CENTRALSQUARE

TECHNOLOGIES

Finance Enterprise 18.1

Human Resources/Payroll

User Guide

www.centralsqr.com

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Non-Disclosure Statement

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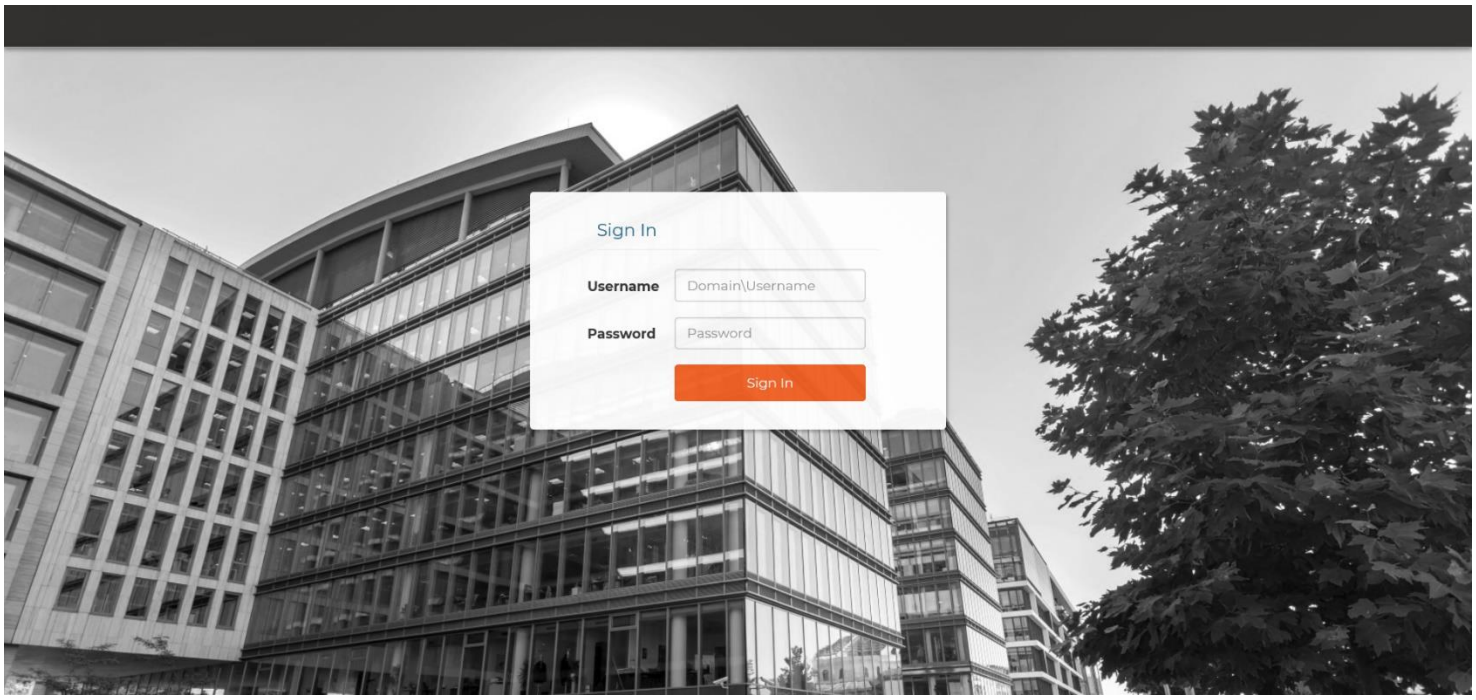
Section 1: Access and Navigation

This section explains how you navigate within Finance Enterprise Finance, starting with logging in. It continues with desktop navigation and screen navigation

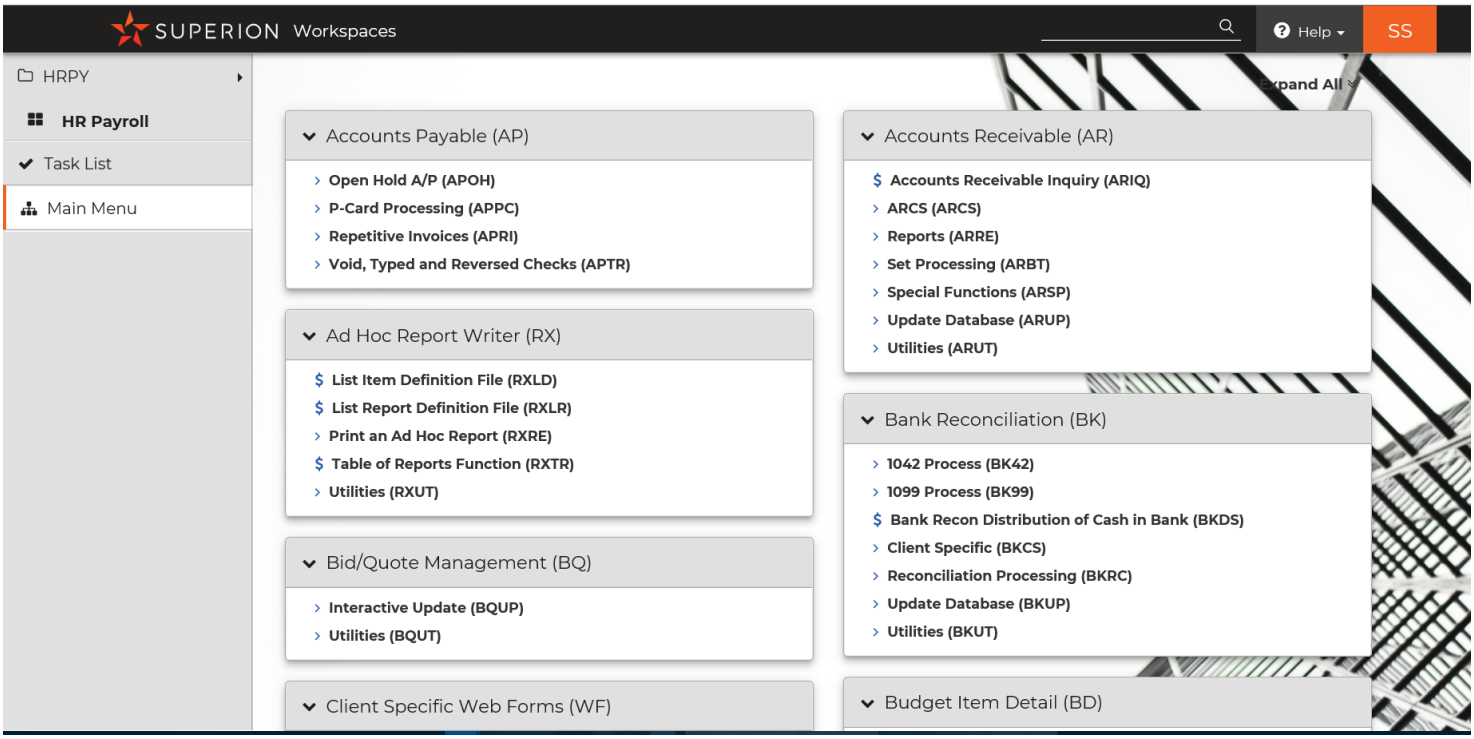
1. Open the Finance Enterprise website link in Internet Explorer or Chrome.



2. Enter your name and password and click **Sign In.**

Workspaces

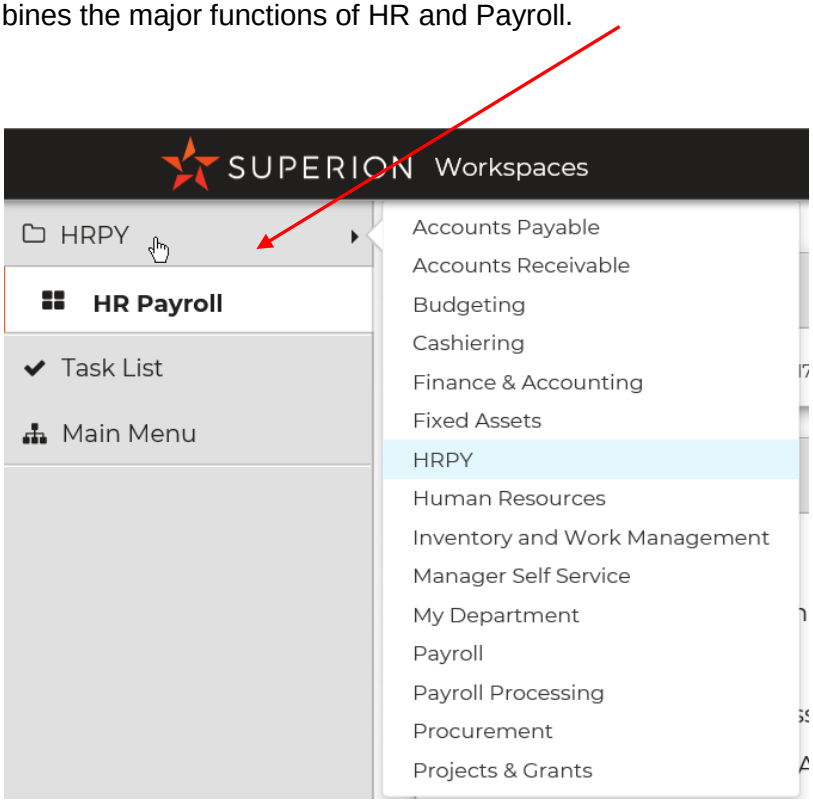
Once you are logged into the application, the first screen you see is your Workspace. Your security dictates what you have access to within the application.



The Main Menu captures all items available within the system.

Individual or Focused Menus

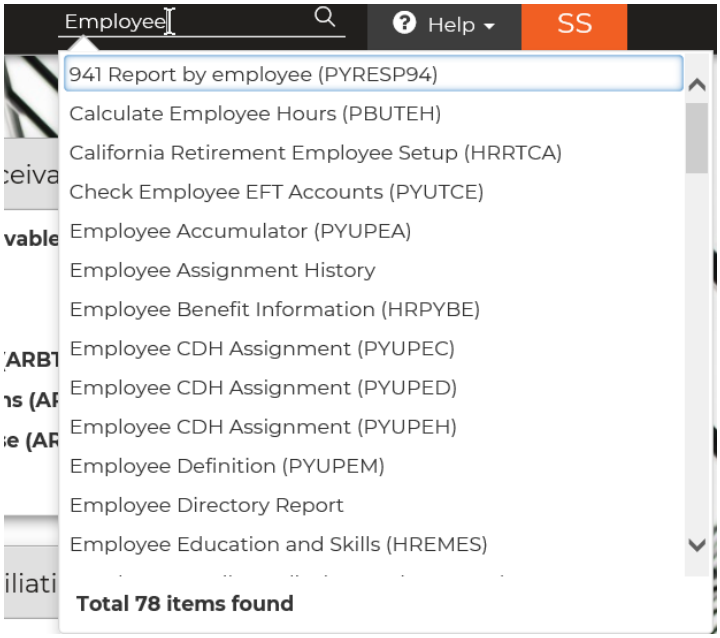
When the main folder is clicked the individual areas of focus are opened and any may be selected. In general, Human Resources or Payroll will be used for our purposes. Shown here, a customized HRPY was created, which combines the major functions of HR and Payroll.



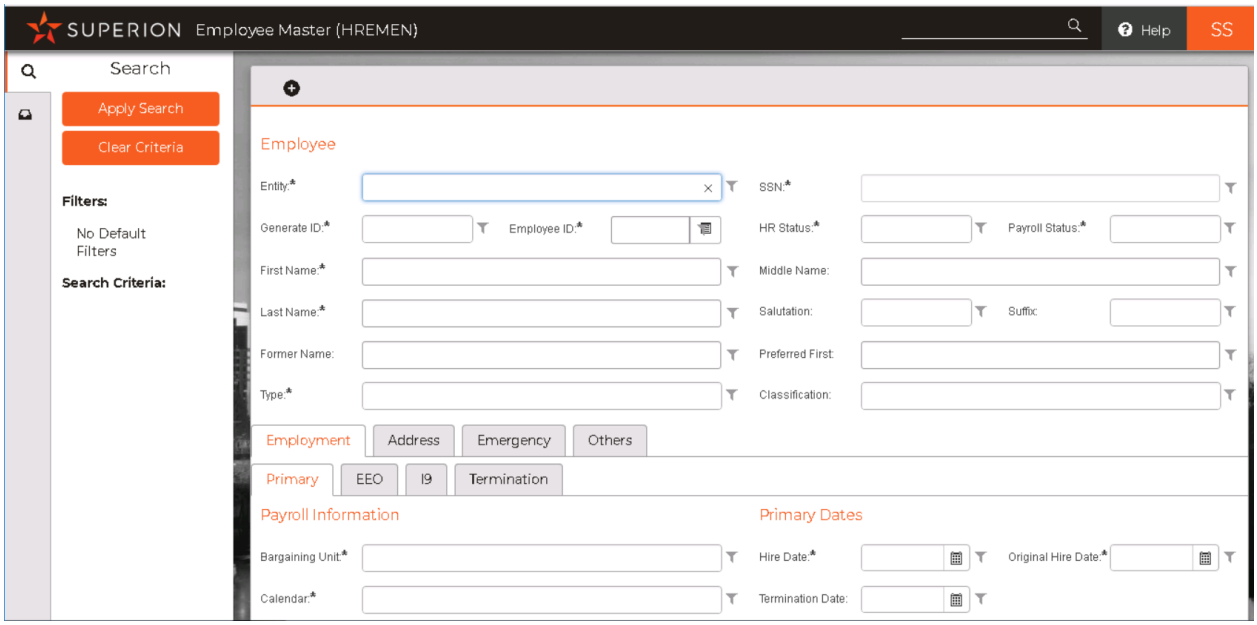
Quick Search

The third option for navigating to a screen is to use the **Quick Search** field at the top of your desktop.

You can search for a screen or report by entering the name or entry point of the screen that you would like to access. The system will begin to filter through the screens as you type until if finds a match for your search criteria.



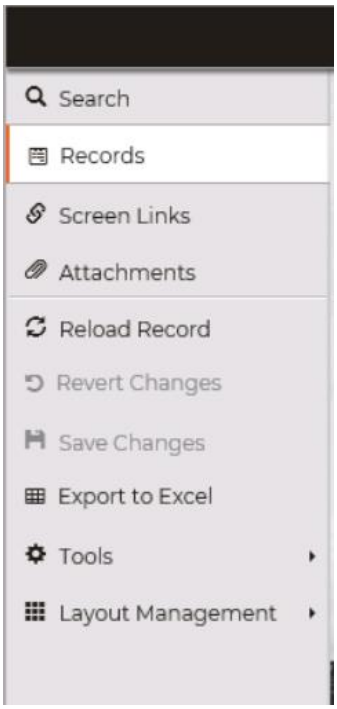
Select the link to the correct screen to open the desired screen.



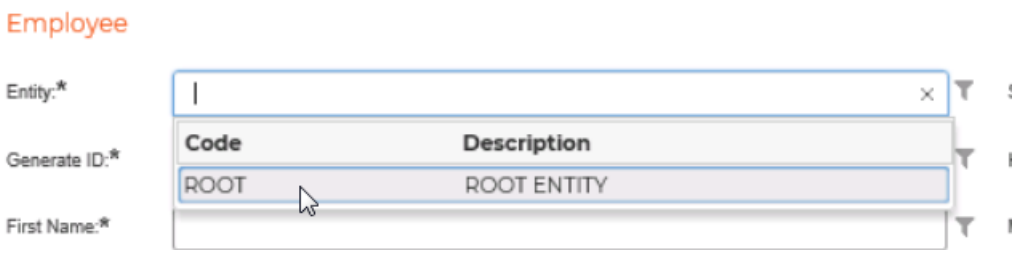
Navigation

The top section of each screen shows the screen entry point and the screen name.

On the left of each screen a menu list will be present. To Navigate to the specific menu item, click on the listing.



To navigate field by field within a screen simply click in the field. When clicking into a field a listing may appear. To select, hover over the list and click on the item.



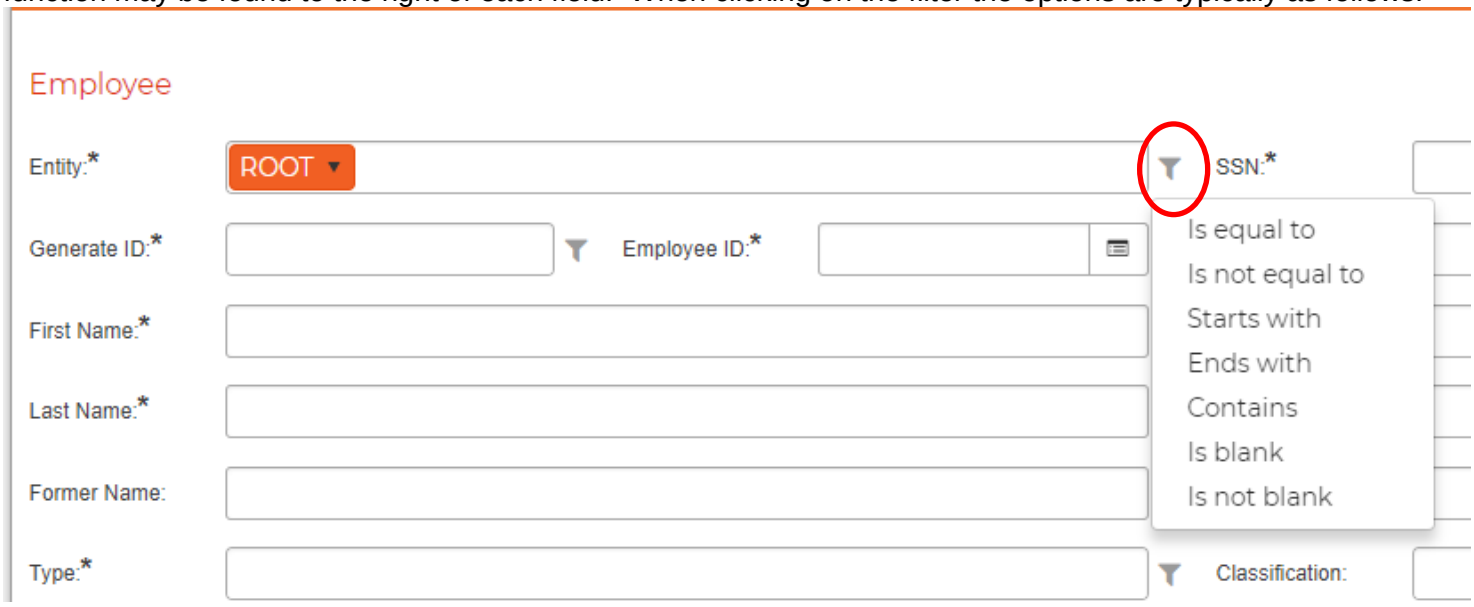
Records may be selected via clicking on the edit button or by using the left and right toggle arrows to move to the next record either prior or after the current record.

In general, the rules of Add, Delete and Save are:

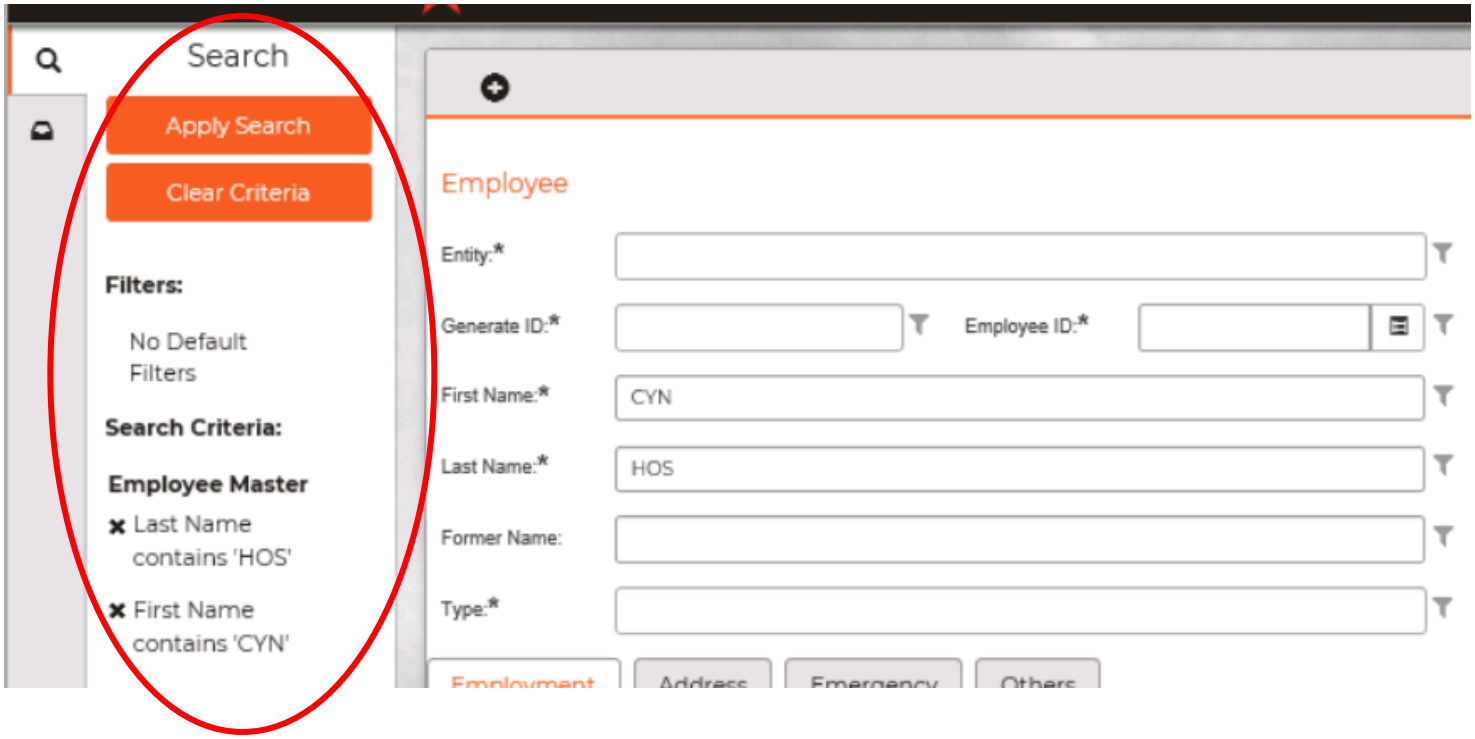
1. Selecting **Add** clears out the screen and allows you to add a new employee.
2. **Delete** removes an Employee Master record.
3. Pressing **Enter** will also save your data.

Detailed Searches

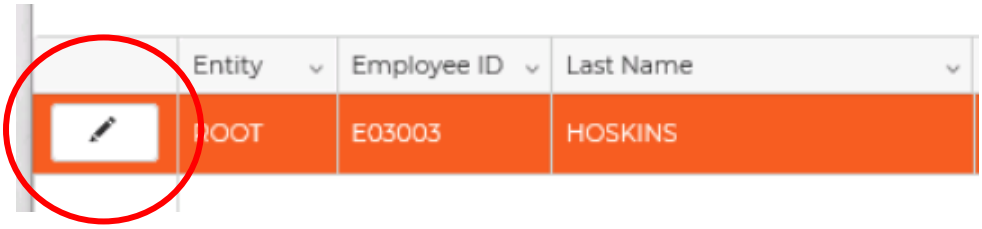
A Detailed Search may be done when the filters on fields within a screen are used. In all screens the filter function may be found to the right of each field. When clicking on the filter the options are typically as follows:



When the criteria have been selected the menu on the left will outline what the search criteria is. If the criteria is as expected, click Apply Search to activate



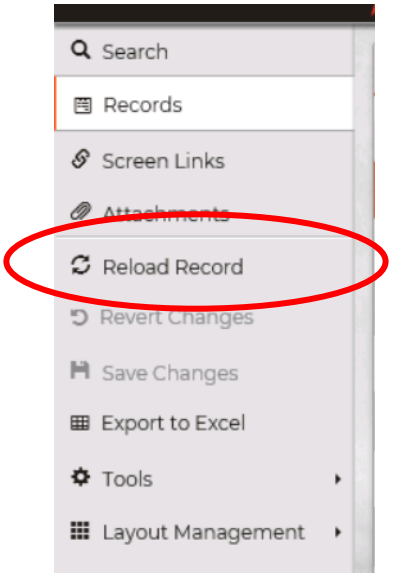
The results will then appear in the screen. To open a specific record, click on the edit pencil next to the record desired.



If multiple records exist, you may toggle between the individual edit view and the grid. Grid mode may be found in multiple places on the screen and is enacted when the icon is clicked.

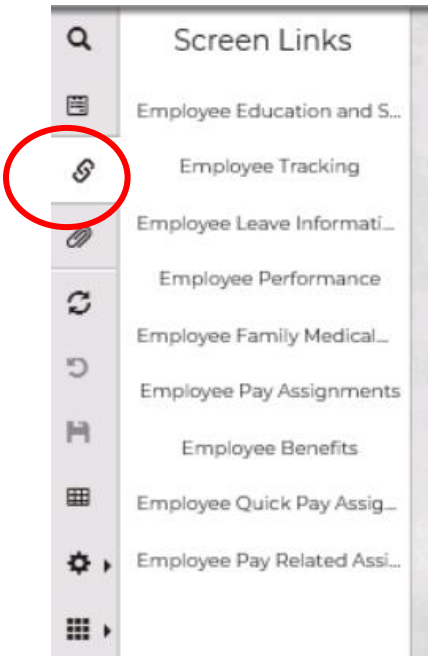
The Search option allows for a new search to begin. By Clicking Apply Search, with no criteria selected, all records will be returned.

To reselect the current group or search with refresh data click Reload Record to refresh the current group.



Screen Links

One important menu item is that of the Screen Links. Below is an example of the Screen Links menu from the Employee Master screen.



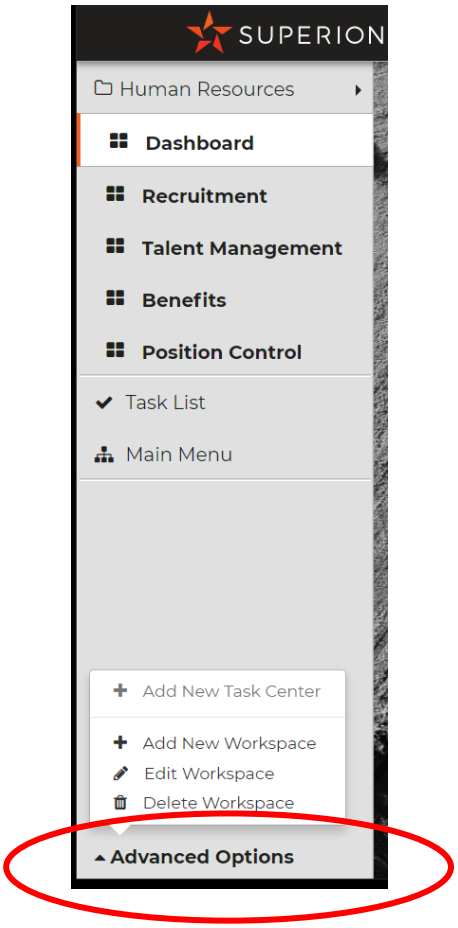
Clicking the desired screen link will open that screen as well as the employee whose record was searched for in the screen you are linking from.

Section 2: Creating a Workspace

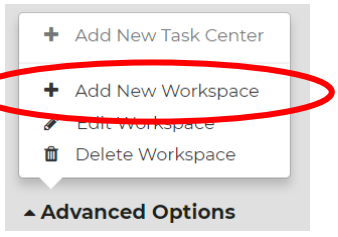
This section explains how you create a favorites folder and add it to your desktop within the Workspaces area. Keep in mind that access to this may be limited by the security protocols set by your organization.

Creating a Workspace

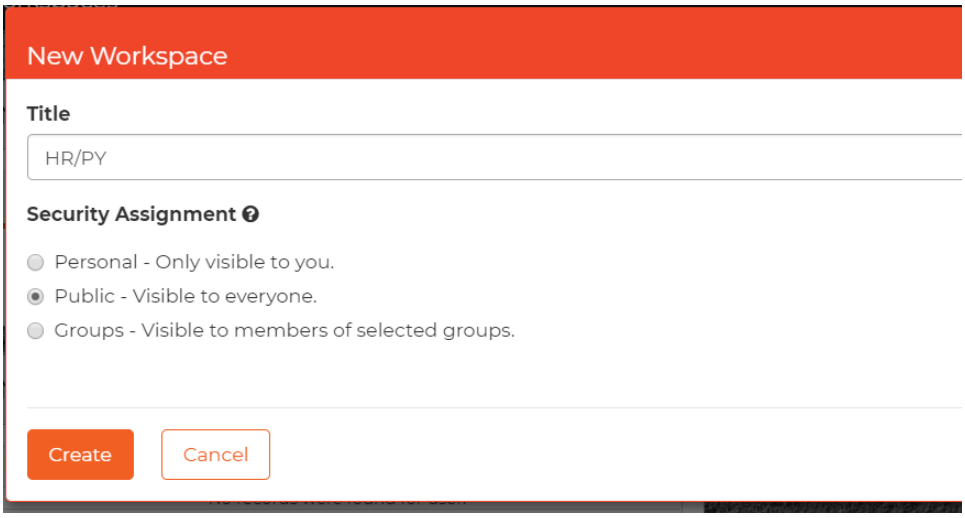
1. To create a new Workspace, click on the Advanced Options area on the bottom left of the Main Menu area.



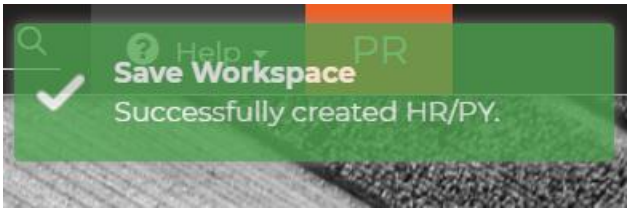
2. Next, select Add New Workspace



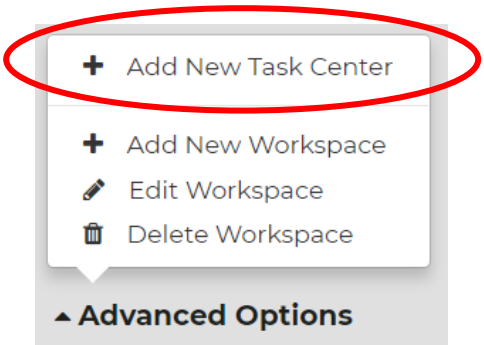
3. Next, name the Workspace and choose whether the setting is Personal, Public or open to Groups. Click Create



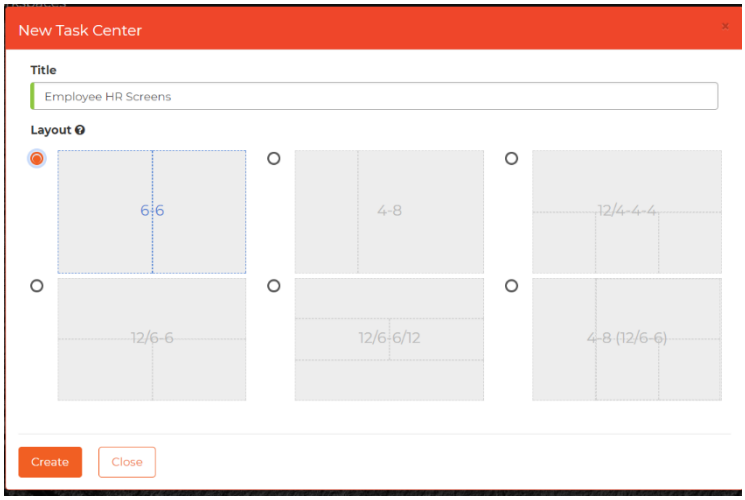
4. A notification will appear at the top right confirming the creation of the new Workspace



5. Next, return to the Advanced Options area and select the New Task Area Option

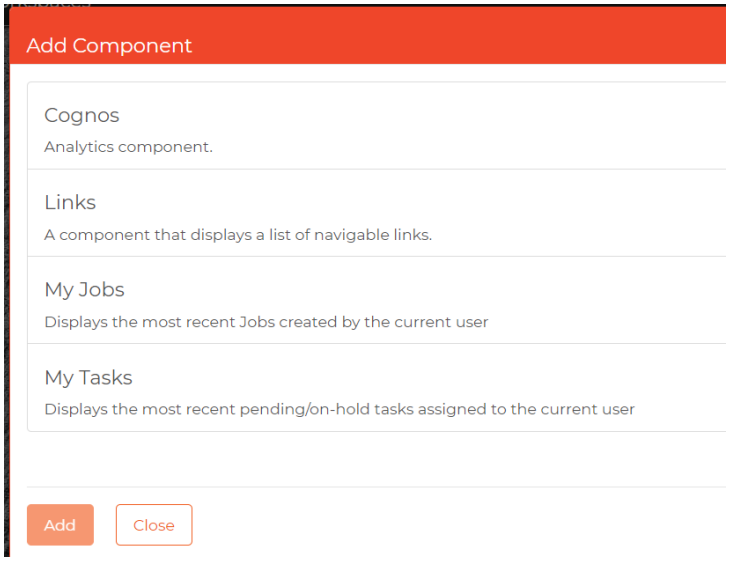


6. A New Task Center dialogue box will open and request a Title as well as a desired Layout. When the selection is complete click Create.

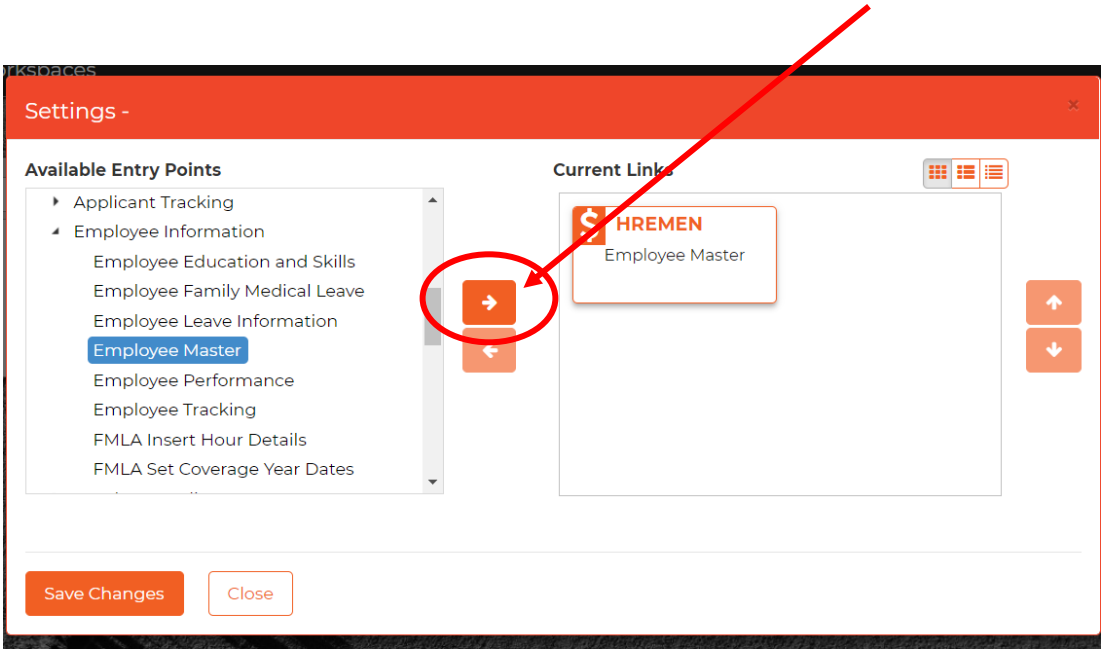


7. Next, it is necessary to add items to the Task Center that apply to your view. In this case we are adding commonly accessed items from an HR and Payroll perspective. To begin click on the + at the top of the new task center. Other options include Settings, Save, and Delete as well as Undo.

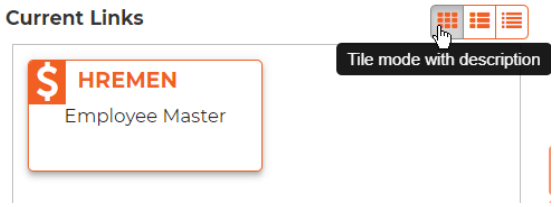
8. Once the + is selected a new dialogue box will appear for Adding Components. This may be done in a way to add Cognos items, Links to popular screens, Jobs, or pending open/hold tasks. For our purposes we will select Links.

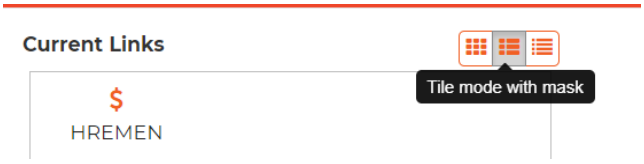


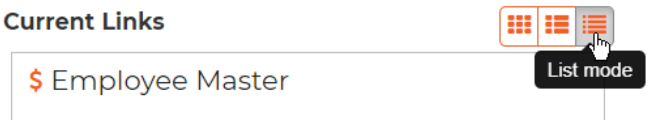
9. Using the drop-down menu with Available Entry Points, select the items desired and move them to the Current Links menu by clicking on the right arrow.



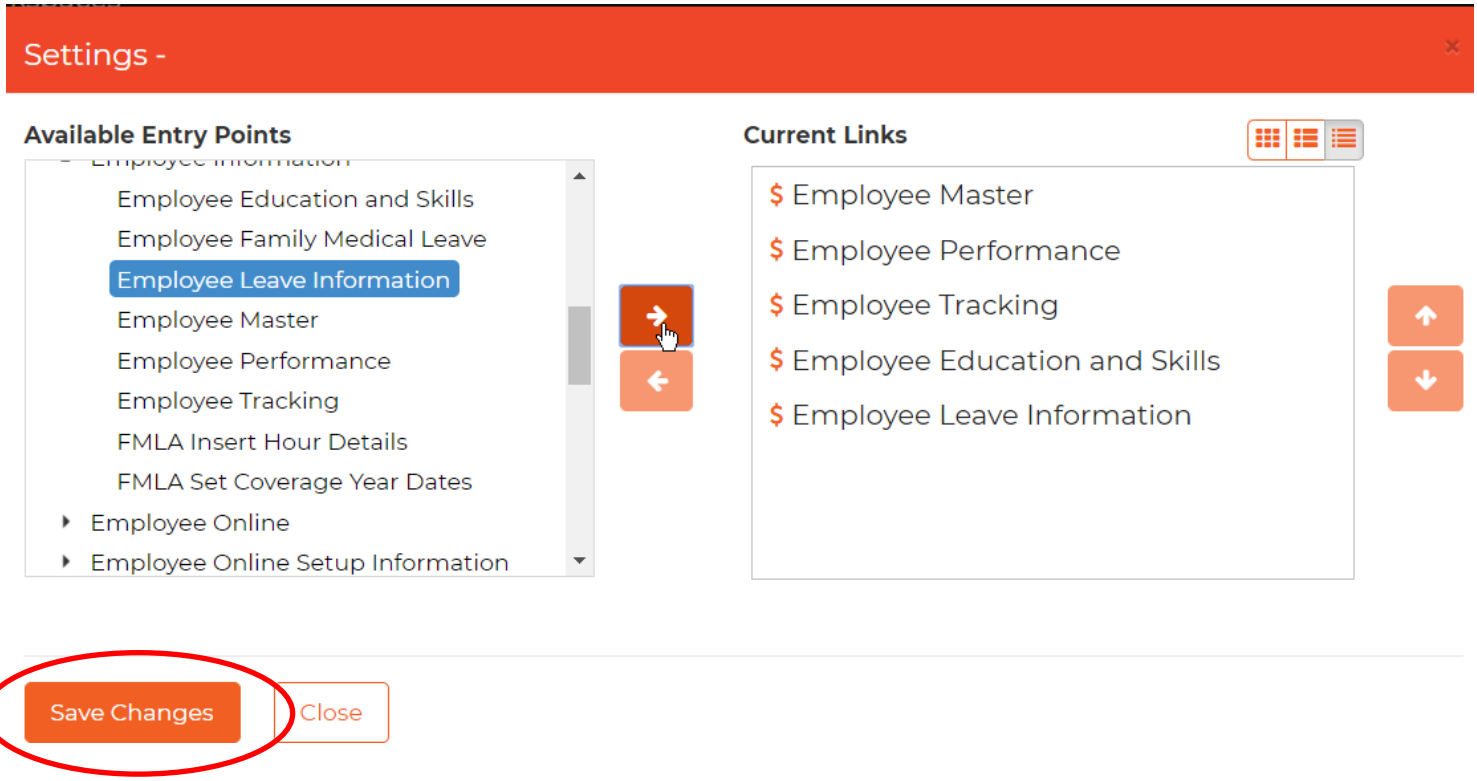
10. The way in which the links appear may be selected from the grid buttons at the top of the Current Links box. For example:



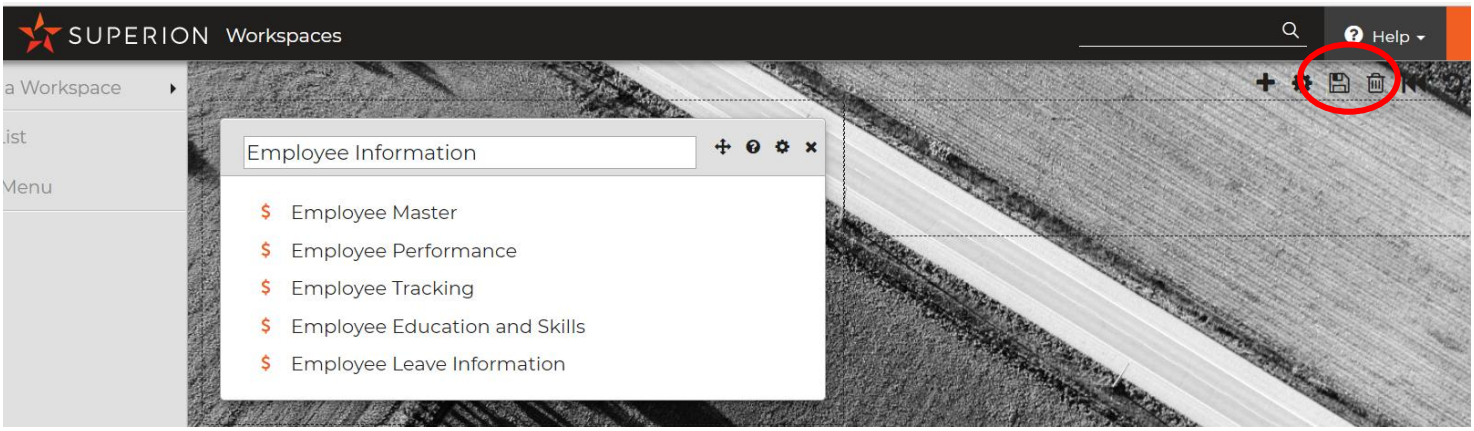




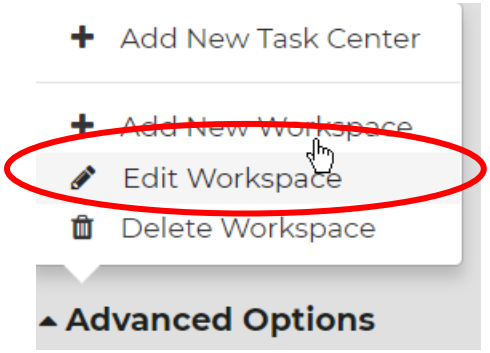
11. When all items are selected, click Save Changes at the bottom left of the menu.



12. This will then show the items in the component on the Workspace. Name the item and click Save at the top right of the screen before adding as many items as desired.



13. To reopen the Workspace to make adjustments simply click on the Advanced Options again but select Edit Workspace.



Section 3: Entering a New Hire

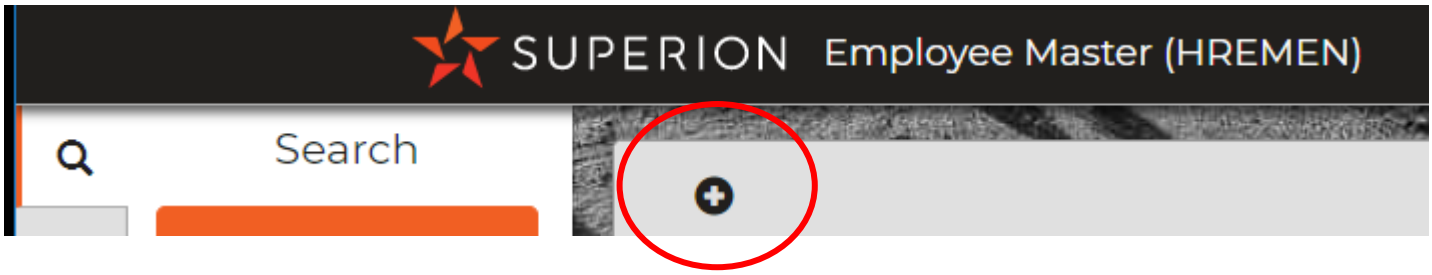
This section explains how you enter a new hire into the Human Resource and Payroll modules along with the purpose of the fields that you will be completing with information. Once this section is completed, the employee will be ready for payroll processing.

Employee Master

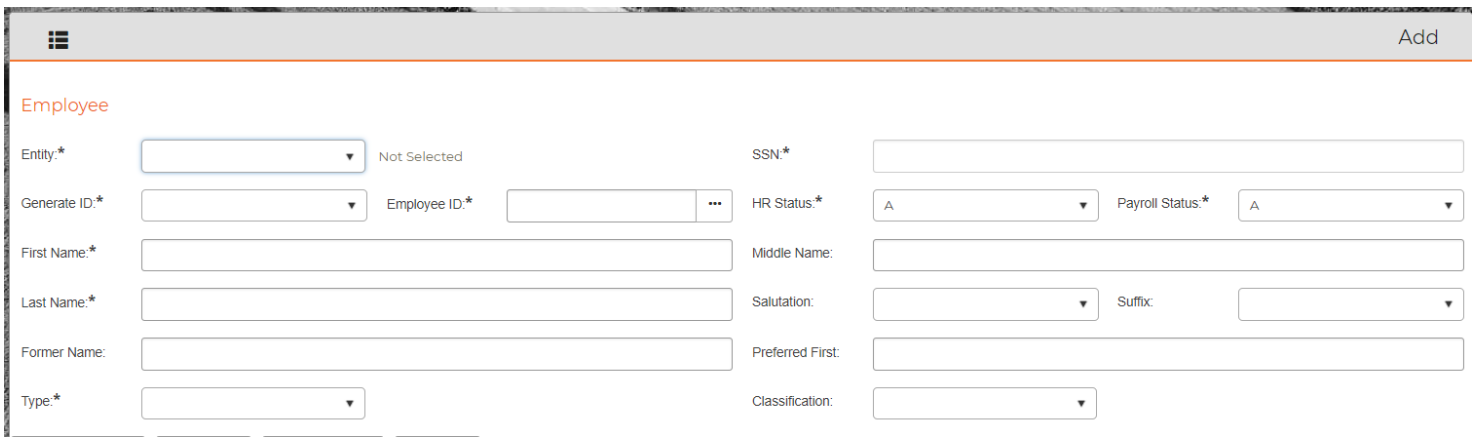
Employee Demographic Information is entered into the **Employee Master** screen. Access to the Employee Master screen can occur in one of three ways:

- Workspace Link
- Navigating through the menu items
- Enter the screen entry point of **HREMEN** in the Search Field at the top of the screen

1. Begin by adding a new employee – this is done via the + at the top of the screen



2. Your screen is now blank, and you may enter the employee's information. All the fields with an *** are required** and must be entered before saving the record. When completing screens, it is recommended that a left to right, top to bottom process flow be done.



Entity – ROOT is the main entity in the system. If you have additional entities, you will need to select the correct one.

SSN – Employee's Social Security Number

Generate ID – This tells the system how you would like to populate the employee's Employee ID field. If you choose to auto generate, the number convention is coming from SYNO/ EMPMROOT.

Employee ID – This field is populated based off what you selected in the Generate ID drop down.

HR – This is an HR Status code.

PY – This is a PY Status code. This code must be set to "A" for the employee to receive a pay check as well as set to "I" when an employee is terminated.

First Name – Employee's legal first name

Middle – Employee's legal middle name or middle initial as it appears on their SSN card.

Last Name – Employee's legal last name

Salutation – This is not a required field. Enter the employee's salutation if available.

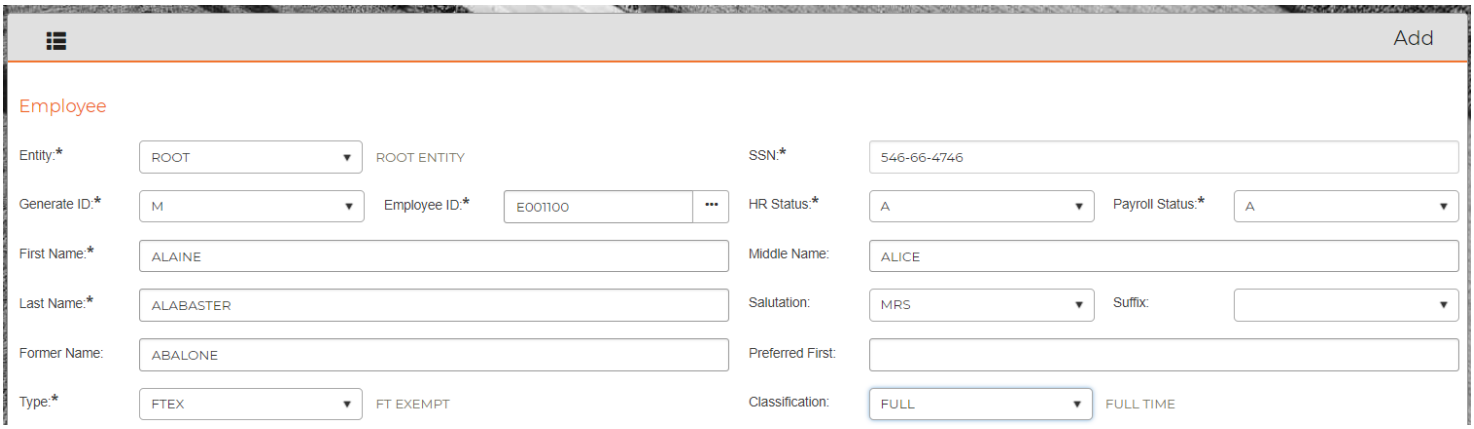
Suffix – Not required. Enter if applicable.

Former – Employee's former last name if applicable. If the employee changes names while employed, this field will be auto feed with what was in the last name field when the last name field is changed.

Preferred First – Not required. Enter the employee's preferred first name if applicable.

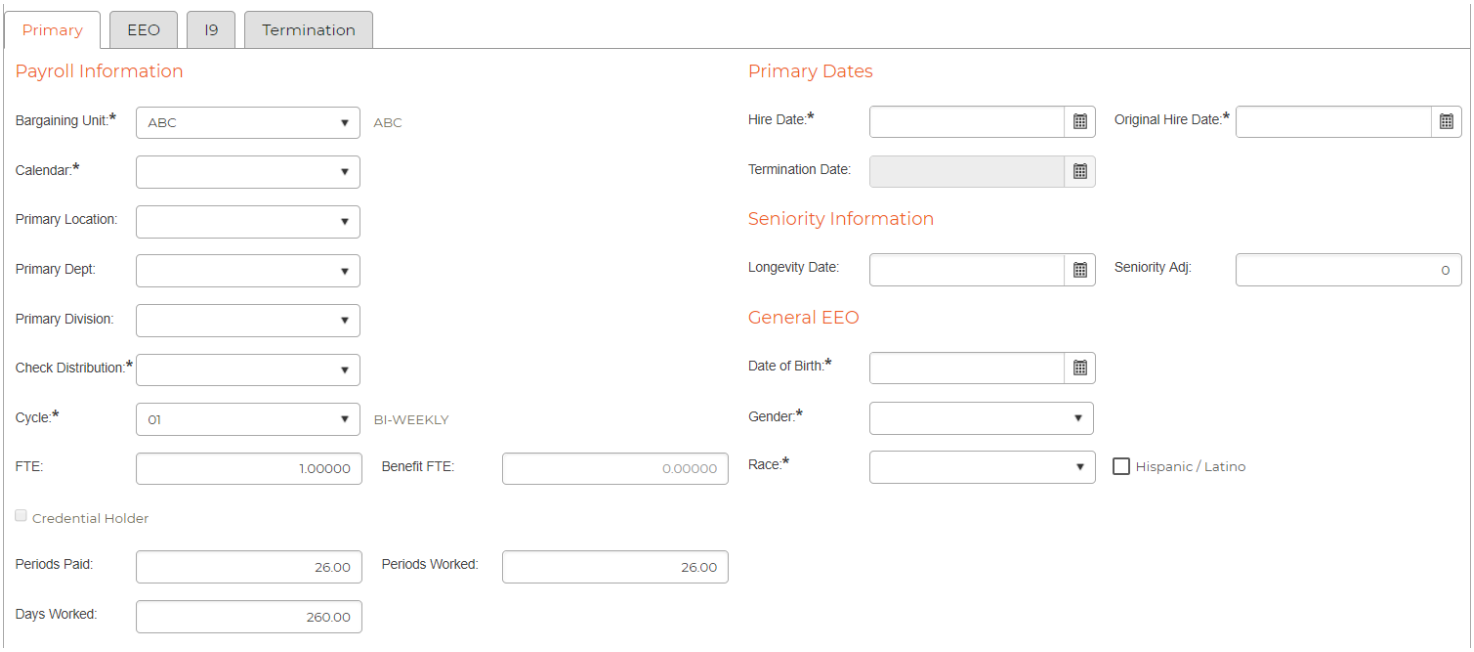
Type – Type of employee as hired into a Full Time, Part Time or Temporary Position or any additional types that you have defined at your organization.

Classification – Select the correct option from the drop down. This classification code is for ACA reporting and must match the IRS guidelines. FULL, SEAS or VARB are the options to choose from. The IRS considers anyone working 30 hours or more a week or 130 hours or more a month a FULL time employee. Please refer to the ACA Year End User Guide for additional information.



Primary Tab

Next, the Primary tab is open for entry. The Primary tab captures the employee Calendar, Bargaining Unit, Hire Date, and Date of Birth.



Bargaining Unit – Select the employee's bargaining unit from one of the options in the drop down.

Hire Date – Employee's most recent date of hire

Original Hire Date – Employee's original hire date. This field will match if this is a new hire, this field will have the first hire date if the employee is a rehire.

Calendar – Select the employee's work schedule from the drop down.

Primary Location – Select the employee's primary physical work location.

Primary Dept – Select the employee's primary reporting department.

Longevity – Enter the date that your organization decided to track here. An example would be the employee's Merit Date.

Seniority Adj – Enter the number of months to be added to the Hire Date to calculate or adjust the employee's accruals. For example, if an employee was hired 1/1/2018 but negotiated to receive vacation at an accrual rate of 5 years the number 60 would be added to this field. ***NOTE: This is not necessary for organizations that use Longevity Date for accruals.***

Primary Division – Select the employee's primary reporting division.

Check Dist – Select the correct check distribution based on the options in the drop down.

Date of Birth – Employee's date of birth.

Cycle – 01 – Bi Weekly, 02 – Monthly and 03 – Weekly

Gender – Employee's Gender.

FTE – This field is required even though it is not flagged with an asterisk. If it is not filled in, then you will receive an error when assigning the employee's pay assignment. Enter in the number as Full Time Equivalent. Enter the employee's FTE they were hired as: Full Time = 1.0, Part Time = .5. .8, etc.

Benefit FTE – This field captures the benefit compensation an employee is entitled to. For example, an employee that works 30 hours per week may be classified as an employee that receives full benefits. The employee FTE would be .75 while the Benefit FTE would be 1.0.

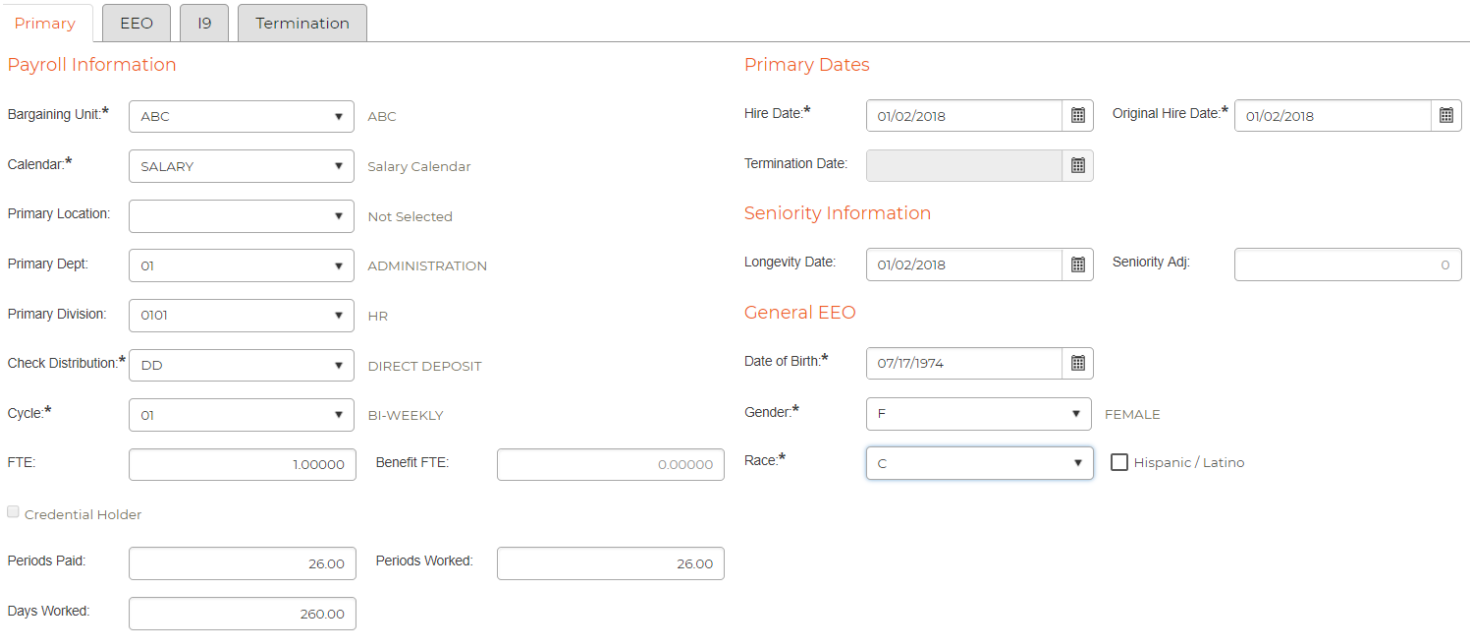
Race – Select the employee's race.

Hispanic or Latino – Check if yes, leave blank if no.

Periods Paid – This field should match period worked unless they are on a contract where they are paid in months that they do not work. A few of the standards would be: Biweekly = 26 periods, Weekly = 52, Monthly = 12

Periods Worked – Enter the periods worked per year. A few of the standards would be: Biweekly = 26 periods, Weekly = 52, Monthly = 12.

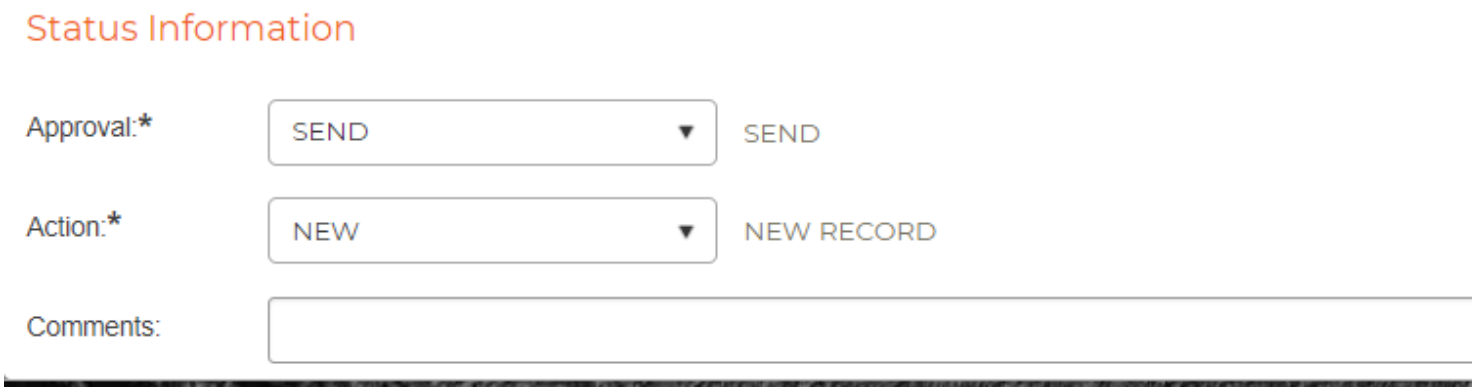
Days Worked – Enter the number of worked days per year, this does not need to be updated for leap years. For example, you may use 260 days and you will not need to update to 261.



Approval Code – If this is set to SEND, the employee's information is sent to payroll. If it is set to anything other than SEND, the record must be approved and set to SEND to get to payroll.

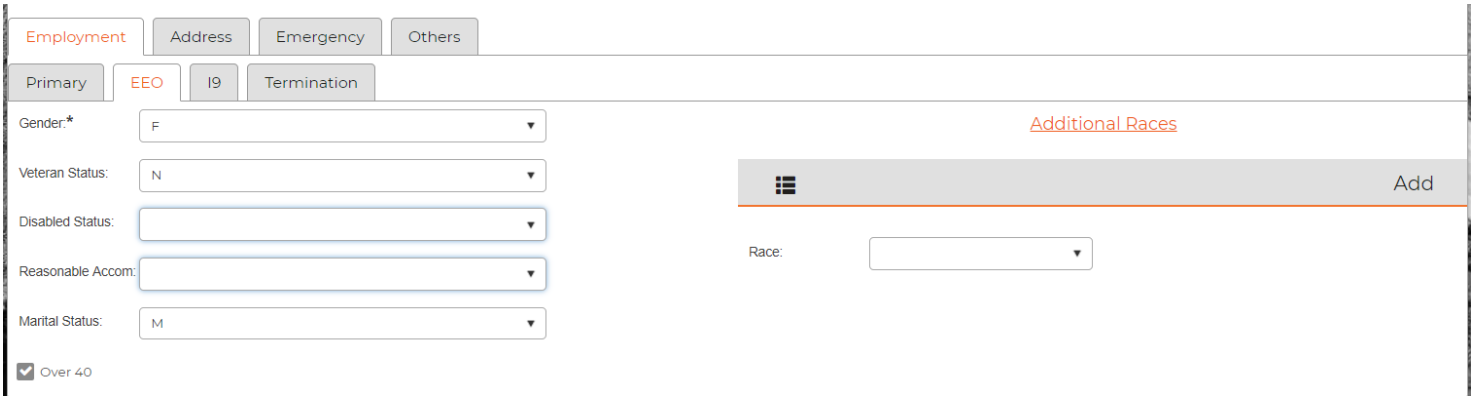
Action – For a new record this will always be NEW.

Comments – A freeform area for comments or notes.



EEO Tab

The EEO tab captures the employee's demographic information such as Veteran Status, Disabled Status, and Marital Status.



Gender – Select the appropriate answer based on the options in the drop down

Veteran Status – Select the appropriate answer based on the options in the drop down if applicable.

Disabled Status – Select the appropriate answer based on the options in the drop down if applicable.

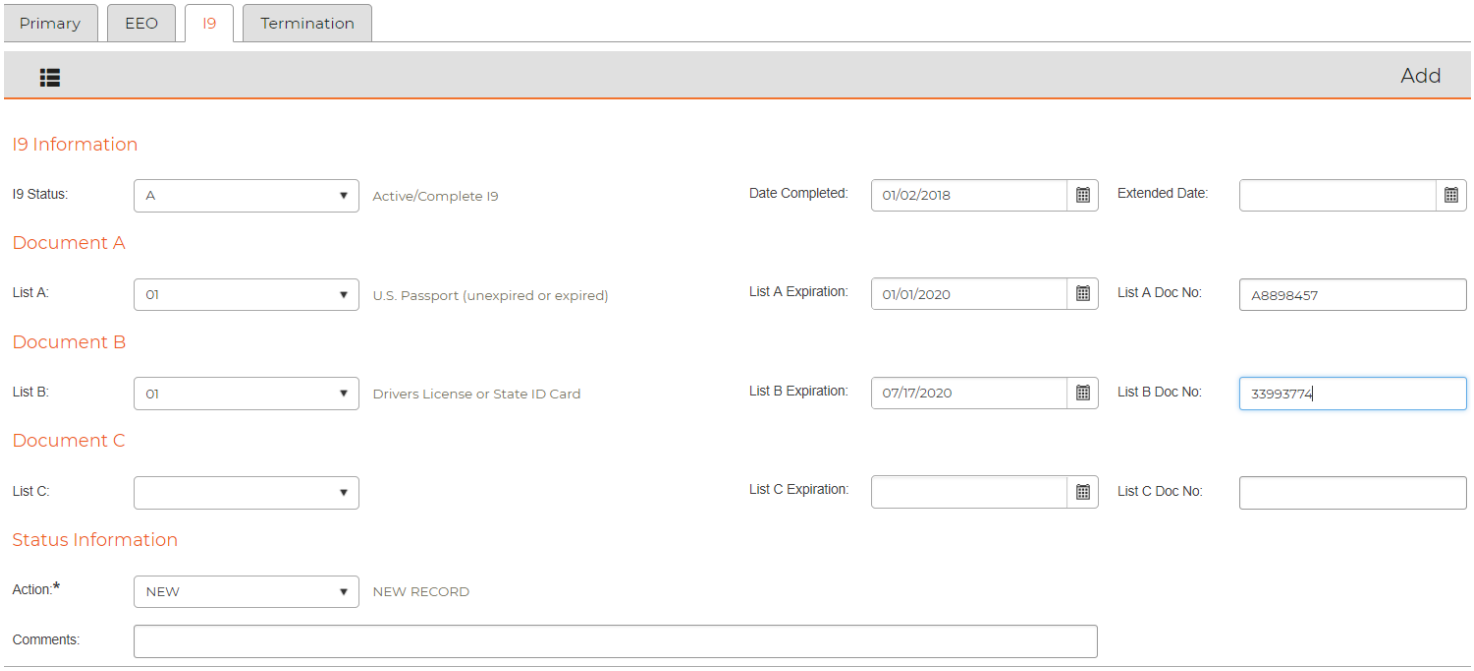
Reasonable Accommodation – Select the appropriate answer based on the options in the drop down if applicable.

Marital Status – Select the appropriate answer based on the options in the drop down if applicable. This field is not used for tax purposes.

Additional Races – Select the appropriate answer(s) based on the options in the drop down if applicable.

I9 Tab

The I9 tab is used to track the information obtained from the employee during the hiring process and verified with eVerify. This information area is optional and is not required to save the record.



I9 Status and Date Completed – Select the appropriate answer based on the options in the drop down, specifically if the I9 status record is Active or Inactive. Multiple records may be added for employees that are rehired. For a rehired employee mark the old record Inactive and the new record Active as well as the dates of completion.

Document A – Select the appropriate answer based on the options in the drop down for the document type provided by the employee such as US Passport. This should have an expiration date and document number entered.

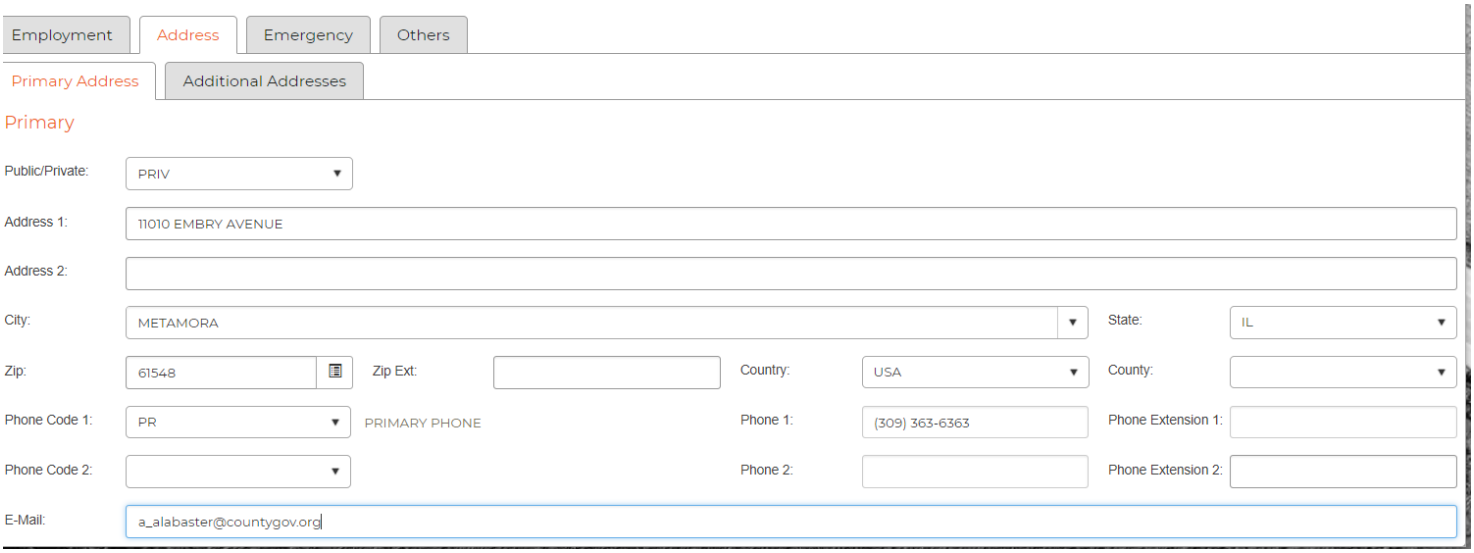
Document B – Select the appropriate answer based on the options in the drop down for the document type provided by the employee such as a Driver's License or ID card. This too should have an expiration date and document number entered.

Document C – Select the appropriate answer based on the options in the drop down for the document type provided by the employee such as a Social Security Card or a Birth Certificate. This too should have an expiration date and document number entered.

Action – Verify the Action type is New.

Primary/Additional Address Tabs

The Primary Address tab is used to capture the physical address of the employee. This address is used for all legal documents including W2's and 1095's so it is highly recommended that this address not be a PO Box.



Public/ Private – If used, this can be used as a filter when running employee directories.

Address – Enter the employee's address. When finished, select tab on your keyboard and your curser will take you to the ZIP field.

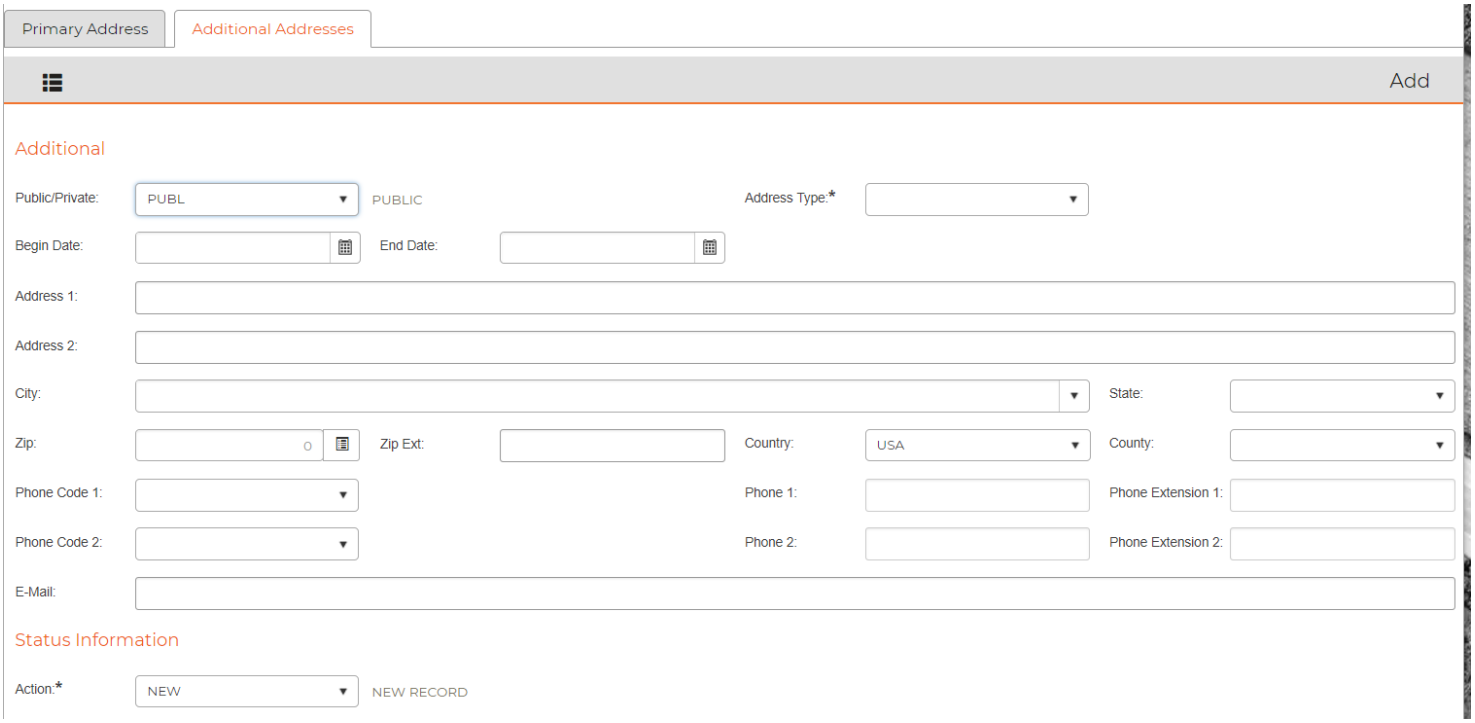
City – This field is auto fed based off the zip code entered. Acceptable city and zip code combinations are defined in PEUPZP.

State – This field is auto fed based off the zip code entered.

Country – This field is auto fed based off the zip code entered.

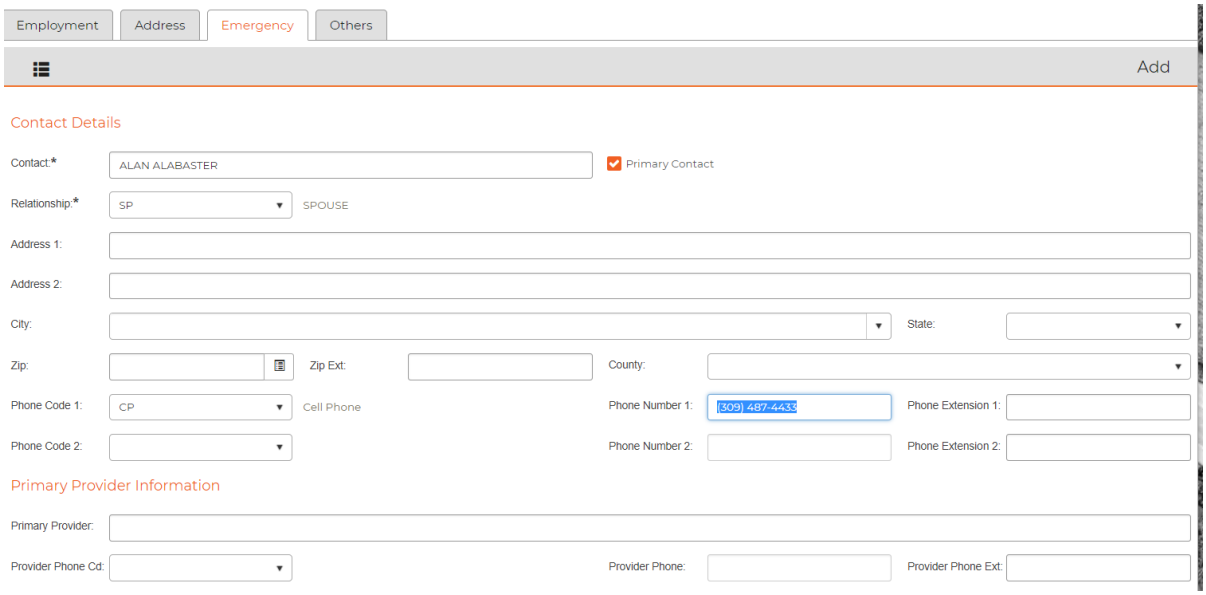
Zip – Enter the employee's zip code and the city, state and country will be filled in. **Phone 1** – Select the type of phone number and enter the employee's phone number. **Phone 2** – Select the type of phone number and enter the employee's phone number. **E-Mail** – Enter the employee's work e-mail address.

Additional Addresses, such as PO Boxes may be added on the Additional Addresses tab if needed.



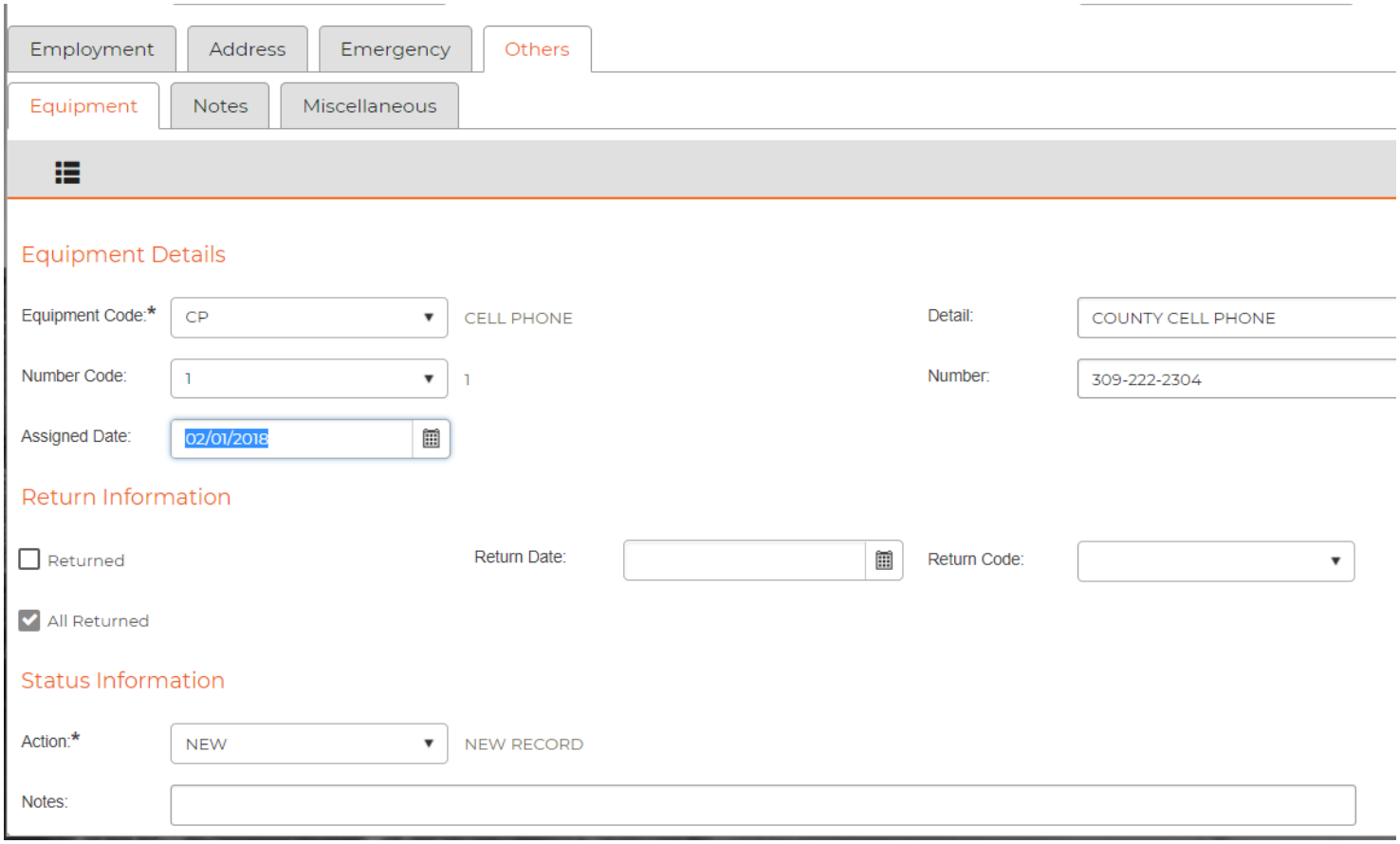
Emergency Tab

The Emergency tab captures all emergency contacts of the employee. As much or as little information desired may be inputted. In the example below the contact name, relationship and phone are included.



