

# Oracle® Hospitality Cruise Shipboard Property Management System Payroll User Guide and GL Interface Setup Guide



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# Preface

Payroll is a module that automates the payroll process compliant with your legal and tax requirements, and simplifies the payroll payment to your employees. It calculates the amount payable to your employees based on the time worked, at an agreed hourly wages/salary, and takes into account the vacation or holiday time of that particular pay period. The system also processes tax information that helps you comply with your tax obligations and can generate a multitude of reports for hourly or salaried employees.

## Audience

This document is intended for application specialists and users of Oracle Hospitality Cruise Shipboard Property Management System (SPMS).

## Customer Support

To contact Oracle Customer Support, access the Customer Support Portal at the following URL:

<https://iccp.custhelp.com>

When contacting Customer Support, please provide the following:

- Product version and program/module name
- Functional and technical description of the problem (include business impact)
- Detailed step-by-step instructions to re-create
- Exact error message received and any associated log files
- Screen shots of each step you take

## Documentation

Oracle Hospitality product documentation is available on the Oracle Help Center at <http://docs.oracle.com/en/industries/hospitality/cruise.html>

## Revision History

**Table 1 Revision History**

Date	Description of Change
February 2020	Initial publication.
July 2022	Made minor grammatical changes.

**Table 1 (Cont.) Revision History**

<b>Date</b>	<b>Description of Change</b>
October 2022	Updated the document with correct format.
December 2023	Updated new customer portal.

# 1

## Setting up Payroll Codes

A Payroll company is used to separate a range of shipboard payrolls that have different processing cycles or payroll currencies. Before you begin using the payroll module, you must set up a Default System Code, Payroll Company, Salary Group, Salary Position, Calculation Method, Contract Template, Scheduled Contract Changes, Tax Type, and Payroll Setup Copier.

### Pay Code Maintenance

The Pay Codes have four (4) categories:

- **Pay Additions:** This pay code is used to calculate the Gross Pay for an individual.
- **Pay Deductions:** This pay code is used to deduct taxes, allocations, penalties, garnishments, and/or other onboard or shore side obligations. Pay Deductions are the sum of the (Pay Additions) minus (Pay Deductions) which equals the Net Pay of an individual.
- **Payout** This pay code is used in the final payments of the net pay to an individual. A normal payout would include cash, ship's bank, and a financial institution or accrued to the next period.
- **Benefits Contribution** This pay code is used to pay benefit contributions such as Social Security or Medicaid or any other employer contribution information added to the contract that has to be accounted for onboard. (used for pension plan or medical plan).

Below are the sub-groups within the major pay groups maintained in SPMS. They are named as the Code Type.

- Basic Wage
- Sick Pay
- Travel Expenses
- Vacation Pay
- Allotment
- Miscellaneous
- Travel Deductions
- Tax
- Payout

### Creating a Code Type

1. Log in to the Payroll module.
2. Navigate to the **Maintenance** menu and select **Pay Codes** from the context menu.
3. On the Pay Code Maintenance window, right-click and select **Add Pay Code Type**.



4. Enter a short code and description in the **Description** field.

 **Note:**

The first character of the Code Type determines the type of pay calculation to use. A Pay Additions Code Type **MUST** begin with an A, Deductions with a D, Pay Outs with a P and Benefit Contribution with a B. Otherwise the system will not calculate the pay correctly.

5. Enter additional information in the **Comment** field, if any.
6. Check the **Enabled** check box to enable/disable the display of pay code types in other setup forms such as crew assignment, contract template and others.
7. To delete a selected pay code, right-click and select **Delete Pay Code Type**.

**Figure 1-1 Pay Code Maintenance**

**Table 1-1 Pay Code Maintenance Field Definition**

Field	Description
Pay Code	A unique identifier for the pay code. Usually a number, but can be alphanumeric.
Code Type	The type and group of this pay code.
Sort Order	User definable sort order. If no additional sort is required, enter a zero (0) in this field.
Status	The current status of the pay code (Active or Inactive).
Description	The name of the pay code.

**Table 1-1 (Cont.) Pay Code Maintenance Field Definition**

Field	Description
GL	The general ledger account number of the pay code.
Comment	Any additional information for this pay code.
Pay To	Determines if the pay code requires information on where to send the deduction or payment. <ul style="list-style-type: none"> <li>None: No Pay To is required.</li> <li>Specify: Pay To information will be requested at contract time for this pay code.</li> </ul>
Compensate	Works with code type, Benefit Contribution – BCC & BUP to populate pay deduction as the deduction of payroll for crew contributions to pension plan or medical plan.
Offset	Work with code type, Benefit Contribution to populate the benefit contribution pay code as the benefit posting to the balance automatically when payroll is paid out at the end of the pay period.
Edit Not Allowed	An option that disables the user from being able to modify the pay amount of the pay code while editing the contract or assignment.
Do Not Post GL	The option to not write the pay code into the GL file when generating a GL file.
Allow Currency Entry	A function to allow entry of currency conversion when adding posting or payroll adjustments. <b>Note:</b> Applicable to Quick Posting, New Pay Item, Cash Advance, and Payout.
Signature Capture	A signature capture is required during payout. Only applicable when selecting Payout.
Calc Method	This code determines the calculation method used to calculate the amount of the pay code.
Calc Code	Works with Calculation Method 'A-SPEC', 'D-SPEC' or 'P-SPEC'. It represents a special calculation method that was added to the program to handle a calculation outside the normal methods.
Apply Order	The posting order of the pay codes when calculating the pay. The order is within the Additions, Deductions and Pay Out pay groups. <b>Note:</b> If a pay code is to be based on a previously calculated amount, then that amount must have a lower apply order of the pay code set up so that its value will be available for the calculation.
Work Code	Works with the Time Attendance calculation method A-TAOT, A-TAHO, A-TANO, A-PPPH.
Accrual	Amount accrued for the next month. <ul style="list-style-type: none"> <li>Yes: Amount calculated for this pay code is accrued to the next period at pay out until the end of the crew's contract is reached.</li> <li>No: Amount not accrued to next month.</li> <li>Background: The amount calculated for this pay code is accrued to the next period but is hidden on the pay sheet. It shows the total accrued amount on the pay sheet only and is paid out when the person's contract is reached.</li> </ul> <b>Note:</b> Only Pay Additions and Pay Outs can be accrued.

**Table 1-1 (Cont.) Pay Code Maintenance Field Definition**

Field	Description
Parent Total	<p>For certain Calculation Methods (Percent of another amount for example), you can specify the percentage to include on previously calculated pay codes</p> <p>For example: The new Pay Code “10% Percent Bonus” is a percentage of the person’s Basic Wage and Leave Pay.</p> <p><b>Note:</b> The apply order field for the new pay code must be greater than the apply order field for any of the amount to be used in the calculation. When this button is selected, a list box appears, allowing you to pick the pay codes.</p>
Service Charges Pool	Works with the Service Charge calculation method A-HBSC to populate the service charge pool type.
Use Precise Daily Rate	<p>Uses a more precise formula to calculate monthly pay.</p> <p>Example: 10% of Monthly Wage \$2100</p> <p>Used with Precise Daily Rate: <math>10\% \times (2100 * 12/365) * 29</math> (contract day) = \$200.22</p> <p>Without Use Precise Daily Rate: <math>10\% \times (2100/30) * 29</math> (contract day) = \$203</p> <p><b>Note:</b> This option is enabled when the pay code is selected at Specify Detail. It is used more on the A-PERC calculation method.</p>
Round	Round the final amount calculated for this pay code to the nearest denomination unit of currency.
Adjustments	<p>Option to allow the pay code for manual adjustments.</p> <p><b>Note:</b> Applicable to Add New Pay Item, Quick Posting, and Cash Advanced.</p>
Not First	Do not use this pay code for the first pay period of the contract.
Not Last	Do not use this pay code for the last pay period of the contract.
Warn if Amt	<p>This restricts the amount entered on one (1) pay code based on the amounts entered for another pay code.</p> <p>For example: If an allocation must be at least 80% of a crew member’s base pay, you would check the <b>Warn If</b> check box, select “is less than” from the drop-down list, enter 80 in the percent text field and select “Base Pay”.</p>
Adjust Unit Setup	<p>Determines whether this pay code appears on a person’s pay sheet so that unit information can be entered.</p> <p><b>Pay Sheet Headings:</b> The descriptions to display at the top of the Pay Sheets for Multiple People form.</p> <p><b>Note:</b> Apply to calculation methods assigned to ‘PPER, HOUR, PDAY, SPEC, PDTD, PDTI, PPMW, PPTE, PWEK, PYER, VACP, TAHO, TANO and TAOT’.</p>

**Adding a Pay Code to Code Type**

1. On the **Maintenance, Pay Code Maintenance** window, expand the tree view and right-click the **Code Type** you wish to add to the pay code.
2. Select **Add Pay Code** and complete the pay code setup form.
3. Click **Apply** to save or click **OK** to save and exit the form.
4. To edit, select the Pay code, edit and then click **Apply** to save the changes.

 **WARNING:**

Please use extreme caution when updating pay codes since many of the codes are dependent on other codes.

- Changing the **Apply Order** or the calculation method of the code may have an adverse impact on another code.
- Changing the **Calculation Method** of an existing pay code from “Flat Rate” to “Percent of Another Amount” will not affect the pay code that is already added to an assignment.

### Deleting a Pay Code

To delete a pay code, right-click the code and select **Remove**. You can only delete an unused pay code.

## Salary Group

A Salary Group is similar to SPMS Operational Department. This is used to group people by their salary range and responsibility.

### Creating Salary Group

1. On the Payroll **Maintenance**, select **Salary Group** from the context menu.
2. On the Salary Group window, right-click on the group listed and select **Add New**.
3. Enter the short code and description for the group in the **Description** field.
4. Enter an additional comment in the **Comment** field, if any.
5. In the **Mapped ID** field, enter the **GL ID** code. This code is one of the fields used for GL Output file.
6. The **Enable** field is checked by default. Uncheck to disable the display in other setup forms such as crew assignment, contract template and others.
7. Click **Apply** to save or **OK** to save and close the form.
8. To delete a Salary Group, right-click on the code and select **Remove**. You can only delete a code that is unused.

## Salary Position

Salary Position groups people by its job responsibilities within a Salary Group. These groups of people typically have a similar, if not identical contract.

A set of salary positions is maintained for the entire Payroll system and is used by all companies set up in the system.

### Creating Salary Position

1. Select the Salary Position from the Payroll Maintenance menu option.
2. A list of Salary Groups is shown in the Salary Position Maintenance window. Click the plus (+) key to expand the view of existing Salary Positions.
3. Right-click the Salary Group and select **Add New** to create a new position.

4. Enter all the require information and click **Apply** to save. Refer to the following table for field descriptions.

**Figure 1-2 Salary Position**

The screenshot shows a form titled "Salary Position" with the following fields and values:

- Group: 110
- Position ID: 110
- Description: BOATSWAIN
- Comment: (empty)
- Mapped ID: (empty)
- Valid From: (empty)
- Op. Position: Not Specified
- Status: Active
- Sort Order: 110
- Account: (empty)
- Valid Until: (empty)

**Table 1-2 Salary Position Field Definition**

Field	Description
Group ID	Field represents the Group ID of the Salary Group. This is generated automatically based on the selected Salary Group.
Position ID	Unique ID for Salary Position.
Description	Position name.
Comment	Additional comments.
Mapped ID	GL mapping field used in the GL Output field.
Valid From/Until	Validity Period for the position. If the field is blank, this means the position does not have a Validity date. The program checks the valid date against the current system date. An expired or invalid position is not shown when creating a crew contract/assignment.
Op. Position	Links the Salary Position to Operational Department. Once the position is linked, the crew member that belongs to the operational position is populated on the crew assignment screen.
Status	Active/Inactive. If the status is set to Inactive, the salary position is not displayed when creating a crew contract.
Sort Order	Sort Position by the order entered. Used as an alternative sort. If alternative sort order is not required, you may enter any number in this field.
Account	Department name used for the GL output field.

## Calculation Method Overview

The Calculation Method defines the computation of a particular pay code during pay generation. Although the Calculation Method maintenance form exists, you are not allowed to perform insertion and deletion actions, due to the values in this table as it would require code changes. However, you are allowed to set the status to enable or disable.

Below are the pay calculation methods currently available in the system for general use.

**Table 1-3 Calculation Method Overview**

Pay code Type	Code	Description	Calculate based on
Not Specified	-	Not Specified	The Pay code will not populate when: <ul style="list-style-type: none"> <li>• Editing an Assignment</li> <li>• Making a Payroll Adjustment</li> <li>• Setting up Contract Template</li> <li>• Performing Quick Posting</li> <li>• Importing Postings</li> </ul>
Pay Addition Calculation	A-CEND	Contract End	A flat amount added to the last pay period of a contract.
	A-CSTR	Contract Start	A flat amount added on the first pay period of a contract.
	A-FLAT	Flat Amount	A flat amount added to each pay period.
	A-HMTH	Half Month	A flat amount added when the person worked for at least 15 days during a period. Half the amount will be added for 1 to 14 days.
	A-HOUR	Per Hour	Rate multiplied by pay sheet entered units to arrive at amount.(Rate x Units)
	A-PDAY	Per Day	Rate multiplied by pay sheet entered Units to arrive at amount. (Rate x Units)
	A-PDAC	Per Day Automatic Calculation	Amount entered as a flat amount on the contract, but computation is based on days in period during pay calculations. (Rate / Number of Day of the pay period)
Pay Addition Calculation	A-PERC	Percent of another Amount	Percentage taken from previously calculated amount. If detail pay codes are not specified, the percent is taken from the currently calculated gross pay. (Rate (%) x Base (Specified pay code))
	A-PPER	Per Pay Period	Amount is entered as a flat amount on the contract, but computation is based on days worked and days in period during pay calculations. (Rate / Number of Days in the pay period)
	A-SPEC	Half Month	A special pay calculation must be written. The code for this calculation must be entered in the Calc Code field. Calc Code: STHMTH = Get full pay if worked more than 16 days. NCHMTH = Get full pay if worked more than 15 days.

**Table 1-3 (Cont.) Calculation Method Overview**

Pay code Type	Code	Description	Calculate based on
	A-PWEK	Per Week	Weekly calculation amount of the pay period. (Rate / 7)
	A-PYER	Per Year	Yearly calculation amount of the pay period.(Rate / 365 or 366)
	A-SPCO	SPA Commission Earning	Pay code to post total amount of crew commission from SPA module (refer to table SPR) into crew member assignment. (Sum of SPR_COMMISSION)
Pay Addition Calculation	A-OFFS	Negative Percentage Offset of Another Amount	Negative amount use to offset a specified pay code. (Rate(%) x base (specified pay code))
Pay Deduction Calculation	D-CEND	Contract End	Flat amount deducted on the last pay period of a contract
	D-CSTR	Contract Start	Flat amount deducted on the first pay period of a contract.
	D-FLAT	Flat Amount	Flat amount deducted at each pay period.
	D-PERC	Percent of Gross (or another amount)	Percentage of Gross Pay (or another amount) deducted on each pay period. (Rate (%) x Base (Specified pay code))
	D-PPER	Per Pay Period	Amount deducted on each pay period depending on the number of days worked in the pay period. (Rate / Number of Day of the Month)
Pay Deduction Calculation	D-PRMD	Percent of Remainder	A percent of current net pay is deducted each pay period. (Rate (%) x Base (specified pay code))
	D-SPEC	Special	A special pay calculation must be written. The code for this calculation must be entered in the Calc Code field. Calc Code: STHMTH = Deduct full pay if worked more than 16 days. NCHMTH = Deduct full pay if worked more than 15 days.
	D-OFFS	Negative Percentage Offset of Another Amount	Negative amount used to offset the specified pay code. Rate(%) x base (specified pay code)
	D-TAX	Tax Rates Per Tax Table	Amount paid out based on tax type defined in TAX table.
	D-UNTL	Flat Amount With Maximum	Same functionality as D-FLAT.

**Table 1-3 (Cont.) Calculation Method Overview**

Pay code Type	Code	Description	Calculate based on
	D-HMTH	Half Month	Flat amount deducted if the person worked at least 15 days during a period. Half the amount will be deducted for 1 to 14 days.
Payout Calculation	P-FLAT	Flat Amount	Flat Amount paid out each pay period.
	P-PERC	Percent of Gross	Percent of Gross paid out each pay period.
	P-PPER	Per Pay Period	Amount paid out based on the number of days worked in the pay period.
Payout Calculation	P-PRMD	Percent of Remainder	Amount paid out based on the percentage of whatever has yet to be paid out.
	P-OFFS	Negative Percentage Offset of another Amount	Percentage to balance the specified pay code.
	P-SPEC	Special	A special pay calculation must be written. The code for this calculation must be entered in the Calc Code field.
	P-NBCP	Negative Balance Closing	Negative amount to be paid out.
Benefit Contribution Calculation	B-FLAT	Flat Amount	Flat amount deducted for benefit contribution.
	B-OFFS	Negative Percent Offset of Another Amount	Percentage to balance the specified benefit contribution pay. (Rate(%) x base (specified pay code))
	B-PERC	Percent of Another Amount	Percentage taken from specified pay code amount. (Rate(%) x base (specified pay code))
	B-TIER	Tiered percent of Another Amount	Percentage taken from two (2) sub-entries for pension plan contribution calculation.
Pay	A-BACL	Being Addition to Crew's Longevity	Rate = Vacation Pay Entitlement OR No. of Day.
Additions	A-HBSC	Hotel & Bar Service Charge	Sum of HBT_POOLTOTAL
	A-HEGA	HBSC In Excess of Guaranteed Amount	Used to compare service charge amounts and minimum guaranteed amount. (Amount = A-HBSC – A-MUMG (Daily))
	A-HOLP	Holiday Pay	Holiday Pay based on the number of holiday X defined rate and base wages on current pay period. System is auto calculated at the daily rate. (Rate x Base (specified pay code) x 12/365 x number of days in HOL)



**Table 1-3 (Cont.) Calculation Method Overview**

Pay code Type	Code	Description	Calculate based on
	A-MUMG	Make Up for Minimum Guarantee	<p>A calculation method that allows the user to specify the amount guaranteed they will get if the pay code does not reach the amount during the payout process at the end of the month</p> <ul style="list-style-type: none"> <li>Daily Min: Rate x Number of Cruise Day</li> <li>Monthly Min: (Rate / 30) x Number of Day</li> <li>Yearly Min: (Rate / 365) x Number of Day</li> </ul>
	A-PDTD	Per Diem Travel Domestic	<p>Domestic Travel pay amount for each pay period. The rate is defined in Contract Level set up</p> <p>(Base Wage x 12/365 x pay unit x Domestic Rate (if defined in contract level)).</p>
	A-PDTI	Per Diem Travel International	<p>International Travel pay amount for each pay period. The rate is defined in Contract Level set up.</p> <p>(Base Wage x 12/365 x pay unit x International Rate (if defined in contract level))</p>
	A-PPMW	Per Previous Contract Monthly Wage	<p>Total monthly pay from previous contract.</p> <p>(Units x Base (Specified pay code))</p>
	A-PPPH	Premium Points Per HSC	<p>Time Attendance pay code = A-PPPH and work code matches the set up in Time Attendance module.</p>
	A-PPTE	Per Previous Contract Total Earning	<p>Percentage of total contract pay from previous contract.</p> <p>(Rate (%) x Base (Specified pay code) )</p>
	A-SLBE	Seniority Loyalty Bonus Entitlement	<p>Amount to be paid based on number of days specified in Seniority Loyalty Bonus set up and Bonus Longevity Setup in Contract Level.</p>
	A-TAHO	Per Time & Attendance Holiday Hour	<p>Holiday Overtime linked to Time Attendance Roster Daily, Work Code.</p> <p>(Rate x Number of Day of HOL records)</p> <p><b>Note:</b> Crew's Daily Roster in Time Attendance must be in APPROVED status.</p>

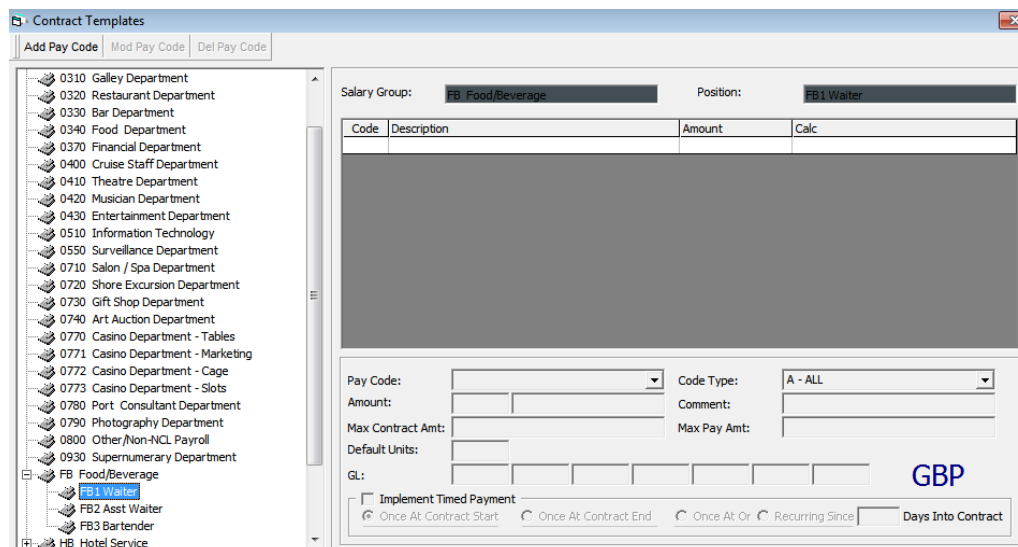
Table 1-3 (Cont.) Calculation Method Overview

Pay code Type	Code	Description	Calculate based on
	A-TANO	Per Time & Attendance Normal Hour	Overtime linked to Time Attendance Roster Daily, Work Code. Additional pay for each pay period. (Rate x Number of Hours of Work Code) <b>Note:</b> Crew's Daily Roster in OHC. Time Attendance must be in APPROVED status. The daily roster date (TADR_DATE) must be within the pay period.
	A-TAOT	Per Time & Attendance Over-Time Hour	Overtime linked to Time Attendance Roster Daily, Work Code. The total Overtime hours will be deducted by Weekly Work Hour multiplied by the Rate. (Rate x (Number of hours per day – (Weekly Work Hour / 7)) <b>Note:</b> Crew's Daily Roster in Time Attendance must be in the APPROVED status and flagged to “Included Work Hours”
	A-VACP	Vacation Pay Entitlement	Vacation pay amount with Early Repatriation entitlement. The system auto calculates the daily rate. (Rate x Base (specified pay code) x 12/365 x Vacation Pay Entitlement Days x Number of Day of current pay period) / Number of Day of Contract Length)
	A-VPCT	Vacation Pay Percentage	Specify Details = Base Wage or (+) Daily Minimum Guarantee.
Deductions	D-PDTD	Per Diem Travel Domestic	Domestic travel pay amount deducted from each pay period. The rate is defined in contract Level setup. (Domestic Rate x Units)
	D-PDTI	Per Diem Travel International	International travel pay amount deducted from each pay period. The rate is defined in Contract Level setup. (International Rate x Units)

## Contract Template

The Contract Template allows you to define a basic contract template for each Salary Position, by person or company specific. This can be used as initial contract pay codes when adding a contract.

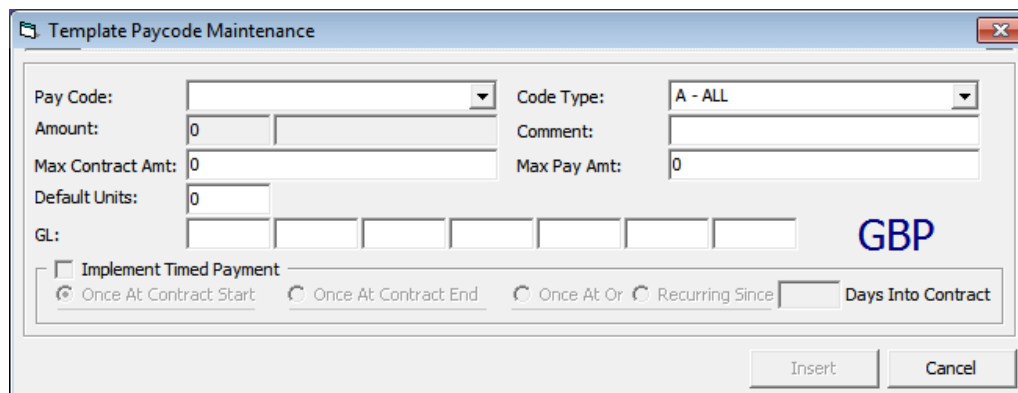
**Figure 1-3 Contract Templates Form**



**Adding Pay code to Contract Template**

1. Select a Position on the Contract Template form.
2. Click **Add Pay Code**.
3. Navigate to the Template Pay code Maintenance form and fill in the details accordingly.
4. Click **Insert** to save.

**Figure 1-4 Template Pay code Maintenance**



**Table 1-4 Template Pay code Maintenance Field Definition**

Field	Description
Pay Code	Pay code Selection
Code Type	Filter for the pay code by Code Type.

**Table 1-4 (Cont.) Template Pay code Maintenance Field Definition**

Field	Description
Amount / Rate	Amount of pay code. <b>Note:</b> Shows 'Flat Amount' when calculation method defined is amount calculation. Shows 'Rate / Percentage' when calculation method defined is percentage calculation.
Comment	Pay code comments in template.
Max Contract Amount	This field holds the total amount (in payroll currency units) that this pay code can accumulate to for the entire length of the contract. Once this amount is reached, no additional amounts are computed for this pay code.
GL	The shore side general ledger account which this pay code will be accounted for. <b>Note:</b> Will be auto populated if GL codes have been defined in Pay code setup.
Implement Time Payment	Pay code used for payable upon return. There are four (4) categories: <ul style="list-style-type: none"> <li>• <b>Once At Contract Start:</b> Pay code only applies one time upon contract start.</li> <li>• <b>Once At Contract End:</b> Pay code only applies one time upon contract end.</li> <li>• <b>Once At:</b> Pay code only applies after X days specified in Contract.</li> <li>• <b>Recurring Since:</b> Pay code amount recurs on the next pay period since X days specified in Contract.</li> </ul> <b>Note:</b> This option only applies to Pay Additions and Pay Deductions.

