports**, and then **Special Accumulator**, and then **Special Accumulator Report**	PRCSRUNCNTL
PAY714 Pay Calendar Table	Produces a listing of the Pay Calendar table, which contains the cycles that you create for payroll processing by pay group. Each entry in the table corresponds to a pay period for a pay group.	**Set Up HCM**, and then **Product Related**, and then **Payroll for North America**, and then **Comp/Earnings Table Reports**, and then **Pay Calendar**, and then **Pay Calendar Report**	PRCSRUNCNTL

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Report ID and Report Name	Description	Navigation	Run Control Page
PAY715 Garnishment Rules Table	Produces a listing of the Garnishment Rules table, sorted by state. It lists rules in three sections—(1) rule description and exemption variables, (2) formula details, and (3) rule references.	**Set Up HCM**, and then **Product Related**, and then **Payroll for North America**, and then **Garnishment Table Reports**, and then **Garnishment Rules**, and then **Garnishment Rules Report**	PRCSRUNCNTL
PAY715CN Garnishment Rules Table	Produces a listing of the Garnishment Rules table, sorted by province and territory.	**Set Up HCM**, and then **Product Related**, and then **Payroll for North America**, and then **Garnishment Table Reports**, and then **Garnishment Rules CAN**, and then **Garnishment Rules Report**	PRCSRUNCNTL
PAY716 Disposable Earnings Definition	Produces a listing of the Disposable Earnings Definition table, where you define disposable earnings that are subject to garnishment and garnishment exemption parameters.	**Set Up HCM**, and then **Product Related**, and then **Payroll for North America**, and then **Garnishment Table Reports**, and then **Disposable Earnings Definition**, and then **Disposable Earnings Defn Rpt**	PRCSRUNCNTL
PAY717 Earnings Program Table	Produces a list of Earnings Program table, where you specify benefit plan and deductions data.	**Set Up HCM**, and then **Product Related**, and then **Payroll for North America**, and then **Comp/Earnings Table Reports**, and then **Earnings Program**, and then **Earnings Program Report**	PRCSRUNCNTL
PAY718 Tax Location Table	Produces a listing of tax location data by location from the Tax Location table.	**Set Up HCM**, and then **Product Related**, and then **Payroll for North America**, and then **Tax Table Reports**, and then **Tax Location**, and then **Tax Location Report**	PRCSRUNCNTL

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Report ID and Report Name	Description	Navigation	Run Control Page
PAY719 Garnishment Proration Report	Produces a listing of the Garnishment Proration table, which is sorted by court ID of employees whose garnishment amounts were prorated.	• **Payroll for North America**, and then **Payroll Processing USA**, and then **Pay Period Reports**, and then **Garnishment Prorations**, and then **Garnishment Prorations Report** • **Payroll for North America**, and then **Payroll Processing USF**, and then **Pay Period Reports**, and then **Garnishment Prorations**, and then **Garnishment Prorations Report**	RUNCTL_PAY719
PAY720 Garnishment Proration Rule Listing	Produces a listing of the Garnishment Proration Rule Listing table, which contains proration rules from the Garnishment table.	**Set Up HCM**, and then **Product Related**, and then **Payroll for North America**, and then **Garnishment Table Reports**, and then **Garnishment Proration Rules**, and then **Garn Proration Rules Report**	PRCSRUNCNTL
PAY750 Tip Establishment Table	Produces a listing of the Tip Establishment table, where it displays data related to allocating tips to tipped employees.	**Set Up HCM**, and then **Product Related**, and then **Payroll for North America**, and then **Tip Allocation**, and then **Tip Establishment Report**, and then **Tip Establishment Report**	PRCSRUNCNTL
PAY751 Final Check Program Table	Provides a listing of the Final Check Program table, which contains processing rule definitions for earnings, leave accruals, and deductions.	**Set Up HCM**, and then **Product Related**, and then **Payroll for North America**, and then **Comp/Earnings Table Reports**, and then **Final Check Program**, and then **Final Check Program Report**	RUNCTL_PAY751

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Report ID and Report Name	Description	Navigation	Run Control Page
PAY752 Company ChartField Mapping	Produces a listing of the Company Chartfield Mapping table for all of the human resources (HR) ChartKeys and their equivalent general ledger accounts and department IDs. See PAY752 - Company ChartField Mapping.	**Payroll for North America**, and then **Payroll Distribution**, and then **GL Interface Reports**, and then **Company ChartField Mapping**, and then **Company ChartField Mapping Report**	RUN_PAY752
PAY760 Combination Code	Produces a listing of the Combination Code table which displays all valid combinations.	**Set Up HCM**, and then **Common Definitions**, and then **ChartField Configuration**, and then **Combination Code Report**, and then **Combination Code Report**	PRCSRUNCNTL
PAYGL01 Payroll General Ledger Interface	For employers using the GL Interface process, this produces accounting lines for PeopleSoft General Ledger. This does not produce a report.	**Payroll for North America**, and then **Payroll Distribution**, and then **Prepare GL Information**, and then **Non-Commit Accounting Info**, and then **Non Commitment Accounting Information**	RUNCTL_PAYGL01
PAYVNDR AP Vendor Listing (accounts payable vendor listing)	Produces a listings of the AP Vendor Listing table, which displays all vendors, address and other information up to a given date.	**Payroll for North America**, and then **Payroll Distribution**, and then **Accounts Payable Information**, and then **AP Vendor Listing**, and then **AP Vendor Listing**	RUNCTL_PAYVNDR

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Report ID and Report Name	Description	Navigation	Run Control Page
PYCHKUSA Print US Checks	A template for printing U.S. paychecks and accompanying check stubs in PDF using BI Publisher. The report also creates self-service paychecks for display in PDF in the ePay self-service View Paycheck transaction. Run this report after you perform pay confirmation for a payroll run. See Printing Paychecks and Direct Deposit Advices	• **Payroll for North America**, and then **Payroll Processing USA**, and then **Produce Checks**, and then **Create PDF Paychecks**, and then **Create PDF Paychecks** • **Payroll for North America**, and then **Payroll Processing USF**, and then **Produce Checks**, and then **Create PDF Paychecks**, and then **Create PDF Paychecks**	RUNCTL_CHK_ADV1_EP
PYCHQCAN Print Canadian Cheques	A template for printing Canadian paycheques and accompanying cheque stubs in PDF using BI Publisher. The report also creates self-service paycheques for display in PDF in the ePay self-service View Paycheck transaction. Run this report after you perform pay confirmation for a payroll run. See Printing Paychecks and Direct Deposit Advices.	**Payroll for North America**, and then **Payroll Processing CAN**, and then **Produce Cheques**, and then **Create PDF Paycheques**, and then **Create PDF Paycheques**	RUNCTL_CHK_ADV_EP

Tax Reports (TAX)

The table in this topic lists and describes PeopleSoft Payroll for North America tax reports.

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Report ID and Report Name	Description	Navigation	Run Control Page
TAX001 Tax Deposit Summary	Produces pay period details of federal, state, and local taxes that are withheld from employees, and liabilities incurred for employer-paid taxes. Also shows the FUTA (Federal Unemployment Tax Act) Credit Reduction amounts by company and by state. See TAX001 - Tax Deposit Summary.	**Payroll for North America**, and then **Pay Period Tax Reports USA**, and then **Tax Deposit Summary**, and then **Tax Deposit Summary Report**	RUNCTL_PAYINIT2
TAX002LC Quarterly Local Tax Summary - Employee Detail	Produces a summary report of employee QTD local wages and withholding. This report lists employees by SSN and name.	**Payroll for North America**, and then **U.S. Quarterly Processing**, and then **Quarterly Reports**, and then **Local Tax Summary**, and then **Local Tax Summary**	PRCSRUNCNTRL
TAX003CN Tax Submission Summary	Produces a report that summarizes tax submission data, sorted by payroll account number. See (CAN) TAX003CN - Tax Submission Summary.	**Payroll for North America**, and then **Regulatory Reports CAN**, and then **Tax Submission Summary**, and then **Tax Submission Summary Report**	RUNCTL_PAYINIT
TAX004 Multiple Worksite	Produces a listing of each tax location, that is used to calculate the employees work taxes. The tax location is considered a worksite when completing the information on the federally mandated Multiple Worksite report (BLS-3020) or state variations. See TAX004 - Multiple Worksite.	**Payroll for North America**, and then **U.S. Quarterly Processing**, and then **Quarterly Reports**, and then **Multiple Worksite**, and then **Multiple Worksite Report**	RUNCTL_QTR_YR_PAY
TAX004ST Employee Count	Produces a report of employment count totals, sorted by gender, as of the 12th of each month in the quarter for the states of Connecticut, Maine, New Jersey, and Vermont.	**Payroll for North America**, and then **U.S. Quarterly Processing**, and then **Quarterly Reports**, and then **Employee Count**, and then **Employee Count Report**	RUNCTL_TAX004ST