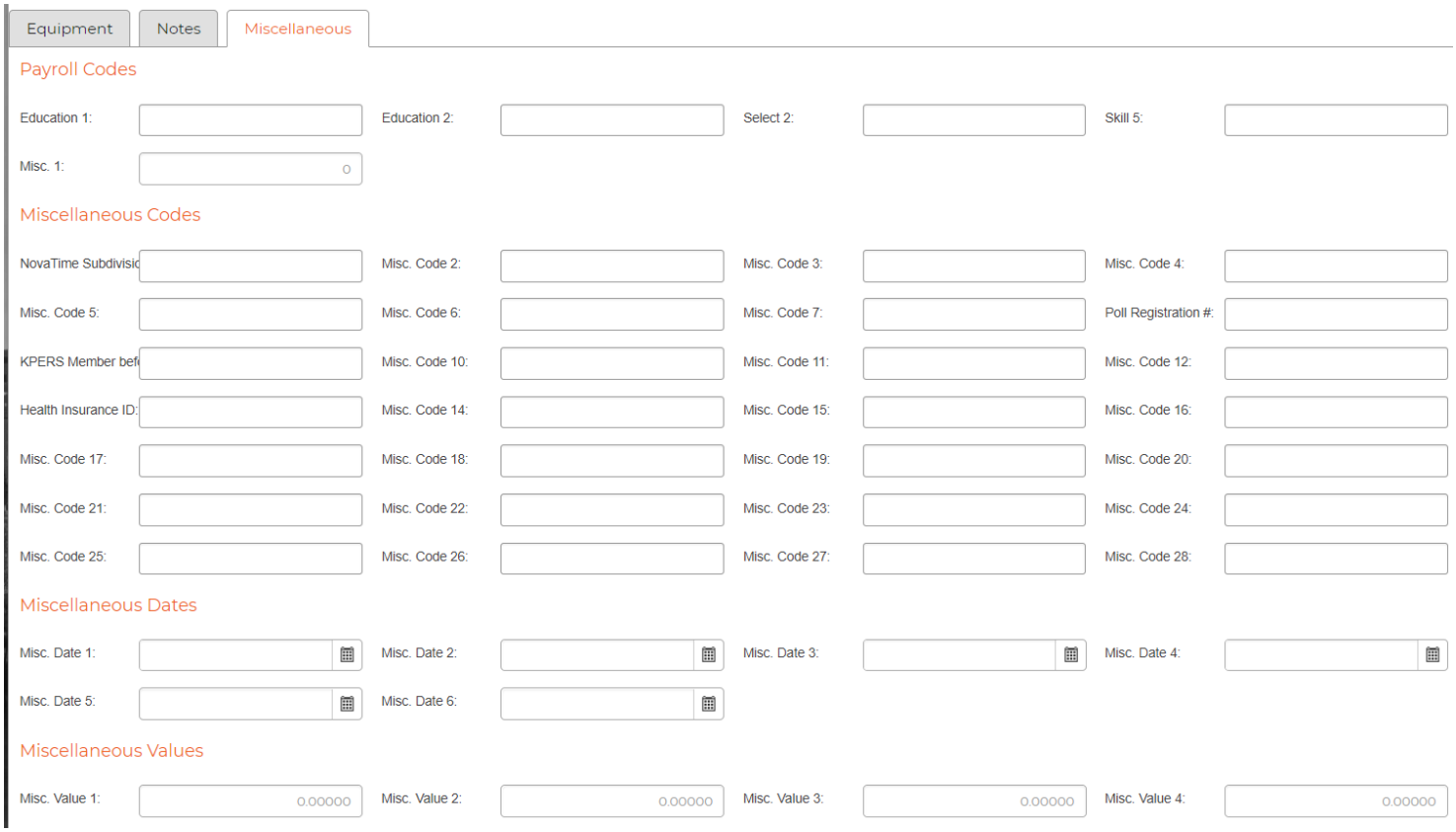
Others

The equipment tab within the Others section of the employee master screen captures any equipment or items that may be assigned to the employee. The equipment codes will vary client by client and require setup within HR tables. A completed detail may appear as such:

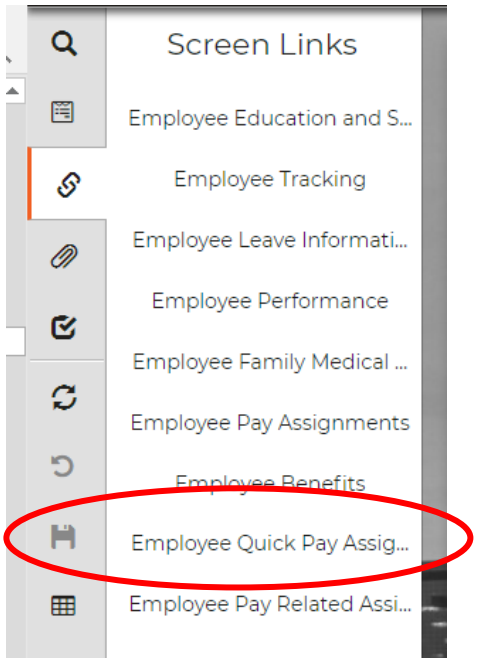


Miscellaneous

The Miscellaneous tab contains multiple numeric and date fields that may be used for custom calculations or reporting. As these too will vary by individual client, customization and further details should be discussed with an HRPY consultant or helpdesk individual.

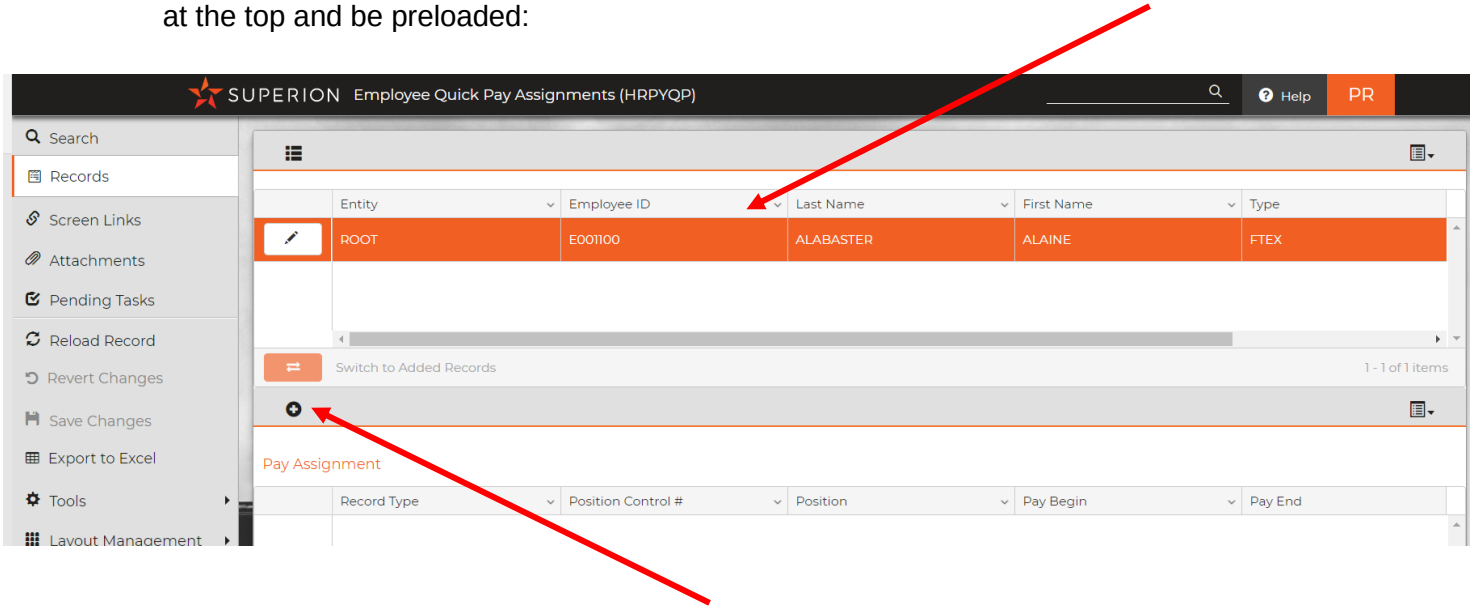


To proceed, use the screen link to the Employee Quick Pay Assignments via the Screen Links tab on the left of the screen.



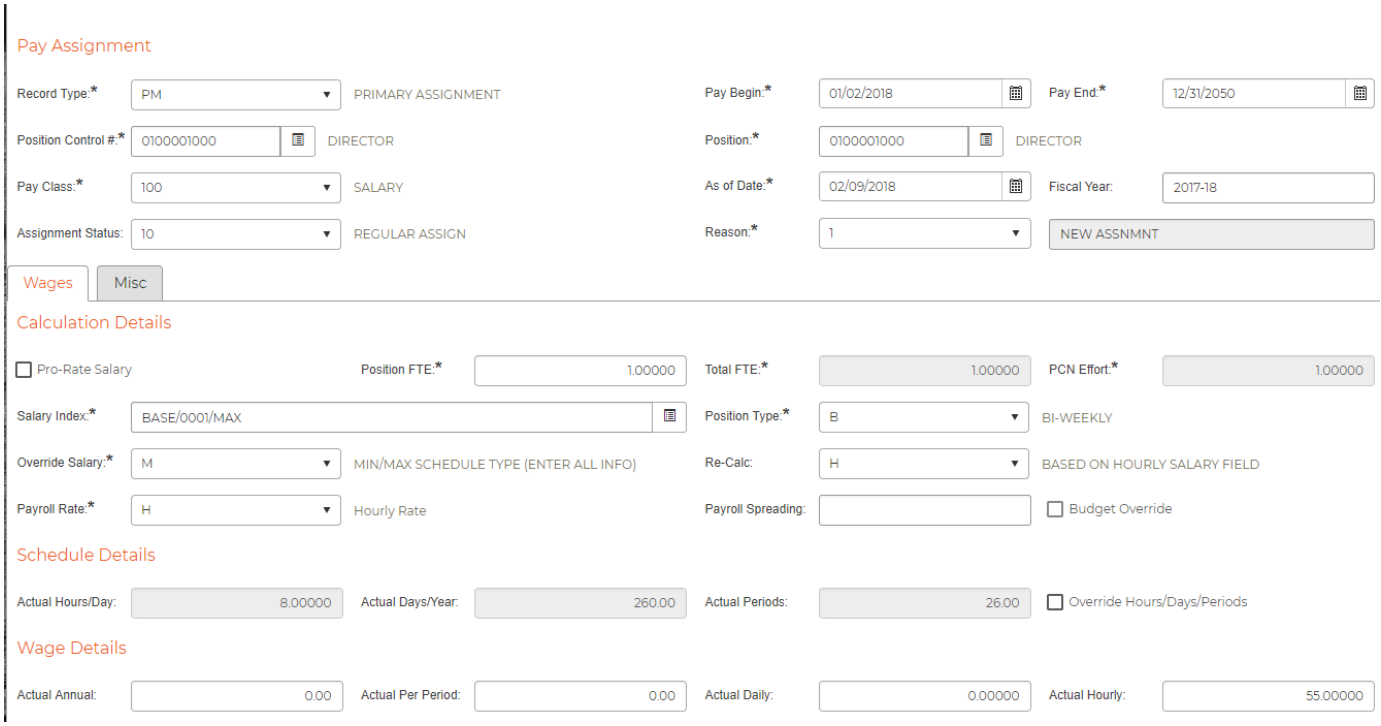
Employee Quick Pay Assignment

The Employee Quick Pay Assignment screen is used to capture the position, pay and frequency of an employee. When linking from the Employee Master screen, the employee information will appear at the top and be preloaded:



To add the new pay assignment, click the +.

The Quick Pay Assignment screen contains two main sections – the pay assignment calculation information and the wage distribution and account structure. We will begin with the pay assignment calculation information.

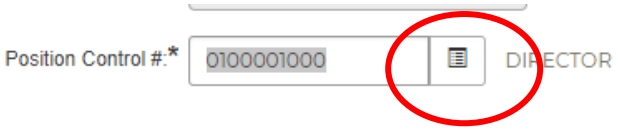


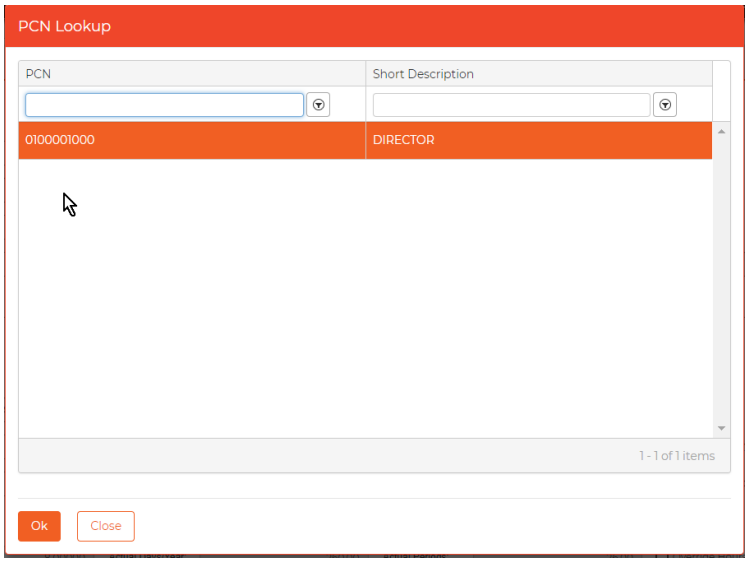
Record Type – This identifies the record as the Primary pay assignment record (PM) or an additional function or position (A0 – Z0).

Pay Begin – The pay begin date, in alignment with the pay periods for the organization

Pay End – The pay end date, for new employees this is 12/31/2050. A hard date may be used if the employee is contract or seasonal.

Position Control #/Position – This is the PCN or POS number that is created in the Position Table (HRTBPC). A lookup may be used to search for the position.





Pay Class – The pay class determines what hour codes apply to the position. Examples of pay classes include Salary, Hourly, Temp.

As of Date – The date the change or add was effective.

Fiscal Year – This is an option field.

Assignment Status – The Assignment Status field may be customized client by client depending on reporting needs.

Reason – The Reason Code identifies why the change or addition is occurring. Reason codes are customizable and common include New Hire, Promotion, Lateral Change, Termination, Demotion, etc.

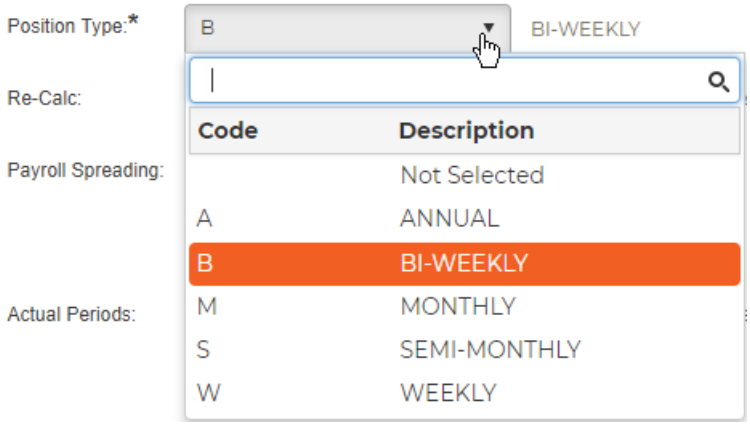
Pro-Rate Salary – Used in cases where the whole salary is captured but the amount is prorated based on FTE. This is not used often.

Position FTE – FTE associated with the position.

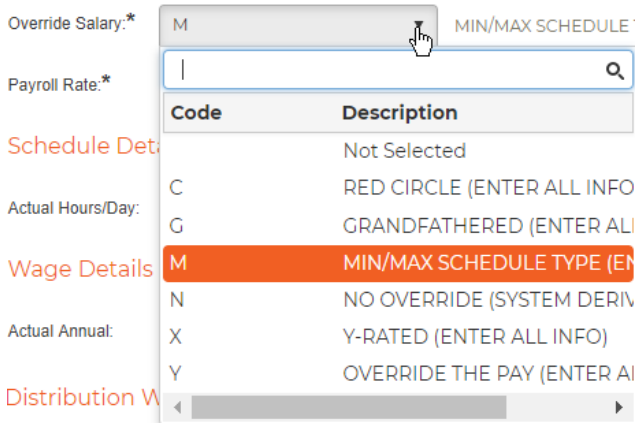
Total FTE/PCN Effort – Fields populated by information from the PCN Table (**HRTBPC**).

Salary Index – Salary string that applies to the position. This populates from the PCN Table (**HRTBPC**) unless the fields are left blank. A specific string may be entered using the search box found at the right end of the field.

Position Type – Captures the position pay frequency (see below)



Override Salary – If the pay string is based on a per hour range/step this field should be set to N and all data will populate. If the position is a Min/Max, or variation thereof, the Override should be selected at M. All options are shown as follows.



Recalc – The recalc field is used to capture, for overrides, whether the position salary breakdown is based on the Annual Rate, Per Period, Hourly, etc. This should be selected in line with how the salary table has been established.

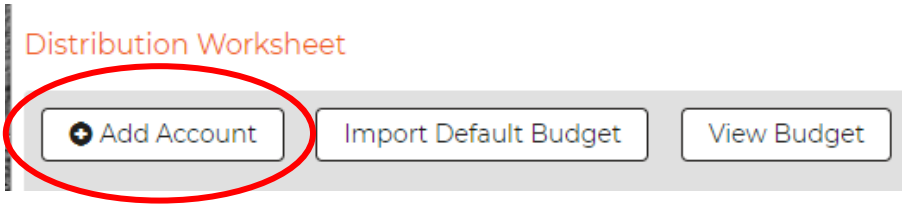
Payroll Rate – Hourly or Daily.

Payroll Spreading – Customized field used infrequently.

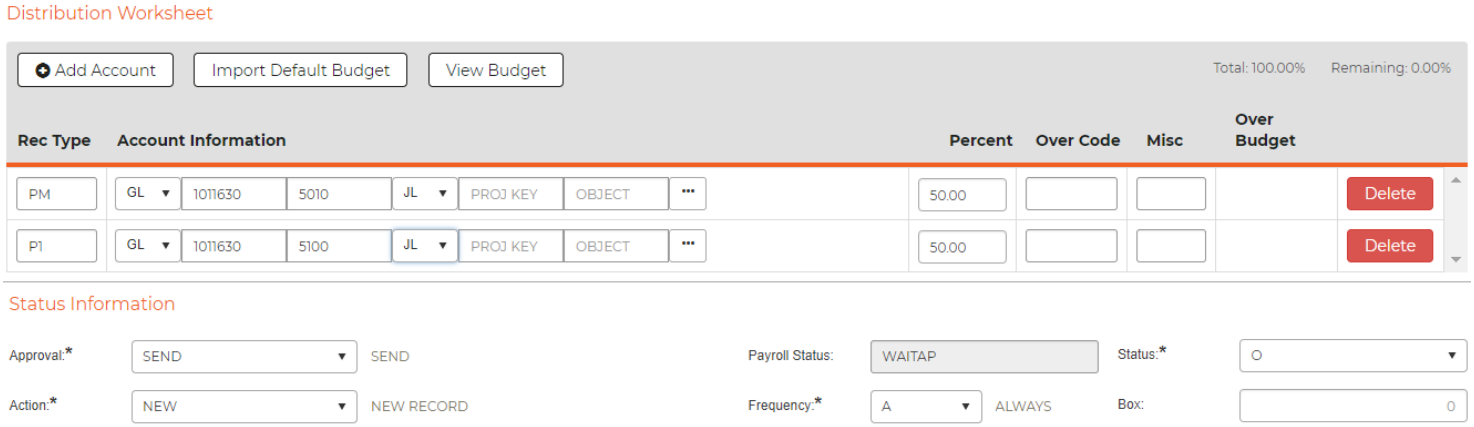
Schedule Details will populate from the PCN table – if an override is desired (such as changing an 8-hour position to 6-hour position) select the Override Hours/Days/Periods and update as needed.

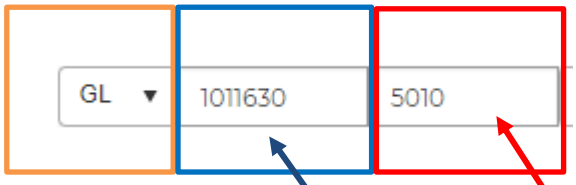
Wage Details – Based on the setting in the recalc field enter the hourly, annual or per period rate. The other fields will auto calculate when the record is saved.

Distribution Worksheet – the Distribution Worksheet captures the financial aspect of the position such as Org Key, Obj Code and applicable splits. To begin, add account by clicking the Add Account button.



The table will open so the account distribution may be input. If more than one line is needed (as in the example below), click the Add Account button for each additional line. The percentage when all entries are complete must be 100 or the record will not save.





GL – The ledger code that is being used.

Org Key – The GL Org Key that applies to the distribution.

Object Code – The GL Object Code that applies to the distribution.

JL Proj Key/Obj – If a project org key and object code are needed they would be entered in this area.

Percent – The percent that the allocation represents per line. All percent items must equal 100%.

Approval – SEND will allow the information to the payroll side of the system.

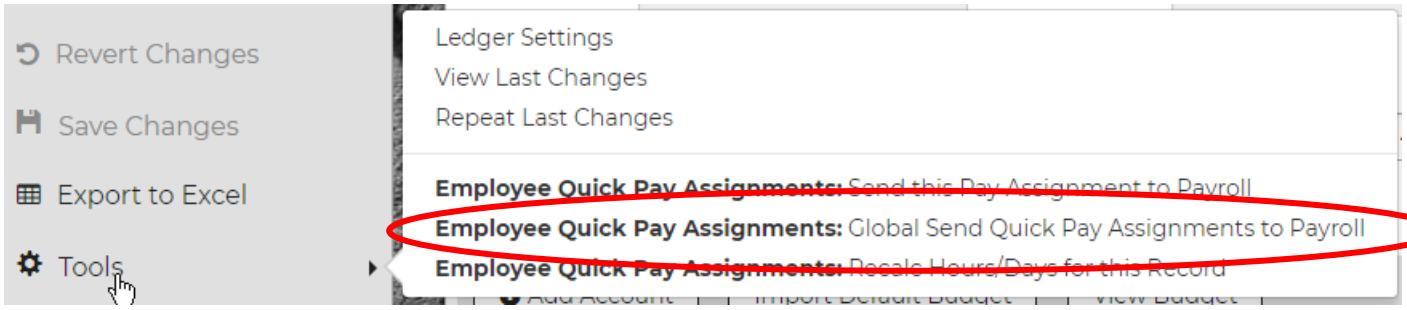
Status – Best practice is to select O for Override. This allows for pay changes to the salary table to be

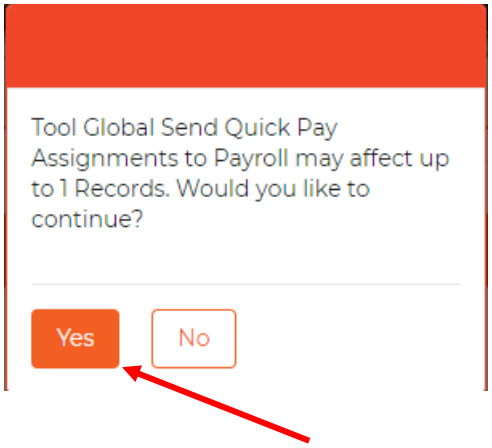
applied without overwriting the information. NOTE: END DATE DOESN'T INACTIVATE records.

Action – A new record will always be NEW while later updates may have UPDT (update), or other items.

Frequency – Active should always be selected.

Once the record is saved it is necessary to globally send the information to payroll. This is done via the tools item at the left side of the screen. Complete a search for the newly created item. Click Tools then select Employee Quick Pay Assignments: Global Send Quick Pay Assignments to Payroll.

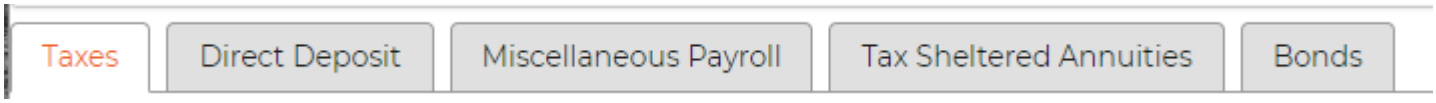




Click to send the record information.

Employee Pay Related Assignments

The Employee Pay Related Assignments screen is used to capture multiple areas of pay related assignments that apply to the employee. The tabs within the screen include:



Taxes: Mandatory tax assignments such as federal income tax, state income tax, state unemployment, state disability insurance, FICA/Social Security and Medicare.

Direct Deposit: EFT and direct deposit assignments of the employee including credit unions.

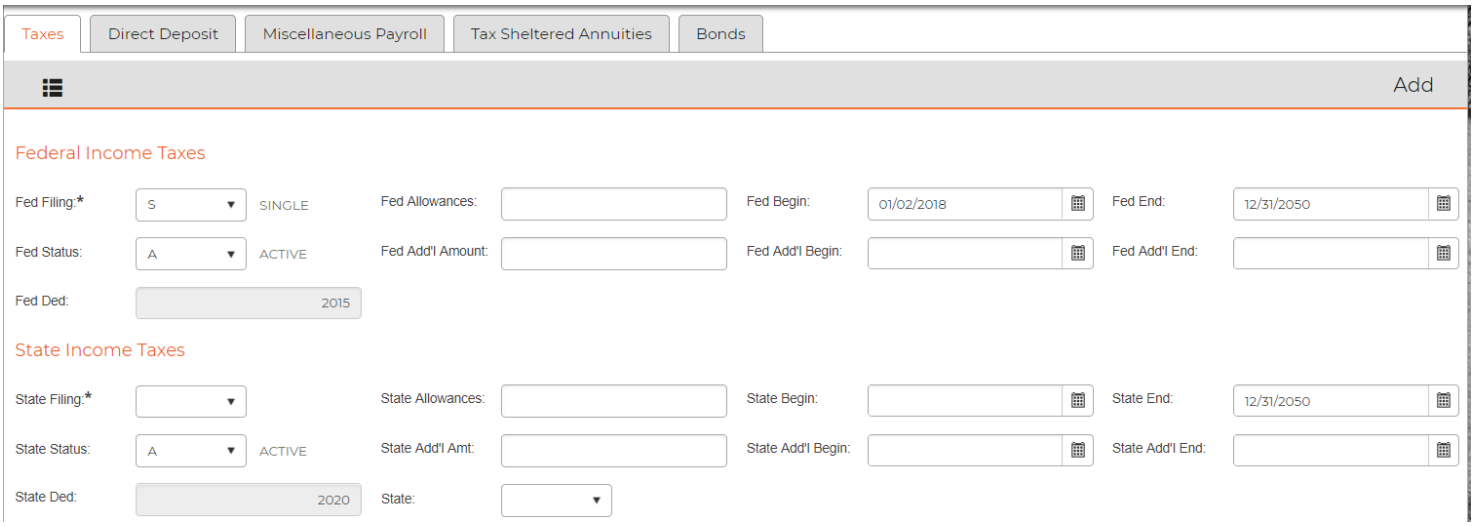
Miscellaneous Payroll: Miscellaneous assignments such as garnishments, FLSA or HSA contributions, college saving plans, United Way deductions, etc.

Tax Sheltered Annuities: Deferred compensation deductions as elected by the employee.

Bond: Employee bond purchases

Taxes

To begin, add a record by selecting the + at the top of the area. Basic information setup under the entity will populate such as the contribution and deduction codes.



Fed Filing – The federal filing status such as Married, Single, Head of Household, etc.

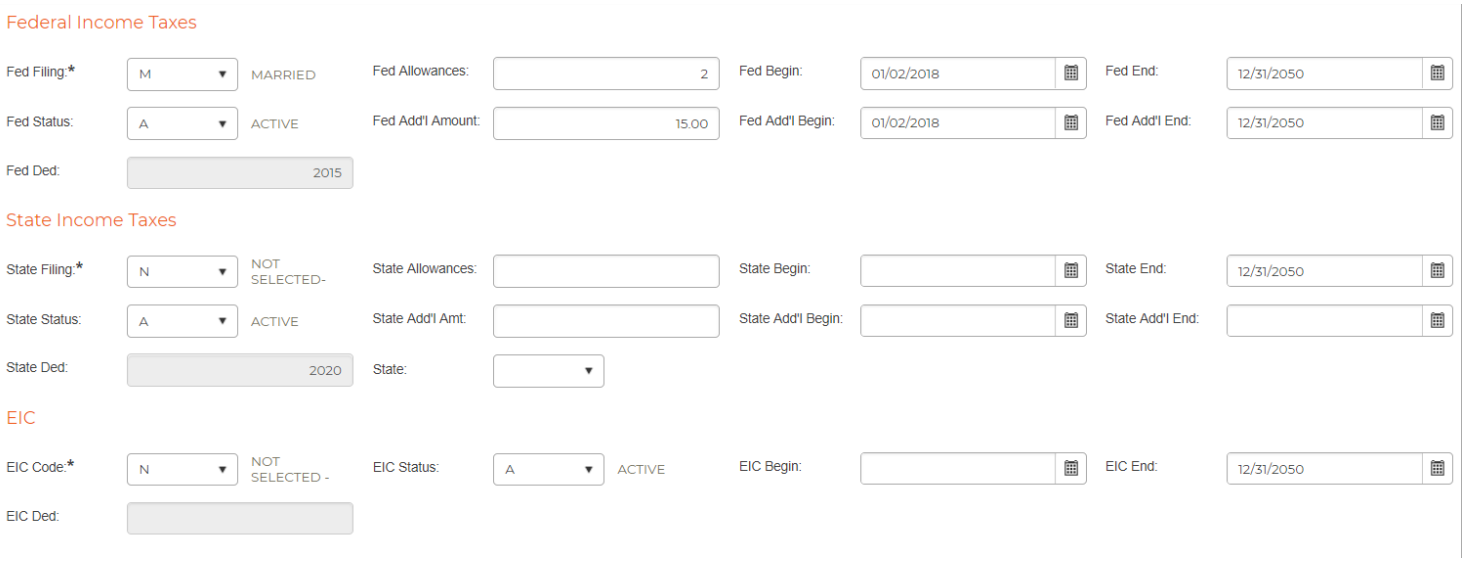
Fed Allowances – The total number of exemptions that the employee wishes to apply

Fed Begin/End – The begin and end dates for the assignment.

Fed Status – Active or Inactive (Remember the rule – end date don't inactivate!)

Fed Addt'l Amount – Additional amount per period the employees wish to have deducted in addition to the standard deductions.

Fed Addt'l Begin/End – The begin and end dates the employee wishes to have the additional amount deducted.



State Filing – Active if a state with state taxes apply. If no taxes apply select N.

State Allowances – The number of allowances the employee wishes to elect on their state filing.

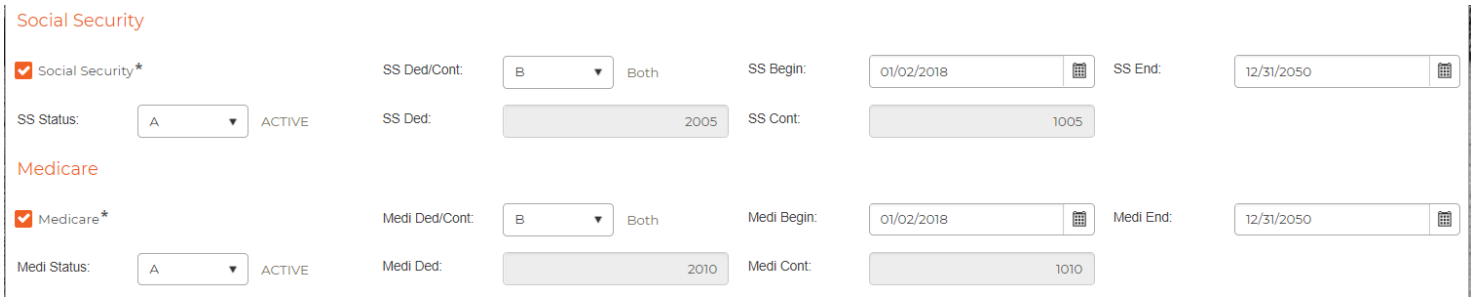
State Status – Active or Inactive (Remember the rule – end date don't inactivate!)

State Addt'l Amt – Additional amount the employee elects to have deducted in addition to standard exemptions.

State Addt'l Begin/End – The begin and end date of the additional number of allowances the employee wishes to elect on their state filing.

State – The state the exemptions apply to.

EIC - this area is used very infrequently and may be completed on an as needed basis.



The next two sections are Social Security and Medicare. If these apply the check box next to the description may be used.

SS Ded/Cont – The elections may be D for deduction, C for contribution and B for both. In most cases B will apply.

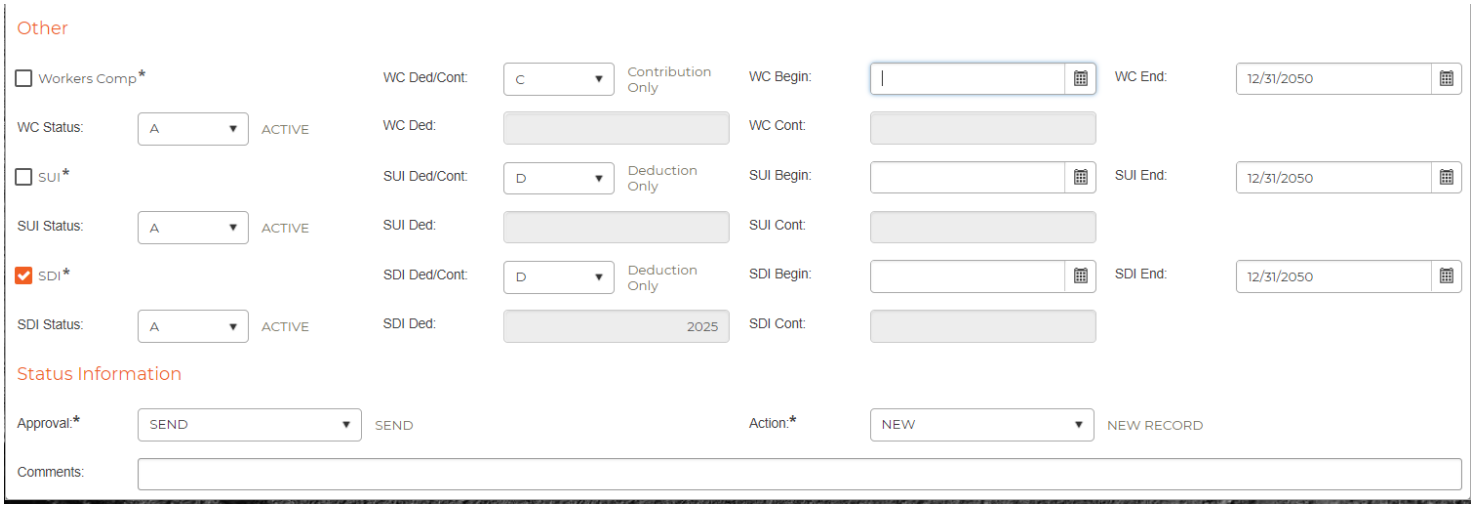
SS Begin/End – The begin and end dates of the social security assignment.

SS Status – Active or Inactive (Remember the rule – end date don't inactivate!)

Medi Ded/Cont – The elections may be D for deduction, C for contribution and B for both. In most cases B will apply.

Medi Begin/End – The begin and end dates of the social security assignment.

Medi Status – Active or Inactive (Remember the rule – end date don't inactivate!)



The final sections of the tax tab are the Workers Comp, State Unemployment Insurance and State Disability Insurance.

WC Ded/Cont – The elections may be D for deduction, C for contribution and B for both.

WC Begin/End – The begin and end dates of the social security assignment.

WC Status – Active or Inactive (Remember the rule – end date don't inactivate!)

SUI Ded/Cont – The elections may be D for deduction, C for contribution and B for both.

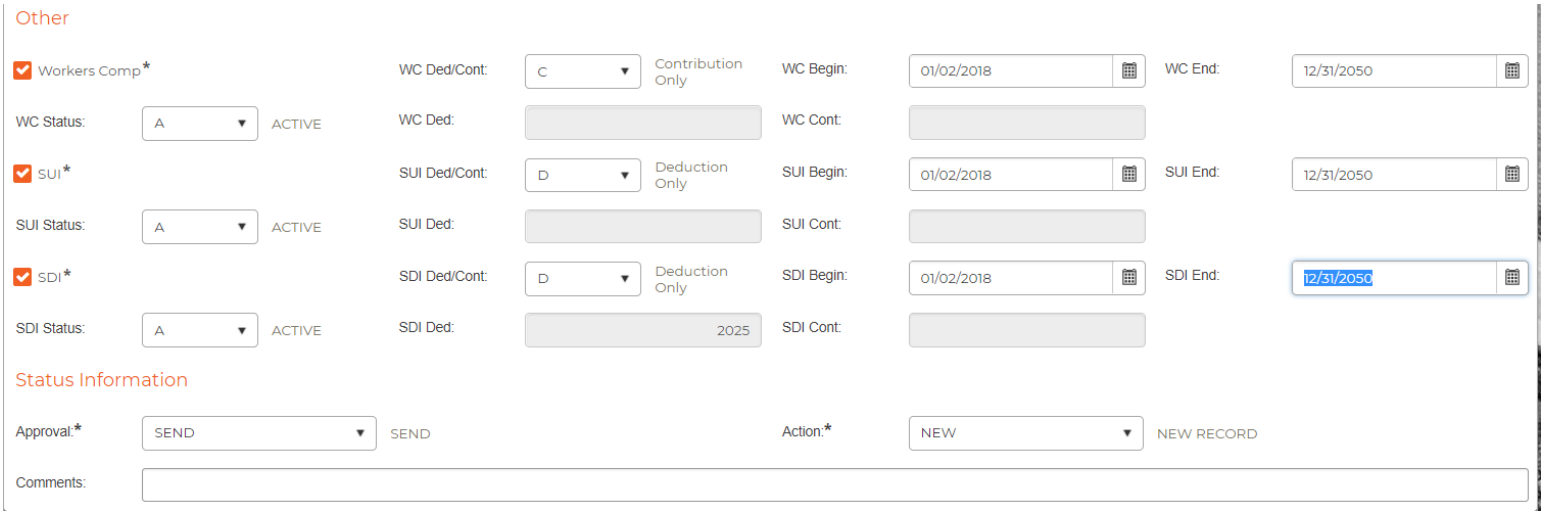
SUI Begin/End – The begin and end dates of the social security assignment.

SUI Status – Active or Inactive (Remember the rule – end date don't inactivate!)

SDI Ded/Cont – The elections may be D for deduction, C for contribution and B for both.

SDI Begin/End – The begin and end dates of the social security assignment.

SDI Status – Active or Inactive (Remember the rule – end date don't inactivate!)



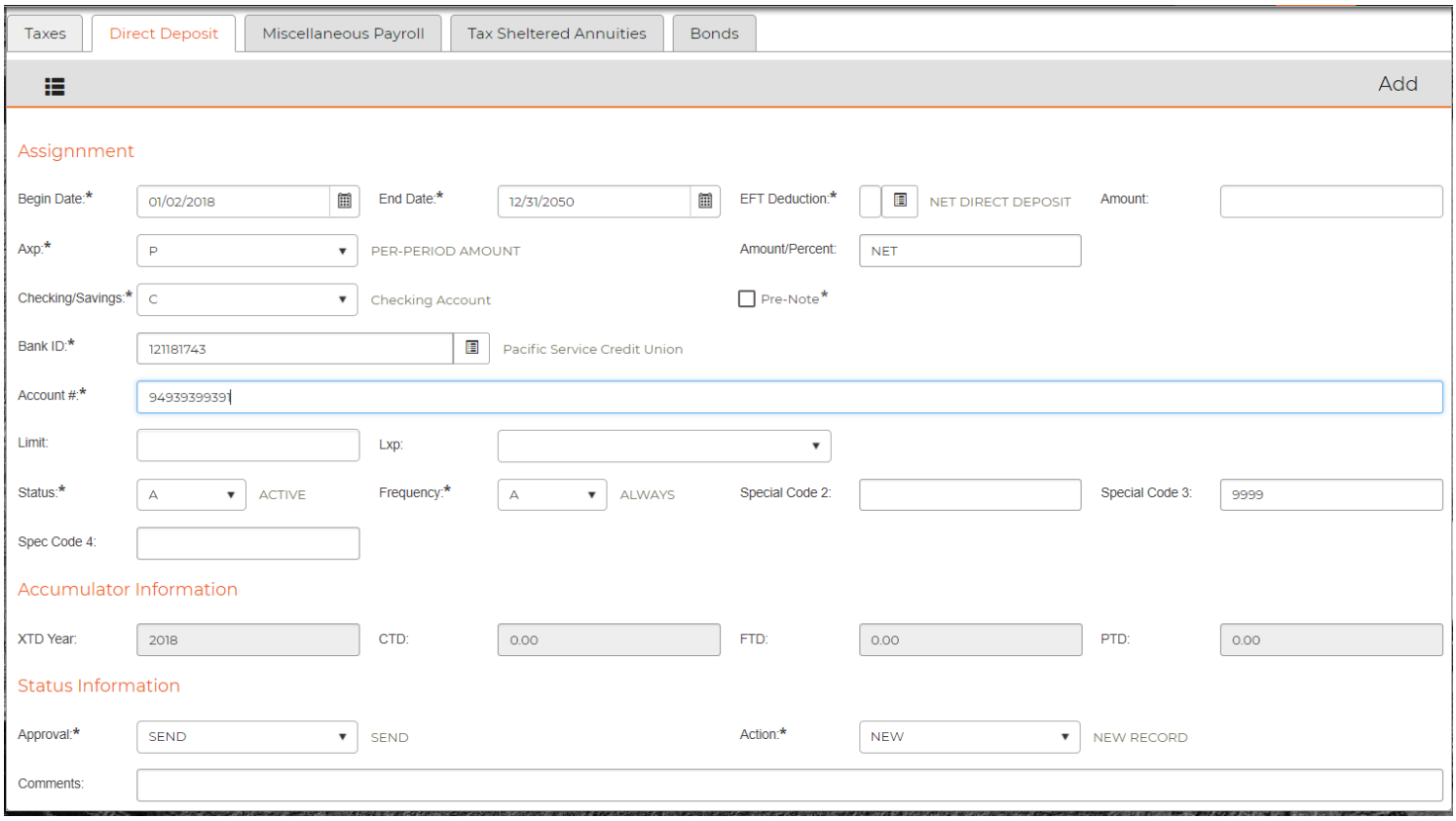
Approval – SEND allows the record to be globally sent to the payroll side of the system.

Action – NEW for new records, UPDT for updates, others as changes are made.

Comment – Freeform field available for notes or comments.

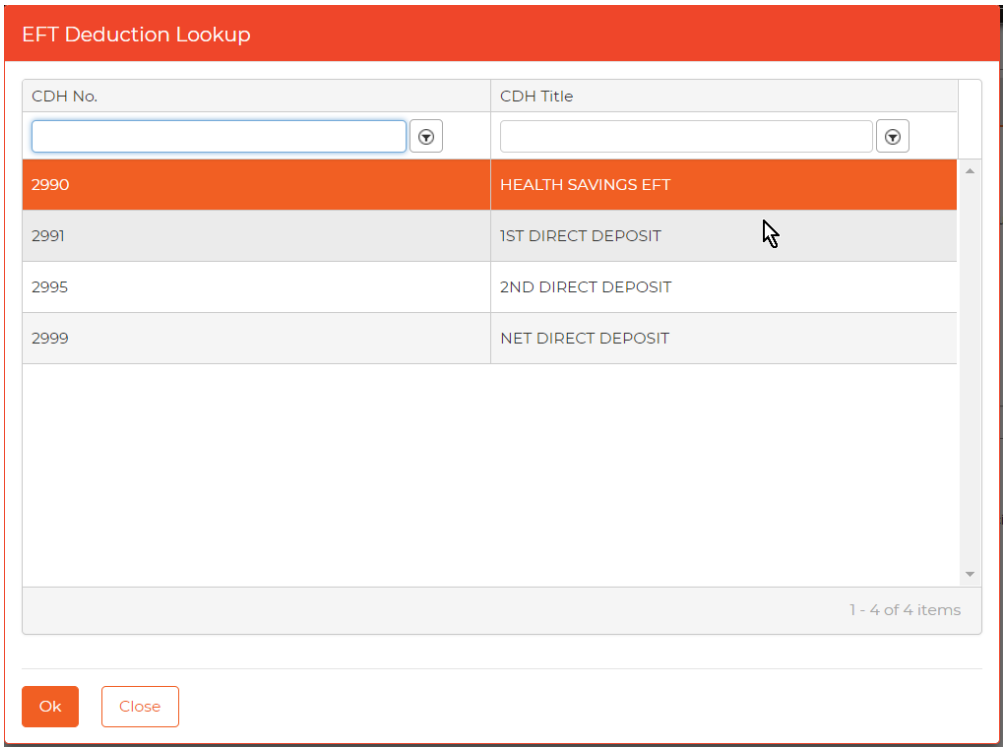
Direct Deposits

The direct deposit tab holds all EFT's the employee elects.



Begin/End Date – The begin date of the direct deposit. The end date, if not set ahead of time should always be 12/31/2050.

EFT Deduction – This information relates to the deduction code that applies to the direct deposit. By clicking the lookup at the end of the field a dialogue box will open and provide choices. Select the appropriate deduction and click OK.



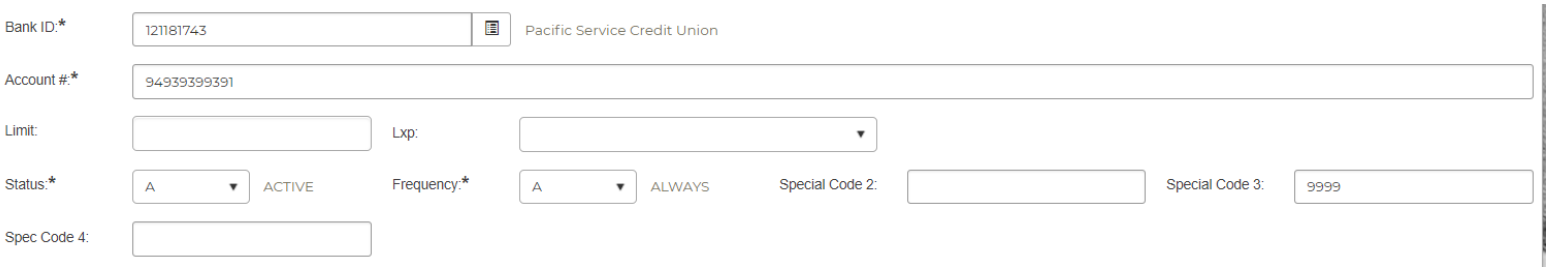
Amount – If a setup amount is to be deducted per period the amount will be placed here. This field may also be used to capture a percentage amount should the organization allow percentage deposits

AXP – The frequency is selected here – always, every other period, etc.

Amount/Percent – In the record above the deposit is for the net amount of the paycheck. In that case we have input NET for the amount. If a percent is desired PCT would be input.

Checking/Savings – This setting delineates whether the account is a checking account or a savings account.

Prenote – The Prenote box should be checked if the first pay check will be issued as a paper check and the banking information sent to the bank for verification prior to allowing the EFT to occur.



Bank ID – The bank routing number that applies to the account being entered. A lookup is in place to find existing banks. If a bank ID is not in the pick list, it must be added in HRTBBK.

Account # – Bank account number.

Limit – If the employee elects to have a deduction but sets a limit by period or calendar year the amount would be set here.

Lxp – This sets whether the limit is based on a calendar year, tax year, or per period basis.

Status – Active or Inactive (remember the rule - end date don't inactivate!)

Frequency – This sets the frequency that the EFT occurs – in general this is set to A for Always

Special Code 2, 3, and 4 – These are used to either set the dynamic priority (e.g. Net processing last) or for client specific needs.

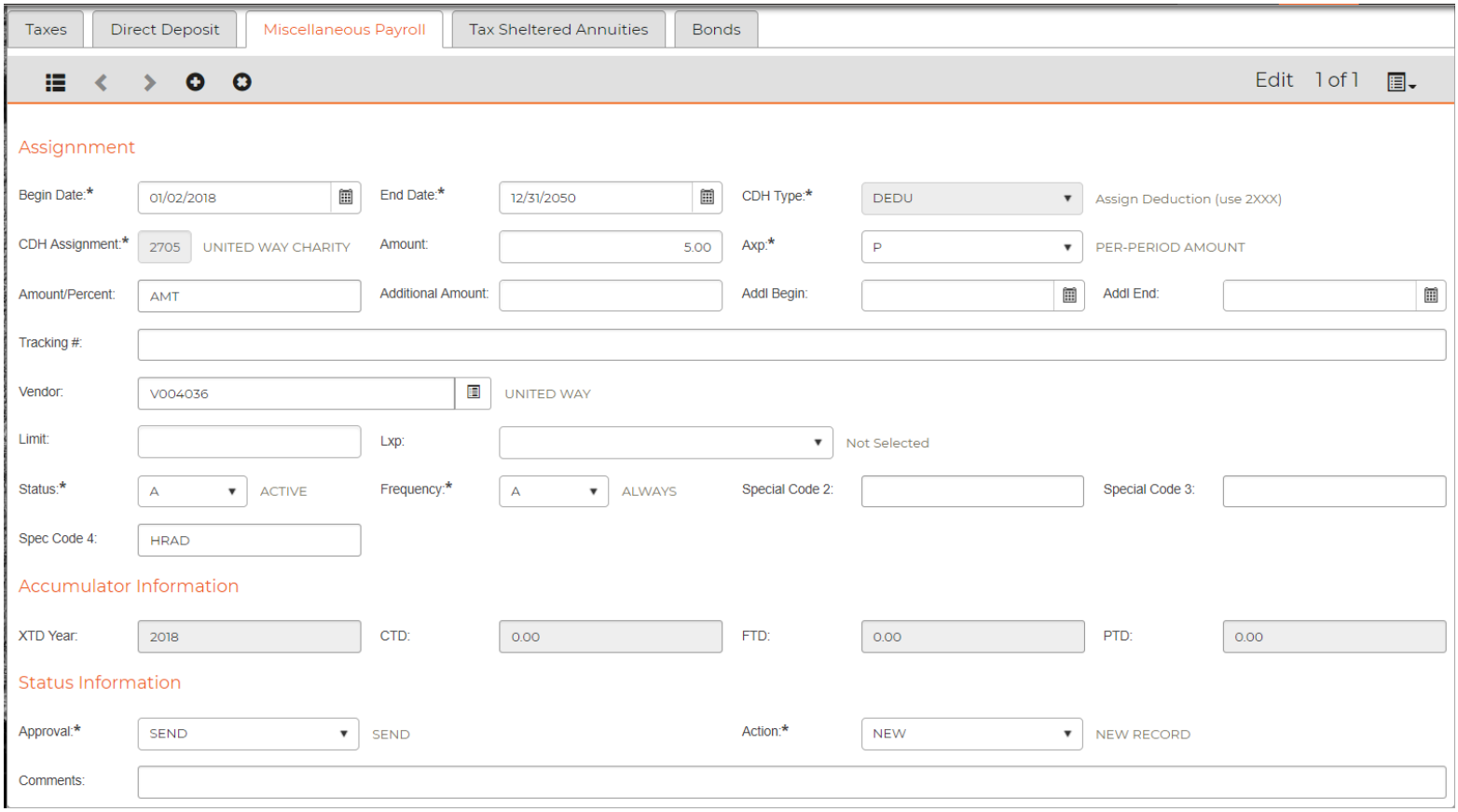
Approval – SEND allows the record to be globally sent to the payroll side of the system.

Action – NEW for new records, UPDT for updates, others as changes are made.

Comments – Freeform field available for notes or comments.

Miscellaneous Payroll

The Miscellaneous Payroll area will capture general deductions or contributions. To begin, click the + to add a new record.



Begin/End Date – The begin and end dates of the assignment. If the deduction or assignment is for a setup period of time, for example one year, the end date may be put in place at the time of entry.

CDH Type – The type of assignment code such as CONT (contribution), DEDU (deduction) and HOUR (Hour code)

CDH Assignment – The CDH code of the contribution or deduction.

Amount – If a set amount is to be deducted per period the amount will be placed here. This field may also be used to capture a percentage amount should the organization allow percentage deposits

AXP – The frequency is selected here – always, every other period, etc.

Amount/Percent – In the record above the deposit is for the net amount of the paycheck. In that case we have input NET for the amount. If a percent is desired PCT would be input.

Tracking # – If a tracking number is needed in association with the assignment it may be inputted here. This is commonly used in garnishments such as child support.

Vendor – The system can automatically setup an AP batch for items that AP will pay from payroll

deductions. These do not include ACH items.

Limit – A predetermined limit for the assignment either by year, period, etc.

Lxp – This sets whether the limit is based on a calendar year, tax year, or per period basis.

Status – Active or Inactive (remember the rule - end date don't inactivate!)

Frequency – This sets the frequency that the EFT occurs – in general this is set to A for Always

Special Code 2, 3, and 4 – These are used to either set the dynamic priority (e.g. Net processing last) or for client specific needs.

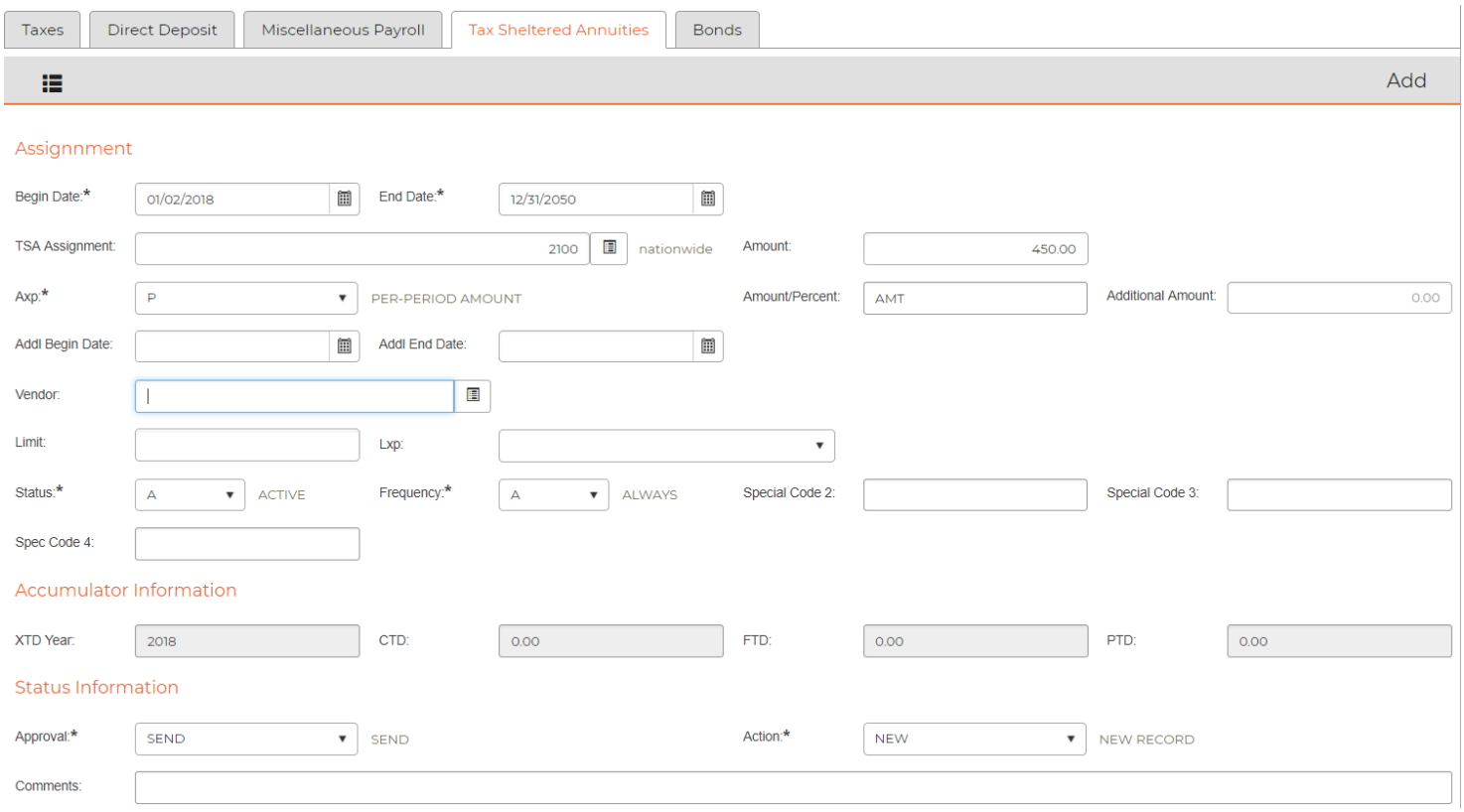
Approval – SEND allows the record to be globally sent to the payroll side of the system.

Action – NEW for new records, UPDT for updates, others as changes are made.

Comments – Freeform field available for notes or comments.

Tax Sheltered Annuities

The Tax Sheltered Annuities tab captures deferred compensation unless the organization elects to track these within the Miscellaneous Payroll assignments or the Benefit Assignment (HRPYBE) screen.



Begin/End Date – The begin and end dates of the assignment. If the deduction or assignment is for a setup period of time, for example one year, the end date may be put in place at the time of entry.

TSA Assignment – The CDH code assigned to the TSA item

Amount – If a set amount is to be deducted per period the amount will be placed here. This field may also be used to capture a percentage amount should the organization allow percentage deposits

AXP – The frequency is selected here – always, every other period, etc.

Amount/Percent – In the record above the deposit is for the net amount of the paycheck. In that case we have input NET for the amount. If a percent is desired PCT would be input.

Additional Amount – If an additional amount is to be deducted per period the amount will be placed here.

Addl Begin Date/End Date –If an additional amount is to be deducted, the dates for that deduction will be placed here.

Vendor – The system can automatically setup an AP batch for items that AP will pay from payroll deductions. These do not include ACH items.

Limit – A predetermined limit for the assignment either by year, period, etc.

Lxp – This sets whether the limit is based on a calendar year, tax year, or per period basis.

Status – Active or Inactive (remember the rule end date don't inactivate!)

Frequency – This sets the frequency that the EFT occurs – in general this is set to A for Always

Special Code 2, 3, and 4 – These are used to either set the dynamic priority (e.g. Net processing last) or for client specific needs.

Approval – SEND allows the record to be globally sent to the payroll side of the system.

Action – NEW for new records, UPDT for updates, others as changes are made.

Comments – Freeform field available for notes or comments.

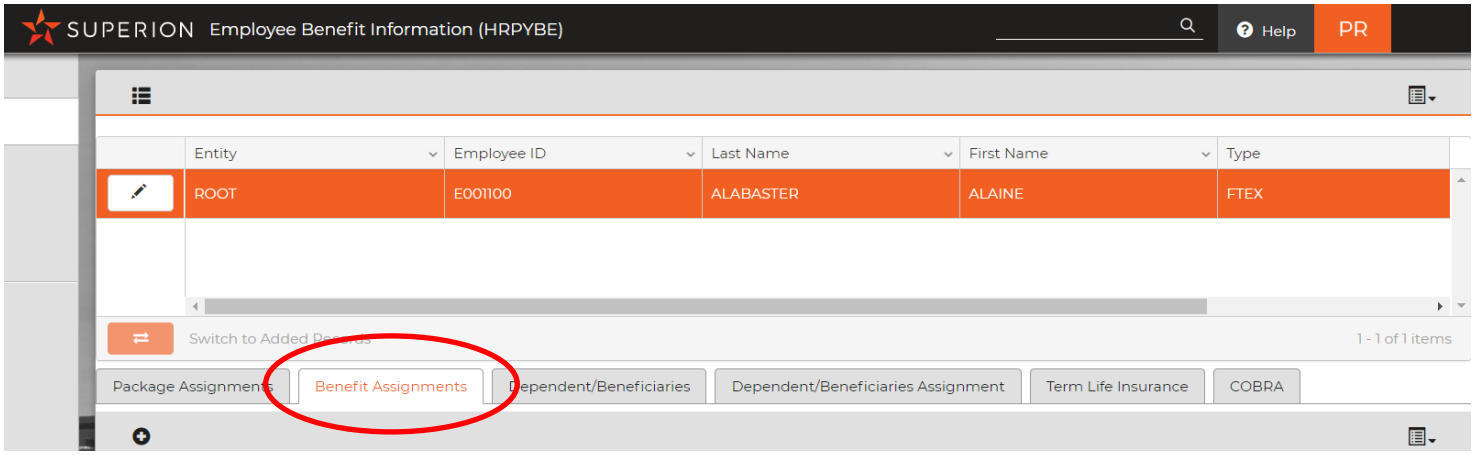
Bonds

The Bonds area of the Pay Related Assignments screen is used rarely. For specific information on this screen please see your HR/Payroll Consultant.

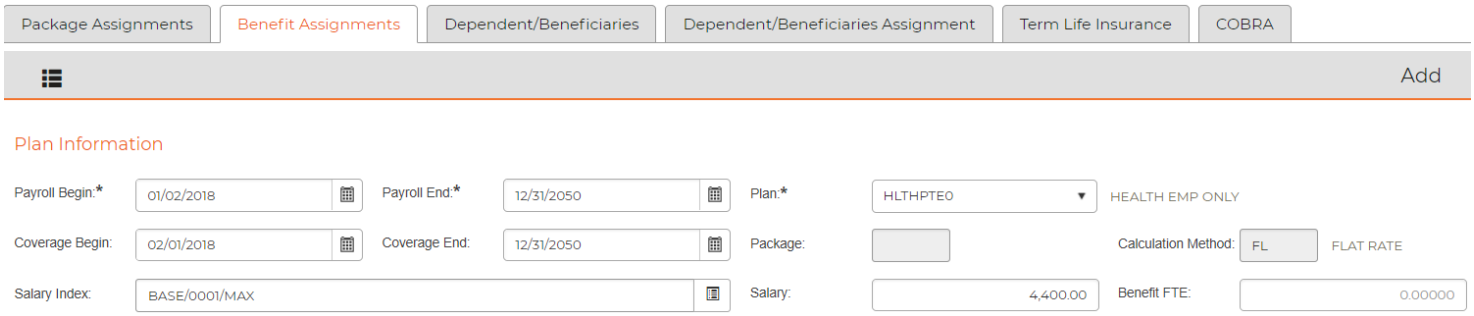
Employee Benefit Information

Employee Benefit Assignments

The employee's benefit assignments will be assigned in this screen and specifically on the Benefit Assignment tab. This will include the employee and employer paid portions. Examples of benefits would include medical, dental, vision, and life. To enter a new record, click the + located below the tab.



The screen will then open and is ready for the new plan to be entered.



Payroll Begin/End – The pay period begin and end dates.

Plan – The dropdown may be used to select the applicable plans. Once the plan is selected a portion of the screen will auto populate.

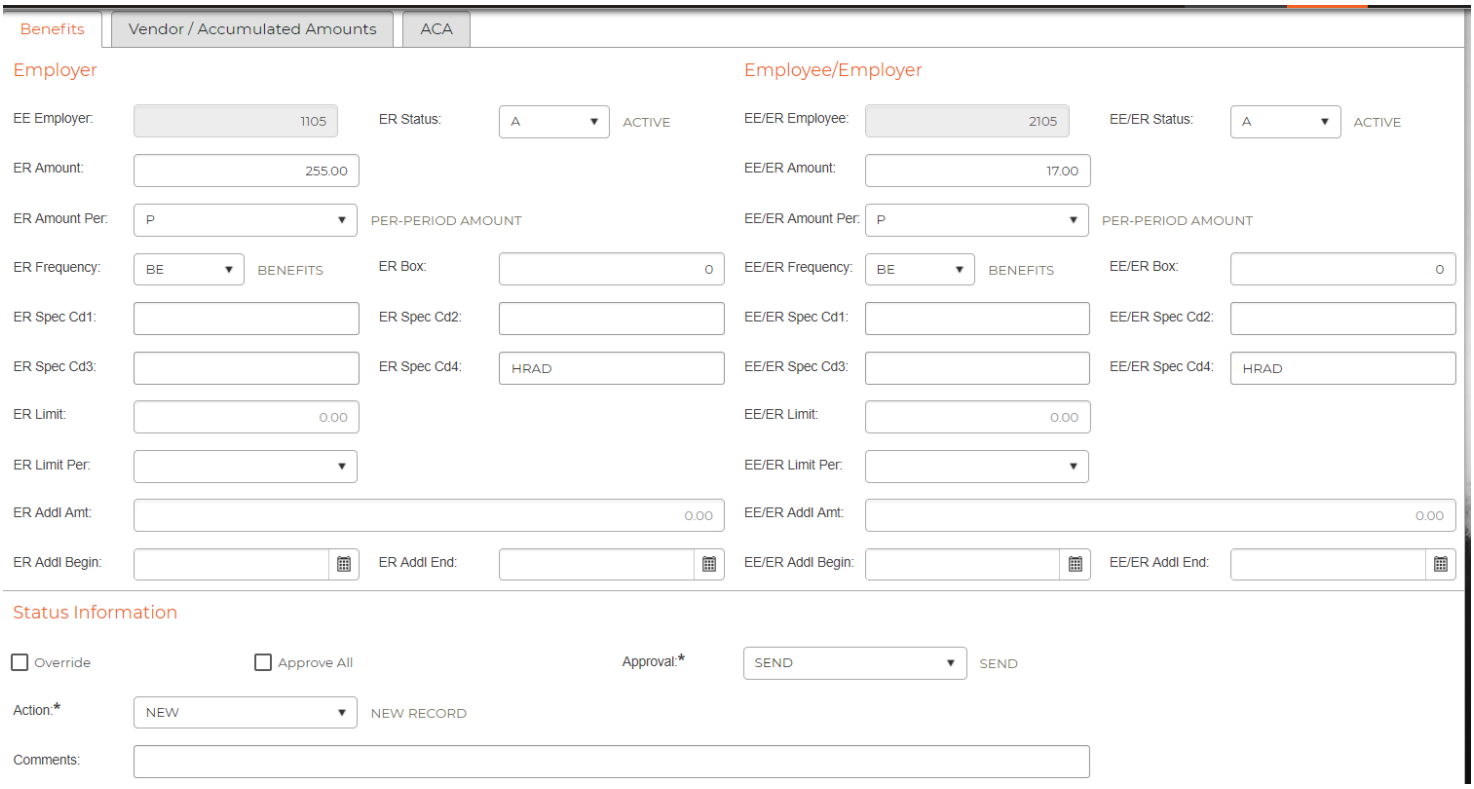
Coverage Begin/End – The dates that the employee's coverage is effective.

Salary index/Salary – These fields populate from the Quick Pay Assignment record.

Benefit FTE – If employees are eligible for partial benefits the benefit FTE field may be used to capture that. If in doubt, a 1.0 may be used for full benefits or the field may be left blank.

The next portion of the screen is auto populated based on the benefit plan setup. As a rule of thumb,

always review the information to verify before saving.



ER Addl Amt or EE/ER Addl Amt – These fields may be used to capture adjustments or “catch up” calculations for specific benefit plans.

ER Addl Begin/End or EE/ER Addl Begin/End – The pay period begin and end dates the additional payment applies to.

Override – If an override is needed OR the benefit plan requires a different amount for each employee, checking the override box will allow the amounts to be manually input or changed.

Approval – SEND allows the record to be globally sent to the payroll side of the system.

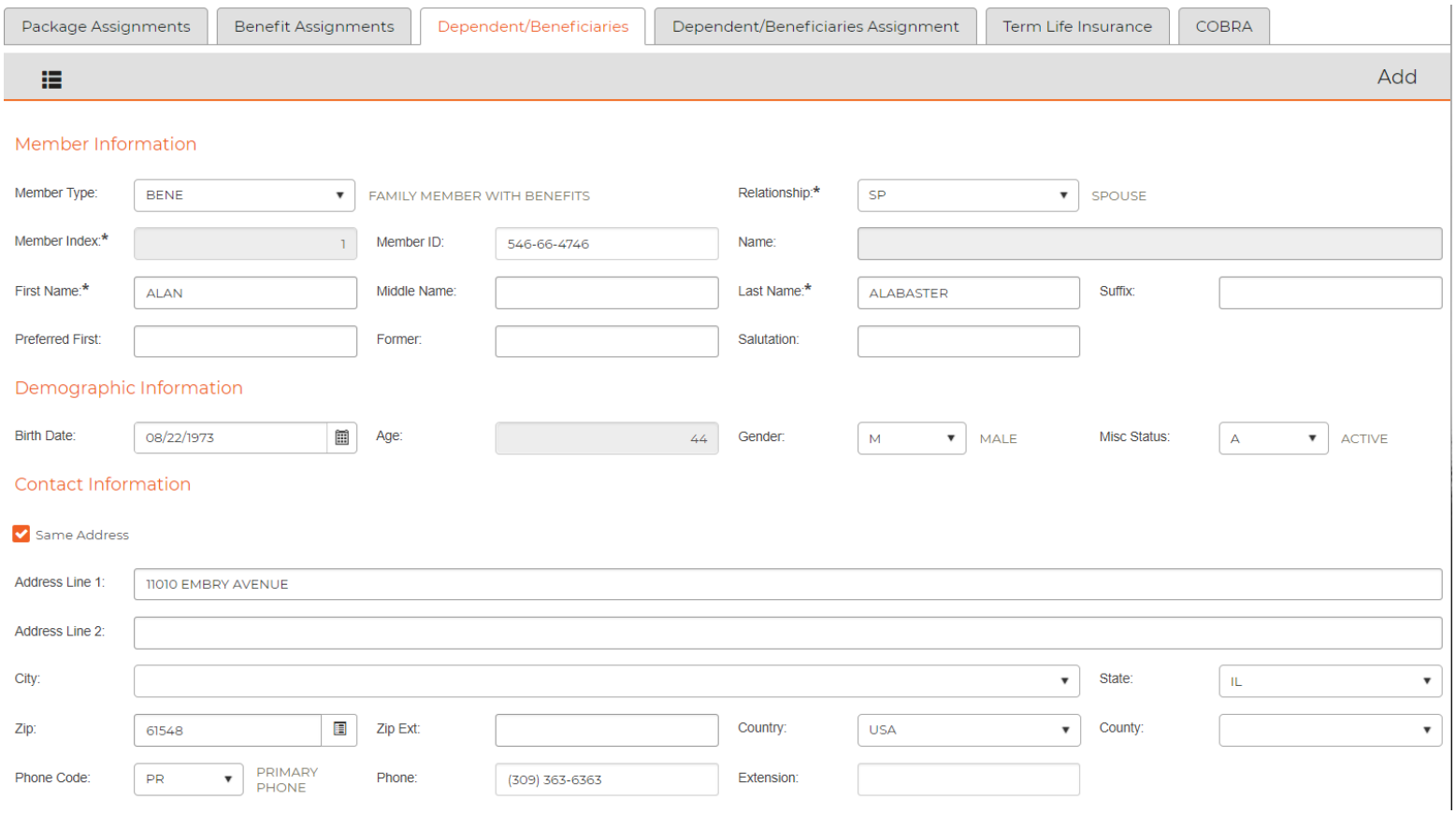
Action – NEW for new records, UPDT for updates, others as changes are made.

Comments – Freeform field available for notes or comments.

Save the record and continue to add as many records as needed. If the plan is a medical plan, you will now see coverage dates defaulted as well. Adjust the coverage dates to match the employee’s actual coverage date. This is used for ACA reporting. You will also notice that the ACA tab is now populated with the ACA information required for ACA reporting. This information is now part of the benefit definition setup in HRTBBE.

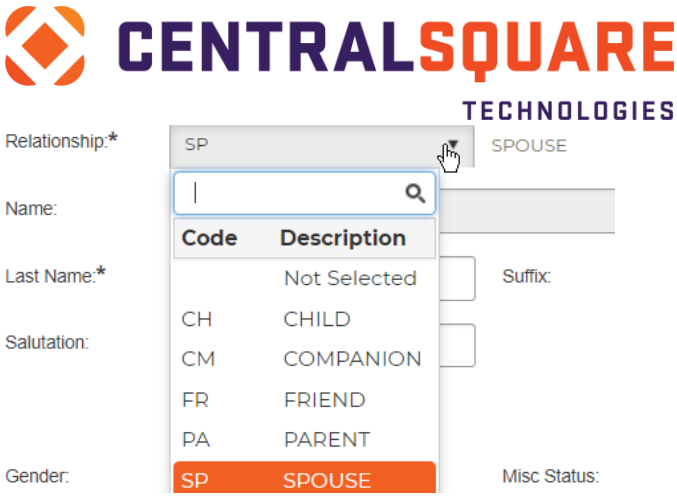
Employee Dependents/Beneficiaries

If there are dependents or family members covered by the plan they will need to be added into the Dependent/Beneficiaries Tab. Begin by clicking the Dependent/Beneficiaries tab and entering the information.



Member Type – The member status or type. For benefits the option will be Family Member with Benefits.

Relationship – The relationship of the Family Member with Benefits. These options may be changed or expanded on a client by client basis.



Member Index – This is the unique sequential index number assigned to each person. For example, the spouse may be 1, the first child may be 2, and so on.

Member ID – This is used to capture the SSN of the member with coverage. When the record is first added the number will default to the employee's SSN. For ACA reporting to be as accurate as possible please change this field to the person who is covered ID. NOTE: If an employee refuses to release the SSN of the family member, allow the field to default to the employee's SSN.

Name – The name field will auto populate when the record is saved and is a concatenation of the First, Middle and Last Name.

First/Middle/Last Name – The person who is covered should have their first, middle and last name entered as thoroughly as possible.

Preferred First/Former/Salutation – Optional fields that may be completed if desired.

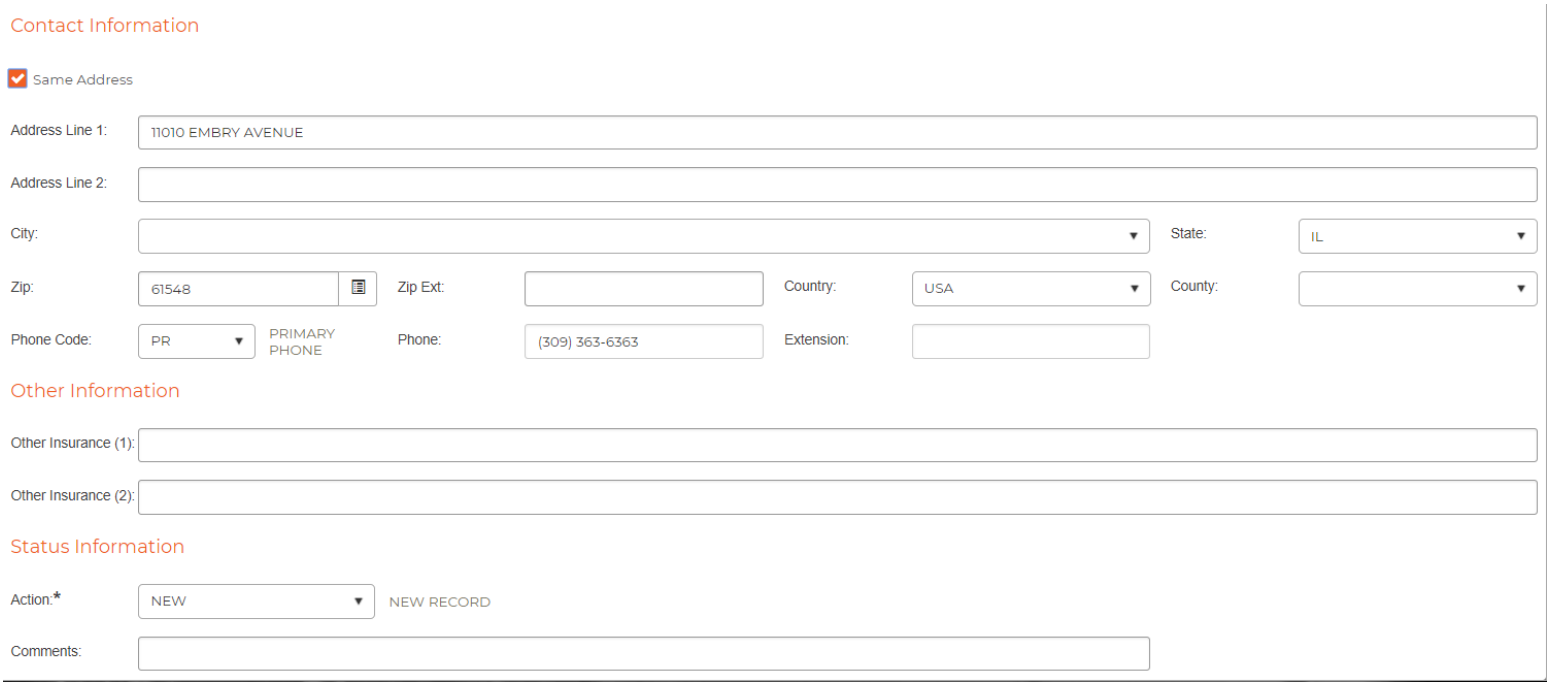
Birth Date – Birth date of the person being entered.

Age – Age of the person being entered will auto calculate based on the date of birth.

Gender – Gender of the person being entered.

Misc. Status – Indicates whether the coverage is active or inactive.

Contact Information – If the person being entered has the same address as the employee the check box may be clicked, and the employee address information will default into the contact fields. If not, complete the fields as necessary.



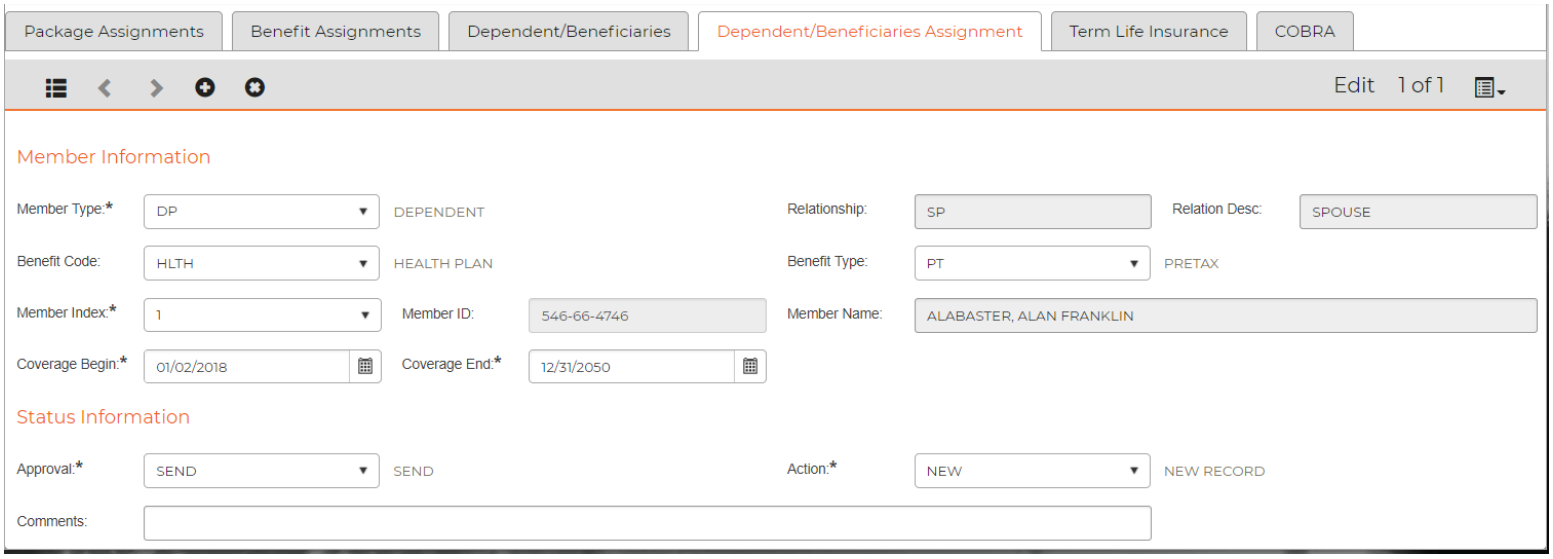
Other Information – This area of the screen is used to capture whether the person being entered has other insurance coverage.

Action – NEW for new records, UPDT for updates, others as changes are made.

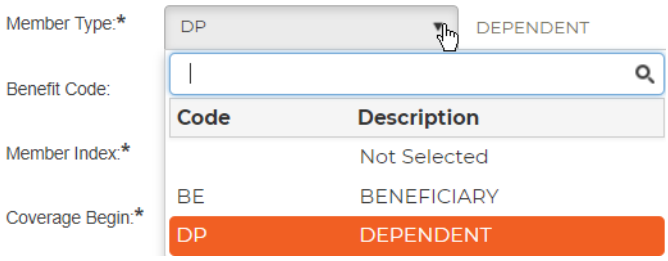
Comments – Freeform field available for notes or comments.

Dependent/Beneficiaries Assignment

The final step is to connect the components of the employee's family members with coverage and the benefit plan in which they are covered – along with coverage dates. This is required for the ACA reporting to work accurately. To begin, click the + to add a new record.