**Creating Contract Template**

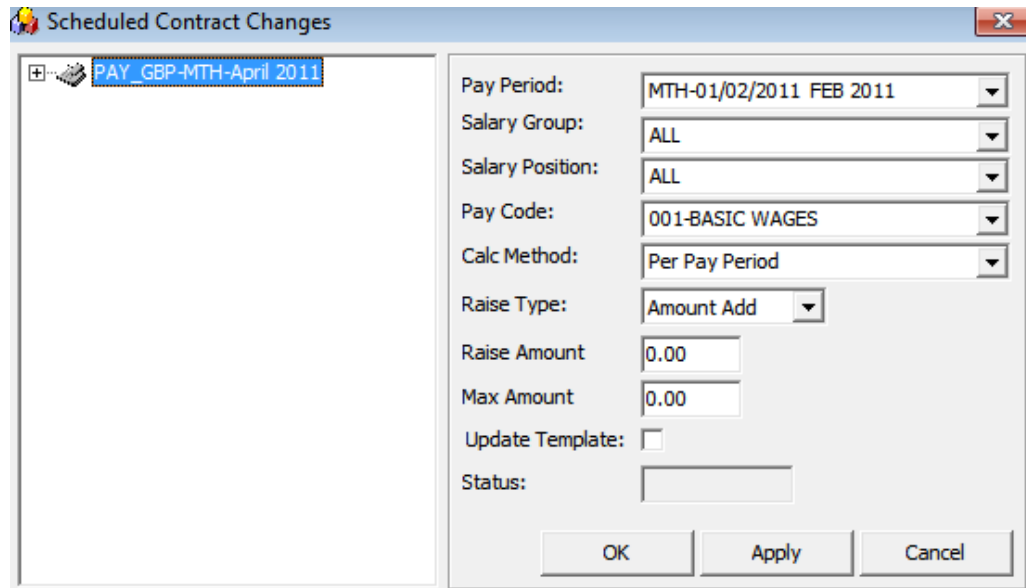
1. Go to the **Maintenance, Contract Templates** menu. A list of all salary groups is displayed.
2. Expand the group by clicking the plus (+) key.
3. Click **Add Pay Code**.
4. On the Add Pay code form, enter the pay amount and necessary details.
5. Click **Insert** to insert a pay code into the template.
6. To modify a pay code of a template, select the pay code and click **Mod Pay Code**.
7. Update the details and then click **Update** to save the changes.
8. To remove a pay code from the template, select the pay code and click **Delete Pay Code**.
9. On the confirmation prompt, click **OK** to proceed.

## Schedule Contract Changes

Schedule Contract Changes is a scheduler that changes the pay code rates and amount for the following pay period, and can only set up a schedule for future pay periods. For instance,

you would set up a schedule in March for a change to take effect in April. The changed pay rate is applied when a new pay period is activated and maintained by the company.

**Figure 1-5 Schedule Contract Changes**



**Table 1-5 Schedule Contract Changes Field Definition**

Field	Description
Pay Period	Effective Pay Period for the raise.
Salary Group	Department to which the raise applies.
Salary Position	Position entitled to the raise.
Pay Code	Pay code for which the raise applies.
Raise Type	Defines the type of raise. <ul style="list-style-type: none"> <li>• <b>Amount Add:</b> Add the raise amount to the current rate/amount for that pay code.</li> <li>• <b>Percent Add:</b> Adjust the rate or amount by percent</li> <li>• <b>From – To:</b> Change the pay only for specified old amount to the specified new amount</li> <li>• <b>Change To:</b> Change the rates or amounts to the raise amount.</li> </ul>
Raise Amount	Value of raise
Max Amount	Maximum raise amount
Update Template	If the <b>Update Template</b> field is selected, the contract template updates with the raise upon opening the specified month. For example: Selected when the raise applies to the existing contract template(s) for the selected salary group, position and pay code.
Status	Status of schedule changes. Show 'Closed' when changes are being processed.

1. On the Maintenance menu, select **Schedule Contract Changes**.

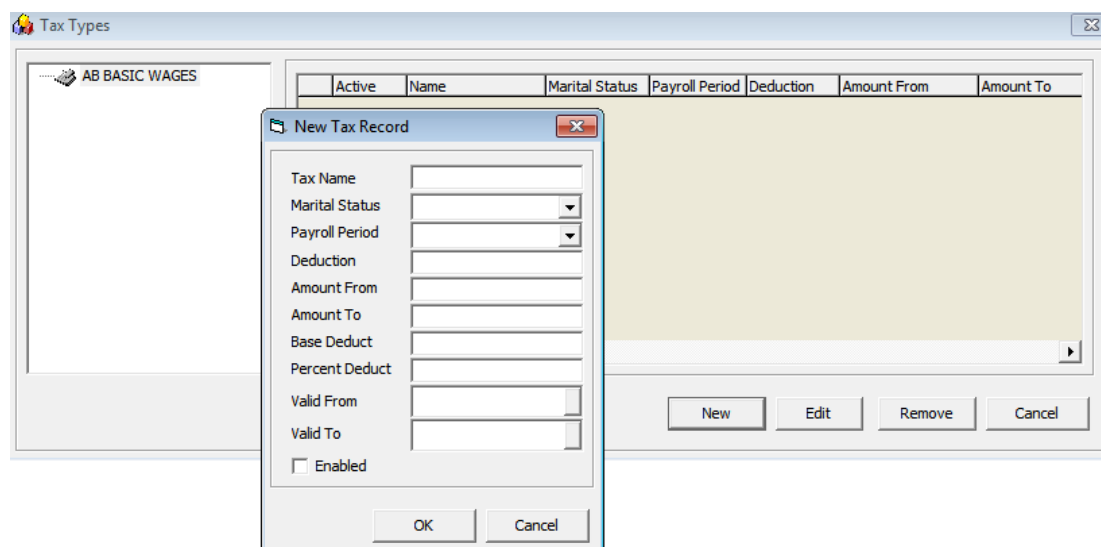
2. On the Schedule Contract Changes form, right-click and select **Add**.
3. Complete the setup form and click **Apply** to keep the form or click **OK** to save and close the form.
4. To remove the schedule, right-click the selected schedule and click **Remove**. You are not allowed to remove a processed schedule.

## Tax Types

The Tax Type set up defines the different tax deductions for different pay periods. A No Tax definition is needed if the company does not process the tax deductions for its employees or if all its employees are independent contractors.

The tax type can only be set up when the tax pay code exists, and this is done at the **Pay code Maintenance, Tax under Pay Deductions menu option**. You must select the Calculation Method “**D-TAX – Tax rates per TAX table**” and specify the applicable tax pay code.

**Figure 1-6 Tax Types**



**Table 1-6 Tax Types Field Definition**

Field	Description
Tax Name	Tax name and description.
Marital Status	Marital status of the crew. The tax amount updates according to the tax calculation formula.
Payroll Period	Calculation method of the tax in the particular pay period.
Deduction	Amount of deduction.
Amount From	The starting salary range that taxes start processing from.
Amount To	The ending salary range that taxes stop processing to.
Base Deduct	Minimum deduction (for flat rates).

**Table 1-6 (Cont.) Tax Types Field Definition**

Field	Description
Percent Deduct	Percentage of tax to deduct.
Valid From	Date the tax needs to be applied from.
Valid To	Date the tax needs to be applied to.
Enabled	Enabled or disabled for tax deductions.

1. On the Pay code Maintenance menu, select **Tax Pay** code.
2. Assign the calculation method to **D-TAX** and specify a pay code as a taxable amount.
3. Navigate to **Maintenance menu, Tax Types**. The tax pay code is available on the form.
4. Select the **Tax Pay code** and then click **New**.
5. Enter the tax type details and click **Apply** to save.
6. You can associate multiple tax record to a pay code.

The section below describes the formula used when the program calculates the tax.

The taxable amount will deduct the withholding amount, where the withholding amount equates to number of dependents, multiplied by TAX\_DEDUCTIONS of the corresponding TAX\_PAYROLL\_PERIOD, TAX\_MARITAL STATUS, TAX\_VALID\_FROM and TAX\_VALID\_TO. Both the TAX\_VALID\_FROM and TAX\_VALID\_TO are compared against ASYS.SYS\_DATE.

The results are then compared against the same tax table to see if there is a record that the result falls between in the TAX\_AMOUNT\_FROM and TAX\_AMOUNT\_TO for the corresponding TAX\_TYPE, TAX\_PAYROLL\_PERIOD, TAX\_MARITAL\_STATUS, TAX\_VALID\_FROM and TAX\_VALID\_TO.

If yes, then the tax amount is the percentage (of percent value TAX\_\_PERCENT) of the difference between the taxable amount and TAX\_AMOUNT\_FROM. Then adding TAX\_BASE to that amount gives you the final tax amount. If no, the final tax amount equates to zero.

Below is an example illustrating the tax deduction process.

1. In Tax Type setup:
  - Marital Status = Marital Status in crew assignment setup
  - Payroll Period = Payroll Companies Pay Cycle
  - Valid From = Between system date
2. In crew assignment, define the **Marital Status** and **No. of Dependents**. Add the taxable amount (Base Wage pay code) into **Pay Addition** and the Tax pay code into **Pay Deduction**. Enter the Base Wage amount \$2500 and No. of Dependents equals to 2
3. Based on above Tax Type setup, the tax calculation formula are:
  - No. of Dependents x Deductions \$170 (2 x 85 = 170)

- Taxable amount after subtracting the dependents is \$2330 ( $2500 - 170 = 2330$ )
- Compare if the result is within the Amount From and Amount To
- If yes, the amount in subtracted Amount From is \$2280 ( $2330 - 50 = 2280$ )
- Use that amount and multiply the Percent Deducted =  $2280 \times 12\% = 273.6$
- The final tax amount is \$283.6 (Result + Base Deduct amount) =  $273.6 + 10 = \$283.6$

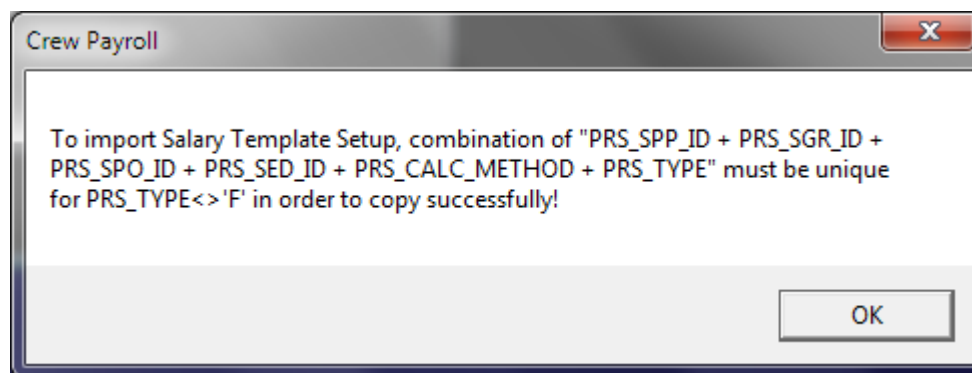
## Payroll Setup Copier

- The Payroll Setup Copier is a tool that copies the entire payroll setup from one database to another, excluding these set ups:
- Cost Center
- Daily Currency Setup Detail
- Operation Position (SPO\_AID\_ID will be null)

While importing the data into the destination database, the Payroll Setup Copier checks the following:

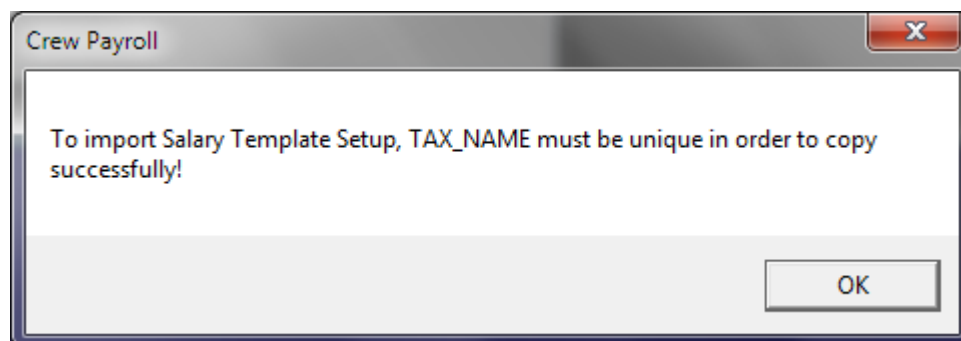
- Unique record in Pay Raise table, or else the following message appears.

**Figure 1-7 Payroll Setup Copier Unique Record Prompt**



- Tax name must be unique, or else the following message appears.

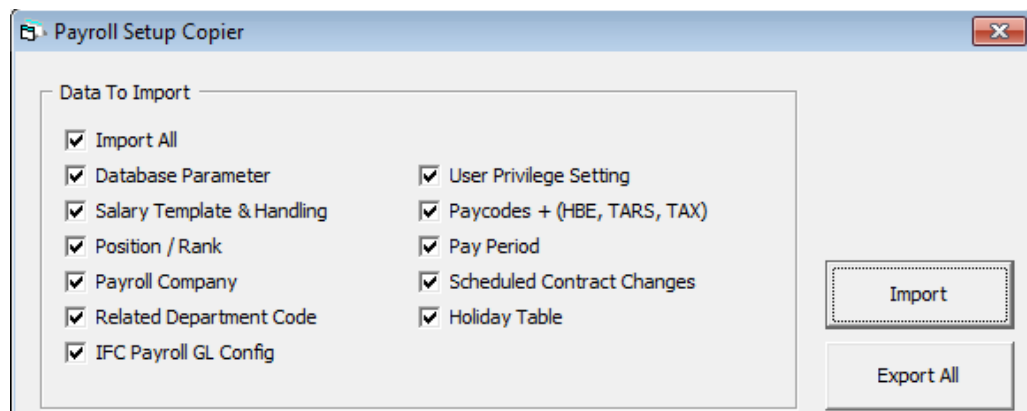
**Figure 1-8 Payroll Setup Copier Unique Tax Name Prompt**





- When importing from a selected Payroll Company, all related loyalty bonuses and the vacation pay matrix are copied over, as well as inserting new records but will not delete the existing setup.
- When importing a **Salary Template & Handling** and both the source ship and target ship have a loyalty bonus and vacation pay matrix set up, the existing setup of the target ship is deleted before the import continues.
- If the target ship has a parent total linking or an operation position is unlinked on a source ship that has linking, the Import re-inserts the link.

**Figure 1-9 Payroll Setup Copier Options**



1. On the Maintenance menu, select **Payroll Setup Copier**.
2. The application disregards all checked items for the export function. Click **Export All** when ready.
3. On the Browse for Folder window, select the location to save the file, and then click **OK**.
4. When the export completes successfully, the system automatically saves the Extensible Markup Language (XML) file (PYRL\_SETUP\_v[version\_number]) at the selected location and displays a confirmation box. Click **OK** to close the prompt.
5. To import the data, login to the Payroll module of the destination database.
6. On the Maintenance menu, select **Payroll Setup Copier**.
7. On the Payroll Setup Copier window, select the respective check boxes for the data to be imported and click **Import**.
8. Select the file to import from the saved location.
9. Once the import process starts, a progress bar is shown.
10. At the end of the process, the system displays a confirmation prompt. Click **OK** to close the prompt.

## Pay Period Setup

The Pay Period is the defined time frame for every pay cycles. You are required to activate it to begin payroll transactions and closes it when the pay period is complete.

The pay periods are maintained by the Pay Company within the crew payroll system. The same period dates may have different statuses in different companies.

## Setting up Pay Period

**Figure 1-10 Pay Period Maintenance**

**Table 1-7 Pay Period Field Definition**

Field	Description
Code	Unique Pay Period code auto generated by the system.
Pay Cycle	Auto default to setting in <b>Payroll Company, Pay Cycle</b> .
Date From	Pay Period begin date. Dates are calculated automatically based on the end of the previous pay period within a company's pay cycle. <b>Note:</b> You can only specify a <b>Date-From</b> on the first pay period added to a pay cycle, and the subsequent pay period date are auto computed by the system.
Date To	Pay Period end date. Dates are automatically calculated based on the previous pay period end date within a company's pay cycle.
Description	Name of the pay period.
Comment	Additional information.
Status	Status of pay period - Open, Closed, Active.

1. In the Payroll module, select **Payroll, Pay Period** from the menu.
2. On the Pay Period Maintenance form, right-click and select **Add** to add a new pay period.
3. Complete the pay period setup form.
4. Click **Apply** to save the record or **OK** to save and close the form.

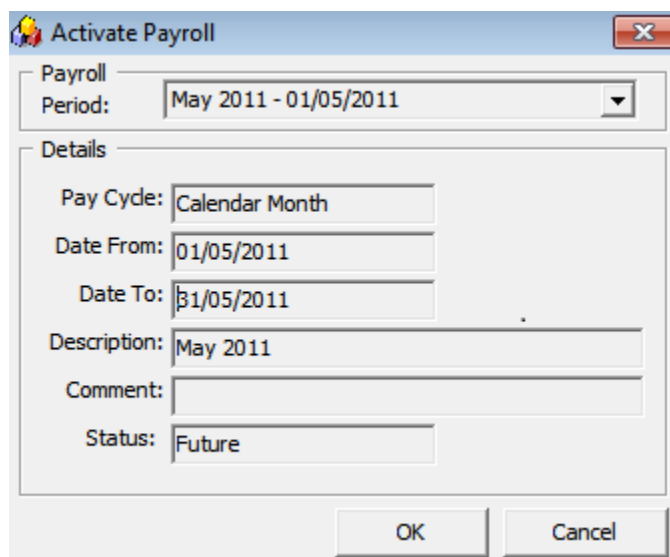
5. To delete the pay period, right-click on the period and select **Remove**. You can only remove a pay period that does not have any transactions linked to it.

## Activating a Pay Period

In a pay cycles, only one (1) pay period can be activated. Below are the statuses and steps to activate the pay period.

- **Closed (C):** Pay Period is complete and adjustments are not allowed.
- **Open: (O):** Pay Period is still open for manual adjustments and payouts.
- **Future (F):** Pay Period is not yet open, although accruals may be recorded in the period due to a pay out in the previous period.
- **Active (A):** Pay Period is open to all types of changes, including pay sheet updates, contract changes and manual adjustments.

**Figure 1-11 Activate Payroll**



The screenshot shows a dialog box titled "Activate Payroll". At the top, there is a "Payroll Period:" dropdown menu with the value "May 2011 - 01/05/2011". Below this is a "Details" section with several input fields: "Pay Cycle:" with the value "Calendar Month", "Date From:" with "01/05/2011", "Date To:" with "31/05/2011", "Description:" with "May 2011", "Comment:" which is an empty text box, and "Status:" with "Future". At the bottom of the dialog are "OK" and "Cancel" buttons.

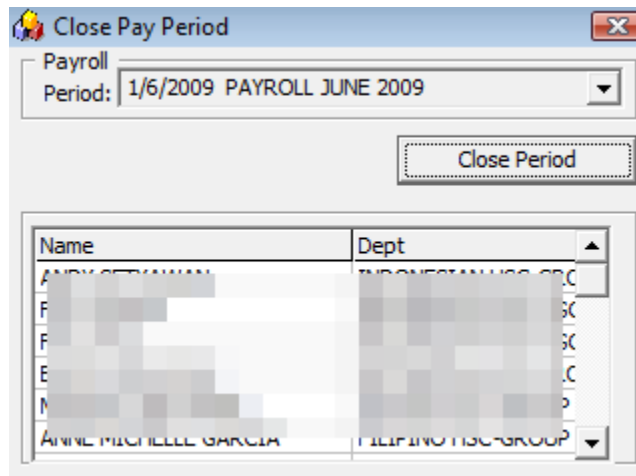
1. In the Payroll module, select **Payroll, Activate Pay Period** from the menu. You can activate only the future pay period.
2. Click **OK** to proceed. The system generates the pay records for all people with active contracts and sets the new pay period as **Active** and the previous active period as **Open**.

## Closing a Pay Period

To ensure the accruals are correctly accounted for, you must close the Pay periods and make no further adjustments or changes thereafter.

Before a pay period can be closed, all contracts within that pay period must be paid out. Otherwise you are not allowed to proceed. If there are unpaid contracts, they are displayed in the grid of the form and you will receive a notification that the Period cannot be closed.

Figure 1-12 Close Pay Period



1. In the Payroll module, select **Payroll, Close Pay Period**.
2. Select the period from the drop-down list. Only the oldest period within each pay cycle is listed.
3. Click **Close Period** to close. You will receive a “Pay Period Closed” prompt once the period is successfully closed.

By default, the system does not allow you to close a pay period if the pay period end date is after the current system date (PC Date), even though all crew members have been paid. You will receive a notification “Early closing not allowed!” Pay Period end date is DDMMYYYY when you try to close the period.

This can be changed by setting the parameter group **Payroll, Allow Closing of Pay Period Prior to End of Period = 1**. This setting overrides the above prompt and allows you to close a pay period even though the pay period end date is after the current PC date.

For example;

Current system date: 15-March-2021

Pay Period end date: 31-March-2021

## Crew Detail Maintenance

The Crew Detail Maintenance function is used to maintain the crew’s personal details and contract information. Any payroll activities affecting a single crew member can be performed from within the Crew Payroll Details form.

**Figure 1-13 Classic Crew Payroll Details Information**

## Crew Search

There are various ways to search for crew details in the Payroll module. You can use either of the following:

- Look up the information by entering the crew ID, name or contract status using the Quick Search feature.
- Enter a cabin number in the Fast Search field and press **Enter** to immediately begin the search or leave it idle for 10 seconds for an auto search

If the search results on the grid are greyed out, then the crew member listed is in another pay company instead of the one that is currently active.

Figure 1-14 Search Panel

Table 1-8 Search Panel Field Definition

Field	Function
Fast Search	<p>Search by entering the following value:</p> <ul style="list-style-type: none"> <li>• Last name – requires at least two (2) characters.</li> <li>• Cabin number</li> <li>• Swipe Crew Card</li> <li>• Crew Internal ID</li> <li>• Crew External ID</li> </ul> <p><b>Note:</b> For searches using the crew external ID or internal ID, refer to the parameter setting in “Payroll,” “Display UXP_C_EXTERNALID As Crew ID”</p>

**Table 1-8 (Cont.) Search Panel Field Definition**

Field	Function
Crew Group	Search by crew group in: <ul style="list-style-type: none"> <li>• <b>Crew:</b> Crew tag with 'C'</li> <li>• <b>Other:</b> Crew tag with 'O', which are added through the Payroll system.</li> </ul>
Reservation Status	Search by crew reservation status in: <ul style="list-style-type: none"> <li>• Checked In</li> <li>• Checked Out</li> <li>• Expected</li> </ul>
Contract Status	Search by crew with contracts status in: <ul style="list-style-type: none"> <li>• <b>Active:</b> The contract period is on the current pay period or current pay period is not closed yet.</li> <li>• <b>Contract:</b> All contracts including history, active and future contracts.</li> <li>• <b>No Contract:</b> Include all crew without any contracts assigned.</li> <li>• <b>Ending Payroll:</b> List all disembarked crew who still have payroll open on Open, Active and Close pay period. Also lists the crew expected disembarkation date is on Close Pay Period and not linked to any future assignment.</li> </ul> <p><b>Note:</b> Enable the parameter "Ending Payroll Alert", listing the crew of ending payroll on a pop-up window upon program start-up.</p>
Advanced Selection	Search the crew embarkation date, debarkation date, or Not On Board status. <p><b>Note:</b> 'Not On Board Status' refers to NOB flag status of future reservations and previous reservations if the date falls under a future assignment date.</p>
Filter	Search by salary group and salary position.

## Crew General Details

The General tab of the Crew Details gives you an overview of the selected crew member. It displays the basic crew information such as identification, date of birth, embarkation/debarkation date, and other information maintained in the Crew Management module. Information for non-crew personnel paid through this payroll is maintained within the Payroll program.

Figure 1-15 Crew Details

Contract Type	Pay Group	Pay Position
<b>Personal Details</b>		
Sal./First Name:	A	
Last Name:	TESTER	
Other Name:		
Sex/Gender:	<input checked="" type="radio"/> Male <input type="radio"/> Female	
Birthday:		
Language:	EN English	
National ID:		
Nationality:	US United States	
<b>Reservation</b>		
Status:	CC Onboard	
Embarkation:	Estimated: 23/08/2010	Actual: 23/08/2010
Dis-Embark:	10/11/2012	
Emb. Port:	(not applicable)	
Dis-Emb. Port:	(not applicable)	
Cabin/Berth:	1 / 1	
Remuneration:	Not Specified	
<b>NORDBEN &amp; BUPA Details</b>		
Pension Plan Type:	(not applicable)	
Nordben Policy No:		
Member ID (BUPA):		
Health Provider ID:		
Ori. Enrol. Date:	01/01/2011	
<b>Other Details</b>		
First Contract Date:	01/01/2011	Enroll Seawire <input type="checkbox"/>
Crew Type:	Crew	
Op Division:		
Op Position:		
Worked Days:	325	@ 22/10/2011
Worked Contracts:	6	
Seniority:	295	
<b>Summary of Total Earnings/Deductions Per Quarter/Year</b>		
Contract Dates	Earnings	Deductions
Qtr 4 2010		0.00
Year Total 2010		0.00
Qtr 2 2011		0.00
Qtr 3 2011		0.00
Year Total 2011		0.00

Table 1-9 Crew Details Field Definition

Field	Description
NORDBEN & BUPA Details	Details used for Pension Plan and Medical Plan.
Ori. Enrol. Date	Field is required if 'First Contract Date' is entered.
Remuneration	Remuneration of the crew. Field is locked during edit by Contract Type, Salary Group, or Salary Position.
First Contract Date	Crew join date. This is an optional field controlled by the parameter <b>Payroll, Optional Join Date</b> . This field is also available in the <b>Crew Management module, Edit Information, Other Info</b> . <b>Note:</b> You can define the field name in the <b>Administration module, Label Setup - CMJOIN</b> .
Enroll Seawire	Flag indicating crew's enrollment in Seawire function.
Worked Day	The crew contract start date until current system date (PC date).
Worked Contract	Total contract with the payroll company.
Seniority	The First Contract Date until current system date (SPMS date).