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Report ID and Report Name	Description	Navigation	Run Control Page
TAX007 Quarterly Federal Tax Summary	Produces a report by employee, quarter-to-date (QTD), federal withholding, Federal Insurance Contributions Act (FICA), and unemployment taxes, and includes state-specific FUTA (Federal Unemployment Tax Act) Credit Reduction gross and tax amounts. It lists employees by social security number (SSN) and name, and it provides page and company totals.	**Payroll for North America**, and then **U.S. Quarterly Processing**, and then **Quarterly Reports**, and then **Federal Tax Summary**, and then **Federal Tax Summary Report**	PRCSRUNCNTRL
TAX008 Quarterly State Tax Summary	Produces a summary report of employee QTD state withholding, disability, and unemployment taxes. It lists employees by SSN and name, and it provides page and company totals.	**Payroll for North America**, and then **U.S. Quarterly Processing**, and then **Quarterly Reports**, and then **State Tax Summary**, and then **State Tax Summary Report**	PRCSRUNCNTRL
TAX009 Local Tax Deposit Summary	Provides a tax summary report of local taxes withheld, and provides more detail than TAX001. This pay period report lists total taxes withheld for residents and nonresidents separately for each locality. It lists the number of employees in each category and counts only once those employees who receive more than one check.	**Payroll for North America**, and then **Pay Period Tax Reports USA**, and then **Local Tax Deposit**, and then **Local Tax Deposit Report**	RUNCTL_PAYINIT2

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Report ID and Report Name	Description	Navigation	Run Control Page
TAX010AL Alabama Exempt Overtime Report	Produces a report listing total dollar amounts of overtime paid during the period which was exempt from Alabama taxation, and total number of full-time hourly employees who received such overtime pay. Run the report monthly or quarterly. See Setting Up Alabama Overtime Tax Exemption Reports.	• **Payroll for North America**, and then **Pay Period Tax Reports USA**, and then **Alabama Tax-Exempt Overtime**, and then **Alabama Tax-Exempt Overtime** • **Payroll for North America**, and then **Pay Period Tax Reports USF**, and then **Alabama Tax-Exempt Overtime**, and then **Alabama Tax-Exempt Overtime**	RUNCTL_TAX010AL
TAX010FD Tax Summary - Federal	Produces a summary report of period-to-date federal income tax, Advance EIC payments, OASDI, OASDI tips, Medicare, Medicare tips, Additional Medicare, Federal Unemployment Insurance and Non Resident Alien Tax 1042. Run the report monthly or quarterly.	**Payroll for North America**, and then **Pay Period Tax Reports USA**, and then **Federal Tax Summary**, and then **Federal Tax Summary Report**	RUNCTL_TAX010FD
TAX010FT Quarterly Federal Unemployment Tax Summary Report	Produces a Federal Tax Summary Report for both Federal unemployment tax and state-specific FUTA credit reduction amounts. Run the report monthly or quarterly.	**Payroll for North America**, and then **Pay Period Tax Reports USA**, and then **FUTA Tax Summary**	RUNCTL_PAYINIT2
TAX010HA Tax Summary - HIRE Act	Produces a summary report with negative dollar amounts for employer OASDI taxes on wages and tips. Run the report monthly or quarterly.	**Payroll for North America**, and then **Pay Period Tax Reports USA**, and then **Federal Tax Summary**, and then **Federal Tax Summary Report**	RUNCTL_TAX010FD

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Report ID and Report Name	Description	Navigation	Run Control Page
TAX010HB Tax Summary - EE Offset	Produces a summary report negative dollar amounts for employee OASDI taxes on wages and tips. Run the report monthly or quarterly.	**Payroll for North America**, and then **Pay Period Tax Reports USA**, and then **Federal Tax Summary**, and then **Federal Tax Summary Report**	RUNCTL_TAX010FD
TAX010ST Tax Summary - State	Produces a summary report of period-to-date income tax withheld, disability, and unemployment taxes at the state and local levels. Run the report monthly or quarterly.	**Payroll for North America**, and then **Pay Period Tax Reports USA**, and then **State Tax Summary**, and then **State Tax Summary Report**	RUNCTL_TAX010ST
TAX010PA PA Local Services Tax Report	Produces a summary report of period-to-date local services taxes deducted for Pennsylvania.	**Payroll for North America**, and then **Pay Period Tax Reports USA**, and then **Tax Summary-PA LST**, and then **Tax Summary Report-PA LST**	RUNCTL_TAX010PA
TAX011PA PA Earned Income Tax Report	Produces a summary report of period-to-date earned income taxes deducted for Pennsylvania. A tax balance record.	**Payroll for North America**, and then **Pay Period Tax Reports USA**, and then **Tax Summary-PA EIT**, and then **Tax Summary Report-PA EIT**	RUNCTL_TAX011PA
TAX012 Ohio Local Tax Reconciliation	Provides the information for completing the Ohio Form W-3 and local variations. See TAX012 - Ohio Local Tax Reconciliation.	**Payroll for North America**, and then **Pay Period Tax Reports USA**, and then **Reconciliation-Ohio Local**, and then **Reconciliation-Ohio Local Report**	RUNCTL_MO_QTR_YR

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Report ID and Report Name	Description	Navigation	Run Control Page
TAX014 Federal Liability by State	Produces a report of federal withholding and liability (ER and EE FICA plus withholding) for each state. Use this report to determine when to deposit state withholding in those states that associate the frequency of state deposits with the employer's schedule for federal tax deposits. Run TAX014 after each pay period. It inserts a grand total and totals for company, pay period, and check date.	**Payroll for North America**, and then **Pay Period Tax Reports USA**, and then **Federal Liability by State**, and then **Federal Liability by State Report**	RUNCTL_PAYINIT2
TAX015 Quarterly Tax Balances Audit	Produces a report that compares the employee QTD tax balance with the sum of Tax Detail records from each payroll run for each tax class and tax jurisdiction, making it possible to verify that system computations are correct for these balances. (E&G) 1042 balances appear if the Include 1042 Balances check box is selected on the Tax Balance Audit run control page. See TAX015 - Quarterly Tax Balances Audit.	**Payroll for North America**, and then **U.S. Quarterly Processing**, and then **Quarterly Reports**, and then **Tax Balance Audit**, and then **Tax Balance Audit**	RUNCTL_QTR_YR_PAY

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Report ID and Report Name	Description	Navigation	Run Control Page
TAX016 Employees Default Tax Data Report - U.S.	Produces a listing of the auto-generated data created by the system, such as the employee's hire date, federal tax status, state tax status and allowances, and local allowances and residence locality for U.S. employees. See TAX016 - Employees Default Tax Data.	**Payroll for North America**, and then **U.S. Annual Processing**, and then **Year-End/New Year Preparation**, and then **Default Tax Data Report**, and then **Default Tax Data Report**	RUNCTL_FRMTHRU_PAY
TAX016A 1099-R Payees Default Tax Data	Produces a list of auto-generated tax data created by the system, such as the federal tax status, state tax status and allowances, and local allowances and residence locality for U.S. payees in 1099-R companies. See TAX016A - Payees Default Tax Data.	**Payroll for North America**, and then **U.S. Annual Processing**, and then **Year-End/New Year Preparation**, and then **Default Tax Data Report**, and then **Default Tax Data Report**	RUNCTL_FRMTHRU_PAY
TAX016CN Default Tax Data Report - Canada	Produces a listing of the auto-generated data by the system, such as the employee's hire date, default net claim amounts from the Canadian tax tables, and provincial tax credit amounts from the Canadian Income Tax Data record. See (CAN) TAX016CN - Default Tax Data.	**Payroll for North America**, and then **Year-End Processing CAN**, and then **Year-End/New Year Preparation**, and then **Default Tax Data Report**, and then **Default Tax Data Report**	RUNCTL_FRMTHRU_PAY
TAX017 Quarterly State Unemployment Tax Verification	Produces a report to verify that the appropriate employer unemployment tax for the quarter being reported has been calculated and posted to employees' Tax Balance records. See TAX017 - Quarterly State Unemployment Tax Verification.	**Payroll for North America**, and then **U.S. Quarterly Processing**, and then **Quarterly Reports**, and then **State Unemployment Tax Report**, and then **State Unemployment Tax Report**	RUNCTL_TAX017