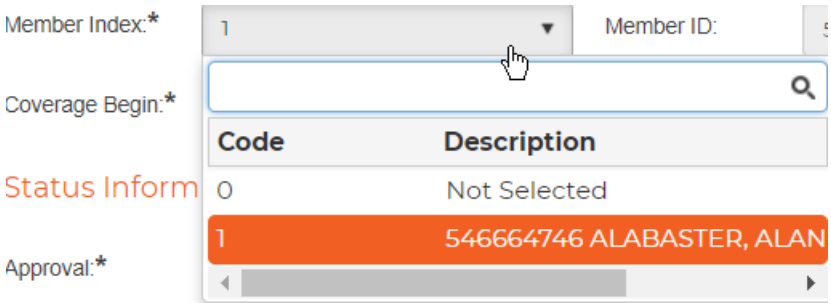
Member Type – The types include DP (Dependent) and BE (Beneficiary). For those covered with health insurance elect DP.



Benefit Code – Select the HLTH or MEDI type benefit code for health insurance.

Benefit Type – Identify whether the plan is Pretax, After Tax or NA.

Member Index – This field ties to the index or unique numbering that was assigned on the previous screen. Select the dependent that applies. When this is selected the Relationship, Description, ID and Member Name will auto populate.



Coverage Begin/End – Begin and end date of medical coverage for the dependent.

Approval – SEND allows the record to be globally sent to the payroll side of the system.

Action – NEW for new records, UPDT for updates, others as changes are made.

Comments – Freeform field available for notes or comments.

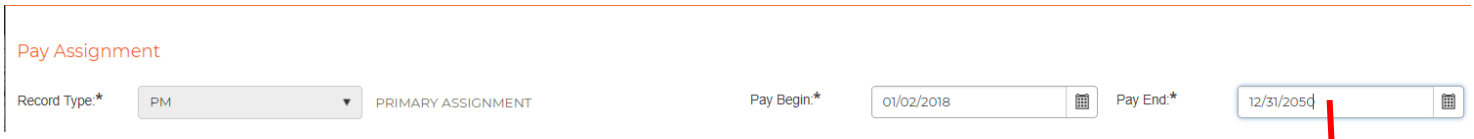
Section 4: Changing an Employee's Pay Assignment

To update the Quick Pay Assignments for an employee, access the screen from the screen links option from any HR Employee screen or via the entry point **HRPYQP**.

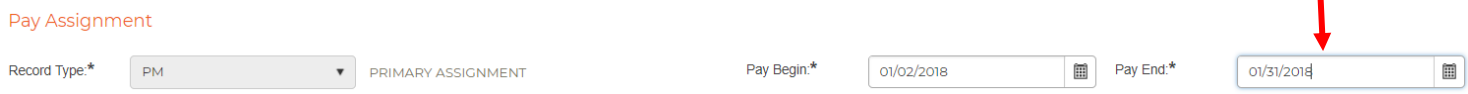
Remember the rule of thumb – "END DATE DON'T INACTIVATE!". An employee's pay assignment should always be end dated and new one should be started when data needs to be adjusted. This will give you the employee's history with the reasons for each change.

Begin with end dating the current pay assignment. In general, the end date should be the end of the pay period in which the change is effective.

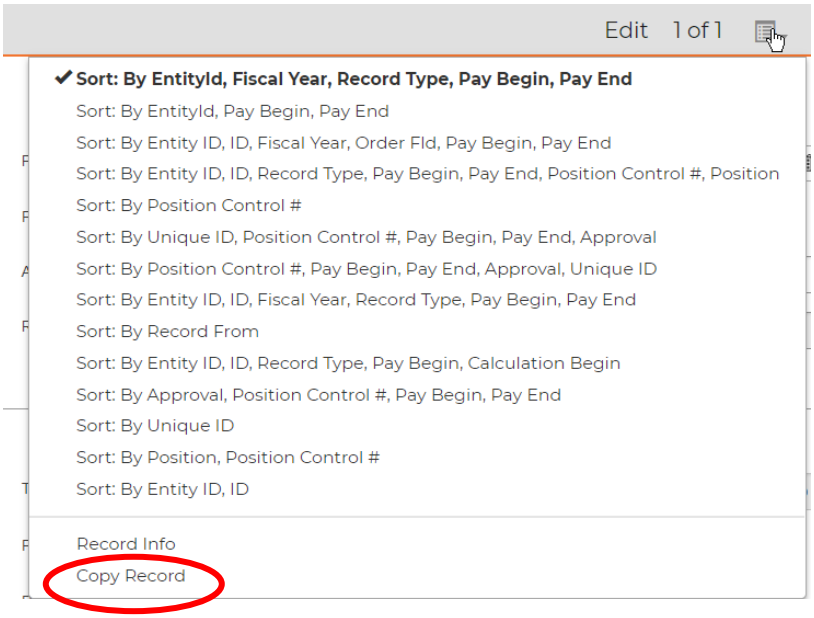
Before:



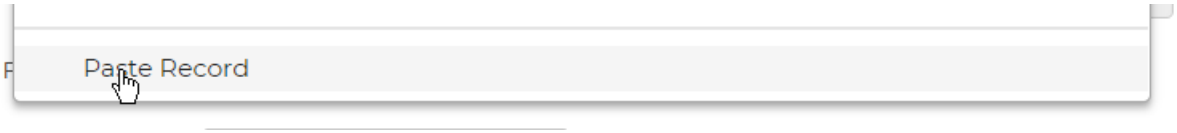
After:



If the change does NOT require a different position number, the record may be copied, added, and the changes made. To copy the record, click the icon at the top right of the screen and select Copy Record.

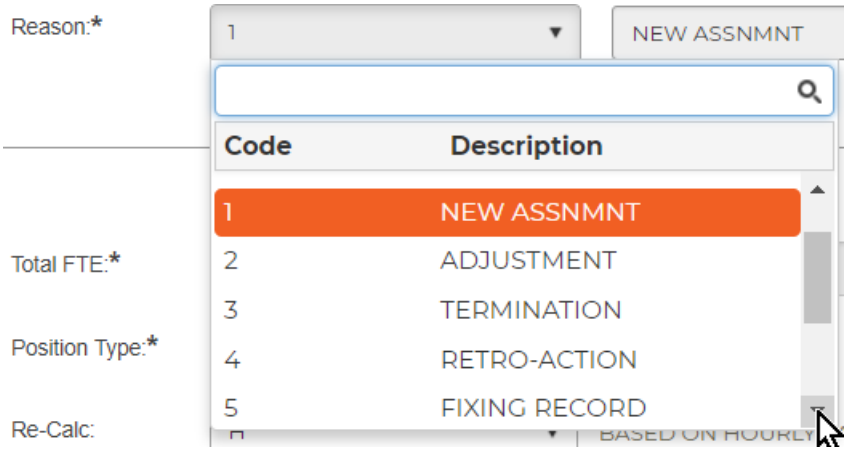


Now click the + at the top of the screen to add a new record and repeat the previous step.



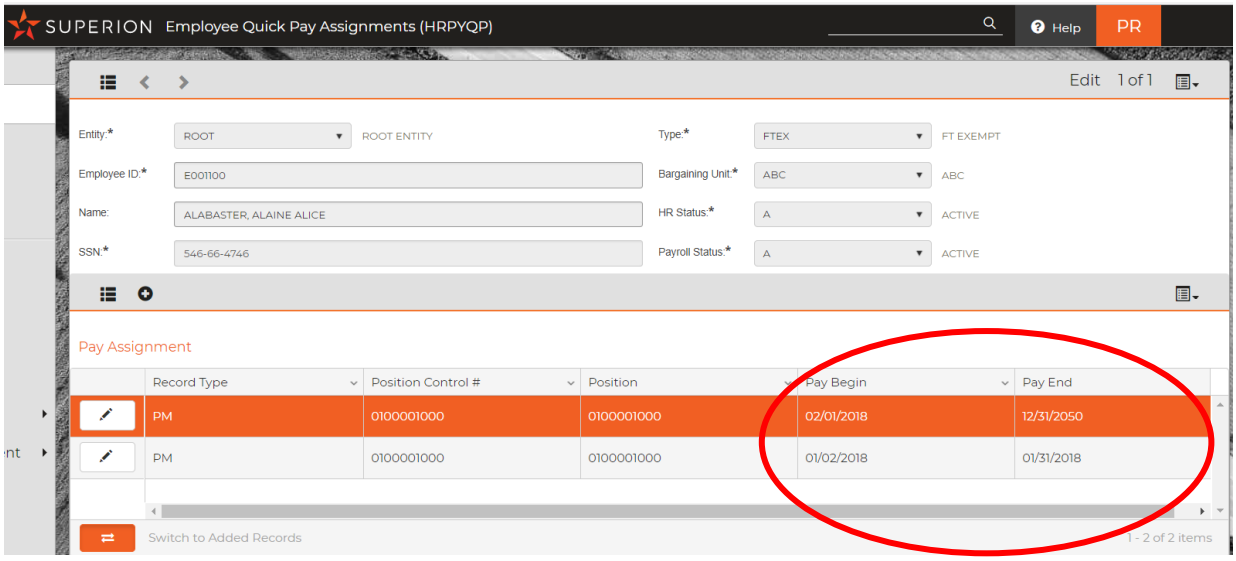
Change the Pay Begin and Pay End dates:

And the reason code:



Next, update the pay information and distribution as needed and save the record.

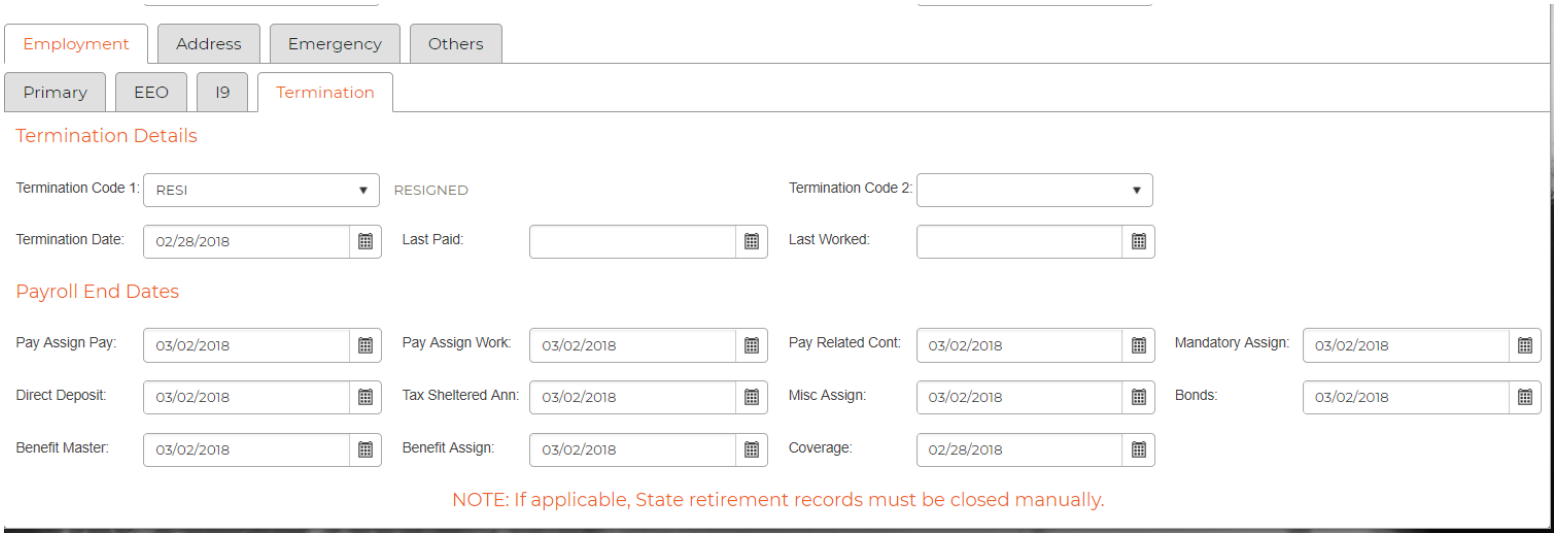
Both records will now exist.



Section 5: Terminating an Employee

Access the Employee Master screen HREMEN and search for the employee that is to be terminated/separated.

Next, navigate to the Termination tab (shown below).



Termination Code 1/Code 2 – Select the appropriate termination code. These codes may be updated in the HRTBCE table screen under Termination Code and 2nd Termination Code.

Termination Date – Enter the employee's termination date.

Last Paid – This is an option field.

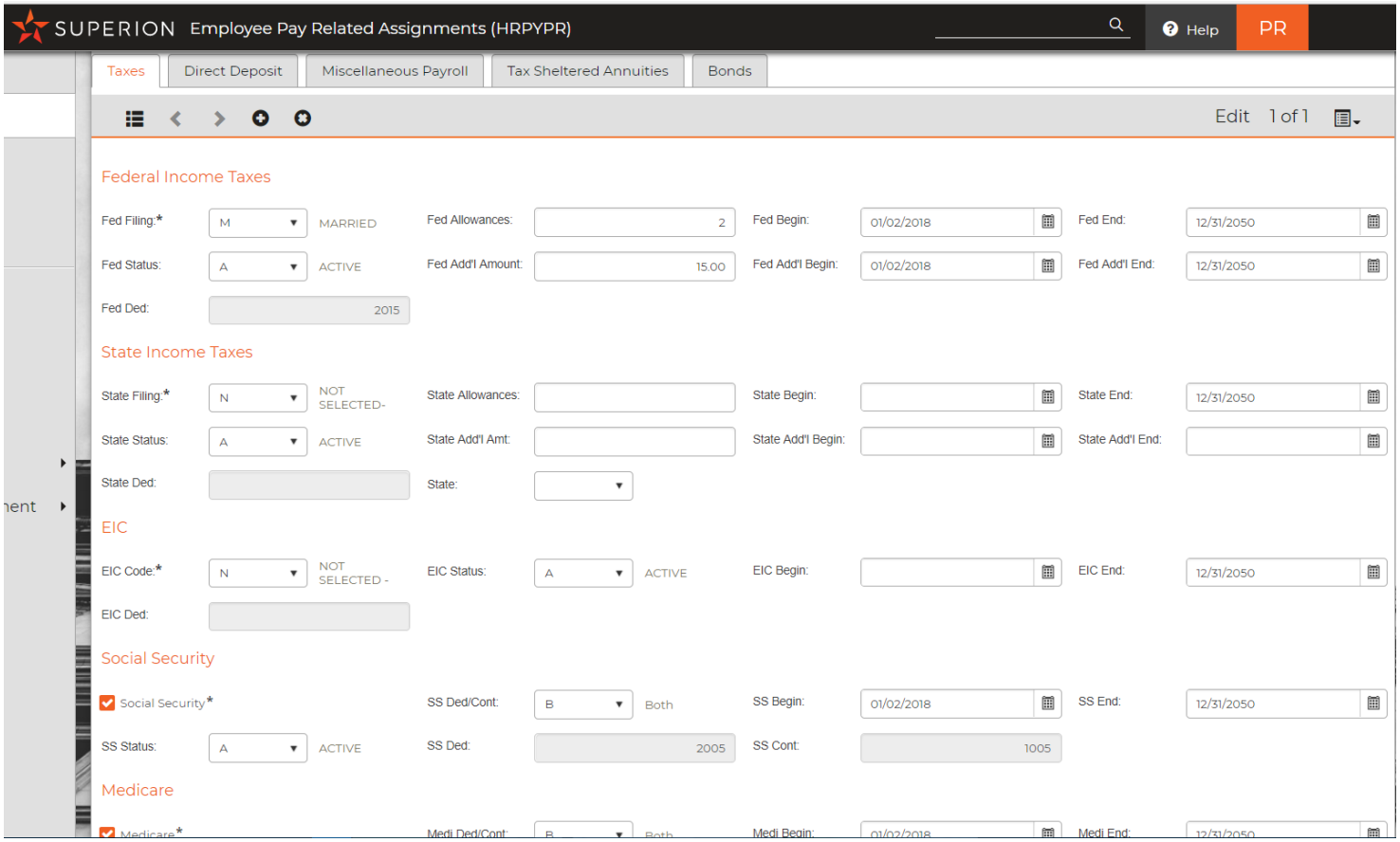
Payroll End Dates may be completed in this screen and all fields completed will translate to the applicable employee assignment screen. Please remember all pay items should continue through the end of a pay period and not in the middle of a pay period.

Press Enter or click Save and the applicable screens will update, and the employee is then terminated.

Section 6: Changing an Employee's Tax Assignment

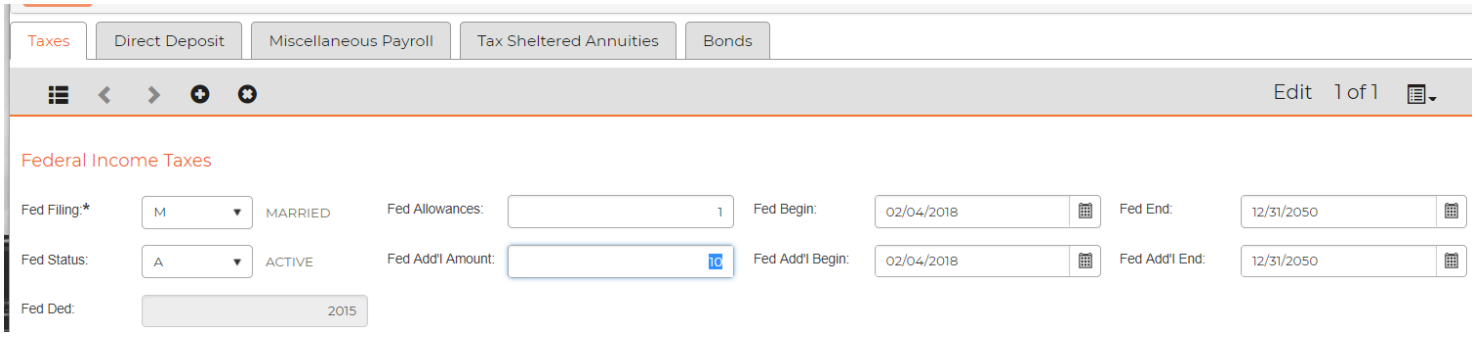
Follow these steps to change an employee's tax assignment:

Access the **Taxes tab** within the Employee Pay Related Assignments via entry point **HRPYPR** or from the screen links on the Employee Master record.

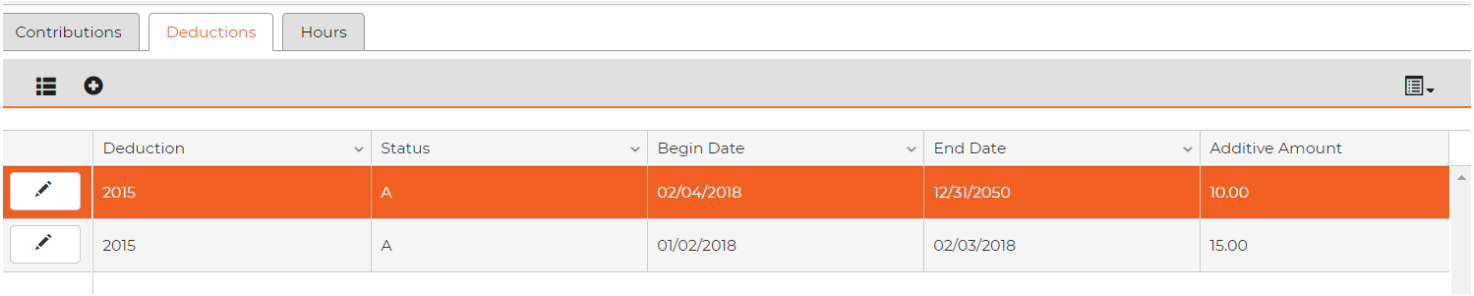


Update the applicable field with the new amounts or allowances.

Change the begin date to the first day of the pay period it is to take effect. **This is very important – you will not end date and start a new record. Simply change the begin date and the old record on the payroll side of the system will close automatically.**



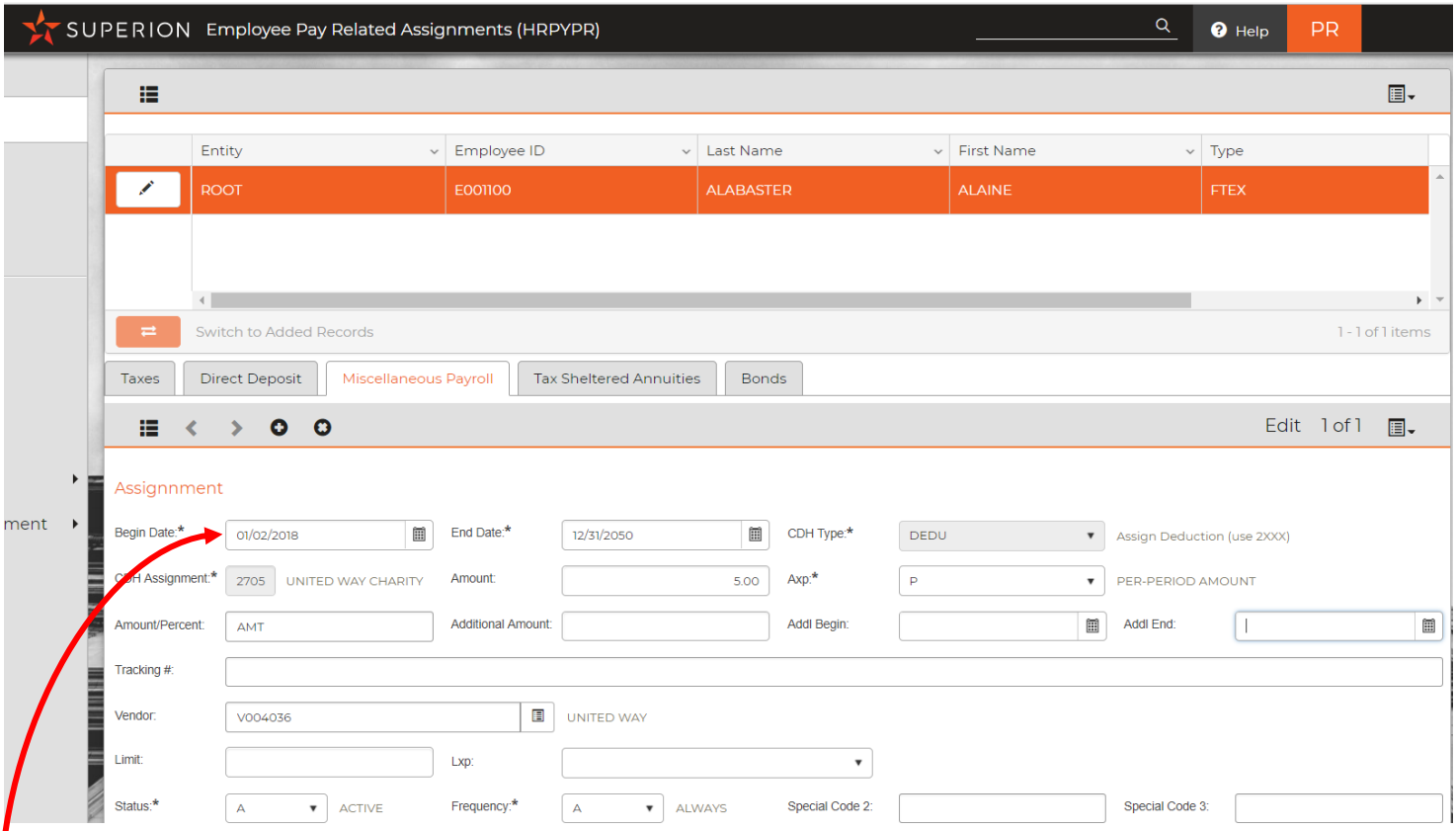
The above record was changed from 2 to 1 allowances as well as a new begin date of 2/4/2018 – then the record was saved. On the PY side of the system (**PYUPED**) both the old and new records are present.



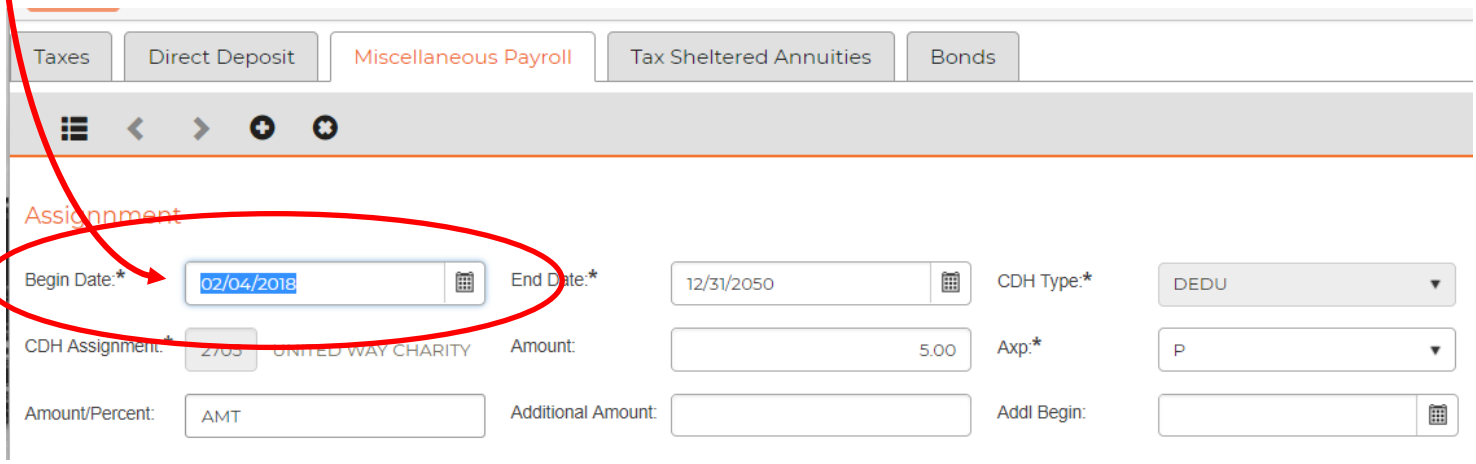
Deduction	Status	Begin Date	End Date	Additive Amount
2015	A	02/04/2018	12/31/2050	10.00
2015	A	01/02/2018	02/03/2018	15.00

Section 7: Changing a Deduction Assignment

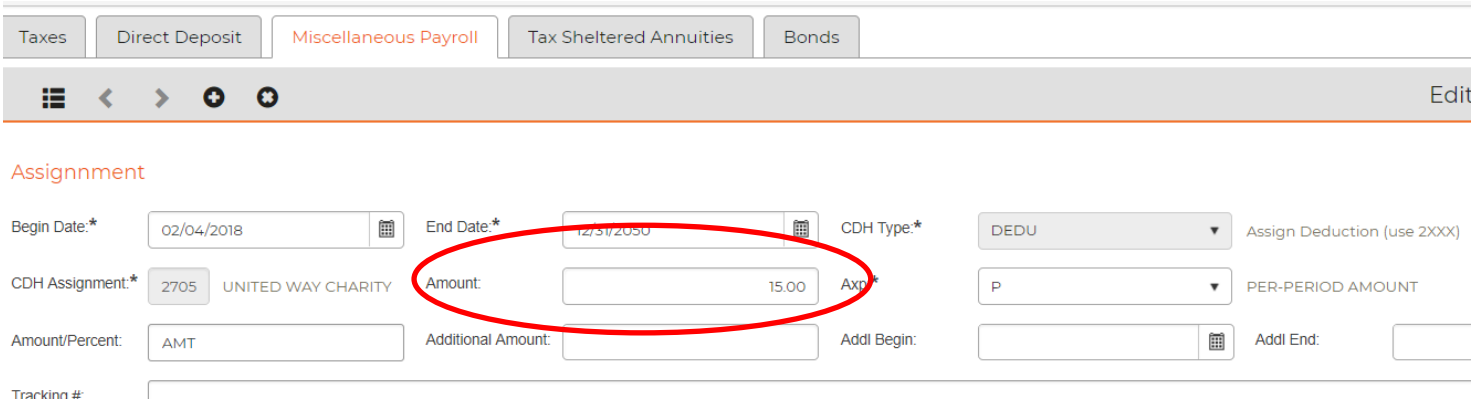
Access the Employee Pay Related Assignments (**HRPYPR**) via the entry point or the Screen Links from the Employee Master screen.



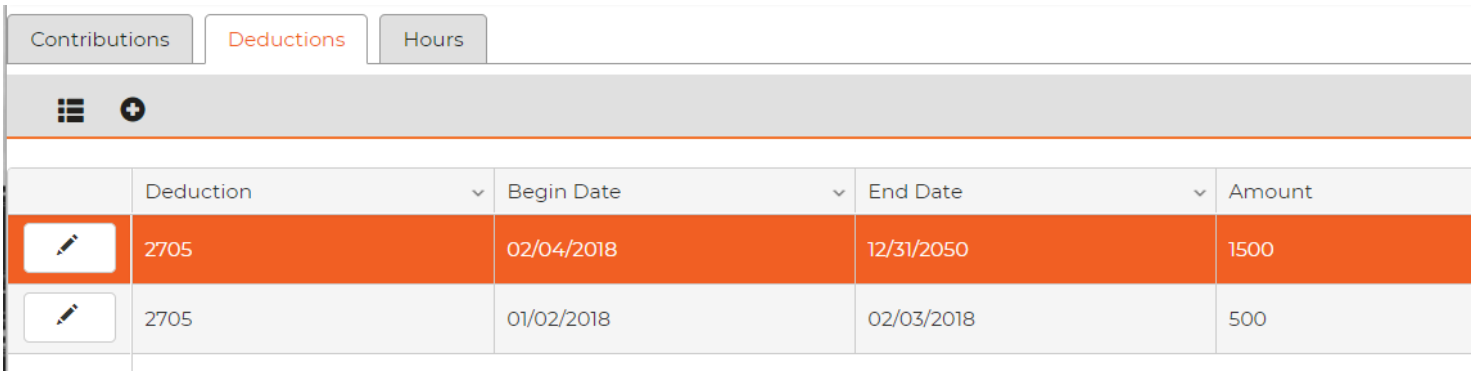
In the example below, we will be changing the per period amount from $5.00 to $15.00. To begin, change the begin date to the first day of the pay period in which the change is effective.



Next, Change the Amount field as needed.



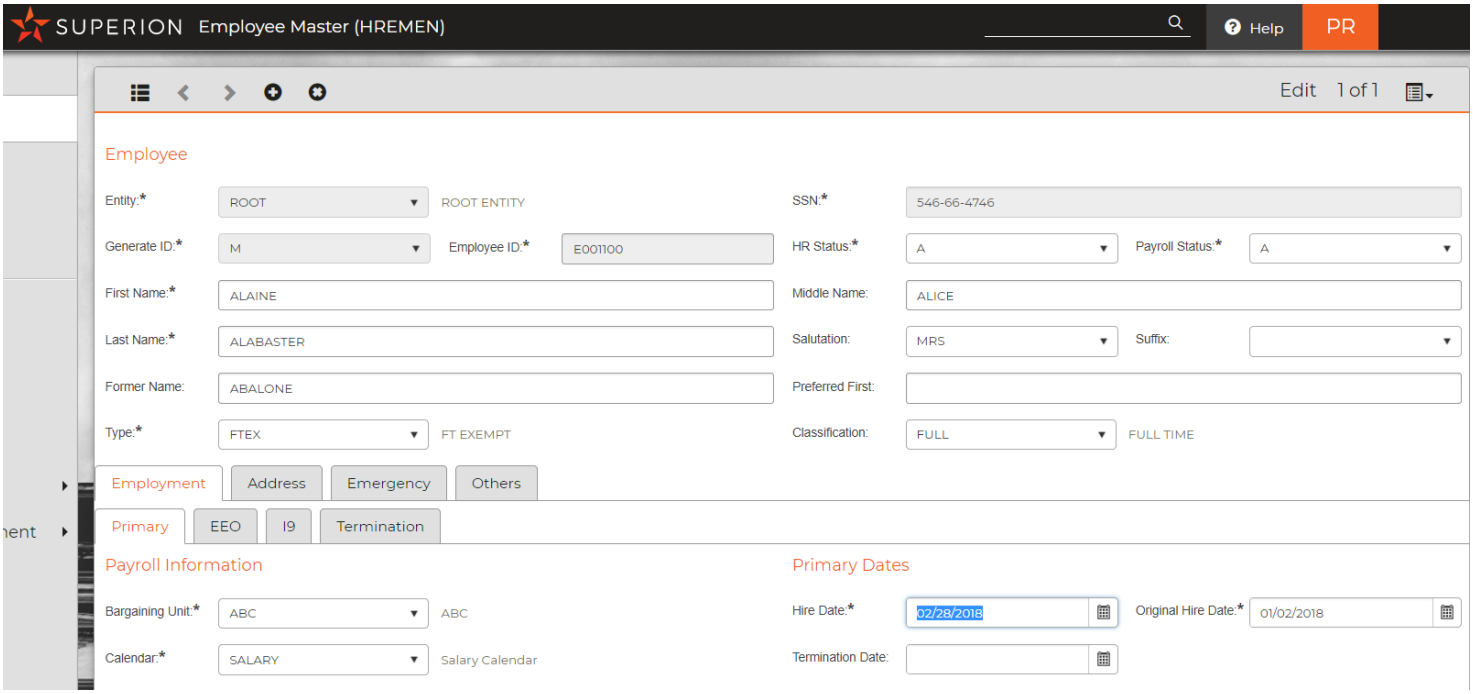
Finally, save the record. Once the change has been saved, the payroll side of the system will update and both records will be shown – the old assignment will have an end date of 02/03/2018 and the new assignment will begin on 02/04/2018 as shown above. This can be seen in the PYUPED screen:



It is important to remember that all changes should be made on the HR side of the system and not in the PY screens.

Section 8: Reactivating an Employee

To begin, access the **Employee Master** screen and search for the employee you are reactivating.

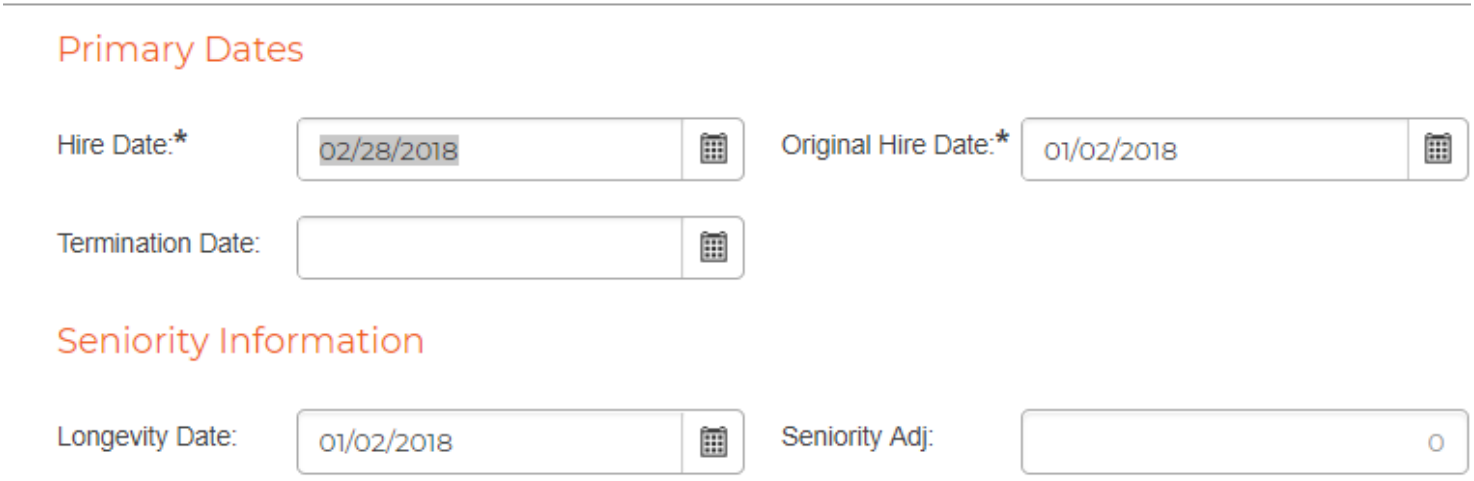


Change their **HR Status** to **Active**.

Change their **PY Status** to **Active**.

Change their **Hire Date** to their new hire date.

Update the **Longevity Date** if necessary.



Select the **Term Info** tab.

Remove the **Last Paid** date.

Press **Enter** to save the changes

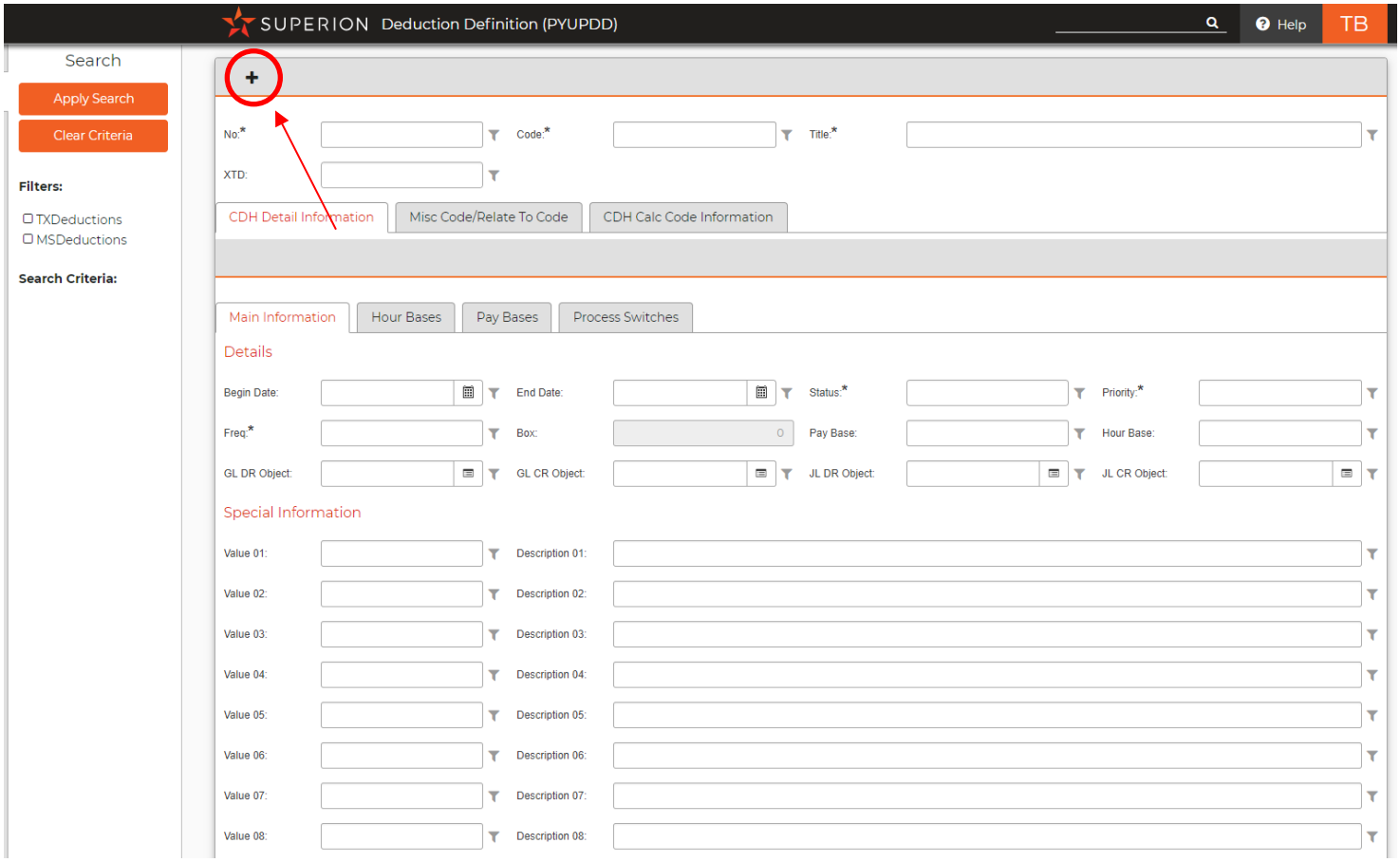
Continue entering the employee's new taxes, deductions, benefits, and assignments as though he was a new employee. (Refer to the "Entering a New Hire" section for more information.)

Section 9: Creating Deduction/ Contribution Definitions

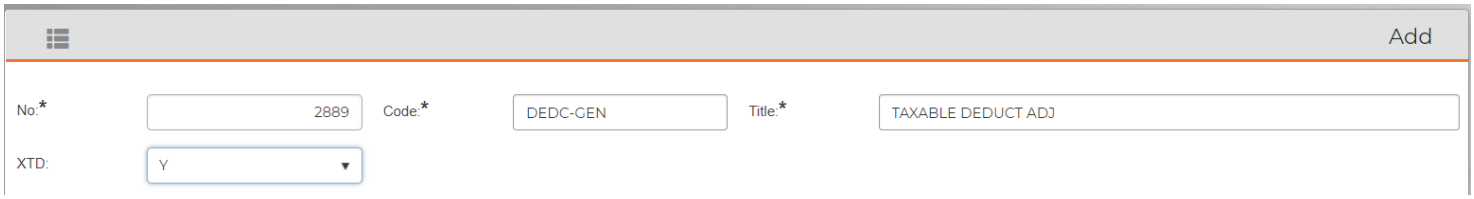
To begin, select the appropriate screen for either a deduction or contribution:

1. Deduction definitions are found via the **PYUPDD** (Payroll System + Update Data Base + Deduction Definitions) (Employee Paid) from either the menu or your favorites tab for Deductions.
2. Contribution Definitions are found via the **PYUPCC** (Payroll System + Update Data Base + Contribution Definitions) (City Paid) from either the menu or your favorites tab for Contributions

Select the + at the top of the screen to add a new record, clearing the screen so you can create the new deduction.



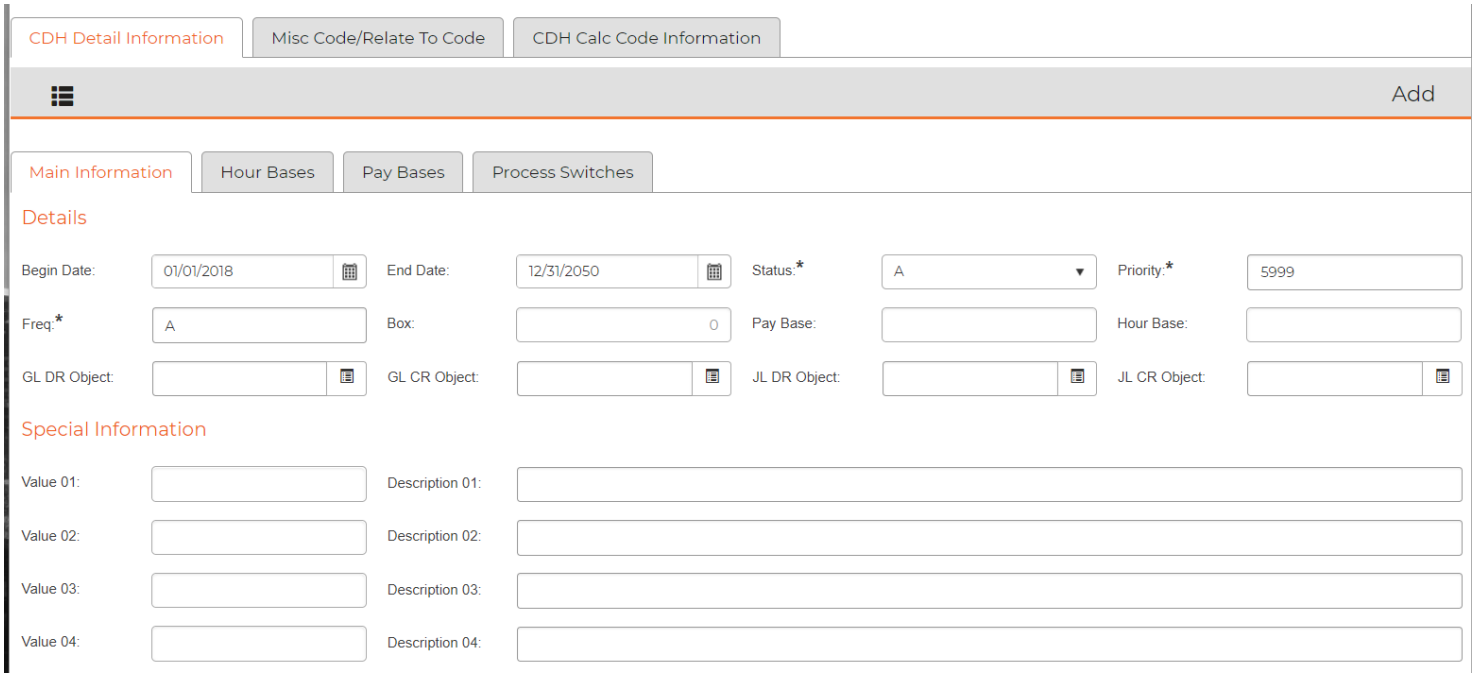
Next, enter the desired deduction or contribution number and desired code. NOTE: 1000 series numbers are Contributions and 2000 series numbers are Deductions.



Enter the Title that most describes the item.

XTD – This should always be Y, so the history of the amount may be stored in accumulators.

Next, the CDH Detail Information should be completed.



Begin Date – The pay period begin date that the CDH code may be used.

End Date – The pay period end date that the CDH may be used OR 12/31/2050 for items that have no known end date.

Status – A (always), I (Inactive)

Priority – Priorities assign what order each code should be processed in. As a rule, priorities should be assigned as follows:

CDH Priorities	
Priority Range	CDH Type
1000	Timecard
2000	Patched Hours
3000	Other Hours
4000	Pre-Tax CDH's
5000	Taxes
6000	After-Tax CDH's
7000	Garnishments
8000	Other
9000	EFT's

Freq – The frequency in which the item will be processed. These may be adjusted specifically by client but in general are as follows:

- A – Always
- A1 – Always 1st pay of the month
- A2 – Always 2nd pay of the month
- A3 – Always 3rd pay of the month
- I1 – Ignore 1st pay of the month
- I2 – Ignore 2nd pay of the month
- I3 – Ignore 3rd pay of the month

Box – used when custom frequency matching codes are used.

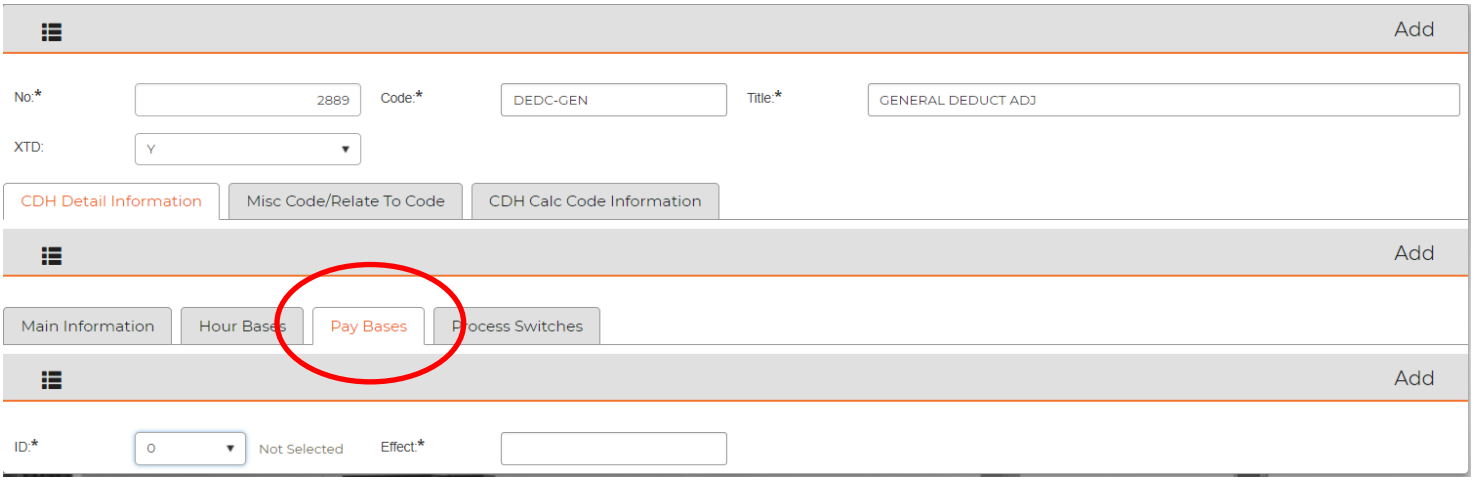
Pay Base/Hour Base – a specific pay base or hour base that controls the code.

GL DR/CR Obj – Specific GL object code that is used for posting the item. If none exists, the item will default to the GL codes set in the employees' pay assignment.

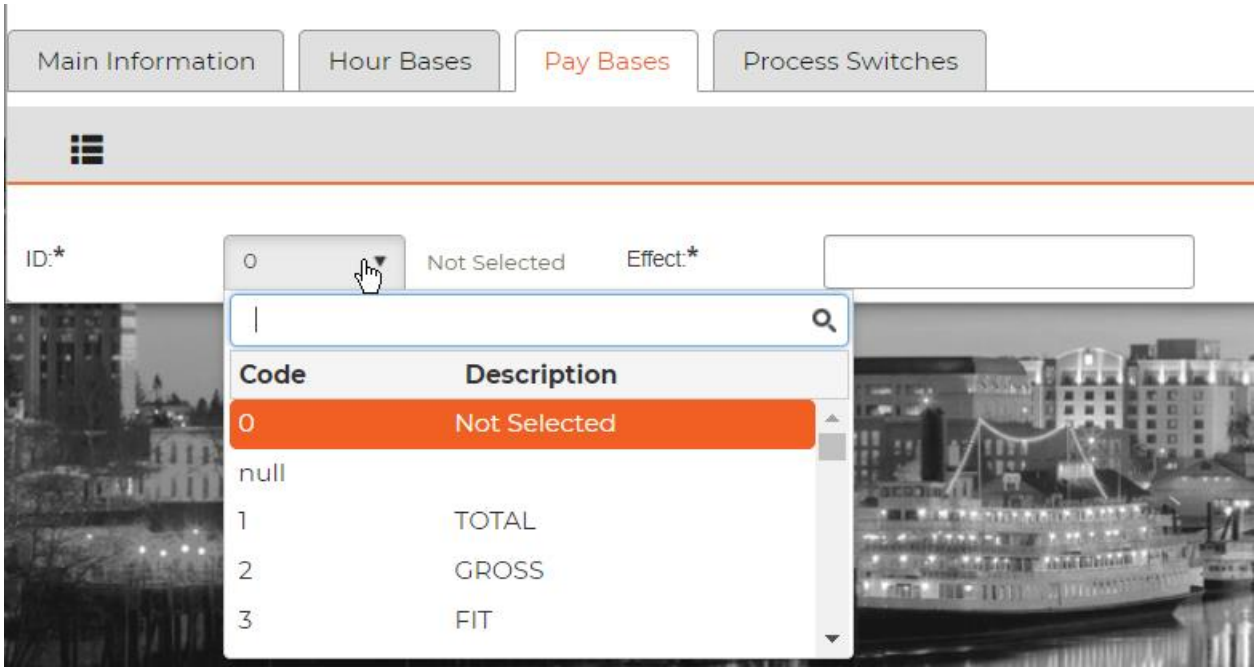
JL DR/CR Obj – Specific JL object code that is used for posting the item. If none exists, the item will default to the GL codes set in the employees' pay assignment.

Special Information – These fields are used when values are needed for calculation codes.

The next tab within CDH Detail Information is the Pay Bases tab.

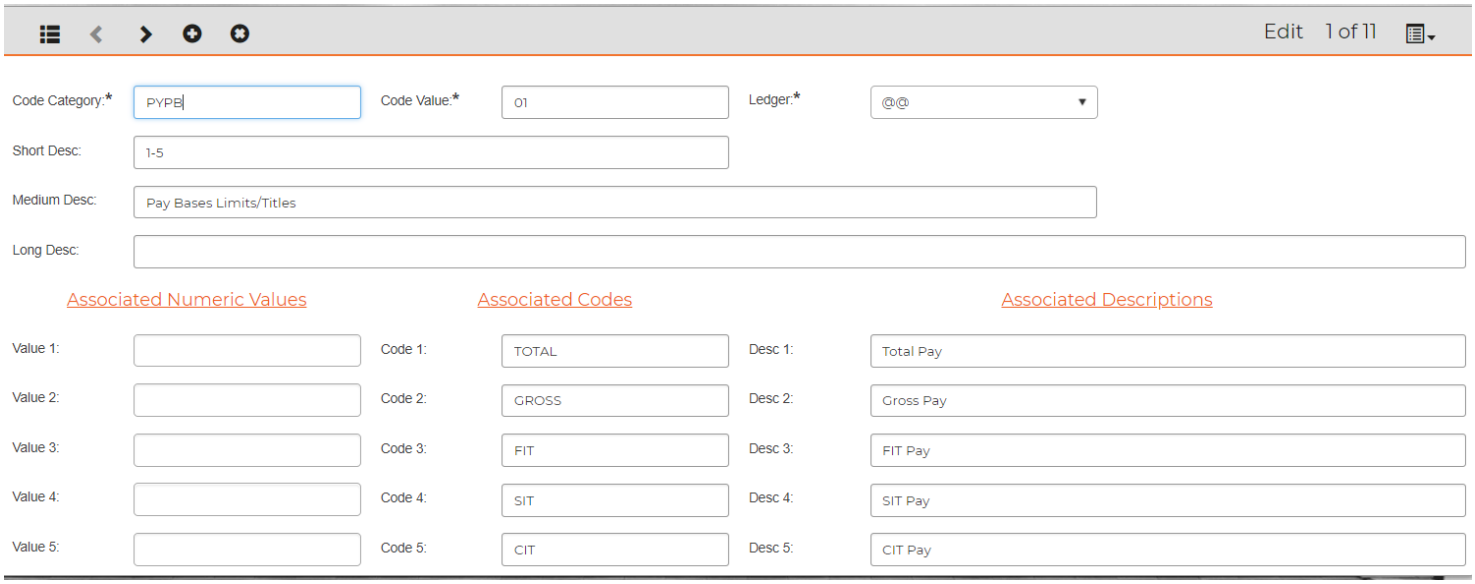


Pay Bases are where we identify how a contribution or deduction affects different types of pay items such as FIT, SIT, FICA, Medicare, Retirement, etc. Each of these are added by selecting the first drop drown for the ID.



The drop down will show what the pay bases are. There are standard pay bases for all codes whether contributions or deductions such as 01 is a total, 02 is the gross pay, 03 affects the amounts added together for federal income taxes, etc. A client may elect to setup specific ones for their use.

Pay bases may be found in the common codes (**NUUPCD**) PYPB. Anything over 25 may be customized.



The way to decide whether to add a plus or a minus to the Effect is to think how the "bucket" needs to be filled. If it is a contribution that increases pay such as a cell phone allowance then that will increase the Total, Gross and is taxable so FIT, etc. A + would be added to the Effect.

If the item is pretax, such as the case in many deductions, a – would be put into the Effect box for each Pay Base (FIT, Medicare, FICA as examples). In general, the chart shown below may be used:

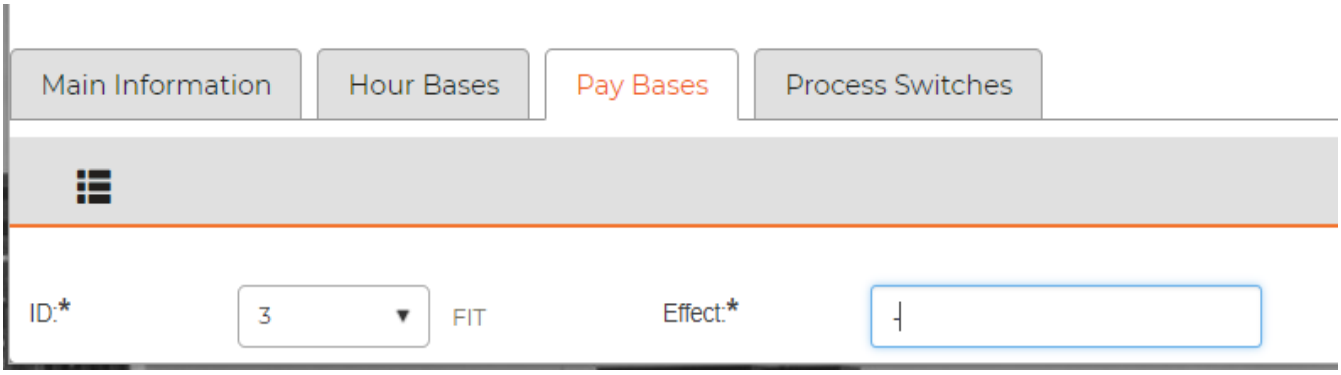
CDH	Pay Bases																				Hour Bases													
	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	01	02	03	04	05	06	07	08	09	10	11	12	13	14
Contribution																																		
Taxable Contribution			+	+		+					+																							
Direct Contribution	+	+	+	+		+	+	+			+	+	+																					
CDH Cheat Sheet																																		
Pre-Tax Deduction			-	-		-		-			-																							
Post-Tax Deduction								-																										
CDH Cheat Sheet																																		
Regular Hour (Salary)	+	+	+	+			+	+	+	+	+	+							+	-	+	+												
Regular Hour (Hourly)	+	+	+	+			+	+	+	+	+	+									+	+												
Overtime Hours	+	+	+	+			+	+	+	+	+	+									+		+											
Leave Hours																					+	+					-	-						-
Accrual Hours																											+	+						+

Blue items are only used at some client sites

What affect does the CDH have on each PB and HB (+, -, no affect/blank)?

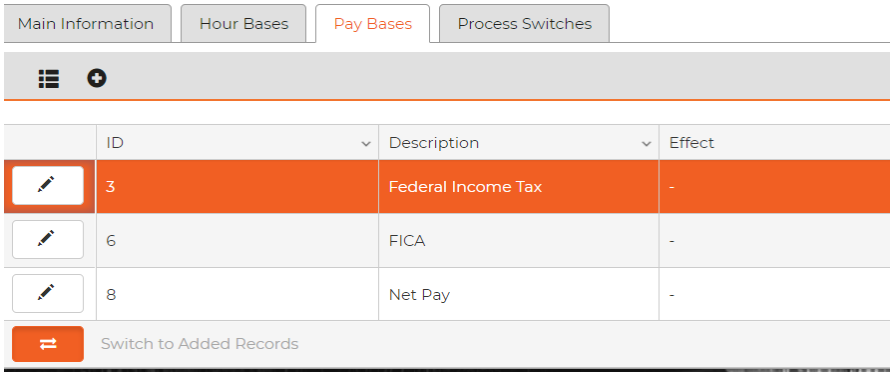
Generalizations:

a) Hours that have dollars will increase PB & HB.
b) Hours that have dollars may also increase HB.
c) Hours that track leave will decrease HB but do not affect PB.
d) Pre-tax deductions will decrease PB but do not affect HB.
e) Tax deductions will decrease PB but do not affect HB.
f) After tax deductions will decrease PB but do not affect HB.

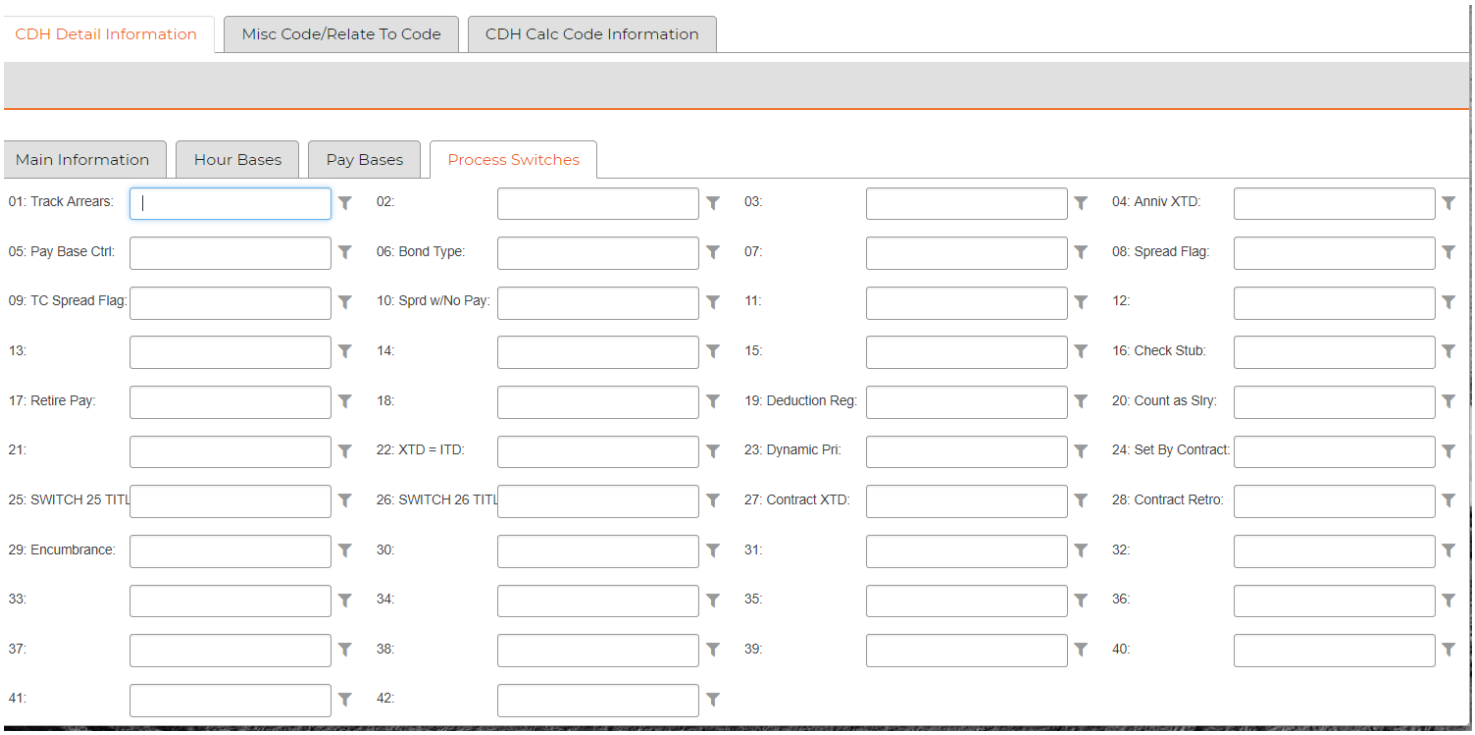


For this deduction, it is pretax so a – is added.

After each Pay Base is added, hit Enter to save and add the next. When all are added click on the grid mode to see the listing.



The next tab is the Process Switches. Process switches are used to control or direct how specific items are processed or calculated.



The switches are used as such:

01 Track Arrears: Enter "Y" in this field if arrearages are to be calculated and tracked for this deduction.

04 Anniversary XTD: Enter "Y" in this field if the calendar year-to-date value in the accumulator record is to be substituted by the anniversary year-to-date value. UP DEDD.CVECT{4}*

05 Pay Base Control: Entering a "A" in this field indicates that this deduction must be assigned to an employee for the associated Pay Base to be accumulated. For example, if this were the FIT deduction and this field is left blank, the system would accumulate taxable FIT wages based on employees' earnings regardless of whether there was withholding. By entering "A" in this field the system will only accumulate taxable FIT wages if this deduction is expressly assigned to the employee. This allows the user to treat earnings as 'non-taxable' for certain employees. UP DEDD.CVECT{5}*

Pay bases accumulate based on the +, - on screen 2 of a CDH definition Pay Base control means that we can turn on/off this control when dollars are accumulated into a given pay base. Originally the presence of a contribution assignment in the proper date range would turn on accumulation for “controlled” pay bases. It is now possible to control a pay base by the presence of a contribution/deduction in the history record. Thus, if a pay base is subject to history driven control, the presence of a controlling CDH in history turns on accumulation for that time frame.

Pay base control is set on screen 3 of a contribution/deduction definition through switch 5. The pay base number that appears on screen 1 of the definition is the base which will be controlled. A blank in switch 5 means no control, an "A" means control by assignment, and an "H" means control by history. A pay base may be controlled by several different contributions though it is usually recommended to use as few as possible (one is ideal). Control must be either by assignment or history. There will also be a warning if control is set but no pay base number appears on screen 1.

06 Bond Type: Entering a "Y" in this field indicates that a regular deduction will be taken each Pay Period and set aside for purchasing bonds. If this field contains a "Y", the Bond Balance report will be printed when payroll is processed. When defining the employee's deduction assignment (DEDUCTION ASSIGNMENT screen (PYUPED)), the amount to be deducted per period and the bond purchase price are specified. DEDD.CVECT{6}*.

09 TC spread flag: This flag is used to determine how this deduction will spread to pay strings entered through timecard screens. If this deduction is to ALWAYS spread to pay strings entered through timecards, enter "Y", or leave the field blank. If this deduction is NEVER to spread to pay strings entered through timecards enter "N". If this deduction is to spread to pay strings entered through timecards ONLY when ALL of the employee's paid hours are entered through timecards, enter "P". The "P" setting will check pay base 1 to see whether activity has occurred on assigned lines DEDD.CVECT{9}*

A value of "H" acts similar to "P" but checks for hours in hour base 1, deciding whether activity has occurred on assigned lines, rather than checking for dollars in pay base.

10 Spread w/No Pay: This flag is used to identify an employee who is to receive a deduction without any hour activity in a payroll. This allows the payroll process to handle the deduction independent of any earnings the employee may have received. Enter "Y" to enable this flag.

Example**:** A deduction is setup to provide for the payment of medical premiums for retired employee. Because the retirees will not receive any pay, but only the medical deduction, that deduction must be set up as a “Spread w/no Pay”.

16 Check Stub Flag: This flag is used to help format PY checks and EFTs. It's use varies depending on your check format. Some sites will not use this flag.

17 Retire Pay Code: The Retirement Pay Code is for use in STRS. This code can be either an "M", for monthly, "A" for annually, "H" for hourly or "D" for Daily. This code tells the STRS subsystem how to calculate the pay rate for this hour when it is reported to STRS. This reference is needed to determine what the STRS pay code will be on a given line of the STRS detail report.

19 Deduction Reg: An "N" in this field will prevent this deduction form being printed on the deduction register.

20 Count as Salary: Set this switch to "Y" and patch PB amounts for this CDH will spread to pay assignment lines of the same pay class if the CDH is entered on a time override line. The patch PB amounts are used to affect salary dollars for patch salary hours on assigned lines. Thus, a direct contribution could be cost against an override GLKEY yet still reduce the patch salary amount accordingly. In cases where there is more than one pay assignment in the pay class, the CDH amount is spread in proportion to the salaries on the assignments.

22 XTD = ITD: A "Y" in this switch allows the accumulator to accumulate inception to date. This allows inception to date to be kept even when there is a date range on the employee CNT/DED assignment."

23 Dynamic Priority: A "Y" in this switch allows for the priority for the specified employee to be figured dynamically.

24 Set by Contract: Set this to "Y" if you would like this CDH to be able to flush back values in the calc code to specific contract IDs. Contract IDs are a way of grouping pay lines based on specific pay line parts that constitute a key. The cluster CTFC and its attributes are used to read and set values for a specific contract id.

25 Client Defined Switch: This switch is used as a marker that the client can define. The title of this switch is setup in Common Code PYFG PY335C in description one. The text in that description will appear next to this field.

26 Client Defined Switch: This switch is used as a marker that the client can define. The title of this switch is setup in Common Code PYFG PY335C in description two. The text in that description will appear next to this field.

27 Contract XTD: Enter the appropriate code in this switch to designate how this amount affects the contract accumulator.

Available Codes:

E Regular Earnings
P Paid
L LWOP (Leave Without Pay)
R Retro Earnings
S Set Spread (Items that increase the spread balance)
T Spread Pay (Items that decrease the spread balance and increase paid)

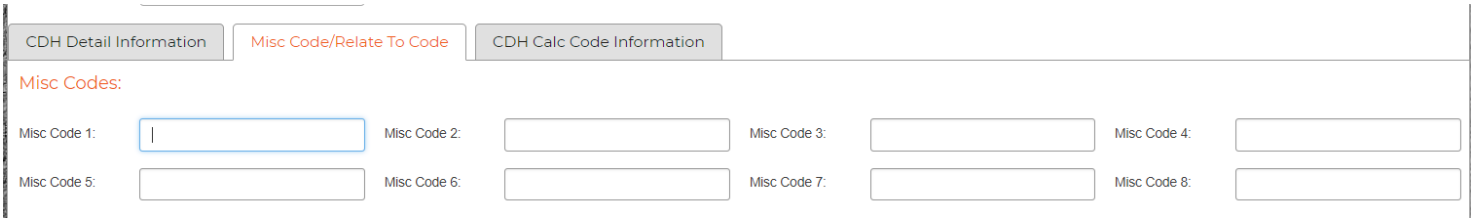
28 Contract Retro: Enter the appropriate code in this switch to designate special CDHs that need to be processed.

Available Codes:

E Exception timecard entry that needs to be retro paid. An example would be vacation taken.

P A CDH that alters an employee's pay beyond the target salary. Examples would be spread pay, retro paid, etc.

The next component for setup of a deduction or contribution is the Misc. Code/Relate to Code section. There are two setup pieces – the Misc. Codes which identifies if a code is specific to items on the W2 and the Relate to Code which identifies which screen the deduction or contribution may be input into.



Misc Code 1 often relates to the type of item the deduction or contribution is – examples include FIT, FICA, MEDI, etc.

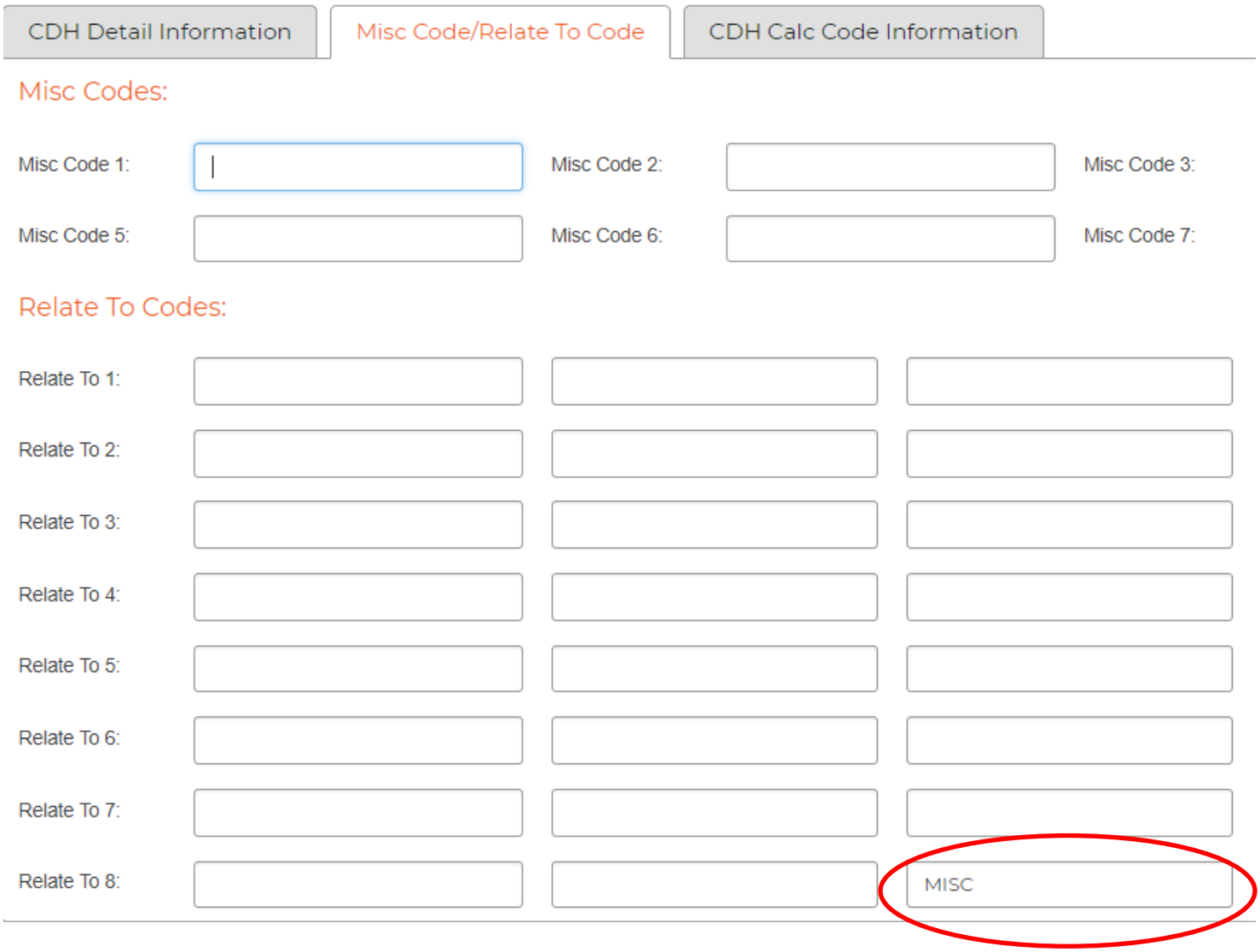
Misc Code 2 often relates to the type of state item the deduction or contribution is – examples are CA06 for California or IL26 for Illinois.

Any of the Misc Codes may be used to identify items that are needed for W2 reporting such as deferred comp, retirement, and so on.

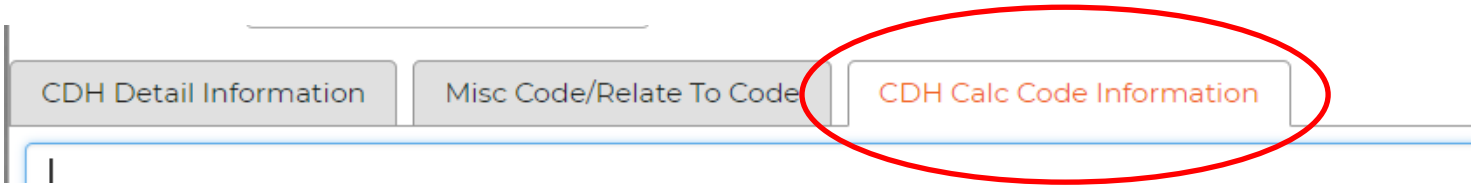
In general, only the final Relate To Code is used – Code 8. This will identify which screen the deduction or contribution will be keyed into.

MAND – Mandatory Assignments (Taxes – Pay Related)
MISC – CDH Assignments (Pay Related)
BEND – Benefit Assignments (Deduction portion – Benefit Information)
BENC – Benefit Assignments (Contribution portion – Benefit Information)

BOND – CDH Assignments, Bond Tab (Pay Related)
EFT – CDH Assignments, Direct Deposit (Pay Related)
TSA – Tax Sheltered Annuities (Pay Related)



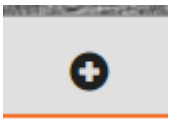
The final tab is the Calc Code. Calc codes are used to have the system calculate different contributions or deductions. For example, Federal Income Taxes or Retirement.



Detailed information as to how calc codes may be written can be found on Connect Community at https://community.superion.com/docs/DOC-2587

Section 10: Creating Hour Definitions

Hour Definitions may be accessed via the menu entry point **PYUPHH** (Payroll System + Update Data Base + Hour Definitions) or from the workspace.

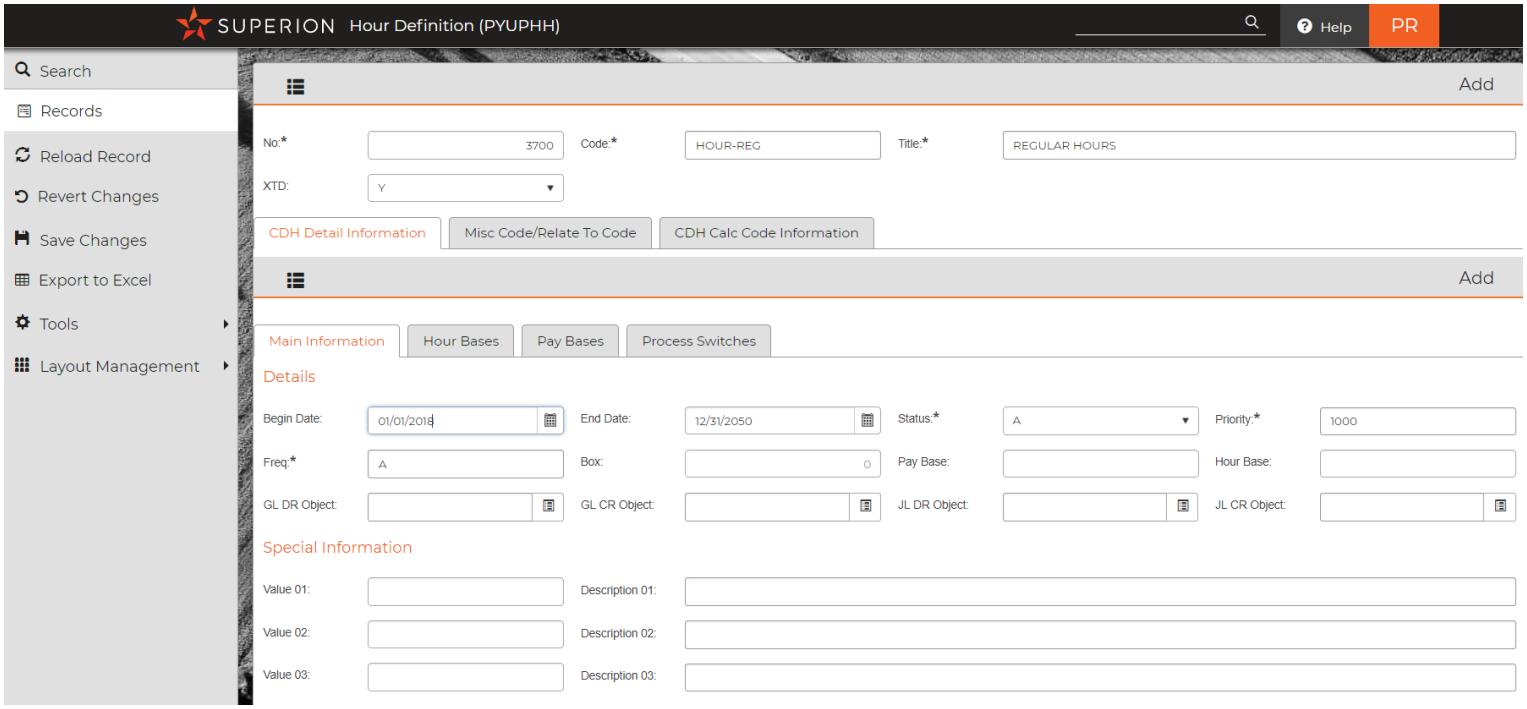
To add/create a new hour code begin by clicking the  at the top of the screen.

No – Enter the hour number (next number available in your list of hour codes).

Code – Enter in an hour code (8 characters or less).

Title – Enter the desired title or description of the hour code.

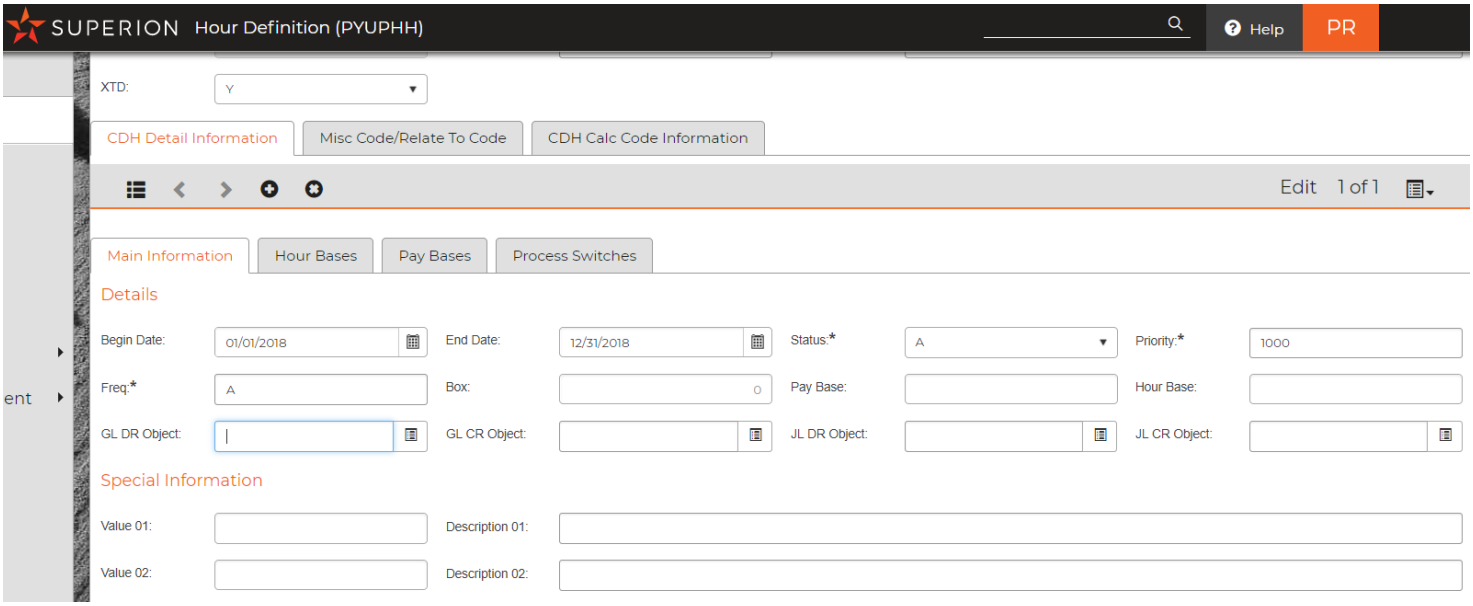
XTD – Always select **Y** in the **XTD** field to distinguish that you would like this hour to appear in accumulators.