## Adding Non-Crew member

A non-crew member record is not visible in the Crew Management module as they are not checked-in to the system, and this record can only be found in the Payroll module. However, they can be paid through the Payroll module using below steps.

1. On the **Crew Edit Detail** form, select the **General** tab. This enables a new menu bar **New Person / Edit Person**.
2. Click the **New Person** button to open the Add Personal Detail form.
3. Complete the form and then click **OK** to save.

## Editing Non-Crew member Information

You can edit the non-crew member general information in the Payroll module by navigating to the **Crew Edit Detail, General tab** and clicking **Edit Person**.

## Crew Dependent Details

The Dependent tab stores the crew dependent information. This information is mainly used for crew entitled to a Pension or Medical Plan.

**Figure 1-16 Crew Dependent Tab**

Code	Name	Relationship

Member ID:

Health Prov. ID:

Title/Forename:  Surname:

Birth Date:  Gender:  Male  Female

Relationship:  Street:

City:  Province/St:

Postal Code:  Country:

## Adding/Editing/Removing Dependent Information

1. On the Crew Edit Detail form, select the **Dependent** tab. This enables a selection menu comprised of **New Dependent, Edit Dependent, and Remove Dependent**.
2. Click the **New Dependent** and complete the necessary information.

3. Click **Insert** to save the record.
4. To edit the information, click **Edit Dependent**, update the information and click **Update** to save.
5. To remove the information, select **Remove Dependent** and then click **Delete**.

## Contract Details Maintenance

The Contract tab stores the contract assignment of a crew member. It comprises five (5) sub-tabs:

- **General:** Includes contract information.
- **Pay Addition:** Includes all the pay codes used to generate a person's gross pay automatically.
- **Pay Deduction:** Includes all pay codes that reflects in the contract and are then deducted from a person's gross pay to come up with a net pay. This could include deductions for home allotments, taxes, garnishments or other expenses.
- **Payout:** Includes all pay codes that reflects in the contract and records distribution of the net pay beyond the information specified in the Contract General information.
- **Benefit:** Includes all of the benefit contribution pay codes by crew contribution and employer contribution.

## Creating a Contract

The General tab stores all information related to the contract such as start/end date, pay out currency, salary group and position, maximum cash advance amount and others.

Figure 1-17 Contract Form

Table 1-10 Contract Details Field Definition

Field	Description
Company	The payroll company for this contract. <b>Note:</b> You cannot update this since it comes from an active payroll company.
Commenced From and Until	The beginning and ending dates of the contract. <b>Note:</b> You must specify a <b>Commenced From</b> date. If the <b>Until date</b> is left blank, then the contract will remain active until a final date is entered or a new contract for the same person is created.
Contract Type	Type of contract group.
Salary Group	The department the salary is classified under. See <a href="#">Pay code Maintenance, Salary Group</a> .
Salary Position	Crew Work Position See <a href="#">Pay code Maintenance, Salary Position</a> .
Contract Currency	Currency of the contract.
Elected Currency	Currency used in allotment.

**Table 1-10 (Cont.) Contract Details Field Definition**

Field	Description
Payout Currency	Currency used for final payout. <b>Note:</b> Currencies must be defined in the SPMS with an active conversion rate. The currency rate and the overall Payroll currency rate must be maintained using Currency Exchange Maintenance.
Adv. Draw Currency	Currency used for cash advance.
Default Payout	Default pay code during payout.
Manual Payout	Default pay code when payout negative balance.
Comment	General comments about this contract and person.
Status	Status of the contract; Close, Active, Inactive.
Marital Status	Marital status of the crew.
No. Of Dependent	No of dependent. Use for tax calculation.
Max Cash Advance	Available balance of the current period as the suggested amount when a Cash Advance is entered. <ul style="list-style-type: none"> <li>Percent of Net Earning: Percentage of Cash Advance Withdraw.</li> <li>At not more than: Maximum amount for Cash Advance Withdraw.</li> <li>Draw Limit Control: Draw amount per pay period type.</li> </ul> <b>Per Day:</b> Only allow to withdraw ONCE per day, where day change is based on database server date. <b>Per Draw:</b> Allow to draw up to available balance. <b>Per Pay Period:</b> Only allowed to withdraw ONCE per pay period. <b>Not Specified:</b> Default value is "Per Draw". <b>Note:</b> Allows withdrawal up to Bal-To-Date amount is set up in <b>Companies Setup, Draw Up To Bal-To-Date.</b>
Deduct Folio	<ul style="list-style-type: none"> <li>Onboard payment account used for Payroll deductions?.</li> <li><b>No:</b> Do not include onboard expenses when payout.</li> <li><b>Yes:</b> Included onboard expenses during payout</li> <li>Not Specified: Refers to Companies setup, Deduct Folio.</li> </ul> <b>Note:</b> You must enable parameter <b>Payroll, Folio Posting</b>
Currency Entry	Flag allows currency selection when performing a posting adjustment in <b>Add New Pay Item, Cash Advance, Quick Posting.</b>
Minimum Guarantee	The minimum guaranteed that must be paid to the crew on each month or year or day.

**Adding New Contract**

1. Navigate to **Crew Edit Detail** form and select **Contract** tab. This open a new menu with options **New Contract, Edit Contract** and **Remove Contract**.
2. On the Search function, select the **No Contract** tab to list all the non-contracted crew.
3. Select the crew member and navigate to **Contract** tab.
4. Click **New Contract**.

- On the Add Contract form, complete the contract details form and then click **Apply**.

**Figure 1-18 Contract Reference**

The screenshot shows a dialog box titled "Contract Template Reference". It contains the following options:

- Insert additional paycodes from contract template definition for the pay position.
  - retain paycode linking
- Insert additional paycodes from contract template definition for the pay group.
  - retain paycode linking
- Insert additional paycodes from contract template definition for the contract type.
  - retain paycode linking

At the bottom right of the dialog box is a "Check All" button. At the bottom center are three buttons: "OK", "Ignore", and "Cancel".

- The system prompts the Contract Template Reference form if the selected Salary Position is setup with a Contract Template.
- Select the option and click **OK** to copy the pay code into new contract or **Ignore** to skip the copy.
- Continue adding the additional pay code in **Pay Addition, Pay Deduction, Payout** or **Benefit tab**.

## Managing Pay Codes

Once you have a contract for a crew member, you can change the contract information by adding, modifying, or removing the pay code. The Crew officer can also manage the pay code by editing or adding a contract.

You can insert more than one (1) record of the same pay code in an assignment with different validity period. If duplicate pay codes have the same validity period or both without a validity period and the contract is:

- Imported from CMS (with SPD\_GUID):** The program only pays once from the larger pay code amount.
- Normal contract (without SPD\_GUID):** The program duplicates the pay code at the same time.

This only applies to a pay code that has the following calculation method:

"A-PERC", "A-TANO", "A-TAHO", "A-TAOT", "A-FLAT", "D-FLAT", "D-UNTL", "D-PERC", and "D-TAX"

### Adding a Pay Code

Figure 1-19 Crew Payroll Details

1. On the Crew menu, select the **Edit Detail** menu option.
2. Select the crew member from the crew list and then navigate to the Contract tab.
3. Click **Edit Contract**. This opens the Change Contract form.
4. Select the correct tab to add the different code type to the pay code. See [Contract Details Maintenance](#) for tab information. The menu bar at the top of the form changes depending on the tab you select.
5. Click **Add Pay** code. This opens the Contract Pay code Maintenance form and only the code type for the selected tab will populate.

**Figure 1-20 Contract Pay Code Maintenance**

- In the **Pay Code** field, select the applicable code from the drop-down list. The calculation method of the pay code appears in the field beside the Amount.

**Figure 1-21 Template Pay Code Maintenance**

- Enter the rate or amount.

**Note:**

The amount field can hold an amount per period, per day, per hour, a flat amount or a percent amount depending upon the selected pay code.

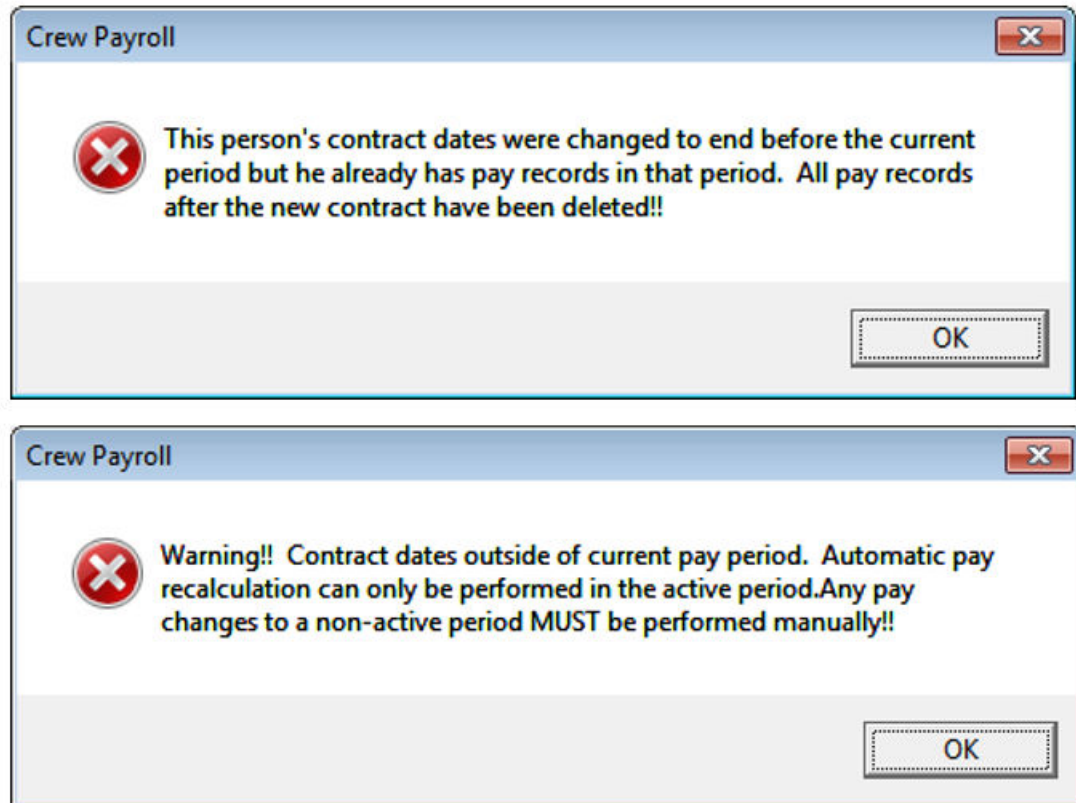
- Complete the information on the form, click **Insert** and return to the Change Contract form and then click **OK**.
- On the Contract Template Reference prompt, click **Ignore** if the pay code from Contract Template is already copied onto the contract or skip to copy the pay code. Click **OK** to recopy if there are additional pay codes created in the Contract Template.
- At the 'Do you want to update the active pay with these changes?' prompt, click **Yes** to recalculate the pay for the current period based on the changes.

**Editing Pay code**

Any changes made to the pay codes are immediately stored in the database when the **Insert**, **Update** or **Delete** command buttons are clicked, while changes to the general contract information occur only when you click the **Apply** or **OK** buttons.

You will receive a warning message that the pay has to be manually adjusted for the period, when a pay code is removed or the contract dates are changed, so that they are no longer active in the current pay period.

**Figure 1-22 Manual Adjustment Error Prompts**





**Figure 1-23 Contract Pay Code Maintenance**

The definition of the additional fields in a pay code form when adding the pay code are as follows:

- **Fully Entitled:** An option used to calculate the Vacation Pay with Early Repatriation.
- **Paid Thru Date:** Used to display in the Payroll GL file when Vacation Pay is assigned.

See chapter [Contract Template, Adding Pay code to Contract Template](#) for the basic field definition.

To edit the Contract Pay Code,

1. On the Crew menu, select the **Edit Detail** menu option.
2. Select the crew member from the crew list and then navigate to the **Contract** tab.
3. Click **Edit Contract**. This opens the Change Contract form.
4. Select the pay code and click **Mod Pay Code** to open the Contract Pay code Maintenance form. Change the pay code detail and click **Apply** to save the changes.

 **Note:**

The Code Type and Pay Code cannot be edited.

5. Click **OK** to save and exit the form.
6. In the Contract Template Reference, click **Ignore** if the pay code from Contract Template is already copied into the contract or skip to copy pay code. Clicking **OK** will recopy the pay code if there are additional pay codes created in the Contract Template.
7. You will be prompted with Do you want to update the active pay with these changes?.
8. Click **Yes** to recalculate the pay for the current period based on the changed contract. Click **No**, to save without changing the current pay until the next pay period.

### Removing a Pay code

The system only allows you to remove a pay code that has not been used and has zero value. Once the pay code is used, you cannot remove it. Note that you cannot delete a Pay code used for payroll calculation.

1. On the Change Contract form, select the pay code and click **Del Pay** code.
2. On the Contract Pay code Maintenance form, click the **Delete** button and select **OK** at the confirmation prompt.

## Creating Multiple Contract

A crew member can have more than one contract for different positions held. The Crew Officer can create an individual contract or a linked contract for the crew member.

- **Individual Contract:** A contract created for the same crew member. This crew member could have more than one contract. The contract criteria can be different or from a different payroll company.
- **Linked Contract:** A contract of the crew member, within the same company, can be linked to another contract, so that the accrued balances from the first contract are automatically moved to the pay items list of the new contract. You can use this feature to perform mid-period promotions and demotions of crew members while retaining the paid out and accrued balances.

When creating multiple contracts, the new contract start date must not overlap the previous contract end date. If there is an overlap, the system displays a notification requesting you to correct the dates.

The steps to create multiple contracts are the similar to [Creating a Contract](#), when the selected crew has an existing contract.

When creating a new contract for a crew member that has a previous contract tied to the same company and its end date is one (1) day less than the start date of the new contract, a Link Previous Contract check box will appear on the Change/Add contract form.

Both of the linked contracts must have the following criteria.

- Must be within the same company.
- Same Contract Currency.
- Second contract must include pay codes for any accrued pay codes that are in the first contract.

Once the linked contract is created, the crew member name will appear twice in the crew listing with a different contract. When you clicked on the crew member's second contract it will display the previous contract information in the **General** tab under **Contract Detail**.

**Figure 1-24 General Tab - Multiple Contract**

The screenshot shows a software interface with several tabs: General, Additional Info, Pay Additions, Pay Deductions, Pay Out, and Benefits. The 'General' tab is active and displays two columns of contract information.

**Current Contract - Ship OoMMMMMM**

- Company: [Redacted]
- Commenced From: 16/01/2011 Until: 15/05/2011
- Contract Type: Not Specified
- Salary Group: HOUSEKEEPING
- Salary Position: Housekeeper
- Contract Currency: US Dollar
- Elected Currency: US Dollar
- Payout Currency: US Dollar
- Adv. Draw Curr.: US Dollar
- Default Payout: DR DRAW
- Manual Payout To: Not Specified
- Comments: [Empty]

**Previous Contract - Ship OoMMMMMM**

- Company: [Redacted]
- Commenced From: 01/01/2011 Until: 15/01/2011
- Contract Type: [Empty]
- Salary Group: 091 HOUSEKEEPING
- Salary Position: 0911 Housekeeper
- Contract Currency: USD US Dollar
- Elected Currency: USD US Dollar
- Payout Currency: USD US Dollar
- Adv. Draw Curr.: USD US Dollar
- Default Payout: DR-DRAW
- Manual Payout To: -
- Comments: [Empty]

## Removing a Contract

A contract without payroll transactions can be removed from the payroll system using the below steps. Removing a contract is not possible when it has a Payout transaction or manual posting.

1. On the **Edit Detail** screen, **Contract** tab, select **Rem Contract**.
2. On the message prompt, select **Yes** to remove. This will place the crew member in the **No Contract** category.

## Updating Contract End Date

The system lists any crew member that has a debarkation date change in Crew Management under 'Payroll Notification – List of Crew with New Disembark Dates', as shown in the diagram below when you first launch the application.

**Figure 1-25 Crew with New Debarkation Dates**

The screenshot shows a window titled "Payroll Notification - List of Crew with New Disembark Dates". Below the title bar, there is a message: "Select the crew record then click on the Update button. This will update the contract end date to the New Contract End date". Below this message is a table with the following data:

Update	Crew Name	Crew ID	Contract Position	Contract Start Date	Old Contract End	New Contract End	New Disembark Date	Status
	[Redacted]	8267P	BOATSWAIN	8/1/2013	11/11/2014	12/1/2015	12/1/2015	Checked-Ir
	[Redacted]	20816	MASTER	1/1/2014	11/12/2015	12/1/2015	12/1/2015	Checked-Ir
	[Redacted]	32191	MASTER	7/1/2015	7/31/2015	12/1/2015	12/1/2015	Checked-Ir
	[Redacted]	12345	BOATSWAIN	3/15/2014	9/25/2014	12/1/2015	12/1/2015	Checked-Ir

At the bottom right of the window, there are two buttons: "Update" and "Close".

If a crew member is being paid for days beyond the contract end date, the change cannot be applied. You will receive a message prompt This person has already been paid out in the active pay period. Contract changes cannot be performed.

To update the contract end date:

1. Select the crew member from the listing and then click the **Update** button.
2. On the confirmation prompt, click **Yes** to update.

You can reopen this list from the **Payroll, Update Contract End Date** option if the screen closes.

## Payroll Details

The Payroll tab consists of two tabs.

- **Payroll:** This tab includes a pay period selection and displays the pay sheet, all pay items, and a frame for additional information for each pay item.
- **Benefits:** This tab includes the benefit contribution items and information about each item.

The majority of the payroll activity is performed from the Payroll tab of the Crew Payroll Details.

## Pay Items List

In the Payroll tab of the selected crew member, the pay items are listed under the Pay Items List section.

Each of the items in the grid are tied to a record type, described in table below. Details of the item, such as Pay Rate, Units, and Modified Date appear in the **Item/Audit** section when you click on the item. If the payroll is in an active period, a summary of the payroll information is shown in the Edit Details form.

Checking the **Show Balance-To-Date** option switches the view to show the balance to-date amount of each pay item.

**Figure 1-26 Pay Items List**

**Summary (NOTIF)**

Crew Id: [redacted]      Onbrd Acct: 0.00      Bal Per End: 0.00      **Bal To Date: 0.00**  
 Adds: 124.00      Deds/Paids: 124.00      Accrued: 0.00      Net Pay: 0.00

General    Contract    **Payroll**    Dependent

**Payroll**    Benefits

Period: (A) SEPTEMBER 2014 - 9/1/2014    Print Pay Sheet    **Paid Out**

Calculated Pay Items			
Pay Code	Calculated By	Pay Rate	Units
BW-BASE WAGE	Per Pay Period	4.10	30

Pay Items List      Show Balance-To-Date

T	Description	Adds	Deducts
A	ATD Air Travel Deduction	0.00	4.00
A	BW BASE WAGE	123.00	0.00
P	DR DRAW	0.00	24.00
		<b>USD</b>	<b>124.00</b>

Item

DRAW: 24.00  
Record Type: Paid

Audit

Modified: 6/6/2016 11:57:22 AM  
User: A  
Original: 24.00  
Pay Out

**Table 1-11 Pay Items Record Type**

Record Type	Description
A	Automatic. Added automatically when assigning or editing pay code from contract template.
M	Manual. Added when the posting is an adjustment such as Add New Pay Item or Cash Advance.
P	Paid out.
R	Accrued from last period.
F	Accrued to next period.
B	Pay accrued from last period.
S	Semi Auto. Pay code adjustment with calculation method defined as percentage.
T	Previous month paid out.

## Update Pay Units

The Pay Sheets contain detailed information, such as unit information, and the pay rate, and is used to determine the pay amount for each pay code in a contract by multiplying the units. You can change the pay units.

You are only allowed to update the pay units for pay codes that have '**Adjust Unit Setup**' enabled in Pay code Maintenance.

Updating Pay Units for a single crew contract.

1. From the selected crew, navigate to the **Payroll** tab.
2. Click the **Update Pay Units** button on the Crew Payroll Details form or right-click on the pay code.
3. On the Update Pay Units form, select a **Pay Code** and double-click the **Units** field.
4. Adjust the **value** using the inline edit.
5. Add a **comment** and then click **OK** to save.

**Figure 1-27 Update Pay Units**

Calculated Pay Items				
	Pay Code	Calculated By	Pay Rate	Units
▶	BW-BASE WAGE	Per Pay Period	4.50	25

6. Instead of clicking the **Update Pay Units** button, you can also update the pay units under the Payroll tab by right-clicking the pay code in the **Calculate Pay Items**' section.

**Figure 1-28 Calculate Pay Items**

Calculated Pay Items				
	Pay Code	Calculated By	Pay Rate	Units
▶	BW-BASE WAGE	Per Pay Period	18.71	1

### Updating Pay Units for Multiple Contracts

Apart from updating the pay units for a single crew contract, you can also update pay units for Multiple Contracts using the following steps.

Figure 1-29 Pay Units Data Entry

Crew Member	Contract Days	BASE WAGE BASE WAGE
	14	14
	20	20
	15	15
	15	16
	30	30
	25	28
Summary Total	119	123

1. On the **Payroll** menu, select **Update Pay Units** from the menu option.
2. On the Pay Units Data Entry form, select the **Pay Period** and **method** and from the **Search By** fields.
3. Double-click the Base Wage field to enable inline editing. Edit the value and then click **Apply** to save or click **Undo** to revert the changes. The records will be updated and pay is recalculated.

## Posting Adjustment

The Posting Adjustments allow you to perform a payroll adjustment or adding an ad-hoc posting to the crew contract.

You can only add or adjust a payroll posting that is not paid in this pay period. Payroll adjustments will only populate for those pay codes that are set up with **Adjustments** in Pay Code Maintenance.

Figure 1-30 Payroll Adjustment Form

**Add Payroll Adjustment**

Crew Name: [REDACTED]

Pay Period: (A) SEPTEMBER 2014 - 9/1/2014

Code Type: ALL

Pay Code: A BW-BASE WAGE

Calc Method: Per Pay Period

Comments: [REDACTED]

Currency:

Enter Amount In Contract Currency [USD] & Allow Exchange For Following Currency

Enter Amount In Following Currency

USD US Dollar

Amount: 0.00 USD

Print Receipt

OK

Cancel

### Adding Posting to Single Crew Contracts

1. On the **Payroll** tab of the selected crew account, click the **New Pay Item** button. You can also right-click on the item in the Pay Item List section.
2. On the Add Payroll Adjustment form, select the **Code Type** from the drop-down list. The calculation of the selected code type will be shown in the **Calc Method** field.
3. Enter the comments in the **Comments** field.
4. Check the respective **Currency** option and enter the amount.

#### Note:

There must be a currency exchange rate set up in the Administration module if you select the first option.

The values entered are either in units or amount, depending on the calculation method of the pay code. For example, the pay code for Per Hour or Pay Day calculation is by units.

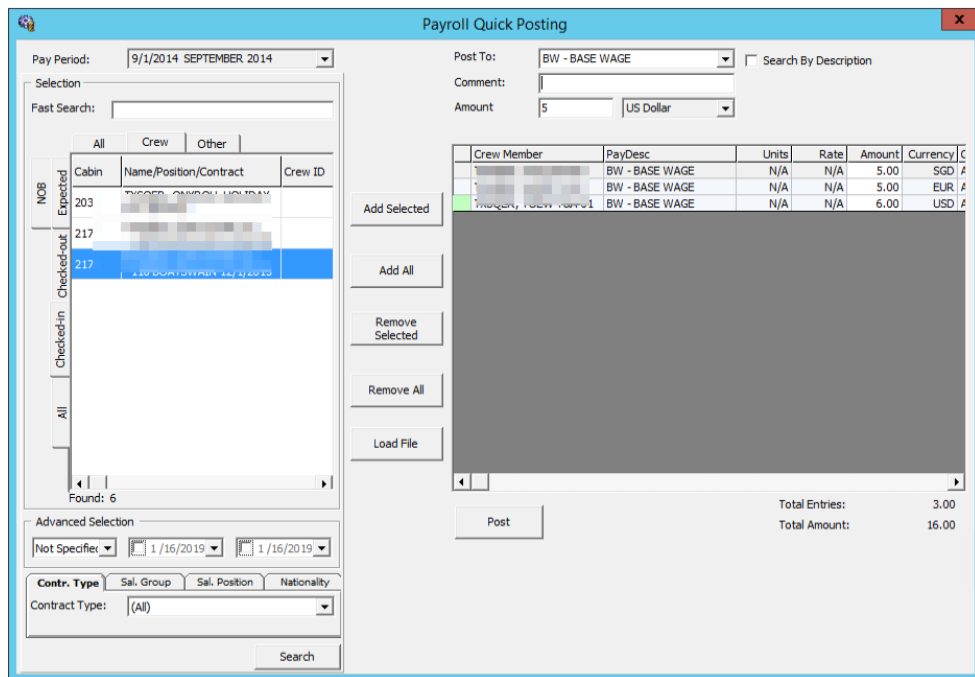
5. Click **OK** to post or **Cancel** to discard. The record type in the Pay Item List for the adjustments posted is **M**.