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Report ID and Report Name	Description	Navigation	Run Control Page
TAX018 Employee Check Information	Produces a listing of individual employee pay check information.	• **Payroll for North America**, and then **Payroll Processing USA**, and then **Produce Checks**, and then **Employee Check Information**, and then **Employee Check Information** • **Payroll for North America**, and then **Payroll Processing CAN**, and then **Produce Cheques**, and then **Employee Cheque Information**, and then **Employee Cheque Information** • **Payroll for North America**, and then **Payroll Processing USF**, and then **Produce Checks**, and then **Employee Check Information**, and then **Employee Check Information**	RUNCTL_TAX018

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Report ID and Report Name	Description	Navigation	Run Control Page
TAX019 Tax Information	(USA) Produces an individual listing of the tax withholding information for employees and payees (in 1099-R companies). (CAN and USF) Produces an individual listing of the tax withholding information for employees. See TAX019 - Tax Information.	• **Payroll for North America**, and then **Employee Pay Data USA**, and then **Tax Information**, and then **Tax Information Report**, and then **Tax Information Report** • **Payroll for North America**, and then **Employee Pay Data CAN**, and then **Tax Information**, and then **Employee Tax Information Rpt**, and then **Tax Information Report** • **Payroll for North America**, and then **Employee Pay Data USF**, and then **Tax Information**, and then **Employee Tax Information Rpt**, and then **Tax Information Report**	RUNCTL_TAX019
TAX020 FUTA Credit Reduction Tax (Federal Unemployment Tax Act credit reduction	Produces a report that lists all employee tax balance occurrences for the tax year where an adjustment is required to make YTD Tax = (YTD Taxable Gross x Credit Reduction Rate). You normally run this at year-end, but you can run it at other times to verify data.	**Payroll for North America**, and then **U.S. Annual Processing**, and then **FUTA Reporting**, and then **FUTA Credit Reduction Tax**, and then **FUTA Credit Reduction Tax**	RUNCTL_TAX020
TAX030 Form 1042-S Tax Liability Data by Pay Period	Produces tax liability 1042 data for a company and period that you specify.	**Payroll for North America**, and then **Pay Period Tax Reports USA**, and then **Form 1042 Audit**, and then **Form 1042 Audit**	RUNCTL_TAX030

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Report ID and Report Name	Description	Navigation	Run Control Page
TAX100 W-4 Exemptions Report	Produces a listing of all employees whose U.S. Tax Data records indicate that they are exempt from federal income tax withholding (W-4). See TAX100 - W-4 Exemptions Report.	**Payroll for North America**, and then **U.S. Annual Processing**, and then **Year-End/New Year Preparation**, and then **W-4 Exemptions Report**, and then **W-4 Exemptions Report**	RUNCTL_TAX100
TAX100CN Exemption Report	Produces a listing of all employees whose Canadian or Quebec Tax Data records indicate that they are exempt from income tax withholding, exempt from unemployment insurance payments, exempt from Quebec Parental Insurance Plan premiums, or have fewer than 12 months subject to Canada or Quebec Pension Plan contributions. See (CAN) TAX100CN - Exemption.	**Payroll for North America**, and then **Year-End Processing CAN**, and then **Year-End/New Year Preparation**, and then **Exemption Report**, and then **Exemption Report**	RUNCTL_TAX100CN
TAX101CN EI Rebate (Employment Insurance rebate)	Produces a listing of information for employers with private income replacement plans. See (CAN) TAX101CN - EI Rebate.	**Payroll for North America**, and then **Regulatory Reports CAN**, and then **EI Rebate**, and then **EI Rebate Report**	RUNCTL_TAX101CN
TAX102CN Health Insurance Premium	Produces a report of calculated health insurance premiums for provinces with a health insurance tax levied as a percent of payroll: Manitoba, Newfoundland, Ontario, and Quebec. See (CAN) TAX102CN - Health Insurance Premium.	**Payroll for North America**, and then **Regulatory Reports CAN**, and then **Health Insurance Premium**, and then **Health Insurance Premium Report**	RUNCTL_TAX102CN

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Report ID and Report Name	Description	Navigation	Run Control Page
TAX103 Reset W-4 Exempt List	Produces a listing of employees who have not yet filed a new Form W-4 by the due date to continue their tax exemption status. If the report is run in update mode, it will insert a new tax record to reset the special withholding tax status and tax status.	**Payroll for North America**, and then **U.S. Annual Processing**, and then **Year-End/New Year Preparation**, and then **Reset W-4 Exempt List**, and then **Reset W-4 Exempt List**	RUNCTL_TAX103
TAX103CN Update Source Deductions	Produces a listing of employees who have not yet filed a new form. It updates federal, Quebec, and provincial basic source deductions for employees by generating a new Canadian Income Tax Data record for each employee who is active as of the effective date specified.	**Payroll for North America**, and then **Year-End Processing CAN**, and then **Year-End/New Year Preparation**, and then **Update Source Deductions**, and then **Update Source Deductions**	RUNCTL_TAX103CN
TAX105CN Employer Contribution to CNT (employer contribution to Commission des Normes du Travail)	Produces a report of the calculated annual payment of the contribution to the financing of the CNT by employers with employees working in the province of Quebec.	**Payroll for North America**, and then **Regulatory Reports CAN**, and then **Employer Contribution to CNT**, and then **Employer Contribution to CNT**	PRCSRUNCNTL
TAX107 W-4 Audit Report	Produces a listing of all employees who either created or updated their W-4 information through self-service.	**Payroll for North America**, and then **U.S. Annual Processing**, and then **Year-End/New Year Preparation**, and then **W-4 Audit Report**, and then **W-4 Audit Report**	RUNCTL_TAX107

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Report ID and Report Name	Description	Navigation	Run Control Page
TAX108 W-4 Print Self-Service	Produces a printed version of the electronic Form W-4 information submitted by the employee in the PeopleSoft ePay self-service transaction.	• **Payroll for North America**, and then **Payroll Processing USA**, and then **Pay Period Reports**, and then **W-4 Print - Self Service**, and then **W-4 Print - Self Service** • **Payroll for North America**, and then **Payroll Processing USF**, and then **Pay Period Reports**, and then **W-4 Print - Self Service**, and then **W-4 Print - Self Service**	RUNCTL_TAX108
TAX109 SSN Verification (social security number verification)	Creates an electronic file that you can use to submit employee name and SSN information to the Social Security Administration for verification.	• **Payroll for North America**, and then **US Annual Processing**, and then **Year End/New Year Preparation Pay Period Reports**, and then **Employee SSN Verification** • **Payroll for North America**, and then **Payroll Processing USF**, and then **Pay Period Reports**, and then **Employee SSN Verification**	RUNCTL_TAX109

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Report ID and Report Name	Description	Navigation	Run Control Page
TAX516AZ Arizona Tax Percentage Update	Updates Arizona employees' tax percentages. See (USA) TAX516AZ - Arizona Tax Percentage Update.	• **Payroll for North America**, and then **Periodic Payroll Events USA**, and then **Mass Employee Updates**, and then **Update Mass Tax Data**, and then **Update Mass Tax Data** • **Payroll for North America**, and then **Periodic Payroll Events USF**, and then **Mass Employee Updates**, and then **Update Mass Tax Data**, and then **Update Mass Tax Data**	RUN_MASS_EE_UPD
TAX516OK Oklahoma Marital Status Update	Change Oklahoma state tax status from B to the employee's federal tax status value. **Note:** TAX516OK.SQR was delivered specifically for Oklahoma withholding tax effective January 1, 2006. It has no general purpose.	• **Payroll for North America**, and then **Periodic Payroll Events USA**, and then **Mass Employee Updates**, and then **Update Mass Tax Data**, and then **Update Mass Tax Data** • **Payroll for North America**, and then **Periodic Payroll Events USF**, and then **Mass Employee Updates**, and then **Update Mass Tax Data**, and then **Update Mass Tax Data**	RUN_MASS_EE_UPD

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Report ID and Report Name	Description	Navigation	Run Control Page
TAX5162T 2 Tiered Suppl Adj Pgm (two-tiered supplemental adjustment program)	Update the special accumulator that tracks taxable wages to calculate taxes when the employee is paid over 1 million USD. See (USA) TAX5162T – Two-Tiered Supplemental Adjustment Program.	• **Payroll for North America**, and then **Periodic Payroll Events USA**, and then **Mass Employee Updates**, and then **Two-Tier Supplemental Data**, and then **Update Two-Tier Supplemental Data** • **Payroll for North America**, and then **Periodic Payroll Events USF**, and then **Mass Employee Updates**, and then **Two-Tier Supplemental Data**, and then **Update Two-Tier Supplemental Data**	RUNCTL_MASS_UPD2
TAX702 Federal/State Tax Table	Produces a report of the State Tax table and the State Other Tax table, which store the most current tax rates and other parameters used in calculating state and federal withholding, disability, and unemployment taxes.	**Set Up HCM**, and then **Product Related**, and then **Payroll for North America**, and then **Tax Table Reports**, and then **Federal/ State Tax**, and then **Federal/State Tax Report**	PRCSRUNCNTRL
TAX703 Local Tax Table	Produces a report of the Local Tax table, which contains calculations for local income taxes.	**Set Up HCM**, and then **Product Related**, and then **Payroll for North America**, and then **Tax Table Reports**, and then **Local Tax**, and then **Local Tax Report**	PRCSRUNCNTRL
TAX704 Company State Tax Table	Produces a report of information from the Company State Tax table, which identifies the states in which your company collects and pays taxes.	**Set Up HCM**, and then **Product Related**, and then **Payroll for North America**, and then **Tax Table Reports**, and then **Company State Tax**, and then **Company State Tax Report**	PRCSRUNCNTRL