Within the CDH Detail Information tab are four other tabs:

- Main Information – used to capture applicable dates, frequency and status
- Hour Bases – What hour bases or buckets the hours add or reduce
- Pay Bases – What pay bases or buckets are affecting employee pay or calcs
- Process Switches – Defines if the hour code patches, accrues or is just standard as well as applies rates (Regular, OT, etc.)

The Main Information tab drives an hour code based upon date range, frequency, and status.



Begin/End Date – The begin and end date of the hour code. In most cases the end date will be 12/31/2050.

Status – Active or Inactive

Priority – Priority tells the system what order the hour codes should be processed in. Priorities for hour codes vary from 1000 – 3999. For example, vacation taken may be 1000 while patched regular time is 2000.

CDH Priorities	
Priority Range	CDH Type
1000	Timecard
2000	Patched Hours
3000	Other Hours

Freq – The frequency in which the item will be processed. These may be adjusted specifically by client but in general are as follows:

- A – Always

- A1 – Always 1st pay of the month
- A2 – Always 2nd pay of the month
- A3 – Always 3rd pay of the month

- I1 – Ignore 1st pay of the month
- I2 – Ignore 2nd pay of the month
- I3 – Ignore 3rd pay of the month

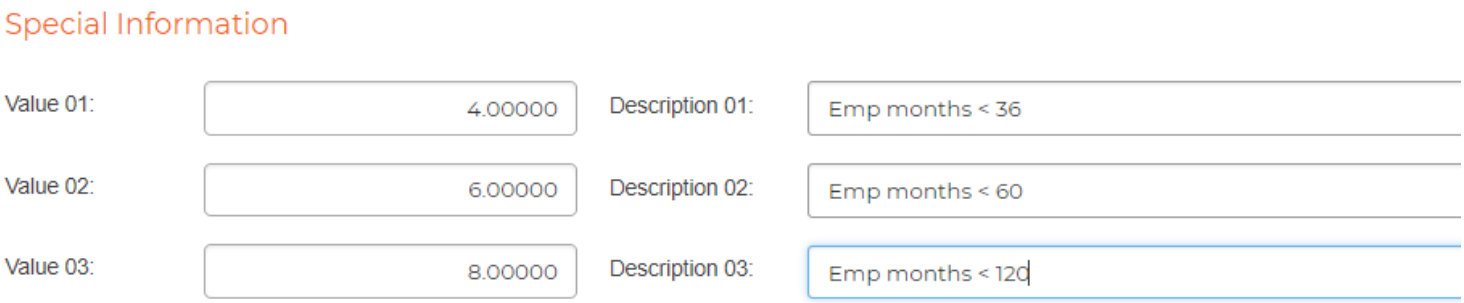
Box – used when custom frequency matching codes are used.

Pay Base/Hour Base – a specific pay base or hour base that controls the code.

GL DR/CR Obj – Specific GL object code that is used for posting the particular item. If none exists, the item will default to the GL codes set in the employees' pay assignment.

JL DR/CR Obj – Specific JL object code that is used for posting the particular item. If none exists, the item will default to the GL codes set in the employees' pay assignment.

Special Information – These fields are used when values are needed for calculation codes. Values are used to capture rates or numeric values which the Description captures notes or character values. For a vacation accrual, both may be used:



The next tab is the Hour Bases. Hour Bases capture if an hour code adds to an accumulator, reduces an accumulator, or is used for tracking. A good example would be a + in the hour base for vacation balance that captures the accrual that adds to the total vacation balance while a – in the hour base for vacation balance would capture when a person takes a vacation day.

CDH	Pay Bases																				Hour Bases													
	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	01	02	03	04	05	06	07	08	09	10	11	12	13	14
Contribution																																		
Taxable Contribution			+	+		+					+																							
Direct Contribution	+	+	+	+		+	+	+			+	+	+																					
CDH Cheat Sheet																																		
Pre-Tax Deduction			-	-		-		-			-																							
Post-Tax Deduction								-																										
CDH Cheat Sheet																																		
Regular Hour (Salary)	+	+	+	+			+	+	+	+	+	+							+	-	+	+												
Regular Hour (Hourly)	+	+	+	+			+	+	+	+	+	+									+	+												
Overtime Hours	+	+	+	+			+	+	+	+	+	+									+		+											
Leave Hours																					+	+					-	-						-
Accrual Hours																											+	+						+

Blue items are only used at some client sites

What affect does the CDH have on each PB and HB (+, -, no affect/blank)?

Generalizations:

a) Hours that have dollars will increase PB & HB.

b) Hours that have dollars may also increase HB.

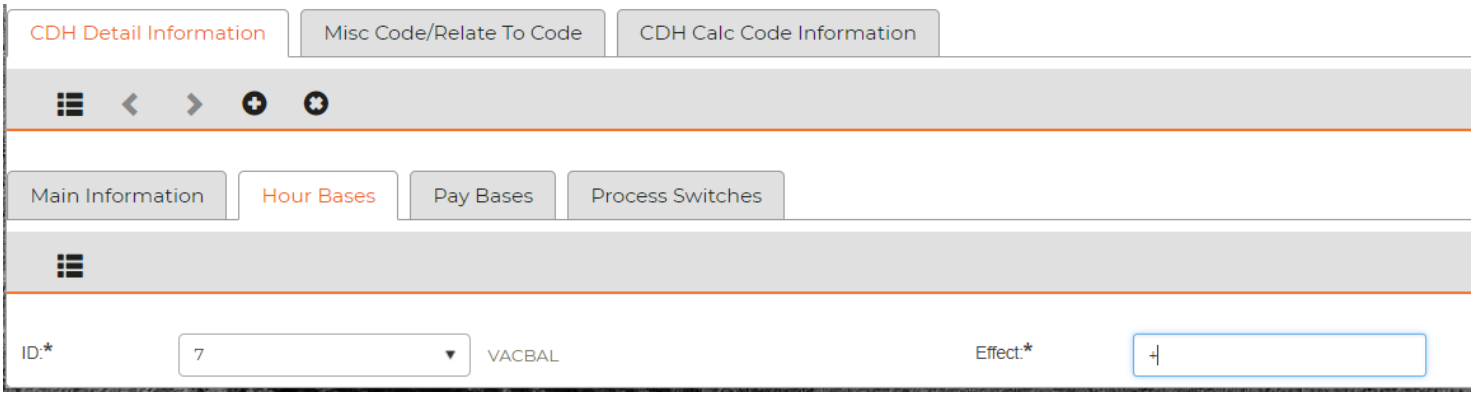
c) Hours that track leave will decrease HB but do not affect PB.

d) Pre-tax deductions will decrease PB but do not affect HB.

e) Tax deductions will decrease PB but do not affect HB.

f) After tax deductions will decrease PB but do not affect HB.

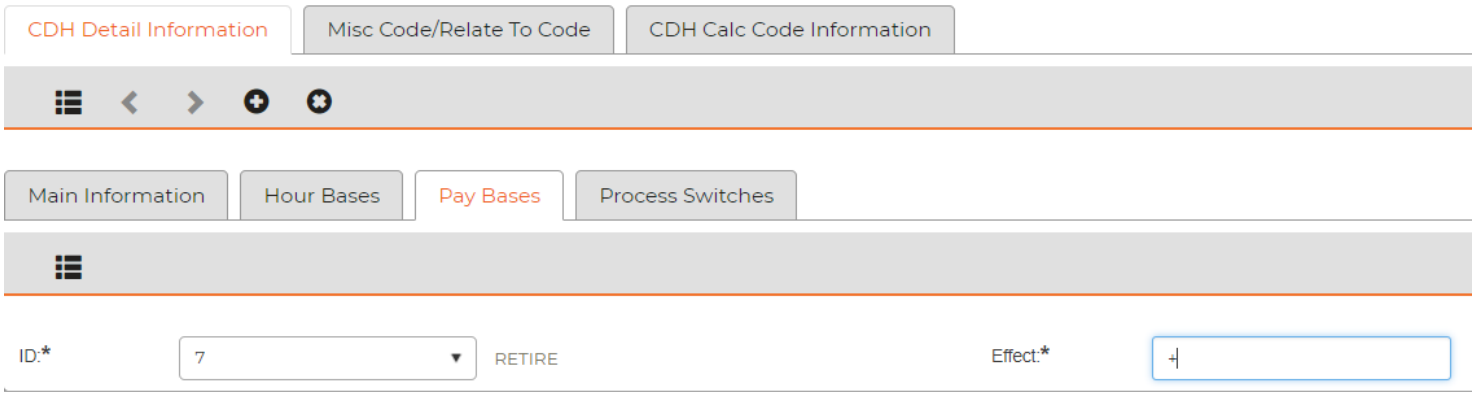
The above is a general example of how pay bases and hour bases may work for an hour code. If the hour code is for an accrual we would increase the balance:



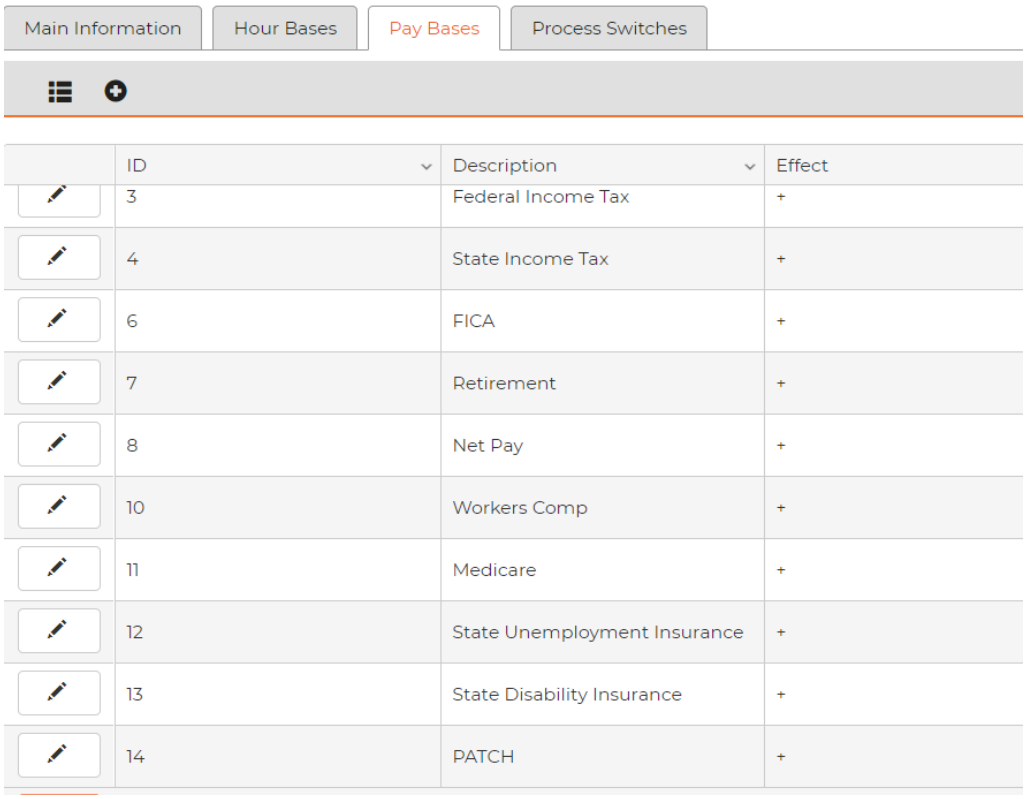
Put a + in the hour base to add this hour to. If it is a taken hour code such as vacation, the hour base flags would have a + in total and a – in vacation balance.

Next would be entries into the Pay Base Flags tab. For this we would enter a + in each “bucket” that this hour (pay code) will add to. For example, if an employee gets paid for working against this hour code, add a + in each wage base bucket that this will increase.

A good way to think about the pay bases is to understand the effect on an employee's pay check or calculation needed. If retirement is calculated against total pay, then a + would be needed in the pay base for retirement (07):



For all items affecting pay we would add a + for additions or taxable items and a – for those that reduce taxable amounts.

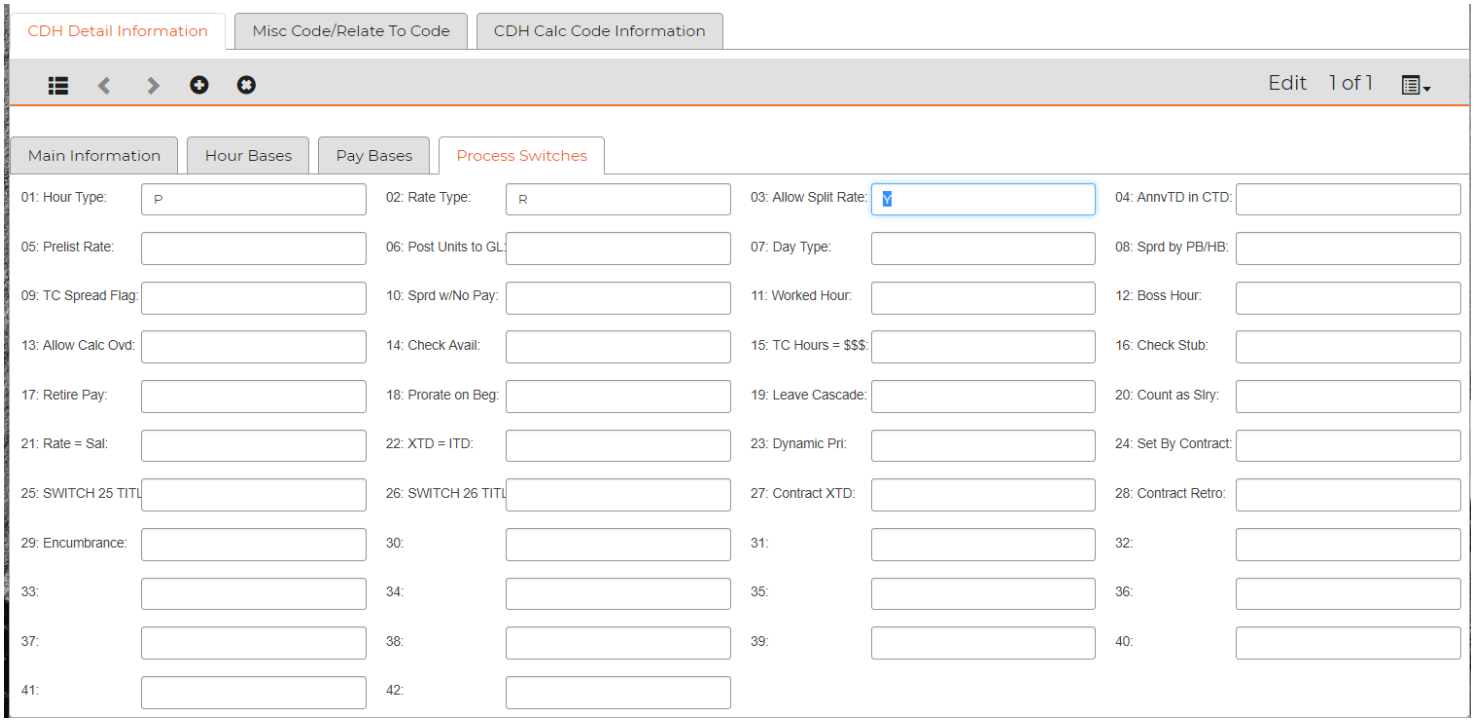


Finally, select the **Process Switches** tab.

For an hour code that will be entered from Timecard Online, put an **O** in process **switch 1**. If it is a patched hour code, put a **P** in **process switch 1** and if it is an accrual code, put an **A** in **process**

switch 1.

If this hour code is to be paid at the employee's regular rate of pay, put an **R in process switch 2**. Press **Enter** to save the record.



01 Hour Type: This is used to identify the type of the hour being defined. Following is a list of recognized codes and their meanings. HRSD.CVECT{1}*
"P" A base hour-type (e.g. regular salary), that will always be PATCHed (automated time distribution) by the system to the employees' default hours indicated by the Calendar definition. When "patching" takes place, hours to be paid at a specific rate (e.g. regular salary) are subtracted from the defined default hours to arrive at the number of hours to be patched.
"A" An ACCRUAL hour-type (e.g. vacation accrual) that will always be automatically processed by the system. Note: Patched ("P") and Accrued ("A") hour types are client defined through the use of specific calculation codes.
"O" An OVERRIDE hour-type (e.g. overtime) that will always have to be entered through timecards.

02 Rate Type: This is used to identify which rate of pay to associate with the hour being defined. Rate Type determines how the pay is derived, either by multiplying hours by a particular rate or by giving the amount in the salary field (as in Rate Type 'S'). For example, if hour number 001 has a rate type of "O" for overtime, any 001 hours given would be multiplied by the employees' overtime rate to derive the associated dollar amount. Following are valid codes and their meanings. HRSD.CVECT{2}*

"S" Salary rate. Hours of this type will cause the employee to receive the amount specified in the "Salary" field on the Pay Assignment screen (PYUPEP).

"R" Regular rate. Hours will be multiplied by regular rate found in the "Rate" field on the Pay Assignment screen (PYUPEP).

"O" Overtime rate. Hours will be multiplied by overtime rate. * 1.5

"P" Premium rate. Hours will be multiplied by two times the regular rate. * 2.0

“A" Adjusted rate. Regular rate of pay is adjusted by a multiplier and an additive amount. Rate is multiplied by the value in Associated Value 1 from the HOURS DEFINITION. Then the value in Associated Value 2 is added to that.

"B" Adjusted OT rate. Overtime rate of pay is adjusted by a multiplier and an additive amount. Rate is multiplied by the value in Associated Value 1 from the HOURS DEFINITION. Then the value in Associated Value 2 is added to that.

"C" Constant rate. All hours with rate type "C" will be paid at the rate specified in the Associated Values and Descriptions box #1 on the HOUR DEFINITION (1) screen; employee rate information on the employees' PAY ASSIGNMENT screen is ignored.

"D" Dollars Only. These hour types will hold dollars only. No hours and no rate will be recorded on Timecards or PY History. To set a dollar amount for one of these hour codes to $13.50, use the following syntax: HRSX.AMT := 13.50

"F" FLSA (1.5) rate. Rate will be recomputed at calculation time to reflect any additional earnings that must be considered when computing FLSA overtime. For hours paid at rate type "F", a rate of 1.5 is assumed. If a different rate is required, the new rate can be placed in the first associate value on the hour definition screen. Rate = [(reg earnings + additional earnings)/regular hours] * 1.5

"G" FLSA (2.0) rate. Rate will be recomputed at calculation time to reflect any additional earnings that must be considered when computing FLSA overtime. Hours paid at rate type "G" will be multiplied by new rate. Rate = [(regular earnings + additional earnings)/regular hours] * 2.0

"H" FLSA (2.5) rate. Rate will be recomputed at calculation time to reflect any additional earnings that must be considered when computing FLSA overtime. Hours paid at rate type "H" will be multiplied by new rate. Rate = [(regular earnings + additional earnings)/regular hours] * 2.5

"I" FLSA (3.0) rate. Rate will be recomputed at calculation time to reflect any additional earnings that must be considered when computing FLSA overtime. Hours paid at rate type "I" will be multiplied by new rate. Rate = [(regular earnings + additional earnings)/regular hours] * 3

"J" FLSA (.) rate. Should be used for hours entered through time or hours that are part of a daily patch strategy. The "J" rate hour starts out working like overtime. This original rate is what will appear on the history record. The "J" hour also adds an additional amount based on the dollars and hours that are found in the FLSA PB (#9) and the FLSA HB (#6). PB 9 dollars / PB 6 hours gives and FLSA rate. This rate is multiplied by the "J" hour amount and the additional dollar amount is added to the already calculated "J" hour dollars. The set up for the "J" hour requires that PB 9 and PB 6 appear in the PB/HB boxes on screen one of the hour definition
.

"X" Additive amount (regular rate plus X). Hours will be paid at the regular rate plus whatever value is specified in the Associated Value Descriptions box #1 on the HOURS DEFINITION screen.

"Y" Additive Overtime (overtime rate plus X). This is the normal overrate plus the value in Associated Value box # 1 on the HOURS DEFINITION screen.

"1-5" Alternative rates. Values "1" through "5" indicate one of five alternative rates is used. The rate is taken from one of five MSC-NUM fields on the employee's pay assignment. Value "1" references MSC-NUM(1), etc. The MSC-NUM values will display as integer values but are understood to have 5 implied decimal positions. For example, a MSC-NUM rate of 25.33334 would be entered and displayed in the field as "2533334" and a rate of 10.50 would be entered as "1050000".

03 Allow Split Pay: Enter “Y” if the pay rate is to be determined based on mid-period rate changes. If an employee has a mid-period rate change and daily patching is enabled, two separate sets of hours, rates, and payments will be found on the same history record. There will be one set for each split date range, regardless of the rate type being "R" or "S". If the hour type is "S" (salary) and mid-period splits are allowed, this hour must not add to the patch pay base. If it does, then the second salary will not calculate correctly due to the first one adding to the patch pay base. On a salary type hour with a mid-period split, the two salaries will be pro-rated by the number of paid days they cover in the period. Note: Entering 'N' will yield slightly better performance. HRSD.CVECT{3}*

04 AnnivTD in CTD: Enter "Y" in this field if the calendar year-to-date value in the accumulator record is to be substituted by the anniversary year-to-date value. HRSD.CVECT{4}*

05 PRELIST Rate Type: On the Employee Prelist, totals are shown for Regular hours, Overtime hours, Total hours and Other hours. The rate-type of the hour determines which total (regular, overtime, total, other) the hours are accumulated in. If the hours are to appear in a total other than the one specified in the '2 Pay Rate Type' field, this field may be used to override the type. Values entered in this field will be substituted for the Pay Rate Type when running the Prelist. All hours with rate type 'R' will be accumulated to Regular hours; those with rate type 'O' accumulate to Overtime hours; all others, with the exception of non-paid (e.g. accruals) hours will appear in Other hours. The Total hours is a summarization of Regular, Overtime, and Other hours. HRSD.CVECT{5}*

06 Post Units to GL: This switch controls whether “UNITS” (hours) will be posted to the GL. Set to “N” to prevent any hours for this hour code being posted. All other values will permit units posting to occur. HRSD.CVECT{6}* .

07 Day Type: Enter "Y" in this field if this entry is to represent the number of days instead of the number of hours. HRSD.CVECT{7}*

08 Spread by PB/HB: Patched hours ordinarily spread across employees' pay assignments according to the values in the Effort fields on the EMPLOYEE PAY ASSIGNMENT screen. However, enter a "Y" in this field, if more than one patched hour is in the employee's pay class and the CDH being defined is to be spread according to the distribution of dollars (or hours) in the Pay Base (or Hour Base) specified on the CDH DEFINITION (1) screen. HRSD.CVECT{8}*

09 TC spread flag: This flag is used to determine how this hour will spread to pay strings entered through timecard screens. If this hour is ALWAYS to spread to pay strings entered through timecards, enter “Y”, or leave the field blank. If this hour is NEVER to spread to pay strings entered through timecards, enter 'N'. If this hour is spread to pay strings entered through timecards ONLY when ALL of the employee's paid hours are entered through time enter “P”. HRSD.CVECT{9}*

10 Spread w/no Pay: If flag 10 is set to “Y”, the hour will spread without payment. The default spread will be by effort as defined in the pay assignment.

11 Worked Hour: This flag is used to identify the hours being defined are actual 'worked hours' (regular, O/T, shift, etc.) as opposed to non-worked hours (vacation, sick, comp., etc.).

12 Boss Hour: Reserved for future use.

13 Allow Calc. Ovrd: This flag is used to set up an hour definition code such that when a forced calculation is executed, the hour definition Calc. Code will be used, even if the hour definition is set up to behave as a timecard hour.

14 Check Available: This switch is used to specify whether leave hours used will be checked against available balances during timecard entry. Enter "W" or "B" for "warn" or "block" operation.

Calculations to add accruals for the current period will automatically be done if needed. Common code PYFG/PY397C will need to be set to specify the hour base to check for available balance. See the Common Code Reference Manual for details.

15 TC Hours = $$$: When entering an hour amount on the Daily Timecard screen (2), a "Y" in flag 15 of the Hour Definition screen directs the system to translate the hour amount to a dollar ($) amount.

16 Check Stub Flag: This flag is used to help format PY checks and EFTs. Its use varies depending on your check format. Some sites will not use this flag.

17 Retire. Pay Code: The Retirement Pay Code is for use in STRS. This code can be either an "M", for monthly, "A" for annually, "H" for hourly or "D" for Daily. This code tells the STRS subsystem how to calculate the pay rate for this hour when it is reported to STRS. This reference is needed to determine what the STRS pay code will be on a given line of the STRS detail report.

18 Prorate on beg date: This switch is only used for salary rate type hours. If the switch is set to "Y", the salary amount associated with this hour will be prorated by the employee's starting date. A warning message is printed in the warn200 file for those employees whose amounts are prorated.

20 Count as Salary: Set this switch to "Y" and patch PB amounts for this CDH will spread to pay assignment lines of the same pay class if the CDH is entered on a time override line. The patch PB amounts are used to affect salary dollars for patch salary hours on assigned lines. Thus, a direct contribution could be cost against an override GLKEY yet still reduce the patch salary amount accordingly. In cases where there is more than one pay assignment in the pay class, the CDH amount is spread in proportion to the salaries on the assignments.

21 Rate Equals Sal: Enter a "Y" if this hour is to be considered a rate equals salary hour. This will allow the payment of a constant salary with a pay class. The employee must be a daily patch employee and this hour should be the primary pay hour defined on the calendar and schedule for the type of employee. Mark with "P" if you'd like this to be a rate equals salary hour based on position and step. This works a little differently from the above pay class type. It figures total salary for a given position/step based on assigned pay lines. It then figures how many hours count toward this salary and computes a rate that will give the desired salary amount. Hour that come in on timecard override lines are part of this calc and all the hours are given the same rate. It is possible to make other hours such as vacation or sick taken participate in this rate calc by having them touch the patch pay base. Since the sum of the rounded extensions may differ by pennies from the salary target, dollars associated with one of the hours may be adjusted to hit the salary amount.

23 Dynamic Priority: A "Y" in this switch allows for the priority for the specified employee to be figured dynamically.

24 Set by Contract: Set this to "Y" if you would like this CDH to be able to flush back values in the calc code to specific contract IDs. Contract IDs are a way of grouping pay lines based on specific pay line parts which constitute a key. The cluster CTFC and its attributes are used to reads and set values for a specific contract ID.

25 Client Defined Switch: This switch is used as a marker that the client can define. The title of this switch is setup in Common Code PYFG PY335C in description one. The text in that description will appear next to this field.

26 Client Defined Switch: This switch is used as a marker that the client can define. The title of this switch is setup in Common Code PYFG PY335C in description two. The text in that description will appear next to this field.

27 Contract XTD: Enter the appropriate code in this switch to designate how this amount affects the contract accumulator.

Available Codes:

E Regular Earnings
P Paid
L LWOP (Leave Without Pay)
R Retro Earnings
S Set Spread (Items that increase the spread balance)

T Spread Pay (Items that decrease the spread balance and increase paid)

28 Contract Retro: Enter the appropriate code in this switch to designate special CDH's that need to be processed.

Available Codes:

E - Exception timecard entry that needs to be retro'd. An example would be vacation taken.

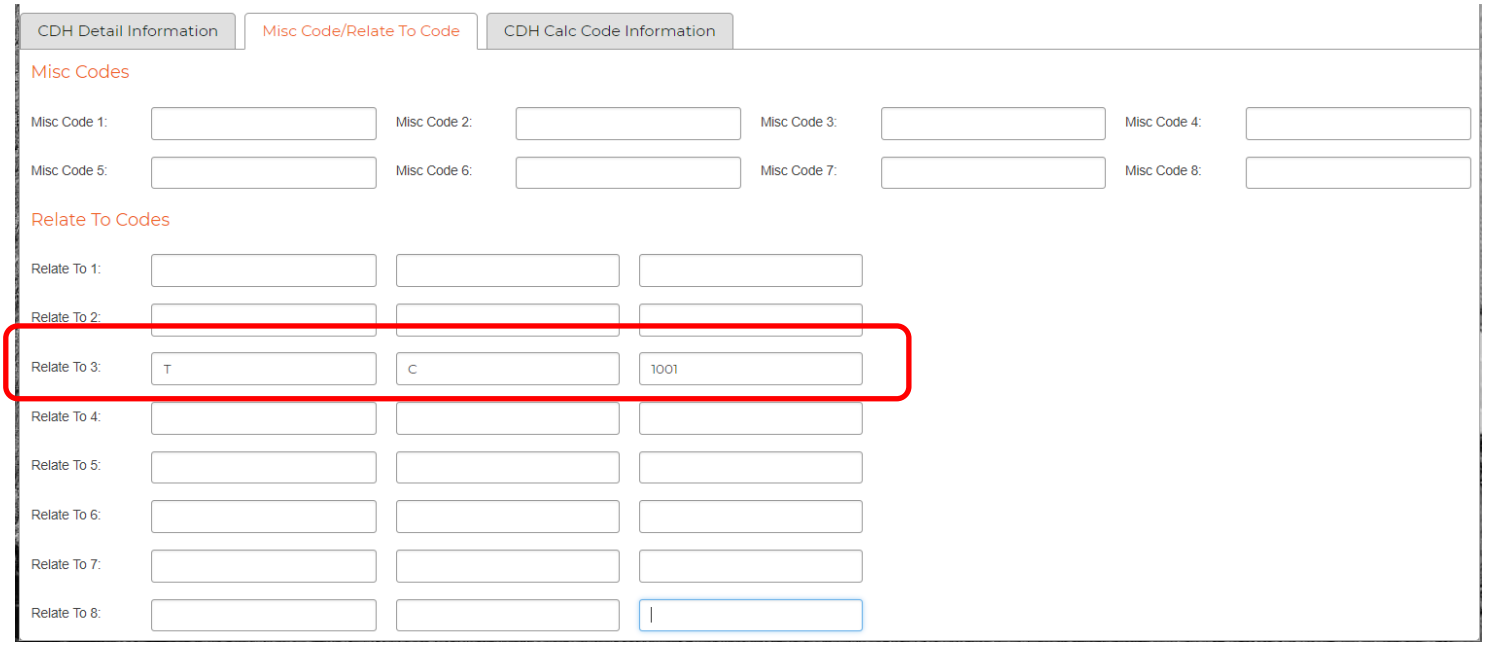
P - A CDH that alters an employee's pay beyond the target salary. Examples would be spread pay, retro paid, etc.

The area for information to be setup is the Miscellaneous Codes. If an hour code will be used to key timecards into Timecard Online, Relate To 3 will be used.

Enter a T in the first field.

Enter a C in the second field.

Enter a number in the third field. The numbering should be in order that the timecard hours should show on Timecard Online.



The final tab for the hour codes is that of the Calc Code. The Calc Code captures any information used to calculate an amount or an hour total. Common uses include FLSA OT calculations or vacation accruals. A tutorial may be found below:

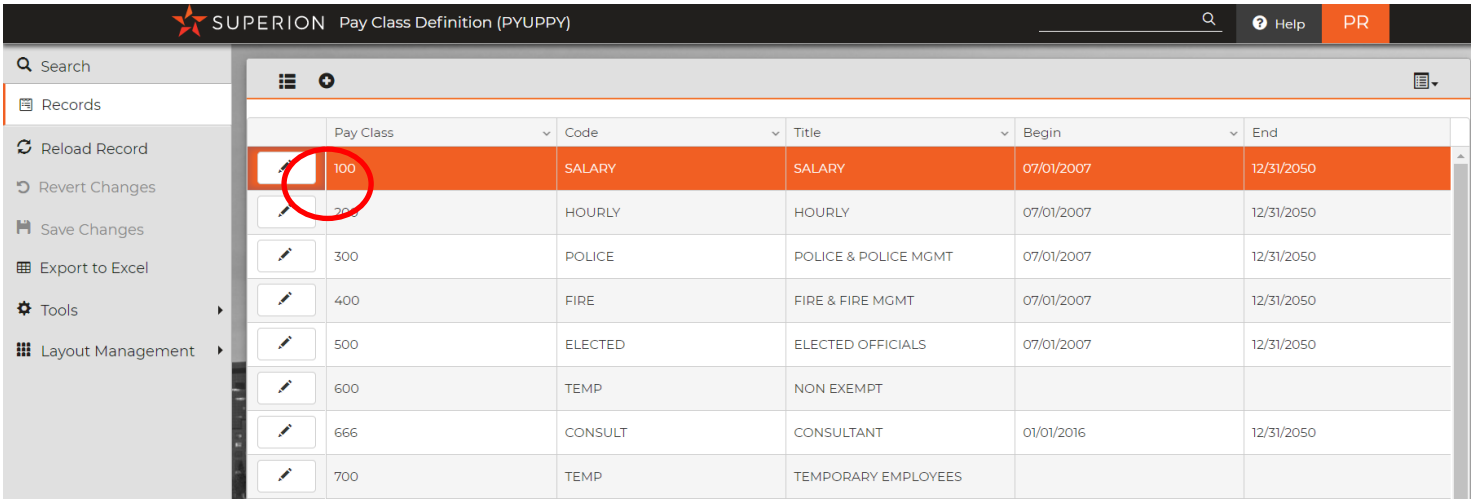
Updated PY Calc Codes Tutorial.doc

Once a new calc hour code has been defined it should be added to the appropriate pay classes in the **Pay Class Definitions (PYUPPY).**

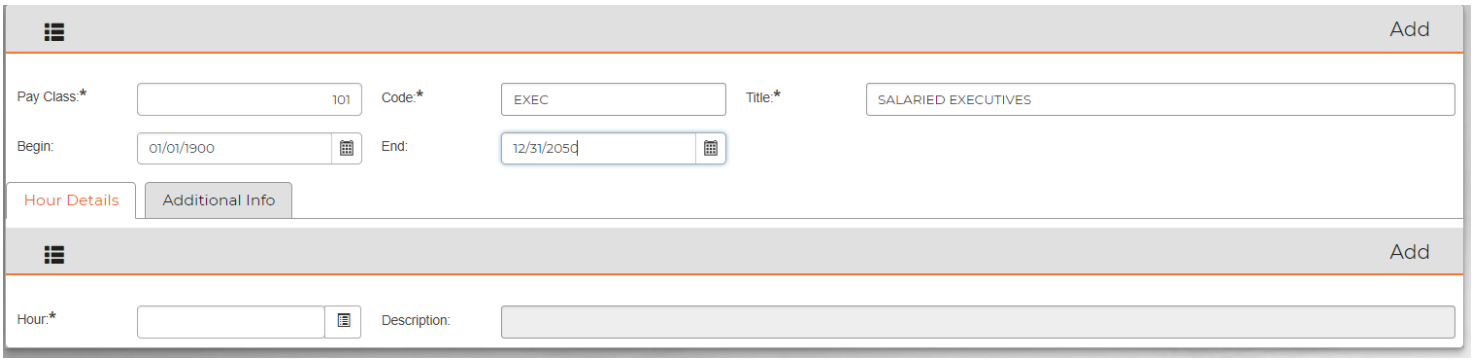
Section 11: Creating a Pay Class Definition

Follow these steps to define a pay class:

Access the Pay Class Definitions (**PYUPPY**) via the entry point or from the favorites tab. Select the + at the top of the screen to add the new Pay Class:



A blank screen will open for input:



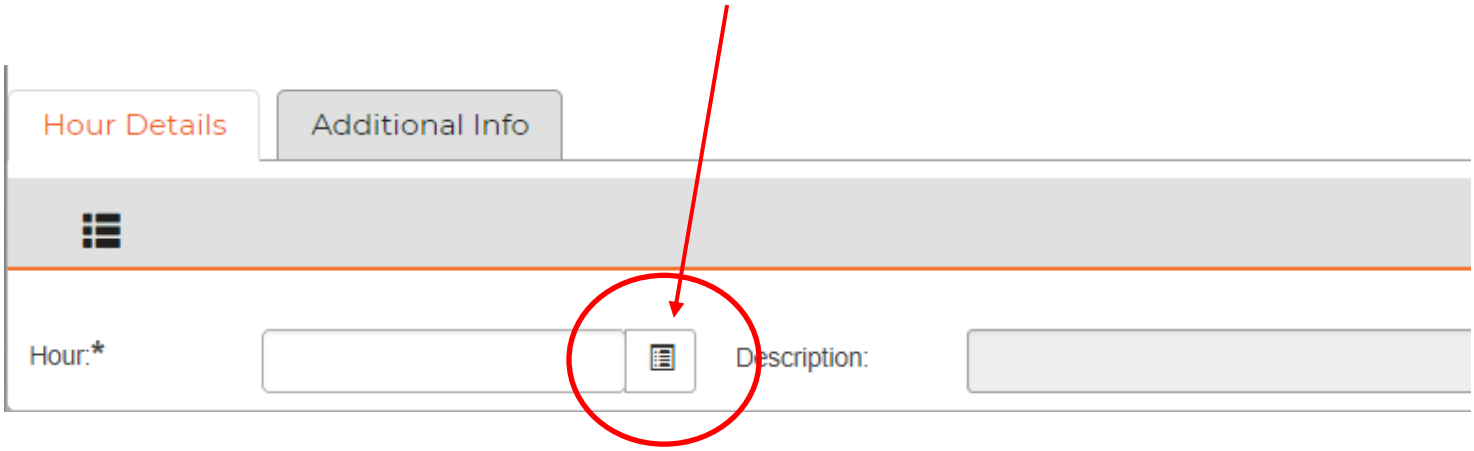
Pay Class – Input the desired number for the new pay class

Code – The code descriptor for the new pay class

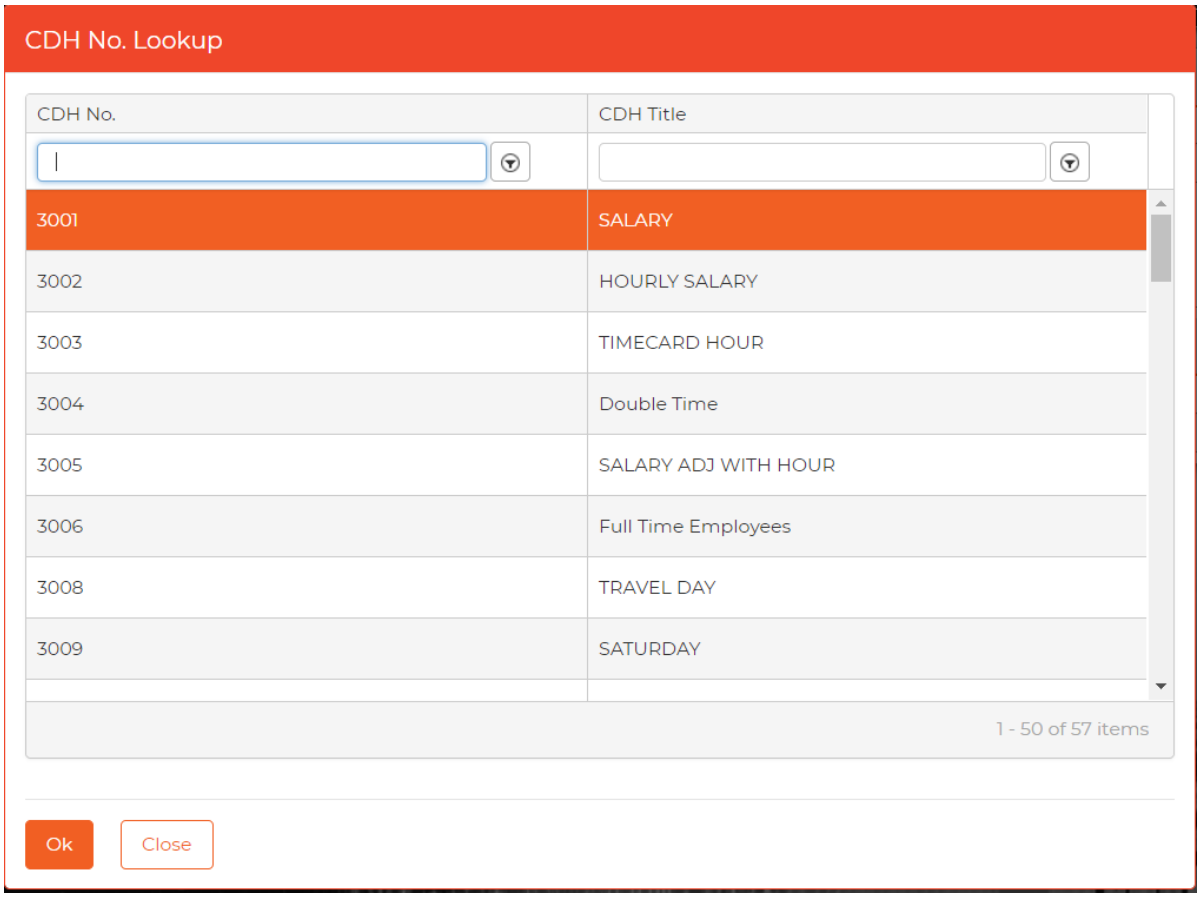
Title – The description or title of the new pay class

Begin/End – The begin and end dates for the pay class. You may leave this blank if desired.

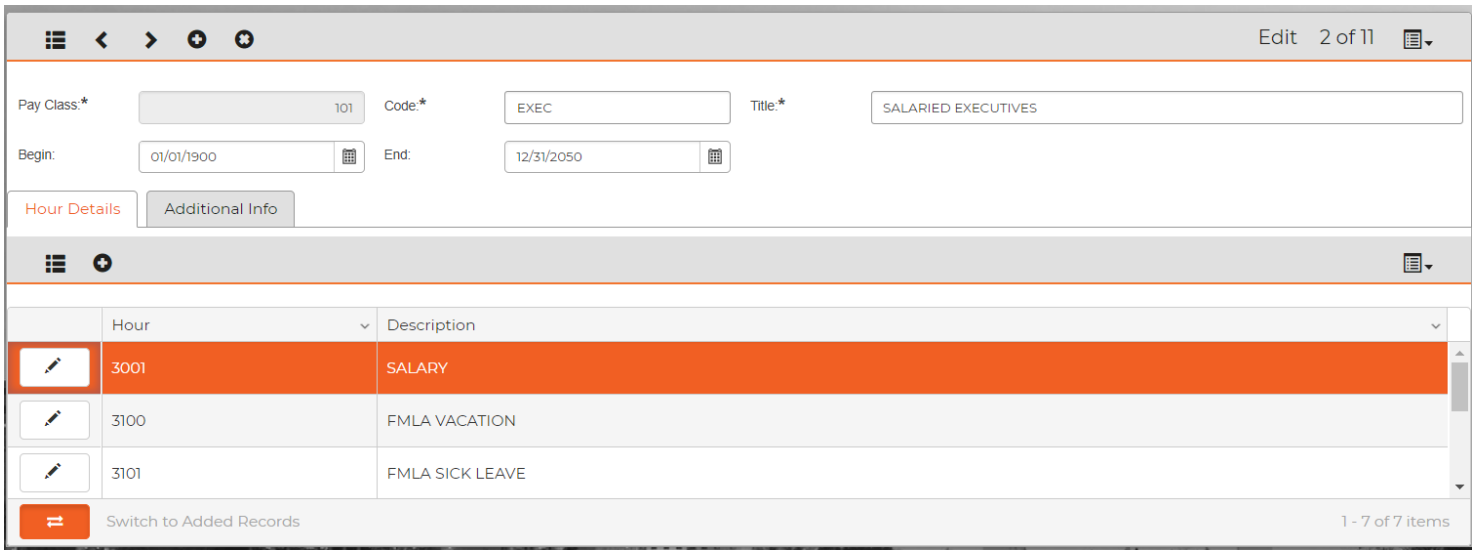
Next is the Hour Details where the specific hour codes are added to the pay class. The hour code may be typed if known otherwise the lookup may be used.



The lookup will open, and the hour code may be selected:

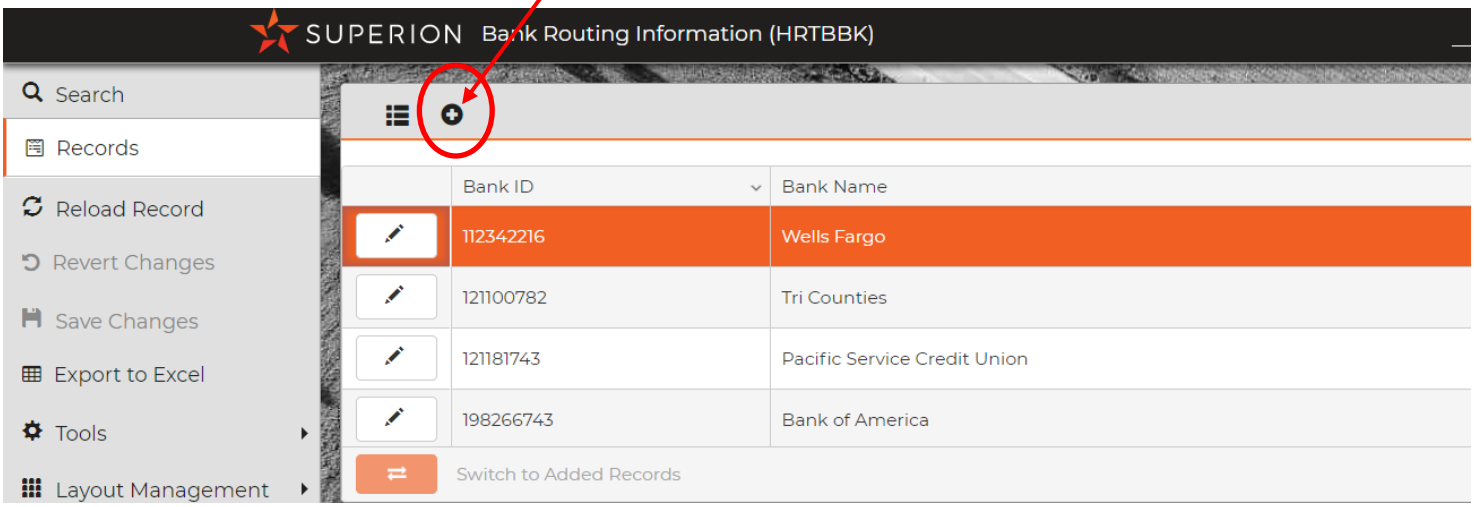


Click OK to populate the information into the pay class.


Edit 2 of 11
Pay Class:*
101
Code:*
EXEC
Title:*
SALARIED EXECUTIVES
Begin:
01/01/1900
End:
12/31/2050
Hour Details
Additional Info
Hour
Description
3001
SALARY
3100
FMLA VACATION
3101
FMLA SICK LEAVE
Switch to Added Records
1 - 7 of 7 items

Section 12: Adding Bank Routing Information

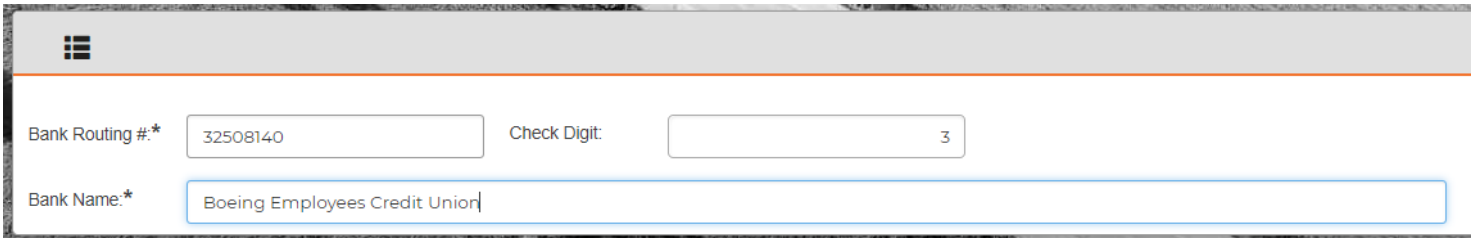
The bank routing information is held within an HR table Bank Routing Information (**HRTBBK**). Navigate to the screen and click a + at the top of the screen to add a new bank and routing number into the table.



Bank Routing # - The first 9 digits of a bank routing number

Check Digit – The last digit of the bank routing number

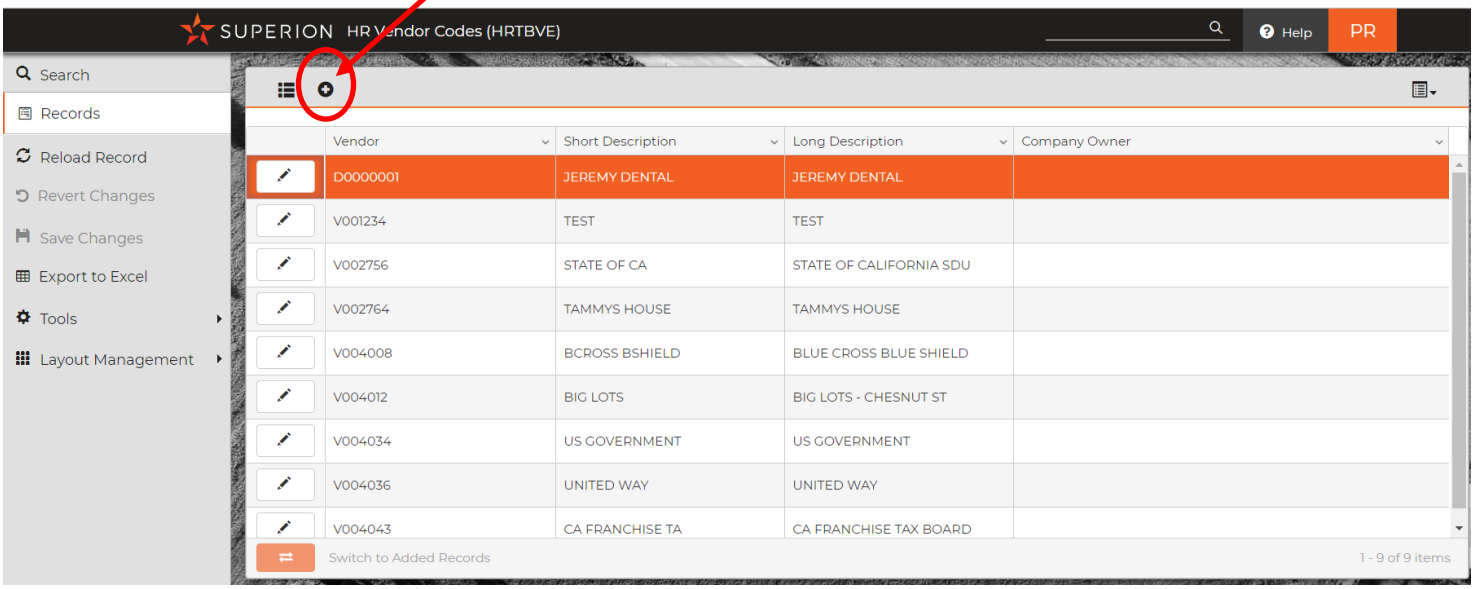
Bank Name – The formal institution name



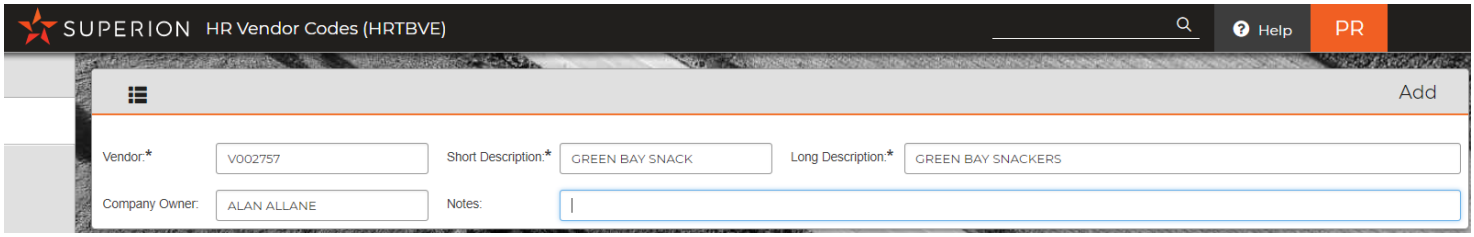
Press Enter to save. The bank may be added to employee now.

Section 13: How to Add a Vendor

To add a vendor, begin by accessing the HR Vendor Table at **HRTBVE** (HR Vendor Table) or via the workspace. Click the + at the top of the screen to add a new record.



Next, the vendor number should be added – this should match what AP has in their system. If the number is not known you may search for it in **PEUPPE**.



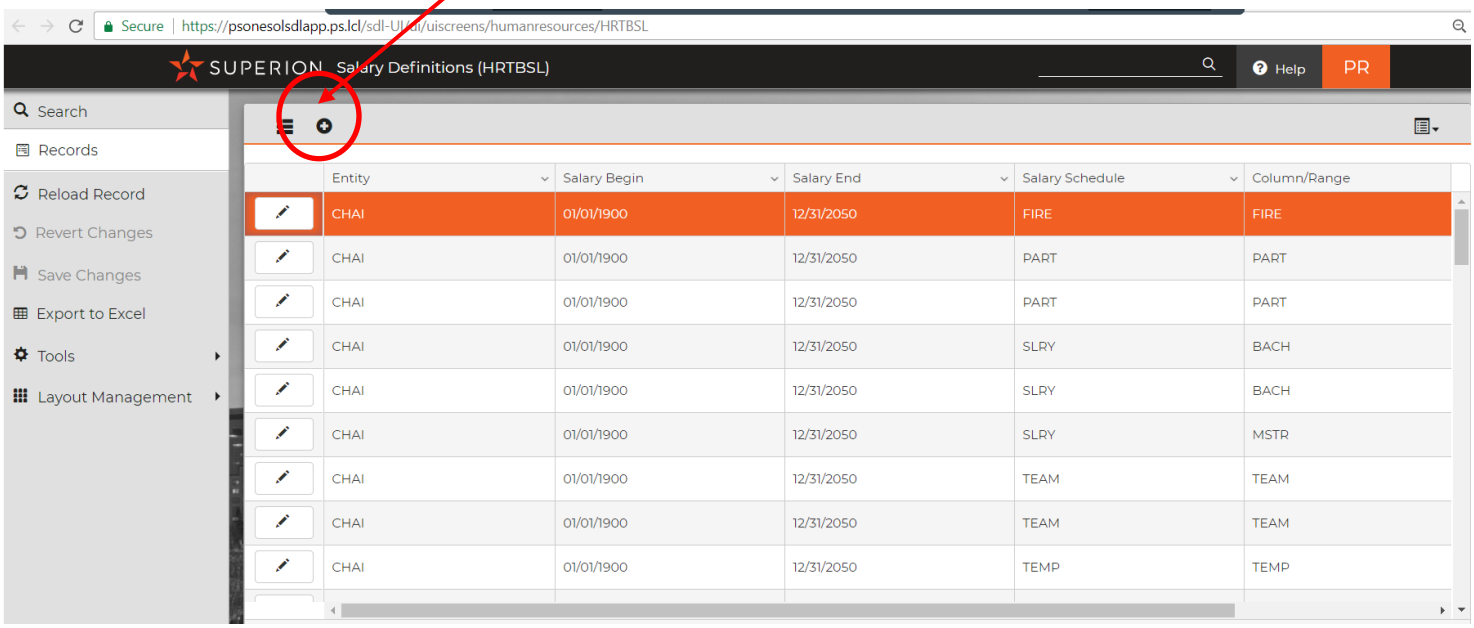
Short/Long Description – The descriptions of who the vendor is

Company Owner – If desired the company owner info

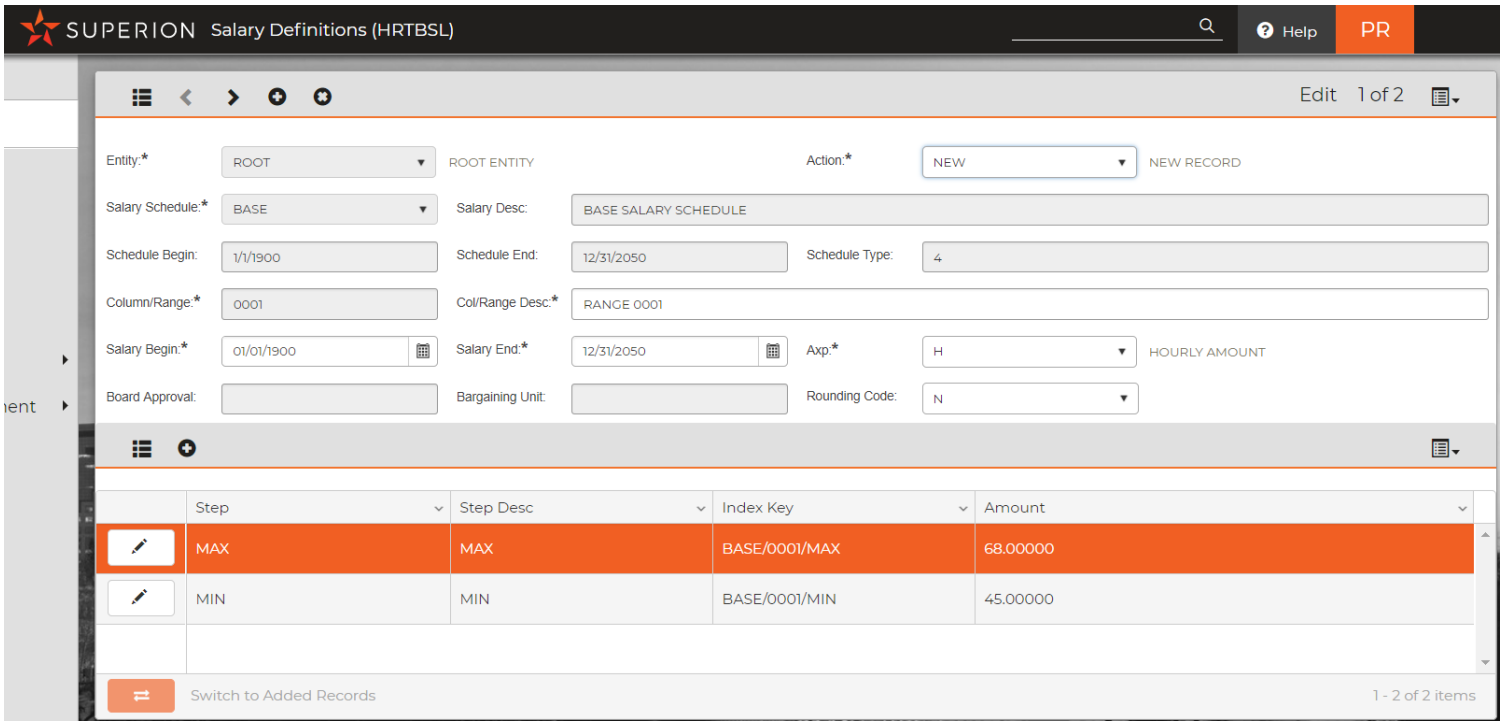
Press Enter to save.

Section 14: How to Add a Salary Definition

To add a salary definition access the Salary Definitions Table via the entry point **HRTBSL** (Salary Definitions). Select the + at the top of the screen to add a new record.



When the new screen opens the fields will be input as such:



Entity – The entity of the organization

Action – New

Salary Schedule – The schedule as setup in HRTBSC

Salary Description – Populates from the Salary Schedule setup in HRTBSC

Schedule Begin/End – The begin and end dates of the salary range

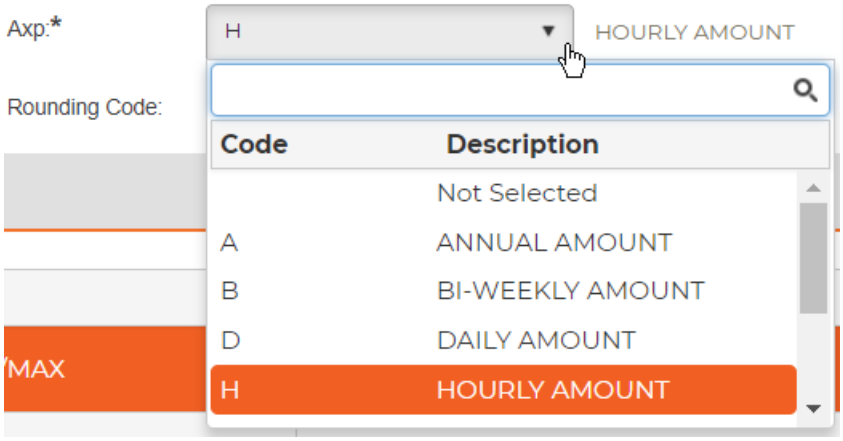
Schedule Type – Populates from the Salary Schedule setup in HRTBSC

Column/Range – The name of the range or level. This may be done numerically or alphabetically or alpha-numeric

Col/Range Desc – The description of the range

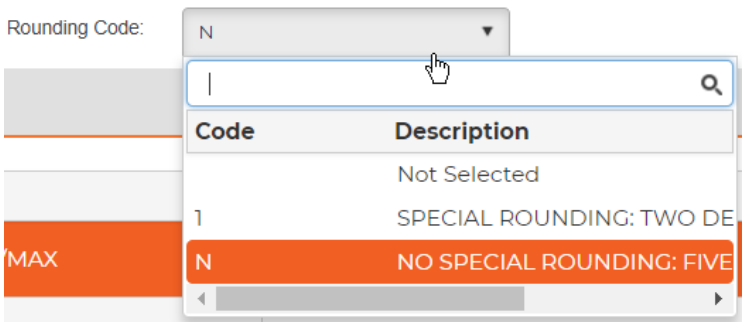
Salary Begin/End – The begin and end dates of the salary table level

Axp – this determines if the schedule is based on an hourly amount or annual amount.

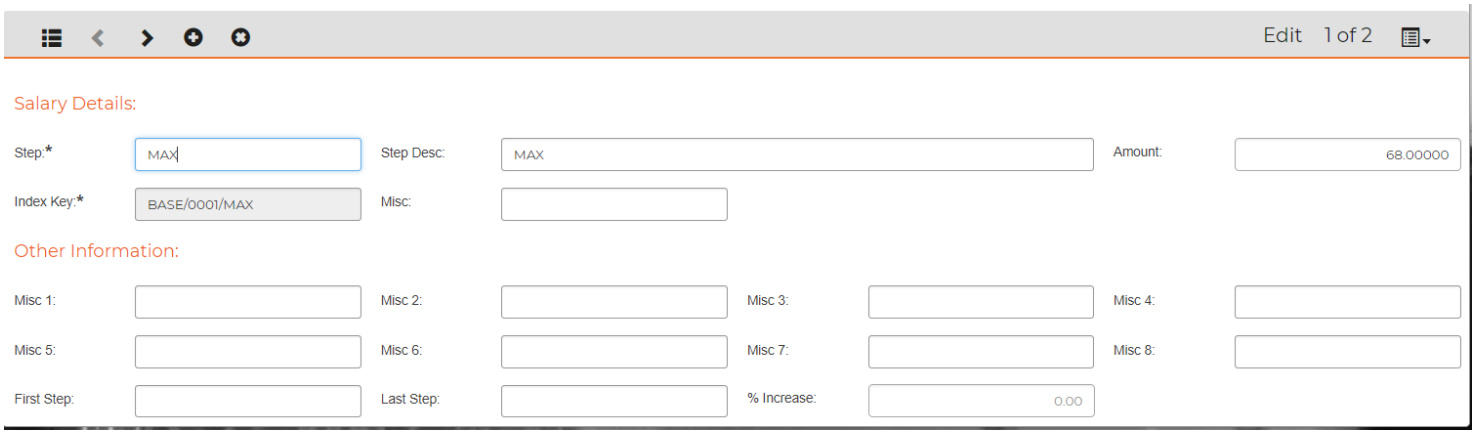


Board approval and bargaining unit populates from the information in **HRTBSC**.

Rounding Code – The rounding of the salary. There are two options, rounding only to two decimal places or rounding to five decimal places.



Once the top portion of the screen is populated the bottom portion will be entered. This may be entered as a Min/Max, Min/Mid/Max or step by step as is often the case in police or fire schedules.



Step – The step, often MAX, MIN, or a specific step such as 01

Step Description – The description of the step level

Amount – The annual or hourly amount for the step

Index Key – This is the concatenation of the Salary Schedule + Range + Step

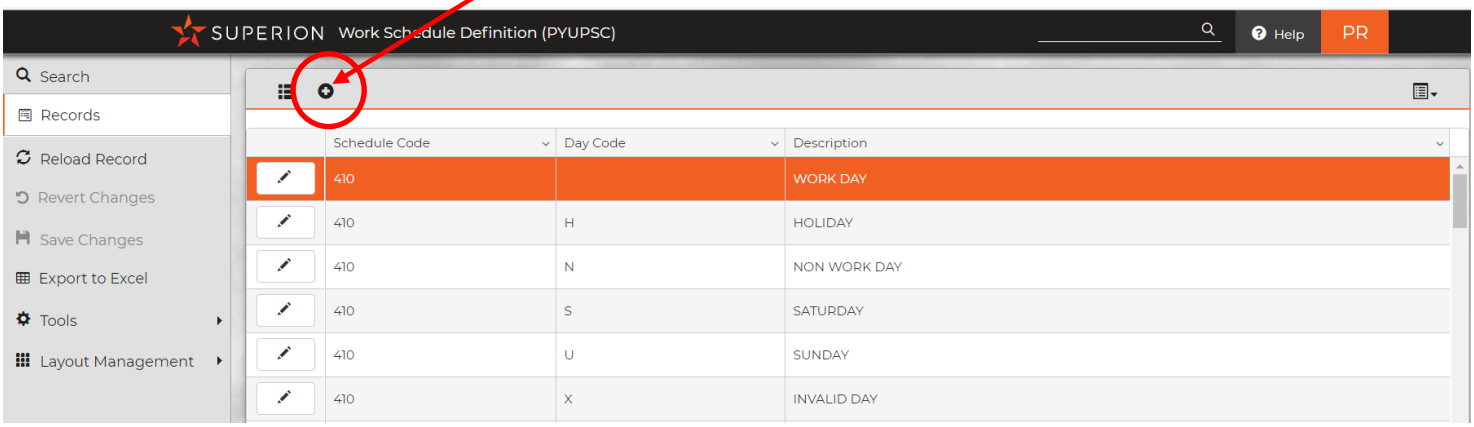
Press Enter to save the record and add as many steps as needed with the + at the top of the screen.

Section 15: Calendar Definitions

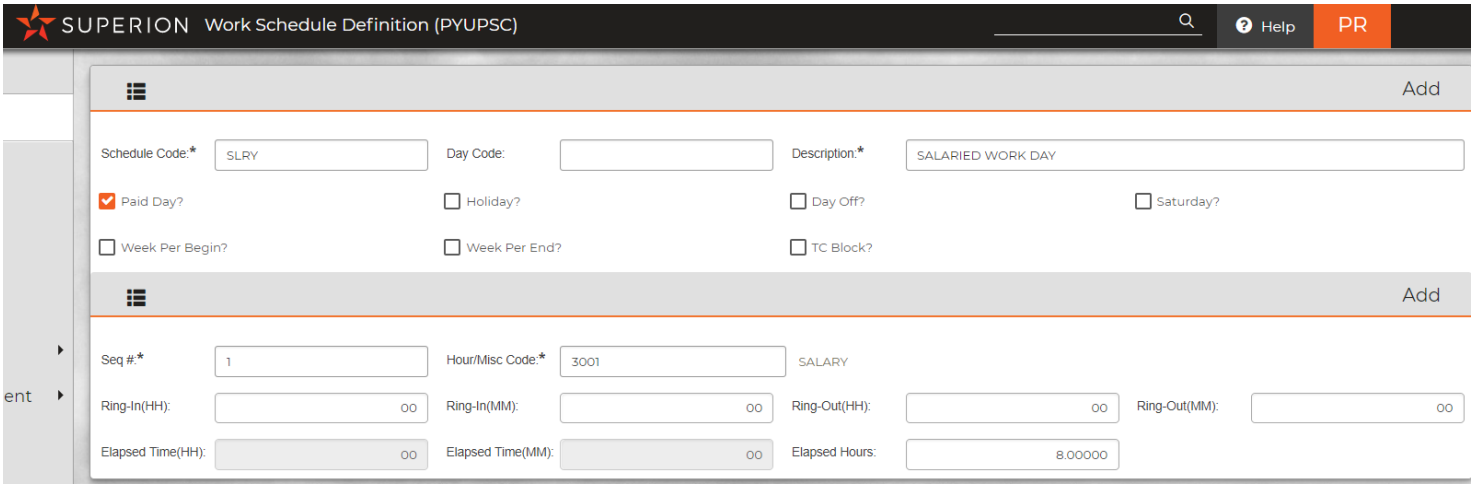
There are two components that define calendars – the setup of the work schedule (done in **PYUPSC**) and the setup of the actual calendar that defines the days of the year (done in **PYUPCA**).

Work Schedule - PYUPSC

First, navigate to the work schedule setup via the entry point **PYUPSC** or from the workspace link. To add a new work schedule, click the + at the top of the screen.



The new schedule code will be identified based on the Schedule code:



Schedule Code – The schedule identifier

Day Code – The Day Code is based on the system standards. A blank day code signifies a work day whereas S as a day code identifies a Saturday. Standards are as such:

Description – The description of what the schedule is for

Paid Day – Check the box if the scheduled day is normally paid. For example, a regular workday on a Monday.

Holiday – Check the box to identify holidays on the calendar such as New Year's Eve or Veterans Day. (NOTE: if holidays are paid than the holiday would have both Paid Day and Holiday checked)

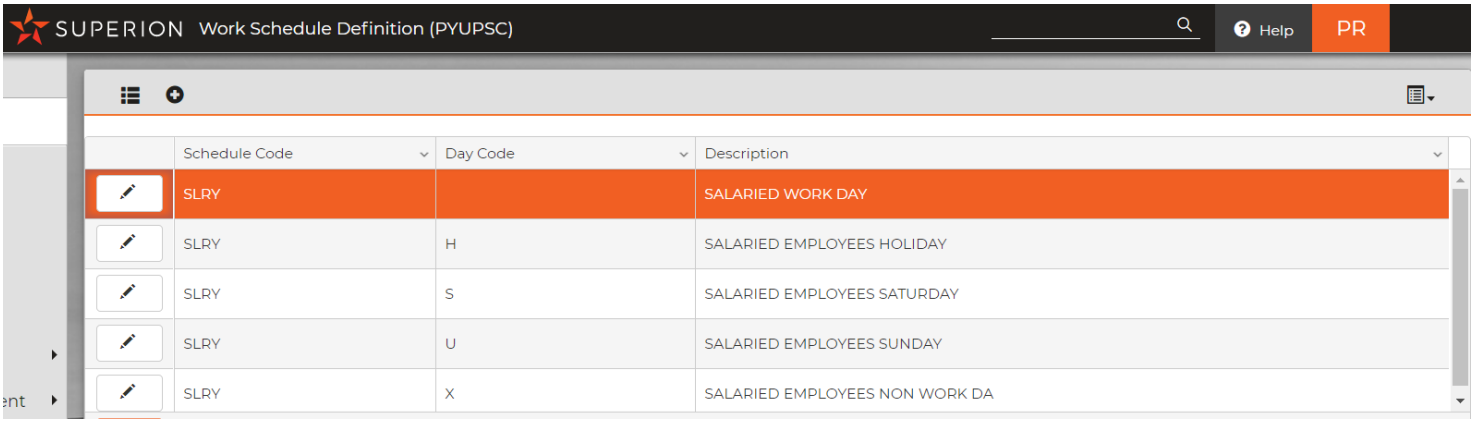
Day Off – Identifies if the day is a normal day off such as Saturday and Sunday would be for employees that work Monday – Friday schedules

Saturday – Identifies if the schedule is a Saturday

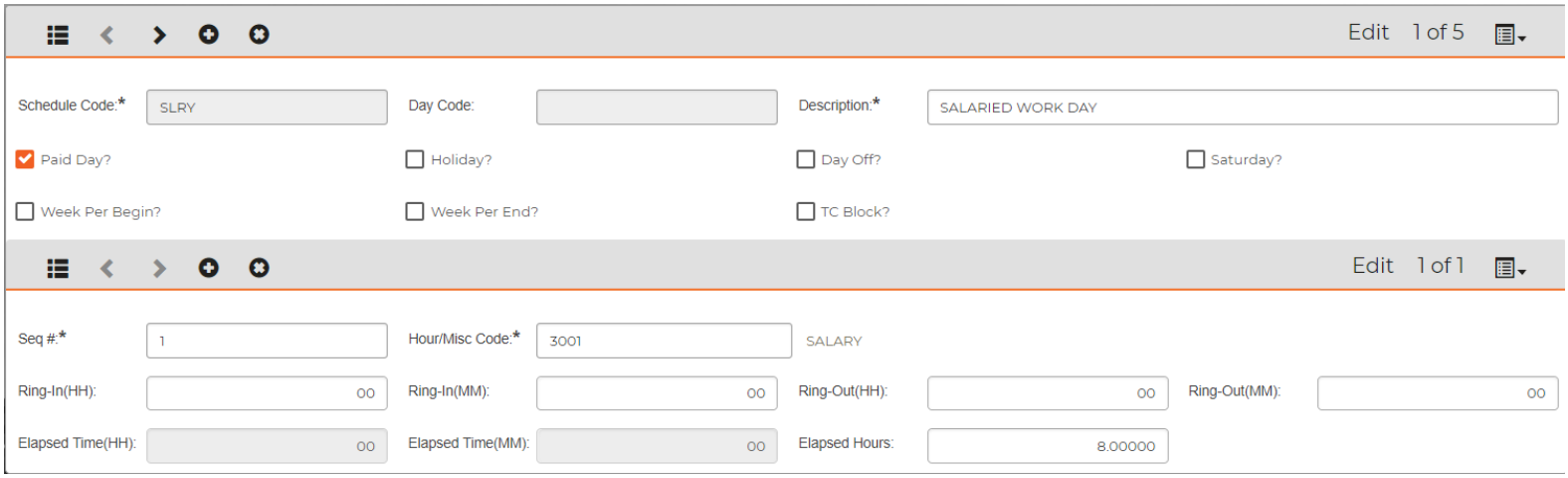
Week Per Begin – If necessary, the schedule may identify when periods begin. This is not necessary unless different for each specific schedule in the organization. If all pay periods start on a Sunday this can be setup in the common codes or the pay period definitions.

TC Block – This is used for clients that utilize Timecard Online and allows for the timecards to be blocked during certain days of the schedule.

When the schedule is finished being defined there will be 5 levels:



If one of the scheduled definitions requires that the hours be patched in, for example normal salaried employees should be paid 8 hours per paid day, each item requires detail that outlines that info. For a salaried employee the detail would look as such:



Seq # - this provides a unique line for the specific hour code to be tied to the work schedule and will always be 1.

Hour/Misc Code – This is the hour code used for this schedule. In the case above hour code 3001 is used to patch time in for a salaried employee's regular work day.

Ring-In(HH)/Ring-Out(HH) – This is the schedule, if needed although used rarely, that identifies a work schedule. For example, Ring-In may be 8 for 8 am and 16 for 4 pm.

Ring-In(MM)/Ring-Out(MM) – This is the schedules Ring-In/Out minute component such as 30 (for 8:30)

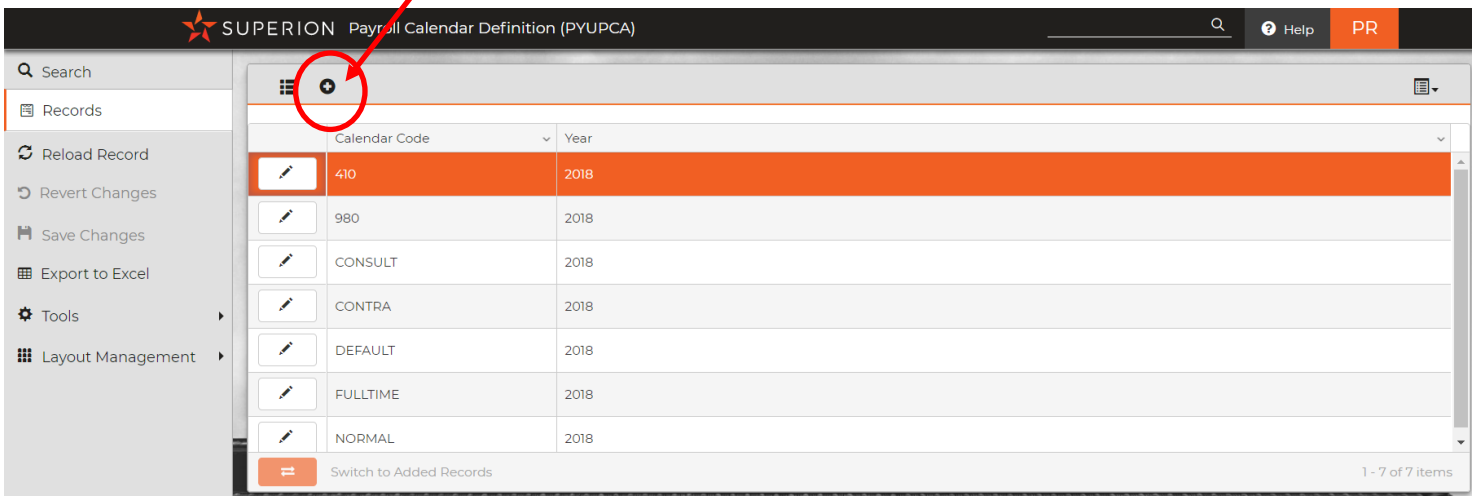
Elapsed Time (HH) and (MM) – This is used to show the total calculation of daily hours if the Ring-In/Out is used.

Elapsed Hours – This would be the total hours to be paid for that day. In this case, employees receive 8 hours of pay.

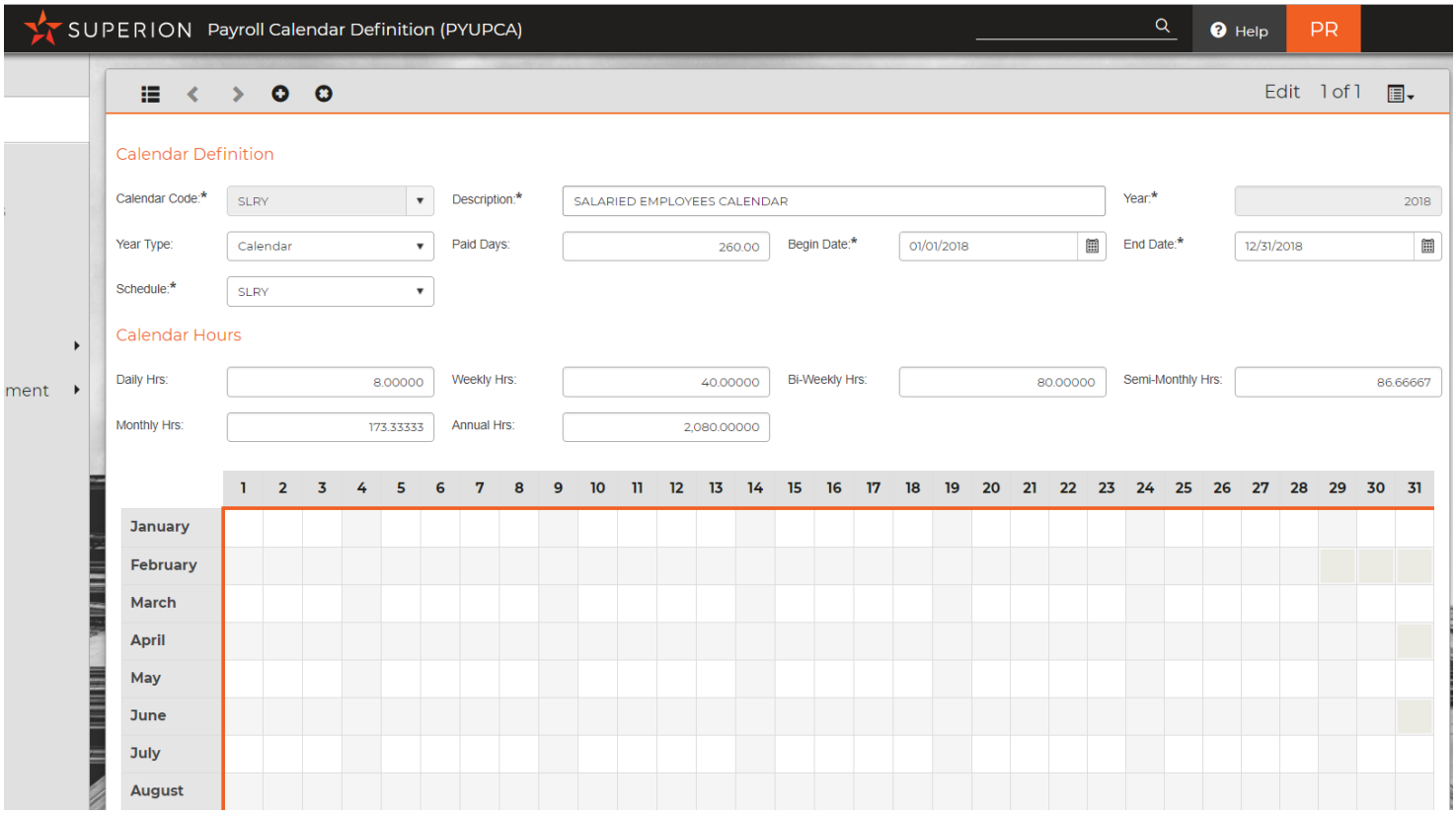
Once all the schedules are defined the calendar may be setup.