### Adding Postings to Multiple Contracts

1. From the Payroll menu, select the **Quick Posting** option.
2. Select a **Pay Period** to list the active payroll.
3. Select a pay code from the **Post To** drop-down list. Check the **Search by Description**, to search using the pay code description.
4. Enter a comment in the **Comment** field.
5. Enter an amount or rate in the **Amount** field.
6. Individually select the crew account to post to and then click the **Add Selected**, or use the **Add All** button to add all listed accounts to the grid.
7. To remove an account, use the **Remove Selected** or **Remove All** button.

Figure 1-31 Payroll Quick Posting



8. At this point, you can still change the amount to post in the **Amount** field within the grid.
9. Click the **Post** button to continue.

### Adding Postings by File

The Load File option allows you to import bulk adjustments posting using a file import method in comma-separated values (CSV) format. In order for the file import to work, you must follow the format specified in the [Appendix, Quick Posting Import File Format](#) chapter.

 **Note:**

The Load File validation may not necessarily go into the assignment for the selected company, but it must go either into the assignment that falls under the selected month or into the month of the system date, if none is selected. Priority is given to the date range that matches the selected pay period, followed by the matching selected company.

1. Repeat steps 1 and 2 of Adding Postings to Multiple Contracts (see above).
2. Click the **Load File** button and browse for the file to import.
3. All valid postings are shown under the **Accepted Entries** section and the rejected ones under the **Rejected Entries** section.

 **Note:**

You cannot proceed if there are Rejected Entries and the button **Add Accepted Entries** will be disabled. You must correct the records and retry.

4. Click the **Add Accepted Entries** button to add these records into the posting screen.
5. Click **Post** to post all the records.

### Adjusting an Allotment

The Crew Officer can adjust an allotment of the crew member and, at the same time specify the beneficiary of the adjustment, provided the pay code, **Specify To** is enabled in Pay Code Maintenance. An adjustment can be posted only to record type **M**.

**Figure 1-32 Payroll Adjustment**

1. On the **Payroll** tab of the selected crew account, click the **Void Pay Item** button. You can also right-click on the item in the Pay Item List section.

2. If **Specify To** is enabled, update the beneficiary information.
3. Click the **OK** button to remove the item from the Pay Items List and recalculate the payroll.

## Folio Posting

A folio posting is a posting of a crew member's spending while onboard. Folio Postings that are deductible from a payroll payout must have the following settings:

- The parameter **Folio Posting** is enabled or flagged with **Y**.
- **The Deduct Folio** option is checked in to the Payroll Companies Setup.
- **The Deduct Folio** option is flagged as **Yes** on the crew assignment setup.

**Figure 1-33 Payroll Company Maintenance**

Company Code:	PAY_GBP
Company Name:	Payroll Company - GBP
Pay Cycle:	MTH Calendar Month
Cash Advance Pay Code:	027 Cash Advances
OnBoard Account Pay Code:	030 Folio Payment
OnBoard Account Dept:	170001 Payroll Onboard Account
Currency:	USD US Dollar
Daily Curr. Exchange Rate:	<input type="checkbox"/>
Deduct Folio:	<input checked="" type="checkbox"/>
Round Payout:	<input checked="" type="checkbox"/>
Draw Up To Bal-To-Date:	<input checked="" type="checkbox"/>
Allow Add Crew:	<input checked="" type="checkbox"/>
Invoice Payment Receiving:	<input checked="" type="checkbox"/>
Round Final Pay Code:	RA Rounding Pay
Lose Longevity After Idle:	N/A
Compensation Grantee:	PT Previous Month Total Earning
Rounding:	10 <b>GBP</b>

When onboard expenses are settled through **Pay Invoice** in the Crew module, the amount is transferred into the payroll as a pay deduction, allowing onboard expenses to be deducted.

In order for this to work, you need to define the following settings:

- The **allow Invoice Payment Receiving** option is selected on the Payroll Company setup.
- The Payment department in the Crew module is the same as **Onboard Account Department** in Payroll Companies.

### Transferring Folio Postings to Payroll

1. Log in to the Crew module and select a crew member from the Search Panel.

2. Click the **Pay Invoice** button.
3. Settle the invoice to Payroll Deductible payment code.

 **Note:**

When a Void is performed from the Crew module using the **Void** button, the pay deduction in the Payroll module is reversed. Similarly, when the **Void Pay Items** in the Payroll module is used, the Folio Payment in the Crew module is reversed.

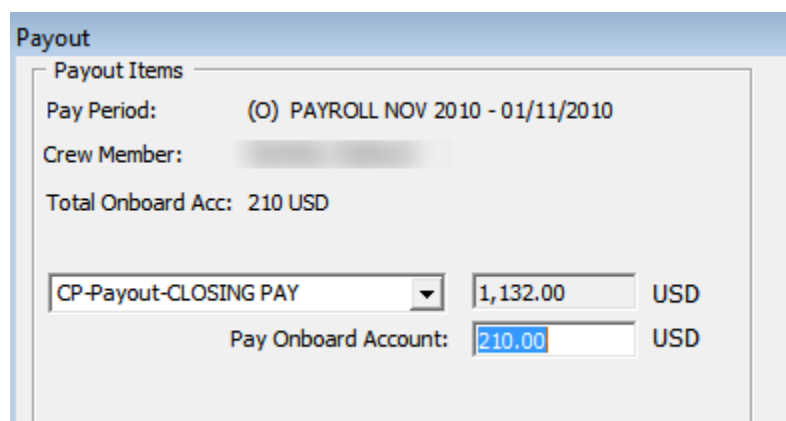
4. You cannot transfer the Pay Invoice into the Payroll system when:
  - a. The Crew is paid
  - b. The Pay Period is closed
  - c. The Crew member does not have contract assign.

When settling the invoice, the crew can opt to deduct the invoice from payroll or not. If a crew opt not to settle the invoice to payroll, the folio balance does not appear in the crew member's payroll statement as a deduction.

### Performing a Folio Payout Posting

If the folio posting is not settled through the Crew module, the deduction of the onboard expenses is included during the payroll payout. Once the payout is done, you cannot undo the folio payout posting.

**Figure 1-34 Folio Payout Posting**



The screenshot shows a 'Payout' form with the following fields and values:

Payout Items		
Pay Period:	(O) PAYROLL NOV 2010 - 01/11/2010	
Crew Member:		
Total Onboard Acc:	210 USD	
	CP-Payout-CLOSING PAY	1,132.00 USD
Pay Onboard Account:	210.00	USD

## Cash Advance Posting

The Cash Advance feature handles the early pay out made against the anticipated balance for the month. A cash advance pay code is required in the Payroll Company under **Cash Advance Pay Code** per the following criteria:

- **Apply Order:** Greater than other pay items pay code.
- **Calculation Method:** P-FLAT - Flat Amount

- **Adjustment option:** Checked as payroll adjustment.

**Figure 1-35 Cash Advance Posting**

The screenshot shows a 'Cash Advance' dialog box with the following fields and options:

- Crew Name:** [Redacted]
- Pay Period:** (A) April 2011 - 01/04/2011
- Code Type:** PB - Payout
- Pay Code:** P 027-Cash Advances
- Calc Method:** Flat Amount
- Comments:** [Empty text box]
- Currency:**
  - Enter Amount In Contract Currency [ GBP ] & Allow Exchange For Following Currency
  - Enter Amount In Following Currency
- Amount:** 1874.76
- Currency:** GBP
- Print Receipt:**
- Buttons:** OK, Cancel
- Footer:** Electronic Signature NOT Required

1. On the **Payroll** tab of the selected crew account, click the **Cash Advance** button. You can also right-click on the item in the Pay Item List section.
2. Enter the comment in the **Comment** field.
3. At the Currency field, select the **Currency** option and the currency.
4. Enter the amount to advance in the **Amount** field.
5. Check the **Print Receipt** if a receipt is required. You can set this as the default in the parameter **Default Receipt Printing During Cash Advance**.
6. Click **OK** to post the cash advance.
7. To void the cash advance, use the **Void Pay Items** or right-click on the posting.

The cash advance amount is controlled by these two (2) settings:

- **Draw Up to Bal-To-Date** in Payroll Companies Maintenance is checked.
- When this field is checked, the maximum cash advance amount allowed is per value in Bal to Date of the Crew Details summary screen.

1. **Max Cash Advance** in Crew Contract.
2. If the Max Cash Advance is set up, the system always calculates the value based on the **% of Net Earning**, followed by the value in **At Not More Than** field. If the **% of Net Earning** has no value, then the value of the calculated percentage applies.

Below is an example of the calculation.

- Bal-To-Date: \$500
- Monthly: \$2700
- % of Net Earning: 50%
- At Not More Than: \$300

If **“Bal-To-Date”** is selected: The cash advance amount is \$250 ( $\$500 \times 50\%$ ).

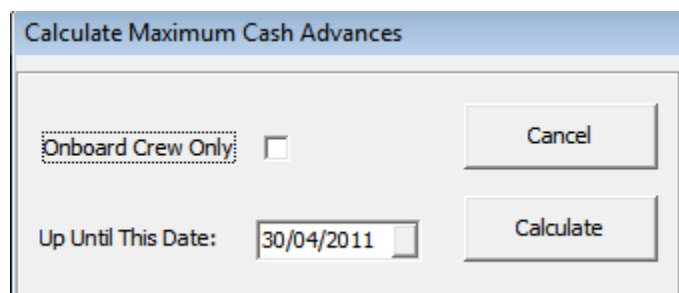
If **“Bal-To-Date”** is deselected: The cash advance amount is \$300 ( $\$2700 \times 50\% = \$1350$ ). Since the **At Not More Than** amount is \$300, the withdraw amount is limited to \$300 even though the calculated amount is more.

The **Calculate Advance** in the Payroll menu is a function that prepares a report, listing the available cash advances by crew member, using a special form to perform these calculations and placing the results in the Contract record for each crew member.

The options are:

- **Onboard Crew Only** is an option for companies that use 12 month contracts, and they only include crew currently onboard in the report.
- **Up Until This Date** calculates the available cash advance amounts up to the date specified. This process must be performed for each company.

**Figure 1-36 Calculate Maximum Cash Advances**



The screenshot shows a dialog box titled "Calculate Maximum Cash Advances". It contains a checkbox labeled "Onboard Crew Only" which is currently unchecked. Below this is a date input field labeled "Up Until This Date:" with the date "30/04/2011" entered. To the right of the checkbox is a "Cancel" button, and to the right of the date field is a "Calculate" button.

When you click the **Calculate** button, you generate and store the available cash amount in the database and in a report. In the following example, you have the CTR\_MAX\_ADVANCE\_CALC which calculates based on the Per Pay Period Pay code. The formula used is  $(base\ wage) / 30 (total\ days\ of\ current\ month) \times 20\ days$ .

## Update Total

The **Update Total** button updates all crew contracts that have calculation changes, such as a pay rate change or a currency rate change. Also, it can recreate the pay sheet if it is missing. This happens when a new pay period is activated but somehow the crew payroll only shows until the previous pay period. There are a few areas to process the Update Total.

- Update Total at Pay Period setup.
- Update Total upon system date change using the parameter **Update BTD Total Upon System Date Change** set as enabled.
- Update Total when generating the Payroll GL file when 'Update Total Prior' is configured as enabled.

 **Note:**

The Update total is only available when there is unpaid payroll in the Open/Active pay period.

1. Access the Pay Period Maintenance form from the **Payroll menu, Pay Periods**.
2. Select the pay period with **Open** or **Active** status and then click **Update Total**.
3. The system prompts a notification for the number of unpaid payrolls to update. Click **Yes** to proceed or **No** to return to the previous screen.
4. Once the update progress total is done, an error log screen prompts if a crew pay is missing or requires a setting.

## Payout Process

The Payout process pays wages to crew members on every pay period. Crew members who have an open payroll from a prior pay period cannot receive their payout for the current pay period. Instead you must pay out the prior payroll before proceeding to pay the current pay period.

Once the payout is performed, no adjustments can be made for that period.

Figure 1-37 Payout Process

**Payout**

Payout Items

Pay Period: (O) PAYROLL NOV 2010 - 01/11/2010

Crew Member: TESTER [REDACTED]

Total Onboard Acc: 0 USD

CP-Payout-CLOSING PAY	120.00	USD
Pay Onboard Account:	0.00	USD

Roll Over  
 Print Pay Sheet  
 Print Invoice

OK  
Cancel  
Clear Signature  
Statements >>

---

**Electronic Signature NOT Required For CLOSING PAY**



Figure 1-38 Payout Form

**Summary (NOTIF)**

Crew Id: [redacted]      Onbrd Acct: 0.00      Bal Per End: 0.00      **Bal To Date: 0.00**  
 Adds: 992.00      Deds/Paids: 992.00      Accrued: 0.00      Net Pay: 0.00

General    Contract    **Payroll**    Dependent

**Payroll**      Benefits

Period: (A) SEPTEMBER 2014 - 9/1/2014    Print Pay Sheet    **Paid Out**

Calculated Pay Items			
Pay Code	Calculated By	Pay Rate	Units
BW-BASE WAGE	Per Pay Period	6.67	30

Pay Items List      Show Balance-To-Date

T	Description	Adds	Deducts
A	BW BASE WAGE		0.00
A	AW EARNING TRANSFER		0.00
A	ATD Air Travel Deduction		3.00
M	OA ONBOARD ACCOUNT SETI		24.00
A	VPPER Vacation Pay R30		0.00
B	DR DRAW		0.00
P	DR DRAW		966.00
F	DR DRAW		-1.00
		<b>USD</b>	<b>992.00</b>
			<b>992.00</b>

Item

BASE WAGE: 200.00  
 Pay Rate: 6.67  
 Pay Units: 30.00  
 Record Type: Automatic

Audit

Modified: 9/1/2014 8:36:06 PM  
 User: A  
 Original: 200.00  
 Contract

**Paying out to Individual Crew**

1. Select the crew member from the **Crew Edit Details** screen and navigate to the **Payroll** tab.
2. Select the pay period and click **Pay Payroll**.
3. On the Payout form, use the default payout pay code or select another from the drop-down list.
4. Change the folio amount if necessary.

 **Note:**

The folio payments made at payout are based on the **Deduct Folio** setting in the crew contract setup, payroll companies' setup, and the parameter setup. If the folio amount is changed, the net payout recalculates.

5. Check the **Roll Over** option only if you need to accrue payout to next pay period.

 **Note:**

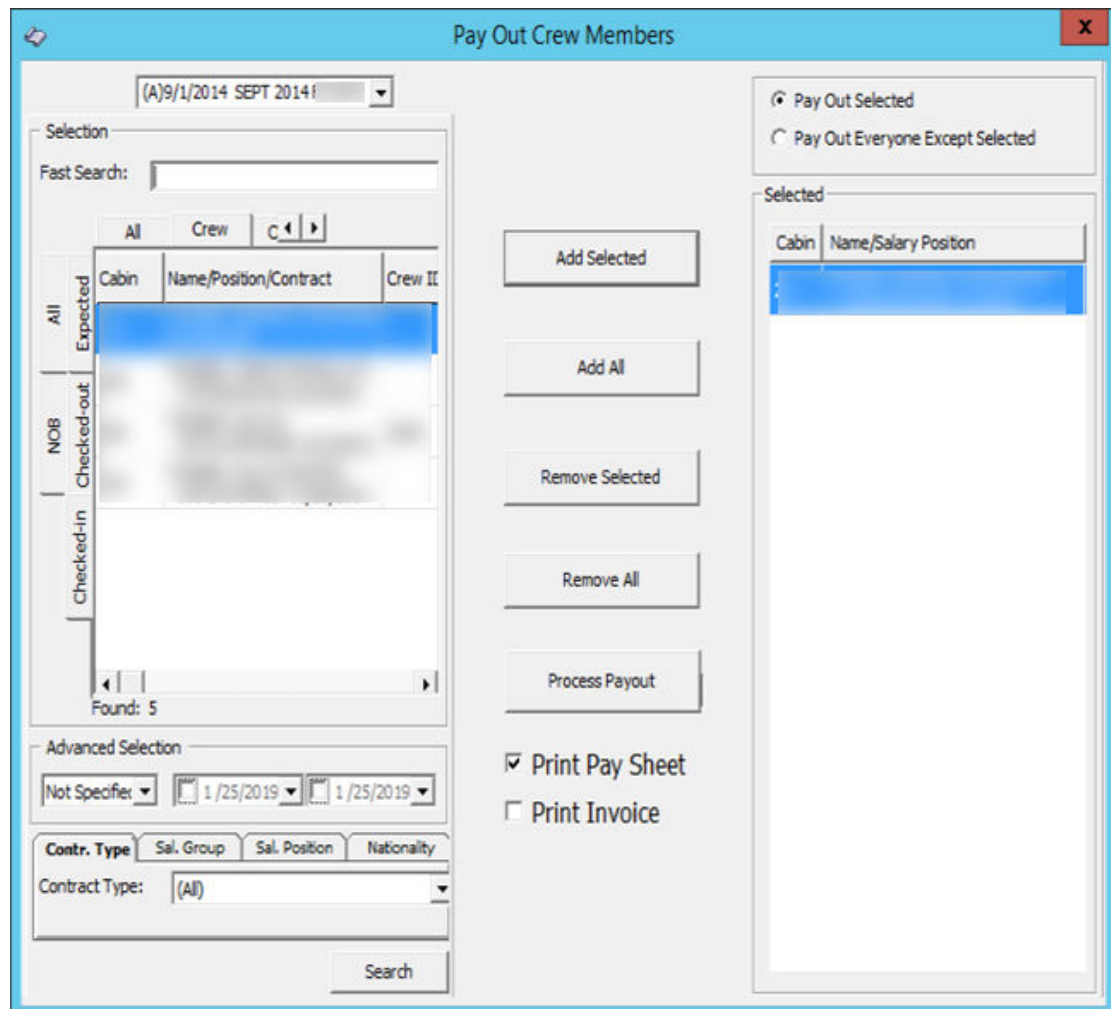
The **Roll Over** option is enabled when the payout pay code is set to *Accrued* and the contract has not ended. This moves the pay period to next and no additional transactions can be made against the crew member account within that period.

6. Check the **Print Pay Sheet** option if required. If printing is required for all, you may default the check box by enabling the parameter **Default Pay Sheet Printing During Payout**.
7. Check the **Print Invoice** option if required.
8. Click **OK** to proceed with payout.

**Paying Multiple Crew Members**

Other than performing a payout to an individual, you can also perform a bulk payout.

**Figure 1-39 Pay Out Multiple Crew Members**



1. On the **Payroll** menu, select **Payout**.
2. On the **Pay Out Crew members** screen, select the **pay period** and the crew members. Click **Add Selected** to move the selection to the right pane. To exclude the selected crew select the name(s) from the grid and click **Remove Selected** or **Remove All**.
3. Select the correct payout option.
4. Check the **Print Pay Sheet /Print Invoice** option if required.
5. Click the **Process Payout** button when ready, and click the **Yes** button at the confirmation prompt.
6. A payout progress box will appear with the **Stop Payout** option, allowing you to terminate the process for the remaining crew members.
7. The pay sheet and invoices are printed once the payout is processed for each crew member.

### **Reversing a Pay Out**

A Pay Out can only be reversed for the following cases:

- Pay Period status is **Open/Active**.
- No Pay Out after the transaction you wish to reverse is reversed.

Figure 1-40 Un-Pay Payroll Option

**Summary (NOTIF)**

Crew Id: [redacted] Onbrd Acct: 0.00 Bal Per End: 0.00 **Bal To Date: 0.00**  
 Adds: 992.00 Deds/Paids: 992.00 Accrued: 0.00 Net Pay: 0.00

General Contract **Payroll** Dependent

**Payroll** Benefits

Period: (A) SEPTEMBER 2014 - 9/1/2014 Print Pay Sheet **Paid Out**

Calculated Pay Items			
Pay Code	Calculated By	Pay Rate	Units
BW-BASE WAGE	Per Pay Period	6.67	30

Pay Items List Show Balance-To-Date

T	Description	Adds	Deducts
A	BW BASE WAGE		0.00
A	AW EARNING TRANSFER		0.00
A	ATD Air Travel Deduction		3.00
M	OA ONBOARD ACCOUNT SETT		24.00
A	VPPER Vacation Pay R30		0.00
B	DR DRAW		0.00
P	DR DRAW		966.00
F	DR DRAW		-1.00
		<b>USD</b>	<b>992.00</b>
			<b>992.00</b>

Item

BASE WAGE: 200.00  
 Pay Rate: 6.67  
 Pay Units: 30.00  
 Record Type: Automatic

Audit

Modified: 9/1/2014 8:36:06 PM  
 User: A  
 Original: 200.00  
 Contract

1. Navigate to the **Payroll** tab of the selected crew member.
2. Right-click the **Paid Out** caption of the Payroll tab or on the Pay Items List select **Un-Pay Payroll** from the option list.
3. At the confirmation prompt, click **Yes** to proceed. This only reverses the pay out and all accrued amounts and does not reverse the folio payment.

In order to pay the rounded-up payout amount, enable the following settings in the Payroll Companies setup screen:

- Round Payout
- Round Final Pay code

This will accrue the remaining pennies to the next pay period and will pay them on the final pay using a separate pay code defined in the **Round Final Pay code**. The following table is an example of the rounded payout.

**Table 1-12 Payout Rounding**

Without Rounding	Rounding	Rounded Amount	Pennies Amount accrued
\$1341.65	0	\$1341.65	-
\$1341.65	2	\$1342	-\$0.35
\$1341.65	5	\$1345	-\$3.35
\$1341.65	10	\$1350	-\$8.35
\$1341.65	-10	\$1340	\$1.65
\$1341.65	-5	\$1340	\$1.65
\$1341.65	-1	\$1341	\$0.65



**Note:**

If the contract currency is different from the onboard currency, the rounding refers to the **Minimum Denomination** in the Currency Exchange Rate setup.

Rounding is not applicable to multiple pay codes. The multiple payout does not use the Minimum Denomination from the Currency Exchange Rate but uses the default rounding instead.

## Mark Paid

Reports are produced to aid the calculation of the payroll cash request. The report is generated based on any payments pending in the system. The Payments pending consists of any form of pay outs performed using the multiple crew member payout form or cash advances that were entered in the Quick Posting form. The pay outs and cash advances entered using the Crew Details forms are assumed to have been paid immediately, without the use of a cash request.

This is to ensure that the cash request includes the correct payments.

**Figure 1-41 Mark Pay Outs and Cash Advance as Paid**

1. After performing the cash advance in Quick Posting or when multiple crew member payouts are processed, select **Mark Paid** on the Payroll menu.

2. Select the corresponding **pay code** from the drop-down menu to list all of the pending payments.
3. Double-click on each crew member's account to mark the payment as paid or click the **Check All** button to mark all payments, then click **Mark As Paid** to update. This places an 'X' in the transaction.

# 2

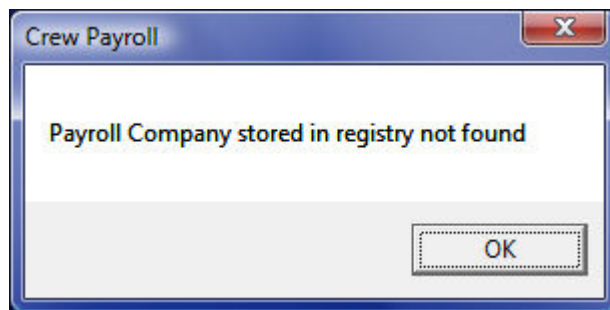
## Payroll Company Setup Default System Code

A payroll company is used to separate the multiple payrolls that have different processing cycles or different payroll currencies.

Before you begin using the Payroll module, you must define a default system code in the parameter group, **Payroll, Default Payout** and set up a Payroll Company. Without this code and a payroll company, you cannot continue using the system and will receive a warning prompt at the first launch of the application.

At the first run of the payroll system, the payroll company will be stored in the registry. If you change to a different payroll company, the message below appears. Click **OK** to store the company record in the registry.

**Figure 2-1 Registry Not Found**



### Setting up a Default System Pay code

See the [Pay code Maintenance](#) chapter for information on how to set up required codes.

### Setting up New Payroll Company

You can set up as many payroll companies as required.

**Figure 2-2 Payroll Company Maintenance**

**Table 2-1 Field Description of Payroll Company**

Field	Description
Company Code	A short code name for the company that will appear in the status bar.
Company Name	The full name for this company.
Pay Cycle	The frequency of the payroll. The pay cycles currently supported by the system includes: <ul style="list-style-type: none"> <li>• 115 – First and Fifteenth: A payout is processed on the first and fifteenth of each month (F).</li> <li>• M30 – 30 Day Month: A payout is processed at the end of each month, but all months are processed as if they have 30 days in them.</li> <li>• BWK – Bi-Weekly: A payout occurs every two (2) weeks (14 days).</li> <li>• MTH - Calendar Month A payout occurs at the end of each month, but each month has the normal number of days.</li> <li>• WEK – Weekly A payout is processed every seven (7) days.</li> </ul>



**Table 2-1 (Cont.) Field Description of Payroll Company**

Field	Description
Cash Advance Pay code	The pay code used for recording crew member cash advances.
Onboard Account Pay code	The pay code used for recording payments against a crew member's onboard account or folio.
Onboard Account Dept	The SPMS department number used when posting onboard account payoffs and for balancing between the Payroll module and the SPMS.
Currency	The currency used for this company. The value must be in the TYP_CUR view. A currency department must exist for that currency in the SPMS DEP table.
Daily Currency Exchange Rate	Works with the daily Currency Exchange Rate. If deselected, this uses the normal currency setup in table CUR.
Deduct Folio	Works with the parameter ' <b>Folio Posting = Y</b> '. If the option is selected, the ' <b>Include Onboard Expenses</b> ' check box in the crew contract is selected by default.
Round Payout	Pays whole units of payout amounts to crew at end of pay period. <b>Note:</b> Decimal adjustment refers to the <b>Rounding</b> setting.
Draw Up to Bal-To-Date	If the field is selected, the crew member can only withdraw up to <b>Bal To Date Amount</b> of the current pay period. If deselected, the crew member can withdraw up to balance of the monthly amount. <b>Note:</b> This is also known as Mid-Month Cash Advance
Allow Add Crew	If this field is selected, you can add the crew members tag with "Other" through the payroll system. If deselected only the crew members set up through the SPMS Crew module is allowed.
Invoice Payment Receiving	Used for folio payment transfer from OHC Crew pay invoice into payroll system.
Round Final Pay Code	Works with the <b>Round Payout</b> option. The Pay code holds the fractional units at end of the contract. <b>Note:</b> To disable rounding on final payout, select ' <b>Not Specified</b> ' and uncheck the <b>Round Payout</b> option.
Lose Longevity After Idle	Option to forfeit crew member longevity bonus after crew contract has been idle x months. Program checks this setting when creating a second (or next) contract for the crew member.
Compensation Guarantee	Uses the Pay code COH_COMP_SO_FAR field name to calculate
Rounding	Decimal adjustment. The value indicates that the minimum denomination that the cruise has. Use +/- to round up /down the amount. Entering value '0' disables the rounding function. For example: Value 5 means the smallest onboard currency is \$5 and amount is rounded to the next \$5. <b>Note:</b> If contract currency is different with onboard currency, the rounding refers to <b>Minimum Denomination</b> in the <b>Currency Exchange Rate</b> setup.
Begin Payroll on Check-In	If enabled, the Payroll record will be insert only to crew members who have a checked-in status except the contract is Not in-on-board status (CTR_NOB = 1) or crew member has an existing assignment.