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Report ID and Report Name	Description	Navigation	Run Control Page
TAX705 Company Local Tax Table	Produces a report of information from the Company Local Tax table, which identifies the localities for which your company collects and pays taxes.	**Set Up HCM**, and then **Product Related**, and then **Payroll for North America**, and then **Tax Table Reports**, and then **Company Local Tax**, and then **Company Local Tax Report**	PRCSRUNCNTRL
TAX706 Taxable Gross Definition Table	Produces a report of the Taxable Gross Definition table, which contains definitions that the system uses during payroll calculation to determine state and local taxable grosses and/or income taxes that deviate from the normal federal withholding. It specifies the base for taxable gross and indicates modifications to that base.	**Set Up HCM**, and then **Product Related**, and then **Payroll for North America**, and then **Tax Table Reports**, and then **Taxable Gross Definition**, and then **Taxable Gross Definition Rpt**	PRCSRUNCNTRL
TAX707 State Tax Rate Table	Produces a report of the State Tax Rate table, which contains bracket rates that are needed for calculating state and federal taxes.	**Set Up HCM**, and then **Product Related**, and then **Payroll for North America**, and then **Tax Table Reports**, and then **State Tax Rate**, and then **State Tax Rate Report**	PRCSRUNCNTRL
TAX708 State Reciprocity Rules Table	Produces a report of the State Reciprocity Rules table, which contain the rules that determine where to withhold income taxes when an employee works in one state and lives in another.	**Set Up HCM**, and then **Product Related**, and then **Payroll for North America**, and then **Tax Table Reports**, and then **State Reciprocity Rules**, and then **State Reciprocity Rules Report**	PRCSRUNCNTRL
TAX709 Local Reciprocity Rules Table	Produces a report of the Local Reciprocity Rules table, which contain the rules that determine where to withhold income taxes when an employee works in one locality and lives in another.	**Set Up HCM**, and then **Product Related**, and then **Payroll for North America**, and then **Tax Table Reports**, and then **Local Reciprocity Rules**, and then **Local Reciprocity Rules Report**	PRCSRUNCNTRL

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Report ID and Report Name	Description	Navigation	Run Control Page
TAX711 Marital Status Codes	Produces a report of the Marital Codes Status table, which contains all valid tax status codes, sorted by state.	**Set Up HCM**, and then **Product Related**, and then **Payroll for North America**, and then **Tax Table Reports**, and then **SWT Marital Status Codes**, and then **SWT Marital Status Codes Rpt**	PRCSRUNCNTRL
TAX713 Work-Work Reciprocity Rules Table	Produces a report of the Work-Work Reciprocity Rules table, where contain the reciprocal rules that determine local income tax withholding when an employee works in a location that has multiple taxing jurisdictions that share a reciprocal agreement.	**Set Up HCM**, and then **Product Related**, and then **Payroll for North America**, and then **Tax Table Reports**, and then **Work Locality Reciprocity**, and then **Work Locality Reciprocity Rpt**	PRCSRUNCNTL
TAX715 VDI/FLI Administrator Table (Voluntary Disability Insurance/ Family Leave Insurance Administrator)	Produces a report of the VDI/FLI Administrator table.	**Set Up HCM**, and then **Product Related**, and then **Payroll for North America**, and then **Tax Table Reports**, and then **VDI Administrator**, and then **VDI Administrator Report**	PRCSRUNCNTL
TAX720 Tax Treaty Table	Produces a report of the Tax Treaty table.	**Set Up HCM**, and then **Product Related**, and then **Payroll for North America**, and then **Tax Table Reports**, and then **Treaty/Non Resident Alien**, and then **Treaty/Non Resident Alien Rpt**	PRCSRUNCNTL

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Report ID and Report Name	Description	Navigation	Run Control Page
TAX810XX Quarterly UI Wage File (quarterly unemployment insurance wage file)	Creates a file for states that must submit quarterly state wage listings on electronic/ magnetic media, not using the EFW2 format. The XX in the report ID is a two-character state abbreviation. See TAX810XX and TAX860XX - Quarterly UI Wage File	• **Payroll for North America**, and then **U.S. Quarterly Processing**, and then **State Quarterly Wage Reporting**, and then **Quarterly Wage File AK-ID** • **Payroll for North America**, and then **U.S. Quarterly Processing**, and then **State Quarterly Wage Reporting**, and then **Create Magnetic Media IL-NC** • **Payroll for North America**, and then **U.S. Quarterly Processing**, and then **State Quarterly Wage Reporting**, and then **Quarterly Wage File ND-SC** • **Payroll for North America**, and then **U.S. Quarterly Processing**, and then **State Quarterly Wage Reporting**, and then **Quarterly Wage File SD-WY**	RUNCTL_TAX810XX

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Report ID and Report Name	Description	Navigation	Run Control Page
TAX860XX Quarterly UI Wage File (quarterly unemployment insurance wage file)	Creates a file for states that must submit quarterly state wage listings on electronic/ magnetic media using the EFW2 format. The XX in the report ID is a two-character state abbreviation. See TAX810XX and TAX860XX - Quarterly UI Wage File	• **Payroll for North America**, and then **U.S. Quarterly Processing**, and then **State Quarterly Wage Reporting**, and then **Quarterly Wage File AK-ID** • **Payroll for North America**, and then **U.S. Quarterly Processing**, and then **State Quarterly Wage Reporting**, and then **Quarterly Wage File IL-NC** • **Payroll for North America**, and then **U.S. Quarterly Processing**, and then **State Quarterly Wage Reporting**, and then **Quarterly Wage File ND-SC** • **Payroll for North America**, and then **U.S. Quarterly Processing**, and then **State Quarterly Wage Reporting**, and then **Quarterly Wage File SD-WY**	RUNCTL_TAX810XX
TAX900 Annual Reporting Error Listing	Lists employees who have negative tax balances or reportable wage amounts that would cause overflow in fields when the system writes W-2 data to magnetic media. It also checks for other error conditions. You normally run this report at year-end, but you can run it at other times to verify SSNs or to check for negative tax balances and other error conditions.	**Payroll for North America**, and then **U.S. Annual Processing**, and then **Audit and Error Reports**, and then **Error Listing**, and then **Error Listing Report**	PRCSRUNCNTRL

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Report ID and Report Name	Description	Navigation	Run Control Page
TAX905CN NW Territories Payroll Tax (Northwest Territories payroll tax)	Produces a report of the Northwest Territories Payroll Taxes table. See (CAN) TAX905CN - NW Territories Payroll Tax.	**Payroll for North America**, and then **Regulatory Reports CAN**, and then **NW Territories Payroll Tax**, and then **NW Territories Payroll Tax Report**	RUNCTL_TAX905CN
TAX906CN Nunavut Payroll Tax Annual	Produces a report of the Nunavut payroll taxes.	**Payroll for North America**, and then **Regulatory Reports CAN**, and then **Nunavut Payroll Tax**, and then **Nunavut Payroll Tax Report**	RUNCTL_TAX906CN
TAX907CN British Columbia Annual Remuneration Report for Employer Health Tax	Produces a report of annual total remuneration of B.C. employees. See (CAN) TAX907CN - B.C. Employer Health Tax	**Payroll for North America**, and then **Regulatory Reports CAN**, and then **B.C. Employer Health Tax**, and then **B.C. Employer Health Tax Report**	RUNCTL_TAX907CN
TAX910AU YE Data Audit Report (Year end data audit report)	Produces an audit listing of the data and amounts loaded in the year-end tables, as reported on the Form W-2s. **Note:** In some cases, the audit report may include user-defined W-2 box 14 items that were not actually printed on the W-2 form due to space limitations. Also, the box 14 descriptions are limited to 7 characters. If the Short Description on the Tax Form Definitions table exceeds 7 characters, the description on the audit report will be truncated. Run this report after year-end data is loaded (TAX910LD) to year-end tables.	**Payroll for North America**, and then **U.S. Annual Processing**, and then **Audit and Error Reports**, and then **Year End Data Audit**	RUNCTL_TAX910AU