Payroll Calendar - PYUPCA

The Payroll Calendar may be navigated to from either the workspace favorites or the entry point **PYUPCA**. Click on the + at the top of the screen to add a new calendar definition.



A new window will open for the calendar to be created:



Calendar Code – Input the desired name of the calendar code

Description – Description of the calendar to be setup

Year – Enter the calendar year

Year Type – Enter Calendar. Fiscal may be used in rare circumstances

Paid Days – Average number of paid days per year. The standard is 260 for a regular full-time employee.

Begin/End Date – The begin date and end date of the calendar. This will always be a twelve-month period and no more.

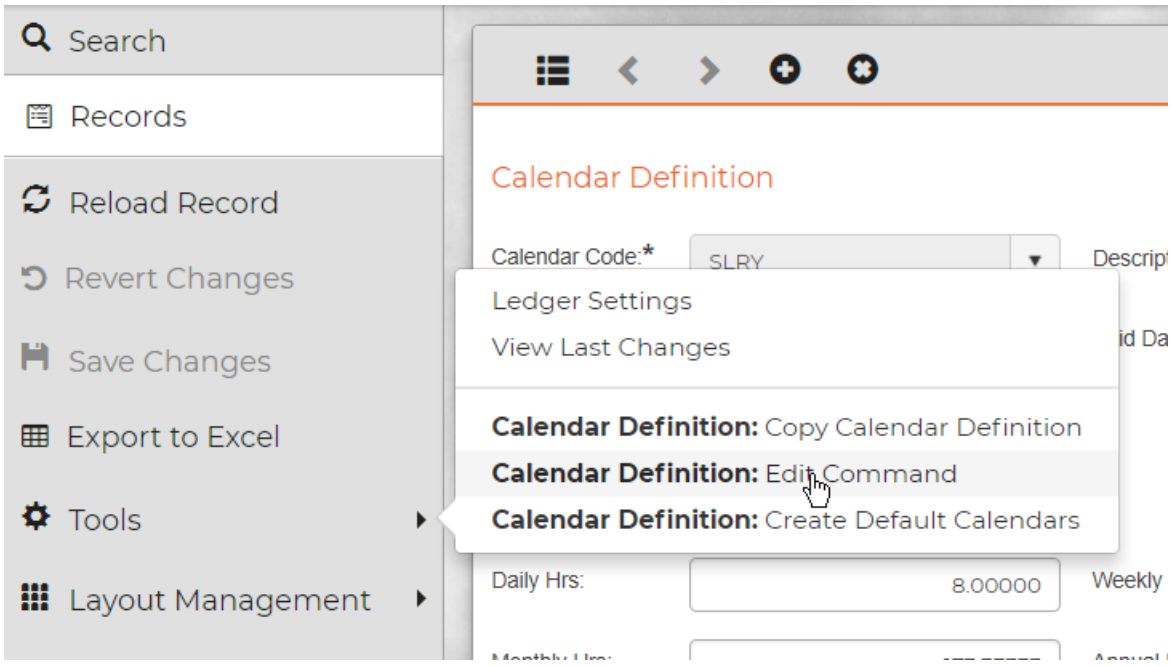
Schedule – The schedule created in the prior steps should be selected. In this case, the work schedule of SLRY was defined and will be selected in the schedule field.

Daily Hours – Number of daily hours for a typical work day.

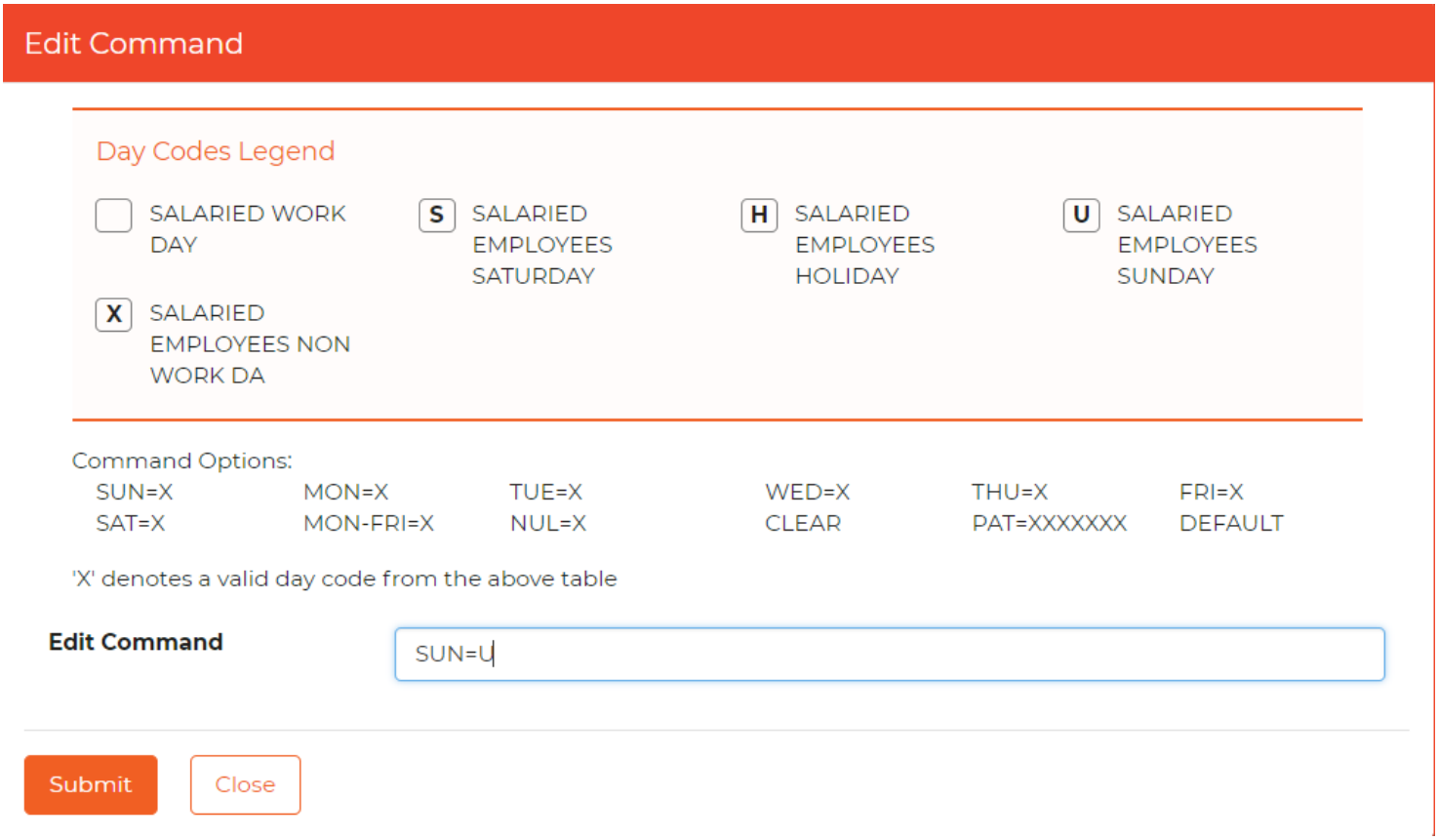
When the daily hours are entered other fields such as Weekly Hrs, Bi-Weekly Hrs, etc. will auto populate.

At this point, save the record by pressing Enter or clicking Save.

The final portion of the calendar setup is to identify the days within the calendar itself month by month. An easy way to populate Saturdays, Sundays and Non-Work Days is to utilize the calendar tool. **Click Tools then select Edit Command:**



To create the standard input into the Edit Command line what the desired result is. For example, all Sundays should have a U in them, so the command has been written for all SUN=U



When submitted, the calendar will now be populated with all Sundays in 2018 showing a U.

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
January							U							U							U							U			
February				U							U							U						U						
March				U							U							U						U						
April	U							U							U							U						U		
May						U							U							U						U				
June			U							U							U						U							
July	U							U							U							U						U		
August					U							U							U						U					
September		U							U							U							U						U	
October							U							U							U						U			
November				U							U							U						U						
December		U							U							U							U						U	

Continue the process until Saturday and Non-Work Days are completed with SAT=S and NUL=X.

To enter a specific holiday simply tab to the right day and enter an H then press Enter to save:

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
January	H					S	U						S	U						S	U						S	U			
February			S	U						S	U						S	U	H					S	U					
March			S	U						S	U						S	U						S	U				H	S
April	U						S	U						S	U						S	U						S	U		
May						U							U							U							U				
June		S	U						S	U						S	U						S	U					S	
July	U			H			S	U						S	U						S	U						S	U		
August				S	U						S	U						S	U						S	U				
September	S	U	H					S	U						S	U						S	U						S	U	
October							U							U							U							U			
November			S	U						S		H					S	U						S	U		H	H			
December	S	U						S	U						S	U						S	U	H	H				S	U	H

The calendar may now be assigned within the Employee Master record (**HREMEN**).

Section 16: Adding to a Drop Down

To add to a drop-down table, access the screen that the drop down appears on. For example, the employee master or HREMEN.

Next, click on the ? Help on the upper right-hand corner of the screen to open the help files menu.

Setting up the employee master file

Shortcut/mask: HREMEN

You use the Employee Master window to set up the employee master file. The employee master file contains basic employee demographic, veteran, Equal Employment Opportunity (EEO), and pay cycle information. The information you enter here updates the employee master file in Payroll.

Information from the employee master file can be sent to the Person Entity (PE) module if you select this option in the Human Resources system setup. Many of the fields in the employee master file are validated against tables found in HR primary tables and Nucleus common codes.

The Employee Master window contains the following tabs:

- Quick Entry
- Primary
- Addr Info
- Misc Dates
- EEO Info
- Misc Info
- Employee Notes
- Term Info
- Assoc Code

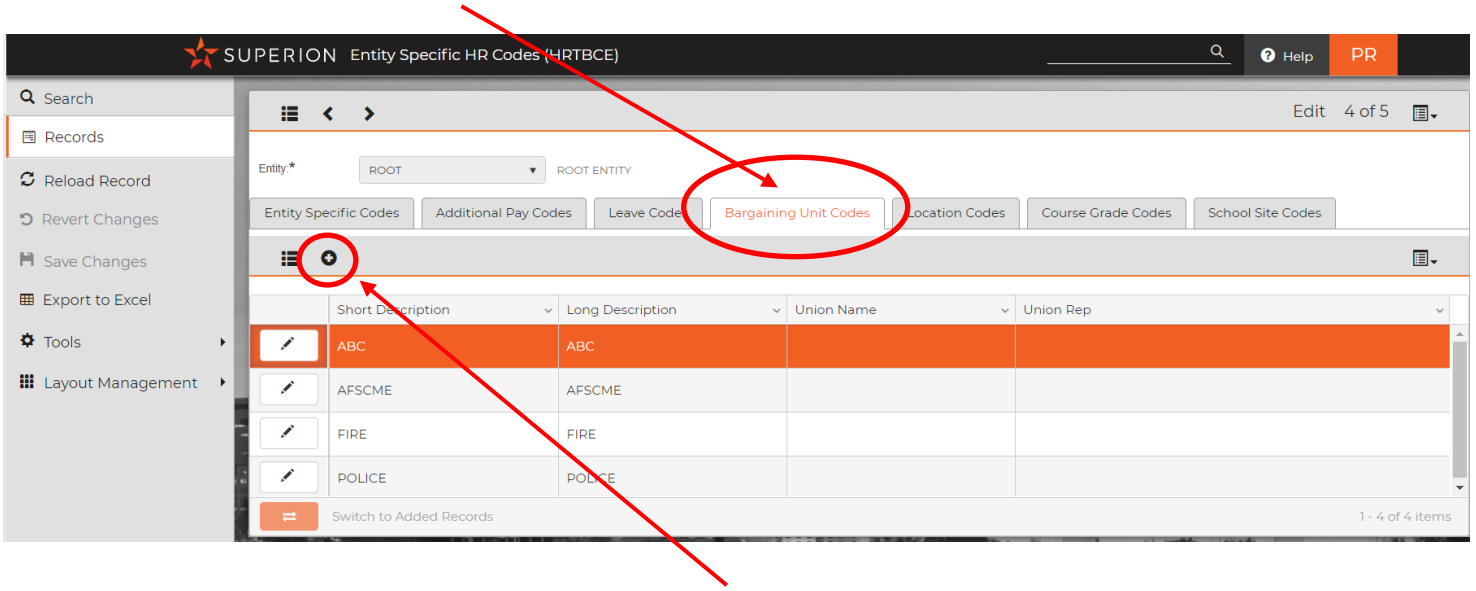
Follow these steps to set up a new employee master file:

1. Open the screen by typing **HREMEN** in the **Search** field and pressing **Enter**.
2. Click **Add**.
3. Complete the following fields in the screen header:
   - Action - Select the action or purpose for entering or modifying a record.
   - Generate ID - Select the method you want to use to generate the employee ID. The ID number is the key value for all employee records. We recommend that you select **A** to automatically generate the employee ID number. Valid options are:

Scroll down to the item that you are needing to add a drop to do. For this example, we will use Bargaining Unit. Within the description will be listed a menu entry point or information as to where to go to add the information. For a Bargaining Unit the help information says as follows:

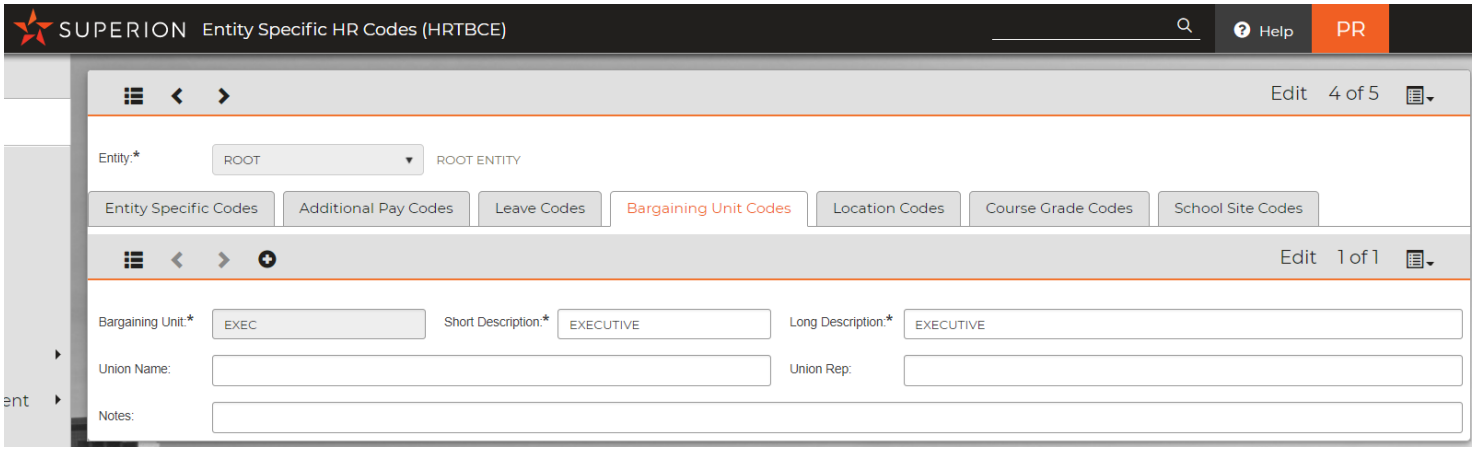
- Bargaining Unit - Enter the bargaining unit associated with the employee record. A bargaining unit is a group of workers within a plant, firm, occupation, or industry that on the basis of commonality of interest or production process, is determined to be the appropriate unit for collective bargaining purposes. Possible values are restricted to those defined in the Entity Specific HR Codes window (HRTBCE) on the **Bargaining Units Codes** tab.

Close the help tab and access the entry point listed such as **HRTBCE** (Entity Specific Codes) and migrate to the Bargaining Unit Codes tab.



To add a new bargaining unit, click on the + at the top of the tab. For other screens such as HRTBHR, the + is at the bottom of the screen.

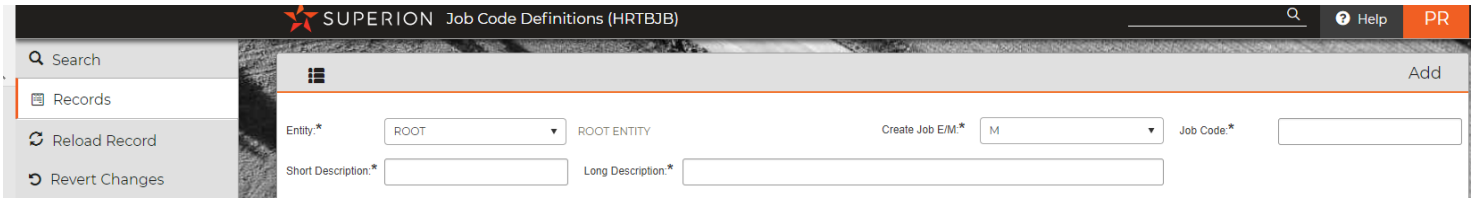
Enter the desired item and press Enter to save.



Section 17: How to Add a Job Code

Follow these steps to add a job code:

Access **HRTBJB** (Job Code Definitions) via the Search at the top of the screen. Next, click the **+** at the top of the screen to add a new record



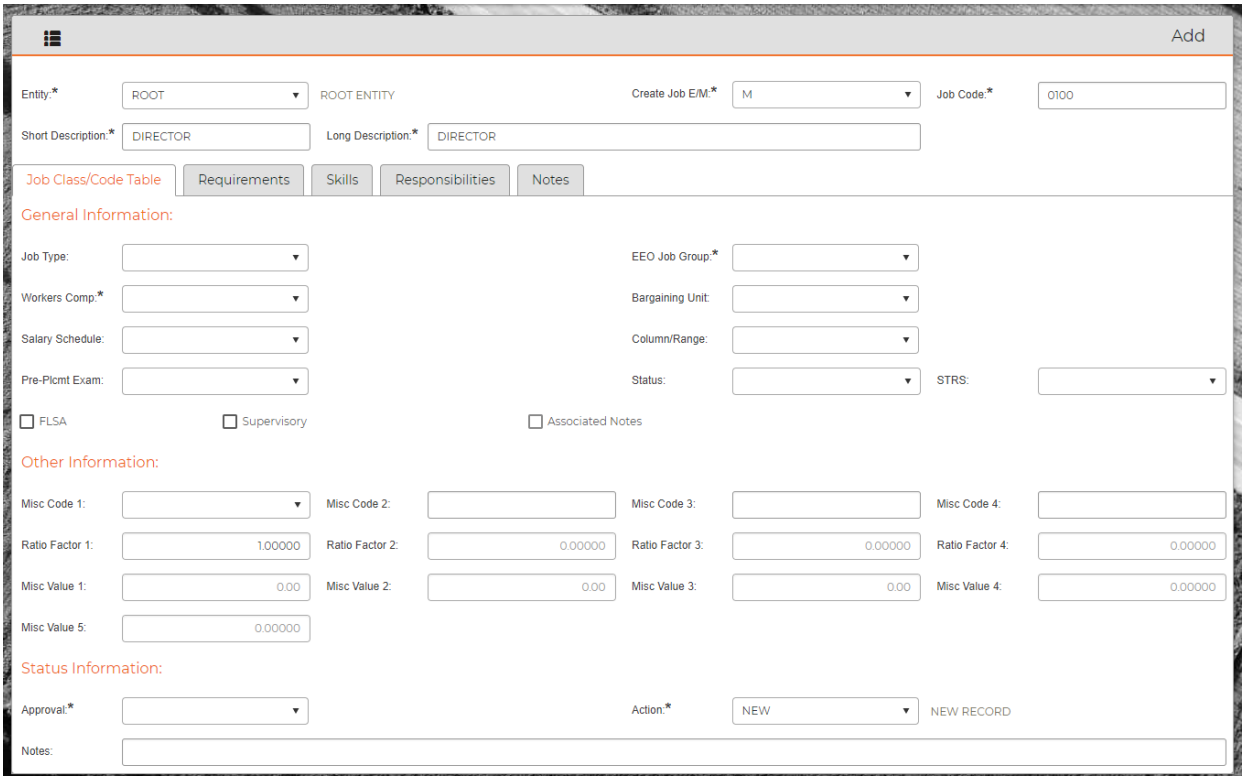
Entity – In most cases this will be ROOT

Create the Job E/M – Enter M for Manual. It is very rare to use E.

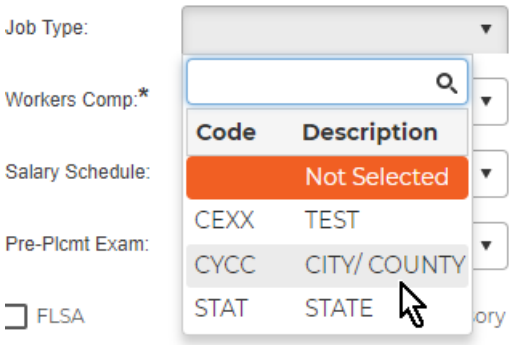
Job Code – The Job Code is the unique root of your position number. For example, the job code may be numeric or may contain a portion of the division or department.

Short and **Long Description** – The Short and Long Description fields are used for detailing the job description. Keep in mind this is the high-level category description. For example, Administrative Assistant I or Director. The specifics by position or person are outlined in the position table so this really is the high-level job category description.

The next section contains the Job Class/Code Table information or the first tab of the setup.



Job Type – The Job Type field is used to capture the type of job that this is such as City/County or State for example.



EEO Job Group – The EEO Job Group captures the EEO code type for this job grouping such as 01 Officials, 02 Professional, etc.

Workers Comp – This captures the workers comp code that applies to this type of job. These are the standard EEO codes reportable to state/federal entities.

Bargaining Unit – This field is not required and should not be completed if the job may be housed within different bargaining units. For example, a Director job could be used within an AFSME, Police or Fire unit. If this job is only applicable to one bargaining unit (e.g. Fire Fighter to Fire Contract) the bargaining unit may be assigned.

Salary Schedule – The Salary Schedule is tied to HRTBSL – the assignment of the salary schedule is required for the position to assume the steps/ranges.

Column/Range – The Column/Range captures what range applies to the job. In some cases, this will be the range as specific in bargaining unit contracts while in others it will be dictated by ordinance.

FLSA Checkbox – This box should be checked if the job is eligible for OT or FLSA OT

Supervisory – This box should be checked if the job supervises other employees

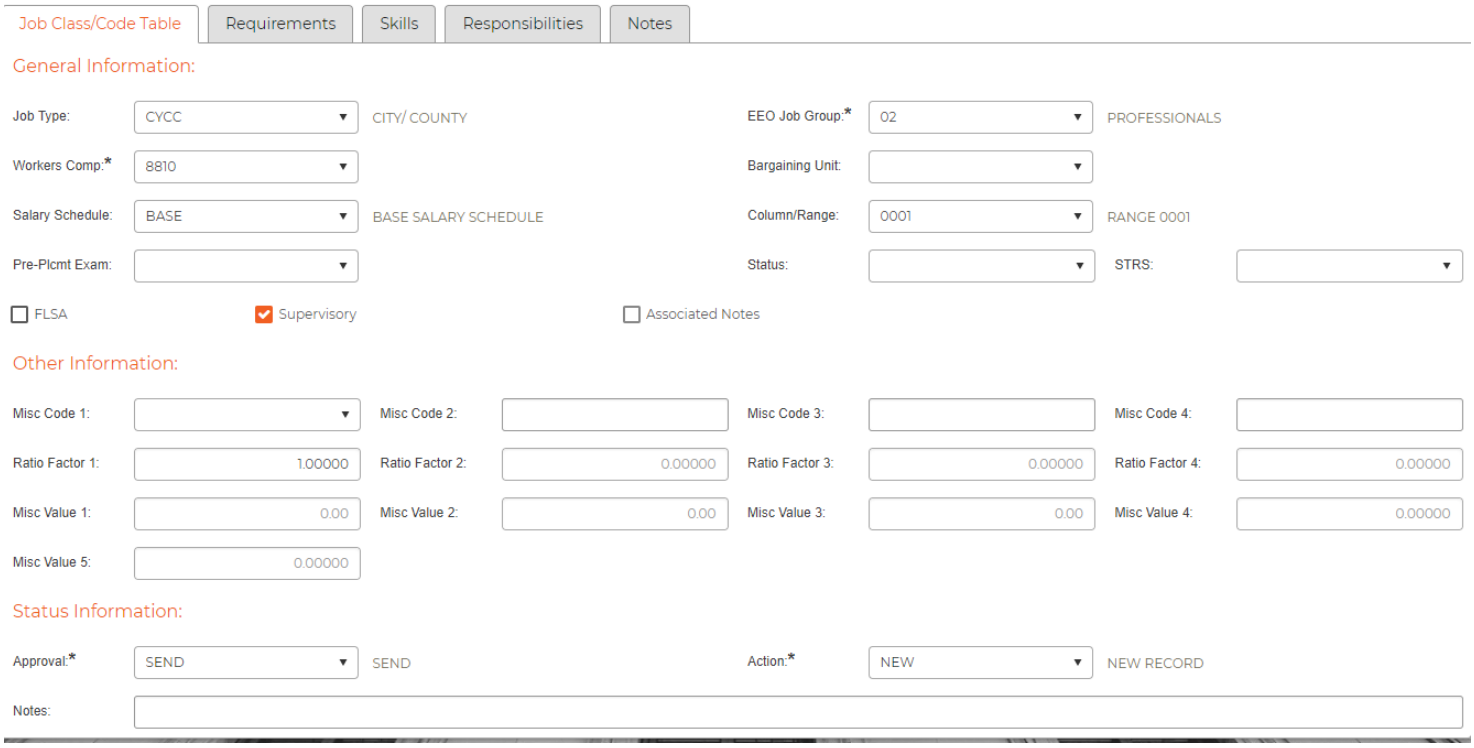
Misc Code 1 through Misc Code 4 – These fields may be used for special circumstances but in general will be left blank.

Ratio Factor – The value of 1 should always be entered in this field.

Misc Value 1 through Misc Value 5 – These fields may be used for special circumstances but in general will be left blank.

Approval – The approval value of SEND should be used and will move the information to Payroll.

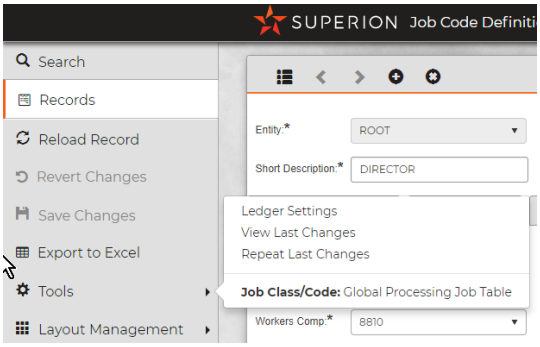
Action – The action code is NEW for new records and may be changed to UPDT if updated later.

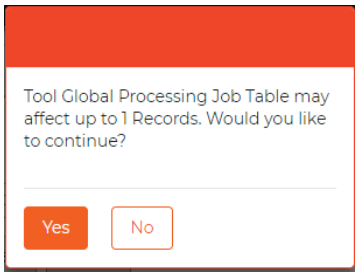


Other tabs within the Job Table such as Requirements, Skills, Responsibilities and Notes are not

needed and are client specific.

When input is complete it is necessary to global send the job information to payroll. To complete this click on the Tools option on the left portion of the screen. From there select Job Class/Code: Global Processing Job Table.

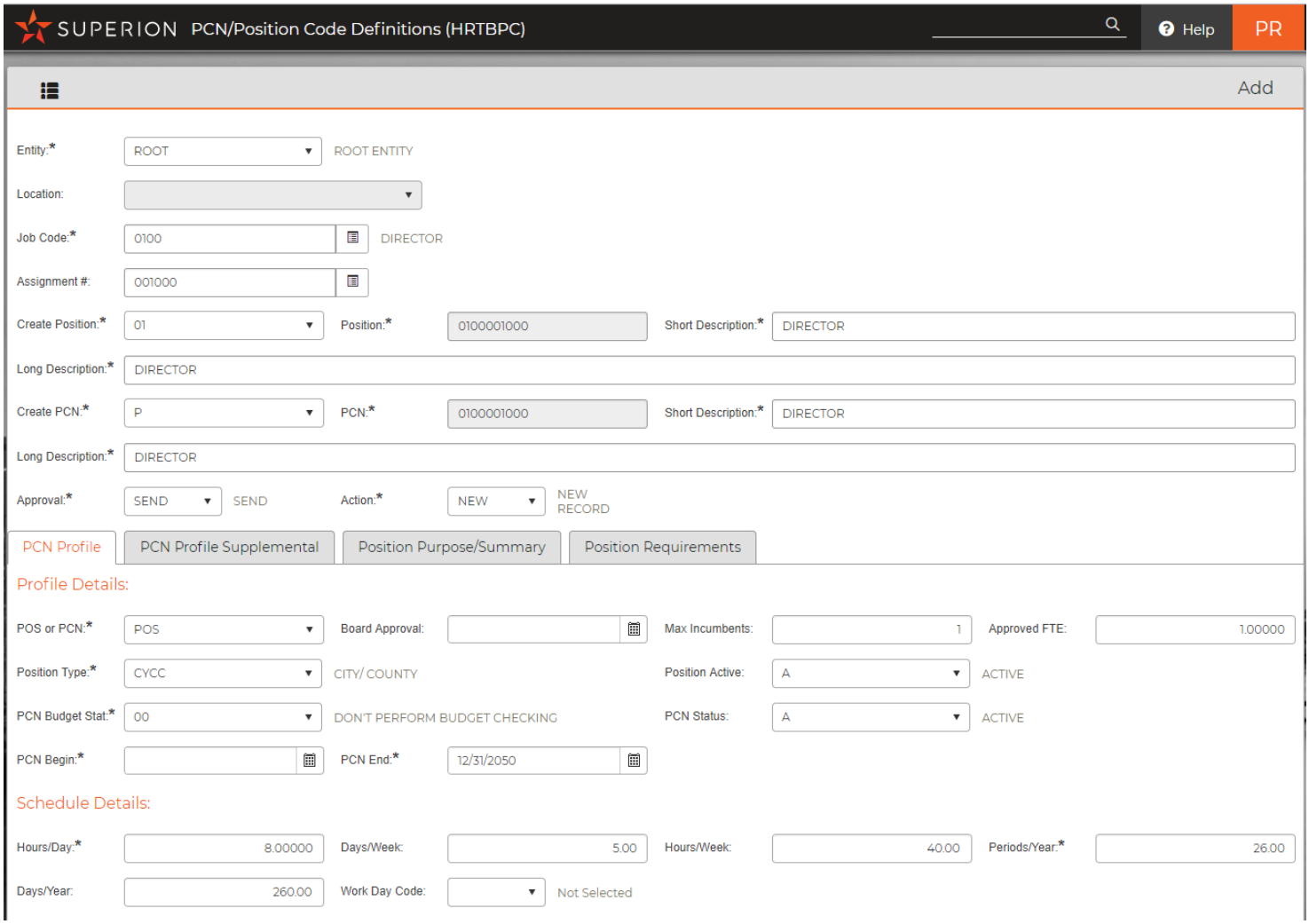




Section 18: How to Add a PCN/ Position Definition

Follow these steps to define a PCN/Position:

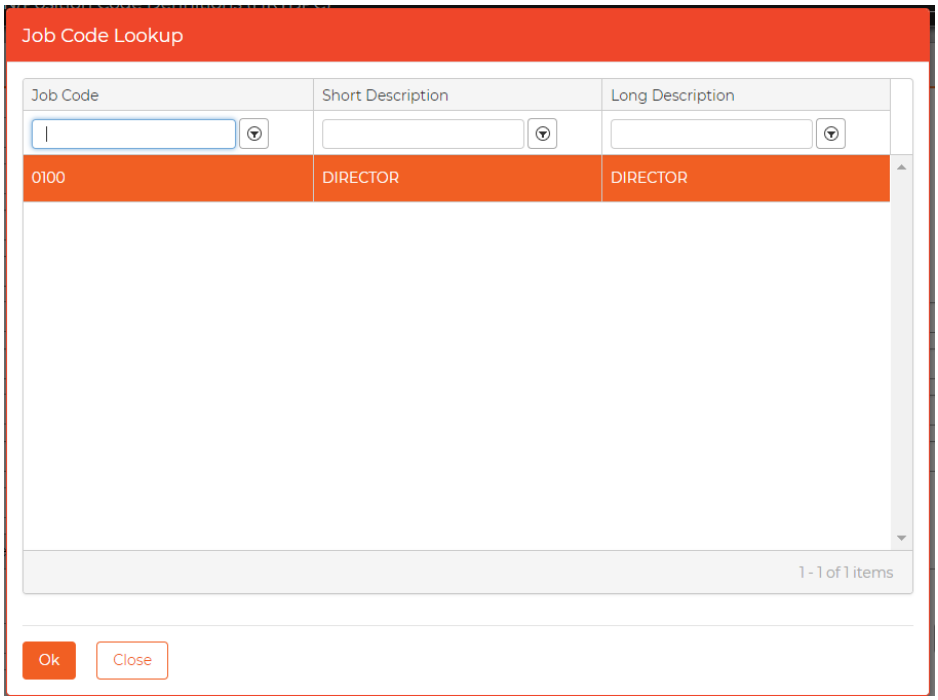
Access **HRTBPC** (PCN/ Position Table) and select the **+** at the top of the screen to add a new record.



Entity – This is the entity for the position, most often ROOT.

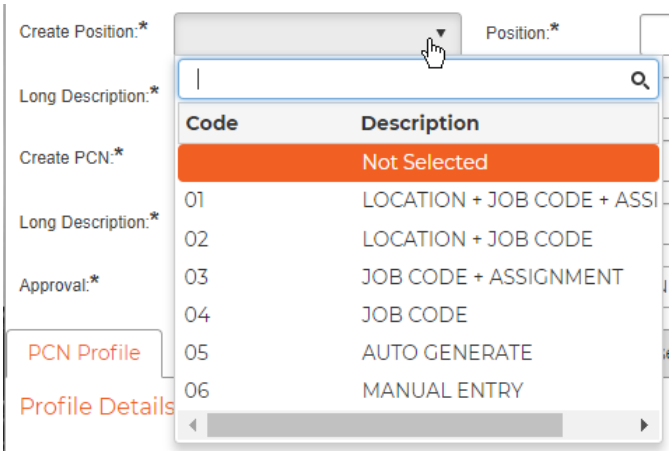
Location – This is the location the position is assigned. This field is optional but can be used when reporting open positions.

Job Code – Codes defined in the **HRTBJB** Job Table will available and may looked up using the menu item to the right of the field.



Assignment Number – This delineates the position number. For example, if there are 4 director positions the assignment numbers may be sequential in 001000, 001001, 001002, and 001003. This helps the user identify which position is being assigned to an individual.

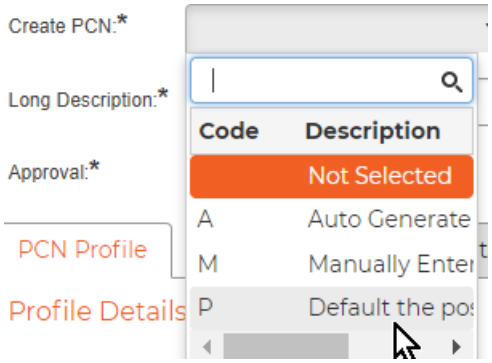
Create Position – The Create Position field is used to create a unique position number as there should, in almost all cases, be one position per employee (no sharing of position numbers). Any of the options below are acceptable – generally option 01 or 03 is used.



Position – The Position number is created here and is based on the concatenation selected above. If the manual option has been chosen this field will be open for direct entry.

Position Short Description and Long Description – These fields capture the description of the specific position. For example, if the position is the Director of Finance, the descriptions should state as such.

Create PCN – The Create PCN field is used to create a unique position number that can be used for position control and budgeting. Best practices recommend selecting P – Default the Position Number.



PCN Short Description and Long Description – If the Create PCN option of P is selected then the information from the position will populate. If Manually Enter the field will be open for input.

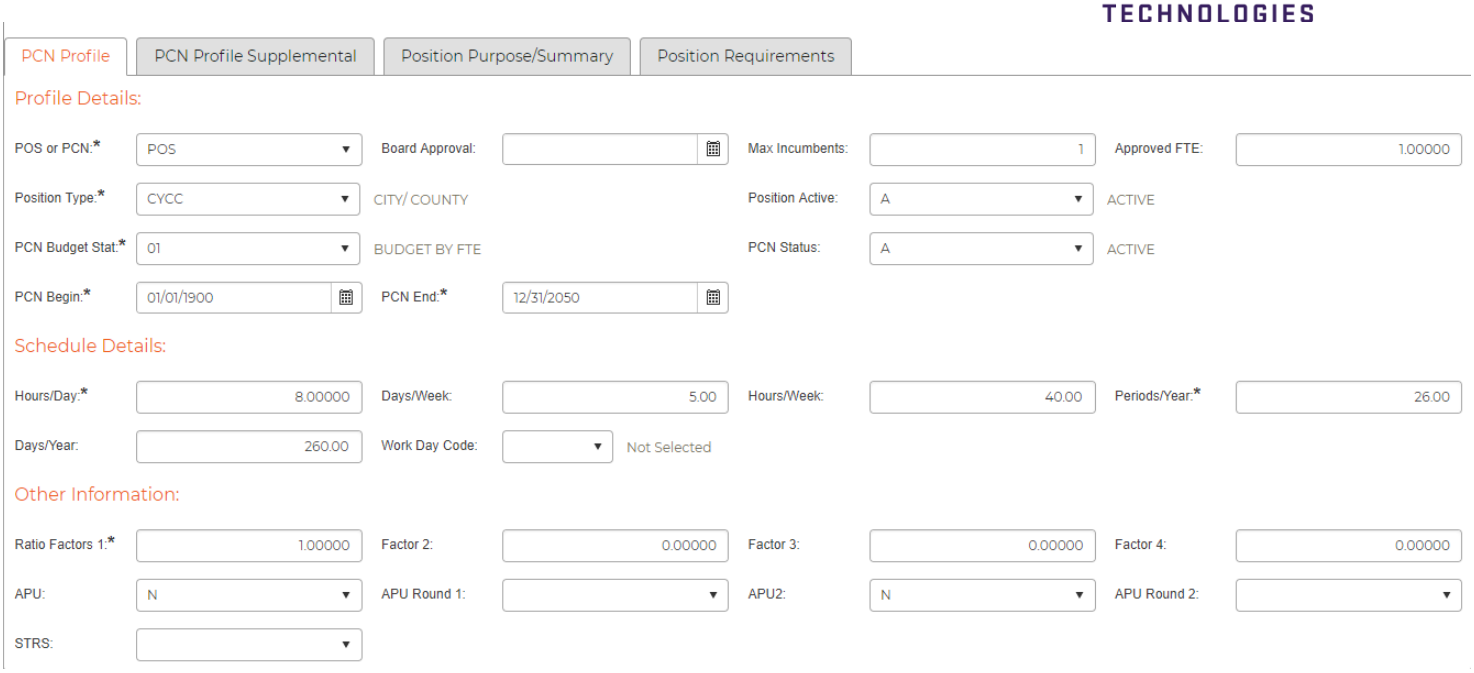
Approval – The approval value of SEND should be used and will move the information to Payroll.

Action – The action code is NEW for new records and may be changed to UPDT if updated later.

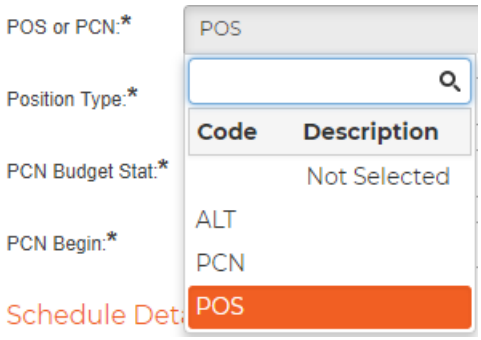
The first detailed tab within the Position Table is that of the PCN Profile. The PCN Profile captures the maximum incumbents, how many approved FTE there are, as well as the state and position type.

NOTE: Completion of this and the PCN Profile Supplemental tab are required for the PAF module to work (Personnel Action Forms).

Action – The action code is NEW for new records and may be changed to UPDT if updated later.



POS or PCN – This field is used to capture which code is to be used. If the POS and PCN numbers were different it would be important to signify which is used for position control. Best practice dictates that the POS and PCN numbers be the same so selecting PCN or POS is fine.

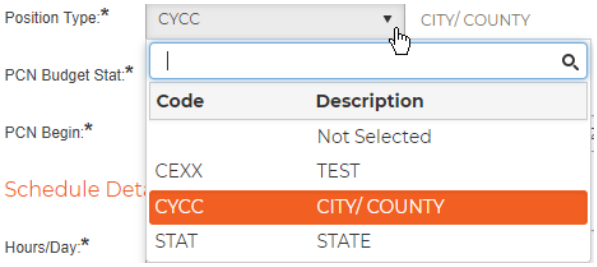


Board Approval – This is an option field and may be used to track when a Board or Commission approves the position.

Max Incumbents – The total number of employees that may be assigned this position.

Approved FTE – The maximum amount of FTE approved for this position.

Position Type – The Position Type is customizable and is used to capture different types of position when multiple groups exist in an organization. For example, the standard is CYCC – city or county positions. If this position is a direct pay but is an employee of the state and is covered under a supplemental agreement the STAT option would be selected.



Position Active – Here the position may be identified in many ways including Active, Inactive, Cancelled, Frozen, etc. for reporting purposes.

PCN Budget Stat – This field captures how the position is to be budgeted. For example, by FTE or Annual Pay, Annual Pay Only, FTE Only, or not at all.

PCN Status – The status of the position, either Active or Inactive.

PCN Begin/PCN End – The begin and end date of the position. If no set end date is in place the standard is to use 12/31/2050.

Schedule Details Captures the general hours of the position per week

Hours/Days – General hours per day – if a full-time employee the time is generally 8, if a police or fire the time may be 12 or 24.

Days/Week – General days worked per week.

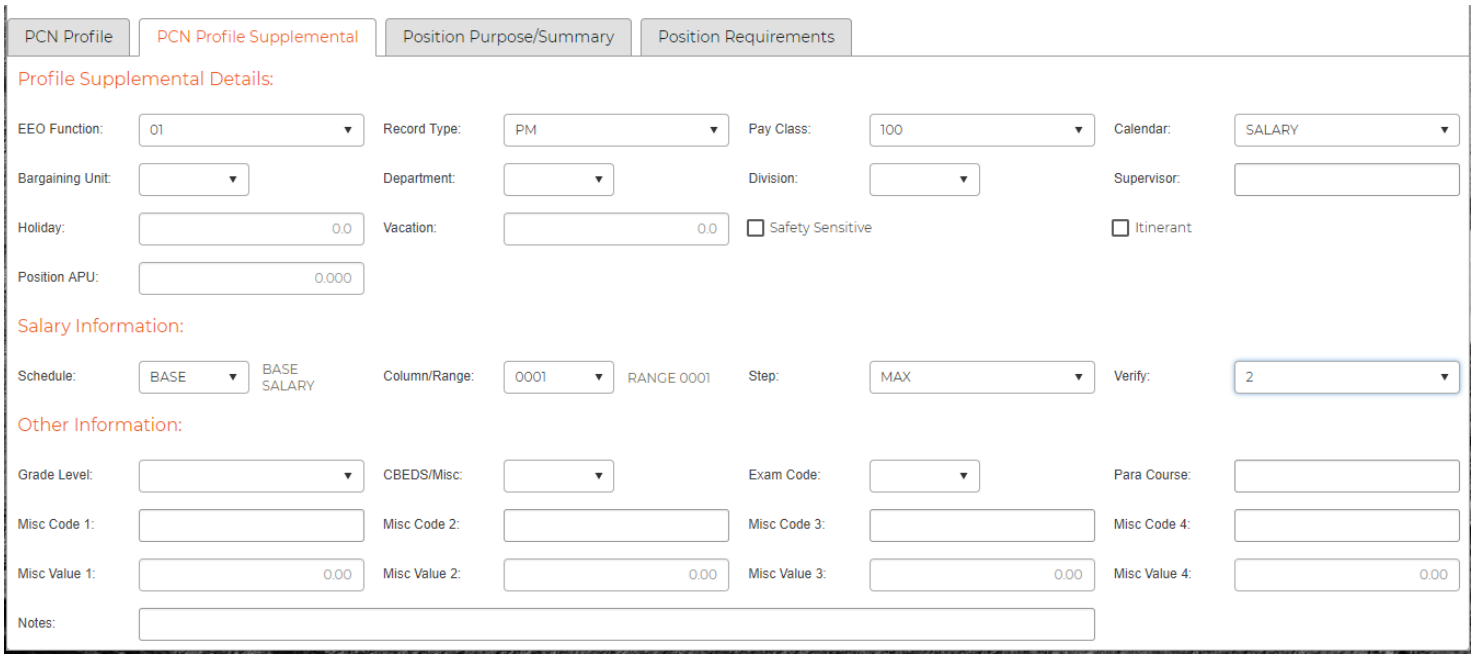
Hours/Week – This is a calculated field of Hours/Day x Days/Week.

Periods/Year – If semimonthly 24, is biweekly 26.

Days/Year – Unless identified within a bargaining contract, a full time 8 hour per day employee generally works 260 days per year.

Ratio Factors 1 – This pulls from the job table and should be 1.0.

PCN Profile Supplemental tab – This area is used to identify additional pieces relevant to the position such as the step within the salary table, EEO function, pay class, and calendar.



EEO Function – The applicable EEO function should be assigned such as 01 Financial.

Record Type – This field can identify if this is a primary position for an employee (PM) or an additional position such as interim coverage (A0 – Z0).

Pay Class – The Pay Class for the position.

Calendar – The calendar associated with the position.

Bargaining Unit – The bargaining unit that applies to the position.

Department/Division – These fields capture the department and division of the position. If nothing is completed in this section the system will default to the information in the employee master screen.

Record Type – This field can identify if this is a primary position for an employee (PM) or an additional position such as interim coverage (A0 – Z0).

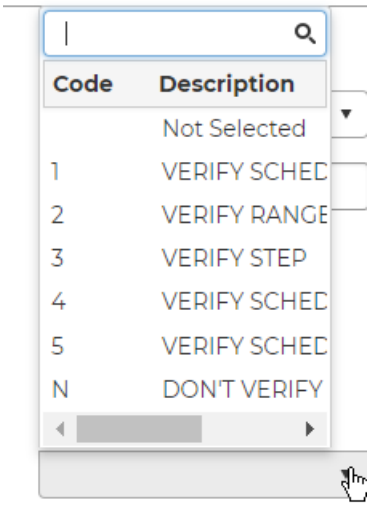
The remaining fields for the Profile Supplemental Details are used on a client by client basis.

Schedule – This is the salary schedule set from the job table.

Column/Range – The column or pay range associated with the position.

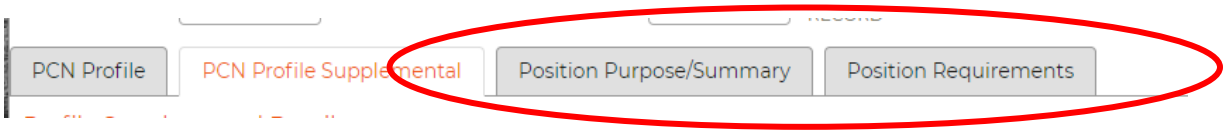
Step – If the position is a step/range as is the case with police and fire contracts the step will likely be numeric such as 001, 002, etc. If the step is based on a Min/Mid/Max or Min/Max schedule best practice is to set this to MAX.

Verify – The Verify field allows for a check of the range/step when applied to a pay assignment. Verify schedule, range, step or min/mid/max and min/mid/max + 10% - or no verification

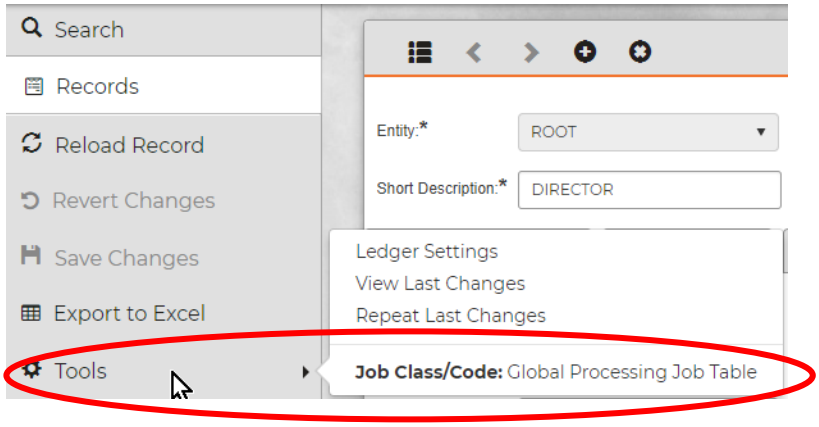


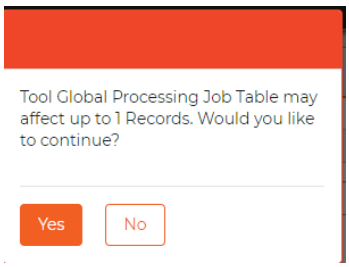
The Other Information portion of the screen is client specific and does not require input.

The Position/Purpose Summary and Position Requirements tabs are used in conjunction with Applicant Online and do not require input in most circumstances.



When complete it is necessary to complete a global send to move the data to payroll. Search for the new position. Next click on the Tools option on the left portion of the screen, selecting Job Class/Code: Global Processing Job Table. Select Yes to move the data.



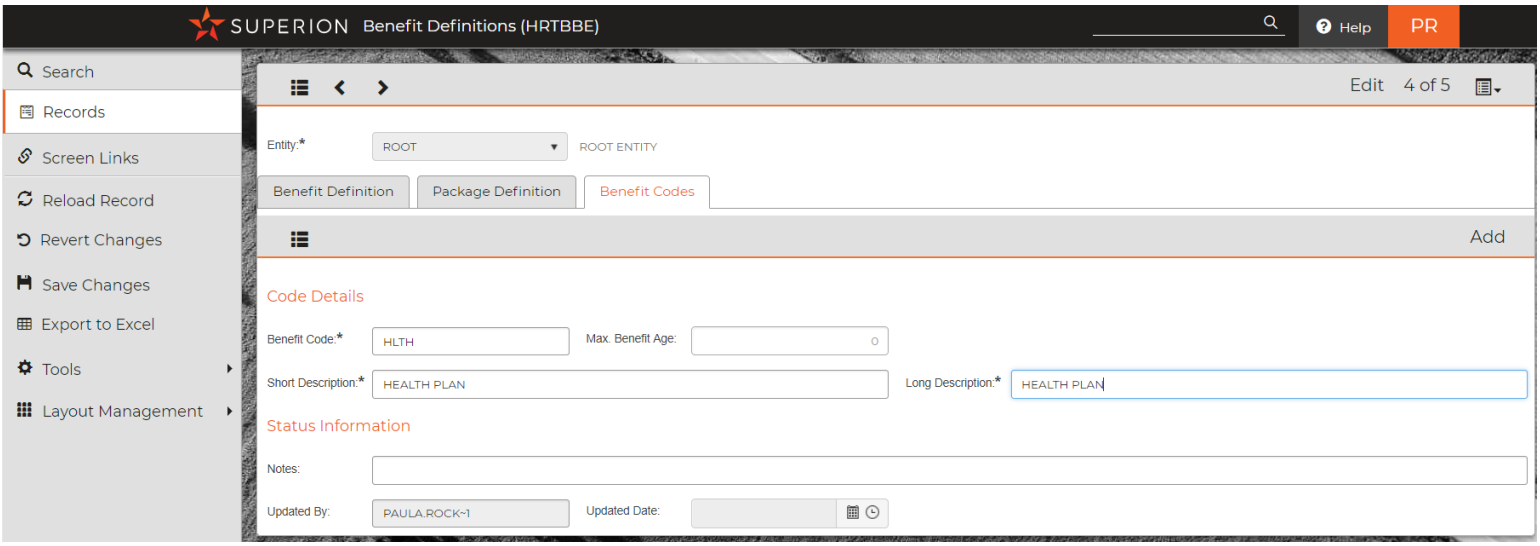


Section 19: Creating a Benefit Definition

To assign benefit plans to employees the plans must be setup within the Benefit Definition screen. There are three tabs within the screen, the Benefit Code that is used to create a unique benefit plan, The Benefit Definition which defines the plan in many ways such as health that is pretax and employee only, and Package Definition which is often used when a set group of plans (e.g. retirement, medical, union, etc.) are dictated to an employee or group based on a bargaining unit contract.

Benefit Codes

To begin, access the **Benefit Definition** screen (**HRTBBE**) and select the **Benefit Codes** tab. To add a new record, select the + and add a 4-character benefit code if this is a new plan.



Benefit Code – The benefit code is the first part of a benefit plan. For example, health benefit code may begin with HLTH and dental with DENT.

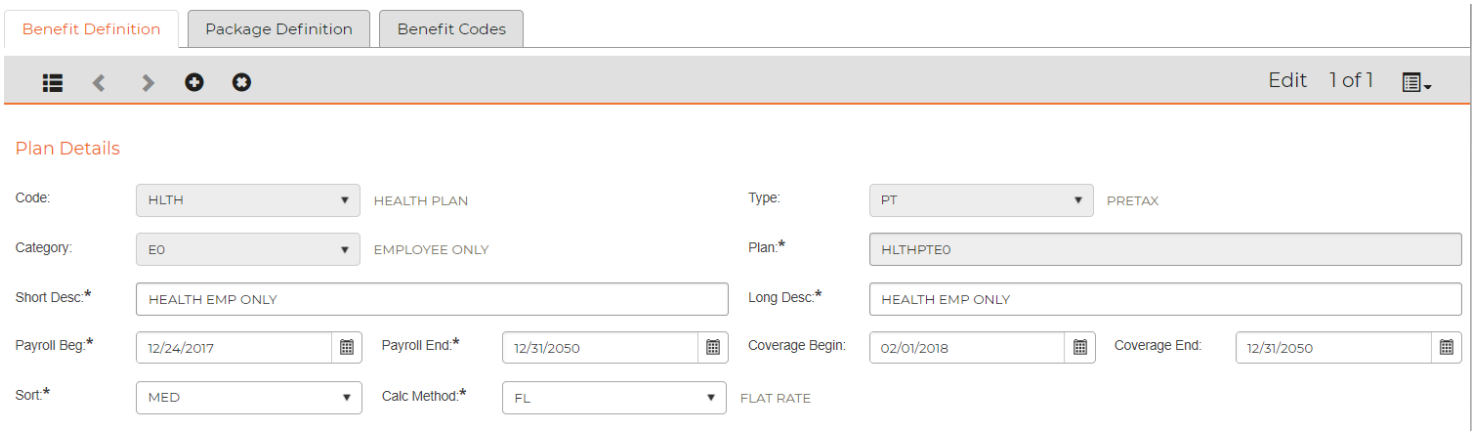
Max. Benefit Age – The maximum age that a person may be covered by the plan. In many cases this is the age in which an employee becomes eligible for Medicare.

Short/Long Description – The description of the plan.

Notes – A free form notes field available for use.

Benefit Definition

The Benefit Definition tab allows for the creation of benefit plans and the costs associated with the plan. More specifically benefit plans and the employer contribution and/or employee deduction that is associated with the benefit. To add a new plan, begin by clicking the + under the Benefit Definition tab.



Code – The benefit code that is desired and was created within the Benefit Codes tab. For example, health benefit code may begin with HLTH and dental with DENT.

Type – This is general one of three types – PT (Pretax), AT (After tax), NA (Not applicable).

Category – Categories will vary organization by organization. Within the HRTBCE table the specific categories that apply to your organization may be added. Examples include EO (employee only), ES (employee + spouse), EC (employee + child or children), and EF (employee + family) or E0 (employee only), E1 (employee + 1), and E2 (employee +2).

Plan – The Plan is a concatenation of the Code + Type + Category.

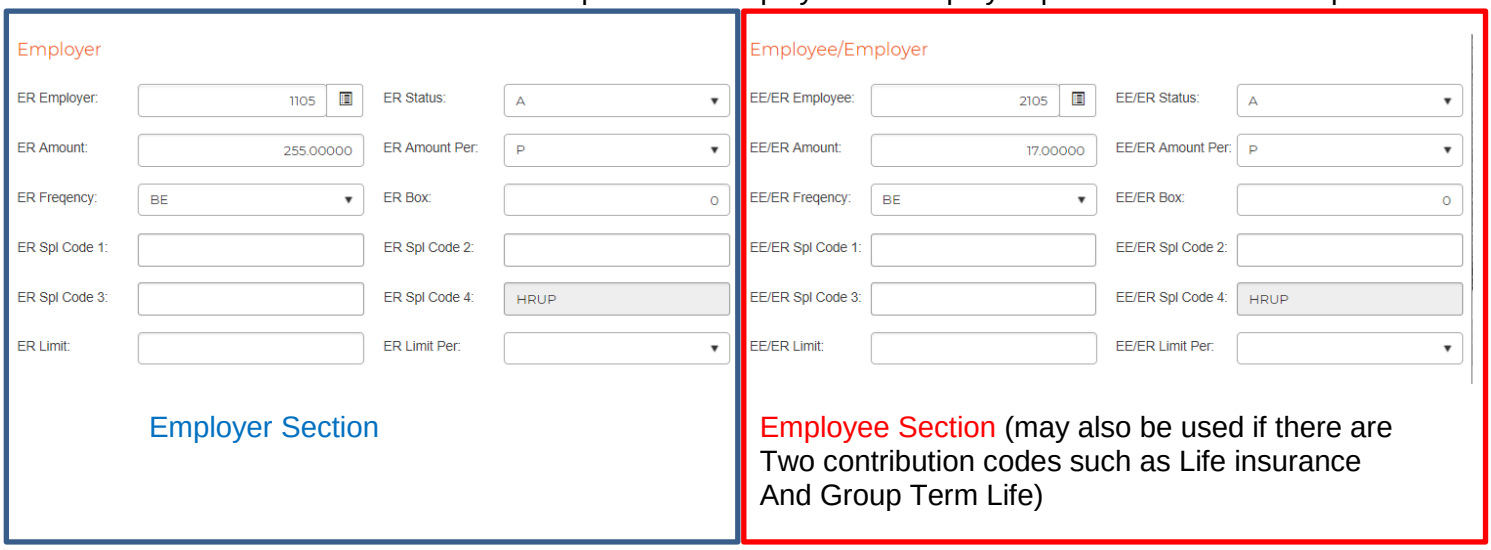
Short/Long Description – A brief description of the benefit plan name. It's recommended that the coverage such as employee only, employee + spouse, etc. be included in the description whenever possible.

Payroll Beg/End – The Payroll Begin and End fields capture the PAY PERIOD begin and end dates in which the contributions/deduction are being recognized. These may or may not coincide with coverage dates.

Coverage Begin/End – Coverage Begin and End dates capture the actual dates that the employee has coverage. This is especially important when the benefit plan is health related as this data is required for ACA and 1095-C reporting at year end.

Sort – The Sort field is used to capture like groups of plans such as Medical, Dental, Vision, Retirement and Deferred Comp.

The next section of the screen captures the employer and employee portions of the benefit plan.



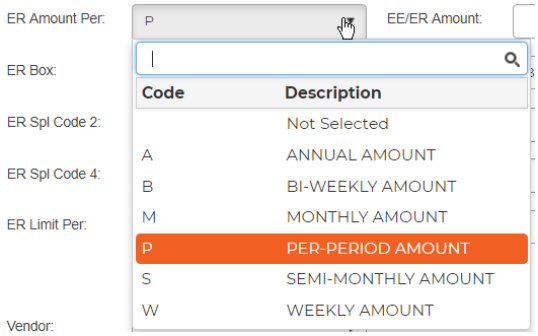
Employer Section

ER Employer – Enter the Contribution CDH code that applies to the plan. If the code is not known the lookup function may be used by clicking the icon at the end of the field.

ER Status – The status of the contribution, Active or Inactive.

ER Amount – The amount field may be used as a flat per period, per annum, or per month amount or as an applicable percentage. If there is a calculation written into the CDH code definition (PYUPCC) then the amount would be left blank or $0.00 would be entered.

ER Amount Per – This field captures how often this item should be processed.



ER Frequency/Box – Frequency in this field does not refer to how often something occurs but rather if it should be processed when payrolls are ran or based on a custom schedule. The frequency code itself and the Box refer to the setup on the CDH definition. Best practice is to setup BE so benefits may be turned on and off as needed on individual pay periods.

ER Spl Code 1 – 4 and ER Limit/ER Limit Per– These are custom setups and rarely used.

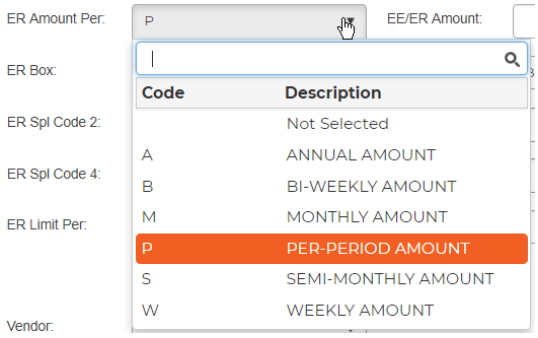
Employee Section

EE/ER Employer – Enter the Deduction CDH code that applies to the plan unless a secondary contribution code is used to capture a contribution from the employer. If the code is not known the lookup function may be used by clicking the icon at the end of the field.

EE/ER Status – The status of the deduction or contribution, Active or Inactive.

EE/ER Amount – The amount field may be used as a flat per period, per annum, or per month amount or as an applicable percentage. If there is a calculation written into the CDH code definition (PYUPCC) then the amount would be left blank or $0.00 would be entered.

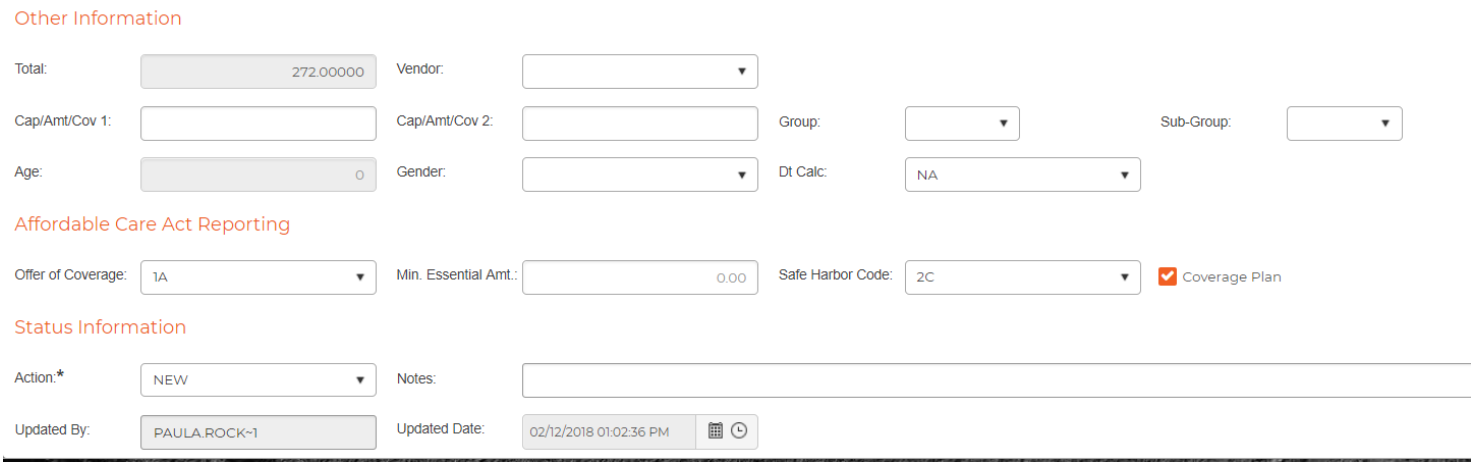
EE/ER Amount Per – This field captures how often this item should be processed.



EE/ER Frequency/Box – Frequency in this field does not refer to how often something occurs but rather if it should be processed when payrolls are ran or based on a custom schedule. The frequency code itself and the Box refer to the setup on the CDH definition. Best practice is to setup BE so benefits may be turned on and off as needed on individual pay periods.

EE/ER Spl Code 1 – 4 and ER Limit/ER Limit Per– These are custom setups and rarely used.

The Other Information requires very little use – in general only the Vendor and Dt Calc fields are used. For additional uses please see your consultant.



Total – Total of the EE and EE/ER amounts.

Vendor– If a specific vendor applies to the plan it may be setup here but only if the PY to AP interface will be used.

Dt Calc– Dt Calc refers to how the calculations will occur with the plan. Although a plethora of options are available one of three are used 99% of the time: FL (flat rate per frequency), MN (manual amount to be input on an employee by employee bases) and PY (calculate using calc codes written on the deduction or contribution definitions)

Enter in the appropriate Affordable Care Act Reporting information if the plan you are entering is a medical plan. Refer to the ACA Year End User Guide for complete ACA set up instructions.

Action – The action code is NEW for new records and may be changed to UPDT if updated later.

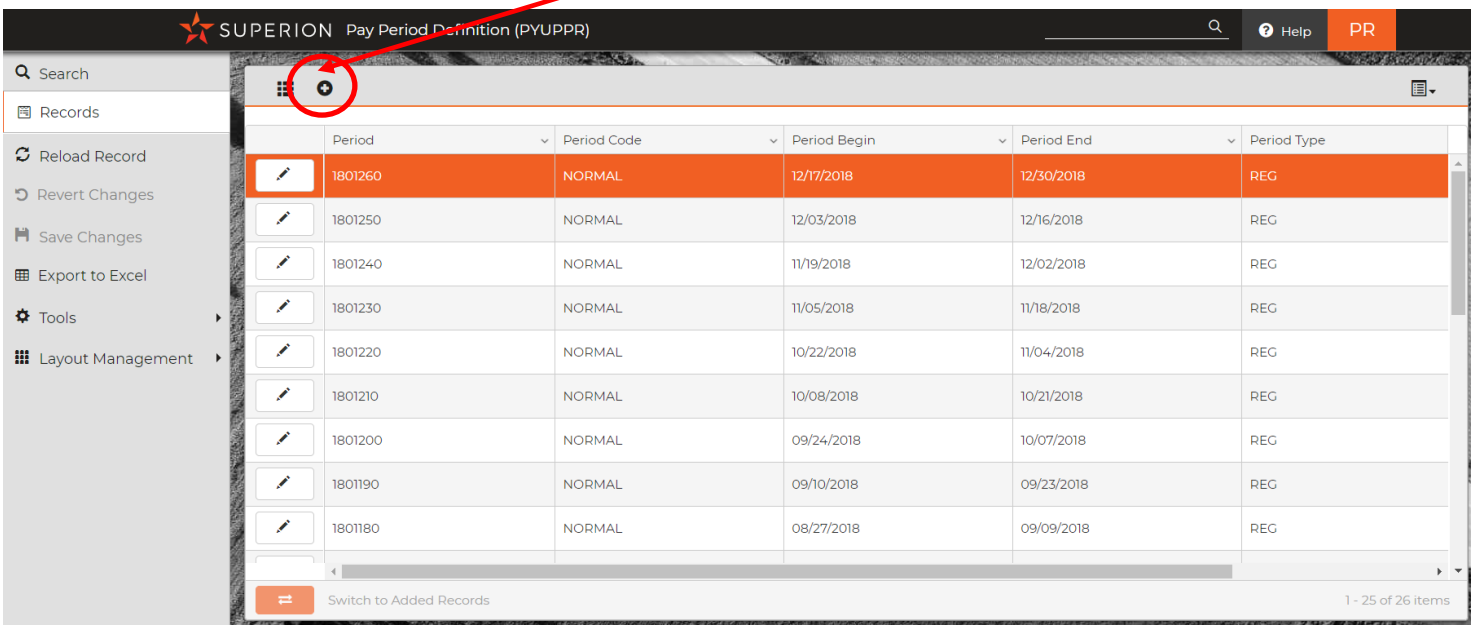
This plan may now be assigned to an employee in Benefit Assignments.

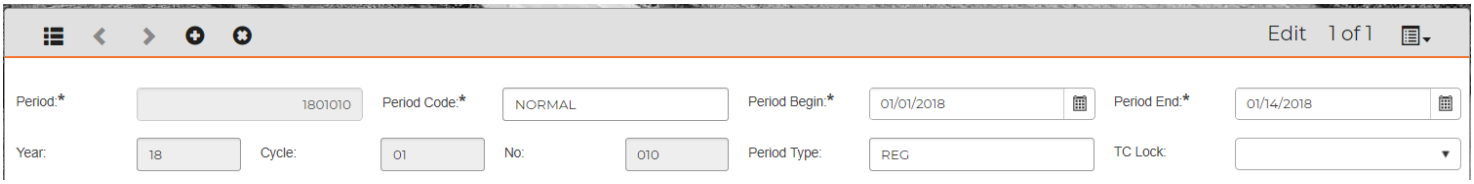
Repeat steps to setup all needed plans.

Section 20: Creating Pay Period Definitions

To create a new pay period access **PYUPPR** (Payroll System + Update Data Base + Pay Period Definitions) via the entry point or the workspace.

When running a payroll, the pay periods defined within this table will define the correct date range, which quarter the pay is accumulated in as well as when the checks are to be posted and dated. Towards the end of each year, a year of pay periods will need to be set up for each of the payroll cycles. To add a new period, select the **+** at the top of the screen.





Period – Period consists of three parts (**YYCCNNN**):

Year: This is the tax year that corresponds with the Check Date field. You use the last two digits of the tax year, in this example it is 09 (2009).

Cycle: Represents the Pay Cycle in this case BI Weekly is represented with 02. The Pay Cycle number is used to go out and group all the employees that are have been assigned in a specific pay cycle in their Pay Assignment for calculation and distribution. Each pay cycle is run as a separate payroll.

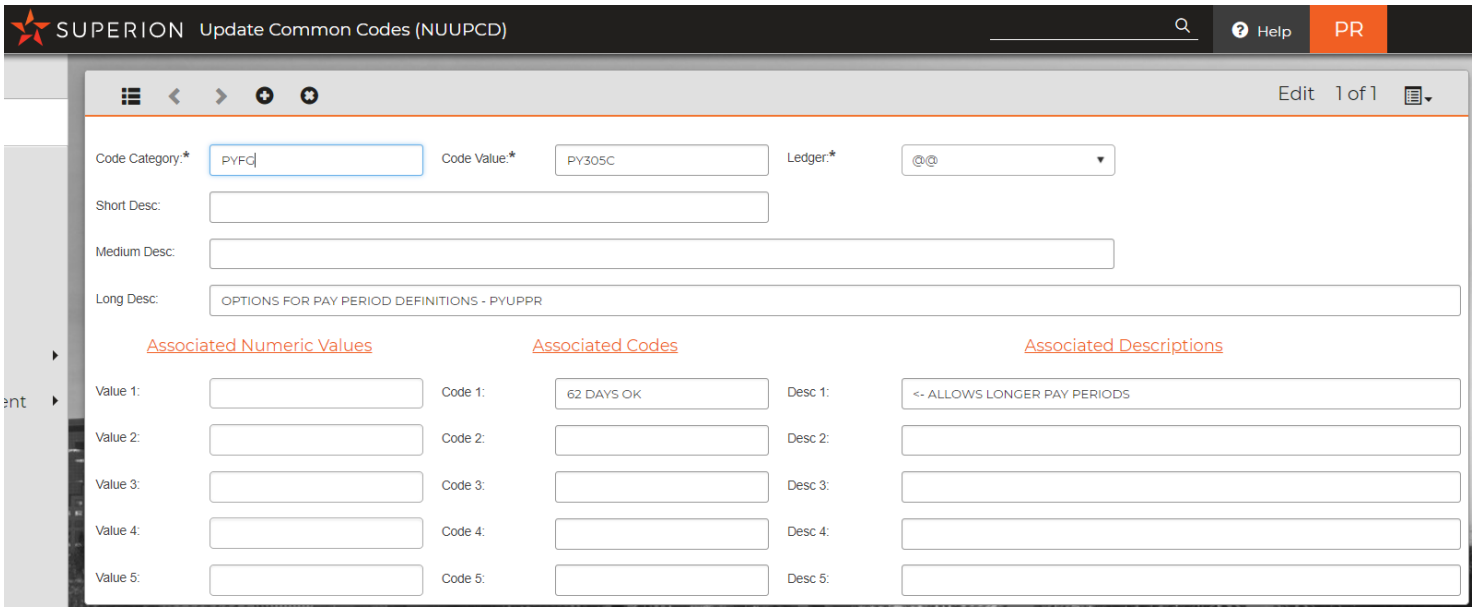
No: Is the sequence of the Pay Period in this example 010. There is more than one way to define the No. For example, one way is the first two digits "01" represent the 1st pay period in the fiscal year of 2009-10 the third digit in the series is used for supplemental pay periods. So if we had to run a supplemental pay we could define the Pay Period as "0902011" where the last "1" in the period number represents the first supplemental pay period. These are what is typical for the time periods.

Frequency	No: Periods Per Year
Weekly:	01 to 52
Bi-Weekly	01 to 26
Semi-monthly	01 to 24
Monthly	01 to 12

Period Code – The period code should represent the type of pay period that is processed. For normal or regular payrolls NORMAL will be input. In general, the Period field is an eight-character code used to describe the Pay Period and/or pay cycle like "NORMAL" in this example. "NOPATCH" is a unique word, that if entered would disable direct patching for the given period only for those using daily patching. "TCONLY" is another unique word that when entered into Period Code causes the force calculation to copy only timecards to history with no other processes occurring.

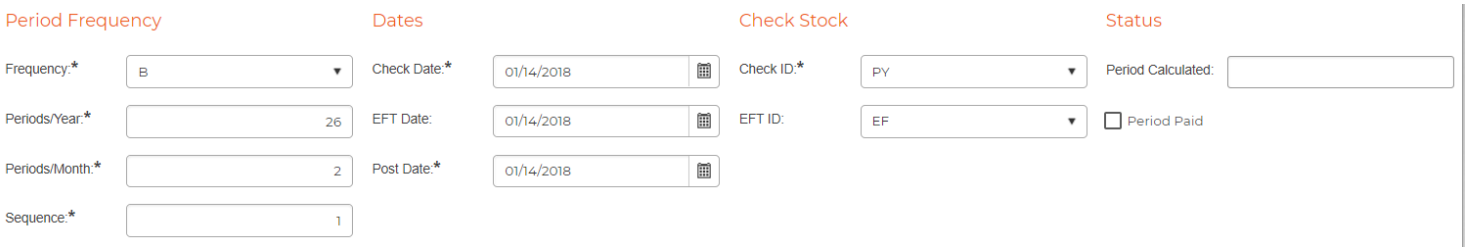
Period Type – Period Type is a four-character code of your choice that allows you to classify different types of Pay Periods. In the example above "REG" is used to representing regular Pay Periods, or "SUPP" is used for Supplemental periods.

Period Begin/End – This captures the begin and end dates of the specific pay period. Pay periods may be a maximum of 62 days. To define a period of more than 31 days the string "62 DAYS OK" needs to be placed in the Common Code PYFG/PY305C, associated code (1).



TC Lock – This is used in cases where Timecard Online is used and allows the period to be locked so no more adjustments may be paid to the period.

The next section of the Pay Period Definition screen holds the frequency information and check dates:



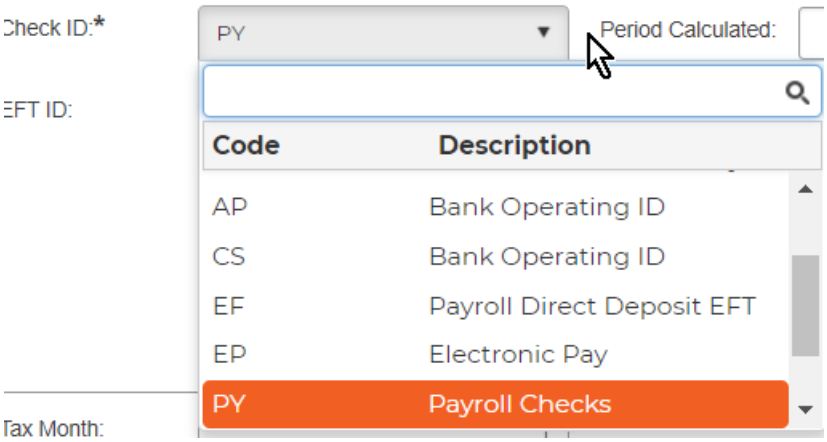
Frequency – Frequency defines how often a payroll will run. Below is a list of the codes that are supported.

W	Payroll is run every week
B	Payroll is run bi-weekly (every two weeks)
S	Payroll is run semi-monthly (twice a month)
M	Payroll is run Monthly

If a “special” pay period is being defined for exception-type processing, this code is unimportant, and any value may be entered.

Check Date – The date that the checks are to be issued.

Check ID – the system ID that has been associated with the physical checks. Commonly this will be PY but may vary client by client.



Period Calculated – This field will populate with a Y after a force calculation is done so for the creation of a new period it should remain blank.

Periods/Year – this should match the frequency. In general, 26 will be biweekly, 24 for semimonthly, and 12 for monthly.

EFT Date – This is the date that the EFT will physically be processed by the banks.

EFT ID – The follows the same pattern as the Check ID.

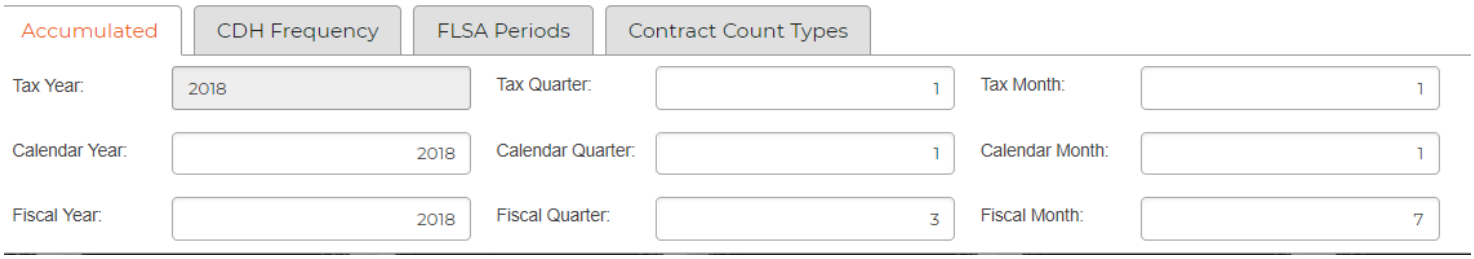
Period Paid – The box will auto check when a pay and distribute is done and should be left blank when creating a new pay period.

Periods/Month – This is the average number of periods processed in a month. For semimonthly and biweekly periods, 2 would be entered, for monthly, 1 would be entered.

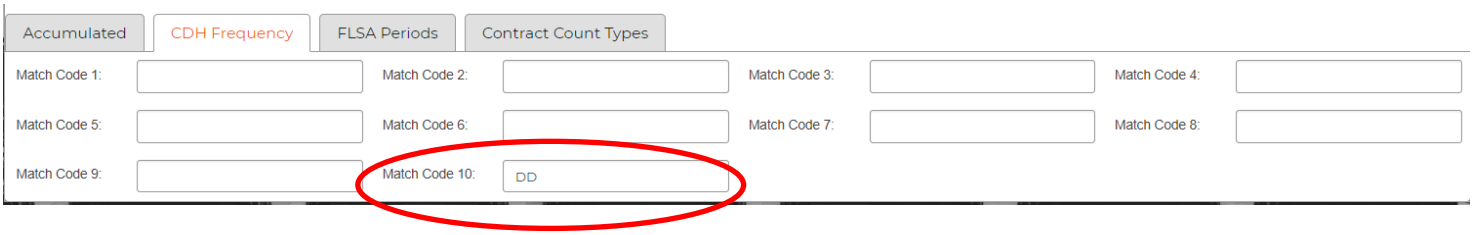
Post Date – The date that the payment of payroll should hit the financials in the system.