**Table 2-1 (Cont.) Field Description of Payroll Company**

<b>Field</b>	<b>Description</b>
Allow Mid. Contract NOB:	If enabled, the crew contract will not appear in the Payroll Notification prompt, and inherits the new crew contract instead (CTR_MID_CNTR_NOB).

1. On the **Maintenance** menu, select the Payroll Companies.
2. On the Payroll Company Maintenance form, right-click and select **Add**.
3. Complete the company setup form and click **Apply** to save and keep the form open or click **OK** to save and close the form.
4. Once the company is setup, you can select the company from the selection. You can only update or adjust crew members whose contract is within the selected pay company.

# 3

## Cashless Payroll – Ocean Pay

In SPMS, the Cashless Payroll Transfer feature allows the crew to enroll in certain payroll deductions to be paid to a Visa, Master Card or debit card, and the card is directly printed onboard.

### OceanPay Format

In order to use the Cashless Payroll feature, you must enable the parameters under the Payroll Group.

**Table 3-1 Ocean Pay Parameters**

PAR Name	PAR Value	Description
Cashless Payroll Option	0	0 = Ocean Pay 1 = Salary@Sea
OceanPay File Output Folder	\\[shared network folder]\transfer	Folder path to save the output file when generating card order for cashless payroll. You may need to specify the folder in a network path for security purposes.
OceanPay MT Prefix Nbr	54	Defaults prefix number for MT Card. Populated in Cashless Payroll setup
OceanPay VISA Prefix Nbr	45	Defaults prefix number for VISA Card. Populated in Cashless Payroll setup
Pay codes For OceanPay Top-Up Transactions		Value of SED_NO. Pay code for payroll deduction pay codes that will be transferred into the payments file when transactions are posted. Stores multiple SED_NO with Comma Delimited (,).
Stock Code For OceanPay MT		Default Stock Code for MT Card. Populate in Cashless Payroll setup.

### Configuring Ocean Pay Standard Parameter

On the General tab of the Standard Parameter Configuration, enter the information in all the mandatory fields.

Before you begin using the Cashless Payroll option, you must set up the basic configuration in the Cashless Payroll menu.

**Figure 3-1 Cashless Payroll Standard Parameter Configuration**

**Table 3-2 Cashless Payroll Parameter Field Definition**

Field	Definition
<b>General Detail</b>	
VISA Prefix Nbr	Prefix number for VISA card. Default value is specified in parameter “OceanPay VISA Prefix Nbr.”.
MT Prefix Nbr	Prefix number for Master card. Default value is specified in parameter “OceanPay MT Prefix Nbr.”.
MT Stock Code	Card stock code for Master card. Default value is specified in parameter “Stock Code For OceanPay MT.”.
<b>Bulk Shipping Info</b>	
Institution ID	Institution Identification ID.
Shipping Service ID	Shipping Service ID. <ul style="list-style-type: none"> <li>• 00 – No used</li> <li>• 01 – First Overnight</li> <li>• 02 – Priority Overnight</li> <li>• 03 – Standard Overnight</li> <li>• 04 – Two Days</li> <li>• 05 – Express Saver</li> </ul>
Contact Name	Contact name.
Company Name	Company name.

**Table 3-2 (Cont.) Cashless Payroll Parameter Field Definition**

Field	Definition
Address	Street address.
City	Address city.
State	Address state.
ZIP	Address zip code.
Phone	Contact phone.
Customer Number	Customer ID.
Org.ID Number	Organization ID number.
Division ID Number	Division ID number.
<b>Payment Transaction Company Info</b>	
Company Name	Company name.
Discretionary Data	Company Discretionary Data.
Co. Iden (IRS)	Company Identification. IRS Employer Identification number.
Co. Iden (Provider)	Company ID as specified by provider.
ABA Nbr	ABA number.
<b>System Parameter</b>	
File Output Folder	Output file location when generating GL file. Default location is specified in parameter " <b>OceanPay File Output Folder</b> ". The directory for storing the file needs to be under a network path for security purposes

## PGP Encryption

See the *OHC Tools User Guide* on the PGP Encryption process in the [Oracle Help Center](#).

## Deleting Card Ordering File

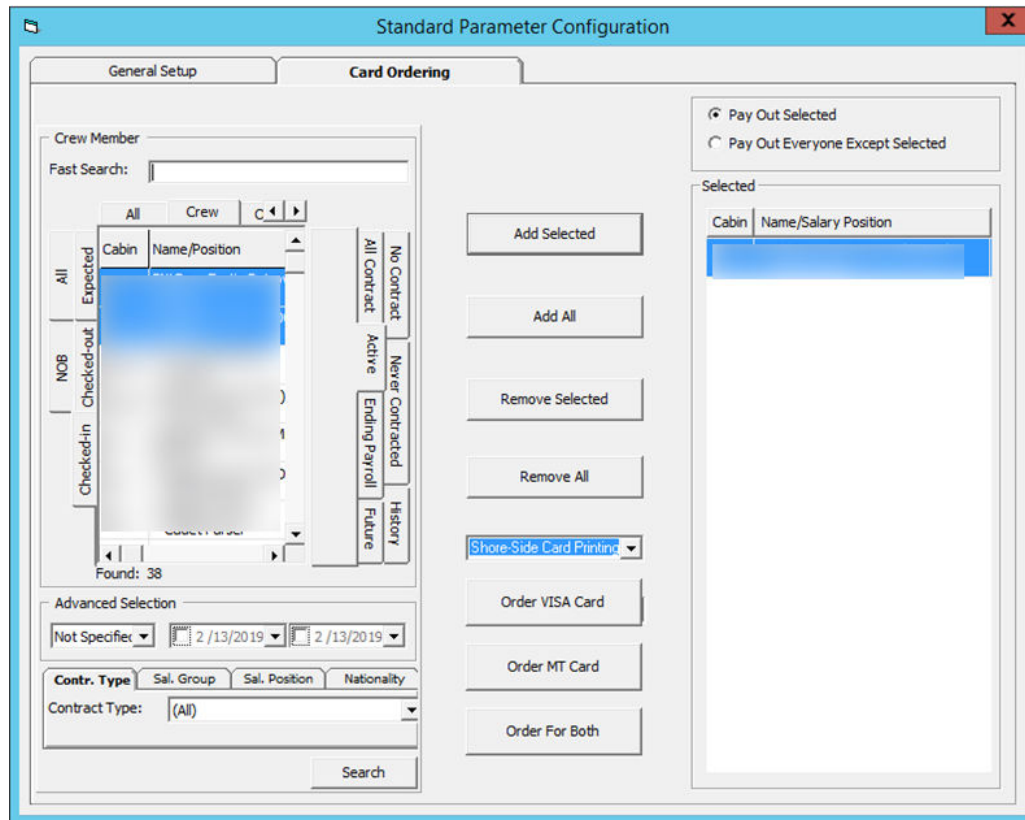
In order to protect the data from being comprised, the **Delete Card Ordering File** button is used to remove the unused, expired requests or files sent to PGP. For the delete function to work, this would require the **SDelete** component to be installed.

1. Unzip the **SDelete.zip** into the same directory of Oracle Hospitality Cruise program folder.
2. Click the **Delete Card Ordering File** button at the **General** tab.
3. Click the **Open File** button to browse for the file.
4. Click **Delete** to completely remove the data file.

## Card Ordering

The Card Ordering tab enables you to create a card request file for submission to the bank. The screen shows all the crew members onboard and you can either select by embarkation or debarkation date.

Figure 3-2 Card Ordering Selection



To place the card order for the crew member,

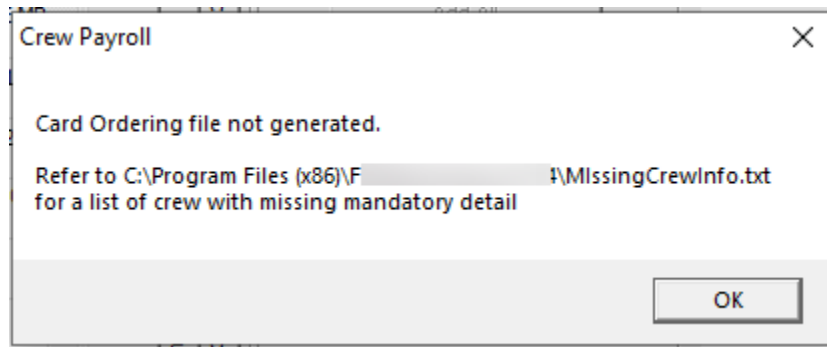
1. Select the crew member from the grid.
2. Click **Add Selected** or **Add All**. You can also deselect them from the grid on the left and then click **Remove Selected** or **Remove All**.
3. Select the card type to print. You can choose to print the debit card onboard or at shoreside using the system provided by Ocean Pay.
4. Click the **Order XXXX** button to place the order.
5. If the crew has ordered a card or the card is not due to expire, the system prompts if you wish to continue to move the name to the selected column. Select the corresponding option.
6. The system creates three separate files containing the same information:
  - **Order Visa Card:** This uses the specific VISA prefix file format.
  - **Order MT Card:** This uses the specific MT Card Prefix file format.

 **Note:**

You are not allowed to generate the card ordering file without first specifying the encryption key.

The program validates all the required information written to the file of each crew member. The mandatory fields are: Address, Street, City, State, Country and Zip code. An exception log file is created in the Oracle Hospitality Cruise folder for records that do not have the mandatory information.

**Figure 3-3 Card Ordering File Not Generated**



The following process takes place when the Card Ordering file is generated:

- It saves the generated PGP Encrypted file into the network path specified and uses the following naming convention "ship name" + "MMDDYYYY" + "\_" + "unique number". For example: *Demo12082009\_180237.pgp*
- Older files are automatically moved into the History folder for audit purposes. The files can be deleted using the **Delete Card Ordering File**.
- The program does not allow a crew member to place the card ordering twice. The card ordering will not add the request into the card request file.
- All generated records are stored in the CPT table.

Below is an example of an encrypted output file.

Figure 3-4 Encrypted Output File

```

-----BEGIN PGP MESSAGE-----
Version: EldoS PGPBlackbox (ActiveX edition)

wYwDTbyGVape4UUBBACUyuwjzZqXPHfwrfe5f1xm8gV81FZQKxpEtjfZ1/TROtgL
LVXvIFNluZA0avK5jflHLK29W1G1qKCkFOgky2wLQ0X5aNsuQudYn2k0GAert1Jt
GAYNoXTstRzV1Nafk35CHy2ubtDVWOQZb7xRdKsFYsKJSz79qVDoYBk8dZY3KMGM
Axj5v0rttgrkAQQAkswM1wnANiDDe0pHawd1tJZ8tMmDPPORm23ctd51ppmgNG6h
vvvRVN7USMq1h1V+X7EYRFIFrSsRHMEyOleiWcnkvJcfaKgH4VgctgUQsyGbU/f4
Z/xNVEa2T/Z+MCAwMrXmuf3vLfx105ofjEbKNBM1shtzCZRYHr29i99kPHPJ7Qc7
5f3tb0F5c9Uj951ijYLXTOF3pBiCXPvxUn8vfrVuKUD2N9ogmLgkzVR7APdJ09Fk
hR185ogVT1edwmUoiAwpDaZKI5gqDHOHDh6HtH7cfmI4n9Ay49eV8YiOW9aonDVp
xIfFHFb4N0ocvItFMJ688xdtTYCJ6a/EohtiFi0r27x9akNUSdGWKIdEeYJxzD38
MorJlfgcvfDouj3beUrs8tSO9dXidcFSr8vZ3qoYqFmjUg+bNBKkZKAXqubjEgwB
+O+MuYwVdlt3ErIi7BZACqctHYypRsX+kfItzh6nEFpvGCG6LhWxLcdeCDO4Wki
JD7TdJOqER/oGpB5jSmIZlZ8mADkHZxcBTxx575kuZgscuHHbFc1KrtKcZOBjORE
Z7twIuvbXY+Clzu3Gs99lby/A9K/aDBdudsunZzRkPs+11MBK7n11Ty91V3/4Q8d
dNrwYNQJHLw+9dUaJ/C7vuYmhSgX6iTOL+3buf6zsJETTelo7cBeIZDg+XqAW3AZ
SJE7kMP9A6K6erAXbIM0YeNKNVsMUmZEXsRX8A32pj7mHspJeUb33aV3FHMaAP6k
rvLGgT7903d37KGH/dfWilevG5Jf7Q0ClVWiiYrcdobhlZnKZ9+WT rurBHPx4C+5
NOrz9oxbbVA01uaylaktNDtNYhYK8aLaHofbit94nm5ktiVh3K+AsPNtgQOH0BsI
NsbG9SU2qSoNpvamWHRNbjrhliLfiDqPpH04vW5DLjiP7ZOJvT25NiFTbRBV0QJt
gtEuOKCCzPdhbpNVHz66GfPUVQL14X1ORkkOZBm0C7RsApdDwrqZ2YDm/v12Mf1Z

```

## Salary at Sea Format

The Salary@Sea format is another cashless payroll functionality. To use this function, you must set up the following in the **Administration** and **Payroll** module:

- Pay code Type.
- Pay code.
- Cashless Payroll Standard Parameter Configuration.
- Database Parameter listed in below table.

In the Pay code setup, ensure these are configured:

- Pay code Type setup:
  - Pay code Type ID: PC.
  - Pay code Type description: Cashless Payroll.
  - Enabled: Checked.
- Pay code Setup:
  - Pay code ID: 0150.
  - Sort order: 150.
  - Pay code description : Salary@Sea.
  - Pay code type : PC Cashless Payroll.
  - Status : Active.
  - Calc Method : P-FLAT Flat Amount.



- Apply Order : 150.

See [Setting up Payroll Codes](#) on how to configure a pay code.

**Table 3-3 Salary@Sea Parameters**

PAR Name	PAR Value	Description
Salary@Sea File Output Folder	<network path>	For security purposes, the path defined must be a network path.
Cashless Payroll Option	0	0 = Ocean Pay 1 = Salary@Sea
Cashless Payroll Pay code Type		Pre-configured Pay code Type in Payroll module.

## Configuring Salary at Sea Standard Parameter

In the Cashless Payroll menu, General tab, enter the value per the table below:

**Figure 3-5 Cashless Payroll - Salary @Sea**

**Table 3-4 Salary@Sea Field Definition**

Setup	Value	Remarks
Partner ID	0043	Default value will be set to 0043.
Program ID	4322	Default value will be set to 4322.
Batch Promotion ID	000000xx	xx = refer to ship id.
File Name Reference	Citibank	Default value will be set to Citibank.

## Generating a File

Once you have all the parameters in place, you can then generate the file from the Cashless Payroll menu, Transfer File Creation function.

1. Open the Cashless Payroll menu and navigate to the **Transfer File Creation** tab.
2. Select the **Pay Period** from the drop-down list.
3. You can receive multiple confirmation prompts depending on the records that are being processed. Read through each pop-up message and then click **OK** to continue.
4. Once the file is generated, the PAY\_ID appears with Salary@Sea Pay code in the pay item list, as shown in the diagram below.

**Figure 3-6 Pay ID in Pay Items List**

Pay Items List		Show Balance-To-Date	
T	Description	Adds	Deducts
A	001 Basic Wages	1,500.00	0.00
P	0150 Salary@Sea (577161)	0.00	1,500.00

Below, there are sample transfer files for single, multiple and voided Salary@Sea transactions.

**Figure 3-7 Single Salary@Sea Transaction**

```

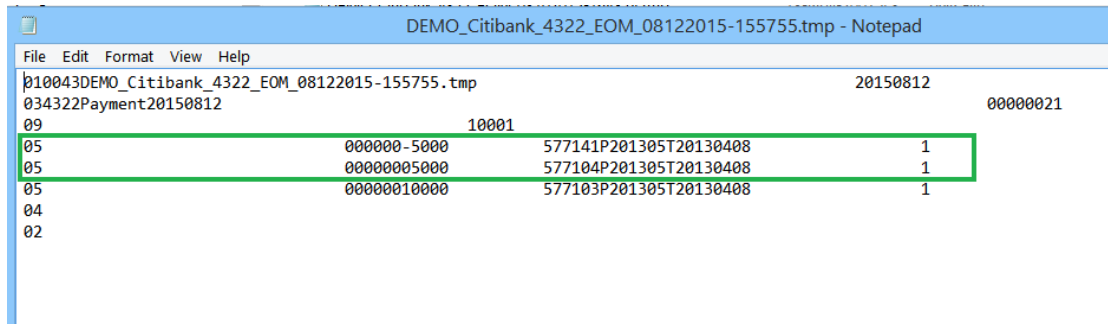
DEMO_Citibank_4322_EOM_08122015-155755.tmp - Notepad
File Edit Format View Help
010043DEMO_Citibank_4322_EOM_08122015-155755.tmp                20150812
034322Payment20150812                                         00000021
09                    10001
05                    00000010000      577103P201305T20130408
04
02
  
```

**Figure 3-8 Multiple Salary@Sea Transactions**

```

DEMO_Citibank_4322_EOM_08122015-155256.tmp - Notepad
File Edit Format View Help
010043DEMO_Citibank_4322_EOM_08122015-155256.tmp                20150812
034322Payment20150812                                         00000021
09                    10001
05                    00000005000      577104P201305T20130408      1
05                    00000010000      577103P201305T20130408      1
09                    10002
05                    00001500000      577122P201305T20130408      1
04
02
  
```

**Figure 3-9 Voided Salary@Sea Transaction**



## File Transfer Specification

The file name generated by Salary@Sea in a 'tmp' file format is saved in the following format;  
<ShipName>\_<FileNameReference>\_<ProgramID>\_EOM\_MMDDYYYY-HHMMSS.tmp

### Transfer File layout

Each of the transfer file types has a specific header and layout format, as described in the following tables.

**Table 3-5 Header Code/ ReportType**

Header code/ report type	Description
01	File Header Record
03	Batch Header Record
09	Request Record
05	Add Funds Action
04	Batch Footer Record
02	File Footer Record

**Figure 3-10 Sample Transfer File**

```

010043DEMO_Citibank_4322_EOM_08122015-101642.tmp
20150812
034322Payment20150812
00000021
09
09
05          00000005000          10001          577104P201305T20130408          1
1
05          00000010000          577103P201305T20130408          1
1
09
05          00001500000          10002          577122P201305T20130408          1
1
    
```

**Table 3-6 Layout Specification — Header code/ report type: 01**

Field Name	Position	Length	Type	Comment	SPMS Mapping
Record Type	1 – 2	2	Numeric	“01”	Hardcode to 01.
Partner ID	3 – 6	4	Numeric	“0043”	Refer to Partner ID configured/ specified in Payroll, Cashless Setup.
File Name	7 – 56	50	Character	Unique name for each transfer file	<ShipName>_<FileNameReference>_<ProgramID>_EOM_MMDDYYYY-HHMMSS.tmp
Pass through	57 – 88	57	Character	Client can use this field in whatever manner they choose. It will be passed backed in the reply file.	Remain empty for now since response files are out of scope at this point.
Creation date	89 – 96	8	Date	Date the file was created	Date format: YYYYMMDD.

**Table 3-7 Layout Specification — Header code/ report type: 03**

Field Name	Position	Length	Type	Comment	SPMS Mapping
Record Type	1 – 2	2	Numeric	“03”	Hardcode to 03.
Program ID	3 – 6	4	Numeric	“4322”	Refer to Program ID configured/ specified in Payroll > Cashless Setup.
Batch description	7 – 70	64	Character	Payment memo will appear on recipient’s statement	Format: PaymentYYYYMMDD YYYYMMDD is computer date.
Pass through	71 – 102	32	Character	<Blank>	Remain empty.
Batch promotion ID	103 – 110	8	Numeric	‘00000021’	Refer to Promotion ID configured/ specified in Payroll, Cashless Setup.
Settlement Date	111 – 118	8	Date	<Blank>	Remain empty as required.

**Table 3-8 Layout Specification — Header code/ report type: 09**

Field Name	Position	Length	Type	Comment	SPMS Mapping
Record Type	1 – 2	2	Numeric	“09”	Hardcode to 09.
Partner user id	3 – 52	50	Character	Unique account identifier (Crew ID)	Refer to crew’s external ID (UXP_C_EXTERN ALID).
Pass through	53 – 84	32	Character		Remain empty.

**Table 3-9 Layout Specification — Header code/ report type: 05**

Field Name	Position	Length	Type	Comment	SPMS Mapping
Record Type	1 – 2	2	Numeric	“05”	Hardcode to 05.
Pass Through	3 – 34	32	Character		Remain empty.
Amount	35 – 44	10	Currency	Amount \$35.57 is display as ‘3557’	PAY_AMOUNT
Taxable Flag	45 – 45	1	Numeric	‘0’	Hardcode to 0.
Notification Indicator	46 - 55	10	Numeric	<BLANK>	Remain empty.
Partner payment id	56 – 95	40	Character	Prevent payment duplication <PayID>P<PayPeriod>T<SignonDate> <PayID>P<PayPeriod>T<SignonDate>	<PayID>P<PayPeriod>T<SignonDate> <Pay_ID>P<SPP_NAME>T<RES_EMB_A> For example, 577104P201305T20130408.
Direct/Claim Flag	96 – 96	1	Numeric	1 – standard payroll 0 – off cycle payroll	Hardcode to 1.
Imported record ID	97 – 104	8	Character	<BLANK>	Remain empty.

**Table 3-10 Layout specification — Header code/ report type: 04**

Field Name	Position	Length	Type	Comment	SPMS Mapping
Record Type	1 – 2	2	Numeric	“04”	Hardcode to 04.

**Table 3-11 Layout specification — Header code/ report type: 02**

Field Name	Position	Length	Type	Comment	SPMS Mapping
Record Type	1 – 2	2	Numeric	“02”	Hardcode to 02.

## Event Log

The system logs all transfer files created into the Log table with LOG\_KEY as “*Sal/Sea*” and LOG\_NOTES with “*Start writing...*” and “*Finish writing ...*”

# 4

## Payroll Benefit Administration

In addition to the generic payroll, the Payroll Benefit feature allows you to manage the Nordben Pension Plan (410K) and the British United Provident Association (BUPA) Medical Plan. The setup of the pay codes is relatively similar to the generic Payroll module, with additional requirements and this is described in the following sections.

To use this feature, you must:

- Configure the calculation Pay codes for contributions/deductions for both the employee and employer.
- Ensure you associate the correct Code Type and Calculation Method to the pay codes.

### Configuring Benefits Codes

#### Pay Deductions

A pay deduction code is required for crew contributions to a pension or medical plan under the Pay Deductions code, and this pay code will reflect on the crew pay sheet.

The new pay deduction codes are added as a sub-code of a Pay Deductions – **Miscellaneous** code type. For the setup of the pay codes, see chapter [Creating a Code Type](#).

When creating the pay codes, you *must* ensure the following is correctly set up in each of the categories:

#### **Setting up Crew Contribution Deductions - Miscellaneous and Medical Plan**

Figure 4-1 Benefit Pay code Maintenance

- Unique Pay Code ID.
- Code Type = DM Miscellaneous.
- Pay Code Description. For example, Medical Plan or Crew Contribution Deduction.
- Sort Order. This can be the same as Pay Code ID.
- Calculation Method = D-PERC Percent of Gross (or another amount).
- Apply Order. This can be the same as Pay Code ID.
- Check the Do Not Post GL if you do not wish to show the pay code in the GL file.

**⚠ WARNING:**

Once the D-PERC Percent of Gross (or another amount) calculation method is selected, the **Specify Detail** check box becomes visible. You *must* select the Pension Plan or Medical Plan BUPA pay codes in [Benefit Contribution – Crew Pension Plan Contribution](#) in order to get the 100 percent offset value of the specified pay code.

## Offset Benefits Contributions - Miscellaneous

The Offset Crew Contribution or Offset Employer Contribution pay code is used to automatically balance the benefit postings during payroll paid outs at the end of the month. You may create more than one offset pay code and assign it to a different benefits contribution pay code.

The Offset Crew Contribution pay is added as a sub entry in **Benefit Contribution – Miscellaneous**.



## Setting up Offset Miscellaneous Contributions – Crew/Employer Contribution

Figure 4-2 Miscellaneous Contribution Pay Code Maintenance

The screenshot shows the 'Pay Code Maintenance' window with the following configuration:

- General Information:**
  - Pay Code: 8801
  - Code Type: BMS Miscellaneous
  - Sort Order: 8801
  - Status: Active
  - Description: Offset Crew Contribution
  - GL: (empty)
  - Comment: (empty)
  - Pay To: None
  - Report ID: (empty)
- Calculations:**
  - Calc Method: B-OFFS - Negative Percent Offset of
  - Calc Code: (empty)
  - Apply Order: 8801
  - Work Code: Not Specified
  - Accrual: No
  - Round:
  - Adjustments:
  - Not First:
  - Not Last:
  - Use Precise Daily Rate:
  - Warn If Amt: 0 % of (empty)
- Adjust Units Setup:**
  - On Adjust Units:
  - Pay Sheet Headings: (empty)

- Unique Pay Code ID.
- Code Type = BMS Miscellaneous.
- Pay Code Description. For example, Offset Crew Contribution Deduction or Offset Employer Contribution.
- Sort Order. This can be the same as Pay Code ID.
- Calculation Method = B-OFFS Negative Percent Offset of Another Amount.
- Apply Order. This can be the same as Pay Code ID.
- Check the Do Not Post GL if you do not wish to show the pay code in the GL file.