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Report ID and Report Name	Description	Navigation	Run Control Page
TAX910ER YE Record Error Report (Year end record error report	Produces a list of errors in the year-end records. It also provides an option on the run control to void all year-end forms if errors are found. Run this report after year-end data is loaded (TAX910LD) to year-end tables.	**Payroll for North America**, and then **U.S. Annual Processing**, and then **Audit and Error Reports**, and then **Year End Record Error**	RUNCTL_TAX10ER
TAX911LD Distributing Year-End Other Earnings and Deductions	Produces a report that shows the adjusted amounts that will be used for year-end processing of employees who are paid in multiple jurisdictions if the loaded year end amounts for any earnings or deductions do not match the total of the same earnings and deductions amounts from the employee's paycheck detail data. Run this report after year-end data is loaded (TAX910LD) to year-end tables.	**Payroll for North America**, and then **U.S. Annual Processing**, and then **Create W-2 Data**, and then **Load Year End Data**	RUNCTL_TAX911LD
TAX915 W-3/W-3SS Transmittal Totals Report	Produces the W-3 Transmittal Totals report for U.S., American Samoa, Guam, and U.S. Virgin Islands.	**Payroll for North America**, and then **U.S. Annual Processing**, and then **W-2 Reporting**, and then **W-3/W-3SS Transmittal Report**	PRCSRUNCNTL
TAX916LC Local and Federal W-2 Tax Totals Detail Report	Produces a listing of local W-2 data used to reconcile the W-2s, and a listing of local W-2 data that is required by some local jurisdictions in lieu of receiving actual copies of individual W-2 forms. Run this report after year-end data is loaded (TAX910LD) to year-end tables.	**Payroll for North America**, and then **U.S. Annual Processing**, and then **W-2 Reporting**, and then **Local W-2 Tax Totals Report**	RUNCTL_TAX916LC

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Report ID and Report Name	Description	Navigation	Run Control Page
TAX916PA PA Local EIT W-2 Tax Totals Report (Pennsylvania Local Earned Income W-2 tax totals report)	Produces a report that lists Pennsylvania Local Earned Income Tax W-2 data for use in reporting to Tax Collection District tax collecting agencies. Run this report after year-end data is loaded (TAX910LD) to year-end tables.	**Payroll for North America**, and then **U.S. Annual Processing**, and then **W-2 Reporting**, and then **PA Local EIT W-2 Tax Total Rpt**	RUNCTL_TAX916PA
TAX916ST State W-2 Tax Totals Summary Report	Produces a report that lists state W-2 data that is used to reconcile the W-2s. Run this report after year-end data is loaded (TAX910LD) to year-end tables.	**Payroll for North America**, and then **U.S. Annual Processing**, and then **W-2 Reporting**, and then **State W-2 Tax Totals Report**	RUNCTL_TAX916ST
TAX918TL W-3PR Transmittal Totals Report	Produces W-3PR Transmittal Totals report for Puerto Rico.	**Payroll for North America**, and then **U.S. Annual Processing**, and then **W-2 Reporting**, and then **W-3PR Transmittal Totals Rpt**	PRCSRUNCNTL
TAX930PM	Produces a print file for reporting distribution and tax data on Form 1099-R for payees, and a file to report 1099-R data electronically to the IRS. Video: Image Highlights, PeopleSoft HCM Update Image 45: BI Publisher Bulk Printing to Forms 1099-R and 1042-S	• **Payroll for North America**, and then **U.S. Annual Processing**, and then **1099-R Reporting**, and then **Create 1099-R** • **Payroll for North America**, and then **U.S. Annual Processing**, and then **1099-R Reporting**, and then **Create 1099-R PDF/File** (This menu option produces a bulk print file using BI Publisher.)	• RUNCTL_TAX930 • RUNCTL_TAX930PDF

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Report ID and Report Name	Description	Navigation	Run Control Page
TAX940 FUTA Wage Reconciliation Rpt (Federal Unemployment Tax Act wage reconciliation)	Produces a report that provides federal unemployment tax wage data that is used to complete the Form 940. You normally run this at year-end, but you can run it at other times to verify data.	**Payroll for North America**, and then **U.S. Annual Processing**, and then **FUTA Reporting**, and then **FUTA Wage Reconciliation Rpt**	PRCSRUNCNTL
TAX940A FUTA Taxable Wages by UI State (Federal Unemployment Tax Act wage by state report)	Produces a report that provides federal unemployment tax wage data by UI state which is required to complete the Form 940 Schedule A. You normally run this at year-end, but you can run it at other times to verify data.	**Payroll for North America**, and then **U.S. Annual Processing**, and then **FUTA Reporting**, and then **FUTA Taxable Wages by UI State**	PY_RUNCTL_TAX940A
TAX950	Produces a print file for reporting data on Form 1042-S, and a file to report 1042-S data electronically to the IRS. Video: Image Highlights, PeopleSoft HCM Update Image 45: BI Publisher Bulk Printing to Forms 1099-R and 1042-S	• **Payroll for North America**, and then **U.S. Annual Processing**, and then **1042-S Reporting**, and then **Create 1042-S Records** • **Payroll for North America**, and then **U.S. Annual Processing**, and then **1042-S Reporting**, and then **Create 1042-S PDF/File** (This menu option produces a bulk print file using BI Publisher.)	• RUNCTL_TAX950 • RUNCTL_TAX950PDF
TAX960AS (W-2 AS Print File) TAX960GU (W-2 GU Print File) TAX960US (W-2 US Print File) TAX960VI (W-2 VI Print File)	Reprints W-2 forms for American Samoa, Guam, Puerto Rico, the United States,or the U.S. Virgin Islands respectively for tax years 2001 through 2020 on preprinted forms.	**Payroll for North America**, and then **U.S. Annual Processing**, and then **W-2 Reporting**, and then **Print Year End Forms**, and then **US/Territory Print**	RUNCTL_TAX960UST

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Report ID and Report Name	Description	Navigation	Run Control Page
TAX960AS (W-2 AS Print File) TAX960GU (W-2 GU Print File) TAX960US (W-2 US Print File) TAX960VI (W-2 VI Print File)	Select to print all or selected W-2 Reporting Companies when reprinting W-2 forms for tax years 2001 through 2020 on preprinted forms.	**Payroll for North America**, and then **U.S. Annual Processing**, and then **W-2 Reporting**, and then **Print Year End Forms**, and then **US/ Territory Print2**	RUNCTL_TAX960_COMP
TAX960FD Create Federal W-2 File	Produces a file to submit federal W-2 data electronically to the Social Security Administration in the EFW2 format.	**Payroll for North America**, and then **U.S. Annual Processing**, and then **W-2 Reporting**, and then **Create Federal W-2 File**	RUNCTL_TAX960FD
TAX960LC Create Local W-2 File	Produces files to report W-2 wage and tax data to local tax agencies that accept submissions in the Social Security Administration's EFW2 reporting format.	**Payroll for North America**, and then **U.S. Annual Processing**, and then **W-2 Reporting**, and then **Create Local W-2 File**	RUNCTL_TAX960LC
TAX960PD Create Puerto Rico W-2 File	Produces a file to report W-2PR wage and tax data to Puerto Rico using the EFW2PR format.	**Payroll for North America**, and then **U.S. Annual Processing**, and then **W-2 Reporting**, and then **Create Puerto Rico W-2PR File**	RUNCTL_TAX960PD
TAX960PR (W-2 PR Print File)	W-2PR Print File for printing annual wage and tax statements for reporting data to Puerto Rico. The file is printed on preprinted forms.	**Payroll for North America**, and then **U.S. Annual Processing**, and then **W-2 Reporting**, and then **Print Year End Forms**, and then **Puerto Rico Print**	RUNCTL_TAX960PR
TAX960TP Create 8027 File	Produces a report that provides tip allocation data required to report on the electronic IRS Form 8027 for large tip establishments.	**Payroll for North America**, and then **U.S. Annual Processing**, and then **8027 Reporting**, and then **Create 8027 File**	RUNCTL_TAX960TP
TAX960ST Create State W-2 File	Produces files to report W-2 wage and tax data for states using the Social Security Administration's EFW2 format.	**Payroll for North America**, and then **U.S. Annual Processing**, and then **W-2 Reporting**, and then **Create State W-2 File**	RUNCTL_TAX960ST

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Report ID and Report Name	Description	Navigation	Run Control Page
TAX960TI Create W-2 Import File	Produces files that import W-2 or W-2c information into a tax preparation software provider for employees. See Creating W-2 Import Files.	**Payroll for North America**, and then **U.S. Annual Processing**, and then **W-2 Reporting**, and then **Create W-2 Import File**	RUNCTL_TAX960TI
TAX960VD Create Virgin Islands W-2 File	Produces a file to report W-2VI wage and tax data to the U.S. Virgin Islands Bureau of Revenue in the EFW2 format.	**Payroll for North America**, and then **U.S. Annual Processing**, and then **W-2 Reporting**, and then **Create Virgin Islands W-2 File**	RUNCTL_TAX960VD
TAX962TP Form 8027 Audit Report	Produces a report that provides audit data from the electronic IRS Form 8027 for large tip establishments.	**Payroll for North America**, and then **U.S. Annual Processing**, and then **8027 Reporting**, and then **8027 Audit File**	RUNCTL_TAX962TP

PeopleSoft Payroll for North America Selected Reports

This topic provides detailed information on selected individual reports listed alphabetically by report ID.