Sequence – Sequence represents which payroll run in the periods per month are we defining. For example, monthly will always be 1. Periods Per Month = 1, therefore that sequence would be 1. For a bi weekly pay period, the periods per month will be 2 or 3, and depending on which pay cycle we are defining for that month, would define the sequence. For example, the first payroll in a month of a bi weekly group would have Periods Per Month = 2 and the Sequence = 1. For the second payroll run in the same month, Periods Per Month = 2 and Sequence = 2.

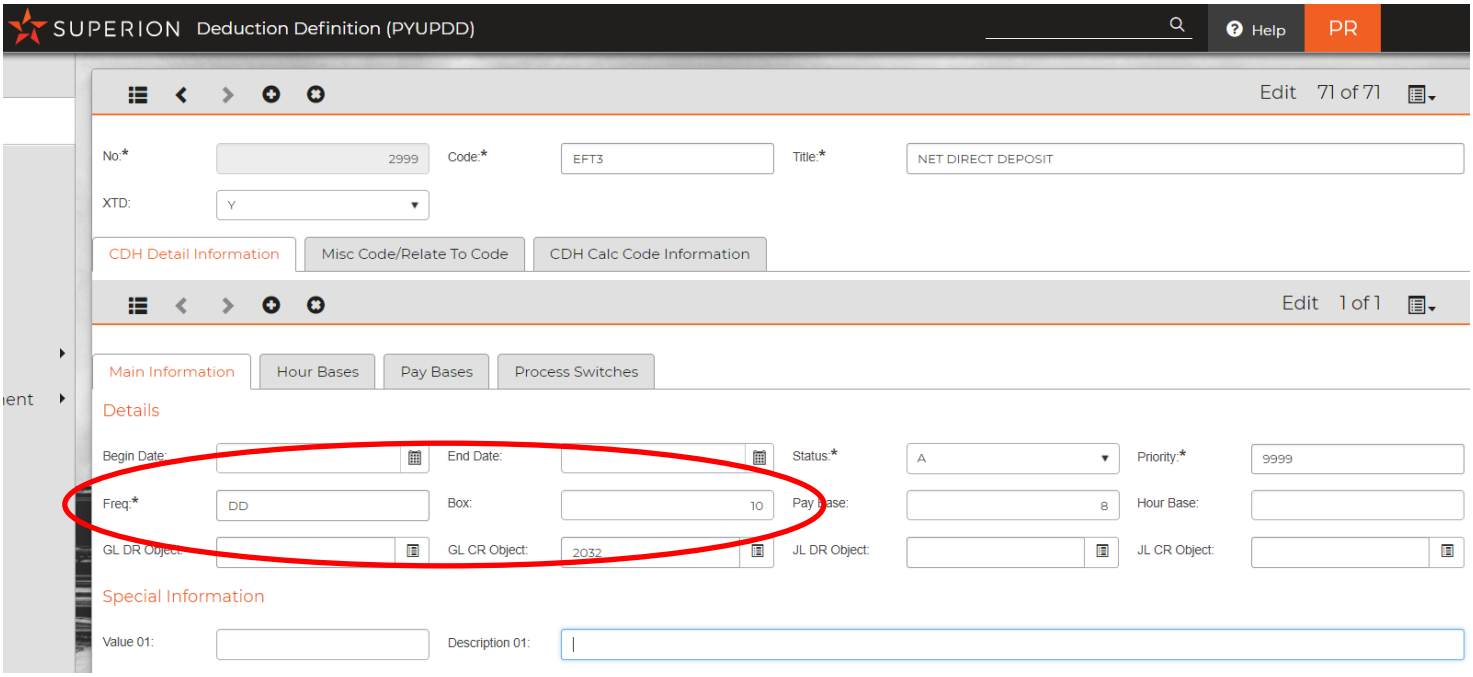
The next section is the Accumulated tab. This represents, when this payroll is accumulated in for our Employee Accumulator records. There are three sections, tax year, calendar year and fiscal year. This section will be filled out once you Press Enter to save the record and is based on setup in the **PYUPGN** screen.



The next tab that may have information inserted is that of the CDH Frequency fields. These ten fields will accept two-character codes that tie the period you are working with to an Employees' Contribution, Deduction, Hour, or Pay Assignment record. Used together, these determine whether assignments are considered active during the Pay Period. Each individual employee assignment (CDH) will be considered active if the value in the "Fq" field of the assignment record matches the value in the Pay Period definition frequency match code which corresponds to the "B#" field (box number field) on the assignment record. If the "Fq" contains "A" it represents "Always" active and will allow the assignment to be active on all corresponding pay periods.



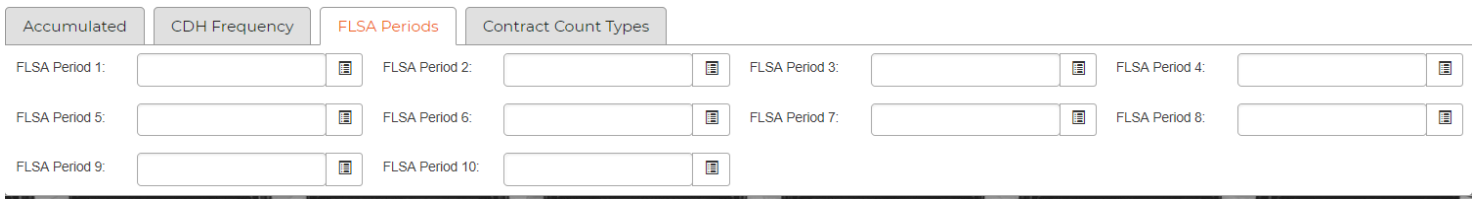
Typically, these fields are used in conjunction to activate the employees' assignment records during a special Pay Period. An example would be to use a frequency code such as DD to identify which pay periods would have direct deposits and others would have paper checks. When DD is entered into the Match Code 10 (as shown above), the corresponding code will need to be assigned on the deduction definitions and/or Employee assignments.



These fields may also be referenced inside a CDH calculation formula and when referenced, automatic inclusion/exclusion of CDHs may be accomplished (e.g., quarterly payments for auto allowance).

The next section is for automating FLSA. Each FLSA period associated with the pay period would need to also be defined in this table and then tied to this pay period. This will require further discussion if needed.

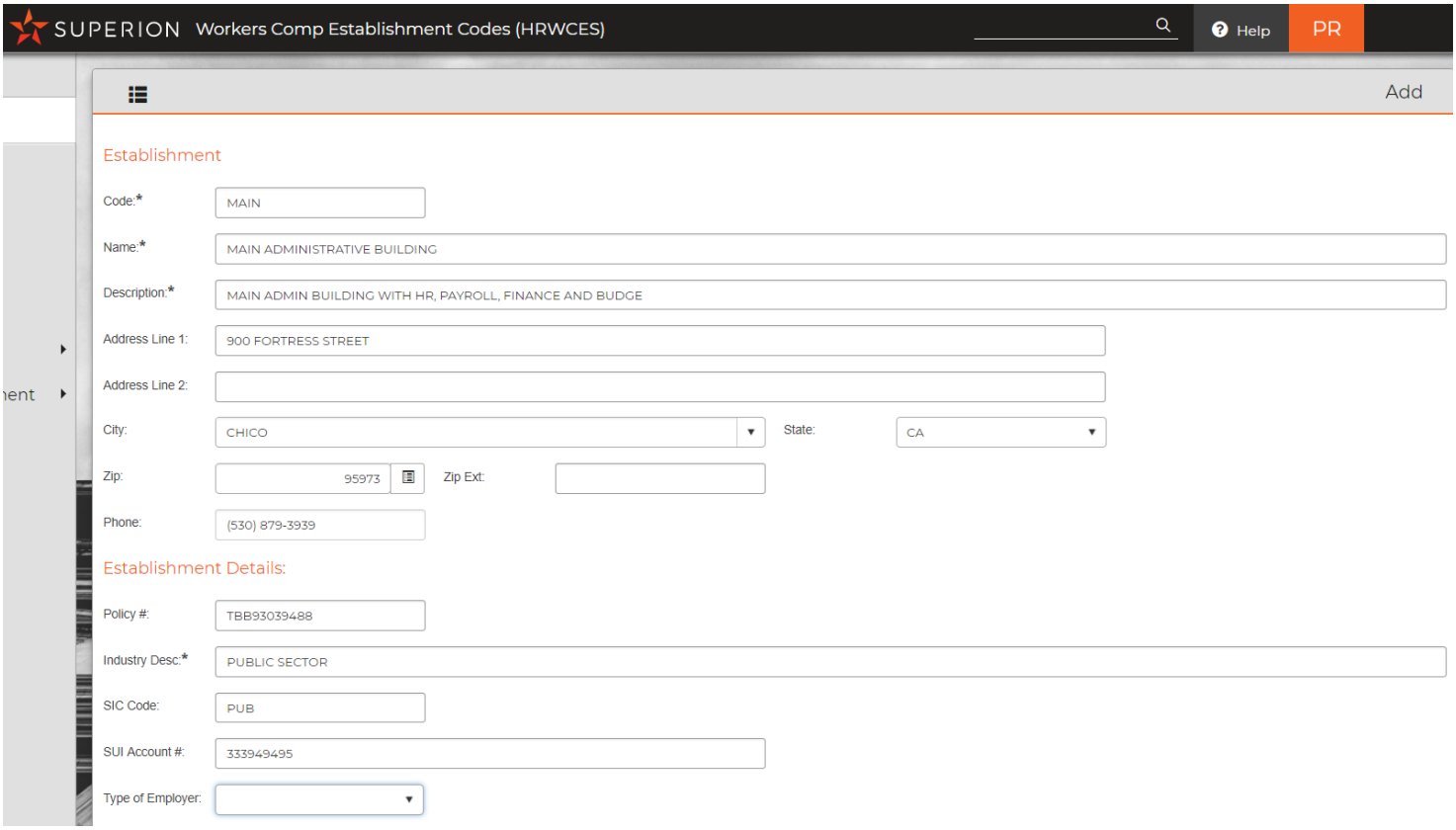
Updated FLSA.doc



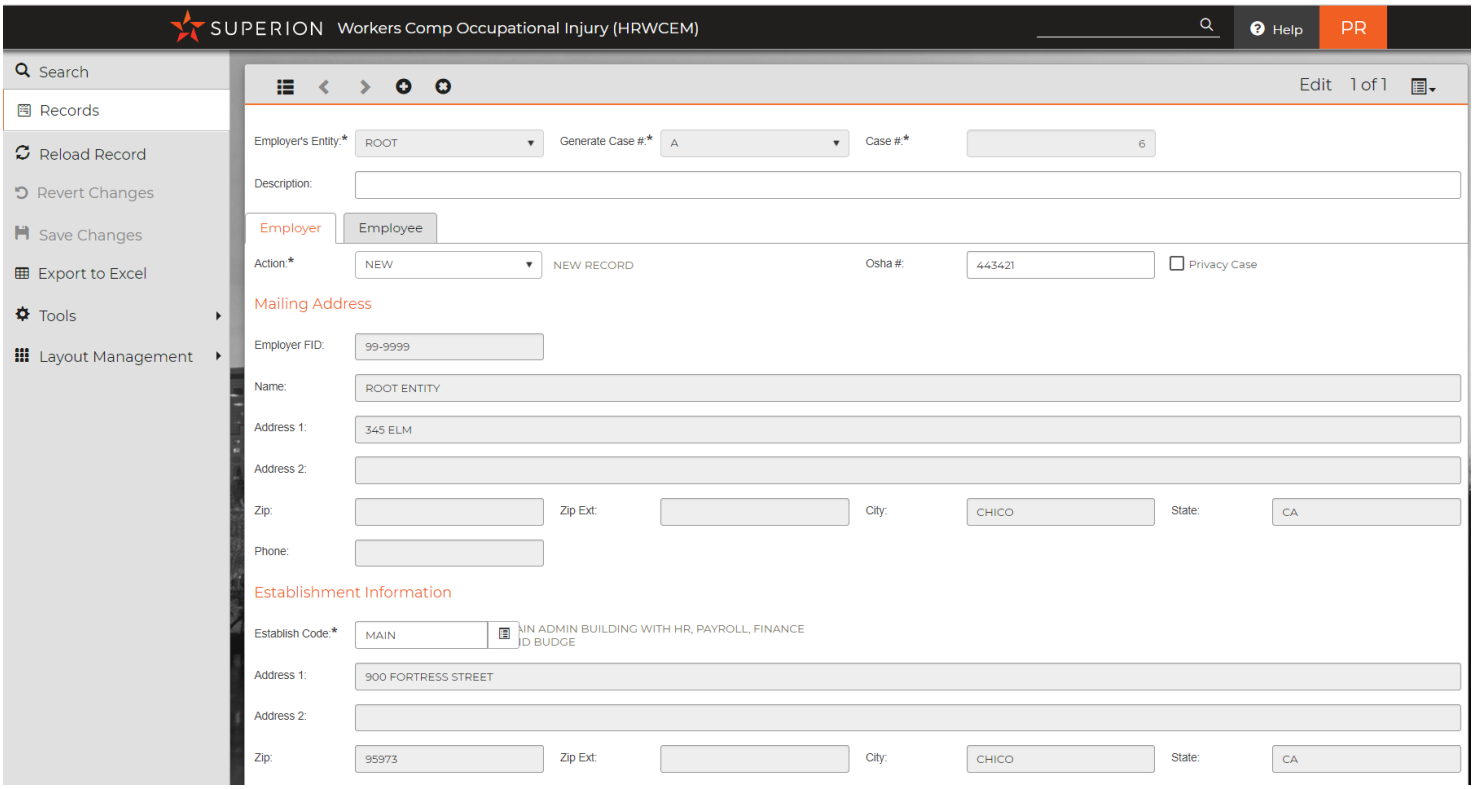
Section 21: Workers Compensation

Access **HRWCES** (Human Resources + Workers Compensation + Establishment Codes) via the entry point or a favorite from the workspace area. This area is used to define all the different properties that an employee could be working at when filing a claim.

For those employee's that work in the field, a code for 'in the field' would need to be created as well as the actual physical locations. This step only needs to be completed as part of the initial set up or if additional locations are to be added later.



Once the establishment code(s) are created, the next step is to setup an individual employee and the claim information. To do this, access **HRWCEM** (Human Resources + Workers Compensation + Occupational Injury). To begin click on the + at the top of the screen. From there information may be input as follows:

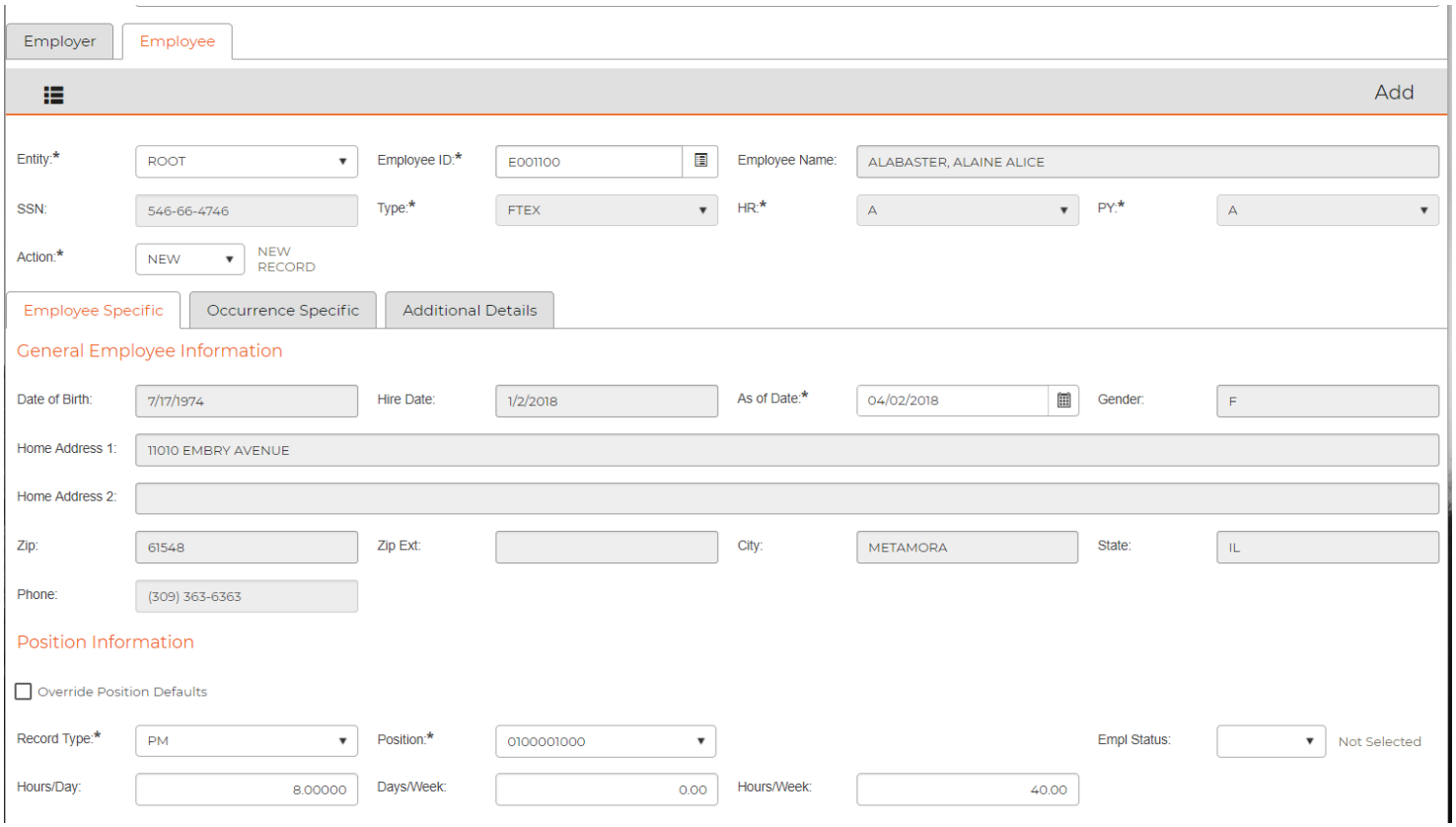


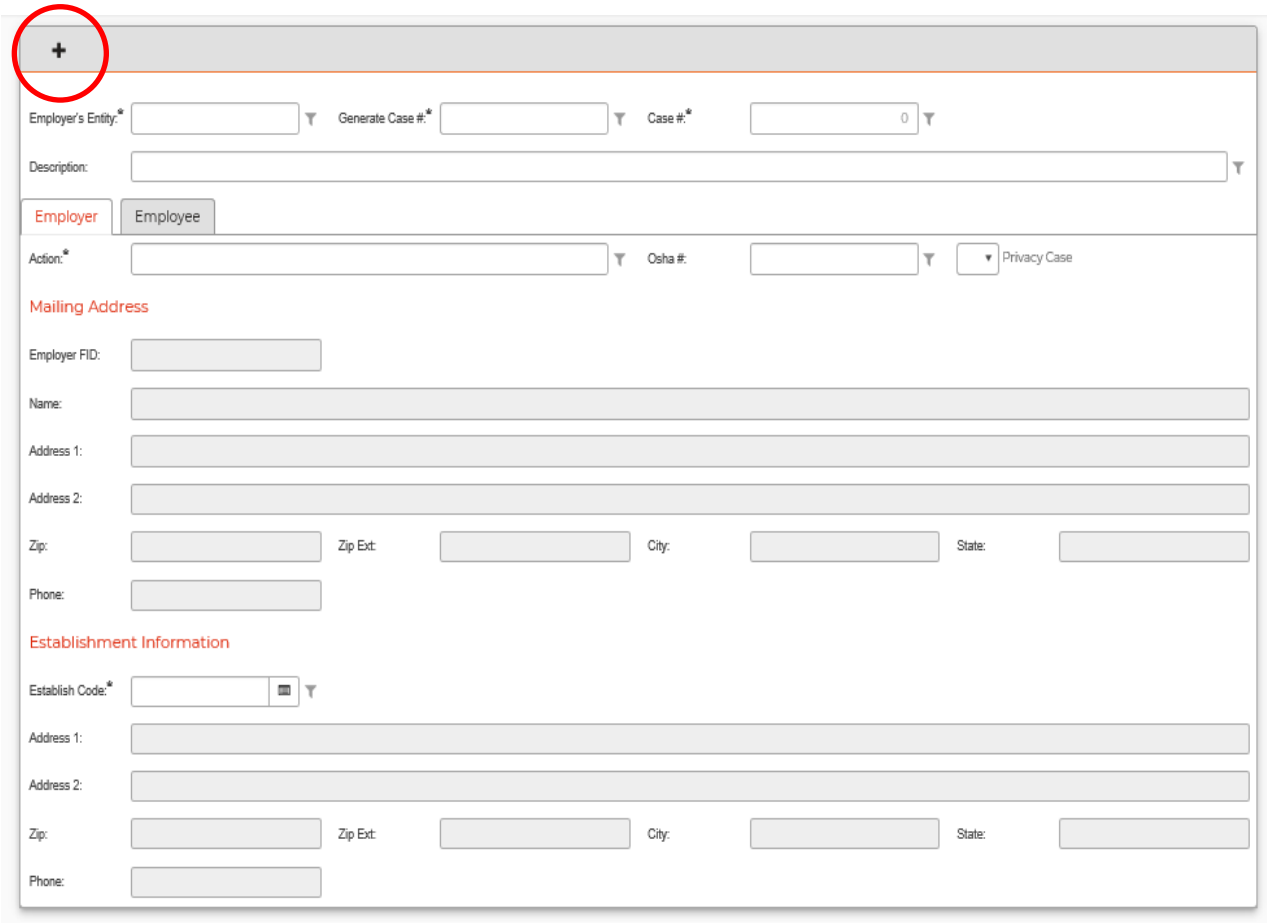
The first tab allows for the employer information to be selected based on the setup from the previous step. It is also here that the OSHA # may be selected. Once done proceed to the Employee Tab. Within the Employee tab are three additional tabs:

Employee Specific captures the employee's information.

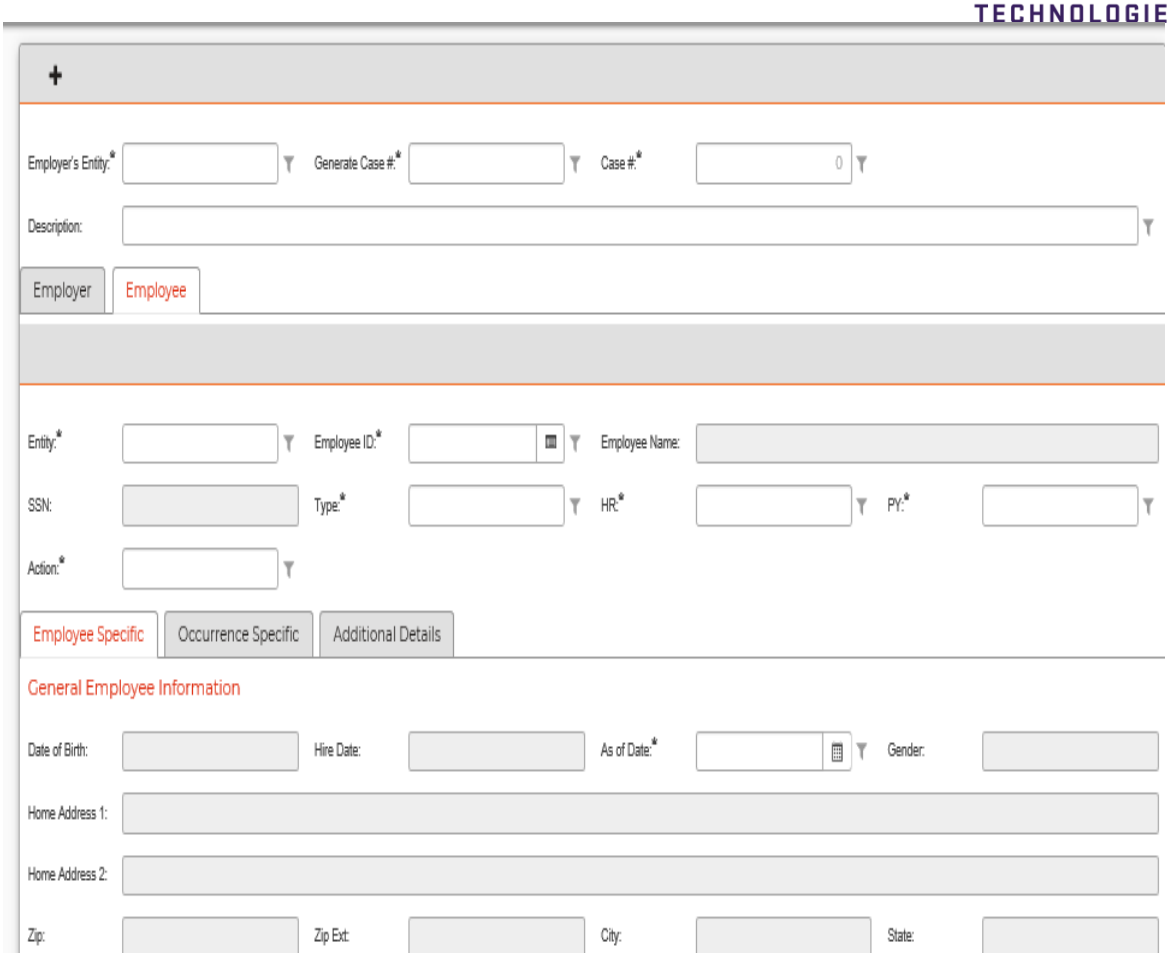
Occurrence Specific captures details of the occurrence such as date, time, incident, etc.

Additional Details captures specific information regarding the occurrence such as equipment or materials involved, how the injury/illness occurred, and an outline of events.

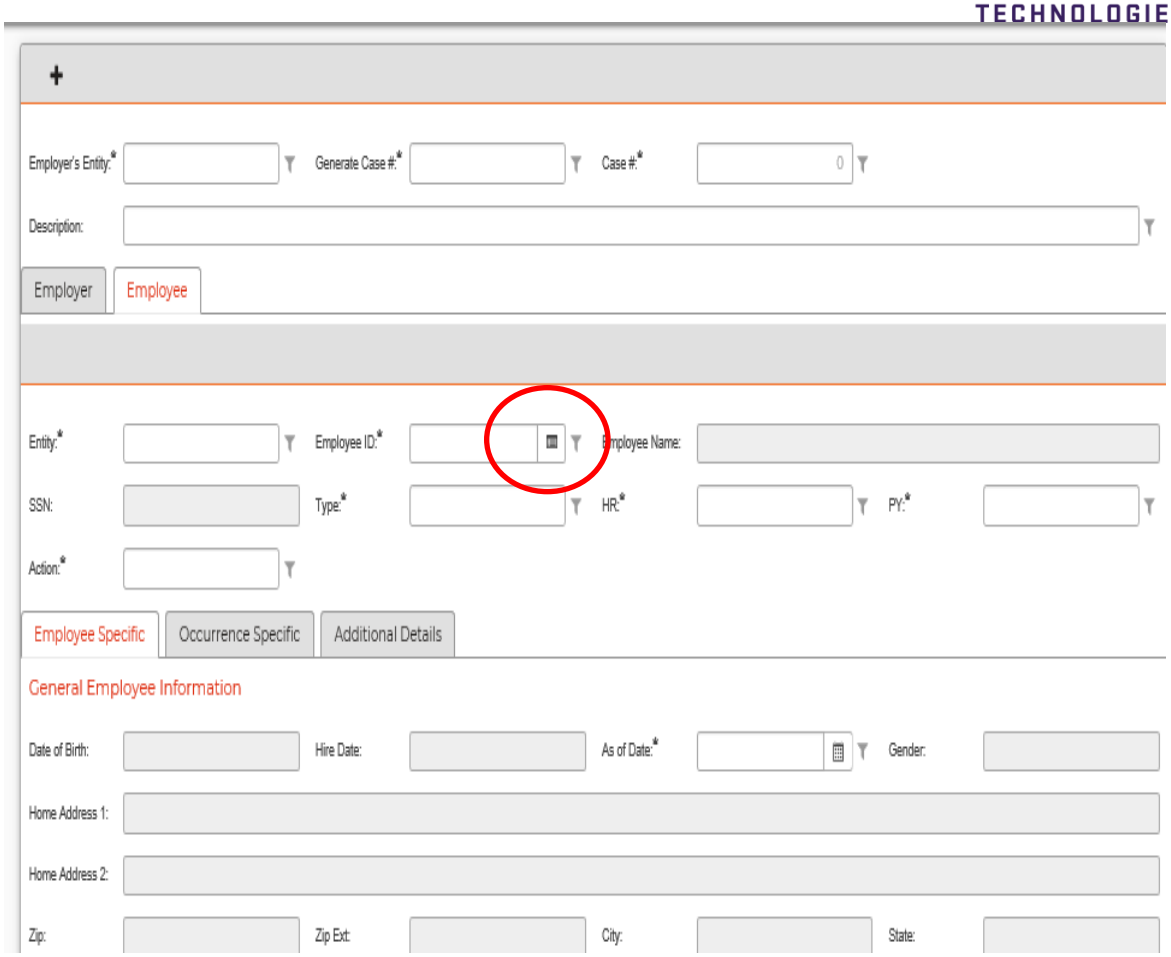

Employer
Employee
Add
Entity:*
ROOT
Employee ID:*
E001100
Employee Name:
ALABASTER, ALAINE ALICE
SSN:
546-66-4746
Type:*
FTEX
HR:*
A
PY:*
A
Action:*
NEW
NEW RECORD
Employee Specific
Occurrence Specific
Additional Details
General Employee Information
Date of Birth:
7/17/1974
Hire Date:
1/2/2018
As of Date:*
04/02/2018
Gender:
F
Home Address 1:
11010 EMBRY AVENUE
Home Address 2:
Zip:
61548
Zip Ext:
City:
METAMORA
State:
IL
Phone:
(309) 363-6363
Position Information
Override Position Defaults
Record Type:*
PM
Position:*
0100001000
Empl Status:
Not Selected
Hours/Day:
8.00000
Days/Week:
0.00
Hours/Week:
40.00



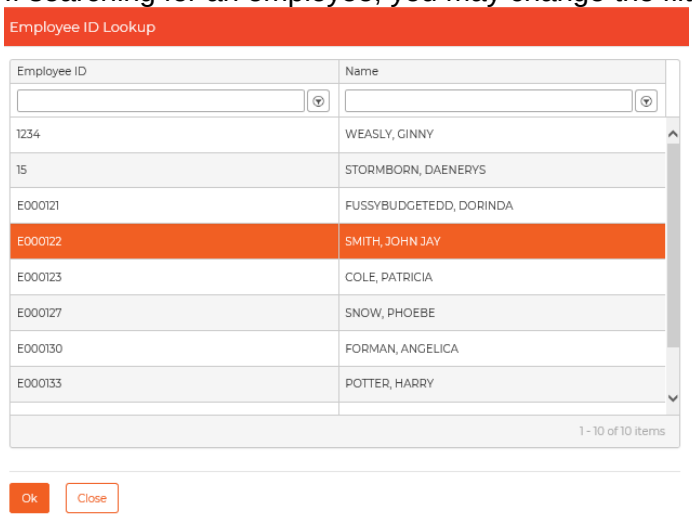
To add a new record, select the + at the top of the page.
Select the correct **Entity**.
Select M on **Generate Case # Method** to manually enter the case number in the next field, select **A** to have the case # automatically populated.
Enter "**City of <>**" in the **Description** field.
Verify that the **Employer** tab is selected.
Enter the **Case Number**.
The mailing address information will be populated since ROOT entity was selected above.
Select the **Establishment Code** (previously defined in **HRWCES**) where this case occurred. The address and phone will be populated based off the establishments HRWCES record.
Select the **Employee** tab.



Select **ROOT** entity.
Click **LOOKUP** and select the correct employee or manually enter the employee's ID number.

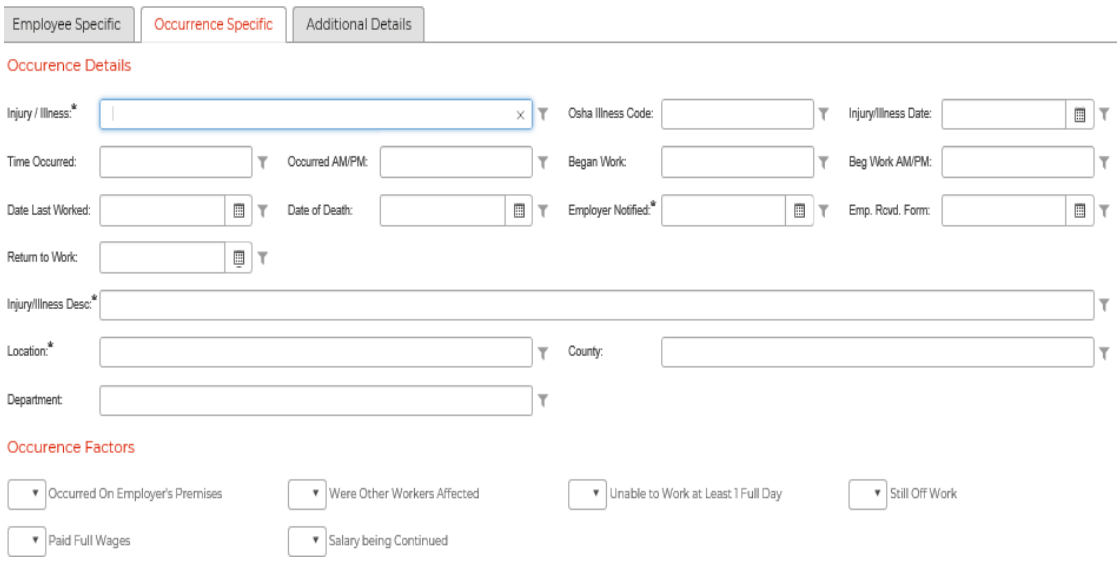


If searching for an employee, you may change the filter to ID or Name.

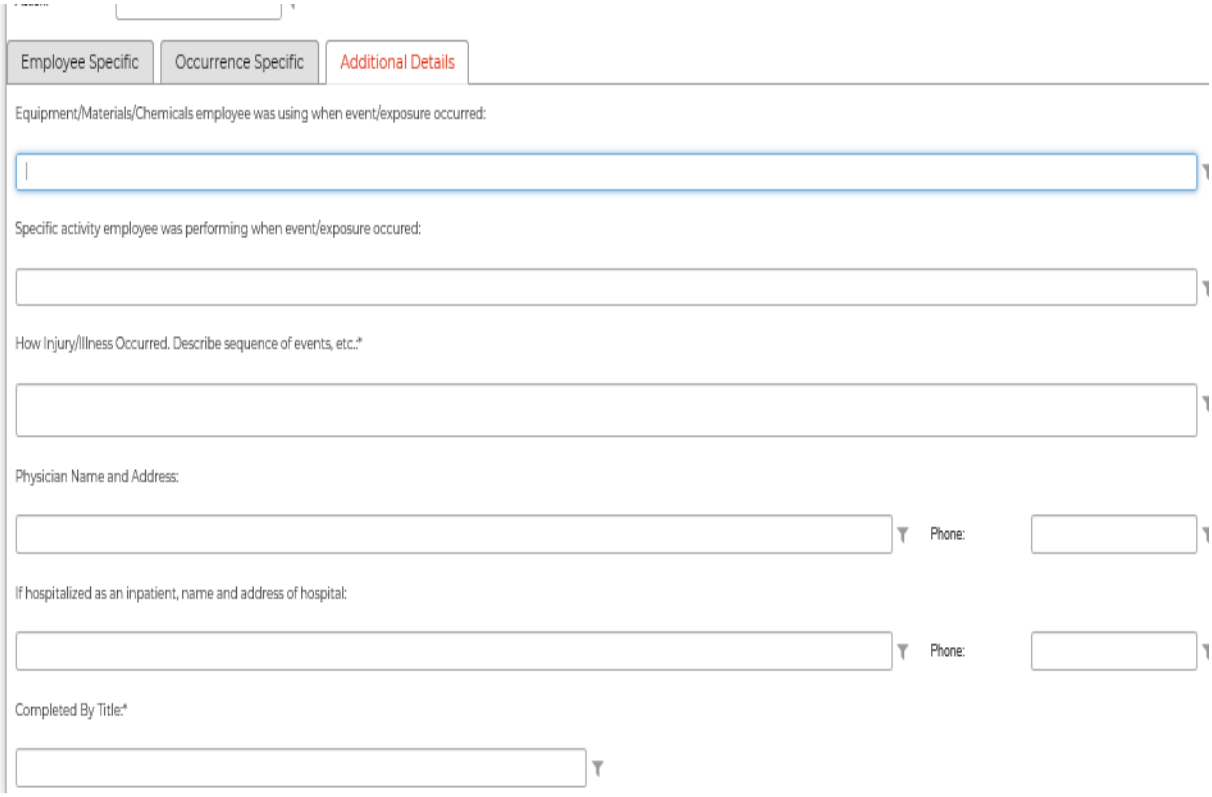


Double-click the employee.
Their SSN, Name, Type, and HR/PY status, as well as their date of birth hire date, gender, and address is populated from their HR Employee Master record.
The employee's Primary Assignment (main position) will also be populated from the employee's Quick Pay record.
Select Override Position Defaults.

Enter the **Disposition** in the **Employment Status** drop down.
Enter in the employee's normal work days per week. Pressing **tab** on your keyboard fills in the hours/week field.
Enter in the classification code.
Run your Workers Compensation Average Weekly Wages report.
Enter in the output in the **Gross Wages Salary** field.
Select **W** for week for **PER** field.
Select the Occurrence Specific tab.

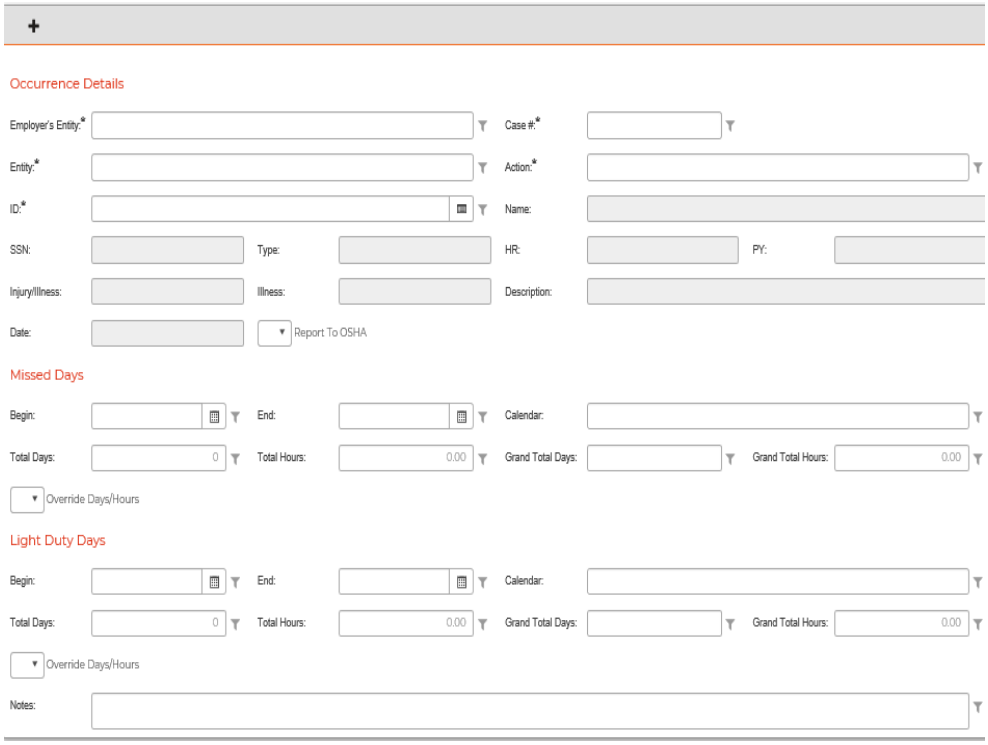


Select the type of injury under Injury/Illness.
Select the Cause of Injury in the OSHA Illness Code drop down.
Enter the date of the injury.
Enter the time of the injury.
Enter the employee's starting time.
Enter in the date of death if the employee passed away.
Enter the last day the employee worked.
Enter in the Notification Date in Date of Employer's Knowledge.
Enter the date the employee was provided with the workers compensation papers.
Enter in the date the employee returned to work.
Check the box next to **Occurred on Employer's Premises** if applicable.
Enter the employee's department under **LOCATION**.
Enter in the body parts affected.
Select the Additional Details tab.



Enter the workers compensation comments in the **How Injury/Illness Occurred** text field.
Enter the employee's **Physician's Name** and **Address** and hospital if applicable.
Enter the Completed By Title.
Press **Enter** to save the record.
Select **ATTACHMENTS** on the left side of the panel.
Select Add an Attachment.
Name Employee Worker's Compensation Notes.
Attach Word document.
Update with necessary notes.
Date and Initial.

Save document.
Access **HRWCOD** (Human Resources + Workers Compensation + OSHA Days Tracking) to have the system count how many days they were out or have been out or on light duty.



Click **Search** and enter in the employee's ID or the case number.
Press **Enter** to query to employee.
Under **Missed Days**, enter in the effective dates of missed days.
Link back to the employee's **HR Employee Master Record** to find which calendar or work schedule they are on.
On **HRWCOD**, select the correct calendar. The system will then count how many defined work days were between begin and end dates.
Repeat on **Light Duty Days** if necessary.
Press **Enter** to save the record.

Section 22: HR Tracking Screens

Clients may use these screens to track additional information. Each organization may have a different use of these screens and areas and will need to complete the documentation to fit their needs.

Section 23: Timecard Online

This section covers how to set up Timecard Online from an administrator as well as descriptions for what the client is entering into the fields. This section will continue through how to enter time into Timecard Online through the point of importing the time for payroll processing.

Pay Period in Payroll

To allow employees to enter time you must first open the pay period in Payroll.

1. Launch **NUUPPS**.
2. Select Timecard Online tab.
3. Select Active Periods.
4. Enter the pay period (YY+CC+SEQ). This must match the pay period that was entered in PYUPPR.
5. Enter the dates associated with that period.
6. Click **Save**.

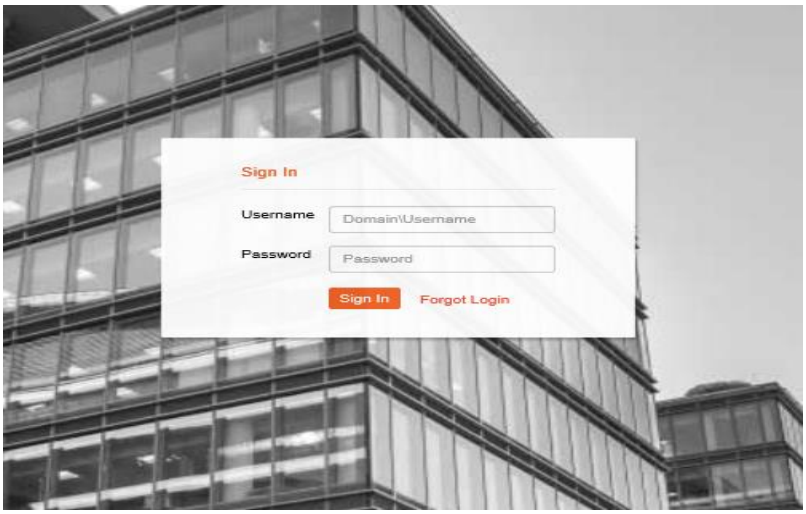
Result: The pay period is now open for the timekeepers to enter time and you can run the TO Balance Report for scheduled hours.

Entering Time

After entering hours, run the **TO Balance Report** again to verify that the hours balance back to the scheduled hours.

Follow these instructions for entering hours:

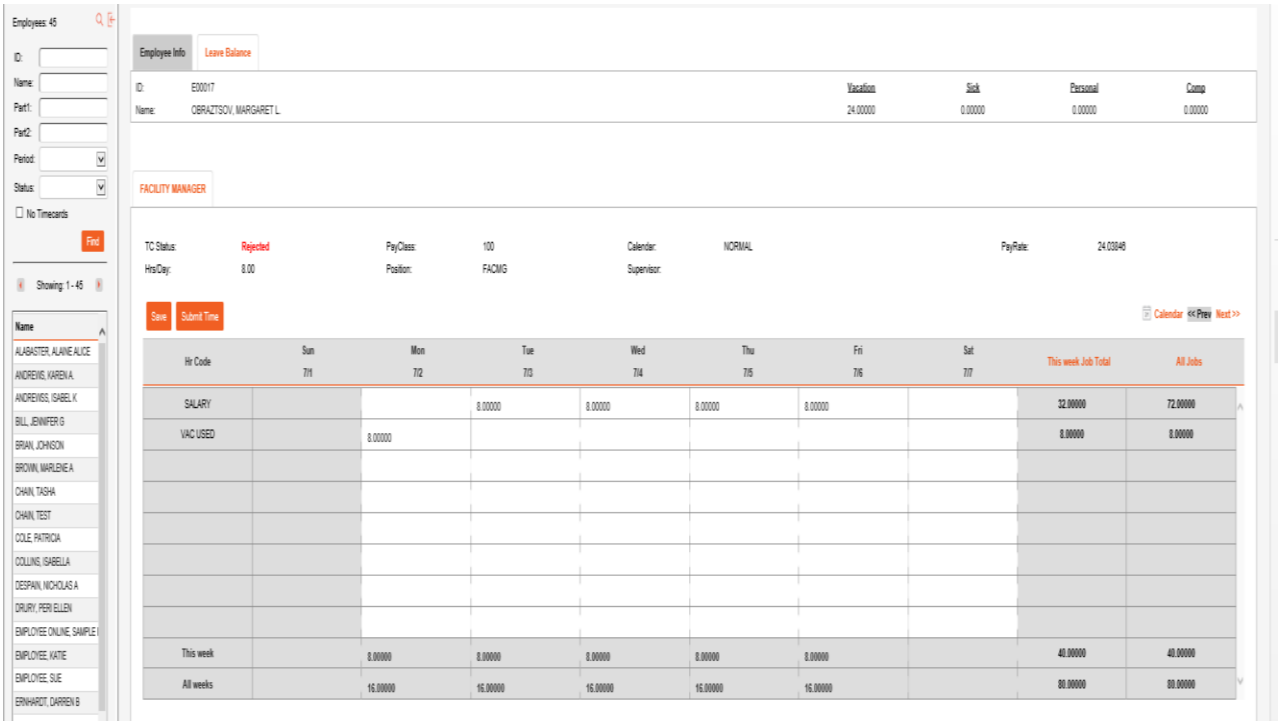
1. Log into Timecard Online by entering **PYTCTO** or **Timecard Online** in the **Search** bar.



2. Enter your user name and password.
3. Click **Login**.

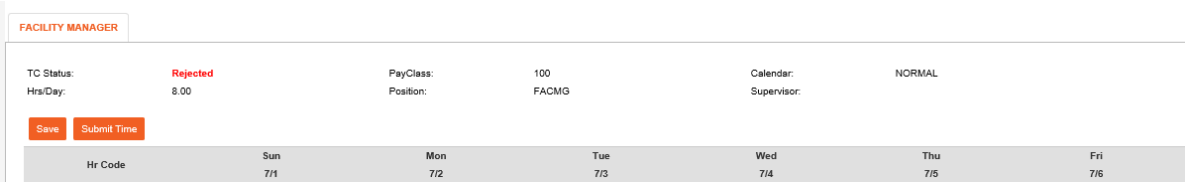
You are now logged into to your timesheet as well as a group of employee's timesheets. The data is secure to you and Payroll.

The first timesheet that opens when you log in as a "timekeeper" is your own.



The top section has the employee's ID, the active pay period (used in Payroll), the batch name which is also used for payroll, the employee's name, and dates of the pay period and the department of that employee.

The section below will have the employee's position, TC Status which refers to where the timecard is in approval process for the active pay period.



There are four possible TC Statuses:

- **Open** – Able to update the timecard
- **Submitted** – Submitted, waiting for approval from the timecard approver
- **Rejected** – Approver reject an entry on the timecard. Time will need to be modified and re submitted.
- **Approved** – Time has been submitted and approved

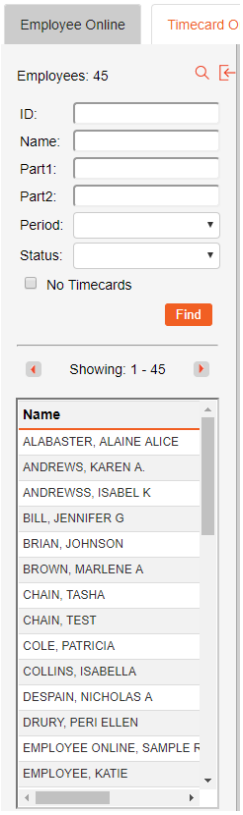
The Pay Class refers to the hours this employee is able to put time against. This is a grouping of accrual plans and hours subject to have time put against. Think of this as your Traditional and PTO groups.

Hrs/Day refers to how many hours a day this position would be if it were full time.

Position is the employee's position within Finance Enterprise.

As a Timekeeper, you will have a menu item on the left which holds all of the employee's timesheets that you

have security to access.

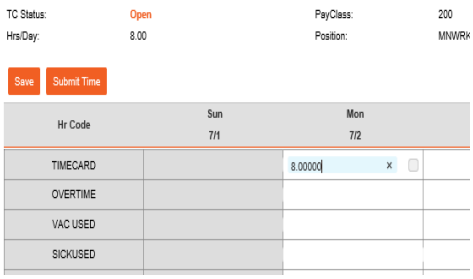


You can scroll through the employee's names using the scroll bar in the menu as well as the ability to directly search for the employee using either their name (last name first) or Employee ID.

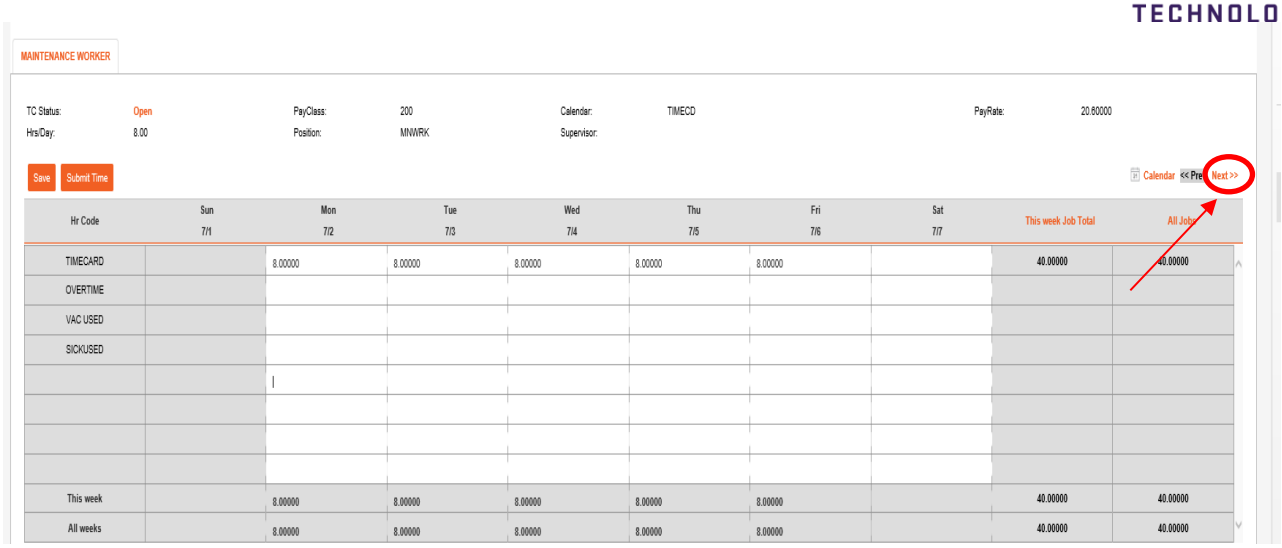
Press **Enter** to filter to employee's with only the last name you entered.

You now can enter the time for the employee, following these steps:

1. Select the day you want to enter the time for. Click in the box on the day and the hour for the time.

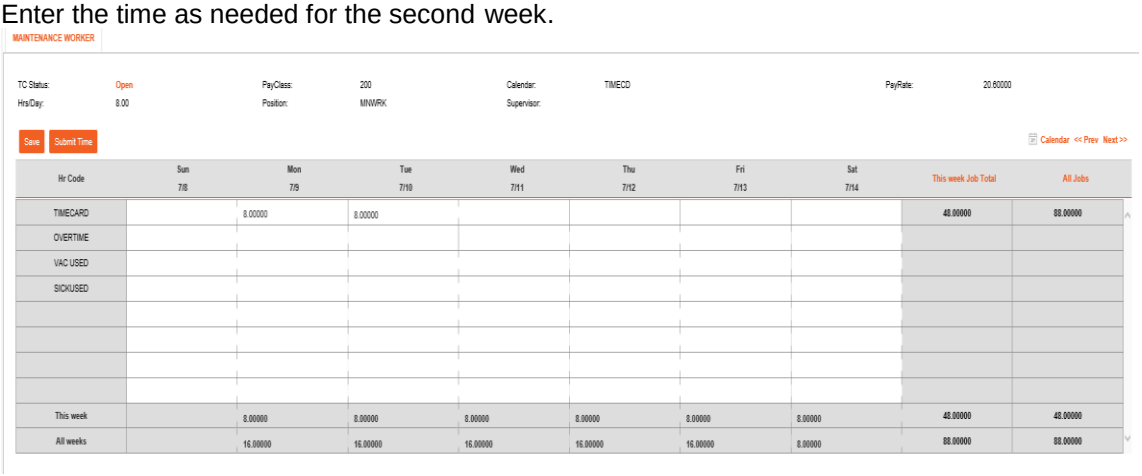


2. Continue with the first week of time you are entering and when the first week is complete, select the **Next >>.**



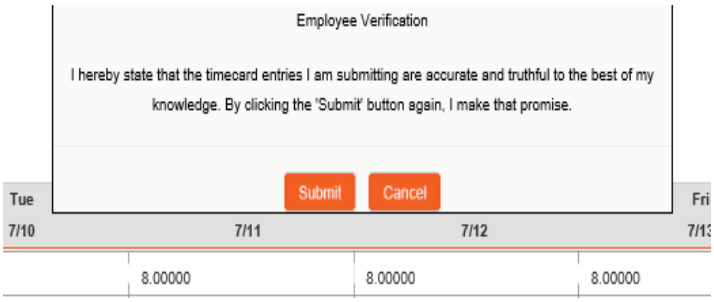
Note: This takes you to the second week in the pay period. Notice that the time you entered in the first week shows as totals in the second week.

3. Enter the time as needed for the second week.

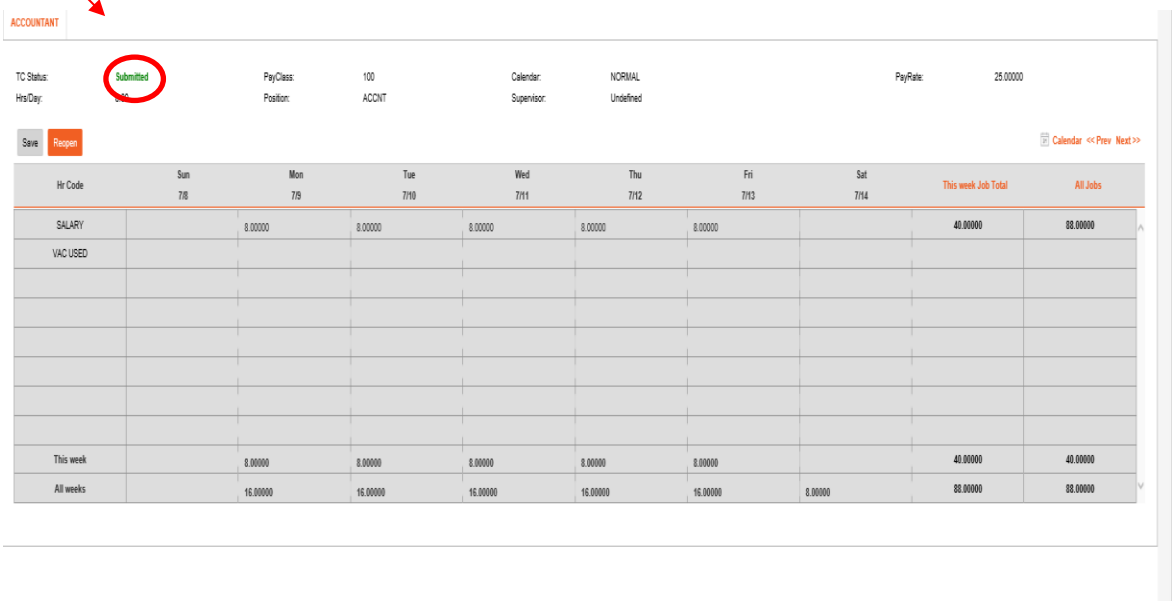


4. Click Save.

The TC Status remains Open until the time is submitted. Do not submit the time until all time has been entered for the two-week period. Hitting submit locks the timecard for the approver to either accept or reject the time submitted. A signature box will pop up asking the employee to verify all timecard entries are correct.



Clicking **Submit Time** will change the **TC Status** to **Submitted**.

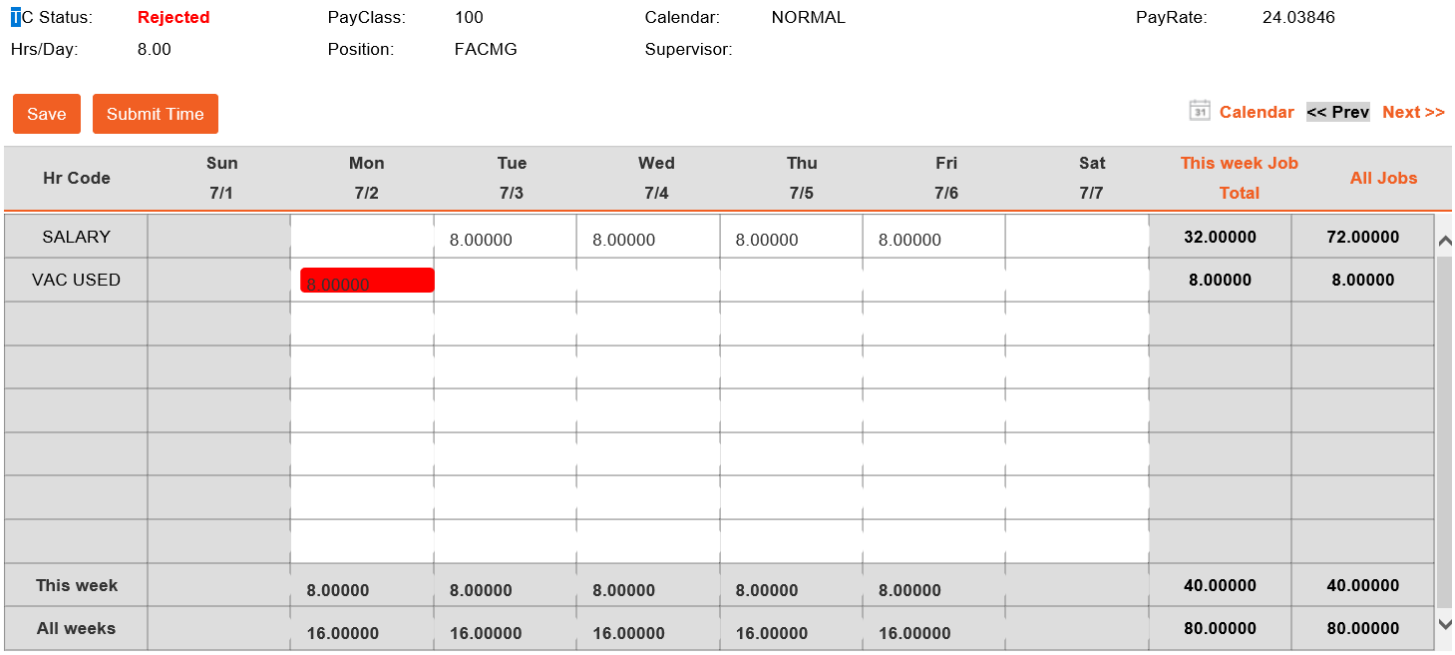


Notice that the timecard is now grayed out which allows for no more changes at this point.

Electronic approval for routing will now send the appropriate timecards to the correct approver for review, prior to being sent to payroll for processing. Once you have completed time for one employee, select the next employee from your list of employees and repeat until all time has been entered and submitted. To get the entire list of names to appear again, remove the employee's name or ID (search criteria) and hit enter. This will populate the menu with all employees in your timekeeping group.

Balance Not Available

When entering time, if the employee does not have the available balance to take a specific type of leave, the system prompts with a block stating that there is no available balance.

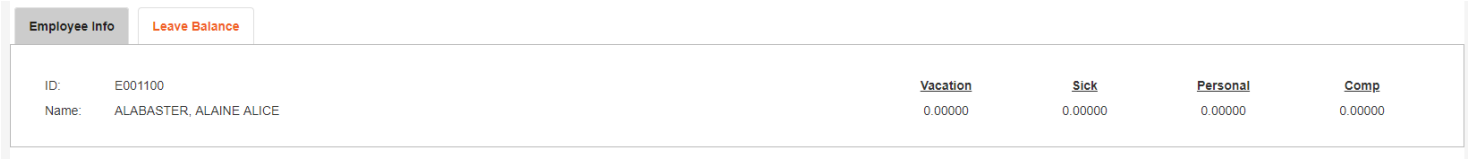


TC Status: **Rejected** PayClass: 100 Calendar: NORMAL PayRate: 24.03846
Hrs/Day: 8.00 Position: FACMG Supervisor:

Save | Submit Time | Calendar | << Prev | Next >>

Hr Code	Sun 7/1	Mon 7/2	Tue 7/3	Wed 7/4	Thu 7/5	Fri 7/6	Sat 7/7	This week Job Total	All Jobs
SALARY			8.00000	8.00000	8.00000	8.00000		32.00000	72.00000
VAC USED		8.00000						8.00000	8.00000
This week		8.00000	8.00000	8.00000	8.00000	8.00000		40.00000	40.00000
All weeks		16.00000	16.00000	16.00000	16.00000	16.00000		80.00000	80.00000

The employee's available balance is on the Leave Info tab. The hours shown are the employee's available hours to take per specified leave as of the last payroll.



Employee Info | Leave Balance

ID: E001100
Name: ALABASTER, ALAINE ALICE

Vacation	Sick	Personal	Comp
0.00000	0.00000	0.00000	0.00000

5. Time Rejected

If the approver rejects the time an employee submitted, the employee's timesheet must be modified and re submitted.

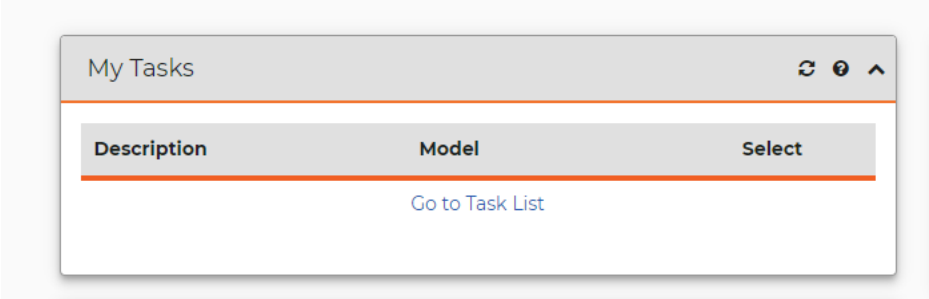
The time the approver rejected will be in red as well as the TC Status will change to Rejected.

Modify the timesheet (notice it is no longer grayed out) and re submit the time.

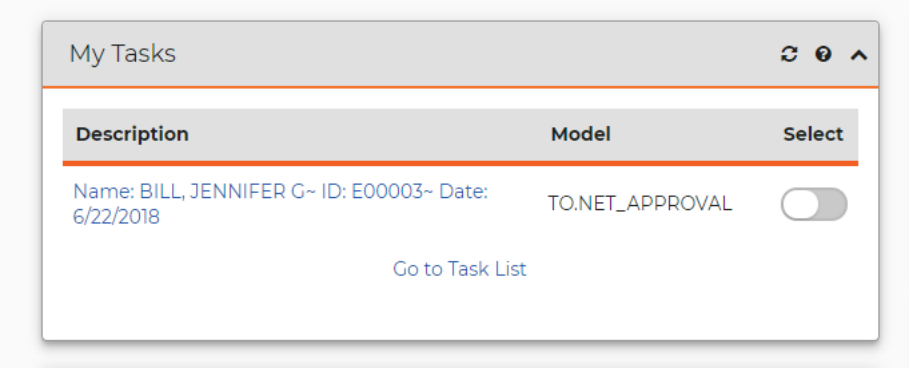
Timecard Approver

Each time a timekeeper or an employee submits their time sheet by clicking Submit Time on the timecard, an electronic approval route takes the employee's timecard to the appropriate approver.

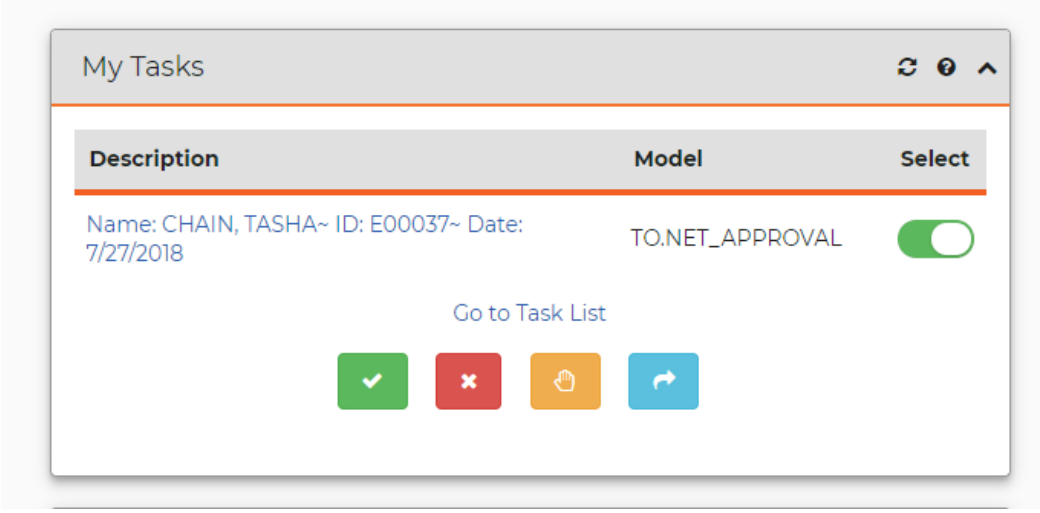
As an approver, when you log into Finance Enterprise with your user name and password, the first screen you will see will notify you when you have timecards to approve in the section labeled My Tasks.



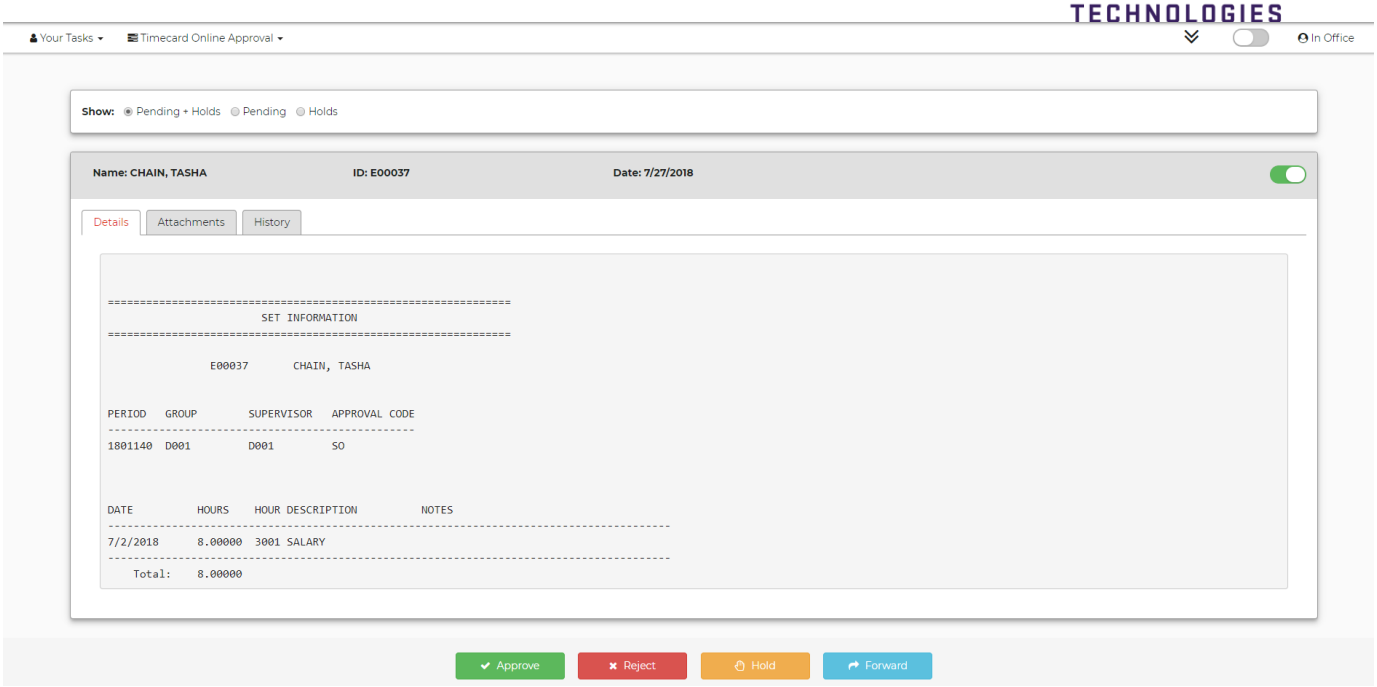
In the screen shot above, the employee has no timecards to approve. When you have timecards to approve, your task list will show that you have an approval waiting.



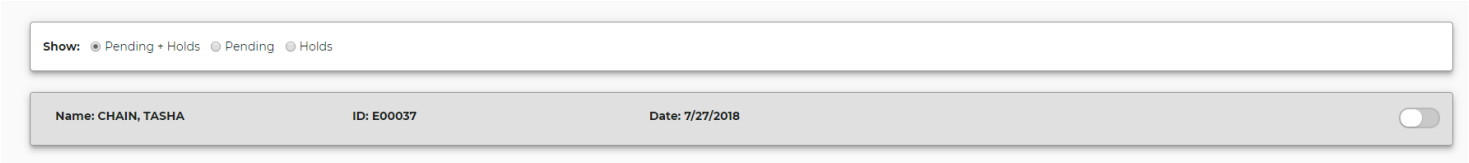
To view the approval(s), select the slide bar next to **TO.Net Approval**. Finance Enterprise give you a task bar that will allow you to approve or reject a time card



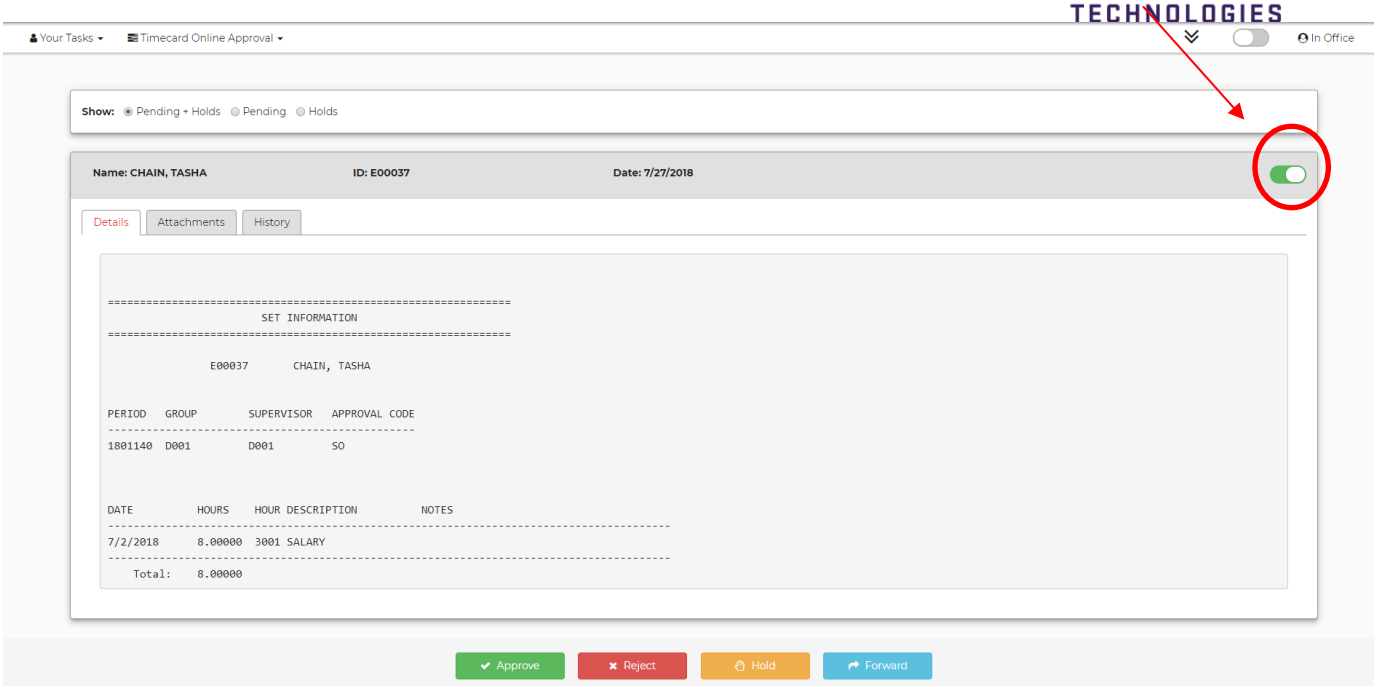
If you wish to view the details of the timecard click on **Go to Task List** and select the timecard there



The top of the screen will list each employee that you need to approve time for separately.



To view that employee's time, select the name and the slider shown on the right side of the row. The slider will open the approve, reject, hold, and forward options. Selecting the name will give you the details of the timecard



The Details tab shows the pay period, the employee's name as well as the dates and hours being submitted.

To accept the time, click green **Approve**.

To reject the time, click the red **Reject**.

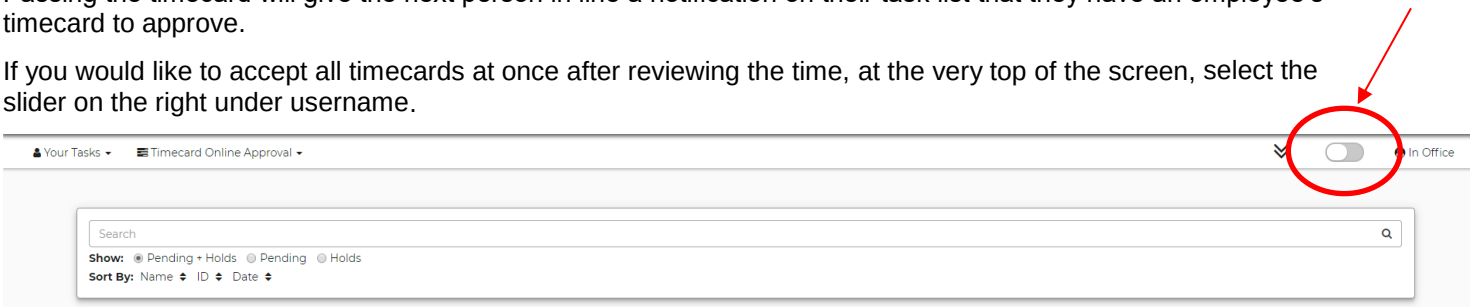
To pass this timecard onto the next person in your approval order (if set up), select the blue **Forward**.

Accepting the time will show the employee's timecard as accepted and payroll can now pull the time into the payroll system to begin calculating.

If the time is rejected, the employee or timekeeper will need to modify the timecard and resubmit.

Passing the timecard will give the next person in line a notification on their task list that they have an employee's timecard to approve.

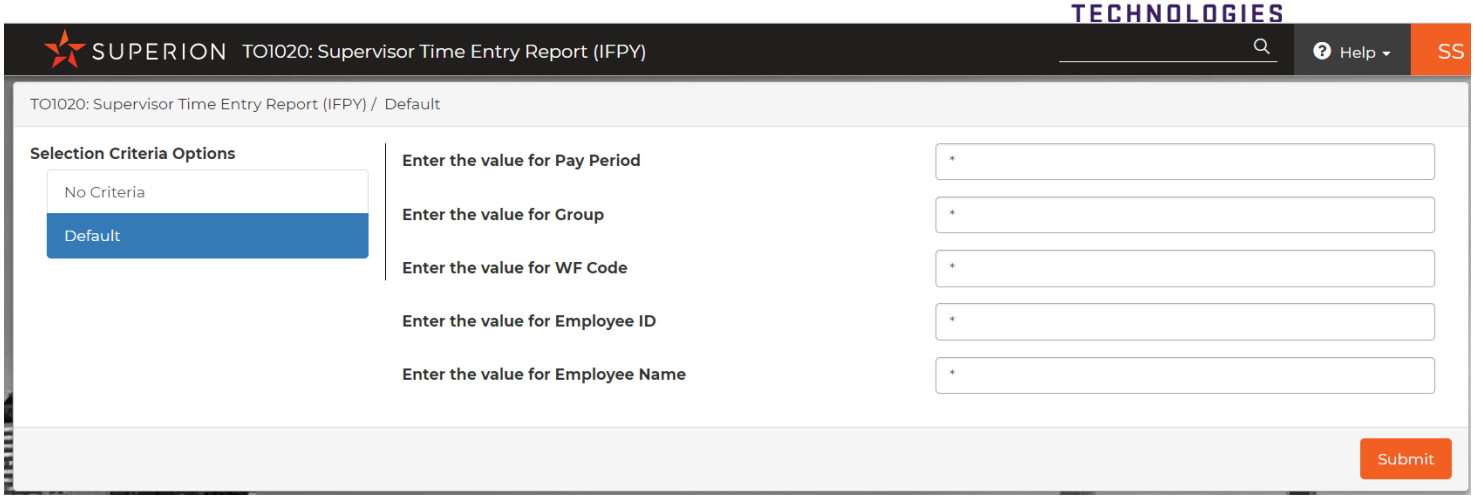
If you would like to accept all timecards at once after reviewing the time, at the very top of the screen, select the slider on the right under username.



This will allow you to approve, reject, or forward all employees in that batch.

As an approver or supervisor, you can run a report to see who has not submitted their timesheets yet.

Select Supervisor Report from your dashboard (we will need to have this part of their dashboard setup).

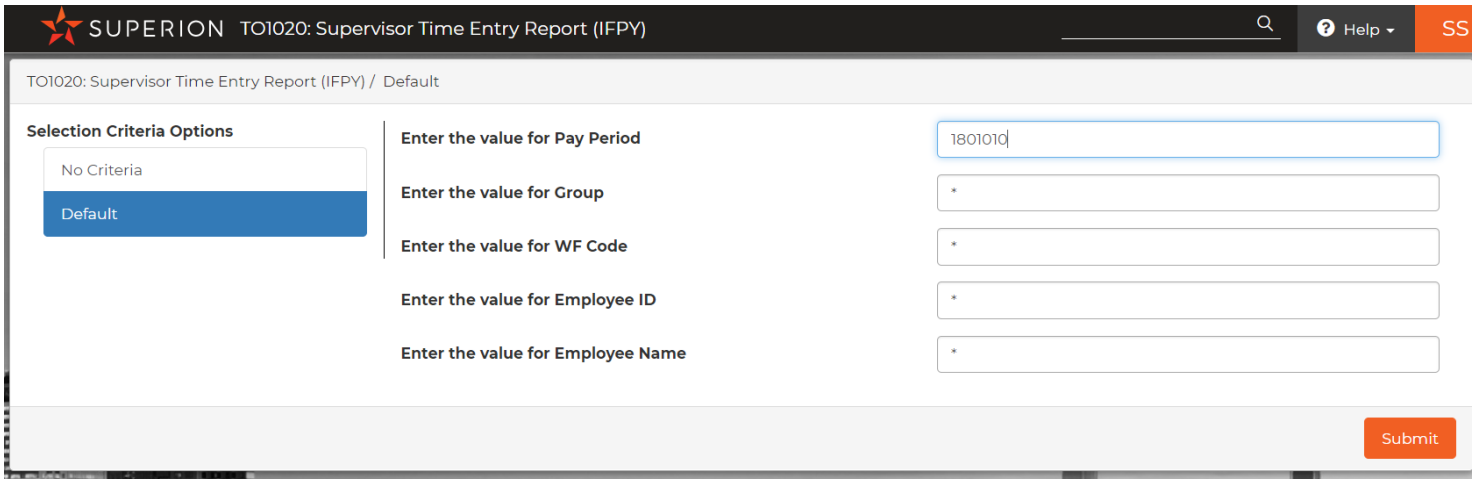


Enter the pay period that you are working with (this is the value in the details of the employee's timecard).

```
PERIOD   GROUP       SUPERVISOR   APPROVAL CODE
-------------------------------------------------
1801140  D001        D001         SO
```

Click **Submit**.