**⚠ WARNING:**

Once the **B-OFFS Negative Percent Offset of Another Amount** calculation method is selected, the **Specify Detail** check box becomes visible. You *must* select all the relevant Crew Contribution pay codes if those pay codes in [Payroll Benefit Administration](#) (Pension Plan, Crew Medical Plan Contribution, Employer Contribution, Death and Disability Contribution, Medical Plan (BUPA) ) are assigned to offset this pay code. This is to obtain a 100 percent offset value of the specified pay code.

## Crew Pension Plan Contribution

In order to differentiate the Pension Plan calculation method for the crew, you need to create two pay code types.

- Crew Contribution by Flat Amount
- Crew Contribution by Percentage

In each of the pay codes, you must ensure that the **Code Type, Compensate, Offset** and, **Calculation Method** are correctly associated as shown in diagrams below.

### Crew Contribution by Flat Amount

This pay code enables you to specify an amount for crew to contribute to their pension plan.

**Figure 4-3 Flat Amount Contribution**

The screenshot shows the 'Pay Code Maintenance' window with the following configuration details:

- General Information:**
  - Pay Code: 66660
  - Code Type: BCC Pension Plan Crew Contribution
  - Sort Order: 66660
  - Status: Active
  - Description: Crew Contribution-Flat Amount
  - GL: (empty)
  - Comment: (empty)
  - Pay To: None
  - Report ID: (empty)
- Calculations:**
  - Calc Method: B-FLAT - Flat Amount
  - Calc Code: (empty)
  - Apply Order: 66660
  - Work Code: Not Specified
  - Accrual: No
  - Round:  Round,  Not Last
  - Adjustments:  Adjustments,  Not First
  - Use Precise Daily Rate:  Use Precise Daily Rate
  - Warn If Amt: 0 % of (empty)
- Parent Total(s) / Serv Charge Pools:**
  - Specify Detail: (empty)
- Adjust Units Setup:**
  - On Adjust Units:  On Adjust Units
  - Pay Sheet Headings: (empty)

Additional settings in the 'General Information' section include checkboxes for 'Edit Not Allowed', 'Void Not Allowed', 'Do Not Post GL', 'Allow Currency Entry', and 'Sig. Capture Not Specified', along with a 'Draw Ready' checkbox.

- Unique Pay Code ID.
- Code Type = BCC Pension Plan Crew Contribution.
- Pay Code Description. For example, Crew Contribution Deduction (Flat Amount) or (% Amount).
- GL Code where the contribution deductions are credited.
- Sort Order. This can be the same as Pay Code ID.
- Compensate must be linked to the Crew Contribution Deductions.
- Offset code must be linked to the Offset Crew Contribution.
- Calculation Method = B-FLAT Flat Amount.

- Apply Order. This can be the same as Pay Code ID.
- Check the Do Not Post GL if you do not wish to show the pay code in GL file.

### Crew Contribution by Percent Amount

The pay code setup for contribution by percent amount is similar to the By Flat amount, except the following:

- The Calculation Method is B-PERC – Percent of another amount.
- You must select a base for the system to calculate from the **Parent Total** tab, **Specify Detail** check box.

**Figure 4-4 Pay Contribution by Percentage**

The screenshot shows the 'Pay Code Maintenance' window. On the left is a tree view with 'Benefits Contribution' expanded to show '66661 Crew Contribution % Amount'. The main area is divided into several sections:

- General Information:** Pay Code: 66661, Code Type: BCC Pension Plan Crew Contribution, Sort Order: 66661, Status: Active, Description: Crew Contribution % Amount.
- Compensate/Offset:**  Compensate: 770000-Crew Contribution Deduction,  Offset: 8801-Offset Crew Contribution.
- Calculations:** Calc Method: B-PERC - Percent of another Amount.
- Parent Total(s) / Serv Charge Pools:**  Specify Detail, with a list of options including BW-Wages, CS-CREW SHOW, DB-DIRTY WORK, FO-FIXED OVERTIME, GD-HOTEL SERVICE CHARGE, GF-BSC ACCT PAYABLE, and GH-BEVERAGE SERVICE CHARGE.

### Linking Contribution Pay Codes to Pay Deductions

Once the pay codes are set up, you must link them in the **Pay Deductions** codes.

Figure 4-5 Pay Code Maintenance form

1. Navigate back to the **Pay Deductions – Miscellaneous, Crew Contribution Deductions**.
2. Select the **Specify Detail** check box and select both **Contribution Codes**.
3. Click **Apply** to save.
4. If the Pension Plan Crew Contribution pay code is assigned to an offset pay code, navigate back to Benefit Contribution – Miscellaneous, Offset Crew Contribution.
5. Check if they are linked.

Figure 4-6 Offset Crew Contribution

The screenshot shows the 'Pay Code Maintenance' window for the code '9195 Offset Crew Contribution'. The window is divided into several sections:

- General Information:**
  - Pay Code: 9195
  - Sort Order: 9195
  - Description: Offset Crew Contribution
  - Code Type: BMS Miscellaneous
  - Status: Active
  - GL: (empty)
  - Comment: (empty)
  - Pay To: None
  - Report ID: (empty)
  - Options:  Edit Not Allowed,  Void Not Allowed,  Do Not Post GL,  Allow Currency Entry,  Draw Ready
- Calculations:**
  - Calc Method: B-OFFS - Negative Percent Offset of
  - Calc Code: (empty)
  - Apply Order: 9195
  - Work Code: Not Specified
  - Accrual: No
  - Options:  Round,  Adjustments,  Not First,  Not Last,  Use Precise Daily Rate
  - Warn If Amt: (empty) % of (empty)
- Parent Total(s) / Serv Charge Pools:**
  - Specify Detail
  - 9091-Crew Contribution (% Amount)
  - 9092-Employer C Contribution (%Amount)
  - 9093-Employer Contribution (TierLvl)
  - 9094-Employer D & D (Flat Amount)
  - 9095-Employer D & D (% Amount)
  - 9096-Crew Medical Plan-Hotel-Spouse
  - 9097-Crew Medical Plan-Deck-Spouse
- Adjust Units Setup:**
  - On Adjust Units
  - Pay Sheet Headings: (empty)

Buttons at the bottom: OK, Apply, Cancel.

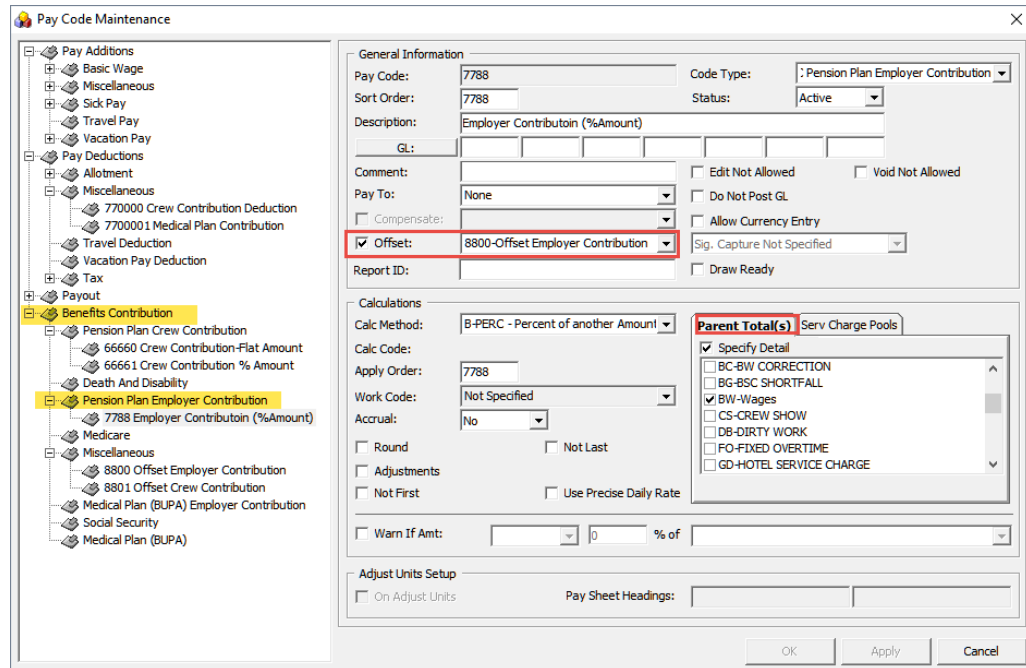
## Employer Pension Plan Contribution

Similar to the Crew Pension Plan, you must set up two contribution codes for an employer.

- Employer Contribution by Percentage
  - This pay code is used for employer contributions by percentage to the crew pension plan, based on the crew's applicable monthly earnings.
- Employer Contribution by Tier Level
  - This pay code is used for employer contribution based on the Tier Level calculation method (100 percent of the first 3 percent and 50 percent of the next 7 percent) based on the crew's contribution on applicable monthly earnings.

### Employer Contribution by Percentage

**Figure 4-7 Benefits Contribution for Pension Plan**



This pay code is added as a sub entry in **Pension Plan Employer Contribution** and must contain the following:

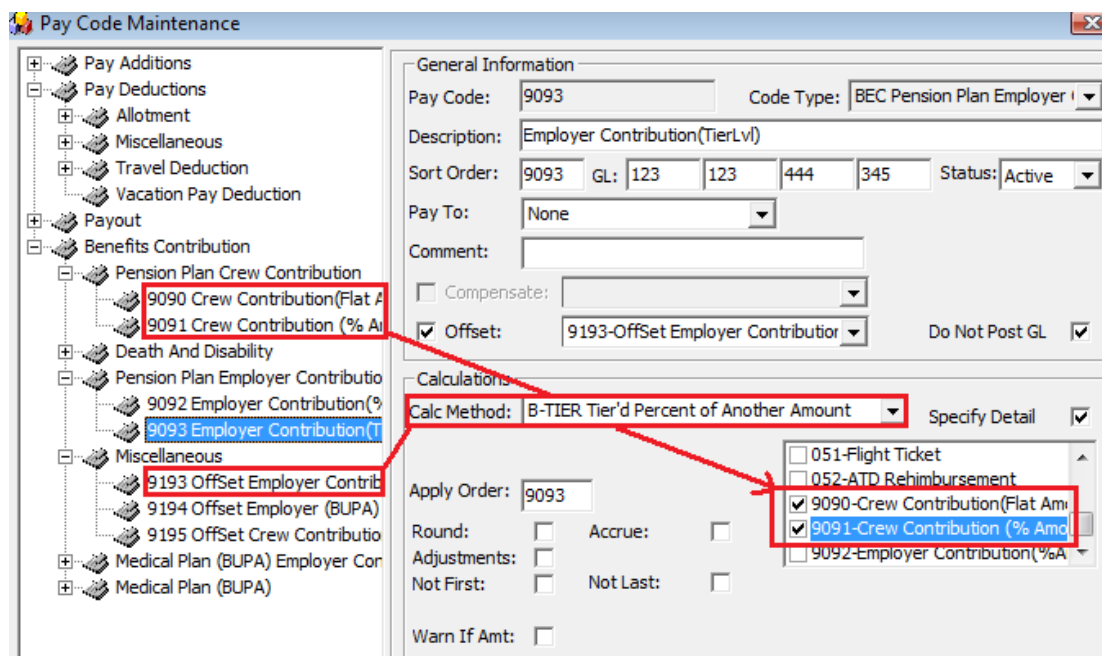
- Unique Pay Code ID.
- Code Type = BEC Pension Plan Employer Contribution.
- Pay Code Description. For example, Employer Contribution (%Amount).
- GL Code where the employer contribution expenses are credited.
- Sort Order. This can be the same as Pay Code ID.
- Select the Offset pay code if you choose to offset the employer contribution in the pay sheet. The offset pay code refers to Offset Employer Contribution. See [Offset Benefits Contribution - Miscellaneous](#).
- Check the **Do Not Post GL** if you do not wish to show the pay code in GL file.
- Apply Order. This can be the same as Pay Code ID.
- Calculation Method = B-PERC – Percent of another Amount.
- On the Specify Detail page, select the applicable monthly earning pay code. The percentage of Employer Contribution to compensate is based on the selected pay code such as basic wage. The system calculates the employer contribution amount against the crew’s monthly salary.

### Employer Contribution by Tier Level

The following contribution code is for an employer that contributes using the Tier Level calculation method (100 percent of the first 3 percent and 50 percent of the next 7 percent) of the crew’s contribution on applicable month earnings.

The Calculation Method is **B-TIER – Tiered Percent of another Amount**. Select the **Offset** pay code if you choose to offset the employer contribution in the pay sheet.

**Figure 4-8 Employer Contribution by Tier Level**



### Death and Disability Contributions

Apart from the Pension Plan, you can contribute to the Death and Disability plan. For this, you need to create two separate codes for the calculation method.

- Death and Disability (Flat Amount)
- Death and Disability (% Amount)

Set up the code just as you would for the other codes.

**Figure 4-9 Death and Disability Contributions**

The screenshot shows the 'Pay Code Maintenance' window. On the left is a tree view of pay codes, with 'Death And Disability' selected under 'Benefits Contribution'. The main window is divided into several sections:

- General Information:** Pay Code: 5550, Code Type: BDD Death And Disability, Sort Order: 5550, Status: Active, Description: Employer D + D (Flat Amount).
- Calculations:** Calc Method: B-FLAT - Flat Amount, Calc Code: (empty), Apply Order: 5550, Work Code: Not Specified, Accrual: No. There are checkboxes for Round, Adjustments, Not First, Not Last, and Use Precise Daily Rate.
- Parent Total(s) / Serv Charge Pools:** A section with a 'Specify Detail' checkbox and an empty table.
- Adjust Units Setup:** A checkbox for 'On Adjust Units'.

Buttons for OK, Apply, and Cancel are at the bottom right.

- Unique Pay Code ID
- Code Type = BDD Death And Disability
- Pay Code Description. For example, Employer D + D (Flat Amount).
- GL Code where the employer contribution expenses are credited.
- Sort Order. This can be the same as Pay Code ID
- Select the Offset pay code if you choose to offset the employer contribution in the pay sheet. The offset pay code refers to Offset Employer Contribution. See [Offset Benefits Contribution - Miscellaneous](#).
- Check the **Do Not Post GL** check box if you do not wish to show the pay code in the GL file.
- Apply Order. This can be the same as Pay Code ID
- Calculation Method = B-FLAT Flat Amount.

For contribution by Percentage, select:

- Calculation Method = B-PERC Percent of Amount
- On the Specify Detail page, select the applicable monthly earning pay code. The percentage of Employer Contribution to compensate is based on the selected pay code such as basic wage. The system calculates the employer contribution amount against the crew's monthly salary.

Once the Benefit Contribution pay codes have been set up and if the pay code is assigned to an **Offset Employer Contribution**, navigate back to the **Offset** pay code and link all the **Benefit Contribution** codes in the **Specify Detail** window.



## Medical Plan Contribution (BUPA)

The Medical Plan Contribution (BUPA) comprises two contributions: Employer and Employee. An employer is obligated to contribute to the employee Medical Plan. The employee may also choose to contribute for their dependent's medical plan through deductions from their monthly earnings.

### Crew Medical Plan Contribution – Hotel Department – Spouse

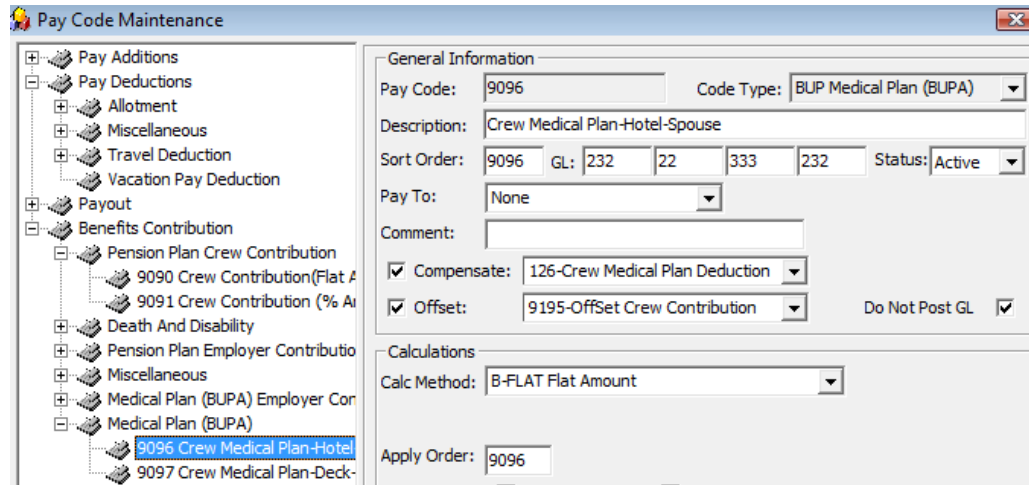
The Crew Medical Plan contribution is segmented into two categories – Hotel and Deck and Engine. There are eight pay codes for the Medical plan and all contribution amounts are set as flat amount.

- Crew Medical Plan Contribution – Hotel Department – Spouse
- Crew Medical Plan Contribution – Hotel Department – Spouse and children 21 and under.
- Crew Medical Plan Contribution – Hotel Department – Single and children 21 and under
- Crew Medical Plan Contribution – Hotel Department –children 21 and older
- Crew Medical Plan Contribution – Deck & Engine Department – Spouse
- Crew Medical Plan Contribution – Deck & Engine – Spouse and children 21 and under
- Crew Medical Plan Contribution – Deck & Engine – Single and children 21 and under
- Crew Medical Plan Contribution – Deck & Engine – children 21 and older

The following pay code is setup for the hotel department crew dependent's contribution, as an example and is added to the Medical Plan category. You must create the pay code per the above list, and link them to the **Crew Contribution** and **Offset Crew Contribution** code.

- Unique Pay Code ID.
- Code Type = BUP Medical Plan (BUPA).
- Pay Code Description. For example, Crew Medical Plan-Hotel-Spouse.
- GL Code where the employer contribution expenses are credited.
- Sort Order. This can be the same as Pay Code ID.
- Compensate Pay code must be a Crew Contribution Deduction. This refers to a Pay Deduction. See [Pay Deductions](#).
- Select the Offset pay code if you choose to offset the employer contribution in the pay sheet. The offset pay code refers to the Offset Crew Contribution. See [Offset Benefits Contribution - Miscellaneous](#).
- Check the Do Not Post GL check box if you do not wish to show the pay code in the GL file.
- Apply Order. This can be the same as Pay Code ID
- Calculation Method = B-FLAT Flat Amount.

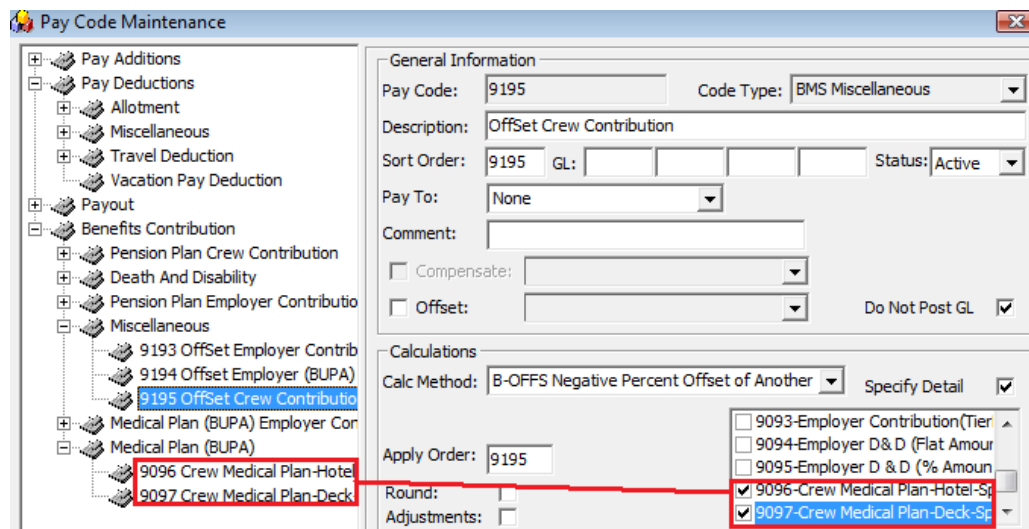
**Figure 4-10 Medical Plan Pay Code Maintenance**



Once the creation of the above pay code completes:

1. Create the remaining pay codes according to the department and dependent using the same **Compensate** and **Calculation Method**.
2. Navigate back to the **Pay Deduction, Miscellaneous, Crew Medical Plan Deduction**.
3. Select the **Specify Detail** check box and select the corresponding **Crew Medical Plan Contribution** pay codes.
4. If the Crew Medical Plan Contribution pay code is assigned to an **Offset Pay code**, navigate back to **Benefit Contribution, Miscellaneous, Offset Crew Contribution**.
5. Check if they are correctly linked.

**Figure 4-11 Offset Crew Contribution**



## Employer Medical Plan Contribution

The Medical Plan (BUPA) Employer Contribution is the benefit contribution portion of the employer to the employee. Similarly, they are segmented to two pay codes and use the same calculation method:

- Medical Plan Employer – Hotel Department
- Medical Plan Employer – Deck & Engine Department

**Figure 4-12 Employer Medical Plan Contribution**

The screenshot shows the 'Pay Code Maintenance' window. On the left is a tree view of pay codes under 'Benefits Contribution' > 'Miscellaneous'. The selected item is '9100 Employer Medical Plan - I'. The main window displays the following details:

- General Information:**
  - Pay Code: 9100
  - Code Type: BPR Medical Plan (BUPA) Em
  - Description: Employer Medical Plan - Hotel - Spouse
  - Sort Order: 9100
  - GL: [ ] [ ] [ ] [ ]
  - Status: Active
  - Pay To: None
  - Comment: [ ]
  - Compensate: [ ]
  - Offset:  193-Offset Employer Contribution
  - Do Not Post GL:
- Calculations:**
  - Calc Method: B-FLAT Flat Amount
  - Apply Order: 9100

- Unique Pay Code ID
- Code Type = BUP Medical Plan (BUPA)
- Pay Code Description. For example, Employee Medical Plan-Hotel-Spouse.
- GL Code where the employer contribution expenses are credited.
- Sort Order. This can be the same as Pay Code ID
- Select the Offset pay code if you choose to offset the employer contribution in the pay sheet. The offset pay code refers to Offset Employer Contribution. You may create a new Offset pay code to separate the offset value, if preferred. See [Offset Benefits Contribution - Miscellaneous](#).
- Select the **Do Not Post GL** check box if you do not wish to show the pay code in GL file.
- Apply Order. This can be the same as Pay Code ID.
- Calculation Method = B-FLAT Flat Amount.

If the pay code is assigned to an Offset Employer Contribution pay code:

1. Navigate back to the Benefit Contribution, Miscellaneous, Offset Employer Contribution section.
2. Check the **Specify Detail** check box and select the corresponding **Employer Medical Plan Contribution** pay codes.

## Processing Payroll with Benefit Plans

In order for the system to process the contribution accordingly, you must add the Benefit Codes created to the Pay code Maintenance and the Crew Contract, Benefit tab.

### Adding a Pension Plan Code to a Contract

1. On the **Crew Edit Detail** form, click **Edit Contract** of the selected crew.
2. On the Change Contract form, click **Add Pay code** and then navigate to the **Benefit** tab.

**Figure 4-13 Pension Plan Contract Pay code Maintenance**

3. Select the **Code Type** and **Pay Code** from the drop-down list and insert the value accordingly (Percentage or Flat Amount).
4. Enter the **Validity Range** and then click **Insert** to save the code. Click **Apply** before closing the form.

#### Example 1: Pension Plan with Flat Amount

In the following example, a crew is contributing \$250 from his monthly income of \$1500 to the pension plan, whereas the employer contributes 8 percent of the crew's applicable earning to the pension plan and \$150 towards the Death and Disability. The crew contract would consist of these pay codes in their contract.

Figure 4-14 Pension Plan with Flat Amount

The screenshot shows the 'Change Contract' window with the 'Benefits' tab selected. The table below lists the benefit codes and their details:

Code	Description	Amount	How Calculated	Currency
5550	Employer D+D (Flat Amount)	150.00	Flat Amount	USD
66660	Crew Contribution-Flat Amount	250.00	Flat Amount	USD
7788	Employer Contribution (%Amount)	8.00	Percent of another Amount	USD
8800	Offset Employer Contribution	100.00	Negative Percent Offset of	USD
8801	Offset Crew Contribution	100.00	Negative Percent Offset of	USD

The configuration section for the selected benefit code (7788) shows the following details:

- Code Type: BEC - Pension Plan Employer Contrib
- Pay Code: 7788-Employer Contribution (%Amou)
- Percentage: 8.00 Percent of another Amount
- Default Units: N/A
- Max Pay Amt: 0.00
- Max Contr Amt: 0.00
- Paid Thru Date: (empty)
- Early Repat Control: Prorated Pa
- Comment: (empty)
- Currency: USD

Additional options include 'Implement Timed Payment' (unchecked), 'Once At Contract Start' (selected), 'Once At Contract End', 'Once At Or', and 'Recurring Since' (with 'Days Into Contract' field). The 'Validity Range' shows 'Valid From' as 01-Mar-16 and 'Valid Until' as (empty).

The following tabs provide the following information.

- **Pay Additions:** A Basic Wage of \$1500.
- **Benefits:**
  - A Crew Contribution by Flat Amount of \$250.
  - A Employer Contribution by Percentage of 8 percent.
  - A Death and Disability Contributions of \$150.