DDP004 - Payroll Advice Register

This report lists the direct deposit transactions, sorted by advice number. It includes:

- Check date for each advice.
- Net amount deposited.
- Employee name and ID.
- Employee department information.
- Pay group.
- Employee choice for delivery address.

The report totals the advice amounts at the company level and prints a grand total of all companies reported.

(USF) FGPY012 - Military Deposits Closed Accounts

Use this report to identify accounts that were closed during RITS interface processing. For the accounts identified, you must:

- Process a Personnel Action Request to change the SCD-Retire.
- Print the OPM Form 1514.
- Generate an IRR.

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Related Topics

- Crediting Military Service to Civilian Retirement

PAY001 - Deduction Register

The system defines deductions and all nontaxable amounts that are subtracted from employee pay. If the current deduction amount contains adjustments for refunds, amounts paid in arrears, or amounts excluded, the report lists them in separate columns and provides column totals. The report includes:

- Totals for month-to-date (MTD), QTD, and YTD deductions, sorted by employee.
- Grand total for the pay period.
- Goal amounts.

The report lists each deduction type on a separate page and the cumulative totals on the last page.

PAY002 - Payroll Register

This report groups the employees by pay group and provides totals, sorted by department ID. It provides totals at the company, pay period, and pay group levels on the last page and a grand total for all paychecks. The report inserts page breaks after each pay group. For each employee listed, the report includes:

- Check date and number.
- Hours worked.
- Earnings.
- Gross and net amounts of the check.

> **Note**
>
> The check number appears only if you run the report after confirmation. Before confirmation, you do not see a check number.

The report further groups the number of hours worked and the associated earnings into regular, overtime, and other pay types. It contains a column for the gross amount of the check and the net amount.

There are also columns reducing the gross amount by tax type and each separate deduction. Each net amount is labeled with the type of payment document given to employee:

- Check (C)
- Direct deposit advice (A)

PAY004 - Check Register

This report includes the following information about checks:

- Date.
- Amount.

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- Name of payee employee.
- Employee ID.
- Department name and ID.
- Location name and ID.
- Pay group.
- Address option for the employee.

Each company in the organization has its own register page. The report totals the check amounts and number of checks that are written by the company and includes a grand total for all companies included in the report.

PAY005 - Cost Center

This report provides totals at the cost center level. In the cost center, the report lists employee name and ID and the hours and earnings that are represented in the current pay period.

The hours and earnings are further grouped into regular, overtime, and other types, including a total earnings column for each employee line.

PAY006 - Other Earnings Register

This report includes each Other Earnings type on a separate page and totals, sorted by hours and amounts. It groups earnings information by pay periods for each company in the organization, and it groups pay periods by pay groups. Under each earnings type, the report lists the names and ID numbers of employees in employee ID order. It includes amounts and hours for the current pay period and sorted by MTD, QTD, and YTD totals. The report includes a grand total of hours and amounts for the following:

- All earnings types for the pay group.
- Pay period.
- Company.
- All companies.

PAY007 - Deductions in Arrears

This report includes the type of deduction and the associated benefit plan type for each employee affected. A balance column displays the amount still due in arrears. The report includes totals for the following:

- The deduction listed.
- All deductions for the company.
- All companies in the report.

PAY008 - Deductions Not Taken

For each employee, this report lists:

- Pay group.
- Deduction name and code.
- Amount omitted.

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If this amount is in arrears, the report displays a *Y* in the Added to Arrears column and the new total of the arrears amount for that employee.

The report also includes the number and date of the check affected. It provides totals for the following:

- All deductions not taken in the pay period.
- Each company.
- All companies (grand total).

PAY009 - Paysheets

The system creates paysheets in a batch process, during which it scans all employee records and selects the ones that it must pay in the pay period that you specify. For each set of applicable employee records that it finds, it creates a payline displaying payroll information.

You can view the results of this process online or print them (usually on a preprinted form). You might want to modify this report for your organization's unique needs. Specify the paysheet contents on Pay Group Table pages 4−6 and Payroll Data pages 1−2. Each payline consists of information, such as:

- Amount or hours of regular pay.
- Job data such as department, location, and job code.
- Additional pay.
- Tax information.

For each page, the system creates a paysheet balance, which counts total number of paylines, total number of regular hours, and total amount of regular pay.

PAY010 - Employees Not Processed

For each employee listed, this report sorts the unprocessed hours and earnings by regular, overtime, and other earnings. It provides totals for the following:

- Pay group.
- Pay period.
- Each company.
- All companies (grand total).

PAY011 - Payroll Error Messages

If the system encounters errors during processing, it creates a message describing the condition causing the error. The system displays *Check Messages!!!* and stores the message for viewing online or in a printed report. The report includes the messages, sorted by company, for all pay groups in a pay period. It includes the following information in employee ID order:

- Employee name and ID.
- Department ID.
- Page and line.
- Separate check indicator.
- Message ID number and its text.

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PAY013 - Employee Earnings Snapshot

The system prompts you for the employee name. You can specify any number of employees. This report includes the following information for each employee:

- Employee name and ID.
- Date hired.
- Date rehired.
- Service date.
- Termination date.
- Leave return date.
- Status.
- Regular or temporary.
- Full-time or part-time.
- Fair Labor Standards Act status.
- Employee type.

If the job action dates do not apply to the selected employee, the column remains blank. The report includes the following job information:

- Job code and title.
- Department name and ID.

Earnings information includes:

- Pay group.
- Pay rate.
- Monthly rate.
- Annual rate.
- Earnings code.
- Earnings for the current month, QTD, and YTD.

The report lists earnings codes separately and as total amounts.

(CAN) PAY013CN - Employee Earnings Snapshot

This report includes the following job information:

- Job code and title.
- Department name and ID.
- Business unit.

Earnings information includes:

- Pay group.
- Pay rate.
- Monthly rate.

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- Annual rate.
- Earnings code.
- Earnings for the current month, QTD, and YTD.

The earnings display balances across all wage loss plans and provinces. The report lists earnings codes separately and as total amounts.

PAY014 - Employee Earnings Record

Each employee appears on a separate page and includes the following information:

- Pay period end date.
- Department ID.
- Check and advice numbers written in the quarter.
- Hours and earnings for regular, overtime, and other earnings.
- Gross pay amounts.
- Federal and provincial tax types and amounts.
- Deduction amounts and their codes.
- Net pay for the quarter.

A new page starts for each different employee, but an employee might have multiple pages, depending on the volume of data.

(CAN) PAY014CN - Employee Earnings Record

Report details are the same as PAY014 - Employee Earnings Record report.

> **Note**
>
> Use the **Calendar Year** and **Quarter** fields on the Tax Reporting Parameters page to determine the period of data to include.

PAY015A - Check Reconciliation Process

Use PAY015A and PAY015B to perform check reconciliation.

See Reconciling Checks.

PAY015B - Check Reconciliation

Use PAY015A and PAY015B to perform check reconciliation.

See Reconciling Checks.

PAY018 - Payroll Summary

This report summarizes, on separate pages, information about:

- Paycheck amounts.

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- Regular earnings amounts.
- Special accumulator amounts.
- Employee deduction amounts.
- Employer contribution amounts.
- Employee and employer tax amounts.
- Other earnings amounts.

Related Topics

- Payroll Summary Report Page
  (USA, USF) Use the Payroll Summary Report page (RUNCTL_PAYINIT4) to print the Payroll Summary report.

PAY025 - Balance Adjustments

Adjusted balance information is reported on separate pages in the following order:

1. Checks.
2. Earnings and special accumulators.
3. Deductions.
4. Garnishments.
5. Taxes.
6. (CAN) ROE insurable earnings and hours.
7. 7. Arrears

PAY039 - HR Accounting Line Report

This report includes the following accounting line information:

- Line description.
- General ledger account and department ID.
- Check number.
- Payroll check date and foreign amount.
- General ledger monetary amount.
- Payroll and general ledger currency codes.
- Conversion rate multiplier and divisor.