Once the report is complete, you will get a list of all your employee's timecards for that pay period.



The WF Status will be **O** for Open so no time has been submitted by the employee or the timekeeper, but they have entered and saved it on their timesheet.

An S means that the employee or timekeeper has submitted the employee's timecard. The report will also show you the date and hours the employee has entered on their timesheet.

To run this report for a specific person, enter the pay period and then enter either their name or ID number.

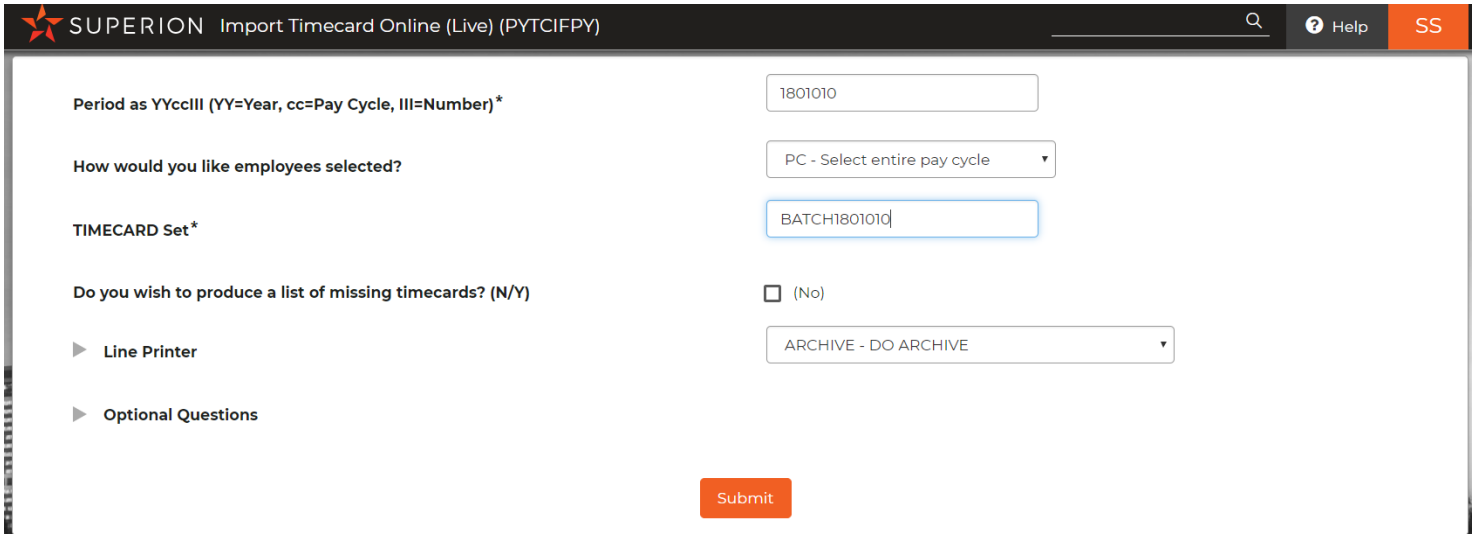
If you choose to use the name criteria, enter the last name and a * if you are not sure what the legal name is of the employee.

Section 24: Processing Payroll

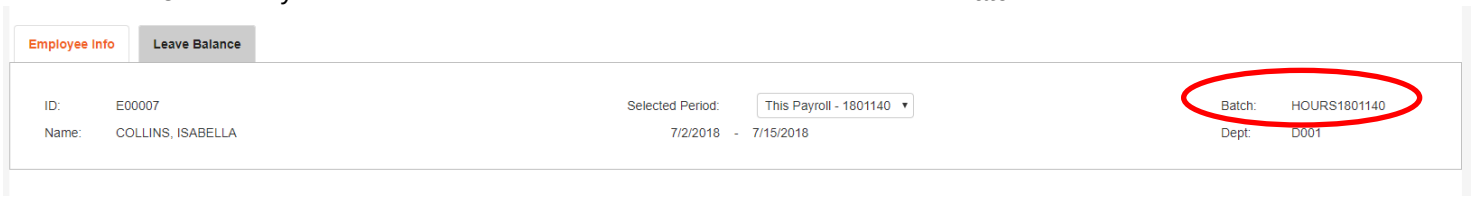
After the setting a deadline for all time to be submitted, you may begin the payroll process. This section will go through the starting steps through the ending steps for processing payroll.

Import Timecard Online

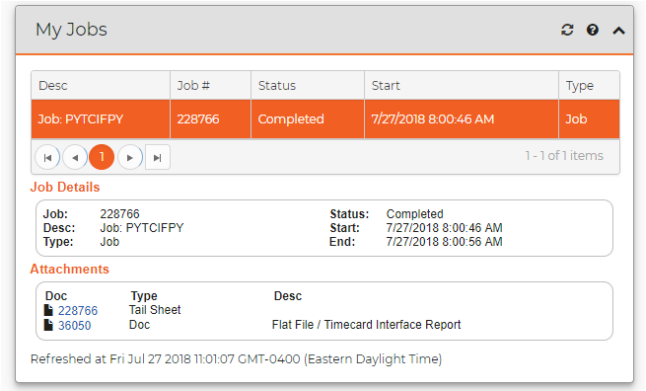
PYTCIFPY is an entry point that takes the time from Timecard Online and places it in the internal timekeeping screen, **PYTCDTUB**. Once the time is in PYTCDTUB, payroll may update or modify the time.



1. Enter the pay period that you are running.
2. Select by ID for testing or by PC when running everyone.
3. Enter your set name that is defined on Timecard Online next to Batch.

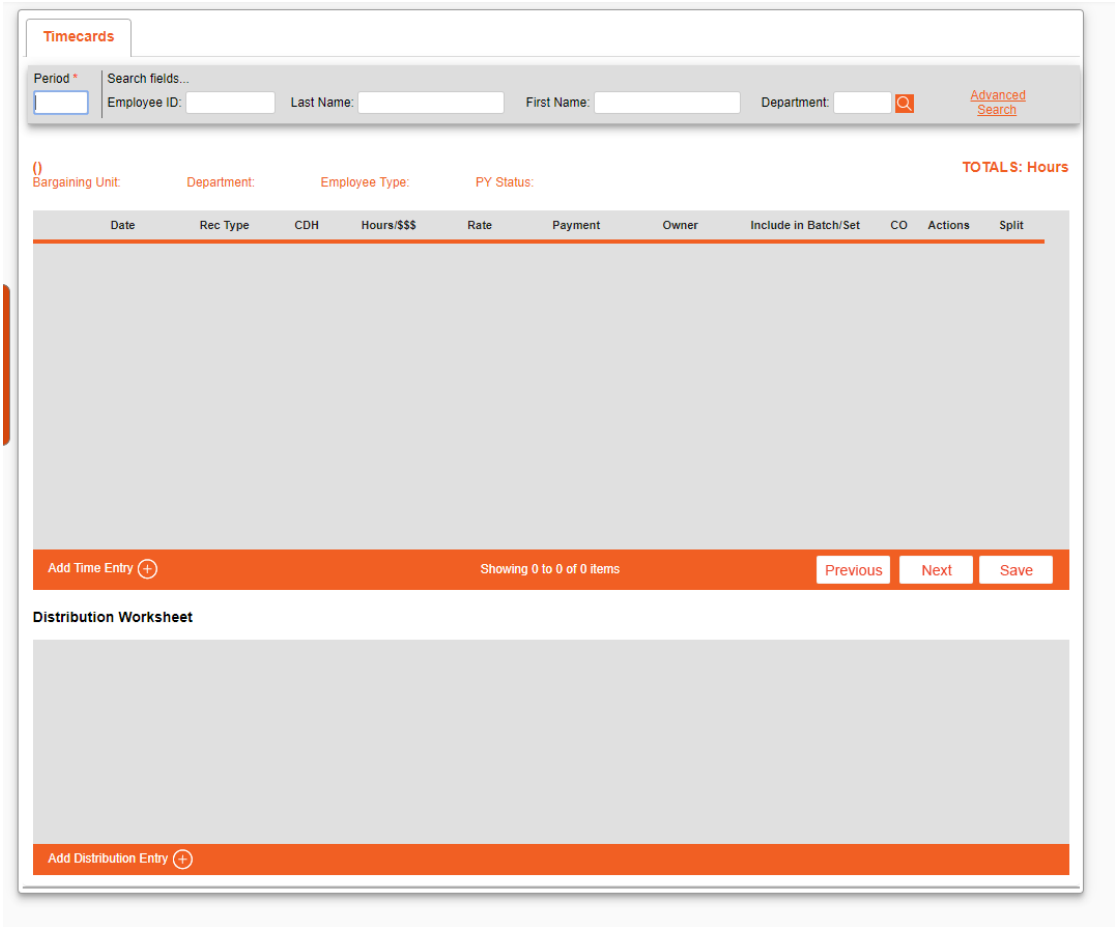


4. Click **Submit** to run the import.
5. Close the job.
6. Go back to your desktop.
7. Look for the **PYTCIFPY** entry point that you just ran and verify that it is complete. Select the job to review the reports.

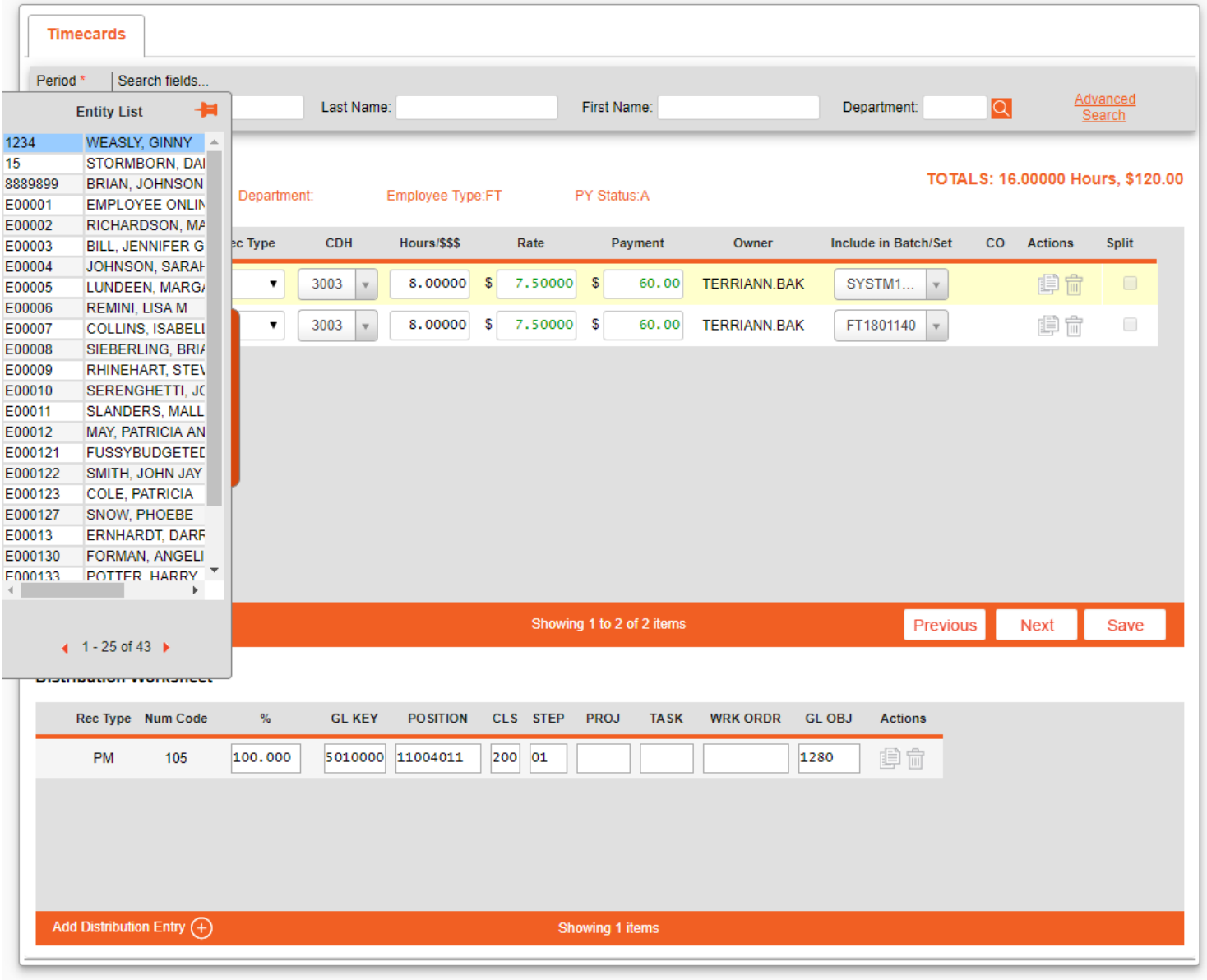


8. Now access **PYTCDTUB** to make any modifications to the employee's time (Payroll + Timecard +Daily Time + Update Database).

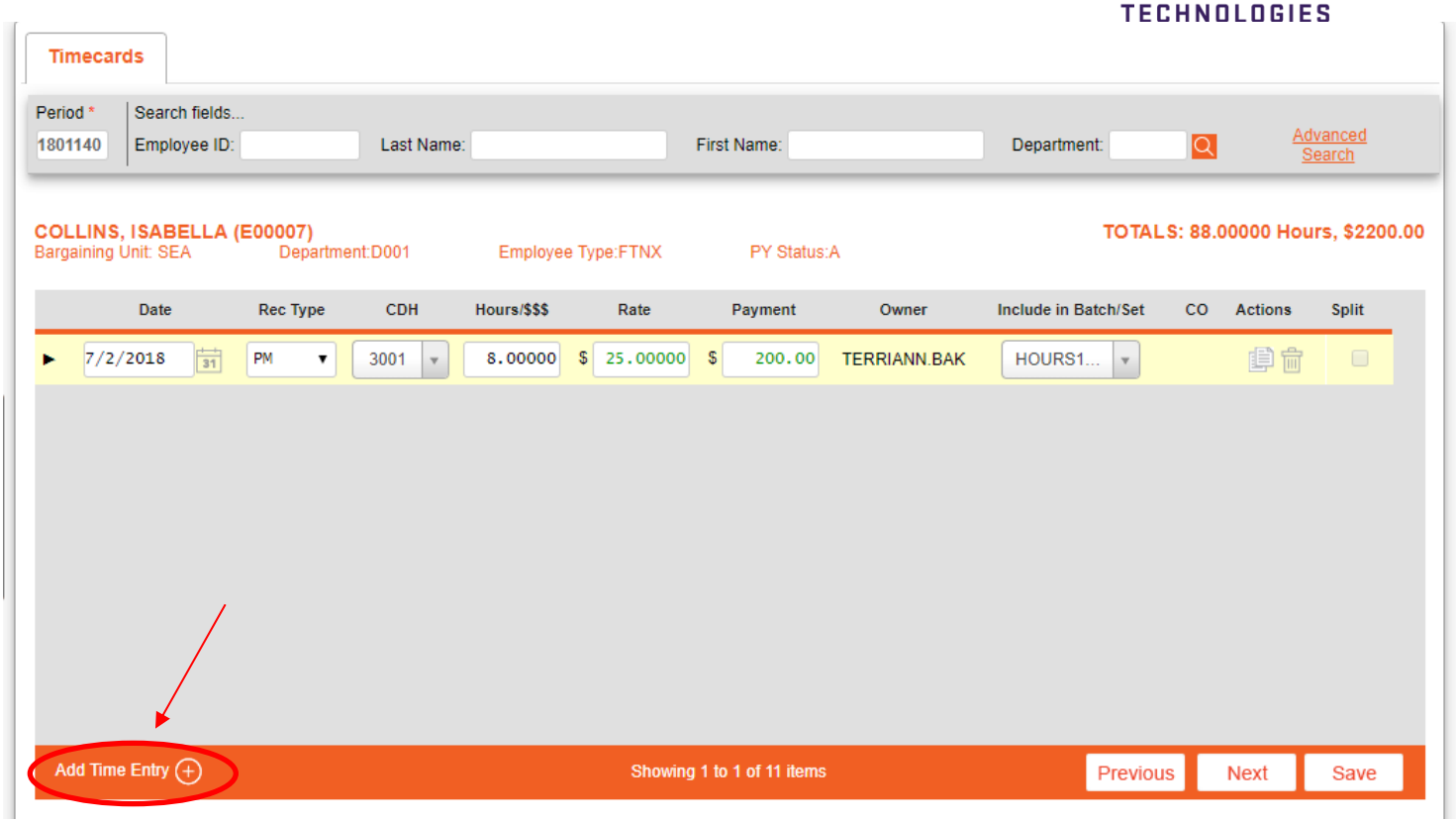
Central Time and Attendance - PYTCDTUB



1. Search by the Period first
2. You will now see all your employees listed on the left-hand column, to search for a specific employee, click on the employee's name.



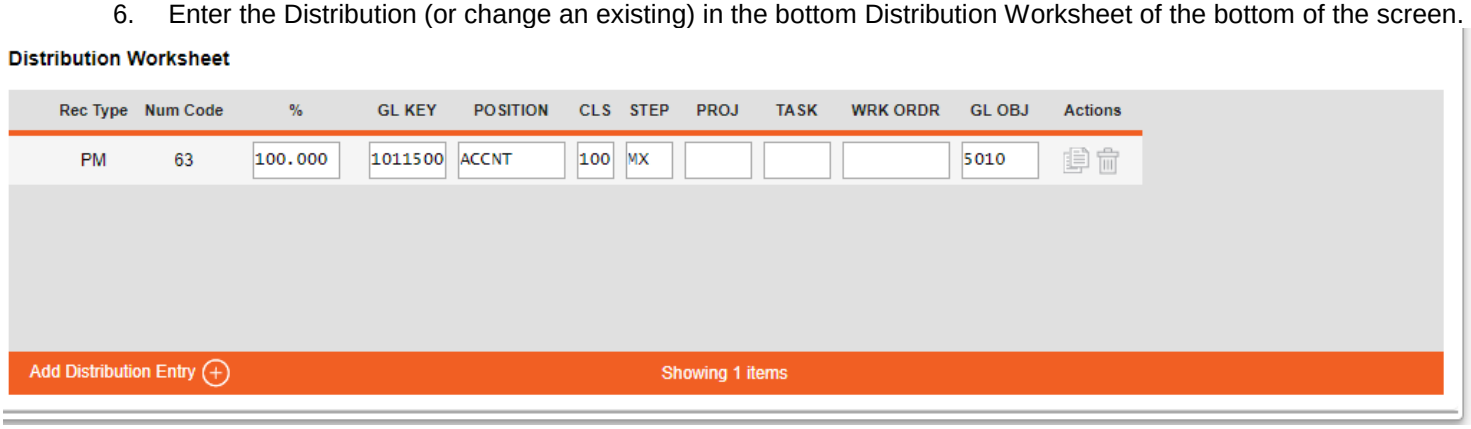
3. Your employee's record is now on your screen, to add another pay line, select the **+** at the bottom of the screen where Add Time Entry is noted. This creates a new line where you will select the correct hour code and enter the hours.



4. Press **Enter** to save the record after you enter or adjust the hours. You do not need to enter in the rate and payment. These fields will populate after you hit **Enter**.

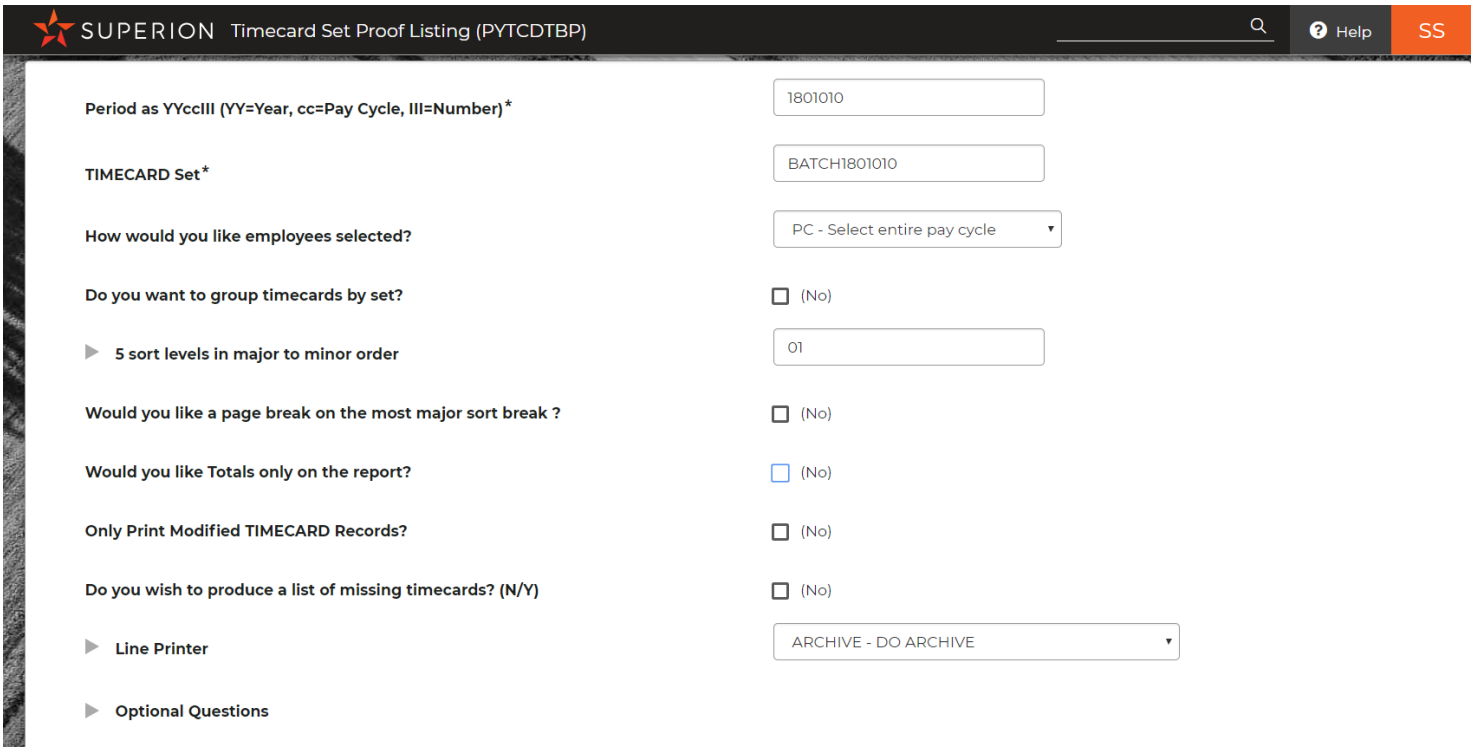
5. If modifying time, scroll to the correct day and hour code and make the appropriate adjustment. Press **Enter** to save or click the save button.

6. Enter the Distribution (or change an existing) in the bottom Distribution Worksheet of the bottom of the screen.

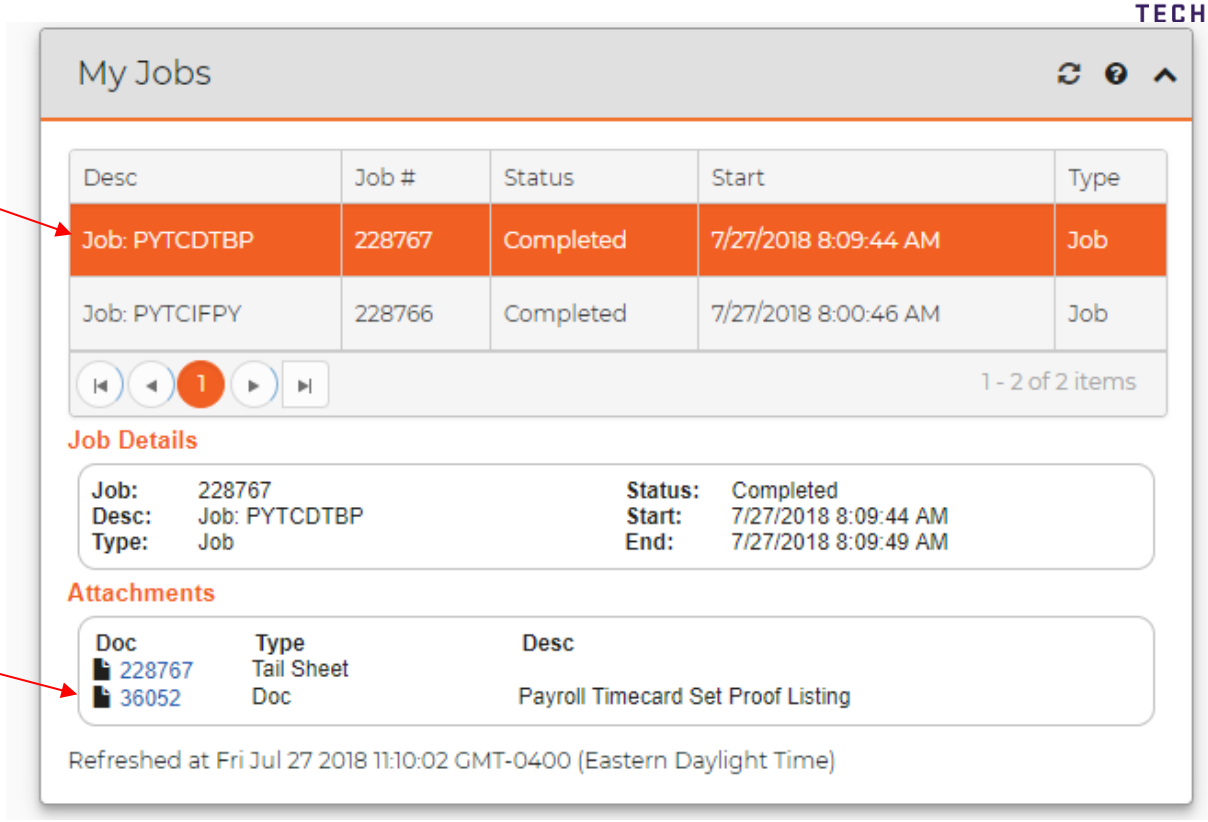


7. You may now adjust another batch if necessary or close the screen to continue with the payroll process.

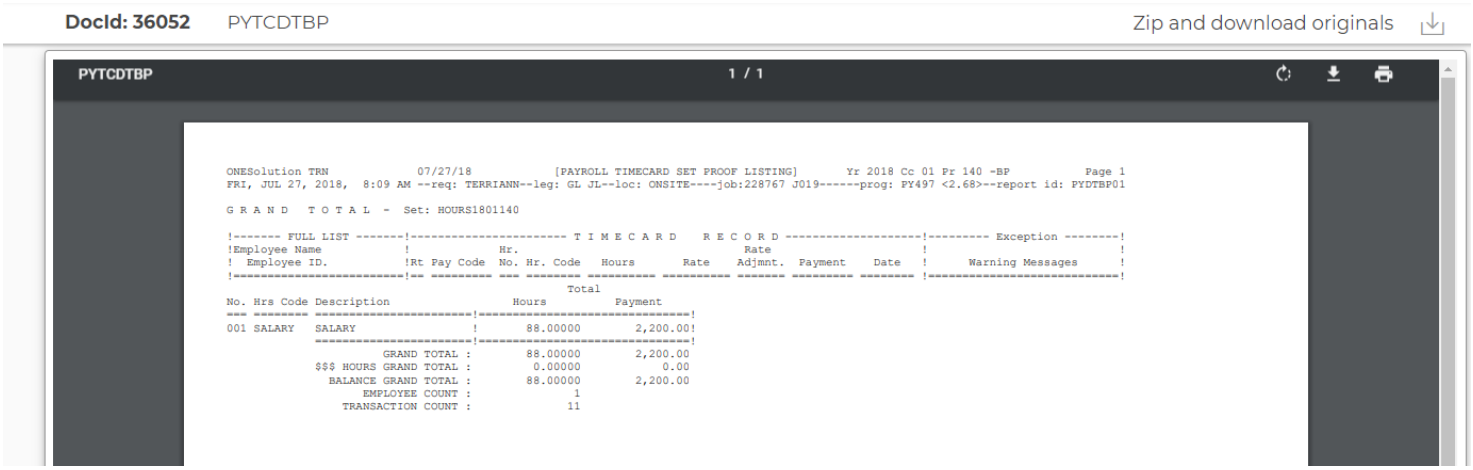
Timecard Set Proof Listing



1. Enter the timecard batch information and click **Submit**.
2. Go back to your home screen to verify the job completed, this job will also produce a report.

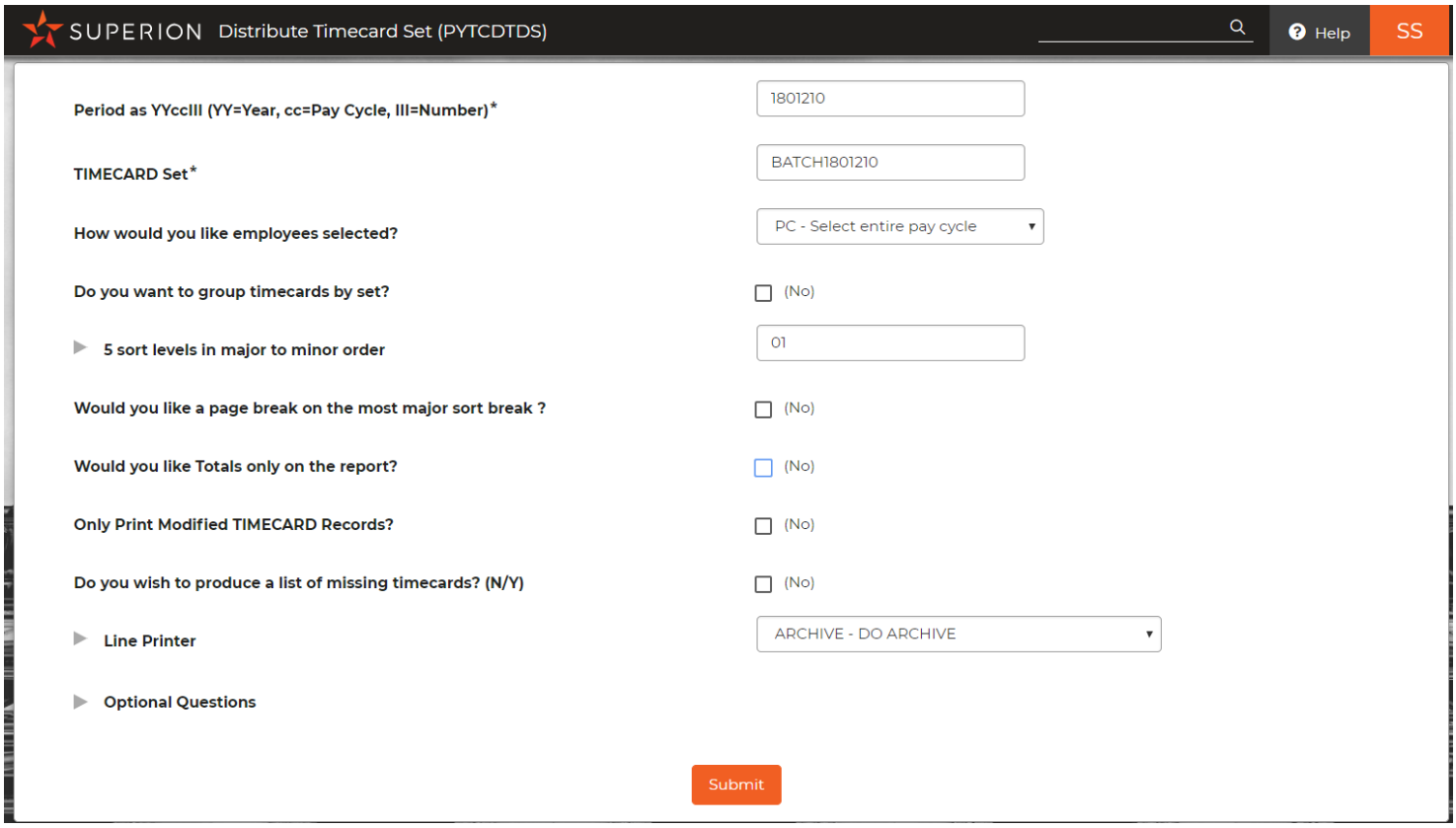


3. Select the Payroll Timecard Batch Proof Listing.



4. Once the time is correct, you now will distribute or release the time to allow for the payroll calculations to take place on **PYTCDTDS** (Payroll + Timecard + Daily Time + Distribute Set).

Distribute Timecard Set



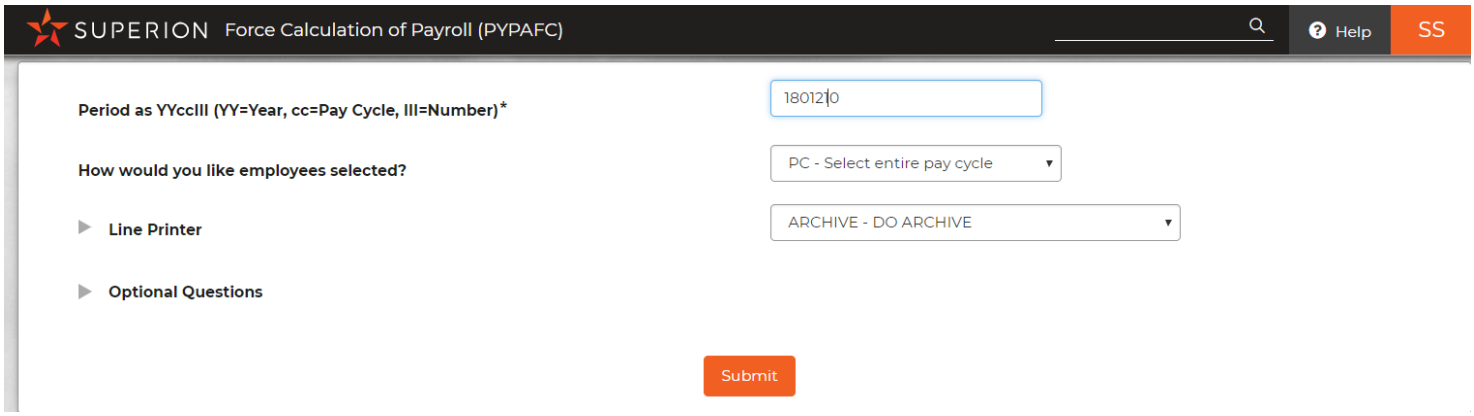
Enter the same set name as you have been using as well as select how you would like to release the employee's time, PC will release all employees. Once the criteria are in place click Submit.

Check the jobs and verify that the job completed.

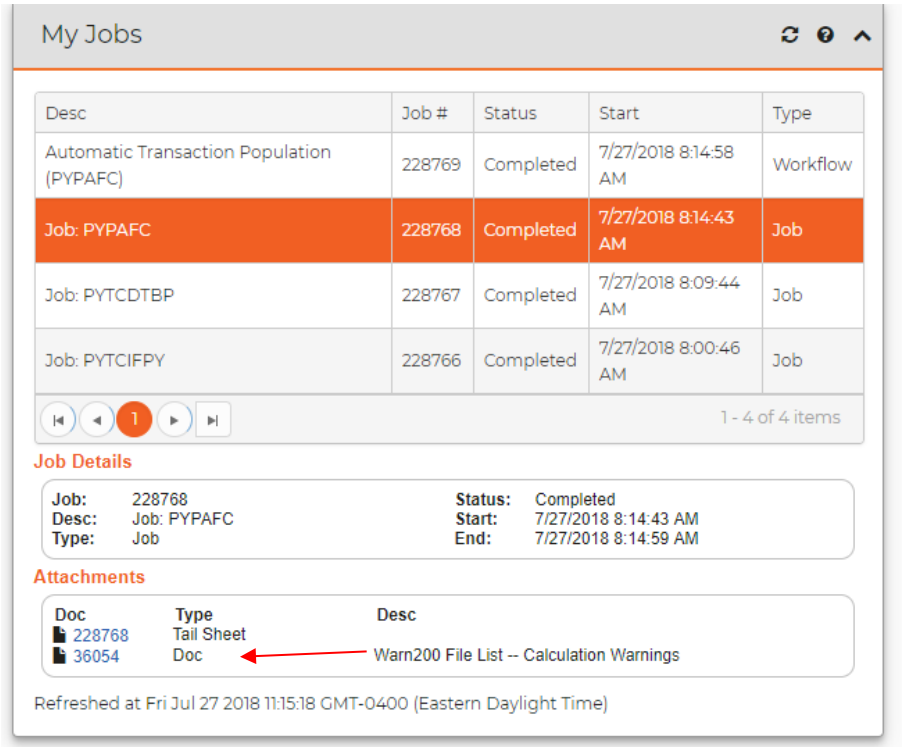
Once you have distributed or released all the time entered and modify, the next step is to run a force calculation of payroll on **PYPAFC** (Payroll + Direct Payroll Function + Force Calculation)

Force Calculation of Payroll

To begin, open the Force Calc screen and input the selected criteria for the period and click Submit.



If common code PYFG/PY967C is setup you will also get a WARN200 statement which will allow for any calculations that are flagged on the hour/contribution/deduction codes to be verified. For example:



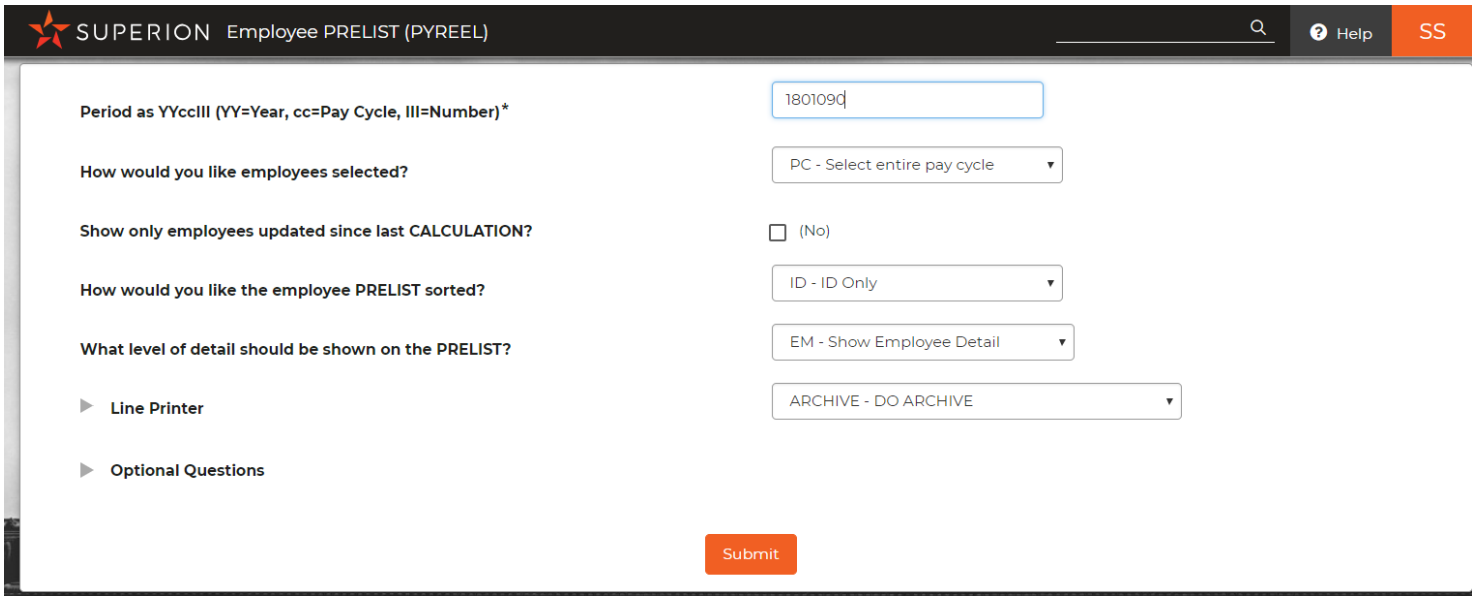
```
ONESolution Preconfig        05/17/18       [WARN200 FILE LIST -- CALCULATION WARNINGS]     Yr 2018 Cc 01 Pr 100-PAFC          Page 1
THU, MAY 17, 2018,  2:47 PM --req: SUNGARD---leg: GL PL--loc: ONSITE----job:597925 J399------prog: PY499 <1.14>--report id: PYWRN200

 Employee ID, Name
              Type,No  Code    Title                          Warning/Text                                Special notes
=============================================================================================================================================
 E03764       ROMER, ALLAN J                FTEX A
              HRS 200 ACVAC-01 VACATION ACCRUALS              PUNCHLINE HERE  0000000000007.00000
              HRS 005 HOUR-SA  SALARY ADJUSTMENT              HOURS MORE THAN 86.6
                                                              EMPLOYEE FTE    =  0000000000001.00000
                                                              HOURS IN PERD =  0000000000096.00000
                                                              HOURS TO PAY    =  0000000000086.66670
                                                              ADJ HRS +/- -0000000000009.33330
              CNT 002 APAY-HF  MASS MUTUAL DEF.COMP           PERCENT X PTD =  0000000000493.43816
                                                              PB42 PTD  0000000007958.68000
                                                              RATE VALUE 1  0000000000000.06200
                                                              MAX PER PERD  0000000000328.60000
                                                              PB42 X RATE  0000000000493.43816
                                                              TOTAL CONTRIB  0000000000328.60000
              DED 080 ABTC-TM  TMRS                           AMT ASSIGNED TO EMP  0000000000000.00000
                                                              RETIRE PB41 PTD  0000000008529.78000
                                                              RATE VALUE 1  0000000000000.07000
                                                              PB41 X RATE  0000000000597.08460
                                                              DEDUCTION  0000000000597.08460
              CNT 023 BENC-GT  GROUP TERM LIFE                CVAR0 = 20180531
                                                              NVAR0 =  0000000002018.00000
                                                              CVAR1 = 19561113
                                                              NVAR1 =  0000000001956.00000
                                                              AGE OF NVAR9 =  0000000000062.00000
                                                              NVAR4 AMT TOTAL + 10
                                                              NO TAXABLE COMPONENT
                                                              TAXABLE COMPONENT =  0000000000151.00832
                                                              THIS NUMBER IS GOOD
                                                              <=64
                                                              CONTRIBUTION PER PER  0000000000000.66000
```

The term “Force Calc” refers to the calculation of the employee’s time entered plus time patched plus direct contributions minus the employee deductions. The contributions or employer paid portions are also calculated at this point. Once this process is complete, you will see what the employee’s pay check would look like if no changes are made.

After the force calc, review what those calculations generated. The job that you need to run to generate this report is the employee pre list - **PYREEL** (Payroll + Reports + Employee Pre List).

Employee Prelist

To open the prelist, click on the link from the Workspace area or type in the entry point **PYREEL**. Enter the period information and if necessary specific employee ID's or departments.



1. Press **Submit**.
2. Go to your desktop to verify that the job is complete. This job creates a report that you should review. You need to click the **+** and select the **Employee Prelist**.
3. After reviewing the output, you now may make changes to the employee's time or deductions re run through the payroll process.
4. When making changes, refer to the flow chart to see how far back you must go in the process to make the change. However far back you go, you must make sure to complete all steps to get the prelist again

Example 1: Employee is missing a deduction.

2. Step 1 – Open **HRPYCA** (CDH Assignments).
3. Step 2 – Add the deduction.
4. Step 3 – Run the force calc.
5. Step 4 – Run the prelist.

In this example, as the flow chart shows, you could skip down to the force calc. In the next example, we will add time and follow a different route in the flow chart.

Example 2: Adding time to an employee record

Step 1 – PYTCDTUB (Update Time)

Step 2 – Enter time

Step 3 – PYTCDTDS (Distribute Time)

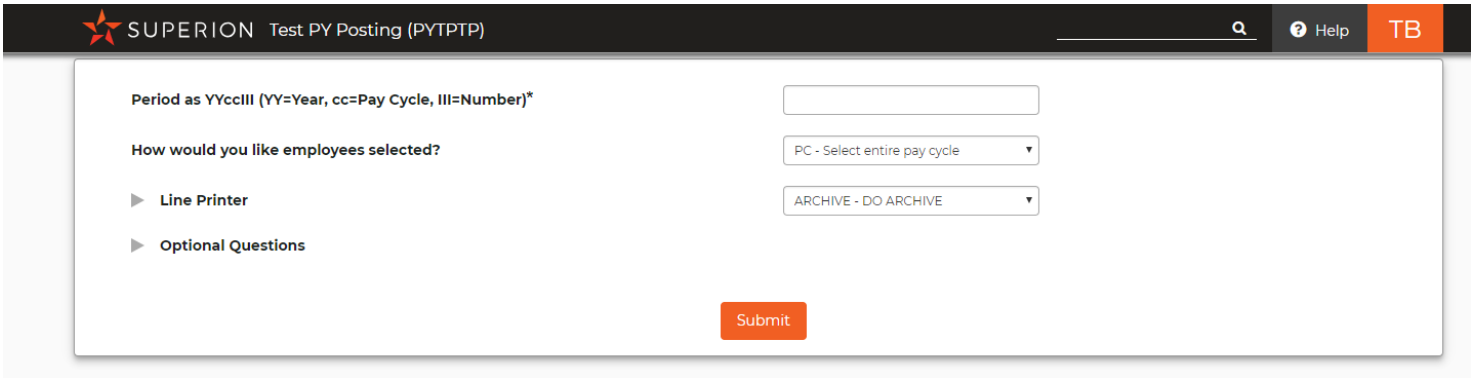
Step 4 – Run the force calc.

Step 5 – Run the prelist.

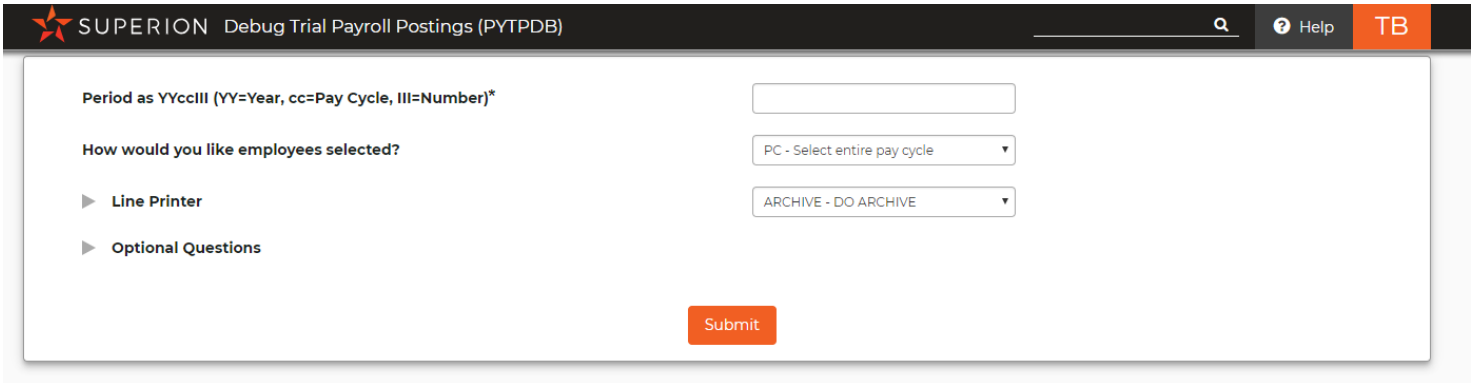
After all the amounts per employee and totals are correct for earnings, deductions and contributions, you may now run through the rest of the payroll process.

Always run a trial posting before running your live payroll on **PYTPTP** (Payroll + Trial Payroll + Trial Posting).

Test PY Postings

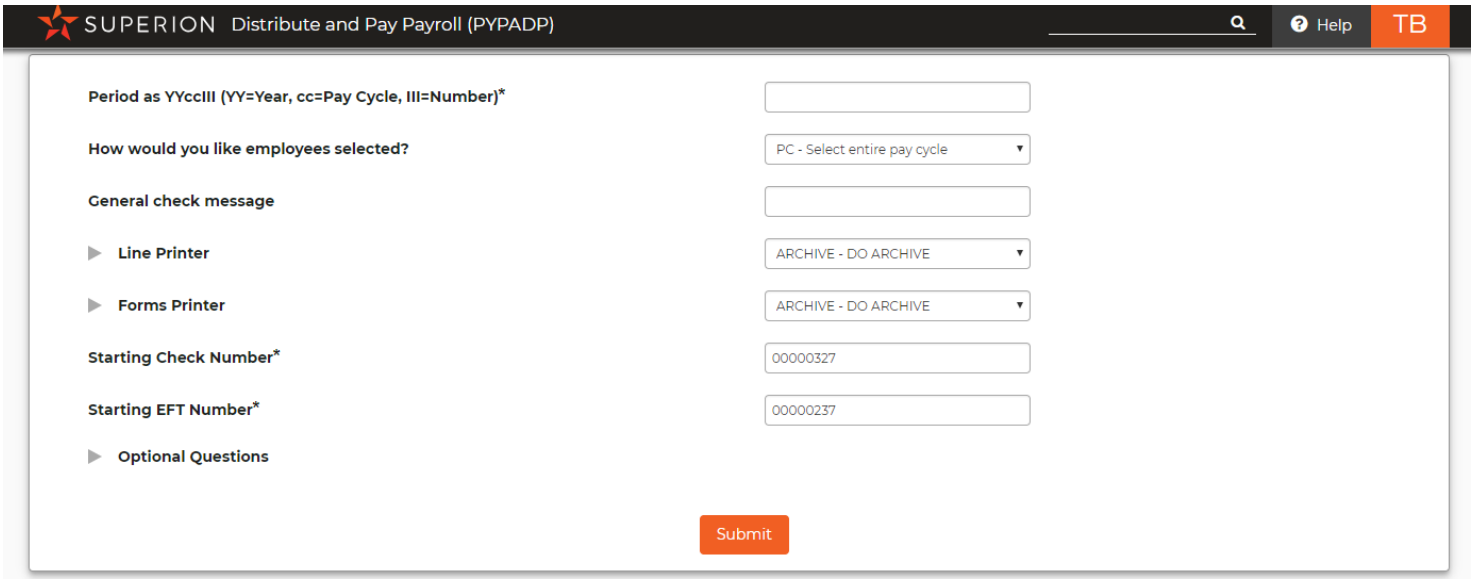


1. Enter the pay period and click **Submit**.
2. Go to your desktop and verify that the job completes and review the posting report.
3. If the trial posting fails, you need to run **PYTPDB** (Debug Trial Posting). This tells you which employee is causing the posting to be off. Once this completes, run the Trial Posting until all employees are fixed and the trial posting completes.

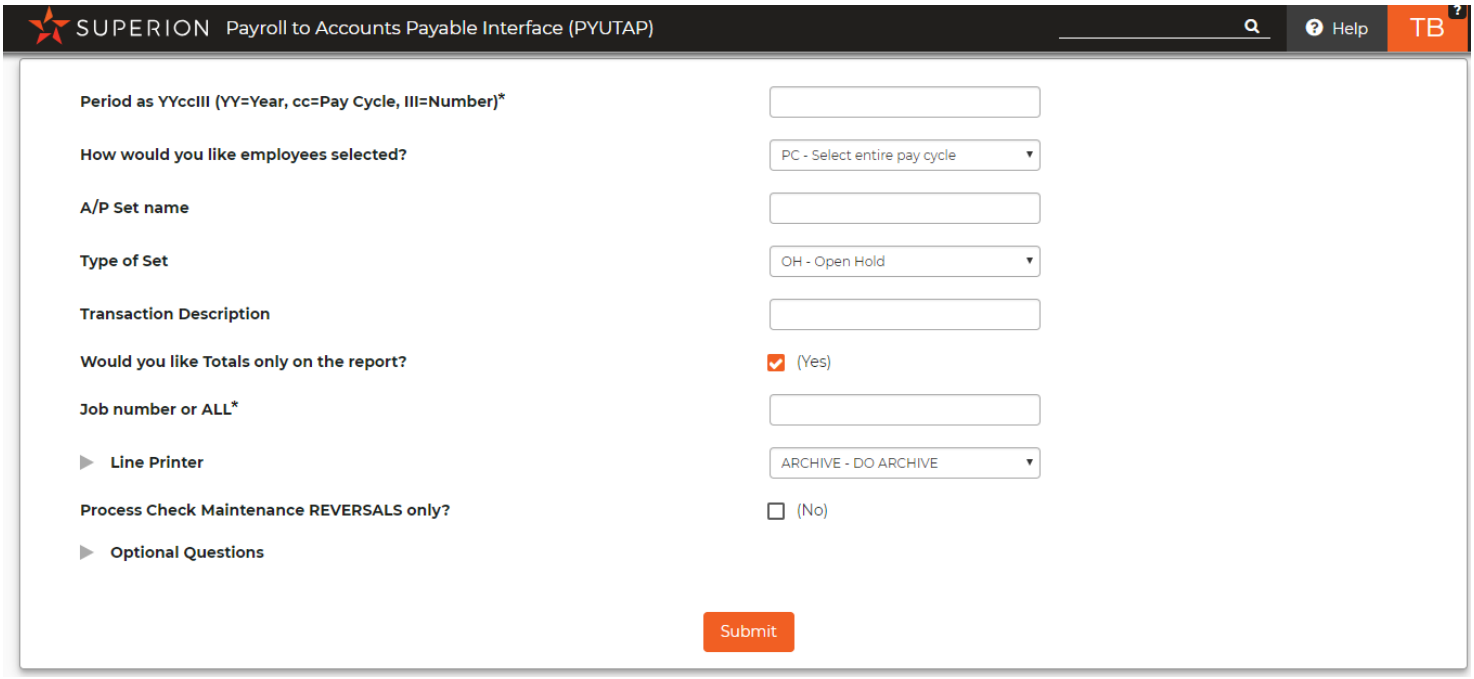


4. After the trial posting completes, you are now ready to complete your payroll process. In this next job, we are going to print checks, print EFTs, and create payroll reports as well as post to the GL.

5. Run **PYPADP** (Payroll + Direct Payroll + Distribute and Pay).



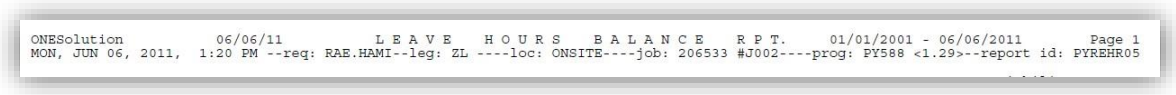
6. Go back to your desktop to check that the job is complete. When the Distribute and Pay job is complete, your EFT file is now created for the bank, your reports are ready to be reviewed, and the PY batch has posted to the GL.
7. Access the server to retrieve the EFT file that needs to be sent to the bank (E + pay period).
8. You may now run any additional or client specific reports.
9. The last step for the payroll side of the process is to run the PY to AP interface on **PYUTAP** (Payroll + Utilities + Accounts Payable Interface).



1. Once this completes, you may review your reports.
2. Open **APOHBTUB** to verify the batch is now in AP.
3. Run **APOHBTBP** to generate a batch proof or listing for the Payroll AP Batch created.

Section 25: Standard Reports

PYRESP contains multiple reports. It is recommended that you test these reports to find which ones will work for you. Some reports may come up with blank data on the initial run, however, the output will show you which common codes need to be adjusted for the correct data to be pulled in.

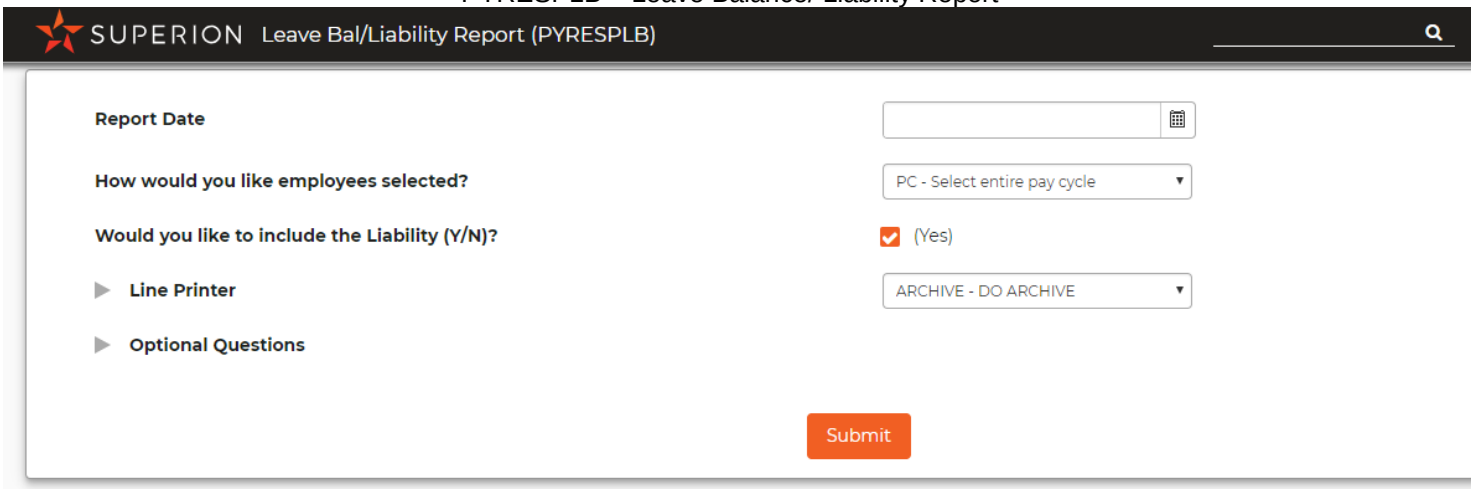


Notice where it says prog: PY588, this area generally refers you to a PYxxx, look this common code up in the common code manual and update to match what your criteria is.

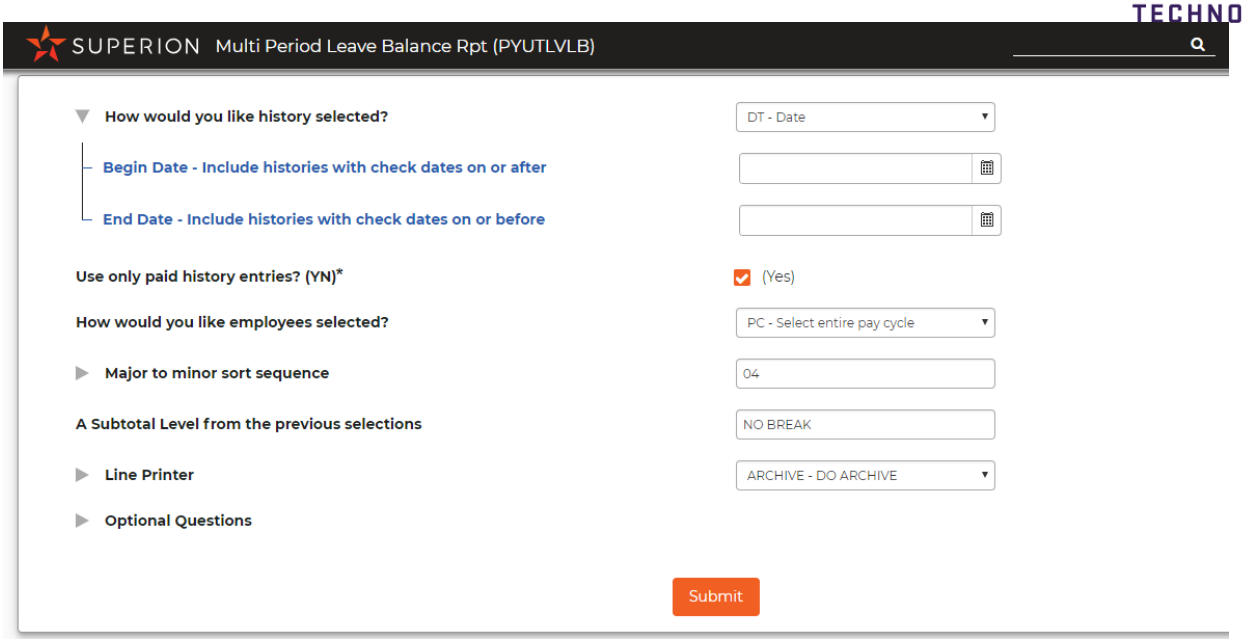
In this section, you will be given a few examples of how to run a standard report as well as what the output may look like.

Payroll Special Reports (PYRESPxx)

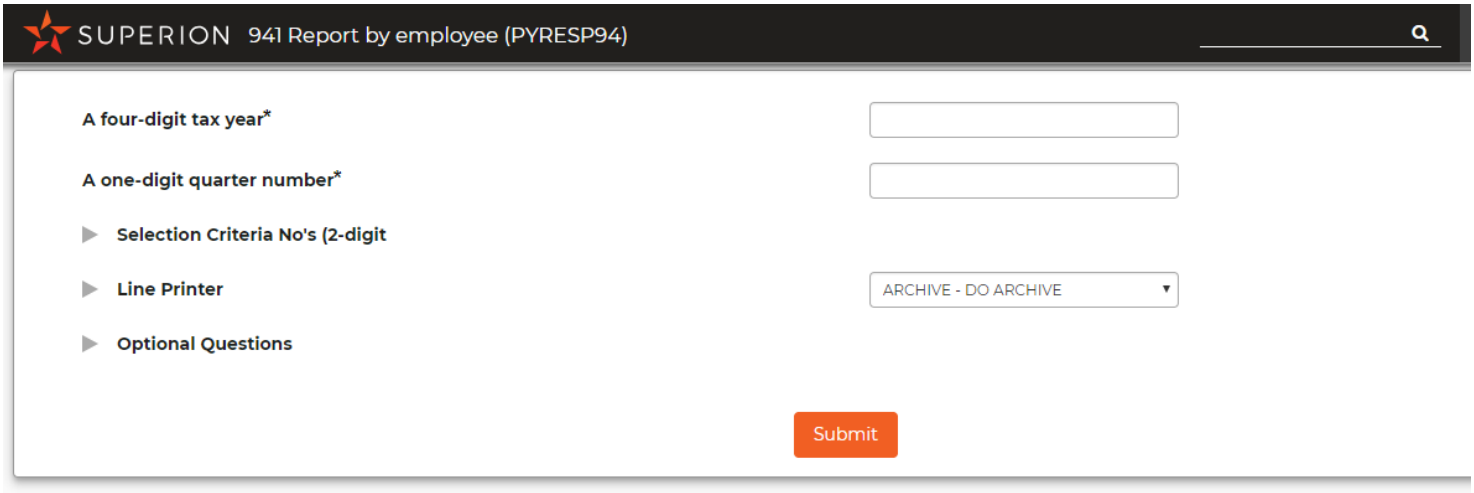
- PYRESPHR – Leave Balance Report
- PYRESPLB – Leave Balance/ Liability Report



- PYUTLV xx – Leave Tracking
- PYUTLVVW – View usage and accruals by date and type
- PYUTLVLB – Multi Period Leave Balance Report



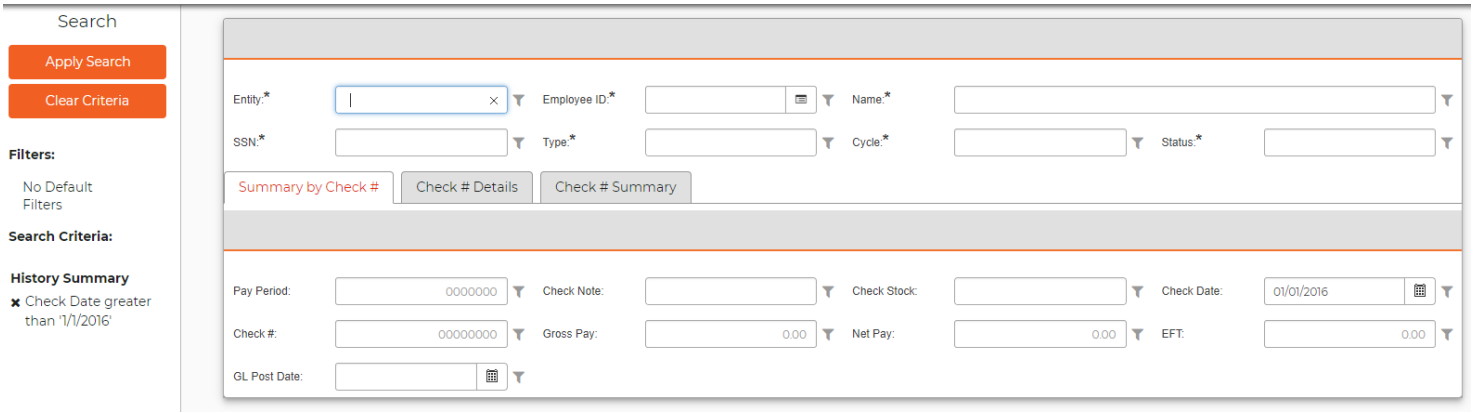
- PYRESP94 – 941 Report by employee



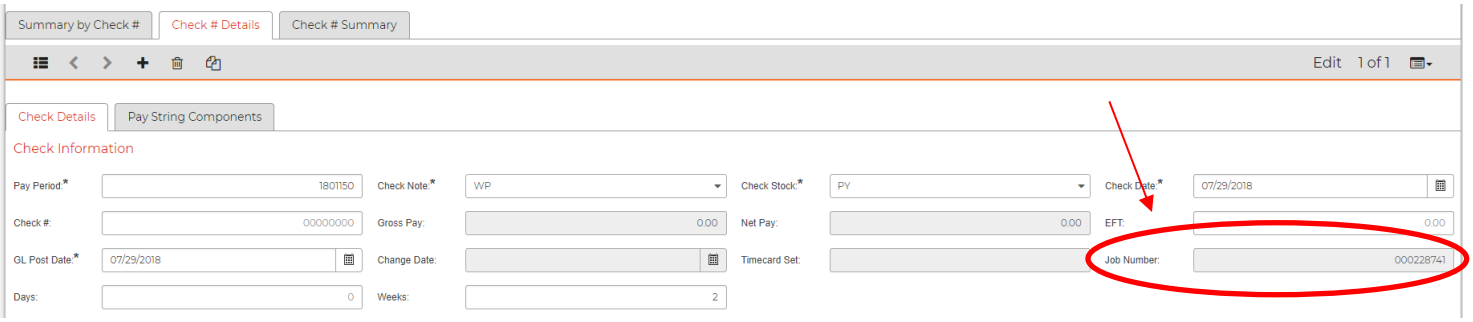
Section 26: Payroll Advanced Processes

Undo a payroll and Unpost the GL (or RL)

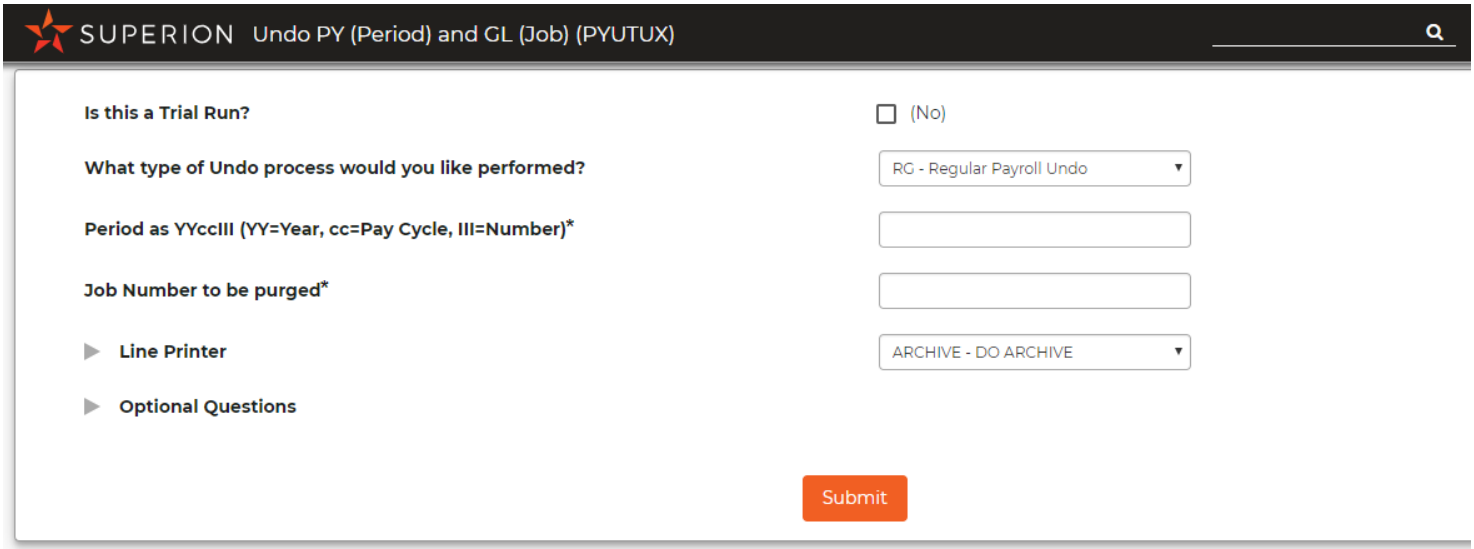
1. Open Pay History **(PYUPPH**) and select the pay period you will undo.



2. Select the employee and go to the Check # Details tab
3. Write down the job number from an employee's record.



4. Run the **PYUTUX** utility (payroll undo and unpost the GL).

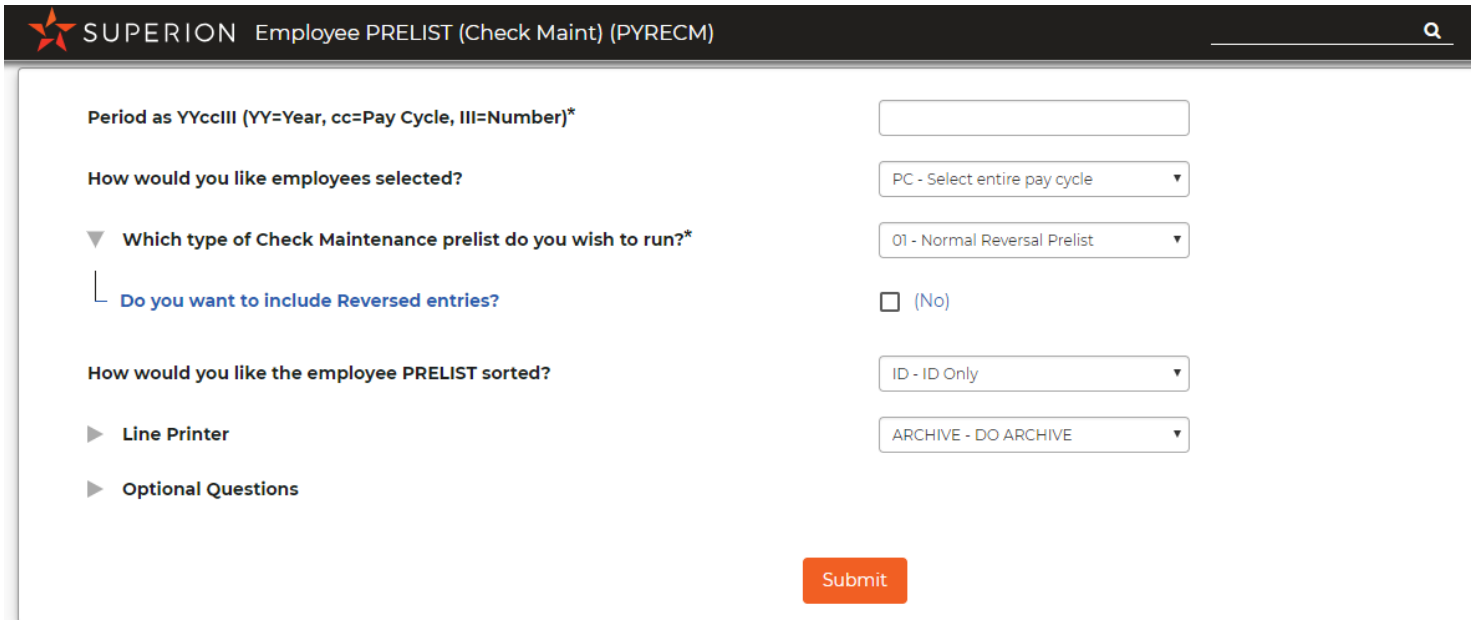


5. Enter the pay period.
6. Select **RG** (Regular pay cycle).
7. Enter the job number from PYUPPH.
8. Select **Archive** as a printer.
9. Select **Submit**.
10. When your job is complete, go to the **Jobs** Tab. Review the reports and check **PYUPPH** once again. The employee's check details should now read WP once again.

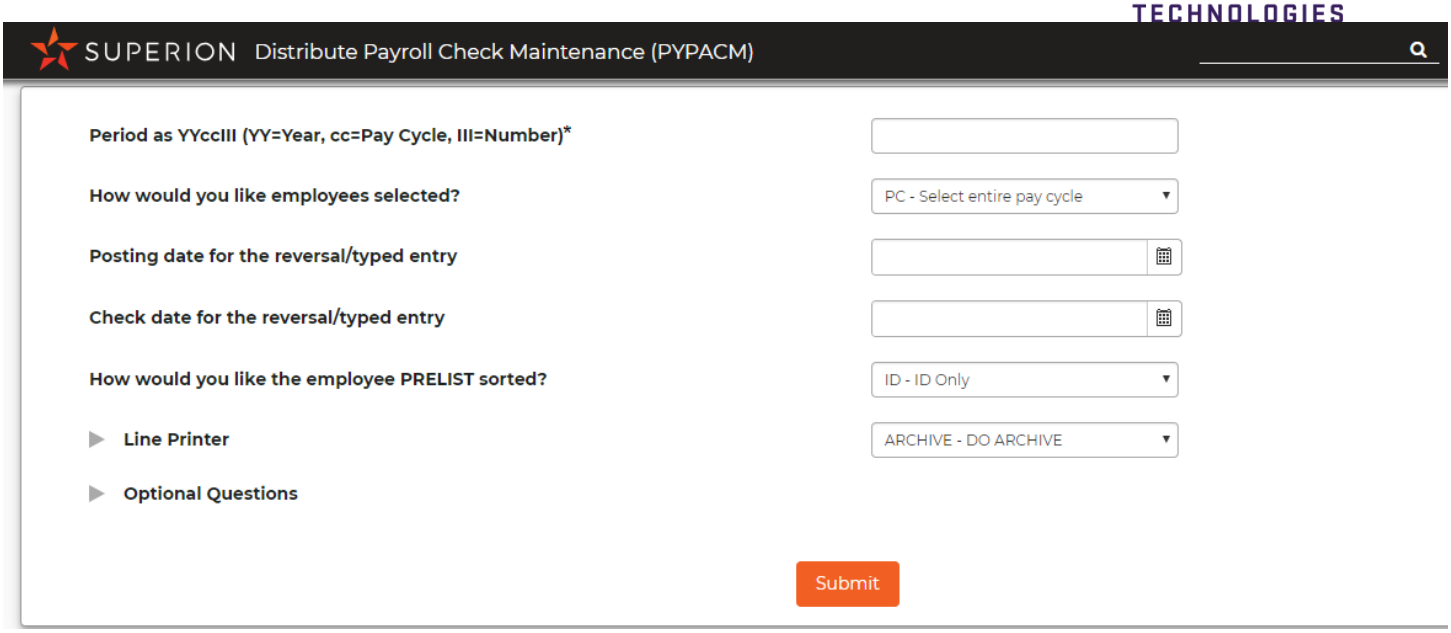
Note: The check numbers that were given in the original payroll Distribute and Pay are no longer usable unless you delete the check numbers from BKUPCD.

Voiding a check

1. Open **PYUPPH** (Pay History) and select the employee that you would like to void the check for.
2. Select the correct pay period
3. Change the **Check Note** from **DP** to **WR** (distribute and paid to waiting reversal).
4. Next run **PYRECM** (Employee PRELIST) to generate an employee pre list for the reversal.



5. Go to your desktop and once the job completes, review the report, and verify that all items are negatives.
6. When the report looks correct, run **PYPACM** (Check Maintenance).



7. Go to your desktop. When the job is complete, review the reports and verify that all items were reversed.
8. Go back to **PYUPPH** (Paid History) and there should be two records for the pay period you reversed.

- The record that you marked WR will now have a DR (Done Reversal).
- The second record is the offset of that record and will have a check note of DO (Offset).

One Time Check

1. Create a new pay period.
2. Select Pay Period Definition.
3. Select the **+** button at the top of the screen.
4. Enter the pay period you are going to run.
    a. For example, if this was the first exception or one-time check for the 1001024-pay period (24th payroll of the year) you can create my new period with a date of 1001**1**24.
5. Enter the pay cycle name.
6. Enter the date range.
7. Enter the correct frequency: **M** (monthly), **S** (semimonthly), or **B** (biweekly).
8. Enter the number of pay periods in this cycle a year.
9. Enter the number in the month.
10. Enter the posting date.

11. Enter the check date.
12. Enter the EFT date.
13. Press **Enter** to save the record.
14. Enter the pay outs or exception hours in **PYTCDTUB** with the new pay period.
15. Create a new batch.
16. Name the batch "**HOURS+ pay period**".
17. Open the batch.
18. Select the employee.
19. Enter hours.
20. Save the record.
21. **Distribute Hours** (PYTCDTDS) by ID.
22. Run a **Force Calculation of Payroll** (PYPAFC) by ID.
23. Run a **Prelist** (PYREEL) by ID.
24. Repeat payroll steps until amounts are correct as if it were a regular payroll, only be sure to use ID as selection criteria.
25. Once the prelist is correct, run the **Trial Posting** (PYTPTP) by ID.
26. Load the ELF Form.
27. Run the **Distribute and Pay** (PYPADP) by ID.
28. Run the **AP Interface** (PYUTAP) by job number.

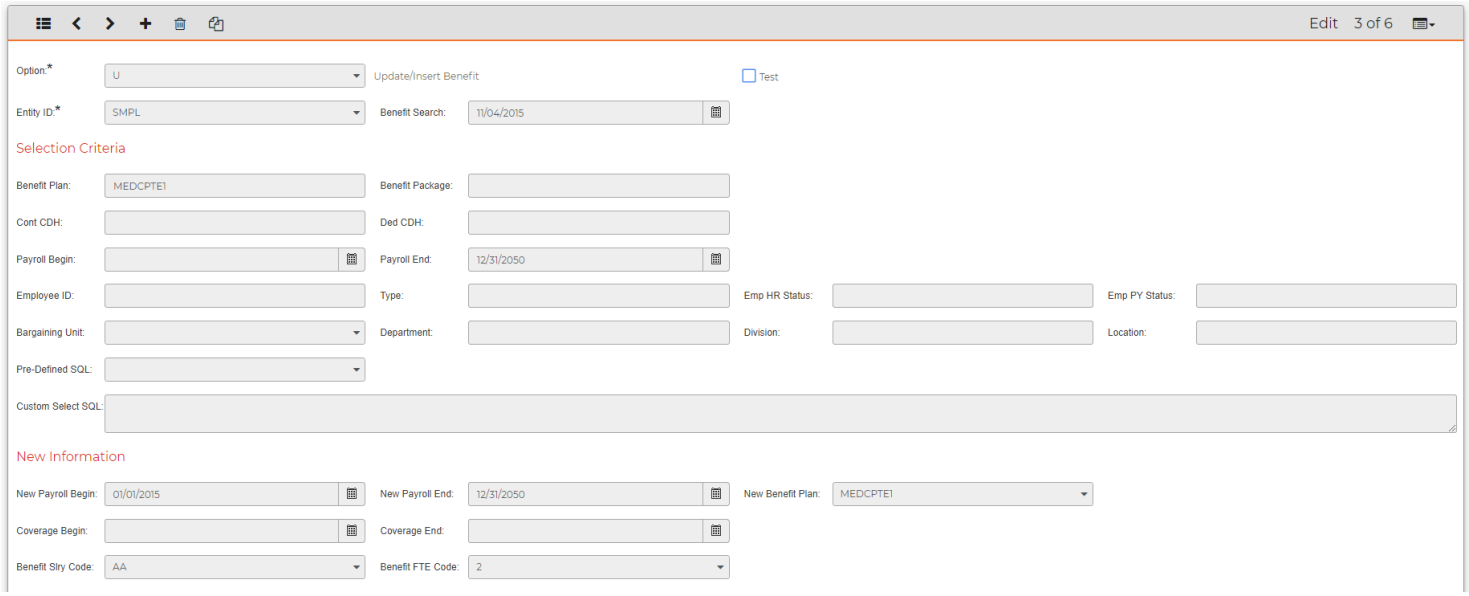
Section 27: HR Utilities

Benefit Assignment Utility

To use the benefit utility, you must end date the old plan and create the new benefit plan in **HRTBBE** (Benefit Definition). Please refer to the section on How to Create a Benefit Definition for adding a new plan.

1. After you have created a benefit definition, access **HRUTBU** (Benefit Assignment Utility).
2. Select the appropriate option. The most commonly used option is for changing a benefit from one benefit to another or from one amount to another amount. This is option **U**.