In the Crew Payroll Detail form, the crew member contribution of \$250 is reflected on the crew pay sheet under **Pay Code Deduction**. The crew contribution deduction debited from the crew member's payroll is shown in the **Crew Payroll Details, Payroll, Payroll** tab.

You can also view the **Crew Contribution, Employer Contribution** and **Death and Disability Contribution** from the **Crew Payroll Detail, Payroll, Benefits** tab. The Offset Employer Contribution and Offset Crew Contribution is shown as a negative value.

#### Example 2: Pension Plan with Percentage Amount

In the following example, a crew member contributes 10 percent of total consolidated wages of \$1500 to the Pension Plan. The employer will match 100 percent of the first 3 percent of the crew contribution and another 50 percent of the next 7 percent, based on his applicable monthly earning. The employer also contributes 2.7 percent of the crew member's applicable

monthly earnings towards the Death and Disability Plan. The crew contract would consist of these pay codes in their contract.

**Figure 4-15 Pension Plan with Percentage Amount**

The screenshot shows the 'Change Contract' window with the 'Benefits' tab selected. The table below lists the pay codes and their details:

Code	Description	Amount	How Calculated	Currency
5551	Employer D + D %Amount	2.70	Percent of another Amount	USD
66661	Crew Contribution % Amount	10.00	Percent of another Amount	USD
7789	Employer Contribution-Tier Level	3.007.00	Tier'd Percent of Another #	USD
8800	Offset Employer Contribution	100.00	Negative Percent Offset of	USD
8801	Offset Crew Contribution	100.00	Negative Percent Offset of	USD

Below the table, the 'Benefits' section shows the following details:

- Code Type: BDD - Death And Disability
- Pay Code: 5551-Employer D + D %Amount
- Percentage: 2.70, Percent of another Amount
- Default Units: N/A, Max Pay Amt: 0.00
- Early Repat Control: Prorated Pa
- Max Contr Amt: 0.00
- Paid Thru Date: (empty)
- Currency: USD

Additional options include 'Implement Timed Payment' (unchecked) with radio buttons for 'Once At Contract Start', 'Once At Contract End', 'Once At Or', and 'Recurring Since' (Days Into Contract). There is also a 'Validity Range' section with 'Valid From' and 'Valid Until' date pickers.

The following tabs would contain the information below.

- **Pay Additions:** A Basic Wage of \$1500
- **Benefits:**
  - A Crew Contribution by Percentage % Amount of 10 percent.
  - A Employer Contribution by Percentage of 3 percent and 7 percent.
  - A Death and Disability Contributions by (%Amount) at 2.7 percent.

For Employer Tier Level contribution, it will have the 3 percent value in the first field, followed by 7 percent in the next field.

**Figure 4-16 Employer Pension Plan Tier Level**

Change Contract

[Add Pay Code](#) [Mod Pay Code](#) [Del Pay Code](#)

**Contract Paycode Maintenance**

Code Type:  Comment:

Pay Code:  Early Repat Control:

0% of first  % and 0% of next  % Max Contr Amt:  USD

Default Units  Max Pay Amt:  Paid Thru Date:

GL:

Implement Timed Payment

Once At Contract Start  Once At Contract End  Once At Or  Recurring Since  Days Into Contract

Validity Range

Valid From  Valid Until

 **Note:**

The default 100 percent for the Tier Level functionality is flexible and able to change from the parameter **Payroll, Tier 1 Percentage** and the remaining 50 percent is defined in **Payroll, Tier 2 Percentage**.

Figure 4-17 Payroll Tier

General Contract **Payroll** Dependent

**Payroll** Benefits

Period: (A) APRIL 2014 - 01-Apr-14

Pay Code	Calculated By	Pay Rate	Units

Pay Items List Show Balance-To-Date

T	Description	Adds	Deducts
A	AQ Service Plan (Hotel)	0.00	0.00
A	AS Service Plan (Bar)	0.00	0.00
A	BW Wages	1,500.00	0.00
A	770000 Crew Contribution Deduction	0.00	154.05
USD		1,500.00	154.05

Item

Wages: 1,500.00  
 Pay Rate: 50.00  
 Pay Units: 30.00  
 Record Type: Automatic

Audit

Modified: \_\_\_\_\_  
 User: \_\_\_\_\_  
 Original: 300.00

Contract  
 Contract Update

Figure 4-18 Benefits Postings

General Contract **Payroll** Dependent

**Payroll** Benefits

Period: (A) APRIL 2014 - 01-Apr-14

Pay Code	Calculated By	Pay Rate	Units

Voyage Summary Breakdown

Voyage	Sgmt	Begin Date	End Date	Status	Svc Total	Guaranteed	In Excc
04/01/2014		31-Mar-14	16-Apr-14	O	0.00		

Pay Items List Show Balance-To-Date

T	Description	Adds	Deducts
A	5551 Employer D+D %Amount	40.50	0.00
A	7789 Employer Contribution-Tier Leve	0.00	0.00
A	8800 Offset Employer Contribution	0.00	40.50
A	8801 Offset Crew Contribution	0.00	40.50
A	66661 Crew Contribution % Amount	154.05	0.00
USD		194.55	81.00

Item

Crew Contribution % Amount:  
 Pay Rate:  
 Record Type:

Audit

Modified:  
 User:  
 Original:



## Example of Medical Plan Setup

### Example 1 – BUPA Health Coverage without Dependents

In this example, a Hotel Crew has a BUPA Coverage of \$107 paid by the employer and the crew does not have any dependents.

**Figure 4-19 Health Coverage without Dependents 1**

Contract Paycode Maintenance - Crew A, Tester

Pay Code:  Comment:

Amount/Rate:

Default Units:  Max Contr Amt:  Max Pay Amt:

GL:     Paid Thru Date:

**Figure 4-20 Health Coverage without Dependents 2**

Payroll Benefits

Employer Contribution

Period:

T	Description	Amount
A	9091 Crew Contribution (% Amount)	150.00
A	9093 Employer Contribution(TierLvl)	97.50
A	9095 Employer D & D (% Amount)	40.50
A	9100 Employer Medical Plan - Hotel - Spo	107.00
A	9193 OffSet Employer Contribution	-245.00
A	9195 OffSet Crew Contribution	-150.00
		0.00

Item

Crew Contribution:

Pay Rate:

Record Type:

Audit

Modified:

User:

Original:

Contract

Contract Update

To add the BUPA Health Coverage, navigate to the **Benefit tab** of the crew and add the **Employer Medical Plan-Hotel** pay code.

- The system will update all the active pay codes into the crew payroll detail. The employer expense of \$107 is not visible on the crew pay sheet but is stored and reported in the General Ledger Month End file.
- You can view the Employer Medical Plan Contribution from Crew Payroll Detail, Payroll, Benefits tab. The Offset Employer Contribution will show a negative value to offset the benefit posting.

### Example 2 – BUPA Health Coverage with Dependents

In this example, the Staff Captain is entitled to a BUPA coverage of \$107 contributed by the employer and has chosen dependent coverage for the spouse. The Medical Plan rate given by BUPA for the dependent option is \$107.

To add the dependent coverage:

- Navigate to the **Benefit tab** of the **Crew Payroll Detail** form and select **Crew Medical Plan-Deck-Spouse**, and then enter the amount.
- Add a pay code for the crew using the Employer Medical Plan-Deck of \$107.

**Figure 4-21 Health Coverage with Dependents 1**

**Figure 4-22 Health Coverage with Dependents 2**

The system will update the active pay code into the crew payroll detail form. In the Crew Payroll Detail form, the dependent expense of \$107 is deducted from the employee and reflected in the pay sheet by the **Pay Code Deduction**.

The crew dependent coverage deduction is debited from the crew member's payroll and is shown under the Crew Payroll Detail, Payroll, Payroll tab.

**Figure 4-23 Health Coverage with Dependents 3**

The screenshot shows a software interface for payroll benefits. At the top, there are tabs for 'Payroll' and 'Benefits'. Below the tabs, a 'Period' dropdown menu is set to '(A) June 2008 - 1/6/2008'. The main area is divided into two sections: 'Calculated Pay Items' and 'Pay Items List'.

**Calculated Pay Items Table:**

Pay Code	Calculated By	Pay Rate	Units
001-Basic Wages	Per Pay Period	50.00	30

**Pay Items List Table:**

T	Description	Adds	Deducts
A	001 Basic Wages	1,500.00	0.00
A	125 Crew Contribution De	0.00	150.00
A	126 Crew Medical Plan De	0.00	107.00
		1,500.00	257.00

The 'Pay Items List' table has a red border around the row for 'A 126 Crew Medical Plan De'.

**Item Details Panel:**

- Basic Wages: 1,500.00
- Pay Rate: 50.00
- Pay Units: 30.00
- Record Type: Automatic
- Audit:
  - Modified: [ ]
  - User: [ ]
  - Original: 1,500.00
- Contract:
  - Contract Update

The Employer expense of \$107 is not shown in the crew pay sheet, but is stored and reported in the General Ledger Month End file.

You can view the Employer Medical Plan Contribution from the **Crew Payroll Detail, Payroll, Benefits** tab. The Offset Employer Contribution will show a negative value to offset benefit posting.

## Contract Templates with Pension Plan and Medical Plan

You can add all the benefit pay codes using the Contract Templates under [Contract Template](#) setup.

To add the pay code in the Contract Template:

1. Select the Salary Position and click **Add Pay Code**.
2. Select the benefit pay code and enter the percentage rate or flat amount.
3. When assigning the contract to the crew member, and in order for the system to auto populate all the benefit pay codes, you must select the check **Copy Contract from Template**.

Figure 4-24 Copy Contract from Template Check Box

The screenshot shows a form with the following fields and values:

- Salary Position: H-002 FB Manager
- Payout Currency: EUR Euro
- Default Payout: 202-Cash Pay Out
- Comments: (empty)
- Status: Active
- Marital Status: (empty)
- No. of Dependents: (empty)
- Max Cash Advance: Amount: 0.00, Percent: 100.00
- Other:  Include onboard expenses,  Copy Contract from Template

## Benefit Administration Information

### Pension Plan Information

Each crew member is allowed to participate in one (1) Pension Plan. In order for the benefit to be added to the crew, you must,

- Enable the Allow Add Crew check box in the Payroll Companies Maintenance form
- Link the pension plan in the Crew Personal Details form under the Nordben and BUPA Details section.

To add the pension plan to the crew Personal Details form:

1. Navigate to the **Crew Payroll Detail, General, Edit Person**.
2. Select the **Pension Plan Type** and enter the **Nordben Policy number**.

#### Note:

There are two (2) types of Pension Plan:

- Pension Plan Type 1 – Employer contribution with default of 8 percent of the crew's applicable monthly earning.
- Pension Plan Type 2 – Employer contribution with the Tier Level calculation method.

## Crew BUPA Information

The Crew member who is entitled to the BUPA Medical Plan coverage has a unique **BUPA ID** associated with the **Health Provider ID**. You must insert these IDs into the Crew member's Personal Details form.

Figure 4-25 BUPA Member ID and Health Provider ID

The screenshot shows a software window titled "Change Personal Details" with a close button (X) in the top right corner. The window is divided into several sections:

- Personal Details:** Includes fields for Sal./First Name (Tester), Last Name, Other Name, Sex/Gender (Female selected), Birthday, Language, National ID, and Nationality.
- Reservation:** Includes Status (CC Onboard), Embarkation (Estimated and Actual), Dis-Embark, Emb. Port (not applicable), Dis-Emb. Port (not applicable), and Cabin/Berth (1).
- NORBEN & BUPA Details:** Includes Pension Plan Type (\_1 Pension Plan Type 1), Nordben Policy No, Member ID (BUPA), and Health Provider ID. The Member ID and Health Provider ID fields are highlighted with a red border.
- Other Details:** Includes First Contract Date (12:00:00 AM), Crew Type (Crew), Op Division, Op Position, and Ori. Enrol. Date.

At the bottom of the window are "OK" and "Cancel" buttons.

## Dependent Information

In the Crew member's Payroll Detail form, a Dependent tab is made available to maintain the dependent's information.

Figure 4-26 Dependent Information

The screenshot shows the 'Crew Payroll Details' form. At the top, there are three buttons: 'New Dependent', 'Edit Dependent', and 'Remove Dependent'. The 'New Dependent' button is circled in red. Below these buttons is a search area with a 'Fast Search' field containing 'crew' and tabs for 'All', 'Crew', and 'Other'. A table with columns 'Cabin' and 'Name/Position/Contract' is visible, with a vertical filter on the left for 'Expected', 'Checked-out', 'Checked-in', and 'All'. At the bottom of the search area, there are buttons for 'Contract' and 'No Contract', and a 'Found: 3' indicator. The main form has tabs for 'General', 'Contract', 'Payroll', and 'Dependent'. The 'Dependent' tab is circled in red. Below the tabs is a table with columns 'Code', 'Name', and 'Relationship'. Underneath the table are fields for 'Member ID' and 'Health Prov. ID'. Further down are fields for 'Title/Forename', 'Surname', 'Birth Date', 'Gender' (with radio buttons for 'Male' and 'Female'), 'Relationship' (a dropdown menu with 'Spouse' selected), 'Street', 'City', 'Province/St', 'Postal Code', and 'Country' (a dropdown menu with 'US United States' selected).

To add the dependent information:

1. Click the **New Dependent** button on the Crew Payroll Details form.
2. Each dependent should have a unique BUPA ID associated to the Health Provider. Enter the ID in the **Member ID** field and **Health Prov. ID** field, and the mandatory field such as **Forename, Surname, Member ID, Birthday, and Relationship Type**.
3. Click **Insert** to save.
4. You can add, edit, or remove the dependent information where necessary.

# 5

## Pay Sheet Report

Contributions by the crew or employer are visible in the Crew Pay Sheet Report, except for the Employer Death and Disability contribution, where you have an option to make it visible or not.

Below is the sample Crew Pay Sheet:

Figure 5-1 Sample Crew Pay Sheet

Crew Member Pay Sheet			
<b>May 2008</b>			
<b>Personal Data</b>			
Name	Crew B, Tester	Pension Type	Pension Plan Type 1
Personal No.		Policy No.	
Ship	DEMO		
Department	DECK		
Rank	Staff Captain		
<b>Wage Information</b>		<b>Monthly Overview</b>	
Currency	EUR	Days served on board	30
Monthly Wage	1,500.00	Employer's Contribution	97.50 EUR
Seniority	0.00	Staff's Contribution	150.00 EUR
		Death & Disability Total	40.50 EUR
		Staff's BUPA Total	107.00 EUR
		Dependents' BUPA Total	107.00 EUR
<b>Wage Calculation May 2008</b>			
Previous Balance	0.00 EUR	Home Allotments	0.00 EUR
Basic Salary	1,500.00 EUR	Special Allotments	0.00 EUR
Guaranteed Overtime	0.00 EUR	Cash Payout	0.00 EUR
Overtime Weekdays	0.00 EUR	Onboard Account	0.00 EUR
Overtime Weekend	0.00 EUR	Flight Ticket	0.00 EUR
Vacation Pay	0.00 EUR	Direct Deposit	0.00 EUR
Air Travel	0.00 EUR	Bank transfer Standing Order	0.00 EUR
Special Services	0.00 EUR	Bank transfer One Time	0.00 EUR
Service Charge Share	0.00 EUR	Union Dues	0.00 EUR
Bonus Performance	0.00 EUR	Retirement Plan	0.00 EUR
Travel Days	0.00 EUR	Agent Float	0.00 EUR
Allowance	0.00 EUR	Extra Wire Charge	0.00 EUR
Car Rental	0.00 EUR	US Tax Withholding	0.00 EUR
Ground Transportation	0.00 EUR	Other Deductions	0.00 EUR
Hotel Accomodation	0.00 EUR	BUPA Dues	0.00 EUR
Meals	0.00 EUR	NORDBEN Dues	0.00 EUR
Visa	0.00 EUR		
Training USPH	0.00 EUR		
Medical	0.00 EUR		
Bonus	0.00 EUR	<b>Total Deductions:</b>	257.00 EUR
Seniority	0.00 EUR		
Laundry Allowance	0.00 EUR		
Representation Allowance	0.00 EUR		
Wages Adjustment	0.00 EUR		
Subsistence	0.00 EUR		
Babysitting	0.00 EUR		
Cabin Sharing	0.00 EUR		
Family Visit	0.00 EUR		
12 months vacation	0.00 EUR		
Dry Dock Overtime	0.00 EUR		
<b>Total Additions:</b>	1,500.00 EUR		
<b>Total Balance due</b>	1,243.00 EUR		
		<b>Total Amount due</b>	1,243.00 EUR



# 6

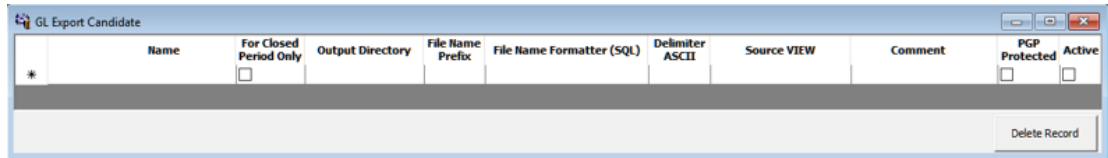
## OHC GL Accounting

The OHC GL Accounting module is used to generate the payment file and submit to the bank. Once the payout is processed at the end of the pay period, Credit posting is made available to the crew member of the selected credit card, made through Ocean Pay.

The parameter **Payroll, Pay codes for OceanPay Top-Up Transactions** holds the pay code for payroll deduction pay codes that need to be transferred into the payment file when transactions are posted.

Below is the field definition of GL Export Setup.

**Figure 6-1 GL Export Setup**



**Table 6-1 GL Export Field Definition**

Column Name	Definition
Name	OceanPay Export used for the file generation.
For Close Period Only	When enabled, you can only generate the transaction file when the pay period is closed.
Output Directory	Location of the output file once generated. For security purposes, the directory/folder defined must be within the network.
File Name Prefix	Output filename. For example: <i>ExampleData12010062946065.txt.PGP</i>
File Name Formatter (SQL)	An SQL query to select a specific column as part of the filename.
Delimiter ASCII	Use in output file if it has multiple columns. Define blank if file is fixed length field.
Source View	Refers to a database view. For example: <i>PAY_OCEANPAY_TOPUP</i>
Comment	File description
PGP Protected	If enabled, the browser prompts you to upload the public key provided by the bank.
Active	Active if enabled, Inactive if disabled.

The following screenshot shows the transaction listing of the pay code deduction defined in the parameter **Pay codes For OceanPay Top-Up Transactions**.

Figure 6-2 Payroll GL Interface

#	DATE_TIME	CREW NAME	PAYCODE	Amount
1	17/8/2009 3:12:35 P		Pay to MT	350
2	17/8/2009 4:19:07 P		Pay to MT	55.68
3	17/8/2009 3:03:58 P		Pay to MT	150.65
4	17/8/2009 3:12:35 P		Pay to VI	400
5	17/8/2009 4:18:45 P		Pay to VI	120.4
6	17/8/2009 3:10:47 P		Pay to VI	500
7	17/8/2009 3:03:58 P		Pay to VI	200.55

The Program exports the records by referring to the pre-defined Source View. Only the column with prefix "F\_" will be exported.

Below are the reserved fields that must exist in the View script.

- PCY\_ID
- SPP\_ID

The following fields are optional in the View script.

- ROW\_NUM
- PAY\_ID
- PAY\_AMOUNT

The records generated are stored in the PTG table to prevent double postings.

# 7

## OHC Payroll GL EOM

Apart from generating the payment file and submitting it to the bank, the application also enables you to submit the payroll payout for import into the General Ledger at the end of the month.

You must enable the parameter **Payroll GL EOM** listed in the following table. The configuration of the **Pay code Maintenance, Contract Templates** and usage of the crew payroll differs from the regular Payroll GL. The pay code must have:

- GL Code
- Validity Range – From / Until

**Table 7-1 Payroll GL EOM Parameters**

Parameter Name	Description
Date Format	To determine the file date format to display in GL Payroll. The default date format is MM/DD/YY.
Date Prefix	Prefix to precede data value in the GL Payroll file. For ResidenSea, the prefix will be “PU-”.
Mandatory Paid Thru Date for Vacation Pay	The value “Y” identifies whether the Paid Thru date is mandatory when the Vacation Pay Pay code is assigned. The default value is “N”.
Number of Day History Backup	Number of days to keep the generated Payroll GL file in History folder.
Pay code for Vacation Pay	Designated Vacation Pay Pay-Code Type. (Pay code refers to TYP_SPG). Use comma (,) as delimiter if there is more than 1 Pay code Type.
Transfer Folder	This folder stores all generated Payroll GL files.

## Pay code Maintenance

On the Pay code Maintenance screen, assign the **Code Type** of the Pay code that is used to determine the type and group.

The code type for the Vacation Pay pay code is according to the pay code defined in the parameter “**Pay code for Vacation Pay**”.

The GL Code is mapped to the shore side General Ledger account for which the pay code is accounted for. If no GL code is mapped in the crew contract assignment, the Pay code will refer to the GL code entered in this form.

Figure 7-1 Payroll GL Code Type

The screenshot shows the 'Pay Code Maintenance' window. On the left is a tree view with categories like 'Pay Additions', 'Basic Wage', 'Miscellaneous', 'Sick Pay', 'Travel Pay', '150 Travel Days', 'Vacation Pay', 'Pay Deductions', 'Payout', and 'Benefits Contribution'. The main area is divided into several sections:

- General Information:** Pay Code: 150, Code Type: AT Travel Pay (highlighted with a red box), Sort Order: 150, Status: Active, Description: Travel Days, GL: 150 611 11, Comment: (empty), Pay To: None, Report ID: (empty).
- Calculations:** Calc Method: A-FLAT - Flat Amount, Calc Code: (empty), Apply Order: 150, Work Code: Not Specified, Accrual: No, Round: (unchecked), Not Last: (unchecked), Adjustments: (checked), Not First: (unchecked), Use Precise Daily Rate: (unchecked), Warn If Amt: (empty) 0 % of (empty).
- Parent Total(s) / Serv Charge Pools:** Specify Detail: (empty table).
- Adjust Units Setup:** On Adjust Units: (unchecked), Pay Sheet Headings: (empty).

Buttons at the bottom: OK, Apply, Cancel.

## Contract Templates

In the Contract Templates, the Pay code must have a GL code linked. The GL code for each pay code can be different even though the base wage may be the same. See section [Adding Pay code to Contract Template](#).

## Crew Payroll Details

In order to generate the GL file and correctly pay the crew, the Pay code must have:

- GL Code that is entered in the Contract Templates
- Validity Range entered in the Pay code of the Crew Details form, equivalent to the contract end date when the **New Contract** button is pressed.

The Validity Range fields refer to:

- Selected Pay code Type
- The value defined in Parameter **Pay code for Vacation Pay**.
- The value of the parameter **Mandatory Paid Thru Date for Vacation Pay** is set to **Y**.

Figure 7-2 GL Entry Fields

If no validity is specified, the system will prompt you to complete them.

The Crew member may have one or more contracts and each contract may have multiple pay codes attached, and they must be updated with the validity date.

## Generating GL EOM file

The GL EOM file is generated through the OHC Payroll GL interface.

To generate the file:

1. Log in to the **OHC Payroll GL** interface.
2. On the **GL Transfer** menu, select **Generate File**.

Figure 7-3 GL EOM Transaction Listing

3. Select the pay period from the drop-down list.
4. Click the **Generate File** button to generate the output file. Location of the output file is defined in the **Transfer Folder** parameter.
5. If you have generated the file for the selected period, the system will prompt you to rename the existing file before you are allowed to proceed.
6. Multiple records per position will be listed in the output, depending on the number of pay codes associated to each crew member.

 **Note:**

Content of the files generated are retained in the History folder for backup and the days to keep in history is based on the value entered in the parameter **Number of Day History Backup**.

## GL EOM Output File format

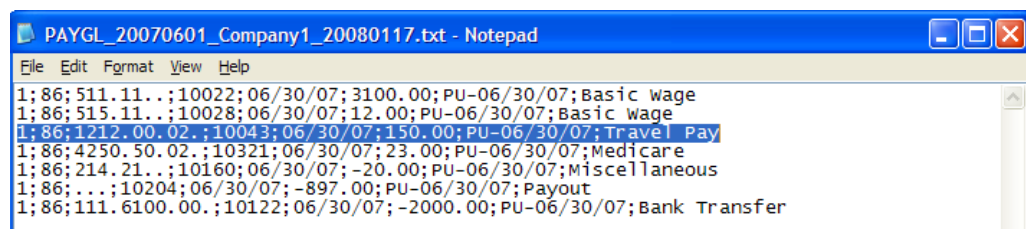
There are three output formats that you can generate from the interface:

- Payroll GL Extract – Summary
- Payroll GL Extract – with Position
- Payroll GL Extract – with Position and Vacation Pay Detail

Although the output file is saved in text format, you can convert the information to an Excel spreadsheet by opening the file with Microsoft Excel and using the default Text Import Wizard setting.