You must first run the PAYGL01 process.

Related Topics

- Preparing and Transferring Payroll Data to General Ledger

PAY050 - Allocation By Establishment

This report includes the following information for each tip establishment:

- To-date totals for gross receipts (if tip allocation method is gross receipts).
- Direct tips.

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- Indirect tips.
- Allocation base.
- Direct tipped allocation base.
- Total shortfall.
- Total allocation.
- Tip hours (if tip allocation method is hours).
- Employee count.

PAY051 - Allocation By Employee

For each employee, this report includes:

Hours or receipts and the reported tips used to calculate the allocated tips.

- YTD allocated tips.
- Previously allocated tips.
- Current allocated tips.

The report includes subtotals for each establishment and a grand total for the company.

(CAN) PAY100CN - Statistics Canada, Non-Educational Institutions

This report is similar to PAY110CN, except that it groups employees by hourly, salaried, and other pay types. For each type, it totals:

- Employees in the group and their regular gross pay.
- Overtime pay.
- Hours paid.
- Overtime hours paid.

The first part of this report applies to the last pay period of the month. In the second part, it includes information for the complete month at the bottom of the page and includes details about irregular payments, total payroll, and employees absent without pay. It further sorts the irregular payments and employees absent without pay by payment type and employee category, respectively.

(CAN) PAY102CN - Workers Compensation

Based on the date range or pay run ID that you enter when requesting the report, this report includes the following information, sorted by province:

- Number of employees.
- Employees' total unlimited assessable earnings.
- Total assessed earnings.
- Assessment rate.
- Assessment amount.
- Any limits that apply.

If there are employees who exceed the limit, the report includes the total number with the total amount of their excess earnings.

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In accordance with WCB requirements, this report excludes certain employees, based on the status of their officer code in the Job record. For the Northwest Territories, Nunavut, Ontario, and Prince Edward Island, employees whose officer code is other than N (none) are excluded. For Alberta, Manitoba, and Quebec, employees with an officer code of D (director) and C (chairman) are excluded.

(CAN) PAY104CN - Business Payrolls Survey (BPS) Electronic Data Transmission File

This program creates the BPS EDR file for transmission to Statistics Canada, as well as the BPS Summary report for your reference.

Create this file for each reference month only after the corresponding Pay Confirmation process is complete for all pay periods that are associated with that reference month.

Related Topics

- Generating the BPS EDR File

(CAN) PAY110CN - Statistics Canada, Educational Institutions

PAY110CN is similar to PAY100CN, with the exception that PAY110CN groups employees into teaching staff, nonteaching staff, and supply or substitute teachers (rather than hourly, salaried, and other employees).

(CAN) PAY124CN - ROE Mass Create

The Create Record of Employment SQR Report process (PAY124CN) creates ROE data for all employees who had, during the specified date range, a change in employee job status requiring an ROE. It generates entries in the ROE Data 1 and 2 pages for your review and makes updates as applicable.

This process does not produce a printed report unless the system generates an exception message, in which case the system produces an exception report.

(CAN) PAY125CN - ROE Summary Report

Provides a list of employees based on the ROE process status indicated on the run control page. The report will contain the deleted ROEs if the *Delete ROEs* check box is selected.

(CAN) PAY126CN - ROE Print Exceptions

This program produces an exception report of potential errors detected during the ROE Print process. The errors will not prevent the corresponding ROE forms from being processed. However, it is your responsibility to review the exceptions after each run of the ROE Print program, to ensure that all errors have been resolved prior to printing the ROE forms in Final Print mode.

(CAN) PAY132CN - Payroll Savings Create File

Details of this report are discussed with the business process.

See Administering Canada Payroll Savings Programs.

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PAY703 - General Deduction/Deduction Frequency Table

This report lists valid general deduction codes and their effective dates. It includes:

- Calculation type code for each deduction.
- Flat rate or percentage.
- Special accumulator code.
- Employee pay frequency.
- Additional flat deduction amount.

PAY704 - Deduction/Deduction Frequency Table

This report includes:

- Each deduction plan type, its description, and effective date.
- Codes that determine how the system handles deductions during payroll processing.

PAY705 - Deduction Classes

This report comes in two parts; you must request each report separately by ID number. PAY705A contains processing and GL information for deduction classes. PAY705B contains the effect of deduction classes on taxes.

PAY708 - Shift Table

This report lists the shifts for each Earnings table ID. It includes:

- Date on which the shift became effective.
- Flag indicating whether you must specify the rate and factor at the employee level.
- Shift rate and factor.
- Shift time in hours and minutes.

PAY711 - Pay Group Table

Lists information from the Pay Group table.

> **Note**
>
> (CAN) For Canadian reports, the three-digit bank ID is reported in the **Bank Transit #** field and the branch ID is reported in the **Bank Branch** field.

PAY712 - Earnings Table

This report comes in three parts:

- PAY712A: Lists selected tax effects related to earnings.
- PAY712B: Lists selected tax effects related to earnings.

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- PAY712C: Contains the Canadian requirements for earnings types.

PAY752 - Company ChartField Mapping

For every ChartField mapping, this report includes:

- Company
- HR Business Unit
- Mapping Level
- Effective Date
- ChartFields
- Line description

TAX001 - Tax Deposit Summary

The primary page break for this report is check date, because it usually determines when you must deposit the taxes. For each check date, the report includes taxable gross amounts and taxes, sorted by taxing jurisdiction. Federal taxes are first, followed by states and localities. There are separate sections for withholding, FICA and disability, and unemployment amounts on this report. It lists employee contributions to unemployment insurance separately, with a tax type of UI-EE. The report lists special employer unemployment taxes—such as the medical Security Tax in Massachusetts and Louisiana's special assessment—separately under the Unemployment columns of the report, with a tax type of UI-SP.

(CAN) TAX003CN - Tax Submission Summary

This report includes:

- Income tax
- Payroll tax
- Canada Pension Plan (CPP)
- Quebec Pension Plan (QPP)
- EI deductions
- Quebec Parental Insurance Plan premiums (QPIP)
- Total remittance amounts

TAX004 - Multiple Worksite

This report includes:

- Company name and address.
- Location name and address.
- Count of employees working at each worksite.
- Total wages paid at each worksite.
- Employee and wage totals are for the quarter. The report extracts employee information that is related to the tax location code.

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TAX012 - Ohio Local Tax Reconciliation

For each taxing locality, this report lists:

- Employee counts.
- Taxable gross amount.
- Tax withheld.

It lists separately employees paying resident and nonresident taxes, providing a total for each.

The report also includes taxes withheld for residents working in other taxing jurisdictions. Ohio taxing authorities apply credit for work tax paid to the residence tax liability (up to the rate of the residence tax). The report lists these work credits by locality name and includes the work tax rate. The report displays an asterisk next to the work tax rate if it exceeds the residence locality rate. In this case, the system calculates the credit based on the residence rate.

A summary line includes:

- Total taxable gross for the locality.
- Calculated tax based on the residence tax rate.
- Actual tax withheld.
- Total credit amount.
- Sum of actual tax withheld and credits.
- The calculated tax should be within pennies of the withheld tax and credits.

TAX010AL - Alabama Exempt Overtime Report

This report lists (by company):

- The total dollar amount of overtime paid during the period which was exempt from Alabama taxation, and total overtime hours.
- The total number of full-time hourly employees who received such overtime pay.

If the report is generated with employee details shown, the report also breaks down the total overtime amount paid and overtime hours by employee for each company listed.

TAX015 - Quarterly Tax Balances Audit

This is an exception report; that is, it lists only employees whose balances are not equal to the sum of the detail records. The report includes:

- Tax class.
- Balance type.
- Payline detail sum.
- QTD balance.
- Discrepancy between the balance and the detail sum.

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> **Note**
>
> (E&G) Select the Include 1042 Balances check box on the Tax Balance Audit run control page to include 1042 tax balances in the TAX015 audit process.

No employees should be listed on this report. If they appear, investigate the source of the discrepancy immediately. TAX015, which you can run for any quarter of any year, is not restricted to a pay run ID or pay calendar, but runs across all companies.

TAX016 - Employees Default Tax Data

When you hire an employee using PeopleSoft HCM, the system automatically sets up the following Tax records for the employee:

- Federal
- State
- Local

The system uses information, such as the employees' home address and job location from their Personal Data and Job Data records, as the default in their Tax Data records, with a tax status of single and withholding allowances of zero (for state and local data only; allowance is not used in federal tax). As a safeguard against incorrect default data slipping through unchecked, you can run SQR TAX016 - Employees Default Tax Data. This report identifies which employees have such default data in their Tax records. The report reviews records from a date range that you specify.