Note: You always want to update the old (end date) and insert the new plan so you won't lose history.



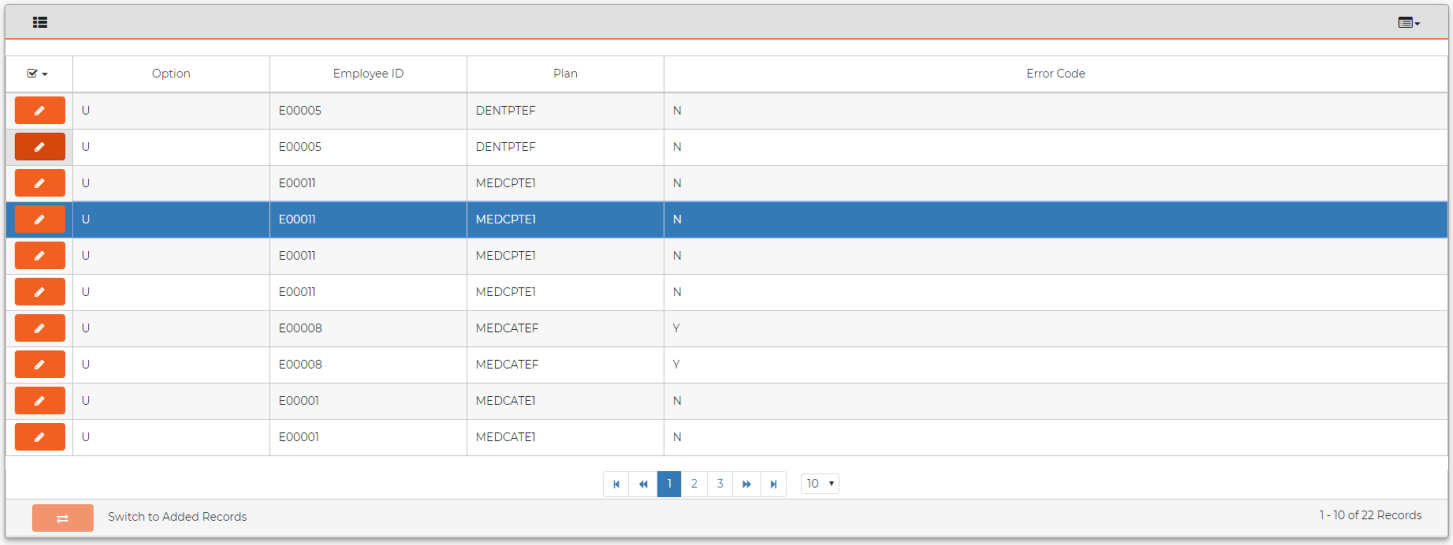
3. Next, select the correct **Entity**.
4. The Benefit Search Date will default to today's date
5. Next, **ALWAYS check TEST**. This runs the utility in a test mode, so you can review the results before updating an employee's assignment.
6. Notice that there are two more sections on this screen. Use the first section to select the current benefit plan and the second section for entering the new benefit information.
7. First, select the Benefit Plan that you are updating and that is currently assigned to the employees.
8. Next enter the end date of the plan you are searching for. If this plan was open ended, enter 12/31/2050. If it was created one year at a time, you need to enter the end of the benefit year.
9. Use additional search criteria fields to select a specific group. In this scenario, you are updating all employees that have a benefit plan that is currently active.
10. In the next section, New Information, enter the new benefit information.
11. Enter the **New Effective Begin** and once your job is complete,
12. Enter the **New Benefit Plan**. Only the plans that are active within the effective dates that you entered display in the menu. The old plan shouldn't display because it was end dated previously.
13. Complete the **Benefit Salary Code** and **Benefit FTE Code** (required fields). Select the appropriate options for you, the most common are AP and 2.

Note: The contribution and deduction information are filed in from your benefit plan definition.

14. Press **Enter** to run the utility. A warning displays explaining that this is in test and another with the

number of records you are going to update.

15. Now access **HRUTBL** (Benefit Utility Listing) to review your results. In this scenario, you should have two records per employee. One for closing the old and one for adding the new.



	Option	Employee ID	Plan	Error Code
	U	E00005	DENTPTEF	N
	U	E00005	DENTPTEF	N
	U	E00011	MEDCPTE1	N
	U	E00011	MEDCPTE1	N
	U	E00011	MEDCPTE1	N
	U	E00011	MEDCPTE1	N
	U	E00008	MEDCATEF	Y
	U	E00008	MEDCATEF	Y
	U	E00001	MEDCATE1	N
	U	E00001	MEDCATE1	N

1 2 3 10

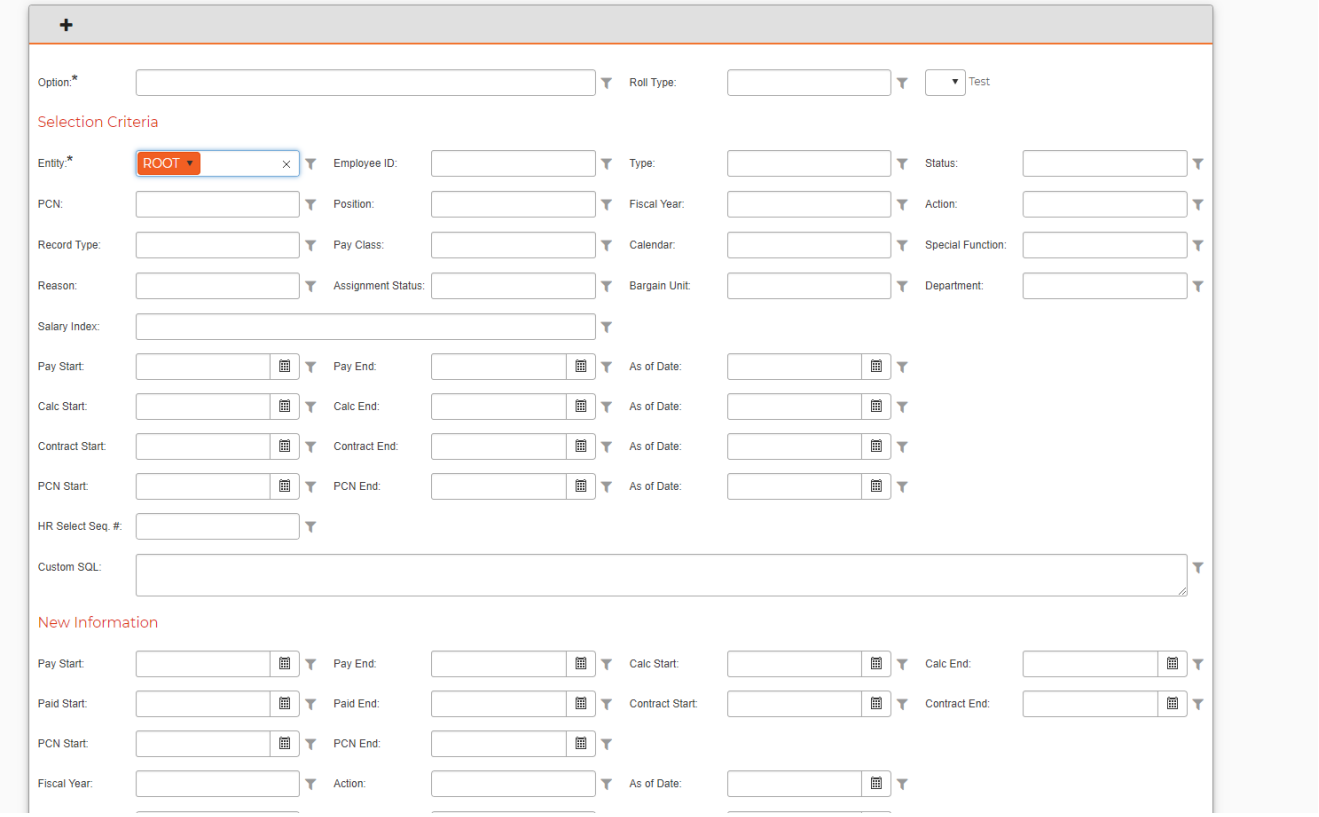
Switch to Added Records

1 - 10 of 22 Records

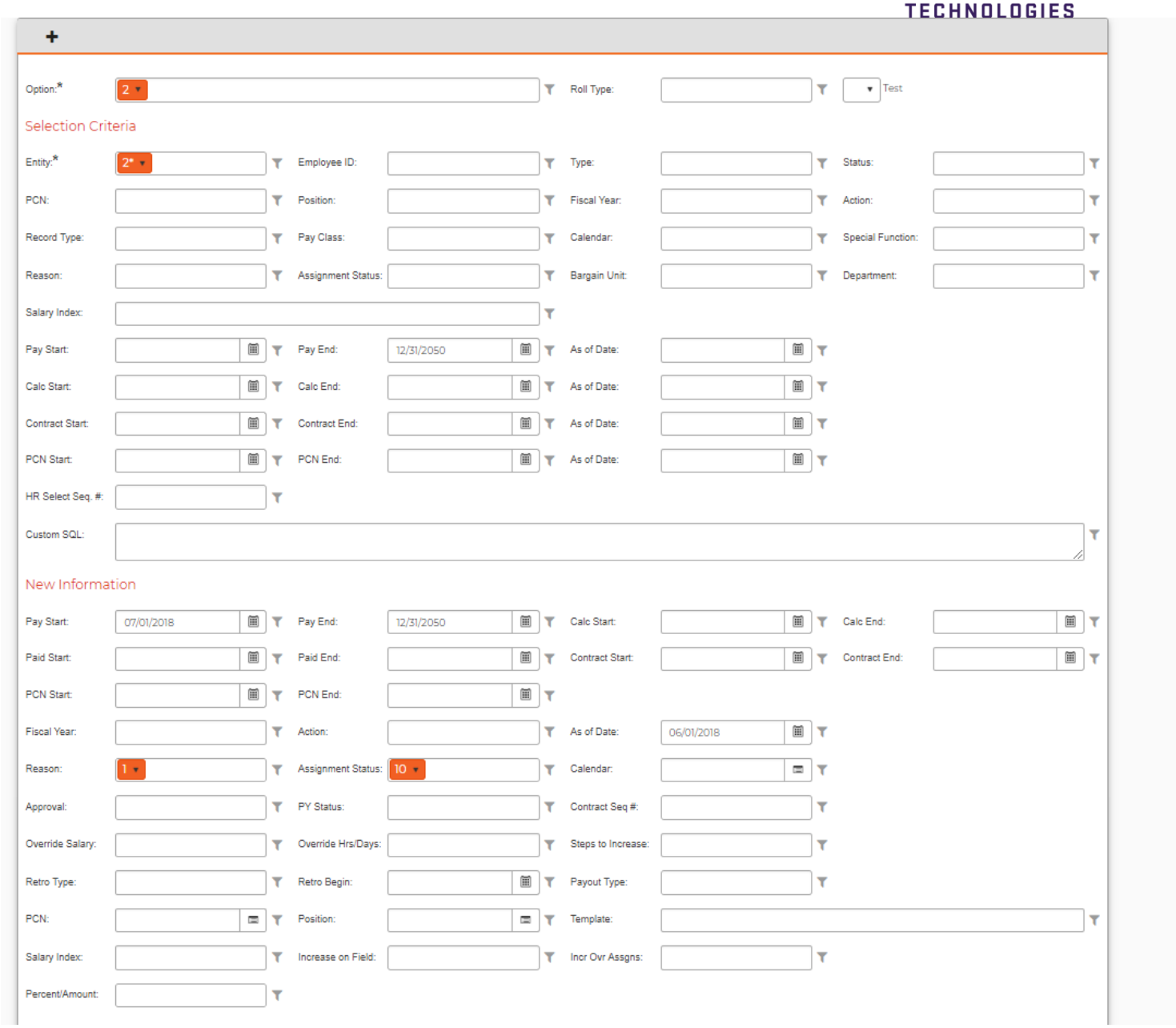
16. After reviewing your results, select **HRUTBU** (Benefit Assignment Utility). If your results were correct, you may just uncheck the test and press Enter.
17. Now that all employee records have been updated, go to **HRPYBE** (Benefit Assignments) and review the employee records.

Pay Assignment Utility

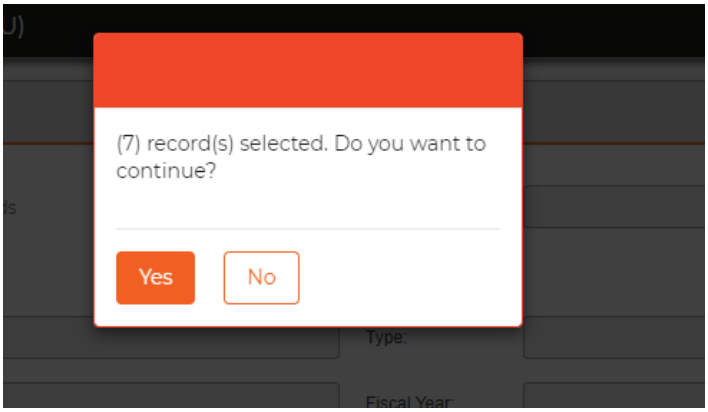
1. Access **HRUTPU** (Pay Assignment Utility).



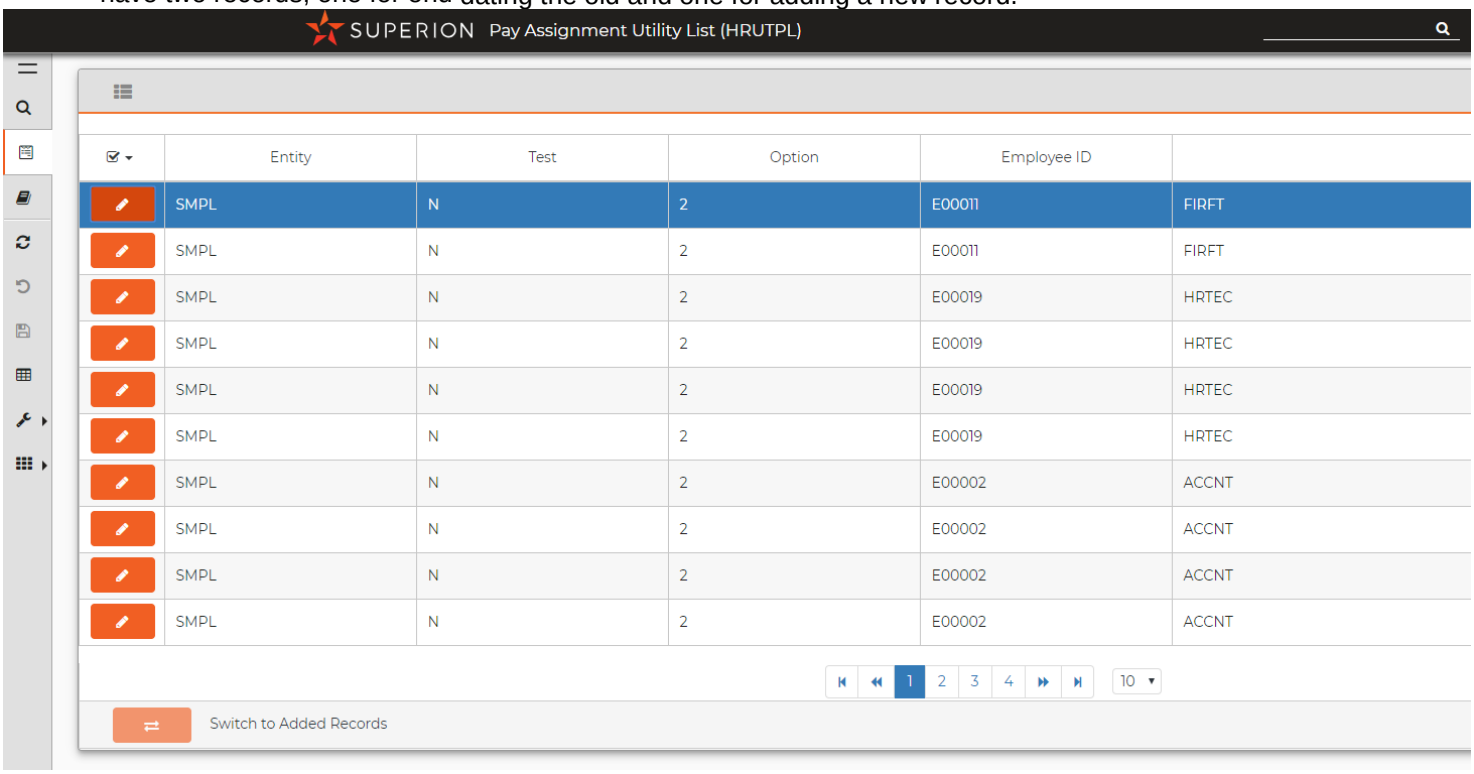
2. First, select the correct option. If you are updating employee's rate of pay, select option 2. This is the most common option since it will end date the old and add a new entry, so you won't lose history.
3. **ALWAYS check TEST** for the first run.
4. In the **Selection Criteria**, enter the correct **Entity**.
5. Now you are required to select the appropriate selection criteria for the group of people you are updating.
6. Next, enter 12/31/2050 in the Pay Effective End Date.
7. Under New Information, enter the new Pay Effective Begin and End Dates.
8. Enter the **As of Date** that you would like to appear on all the new records.
9. Enter the new **Fiscal Year**.
10. Select the correct **Reason code** that you would like to appear on the new pay assignments.
11. Be sure to enter the other default information that your site would like to go onto the next record.
12. Next, you need to either enter the number of steps to increase, the number of ranges to increase, the percentage of increase, or the new salary index. If your salary schedules were updated and the employee is to stay on the same step but to have the new rate assigned, leave the increase amount blank.



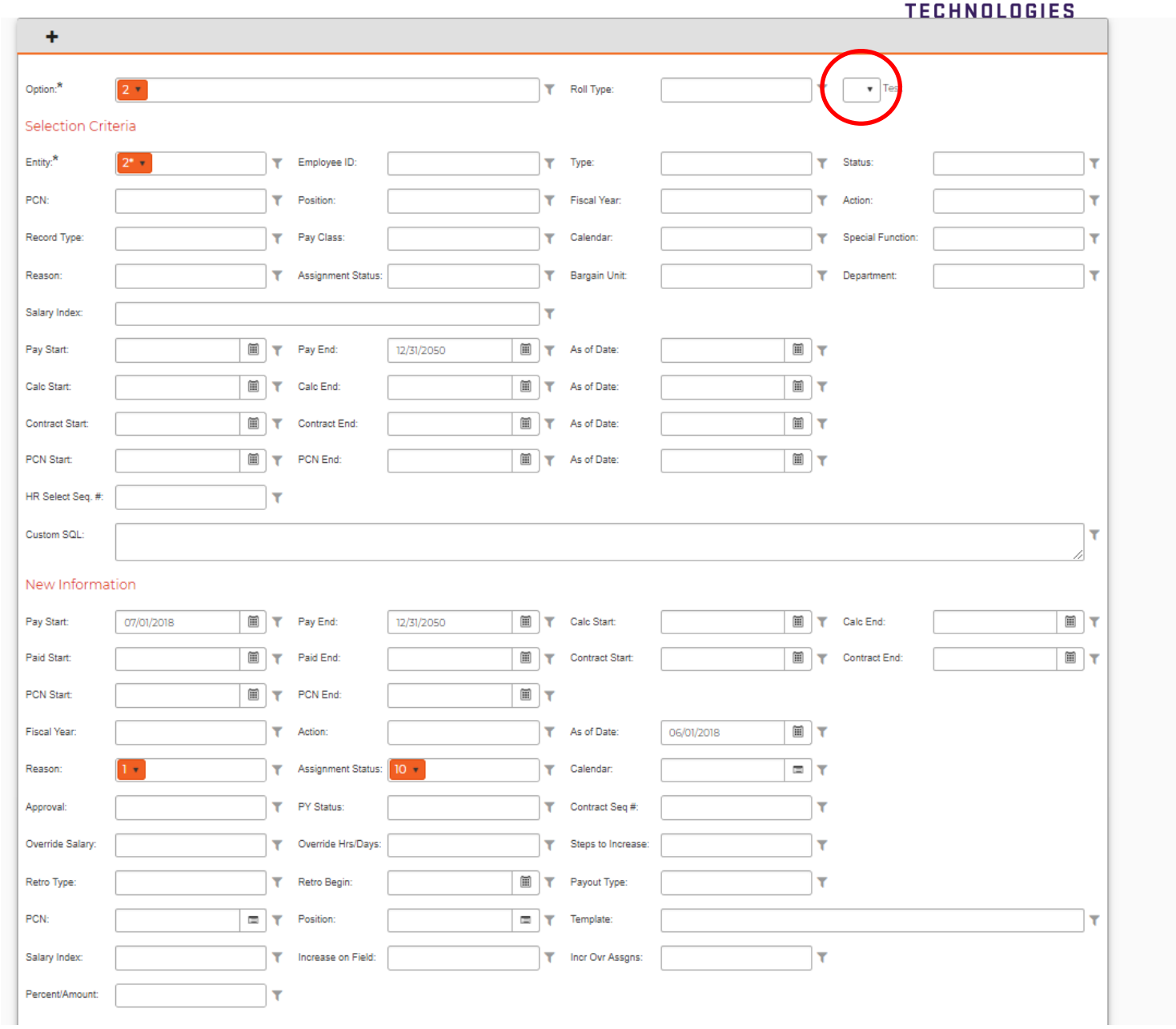
13. Once all the new information is entered, press **Enter** to run this utility in test mode.



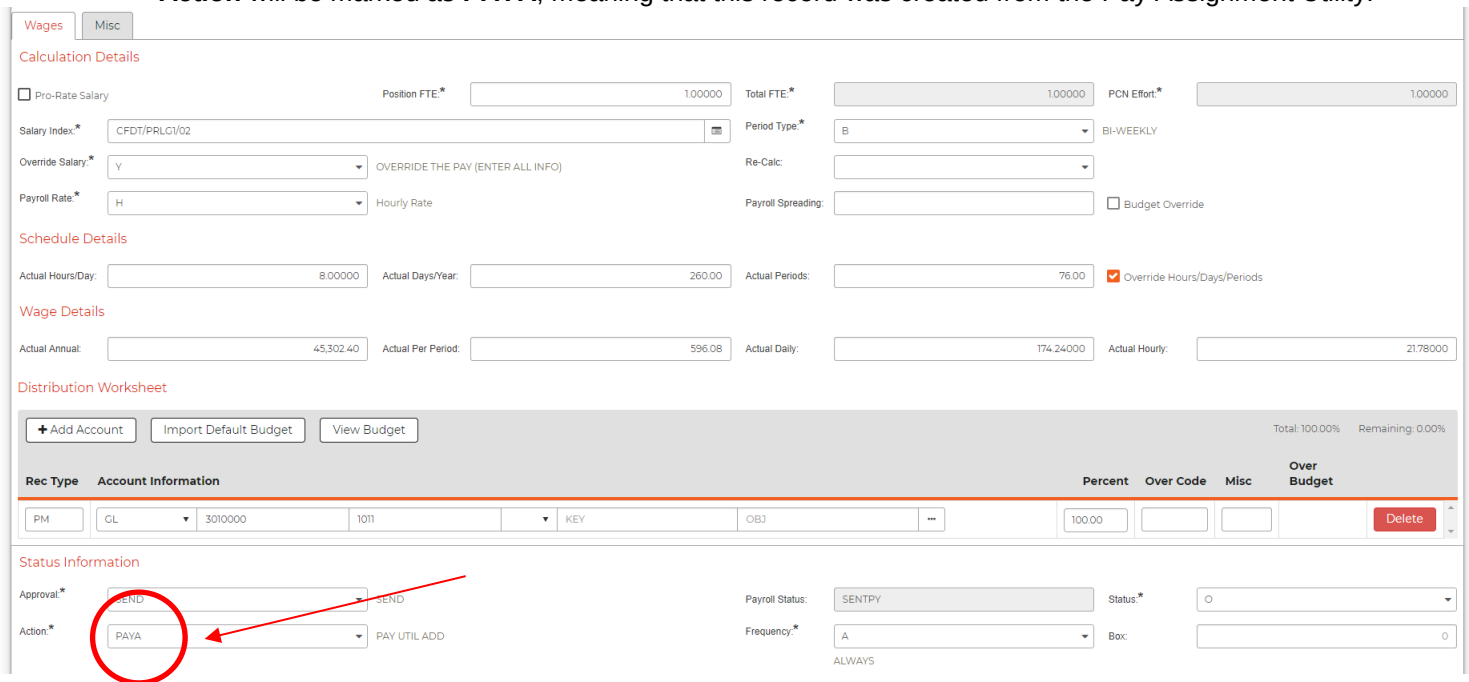
14. Next, open **HRUTPL** (Pay Assignment Utility Listing) and review your results. Each employee should have two records, one for end dating the old and one for adding a new record.



15. Once you have verified that the results are what you expected, go back to **HRUTPU** and uncheck **Test**.

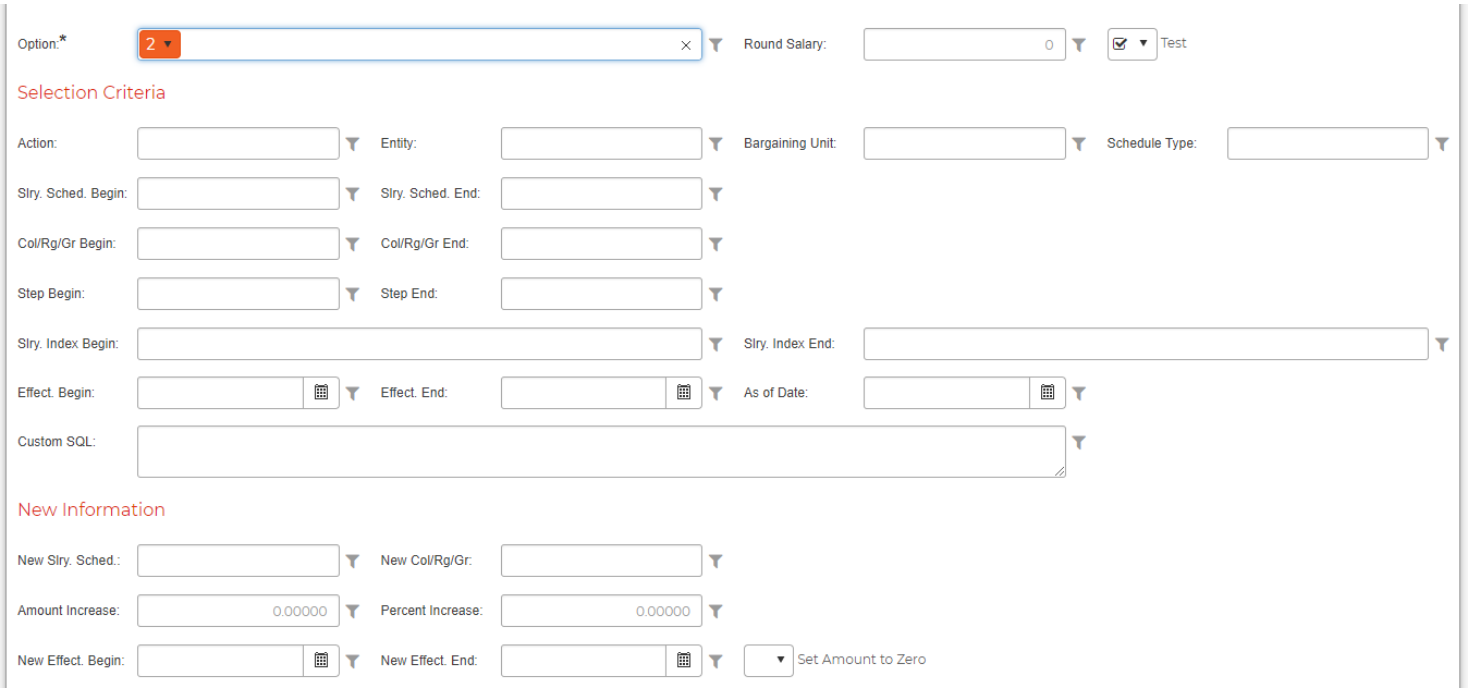

Option:*
2
Roll Type:
Selection Criteria
Entity:*
2*
Employee ID:
Type:
Status:
PCN:
Position:
Fiscal Year:
Action:
Record Type:
Pay Class:
Calendar:
Special Function:
Reason:
Assignment Status:
Bargain Unit:
Department:
Salary Index:
Pay Start:
Pay End:
12/31/2050
As of Date:
Calc Start:
Calc End:
As of Date:
Contract Start:
Contract End:
As of Date:
PCN Start:
PCN End:
As of Date:
HR Select Seq. #:
Custom SQL:
New Information
Pay Start:
07/01/2018
Pay End:
12/31/2050
Calc Start:
Calc End:
Paid Start:
Paid End:
Contract Start:
Contract End:
PCN Start:
PCN End:
Fiscal Year:
Action:
As of Date:
06/01/2018
Reason:
1
Assignment Status:
10
Calendar:
Approval:
PY Status:
Contract Seq #:
Override Salary:
Override Hrs/Days:
Steps to Increase:
Retro Type:
Retro Begin:
Payout Type:
PCN:
Position:
Template:
Salary Index:
Increase on Field:
Incr Ovr Assgns:
Percent/Amount:

16. Press **Enter** to run the utility.
17. Access **Employee Pay Assignment** and verify that the utility has updated records. Notice that the **Action** will be marked as **PAYA**, meaning that this record was created from the Pay Assignment Utility.



Salary Utility Definition Utility

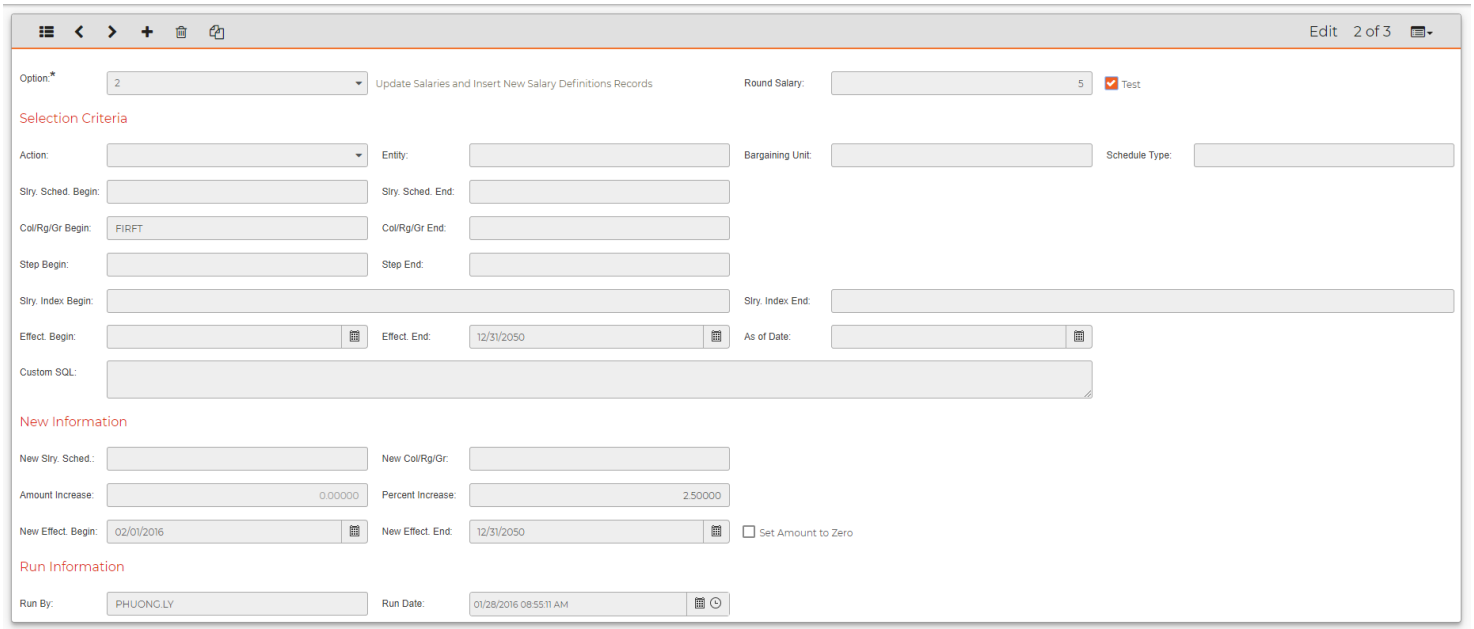
1. Access **HRUTSU** (Salary Definition Utility).



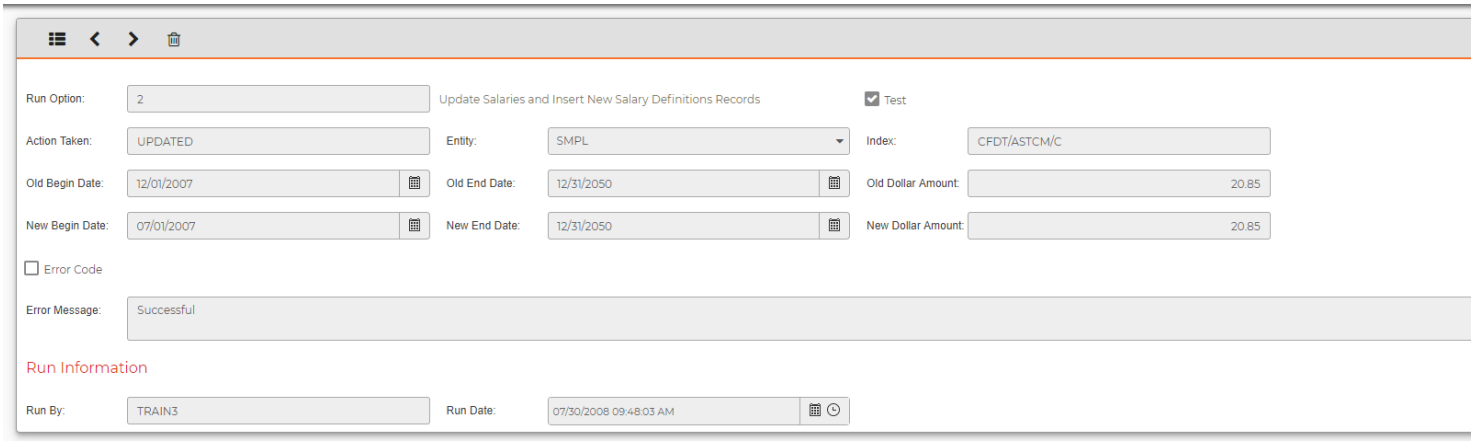
2. First, select the appropriate option (2 is the most common option). End date the old salary tables and insert new tables so your pay assignments will always have the appropriate values to validate against both old and new.
3. **ALWAYS check TEST** for the first run.
4. Under the action code, select **SALU**. This will flag the new salary definitions as being

updated/created from the salary definition utility.

5. You will now need to enter the selection criteria for the salary table that you are updating.
6. Enter the **Effective End Date** that currently appears on the salary definition.
7. In the next section, you will enter the criteria for how this salary is being updated. You may enter a flat amount or a percentage.
8. Enter the **New Salary Schedule** and/or **Range** if the name is changing.
9. Enter the New Effective Dates.
10. Press **Enter** to run.



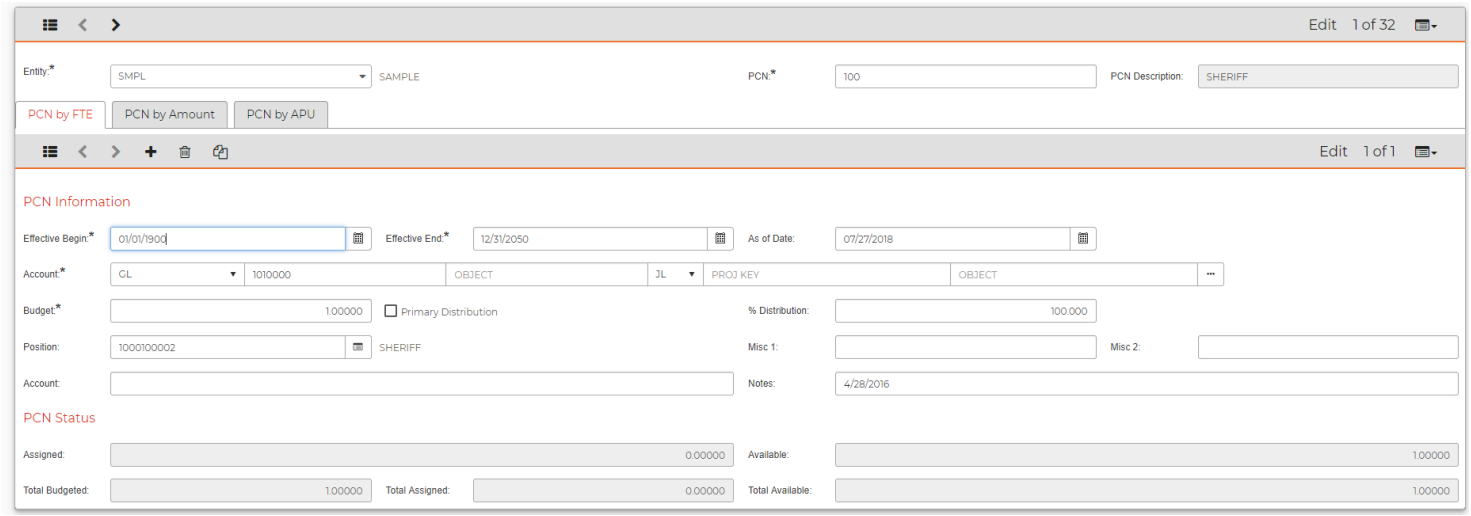
11. Now, Access **HRUTSL** (Salary Definition Utility Definition Listing I). Review your results here.



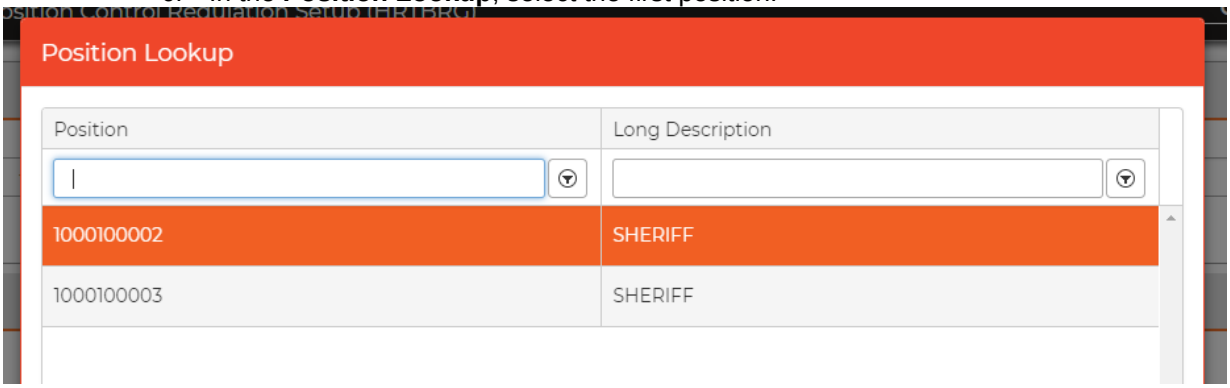
12. Once you have verified that your results are correct, go back to the definition and uncheck **Test**.
13. Press **Enter** to run.
14. Access **HRTBSL** (Salary Definitions) to review the updated information.

Section 28: Position Control

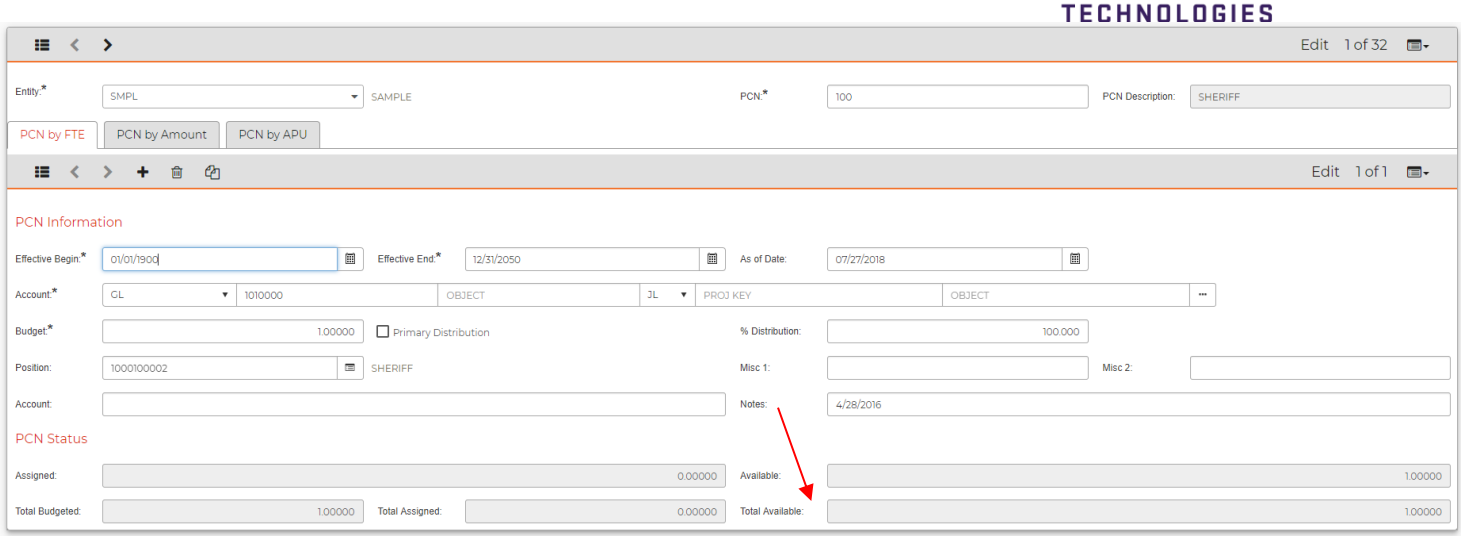
1. Access **HRTBRG** (Regulation of PCN).



2. On this screen, you will see all your positions that were previously defined in HRTBPC (PCN/Position Definition). Please refer to How to Create a PCN/Position Definition for more information. Within this screen, you marked your position as Budget by: 01 – FTE.
3. Now, search for the PCN that you will start with.
4. Enter the correct ledger information.
5. Enter the correct **Effective Dates** for this position control record.
6. In the **Position Lookup**, select the first position.



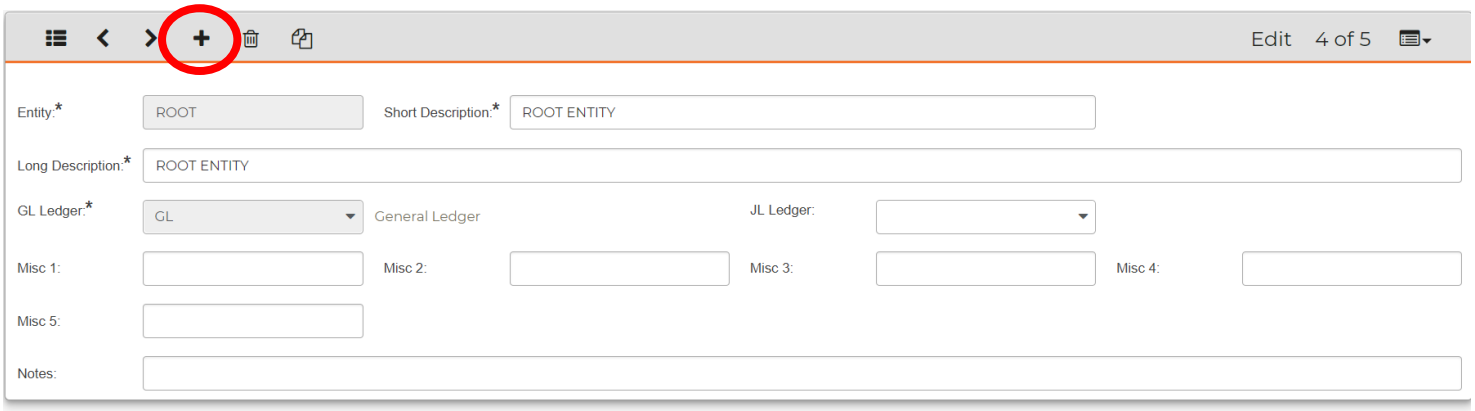
7. Enter the percentage of this position that is to be charged to this account.
8. Enter the number of **FTE Budgeted**.
9. The number of FTE's assigned to this record display as well as the number of FTE available to the right of the Misc codes.
10. At the bottom of the screen, you will see the Total Budgeted for this PCN.



11. If you have multiple assignments per PCN, you need to select the **Add** button at the bottom of the screen and repeat steps 4 through 8.
12. Repeat these steps until all positions are budgeted under this PCN.
13. If you have one Position per PCN, you may now select the next PCN and Position in the Record List and repeat steps.

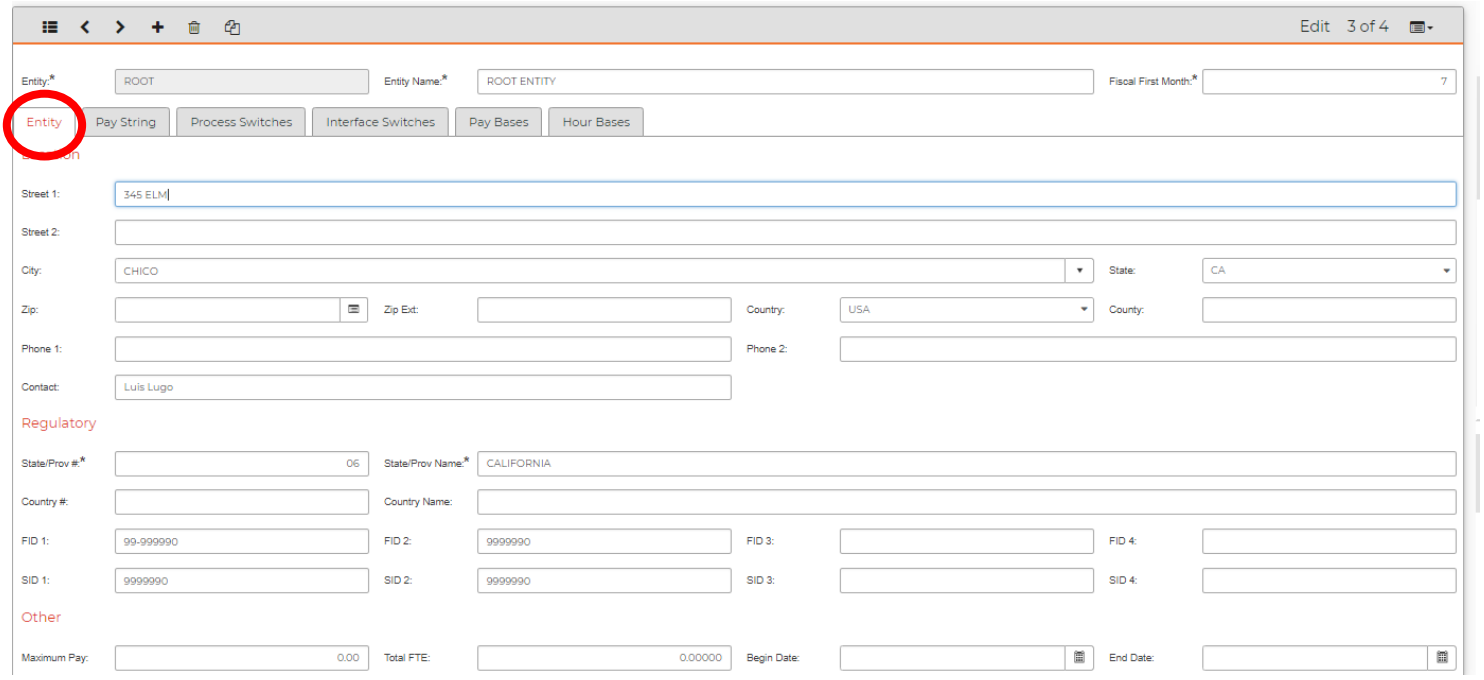
Section 29: System Set Up Requirements

1. The entity must be set up in HR as well as Payroll. The first step is to set up through **HRRQEN**. This is the HR side of the entity. The main entity is ROOT. Other entities may be added if needed.

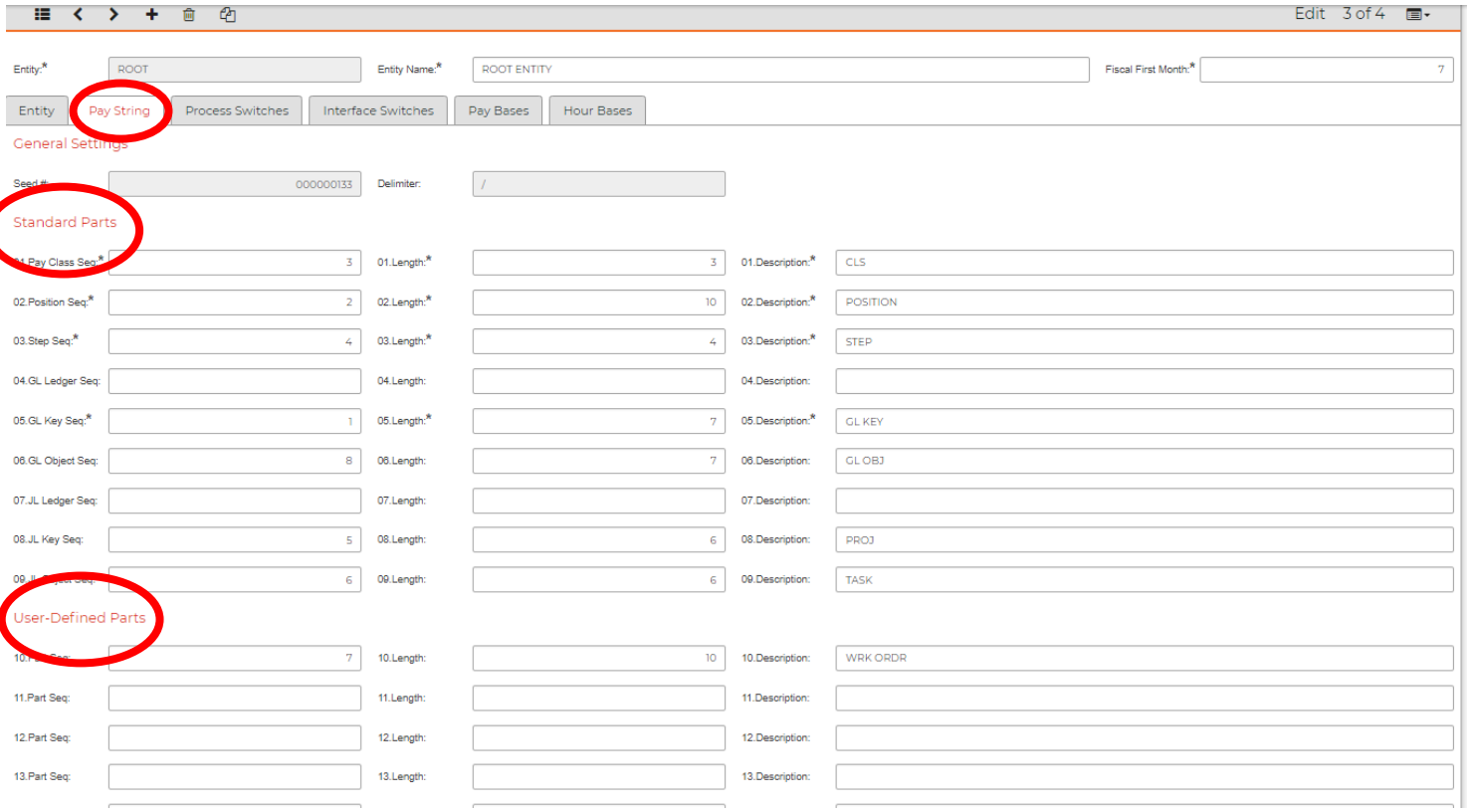


To add a new entity, click the plus at the top of the screen. Add the name (commonly ROOT), a short description and a long description. You will next select the ledger used with this entity. Press enter to save. If more than entity is needed, repeat the process by adding an additional entity.

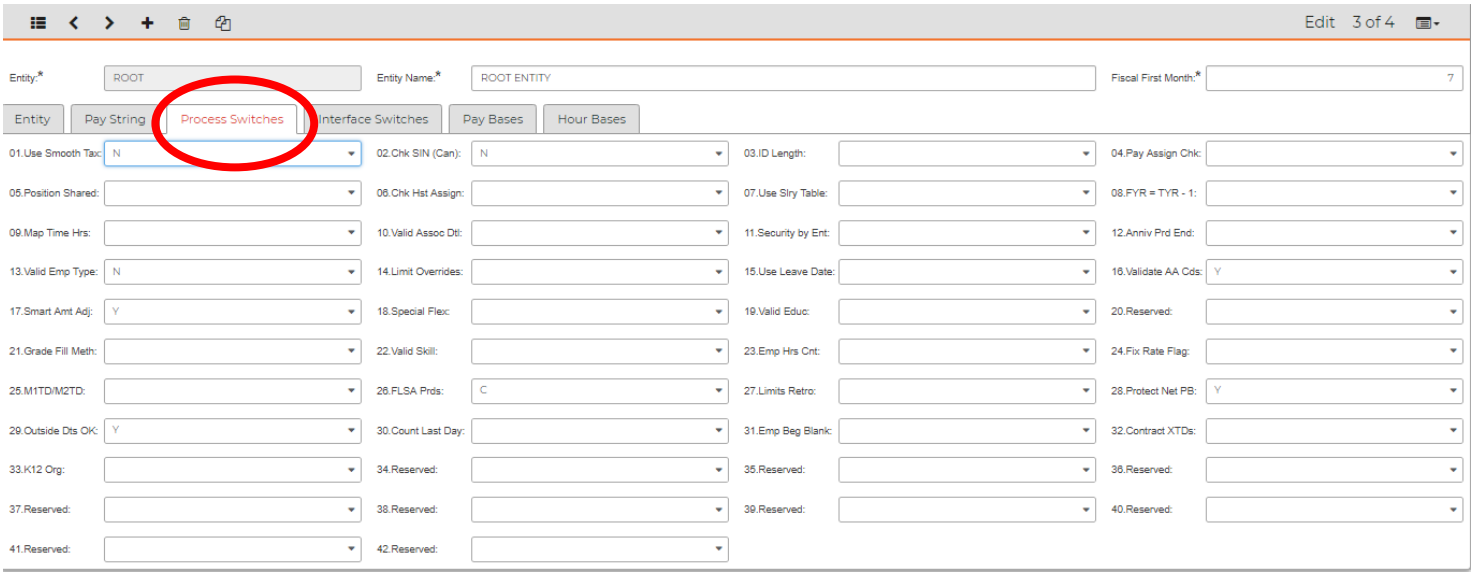
2. Next, the entity must be set up in Payroll. The entity added in **HRRQEN** should now be visible in **PYUPGN** when apply search is clicked. Under the Entity tab, add additional information here such as Fiscal first month, location and phone information, and Federal and state ID information.

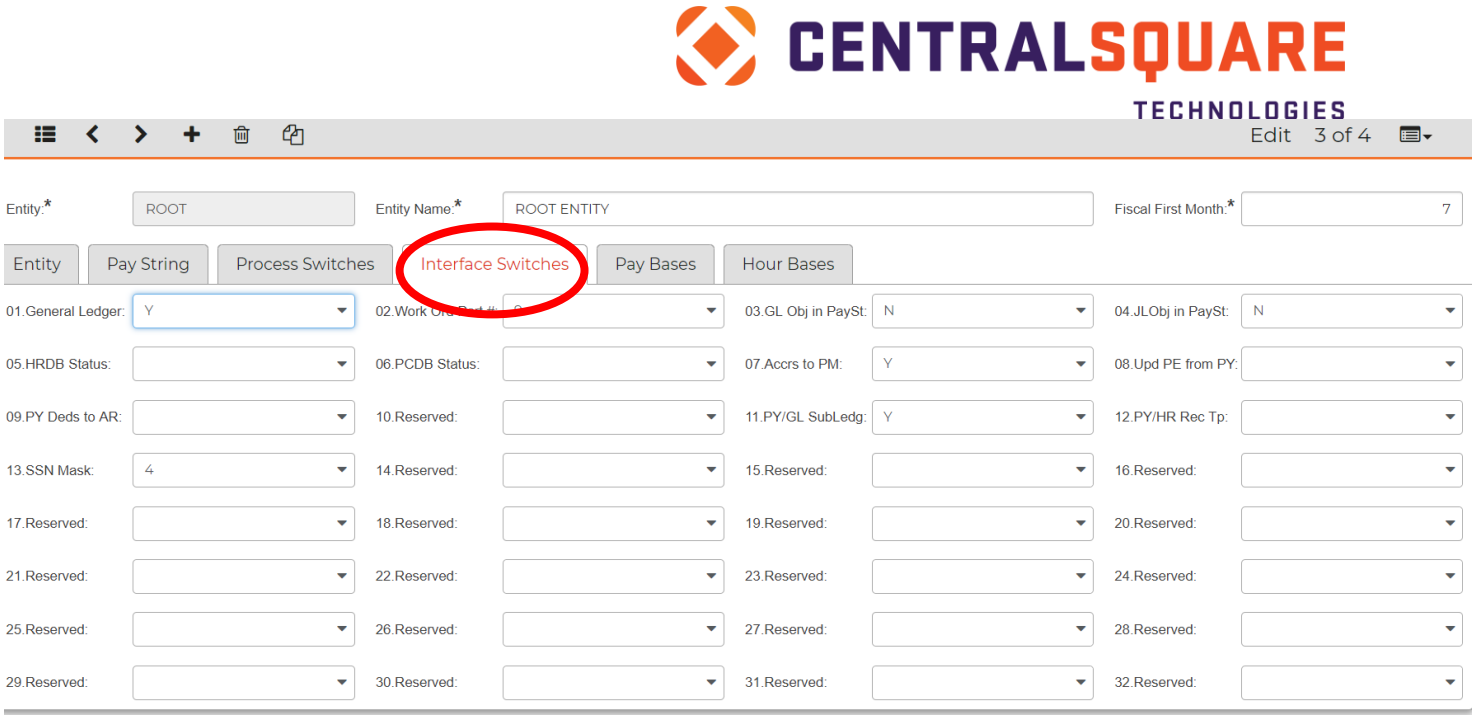


Next, click the Pay String tab and add the information under Standard Parts and User-Defined Parts.



Continue to fill out necessary information for the Process Switches, Interface switches, Pay Bases, and Hour Bases tabs. If more than one entity is needed, the information in these tabs will default from the ROOT entity selections.




Edit 3 of 4
Entity:*
ROOT
Entity Name:*
ROOT ENTITY
Fiscal First Month:*
7
Entity
Pay String
Process Switches
Interface Switches
Pay Bases
Hour Bases
01.General Ledger:
Y
02.Work
03.GL Obj in PaySt:
N
04.JLObj in PaySt:
N
05.HRDB Status:
06.PCDB Status:
07.Accrs to PM:
Y
08.Upd PE from PY:
09.PY Deds to AR:
10.Reserved:
11.PY/GL SubLedg:
Y
12.PY/HR Rec Tp:
13.SSN Mask:
4
14.Reserved:
15.Reserved:
16.Reserved:
17.Reserved:
18.Reserved:
19.Reserved:
20.Reserved:
21.Reserved:
22.Reserved:
23.Reserved:
24.Reserved:
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26.Reserved:
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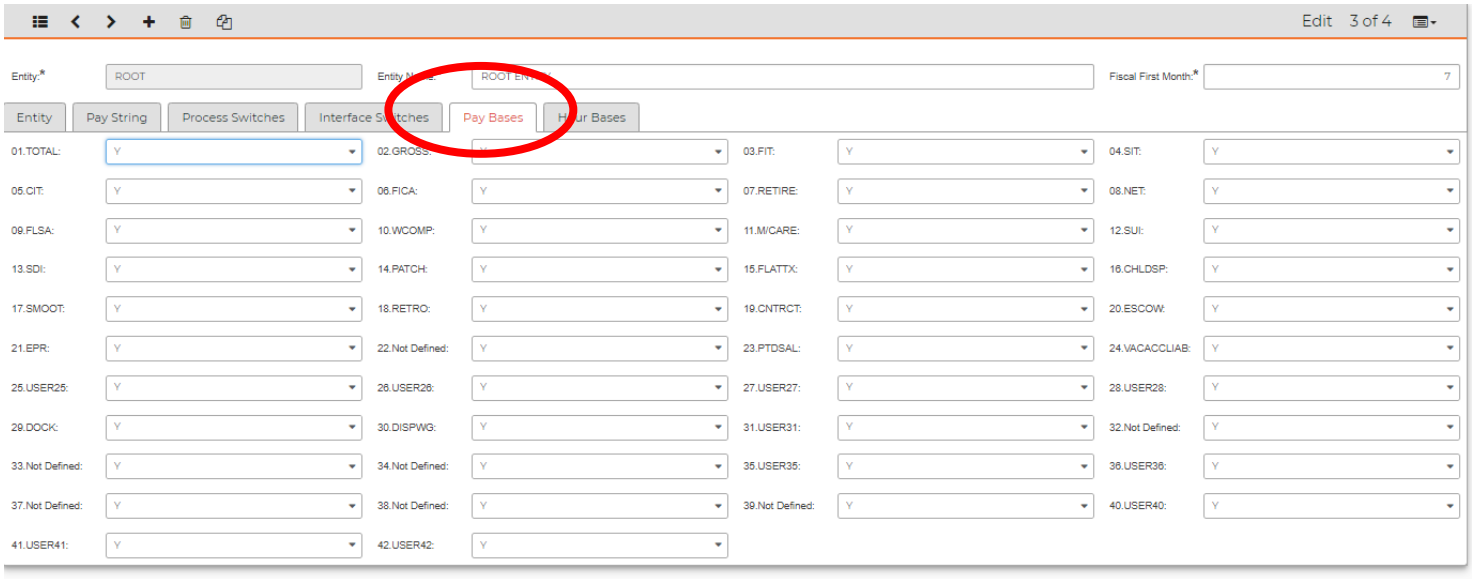
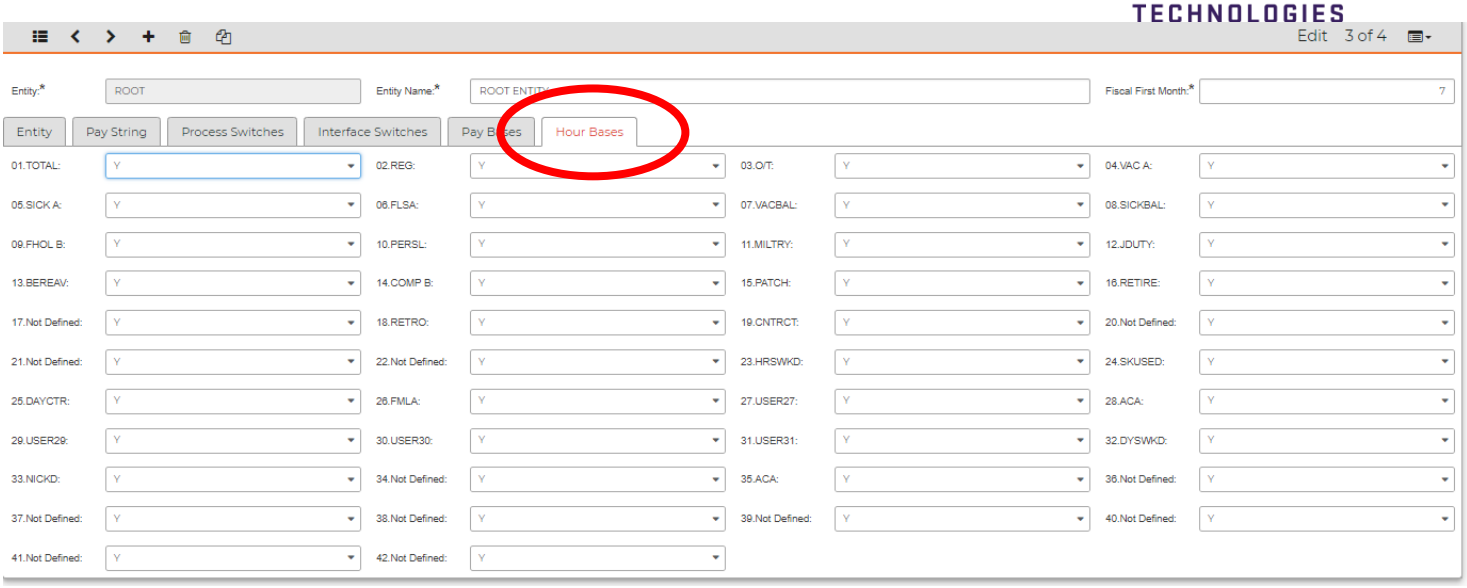
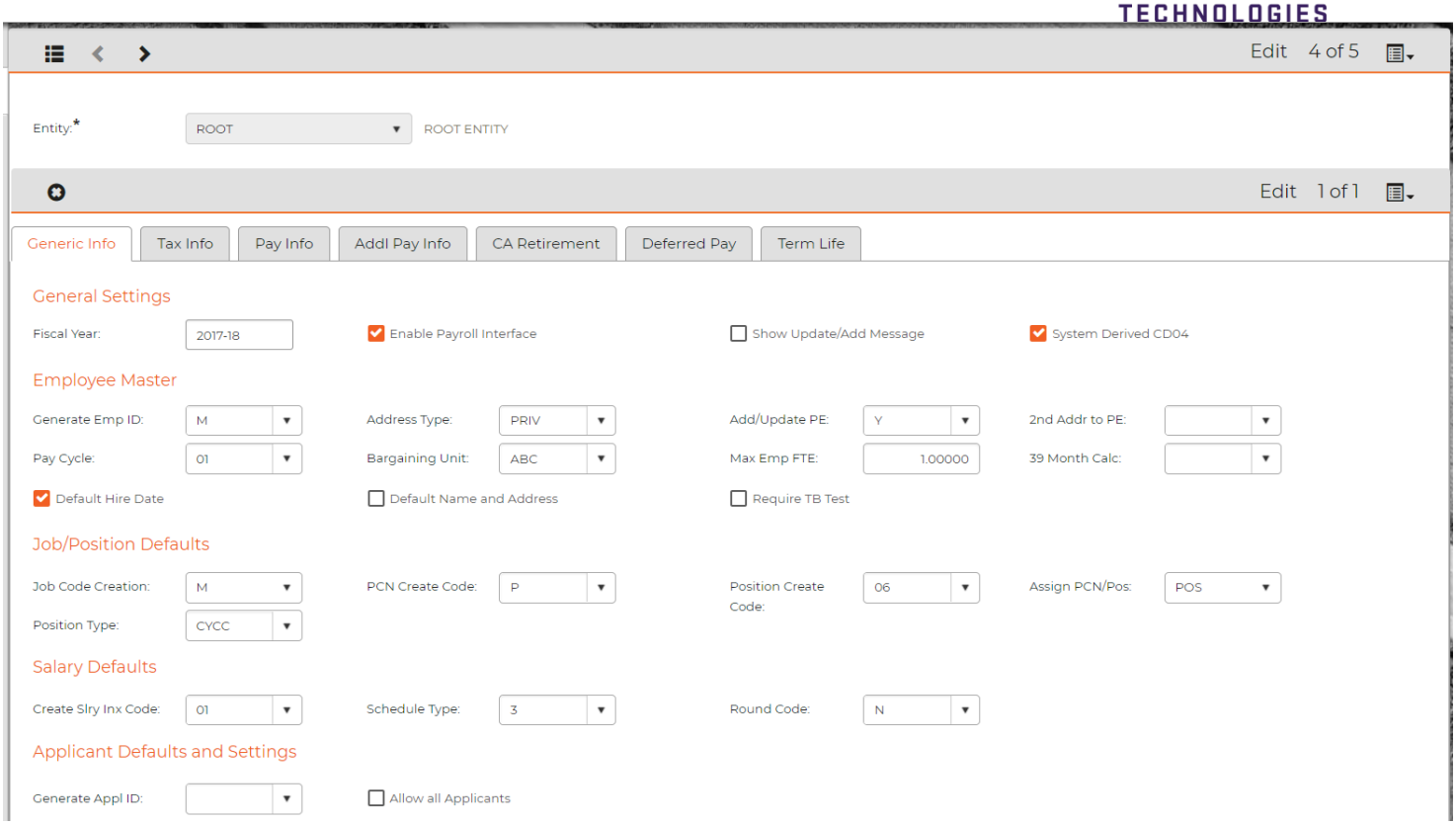
29.Reserved:
30.Reserved:
31.Reserved:
32.Reserved:

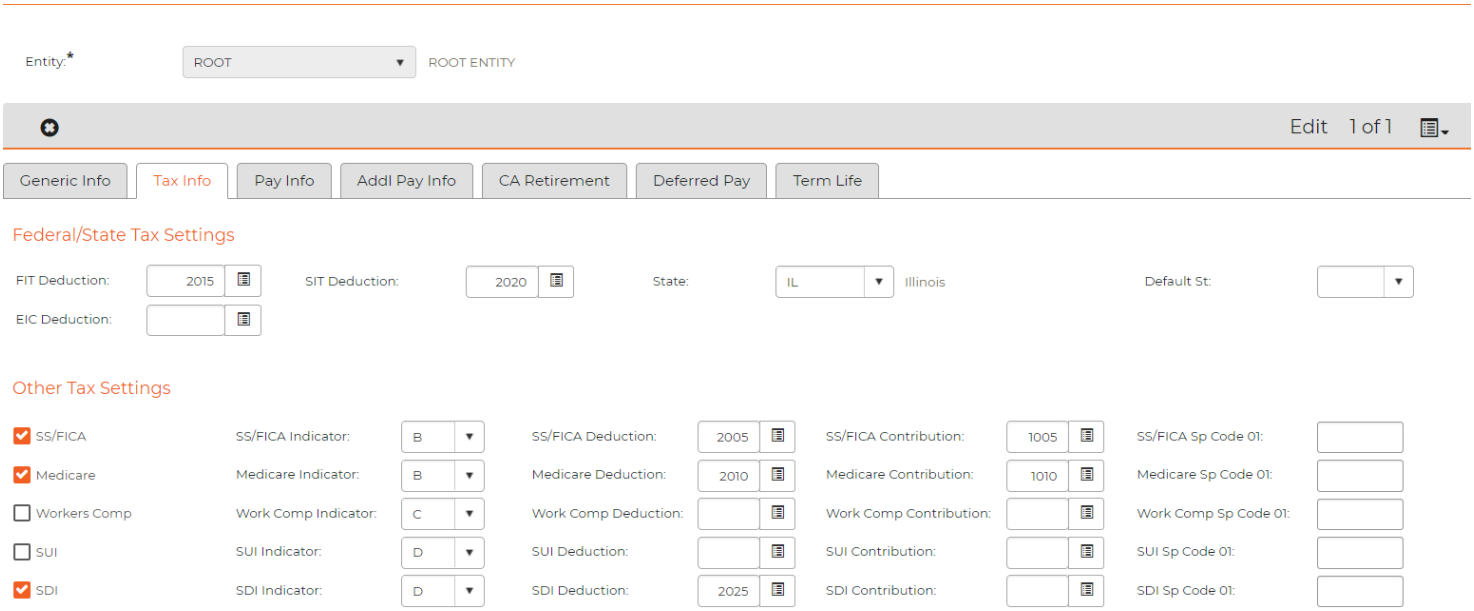

Edit 3 of 4
Entity:*
ROOT
Fiscal First Month:*
7
Entity
Pay String
Process Switches
Pay Bases
01.TOTAL:
02.GROSS:
03.FIT:
04.SIT:
05.CIT:
06.FICA:
07.RETIRE:
08.NET:
09.FLSA:
10.WCOMP:
11.M/CARE:
12.SUI:
13.SDI:
14.PATCH:
15.FLATTX:
16.CHLDSP:
17.SMOOT:
18.RETRO:
19.CNTRCT:
20.ESCOW:
21.EPR:
22.Not Defined:
23.PTDSAL:
24.VACACCLIAB:
25.USER25:
26.USER26:
27.USER27:
28.USER28:
29.DOCK:
30.DISPWG:
31.USER31:
32.Not Defined:
33.Not Defined:
34.Not Defined:
35.USER35:
36.USER36:
37.Not Defined:
38.Not Defined:
39.Not Defined:
40.USER40:
41.USER41:
42.USER42:



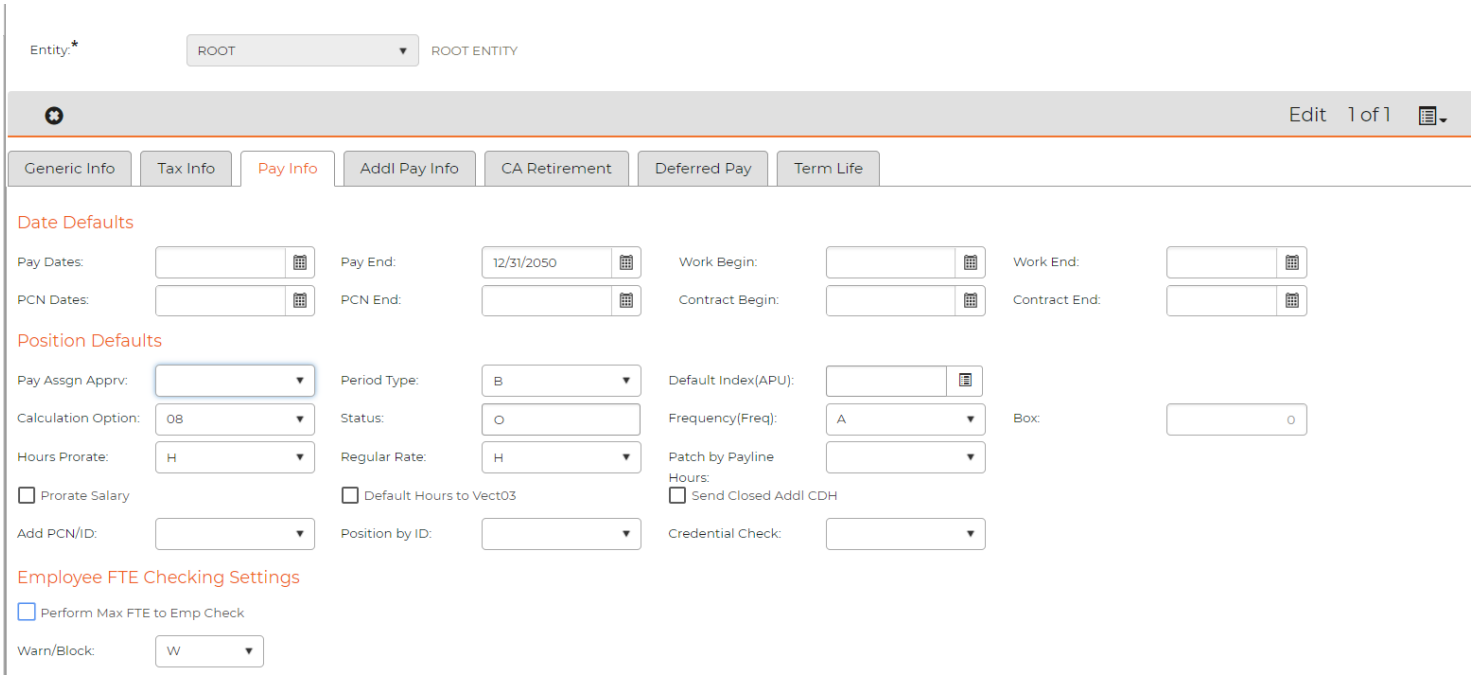
3. To establish tax defaults for your sight and other miscellaneous defaults, access **HRRQSS**.
4. On the **Generic Information** tab, enter defaults for the Employee Master.
5. You may also enter a default Fiscal Year that will appear on the Pay Assignments when adding a new record. We recommend that you update this each year.
6. You may also enter a default for how your Salary Index Codes are to be created.
7. Schedule Type default.
8. Select the **Maximum Reimbursement**, this appears on the **Tuition Tracking** screen.
9. Select the **Workers Comp** default that appears on the **Job Code Definitions**.
10. Select a default for Generating Applicant ID's.
11. Establish PCN/Position defaults.



12. On the **Tax Info** tab, your system was set up with defaults that appear on HRPYMD (Mandatory Assignments). If any CDH's change for your taxes, they will need to be updated here.

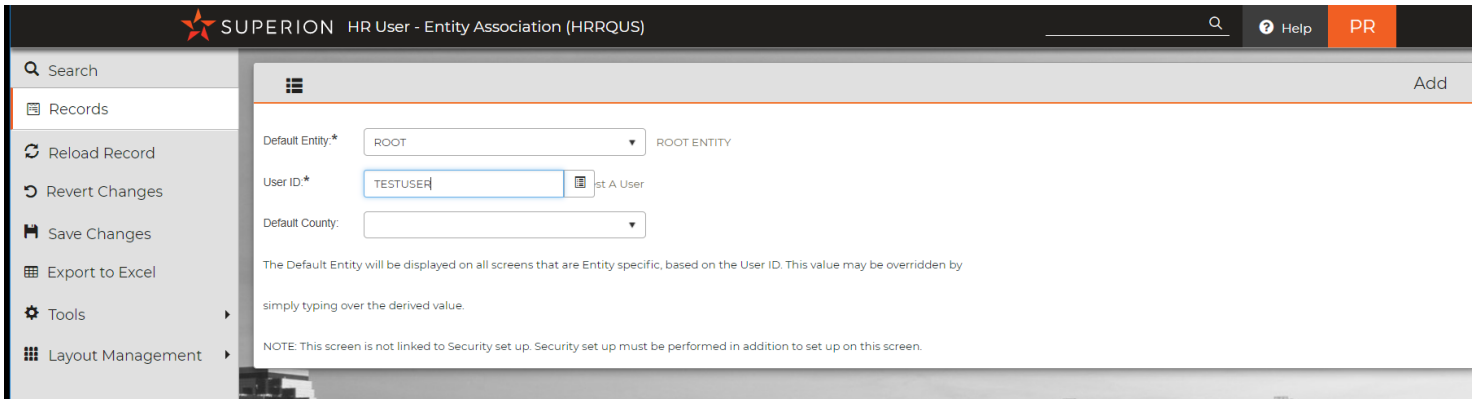


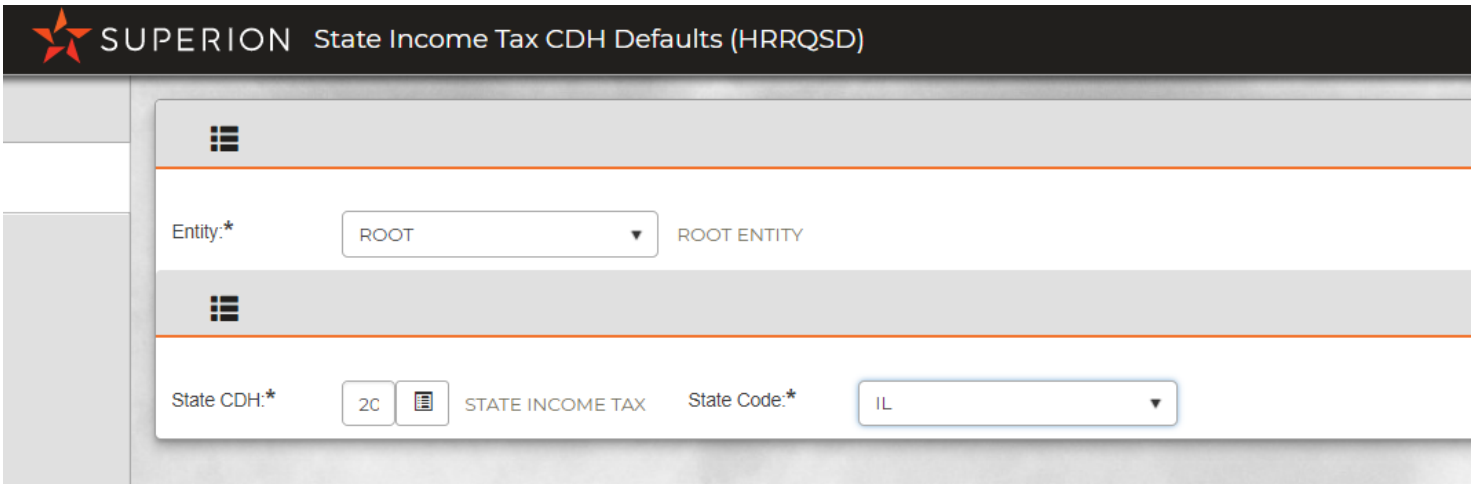
13. On the Pay Info tab, the general pay settings are put in place if needed.



HRRQUS – User Entity Association screen

14. Access **HRRQUS** to set your users up with a default entity



HRRQSD – State Income Tax CDH Defaults

15. Access **HRRQSD** to add another state and the default CDH for State Income Tax. This is where the state defaults from on **HRPYMD** – Mandatory Assignments under SIT.