## Example of Payroll GL Extract — Summary

**Figure 7-4 Sample GL Extract File — Summary**



```

PAYGL_20070601_Company1_20080117.txt - Notepad
File Edit Format View Help
1;86;511.11.;10022;06/30/07;3100.00;PU-06/30/07;Basic wage
1;86;515.11.;10028;06/30/07;12.00;PU-06/30/07;Basic wage
1;86;1212.00.02.;10043;06/30/07;150.00;PU-06/30/07;Travel Pay
1;86;4250.50.02.;10321;06/30/07;23.00;PU-06/30/07;Medicare
1;86;214.21.;10160;06/30/07;-20.00;PU-06/30/07;Miscellaneous
1;86;...;10204;06/30/07;-897.00;PU-06/30/07;Payout
1;86;111.6100.00.;10122;06/30/07;-2000.00;PU-06/30/07;Bank Transfer

```

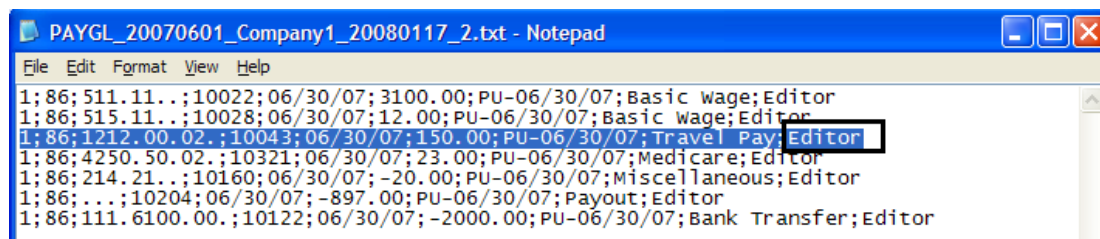
The summary output file contains:

- Company code.
- Salary group ID – Mapping ID defined Department Mapping menu.
- GL Number – Map with shore side general account ledger.
- Pay Code Number.
- EOM Date – The date format is set in the parameter **Date Format**.

- Amount.
- PU-MM/DD/YY – The date prefix is set in parameter **Date Prefix** where the date is set according to Date Format.
- Pay Type Classification.

## Example of Payroll GL Extract – with Position

Figure 7-5 Sample GL Extract File — with Position



```

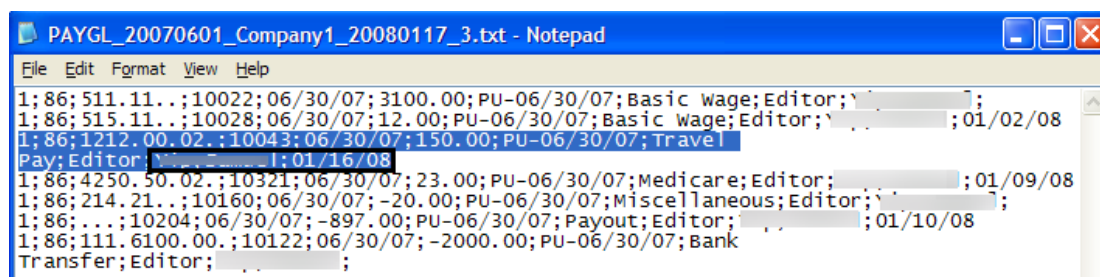
PAYGL_20070601_Company1_20080117_2.txt - Notepad
File Edit Format View Help
1;86;511.11.;10022;06/30/07;3100.00;PU-06/30/07;Basic Wage;Editor
1;86;515.11.;10028;06/30/07;12.00;PU-06/30/07;Basic Wage;Editor
1;86;1212.00.02.;10043;06/30/07;150.00;PU-06/30/07;Travel Pay;Editor
1;86;4250.50.02.;10321;06/30/07;23.00;PU-06/30/07;Medicare;Editor
1;86;214.21.;10160;06/30/07;-20.00;PU-06/30/07;Miscellaneous;Editor
1;86;...;10204;06/30/07;-897.00;PU-06/30/07;Payout;Editor
1;86;111.6100.00.;10122;06/30/07;-2000.00;PU-06/30/07;Bank Transfer;Editor

```

Apart from the fields listed in the Summary output file, it includes a Crew Position at the end of the string.

## Example of Payroll GL Extract – with Position and Vacation Pay Detail

Figure 7-6 Sample GL Extract File — with Vacation Pay Detail



```

PAYGL_20070601_Company1_20080117_3.txt - Notepad
File Edit Format View Help
1;86;511.11.;10022;06/30/07;3100.00;PU-06/30/07;Basic Wage;Editor;...;
1;86;515.11.;10028;06/30/07;12.00;PU-06/30/07;Basic Wage;Editor;...;01/02/08
1;86;1212.00.02.;10043;06/30/07;150.00;PU-06/30/07;Travel
Pay;Editor;...;01/16/08
1;86;4250.50.02.;10321;06/30/07;23.00;PU-06/30/07;Medicare;Editor;...;01/09/08
1;86;214.21.;10160;06/30/07;-20.00;PU-06/30/07;Miscellaneous;Editor;...;
1;86;...;10204;06/30/07;-897.00;PU-06/30/07;Payout;Editor;...;01/10/08
1;86;111.6100.00.;10122;06/30/07;-2000.00;PU-06/30/07;Bank
Transfer;Editor;...;

```

The output string includes the Crew Position, First Name, Last Name and Paid Through Validity, in addition to the Payroll GL Extract – Summary.

## Regenerating the GL file

The system permits you to re-generate past GL files using the **Reprocessing** option from the GL Menu.

Figure 7-7 Regenerate GL File

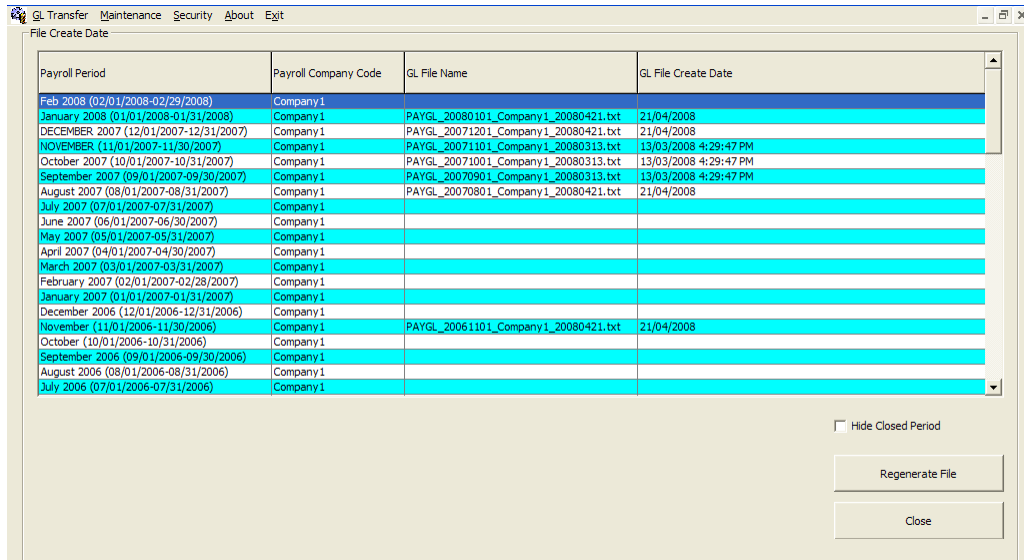
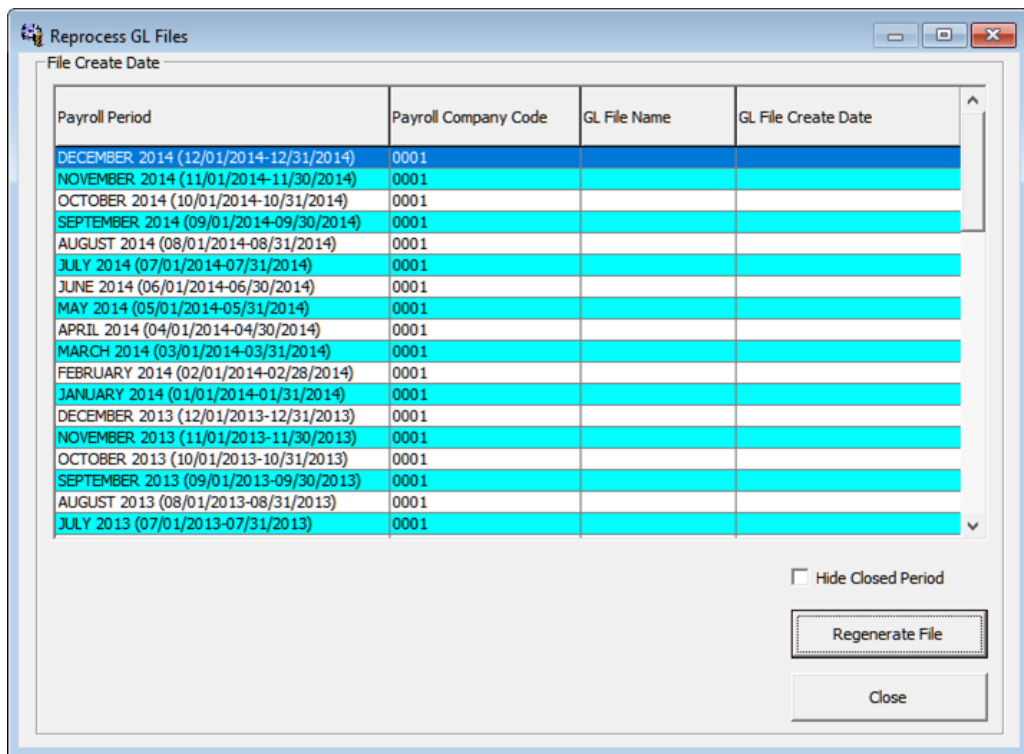


Figure 7-8 Reprocess GL File



Click the **Reprocessing** option:

1. Opens the Reprocess GL Files window.
2. Select the file from the grid and then click the **Regenerate File** button.



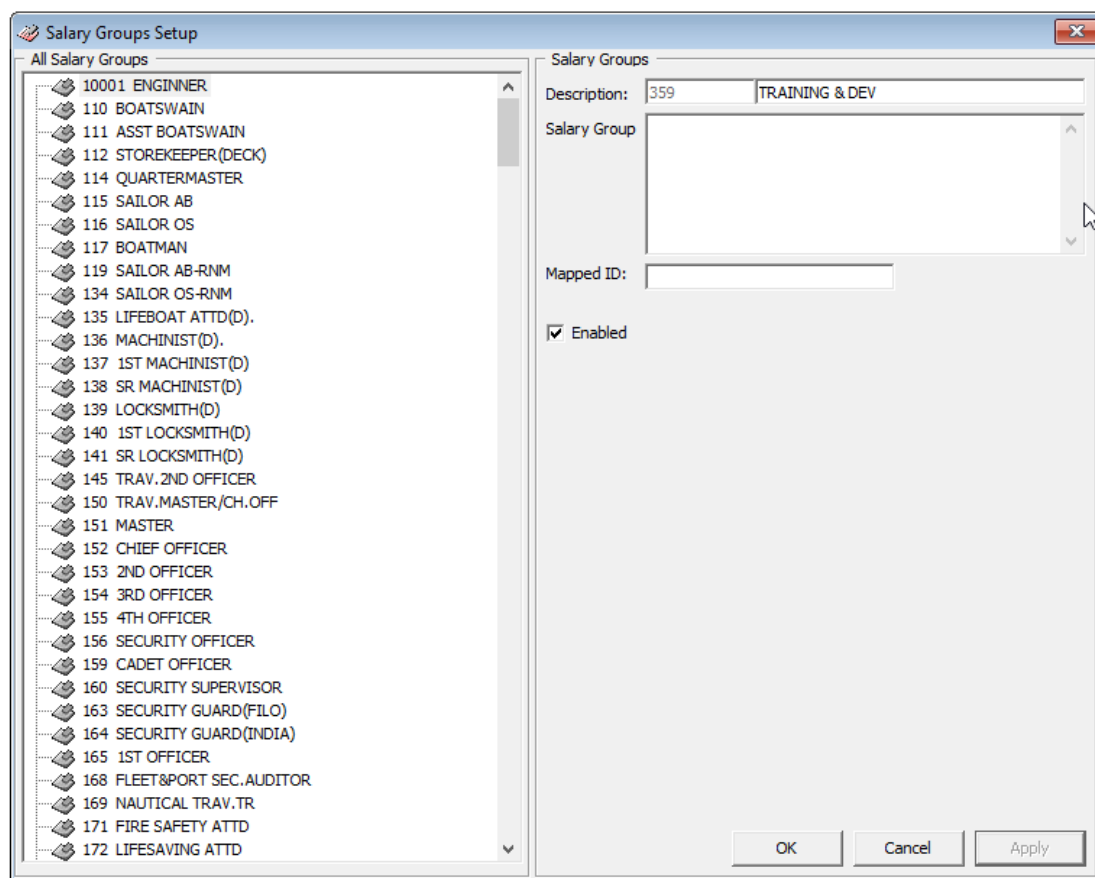
 **Note:**

This replaces the previously generated files stored in the **Transfer Folder**.

## Department Mapping

You can map a shore side general ledger ID to the department code by selecting Department Mapping from the Maintenance menu to view the salary group.

**Figure 7-9 Salary Group Setup**



- The mapped ID of Salary Group is equivalent to the shore side General Ledger account ID.
- If there is no mapping ID defined, the output file will have a blank space at the 2nd column (salary group ID column).

# A

## Appendix

### System Parameters

Below are the system parameters available to Payroll Module. Consult Oracle Hospitality Cruise Customer Support prior to changing the Database Parameter to avoid any adverse implications.

**Table A-1 System Parameters**

PAR Name	PAR Value	Description
Allow Closing of Pay Period Prior To End of Period	1 / 0	1= Allow program close pay period when pay period end date is greater than current PC date. 0= Do not allow to close pay period pay period end date is greater than current PC date.
Auto Close Balanced Posting When Close Pay Period	1 / 0	This is to avoid invoices from stacking up in Management module. 1= When close pay period Program automatically closes the posting for each crew member onboard invoice. 0= Do not close posting when close pay period.
Auto Close Pay Period After x Number of Days		Auto close pay period after x number of days system date change is run.
Base Wage Pay code For Corporate Instruction		Use by OHC DGS CMS.
Date Type	F / S	Determines whether Oracle date or SPMS system date is used for payroll calculations. S= Oracle date. F= SPMS system date (default).
Default Company Code		Value of PCY.PCY_CODE. Default company if there have multiple companies' setup.
Default Payout		Value of SED.SED_NO. Default Payout code to display in the payout combo box on a new contract.
Default To 1 When Invalid Berth Number Is Entered	1 / 0	Value to select when editing a record in <b>Edit Person</b> function. 1= Default to 1 when no berth number is entered. 0= Prompt berth number is required.

**Table A-1 (Cont.) System Parameters**

PAR Name	PAR Value	Description
Display UXP_C_EXTERNALID As Crew ID	1 / 0	ID display in Payroll Summary section. 0= UXP_C_INTERNALID. 1= UXP_C_EXTERNALID.
Early Period Open	A / Y / N	Determine whether to allow activation of pay period before current system date. A= Always allow. Y= Allow once. N= Do not allow.
Edit Details Screen	1 / 0	0= Classic Screen. 1 – Quick reference screen
Folio Posting	Y / N	Y= Allow to post crew onboard expenses when payout. N= Disallow (default).
GL Interface	Y / N	Y= Generate GL file after closing a pay period. N= Do not generate GL File after closing a pay period.
Journal Id		The text used to identify payroll GL journals.
OceanPay File Output Folder	C:\temp	Path of folder for saving output files during generate card ordering for Cashless Payroll.
OceanPay MT Prefix Nbr	54	Defaults prefix number for MT Card. Populated in Cashless Payroll setup.

**Table A-1 (Cont.) System Parameters**

PAR Name	PAR Value	Description
Exactly 30	Y / N	<p>Change the way the number of days are calculated when changing positions in linked contract.</p> <p>Y= If linked contract and contract is in middle of a month, then it will use 30 days instead of the number of days in the month to determine payment.</p> <p>For example:</p> <p>For 30 days in month:</p> <ul style="list-style-type: none"> <li>- Contract 1 from 01/06/2008 - 10/06/2008 = 10 days</li> <li>- Contract 2 from 11/06/2008 - 20/06/2008 = 10 days</li> <li>- Contract 3 from 21/06/2008 - 28/09/2008 = 10 days</li> </ul> <p>For 31 days in month:</p> <ul style="list-style-type: none"> <li>- Contract 1 from 01/07/2008 - 10/07/2008 = 10 days</li> <li>- Contract 2 from 11/07/2008 - 20/07/2008 = 10 days</li> <li>- Contract 3 from 21/07/2008 - 28/09/2008 = 10 days (calculate as 10 days even date from 21/07/2008 to 31/07/2008)</li> </ul> <p>N= Calculate based on number of day (31 days being paid since either contract end date or the contract start date fall in the pay period).</p> <p>For example:</p> <p>For 30 days in month:</p> <ul style="list-style-type: none"> <li>- Contract 1 from 01/06/2008 - 10/06/2008 = 10 days</li> <li>- Contract 2 from 11/06/2008 - 20/06/2008 = 10 days</li> <li>- Contract 3 from 21/06/2008 - 28/09/2008 = 10 days</li> </ul> <p>For 31 days in month:</p> <ul style="list-style-type: none"> <li>- Contract 1 from 01/07/2008 - 10/07/2008 = 10 days</li> <li>- Contract 2 from 11/07/2008 - 20/07/2008 = 10 days</li> <li>- Contract 3 from 21/07/2008 - 28/09/2008 = 11 days (calculate as 10 days from 21/07/2008 to 31/07/2008)</li> </ul>
Cash Advance To Disregard Onboard Expenses	1 / 0	<p>1 – Cash advance available balance is not included onboard expenses.0 – Cash advance available balance is after deduct the onboard expenses.</p>
Report ID For Onboard Expense		<p>Onboard Expenses Report ID.</p>

**Table A-1 (Cont.) System Parameters**

PAR Name	PAR Value	Description
Report ID For SOE		Statement of Earnings Report ID.
Report ID For WRTS		Work / Rest Time Statement Report ID.
Return Bonus Pay code For Corporate Instruction		Use with DGS CMS.
Round Folio	Y / N	Y= Send only whole dollars for folio payoff until end of contract. N= Send pennies to folio
Show Owner	Y / N	Y= Owner percent field appears on the crew contract form (For ResidenSea user). N= Do not display (default)
Stock Code For OceanPay MT		Default Stock Code for MT Card. Populate in Cashless Payroll setup.
Tier 1 Percentage		To specify percent of Crew's First Tier Contribution. Used for Pension Plan to Employer Contribution.
Tier 2 Percentage		To specify percent of Crew's Second Tier Contribution. Used for Pension Plan to Employer Contribution.
To Disable Posting During Final Payout	1 / 0	1= Set UXP_A_POSTING = 0 during final payout. 0 =Allow crew posting after final payout
US Citizen TAX Pay code For Corporate Instruction		Use with DGS CMS.
Vacation Pay code For Corporate Instruction		Use with DGS CMS.
Cash Advance As Default Manual Payout	1 / 0	This parameter is OBSOLETED Replace by pay code with calculation method – A-NBCP.
Ending Payroll Alert	1 / 0	To prompt Ending Payroll Notification.
Update BTD Total Upon System Date Change	1 / 0	1 – Enable ‘Update Total’ process when run system date change. 0 – Disabled
Cash Advance Disregards Onboard Expenses	1 / 0	1 – Enable to exclude onboard expenses into cash advance available amount 0 – Disabled
ByPass payout Settlement Integrity Check	1 / 0	1 -Allow to go through payout even difference between balance of Pay Addition and Pay Deduction 0 – Do not allow payout if balance of Pay Addition and Pay Deduction are different.
Default Pay Sheet Printing During Payout	1 / 0	1 - Default ‘Print Pay Sheet’ enabled in Payout screen 0 - Default ‘Print Pay Sheet’ disabled in Payout screen.

**Table A-1 (Cont.) System Parameters**

PAR Name	PAR Value	Description
Default Receipt Printing During Cash Advance	1 / 0	1 - Default 'Print Receipt' enabled in Cash Advance screen 0 - Default 'Print Receipt' disabled in Cash Advance screen
Payout Crew member Even If Res Cancelled	1 / 0	1 – Allow cancelled reservation to do payout 0 – Do not allow cancelled reservation to do payout
The Month Where HSC-In-Excess Calculation Changes	YYYY-MM-DD	Specifies Any Day of The Month In Which HSC-In-Excess Calculation Changes.
Ignore Error Code In Fault Detection		Records With This Error Code Will Not Come Up In DGS-CMS-Related Fault Detection Screen.
Check All Payroll Paid Before Creating File	1 / 0	Check all payroll is being paid off before generate GL file. 1 – Enabled 0 – Disabled
Contract End Date Change Handling	1/2/3/4	Prompt Payroll Notification when change contract end date. 1=With Notification Removal, 2=Without Notification Removal, 3=User-Decide On Notification Removal, 4=Allow End Date Change Only On Date-Match.

## User Security

The table below lists the user security access rights to user the Payroll module.

**Table A-2 User Security**

Access right	Function
640 Payroll	Payroll module
646 Reports	Reports module
643 Select Company	Allow access to Select Company menu item
647 Pay Periods	Allow to access the Pay Periods
648 Update Pay Units	Update Pay Units
649 Quick Posting	Quick Posting
650 Payout (Payout + Mark paid)	Payout
651 Activate Payroll	Activate Payroll
645 Generate GL File	Generate GL File for payroll
644 Update Contract End Dates	Update to new Contract End Dates for crew on Payroll
653 Edit Details	Edit Details
3251 Access Contract Type Details	Access Contract Type Details

**Table A-2 (Cont.) User Security**

<b>Access right</b>	<b>Function</b>
3252 Access Pay Group Details	Access Pay Group Details
3253 Access Pay Position Details	Access Pay Position Details
3239 Access General Details	Access General Details
3240 Access Dependent Details	Access Dependent Details
3234 Access General Details	Access General Details
3249 Edit Cost Center Details	Edit Cost Center Detail
3235 Access Pay Addition Details	Access Pay Addition Details
3236 Access Pay Deduction Details	Access Pay Deduction Details
3237 Access Payout Details	Access Pay Out Details
3238 Access Benefit Details	Access Benefit Details
3232 Access Payroll Details	Access Payroll Details
3247 Perform Early Repatriation	Perform Early Repatriation
3222 Add Assignment	Add Assignment
3223 Edit Assignment	Edit Assignment
3224 Remove Assignment	Remove Assignment
3254 Edit Deduct Folio Setting	Edit 'Deduct Folio' Setting
3277 Edit Minimum Guarantee Amount	Edit Minimum Guarantee Amount
3220 un-masking of salary info	If Unchecked, Salary Amount Will Be Hidden
3225 pay payroll	Pay Payroll
3226 un-pay payroll	Un-Pay Payroll
3243 un-pay payroll for checked out crew	Un-Pay Payroll For Checked-Out Crew
3241 undo acknowledge payout (do not allow to undo payroll if signature is captured)	Un-Do Acknowledged Payout
3229 cash advance	Cash Advance
659 Payroll companies	Payroll Companies
3221 Daily Currency exchange	Daily Currency Exchange
654 Pay codes	Pay Codes
655 Salary groups	Allow to access Salary Groups
656 Salary positions	Allow to access Salary Positions
658 contract templates	Contract Templates
4362 Scheduled contract changes	Scheduled Contract Changes
660 Tax types	Allow access to setup of tax types
4363 Add Pay code	Add Pay code
4364 Modify pay code	Modify Pay code
4365 Delete pay code	Delete Pay code
4407 Add pay code (admin)	Add Pay code

**Table A-2 (Cont.) User Security**

Access right	Function
4408 Modify pay code (admin)	Modify Pay code
4673 Salary@Sea Transfer File Creation	This right grant access to Transfer file creation tab Cashless Payroll Option = 1 (Salary@Sea)
3244 General Maintenance	Grant access to the Cashless Payroll General Setup tab.
3246 Card ordering	Grant access to Card Ordering tab for Cashless Payroll Option = 0 (Ocean Pay)
3245 System Privilege	Grant access to Cashless Payroll on menu bar

## Audit Trail

The Audit Trail handling tracks entries, modifications and removal of transactions performed by the user on specific tables. It also provides supporting entry histories when the data is purged.

**Table A-3 Audit Trail**

Table	Action
ADT	Any payroll action such as Edit Contract, Remove Contract, Un-Pay Payroll
ADU	Any payroll update Example: <i>Add Pay code, Change Contract Date</i>
ADP	Pay Item deletion Example: <i>Void Pay Item, Un-Pay Payroll</i>
ADC	Contract deletion Example: <i>Remove contract</i>
ADS	Pay code deletion

**Note:**

You can customize a Crystal Report to generate the audit trail log.

## Quick Posting Import File Format

The acceptable file format for import onto the SPMS Payroll System is a Comma Separated Value (CSV).

**Table A-4 Quick Posting File Format Fields**

Column	Name	Contents
1	Record Type	The literal "POST"



**Table A-4 (Cont.) Quick Posting File Format Fields**

Column	Name	Contents
2	ID Type	The type of crew identification entered in Column 3. Currently supported identification types include: “A” –RES_ACC value “C” –Payroll Contract ID (CTR_ID) “S” –RES_SHOREID value “T” –UXP_INTERNALID value “E” – SPMS UXP_C_EXTERNALID value
3	ID	The crew identifier.
4	Pay Code	The Pay code for this entry.
5	Units	The number of units (Hours/Days) for this entry. Only used when Cal Method for the Pay Code is “PDAY” or “HOUR”.
	Rate	The per unit rate for this entry. Only used when the Calculation Method for the Pay Code is “PDAY” or “HOUR”.
7	Amount	The extended pay amount. For Calc Method “PDAY” and “HOUR”, this amount must equal column 5 times column 6.
8	Comment	30 characters max.
9	Not Used	
10	Currency Sign	Six characters max. Example: USD, EUR.

Below is the row separator format for the file:

**Table A-5 Quick Posting File Format Separator**

Column	Contents
1	The literal “TOTAL”
2	Not Used
3	The total number of entries in this file
4	Not Used
5	Not Used
6	Not Used
7	The total of all payroll entries in this file
8	Not Used

The following validations are performed when importing the spreadsheet data:

- The ID must point to a crew member currently checked-in with an active contract.
- The Pay Code column must point to a valid and active Pay Code within the system.
- The Amount must be numeric and less than nine characters long, including the decimal.

- If the calculation method of the Pay Code is PDAY or HOUR then:
  - The Units must be numeric and less than nine digits long.
  - The Rate must be numeric and less than nine digits long including the decimal.
  - The multiplied Units of the Rate must be equal to the Amount.
  - The number of entries and the sum of the Amounts must match the information in the TOTAL record.