TAX016A - Payees Default Tax Data

When you hire someone for a 1099-R company using PeopleSoft HCM, the system automatically sets up tax records for the payee. Run TAX016A as a safeguard against incorrect default data slipping through unchecked.

(CAN) TAX016CN - Default Tax Data

When you hire someone using PeopleSoft HCM, the system automatically sets up Income Tax Data records for that employee. Run TAX016CN as a safeguard against incorrect default data slipping through unchecked.

TAX017 - Quarterly State Unemployment Tax Verification

In the case of an employee who, for reasons such as termination, stops being paid during a quarter in which a tax rate change *later* occurs, you might need to adjust the tax in the Balance record, because the quarterly tax should have been based on the later rate. Employees who continue to be paid throughout the quarter are self-adjusting.

The report lists, for employees whose balances are not what they should be:

- Current YTD, QTD, and latest MTD employer unemployment tax balances.
- Amounts of the adjustments.
- Adjusted balance amounts.

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If you run the SQR in R (report only) mode, the system performs the verification only, without actually updating system balances. To update the balances, run the report in U (update and report) mode.

TAX019 - Tax Information

This report lists the tax withholding information for employees and payees (in 1099-R companies). Run TAX019 to verify that the tax withholding data is correct.

TAX100 - W-4 Exemptions Report

For each employee listed, the report includes:

- Employee ID.
- Name.
- Effective date of the exemption.
- Department information.
- Social security number.
- Federal taxable gross YTD earnings.
- Number of allowances.
- Special federal withholding tax status.
- Election of additional federal withholding.

(CAN) TAX100CN - Exemption

Lists all employees whose Canadian or Quebec Tax Data records indicate that they are exempt from income tax withholding, exempt from unemployment insurance payments, exempt from Quebec Parental Insurance Plan premiums, or have fewer than 12 months subject to Canada or Quebec Pension Plan contributions.

(CAN) TAX101CN - EI Rebate

Canadian employers use this annual report with private income replacement plans. These employers pay EI premiums at a reduced rate and, by law, must pass at least 5/12 of the premium reduction along to employees, either as cash or in the form of increased benefits.

For each employer wage loss plan for which the premium rate differs from the standard employer rate, rebates the system calculates rebates as follows:

Employee's YTD EI premium × (standard rate − employer rate) × 5/12

For each employee, the report includes:

- Employee rate and premium.
- Employer rate and premium.
- Calculated employee rebate amount.

(CAN) TAX102CN - Health Insurance Premium

This report provides monthly or pay period reporting totals as specified in the report request parameters. It inserts page breaks after each company.

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(USA) TAX516AZ - Arizona Tax Percentage Update

The Arizona Tax Percentage Update SQR process (TAX516AZ) is a special process that assists in implementing Arizona state income tax withholding rate changes. It inserts new effective-dated employee tax data records with the required new Arizona withholding percentages for employees subject to Arizona withholding tax.

The process updates employee tax data records for employees who meet all of the following conditions:

- Are currently subject to Arizona state withholding tax.
- Are not terminated (PS_JOB.ACTION = TER) prior to the TAX516AZ.SQR run date.
- Have an Arizona withholding percentage rate that was valid prior to the Arizona withholding percentage rate changes.

You can run TAX516AZ in audit mode or update mode. The process creates a TAX516AZ.LIS audit or update report. The report lists the employee ID, company, name, the effective-date of the new employee tax data record (if updated), prior percent of FWT, new percent of taxable gross, and any error conditions. The rows newly inserted into State_Tax_Data reflect the process run date.

There are three possible entries in the Errors column:

- Error: FED and ST tax row EFFDT not equal - No Update. This message indicates that the process could not find FEDERAL_TAX_DATA and STATE_TAX_DATA record with corresponding effective dates.

  This error condition occurs in cases where the files are out of sync and should be investigated.
- Error: Existing AZ Tax Percent Invalid - No Update.

  The process could not determine the appropriate percentage to change.
- Informational Message: Found tax row dated => Eff Date. Updated.

  The process has encountered a future-dated AZ row. If the data passes the above edits, it will be updated with the new percentages.

(USA) TAX5162T – Two-Tiered Supplemental Adjustment Program

TAX5162T was provided to implement the new two-tiered federal supplemental tax rates in tax year 2005. You can also use it if you did not specify the supplemental payment special accumulator for all supplemental earnings codes and must correct the balances.

> **Note**
>
> As a prerequisite to running this report, you must create a special accumulator code to store each employee's taxable gross for supplemental payments. Enter this special accumulator on the Earnings Table - Special Process page with T selected in the Effect on Special Balance field for each earnings code identified as using the supplemental tax method.

TAX5162T relies on the special accumulator for supplemental payments to determine the taxable gross (as opposed to the total gross) amounts from confirmed payments of

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supplemental wages. It populates the to-date balances of the special accumulator by overriding existing period-to-date balance amounts with the cumulative period-to-date taxable gross portions of supplemental wage payments.

> **Note**
>
> The TAX5162T process cannot determine the taxable gross if supplemental payments were issued as part of the employee's regular paycheck. In this case, it updates the special accumulator with the total gross rather than the taxable gross.

TAX5162T produces a report to document the override to the special accumulator. From the run control page, run the process in either audit or update mode.

- Audit mode creates a preliminary report that you can review for accuracy.

  Audit mode does not update the database.
- Update mode updates the special accumulator balances in the database.

  Run the program only once in update mode. If previously calculated but unconfirmed payrolls exist, rerun the Pay Calculation process with the calculation option *Recalculate All Checks* selected so that the new special accumulator balances are accessed.

TAX810XX and TAX860XX - Quarterly UI Wage File

The output is produced in the electronic/magnetic media format. It can be copied to diskette, tape, or cartridge before filing, and some states allow the file to be submitted electronically. Some states use the TAX860XX format, which creates the file using the EFW2 format.

The state-specific versions of the reports have self-explanatory prompts. You can specify the calendar year and quarter on the Define Tax Reporting Parameters page, found under the Quarterly Processing menu.

Where applicable, choose between the TAX810XX and TAX860XX formats from the choices displayed in the process list that appears after you select the **Run** button on the run control page.

TAX815XX and TAX816XX - State Paid Leave Reporting

Use the TAX815XX and TAX816XX process to create electronic files and reports for Paid Family and Medical Leave quarterly reporting.

TAX870XX - Other Quarterly Tax Reporting

Use the Qtrly Wage - Eugene SQR process (TAX870EU) to create the electronic file and print the corresponding Oregon-Eugene Quarterly Wage Report.

(CAN) TAX905CN - NW Territories Payroll Tax

This report prints the following information for employees who reside in the specified area:

- Employee name.
- SIN.
- Total remuneration.

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- Taxable remuneration.
- Tax withheld.

Total remuneration in the report is set to True T4 Total Gross YTD. A company total appears at the end of the report.

Employees who are exempted from payroll tax at the end of the report year do not appear in the report, even if their Tax Balance records indicate nonzero YTD tax or YTD taxable gross. An employee is exempted from payroll tax if the **Payroll Tax Exempt** check box in the employee's Canadian Income Tax Data record is selected.

You normally run this report at year-end, but you can run it at other times for data verification purposes.

(CAN) TAX907CN - B.C. Employer Health Tax

The report prints the following information for the annual total remuneration of B.C. employees:

- Company.
- Description.
- Payroll account number.
- Total T4 slips.
- T4 Box 14 total remuneration.
- Total T4A slips.
- T4A total taxable benefits.
- Company total.

The payroll account number in the report is associated with each individual company and used when filing employees' payroll information.

The total T4 slips represent the number of year-end T4 slips for employees in B.C. by company and payroll account number.

The T4 Box 14 total remuneration reports the total income reported in the total T4 slips for B.C. employees by company and payroll account number.

The total T4A slips represent the number of year-end T4A slips containing amounts in Box 118 and/or 119 for employees in B.C. by company and payroll account number.

The T4A total taxable benefits report the taxable benefits reported in all T4A slips for B.C. employees by company and payroll account number.

The total for each company appears after every company on the report.

This report is normally run after the final year-end slips have been filed, but it can be run after amended or canceled year-end slips have been closed for B.C. employees.

Related Topics

- Understanding the B.C. Employer Health Tax Report
  Payroll for North America delivers the B.C. (British Columbia) Employer Health Tax report (TAX907CN) to capture the total remuneration of B.C. employees for the previous year to assist employers in the estimation of their health tax obligations for the current year.

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